

To: All Members of the EXECUTIVE

When calling please ask for:

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Date: 27 May 2016

Membership of the Executive

Cllr Julia Potts (Chairman)
Cllr Tom Martin (Vice Chairman)
Cllr Brian Adams
Cllr Andrew Bolton
Cllr Kevin Deanus

Cllr Jim Edwards
Cllr Jenny Else
Cllr Ged Hall
Cllr Carole King

Dear Councillors

A meeting of the EXECUTIVE will be held as follows:

DATE: TUESDAY, 7 JUNE 2016

TIME: 6.45 PM

PLACE: COUNCIL CHAMBER, COUNCIL OFFICES, THE BURYS,
GODALMING

The Agenda for the Meeting is set out below.

Yours sincerely

ROBIN TAYLOR
Head of Policy and Governance

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NOTES FOR MEMBERS

Contact Officers are shown at the end of each report and members are welcome to raise questions, make observations etc. in advance of the meeting with the appropriate officer.

Prior to the commencement of the meeting, the Chairman to receive any informal questions from members of the public, for a maximum of 15 minutes.

AGENDA

1. **MINUTES**

To confirm the Minutes of the Meeting held on 5 April 2016 (to be laid on the table for half-an-hour before the meeting).

2. **APOLOGIES FOR ABSENCE**

To receive apologies for absence.

3. **DECLARATIONS OF INTERESTS**

To receive from members, declarations of interest in relation to any items included on the agenda for this meeting, in accordance with the Waverley Code of Local Government Conduct.

4. **QUESTIONS FROM MEMBERS OF THE PUBLIC**

The Chairman to respond to any questions received from members of the public for which notice has been given in accordance with Procedure Rule 10.

5. **EXECUTIVE FORWARD PROGRAMME** (Pages 11 - 16)

To adopt the forward programme of key decisions for Waverley Borough Council.

6. **REVENUE OUTTURN 2015/16 (GENERAL FUND AND HOUSING REVENUE ACCOUNT)** (Pages 17 - 26)

[Portfolio Holder: Councillor Ged Hall]
[Wards Affected: All Waverley Wards]

The report provides a summary of the 2015/16 Revenue Outturn for the

General Fund and Housing Revenue Account (HRA). The Statement of Accounts, which contains the detailed figures in a format compliant with Audit requirements, will be presented for approval by the Audit Committee later in the Summer.

Recommendation

It is recommended that the Executive:

- 1. notes the Revenue Outturn position for 2015/16;**
 - 2. approves Revenue Carry Forwards of £59,703 on the General Fund from 2015/16 to 2016/17, as detailed at paragraph 18;**
 - 3. approves the transfer of the net General Fund underspend, after identified commitments, to the Revenue Reserve Fund;**
 - 4. approves Revenue Carry Forwards on the HRA of £25,000 from 2015/16 to 2016/17 as detailed at paragraph 28; and**
 - 5. requests officers to undertake a mid-year budget review for 2016/17 and report to the Executive in October.**
7. CAPITAL PROGRAMME OUTTURN 2015/16 (GENERAL FUND AND HOUSING REVENUE ACCOUNT) (Pages 27 - 38)
[Portfolio Holder: Councillor Ged Hall]
[Wards Affected: All Waverley Wards]

The report presents the outturn for the Council's 2015/16 Capital Programme. It also seeks approval to add rescheduled expenditure and minor slippage from the 2015/16 Programme to the 2016/17 Programme.

Recommendation

It is recommended that the Executive:-

- 1. notes the Capital Outturn position for 2015/16;**
- 2. approves the transfer of budgets totalling £989,237 as shown in Annexe 1, from the 2015/16 General Fund Capital Programme into 2016/17;**
- 3. approves the spend of £20,000 to carry out small works at Bowring House Day Centre, detailed in paragraph 8 to be financed from the General Fund capital savings;**
- 4. approves the transfer of budgets totalling £799,564, as detailed in Annexe 2 from the 2015/16 HRA Capital Programme into 2016/17;**
- 5. approves the transfer of budgets totalling £1,718,534, as detailed at Annexe 3 from the 2015/16 New Affordable Homes programme into 2016/17;**

6. **approves the transfer of budgets totalling £379,707, as detailed at Annexe 4 from the 2015/16 Stock Remodelling programme into 2016/17; and**
7. **approves the capital financing set out in paragraph 18.**
8. CRANLEIGH CONSERVATION AREA APPRAISAL (Pages 39 - 100)
[Portfolio Holder: Councillor Brian Adams]
[Wards Affected: Cranleigh East; Cranleigh West]

The purpose of the report is to recommend that the Cranleigh Conservation Area Appraisal (CAA) be adopted by the Council as a material consideration and used in the determination of any application for planning permission and listed building consent within the Conservation Area (CA).

Recommendation

It is recommended to the Council that the CAA for Cranleigh be adopted as a material planning consideration. This will include the following amendments to the boundary:

- Extension:Gardens to the rear of The White House and Chase Cottage, The Common.**
- Extension:Garden to the rear of Homefield, Guildford Road.**
- Extension:The Old Evangelical Church, Mead Road.**
- Extension:Brookmead, Horsham Road.**
- Extension:Area to the South of the High Street (from the library westwards up to and including Park Gate Cottages).**
- Extension:Horseshoe Lane extension – five properties to be included to the north of The Common.**
- Extension:Extension to Cranleigh Common.**
- Removal: Area of space to the south of Barnside, Horseshoe Lane.**
- Removal:Little Manor Gardens.**

9. EWHURST AND EWHURST GREEN CONSERVATION AREA APPRAISALS
(Pages 101 - 168)
[Portfolio Holder: Councillor Brian Adams]
[Wards Affected: Ewhurst]

The purpose of the report is to gain authorisation to undertake a formal public consultation on the draft Conservation Area Appraisals (CAAs) for the Conservation Areas (CAs) of Ewhurst and Ewhurst Green. These documents also include changes to the Conservation Area boundaries. The long term objective is that the appraisals will be adopted as material considerations and used in the determination of any application for planning permission and listed building consent in the relevant areas.

Recommendation

It is recommended that the Executive approves the draft CAAs for Ewhurst and Ewhurst Green for the purposes of public consultation.

10. SHOPFRONT DESIGN GUIDE SUPPLEMENTARY PLANNING DOCUMENT (SPD) ADOPTION (Pages 169 - 192)

[Portfolio Holder: Councillor Brian Adams]
[Wards Affected: All Waverley Wards]

The purpose of the report is to recommend that the Shopfront Design Guide Supplementary Planning Document (SPD) be adopted by the Council as a material planning consideration and used in the determination of any application for planning permission (or listed building consent) related to a shopfront within the borough. It will also be relevant to the consideration of applications for advertisement consent.

Recommendation

It is recommended to the Council that the Shopfront Design Guide SPD be adopted as a material planning consideration.

11. BROWNFIELD REGISTER PILOT (Pages 193 - 200)

[Portfolio Holder: Councillor Brian Adams]
[Wards Affected: All Waverley Wards]

The purpose of the report is to update members on the preparation of the pilot brownfield register of sites suitable for housing development and to agree to its publication for the end of June 2016.

Recommendation

It is recommended that the Executive agrees that the Head of Planning be authorised to

- 1. publish the pilot brownfield register following the relevant ward member being notified of a suitable site in their ward and raising no objection to the inclusion of that site; and**
- 2. provide feedback to the Government on the preparation of a brownfield register as required by a pilot authority.**

12. REVIEW OF OVERVIEW AND SCRUTINY ARRANGEMENTS (Pages 201 - 212)

[Portfolio Holder: Councillor Julia Potts]
[Wards Affected: All Waverley Wards]

In October 2015, the Executive agreed to establish a Sub-Committee of the Joint Overview & Scrutiny Committee to undertake a review of the overview and scrutiny arrangements at Waverley. The Sub-Committee undertook a thorough review of the overview and scrutiny arrangements at Waverley, and of the way in which they are practised, including a survey of all Waverley Members to canvass views on the effectiveness of the overview and scrutiny function at Waverley.

The Interim Report of the Sub-Committee was considered by the Joint Overview & Scrutiny Committee on 25 April 2016, and the recommendations were broadly welcomed and largely endorsed. The Executive Summary of the Interim Report, including the recommendations, as revised and endorsed by the Joint Overview & Scrutiny Committee, is attached as Annexe 1. The Executive is asked to consider and comment on those recommendations, and direct officers accordingly.

Recommendation

That the Executive considers the recommendations of the Joint Overview & Scrutiny Committee, and

1. **endorses the broad findings of the review into OS arrangements at Waverley;**
 2. **instructs the Head of Policy and Governance to report the recommendations to the Constitution SIG, with a report from the SIG to come back to the Executive in July 2016 on changes to the Constitution needed to achieve the desired OS structure and terms of reference;**
 3. **instructs the Head of Policy and Governance to progress the recommendations for Member and Officer training, and development of guidance on working practices for OS, in liaison with the Chairmen and Vice-Chairmen of OS; and**
 4. **instructs the Head of Policy and Governance to bring back a further report outlining the costs and benefits of different options in respect of officer support for overview and scrutiny at Waverley.**
13. RECRUITMENT OF GRADUATE TRAINEE TO THE ENGINEERS' TEAM
(Pages 213 - 218)

[Portfolio Holder: Councillor Tom Martin]
[Wards Affected: All Waverley Wards]

The purpose of the report is to seek approval for the recruitment of a Graduate Trainee to the Engineering Team.

Recommendation

It is recommended that the Executive approves the proposal to recruit a Graduate Trainee to the Engineering Team.

14. APPOINTMENT OF EMPLOYER'S NEGOTIATING TEAM 2016/2017

To appoint the Members of the Employer's Negotiating Team whose role is to conduct negotiations with the staff through the Waverley Joint Negotiating Committee for Pay and Conditions and all matters concerning local pay and conditions of service. The meetings of the Joint Negotiating Committee are usually held in November/December each year. The Employer's Negotiating Team comprises 6 councillors and the proposed membership is as follows:-

Cllr Julia Potts (Leader)
Cllr Jim Edwards
Cllr Pat Frost

Cllr Tom Martin (Deputy Leader)
Cllr Jenny Else
Cllr Peter Isherwood

15. APPOINTMENTS TO SURREY COUNTY COUNCIL LOCAL COMMITTEE TASK GROUPS 2016/2017

The County Council has requested that Waverley nominates to a number of Task/Sub-Groups of the Waverley Local Committee and the proposed membership of each is as follows:-

Farnham Task Group (3 members)

Cllrs Stephen Hill, Julia Potts and Chris Storey

Godalming, Milford and Witley Task Group (2 members)

Cllrs Simon Thornton and Denis Leigh

Haslemere and Western Villages Task Group (2 members)

Cllrs Brian Adams and Stephen Mulliner

Cranleigh and Eastern Villages Task Group (2 members)

Cllrs Simon Inchbald and Mary Foryszewski

Youth Task Group (2 members)

Cllrs Kevin Deanus and Jeanette Stennett

Recommendation

It is recommended that the nominations to the Waverley Local Committee Task Groups for 2016/2017 be agreed.

16. APPOINTMENTS TO OUTSIDE BODIES (Pages 219 - 220)

Appointments to outside bodies are usually made on a two-yearly basis and appointments were made in 2015 for the period 2015-2017. However, there are some appointments which need to be agreed on an annual basis at this meeting, and some which need to be updated to reflect portfolio holder changes. These are attached for approval.

Recommendation

It is recommended that the appointments to those outside bodies attached, be agreed for 2016/2017.

17. OUTSTANDING DEBTS FOR WRITE-OFFS (Pages 221 - 224)

[Portfolio Holder: Councillor Ged Hall]
[Wards Affected: All Waverley Wards]

The purpose of the report is to obtain approval for irrecoverable bad debts of more than a £7,500 individual value to be written off in accordance with the Council's Financial Regulations.

Recommendation

It is recommended that, under Financial Regulation D203, the Executive approve the debts put forward for write-off as listed in the (Exempt) Annexe to this report.

18. EXECUTIVE DIRECTOR'S ACTIONS

To note the following action taken by the Executive Director after consultation with the Chairman and Vice-Chairman since the last meeting. The Register of Decisions will be laid on the table half an hour before the meeting:

i. TUPE Transfer

To authorise the TUPE transfer to Tandridge District Council of the Training Project Manager together with data and financial resources relating to the operation of the Surrey Learn Partnership.

ii. Planning SIG

To authorise the establishment of a Planning SIG with immediate effect to review and provide the Executive with an additional check and balance on the Local Plan chapters, Green Belt review update and other relevant aspects to the effective and timely delivery of the Waverley Local Plan. The constitution of the SIG to include the Leader of the Council as Chairman, 8 members of the Conservative Group and the Independent member of the Council.

19. EXCLUSION OF PRESS AND PUBLIC

To consider the following recommendation on the motion of the Chairman:-

Recommendation

That, pursuant to Procedure Rule 20, and in accordance with Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of the following item(s) on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during these items, there would be disclosure to them of exempt information (as defined by Section 100I of the Act) of the description specified at the meeting in the revised Part 1 of Schedule 12A to the Local Government Act 1972.

20. LEGAL SERVICES RESTRUCTURE (Pages 225 - 232)

To consider the (Exempt) report attached.

21. DISPOSAL OF PROPERTIES (Pages 233 - 238)

To consider the two proposed property disposals, details of which are attached.

22. ANY OTHER ISSUES TO BE CONSIDERED IN EXEMPT SESSION

To consider matters (if any) relating to aspects of any reports on this agenda which, it is felt, may need to be considered in Exempt session.

**For further information or assistance, please telephone
Emma McQuillan, Democratic Services Manager, on 01483 523351 or
by email at emma.mcquillan@waverley.gov.uk**