



**Waverley Borough Council**  
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To: All Councillors

When calling please ask for:  
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Calls may be recorded for training or monitoring  
Date: 8 June 2016

Dear Councillor

A Meeting of the EXECUTIVE was held on Tuesday, 7 June 2016. The Decisions taken at the meeting are set out below.

The deadline for call-in of any of these decisions for scrutiny (within five working days) will be **NOON ON WEDNESDAY, 15 JUNE 2016**. Members must notify Robin Taylor, Head of Policy and Governance, by e-mail, fax, telephone or letter if they wish to refer a decision to the appropriate Overview and Scrutiny Committee. The Constitution requires that **four members of the appropriate Overview and Scrutiny Committee may call-in** a decision of the Executive for scrutiny.

Members should contact their Chairman or Vice-Chairman before calling any items in.

Yours sincerely

ROBIN TAYLOR

Head of Policy and Governance

## **NOTE FOR MEMBERS**

The item numbers below correspond to the item numbers on the Executive Agenda.

### **AGENDA**

#### 5. **EXECUTIVE FORWARD PROGRAMME**

The Executive Forward Programme was approved, subject to moving the HRA Business Plan Review into the Housing Portfolio.

#### 6. **REVENUE OUTTURN 2015/16 (GENERAL FUND AND HOUSING REVENUE ACCOUNT)**

The Executive has agreed to

1. note the Revenue Outturn position for 2015/16;
2. approve Revenue Carry Forwards of £59,703 on the General Fund from 2015/16 to 2016/17, as detailed at paragraph 18 of the report;
3. approve the transfer of the net General Fund underspend, after identified commitments, to the Revenue Reserve Fund;
4. approve Revenue Carry Forwards on the HRA of £25,000 from 2015/16 to 2016/17 as detailed at paragraph 28 of the report; and
5. request officers to undertake a mid-year budget review for 2016/17 and report to the Executive in October.

#### **[CORPORATE OVERVIEW AND SCRUTINY COMMITTEE]**

*[Reason: to consider a summary of the revenue outturn for 2015/16.]*

#### 7. **CAPITAL PROGRAMME OUTTURN 2015/16 (GENERAL FUND AND HOUSING REVENUE ACCOUNT)**

The Executive has agreed to:-

1. note the Capital Outturn position for 2015/16;
2. approve the transfer of budgets totalling £989,237 as shown in Annexe 1 of the report, from the 2015/16 General Fund Capital Programme into 2016/17;
3. approve 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. approve the transfer of budgets totalling £799,564, as detailed in

Annexe 2 of the report 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. approve the transfer of budgets totalling £379,707, as detailed at Annexe 4 from the 2015/16 Stock Remodelling programme into 2016/17; and
7. approve the capital financing set out in paragraph 18 of the report.

#### **[CORPORATE OVERVIEW AND SCRUTINY COMMITTEE]**

*[Reason: to seek approval to reschedule expenditure from 2015/16 to 2016/17]*

#### 8. CRANLEIGH CONSERVATION AREA APPRAISAL

The Executive has agreed to RECOMMEND to the COUNCIL that the Conservation Area Appraisal (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.

**[This item is recommended to the Council for decision and is not subject to the call-in procedure]**

*[Reason: to recommend adoption of the Cranleigh Conservation Area Appraisal as a material planning consideration]*

#### 9. EWHURST AND EWHURST GREEN CONSERVATION AREA APPRAISALS

The Executive has agreed to approve the draft Conservation Area Appraisals (CAAs) for Ewhurst and Ewhurst Green for the purposes of

public consultation.

**[COMMUNITY OVERVIEW AND SCRUTINY COMMITTEE]**

*[Reason: to approve the drafts for the purpose of public consultation]*

10. SHOPFRONT DESIGN GUIDE SUPPLEMENTARY PLANNING DOCUMENT (SPD) ADOPTION

The Executive has agreed to RECOMMEND to the COUNCIL that the Shopfront Design Guide Supplementary Planning Document (SPD) be adopted as a material planning consideration.

**[This item is recommended to the Council for decision and is not subject to the call-in procedure]**

*[Reason: to adopt the SPD as a material planning consideration]*

11. BROWNFIELD REGISTER PILOT

The Executive has agreed to authorise the Head of Planning 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.

**[COMMUNITY OVERVIEW AND SCRUTINY COMMITTEE]**

*[Reason: to update members on the preparation of the pilot brownfield register of sites suitable for housing development and to agree to its publication before the end of June 2016.]*

12. REVIEW OF OVERVIEW AND SCRUTINY ARRANGEMENTS

The Executive has considered the recommendations of the Joint Overview and Scrutiny Committee and has agreed to

1. endorse the broad findings of the review into OS arrangements at Waverley;
2. instruct 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. instruct 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. instruct 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.

**[This item has already been considered at the Joint Overview and Scrutiny Committee and it would not be appropriate to be called-in]**

*[Reason: to present the findings of the comprehensive review of the Overview and Scrutiny function for endorsement and agree the next steps]*

13. RECRUITMENT OF GRADUATE TRAINEE TO THE ENGINEERS' TEAM

The Executive has agreed to RECOMMEND to the COUNCIL that a Graduate Trainee be recruited to the Engineering Team and the post be added to the establishment.

**[This item is recommended to the Council for decision and is not subject to the call-in procedure]**

*[Reason: to seek approval to establish a Graduate Trainee post in the engineering team]*

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

The Executive has agreed to appoint the following members to the Employer's Negotiating Team for 2016/2017:

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 Executive has agreed to nominate the following members to the SCC Local Committee Task Groups for 2016/2017:

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 Forszewska

Youth Task Group (2 members)

Cllrs Kevin Deanus and Jeanette Stennett

16. APPOINTMENTS TO OUTSIDE BODIES

The Executive has agreed the appointments to outside bodies for 2016/2017, as set out at Annexe 1 to this bulletin.

17. OUTSTANDING DEBTS FOR WRITE-OFFS

The Executive has agreed that, under Financial Regulation D203, the debts put forward for write-off as listed in the (Exempt) Annexe to the report be approved.

**[CORPORATE OVERVIEW AND SCRUTINY COMMITTEE]**

*[Reason: 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.]*

18. EXECUTIVE DIRECTOR'S ACTIONS

The Executive noted the following action taken by the Executive Director after consultation with the Chairman and Vice-Chairman since its last meeting:

1. TUPE Transfer
2. Establishment of Planning SIG

20. LEGAL SERVICES RESTRUCTURE

The Executive has agreed to RECOMMEND to the COUNCIL that the recommendations set out in the (Exempt) Annexe to this bulletin be approved.

**[This item is recommended to the Council for decision and is not subject to the call-in procedure]**

21. DISPOSAL OF PROPERTIES

The Executive has agreed to RECOMMEND to the COUNCIL that the recommendations set out in the (Exempt) Annexe to this bulletin be approved.

**[This item is recommended to the Council for decision and is not subject to the call-in procedure]**

**For further information or assistance, please telephone Emma McQuillan,  
Democratic Services Manager, on 01483 523351**