

To: All Members of the EXECUTIVE

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Date: 1 July 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 Carole King
Cllr Ged Hall

Dear Councillors

A meeting of the EXECUTIVE will be held as follows:

DATE: TUESDAY, 12 JULY 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 Special Meeting held on 24 May 2016 and of the Meeting held on 7 June 2016 (to be laid on the table 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 the following questions received from members of the public for which notice has been given in accordance with Procedure Rule 10:-

i. From Mr Bob Lees, Chairman of the POW Campaign

“Having read the draft Local Plan, and attended the O and S meeting on Monday 27th June, there would appear to be a number of contradictions and very basic errors of fact which are not obviously coming to light.

Examples of contradictions would include claims variously that 61% and 63% of Waverley is part of the Metropolitan Green Belt (MGB), 71% and 78% is AONB and AGLV, 31% and 28% is Countryside Beyond the Green Belt and so on.

Examples of errors would include; in RE3 para (ii) gives AGLV the same status as AONB, at least until the revised AONB is designated in 2018, yet section 18.12 claims that none of the Dunsfold Aerodrome is in the AONB, factually correct, yet parts of it are in the AGLV which according to RE3(ii) should have the same status as AONB. 18.12 also claims 86% of the 249 hectare site is Brownfield, yet the, still disputed, 86% applies to the original application area which when extrapolated to the current 249 hectares only gives some 74 to 75% as Brownfield. In addition Appendix A at page 195 has a key of AONB/AGLV which on the actual map has large areas of this designation missing at both the Cranleigh and Farnham ends of the Borough.

The above is not an exhaustive list and these types of error would indicate a lack of basic proof reading and Quality Assurance checking and is not the image I am sure Waverley would want to project. Indeed Councillor Hesse, at the O and S meeting, asked what Quality Assurance had been undertaken and was assured that full checking had been carried out and that all claims in the document could be fully substantiated.

Can the Executive ensure that the draft Local Plan is at least basically factually correct and thoroughly proof read, by officers, to make it at least self consistent, especially in such key exhibits as Appendix A, before it is presented to the whole Council?"

ii. From Mr Charles Orange, Chairman of Hascombe Parish Council

"I note that a key piece of evidence presented for the inclusion of Dunsfold Airfield in the draft Local Plan is the flawed 2014 Consultation. The response to this was less than 4% of the population of Waverley Borough which had 80% "in favour" of Dunsfold Airfield. In contrast the current public consultation on the application for 1800 houses on Dunsfold Airfield has 84% of respondents objecting to the development. Will the Executive confirm that the more recent consultation data will be included in the plan to show a balanced and more current view?"

iii. from Mr Chris Britton of Cranleigh

"What changes to the Draft Local Plan will the Executive make to ensure that the cumulative impacts of adopting the proposed, very large, housing target figure are not disproportionately placed in the South East of the Borough, where infrastructure and especially transport links are known and acknowledged to be poor and no major strategic plans are set out for funded improvements necessary to make such development sustainable?"

[NB. Questions from members of the public express personal views of the questioners and Waverley does not endorse any statements in any way and they do not reflect the views of Waverley Borough Council].

5. EXECUTIVE FORWARD PROGRAMME (Pages 13 - 18)

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

6. BUDGET MANAGEMENT REPORT (Pages 19 - 26)

[Portfolio Holder: Councillor Ged Hall]

[Wards Affected: All Waverley Wards]

The report provides a review against the 2016/17 budget for the General Fund and the Housing Revenue Account forecast to 31 March 2017 based on the latest information available.

Recommendation

It is recommended that the Executive notes the report and

1. **approves the use of the Repairs and Renewals fund in the first instance to fund the cost of £25,000 for new waste bins as detailed in paragraph 6 of the report;**
2. **allocates £40,000 from the General Fund urgent schemes budget for Development Consultancy budget, see para 13 of the report;**
3. **recommends to Council to approve the virement for urgent boiler works of £439,000 detailed in paragraph 18;**
4. **approves a virement of £44,000 within the HRA New Build Budget, from the Bridge Road, Haslemere scheme to the Ladymead and Hullmead scheme, see paragraph 22 of the report; and**
5. **approves the allocation of up to £200,000 from the HRA New Build Budget for Ockford Ridge to bring forward demolition and site assembly works on Site D.**

7. TREASURY MANAGEMENT ACTIVITY 2015/16 (Pages 27 - 34)

[Portfolio Holder: Councillor Ged Hall]

[Wards Affected: All Waverley Wards]

The purpose of the report is to summarise Waverley's Treasury Management activities during 2015/2016.

Recommendation

That the Executive notes and endorses the investment activity and performance in 2015/16.

8. WAVERLEY BOROUGH LOCAL PLAN PART I: STRATEGIC POLICIES AND SITES (Pages 35 - 262)

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

The new Waverley Borough Local Plan Part 1 has reached a key stage in its development. The purpose of the report is to seek approval to the proposed submission version of Local Plan Part 1. It also seeks approval of an updated Local Development Scheme (LDS), which sets out the timetable for completion of Local Plan Part 1 and the provisional timetable for Local Plan Part 2. The report summarises the evolution of the Plan and its key contents as well as explaining the process going forward. It also includes details of the most recent consultation on the emerging Plan and how this has informed the development of the pre-submission Plan.

Recommendation

It is recommended that the Executive:-

- 1. recommends to the Council that the Local Plan Part 1 be approved for Publication; and**
- 2. approves the revised Local Development Scheme; and**
- 3. recommends to the Council that the Head of Planning Services, in consultation with the Planning Portfolio Holder, be authorised to make any further minor amendments to the pre-submission Plan arising from the completion of supporting technical documents.**

9. THAMES BASIN HEATHS SPA AVOIDANCE STRATEGY (Pages 263 - 298)

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

Consultation on a review of the Council's Thames Basin Heaths SPA Avoidance Strategy took place in March/April 2016. The purpose of the review was to release the extra SANG capacity (numbers of dwellings) at Farnham Park that had been identified through the results of new visitor survey data. It also included an update of the tariff for developer contributions.

Recommendation

It is recommended that the Executive recommends to the Council that the review of the Thames Basin Heaths SPA Avoidance Strategy be adopted.

10. MEMORIAL HALL REDEVELOPMENT (Pages 299 - 306)

[Portfolio Holder: Councillor Andrew Bolton, Councillor Kevin Deanus,
Councillor Jenny Else, Councillor Julia Potts]
[Wards Affected: All Farnham Wards]

The report relates to the construction of a Community Well Being Centre at the site of the Farnham Memorial Hall as a base for the existing Brightwell's Gostrey Centre. The report identifies the opportunity to relocate the Council's

Waverley Training Services function to the currently unoccupied the lower ground floor of the re-developed Memorial Hall building.

The report seeks approval for: the appointment of a build contractor for the redevelopment of the Farnham Memorial Hall following a comprehensive tender process; a revised budget for the scheme; the relocation of Waverley Training Services to part of the new building, the sale of the Pump House site for development.

Recommendation

That the Executive recommends to Council that it agrees to:

- 1. following a comprehensive tender process, appoint the contractor A as specified in the (Exempt) Annex, as the building contractor to carry out the Memorial Hall enhancement works;**
- 2. the relocation of Waverley Training Services to the lower ground floor of the refurbished Memorial Hall site;**
- 3. the disposal of the Pump House site; and**
- 4. additional funding of £724,000 to allow the project to proceed – to be bridge financed from the revenue reserve fund, pending the capital receipt from the sale of the Pump House.**

11. IN-DEPTH REVIEW OF THE WAVERLEY MEALS ON WHEELS SERVICE - FINDINGS REPORT (Pages 307 - 314)

[Portfolio Holder: Councillor Andrew Bolton, Councillor Jenny Else]

Councillor Andrew Bolton, Councillor Jenny Else]
[Wards Affected: All Waverley Wards]

It was agreed at the Community Overview and Scrutiny Committee on 19 January 2016 to carry out an in-depth review of the Meal on Wheels Service as a result of the steady decrease in the uptake of meals since 2011.

The purpose of this report is to inform the Executive of the Sub-Committee's findings, taking into account the observations made by the Community Overview and Scrutiny Committee at its meeting on 14 June and to seek approval of the recommendations for the development of a future Meals Service.

Recommendation

That the Executive:

- 1. considers the findings of the in-depth review,**
- 2. provides feedback and observations on the three options; and**
- 3. approves the request for officers to enter into discussions with the**

Waverley Borough Council funded Day Centres and the Royal Voluntary Service about the development of a replacement fresh cooked meal service, prepared by some or all of the Day Centres, utilising the current group of volunteers for meals and social contact and funded from the Council's contribution of £30,000 plus any future contributions from Surrey County Council. The intention would be to have the new service in place by 1 January 2017.

12. PERFORMANCE MANAGEMENT REPORT - QUARTER 4 2015/16 (JAN - MARCH 2016) (Pages 315 - 336)

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

The Council's Performance Management Framework (PMF) contains a number of indicators that assist Members and officers in identifying current improvement priorities and progress against targets. The indicators are reviewed quarterly by the Executive and are aligned to our Corporate Plan priorities. The report gives an analysis of the Council's performance in the fourth quarter of 2015/16.

Annexe 1 to the report contains the list of indicators used for reporting performance and includes targets, graphs and comments.

Recommendation

It is recommended that the Executive:

- 1. examines the performance figures for quarter 4 as set out in Annexe 1; and**
- 2. thanks the Overview and Scrutiny Committees for their review of the quarter 4 performance as detailed in the report.**

13. SERVICE PLANS - YEAR END OUTTURN REPORT FOR 2015/16 (Pages 337 - 380)

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

Service Plans are devised each year in order to deliver the Council's corporate priorities. This report gives the Executive the opportunity to consider the year end outturn of each Service Plan for 2015/16 having been scrutinised by the Community Overview and Scrutiny Committee which examined actions completed and if not, explored the reasoning.

Recommendation

It is recommended that the 2015/16 Outturn Service Plan report be considered and approved.

14. REPORT OF THE CONSTITUTION SIG (Pages 381 - 388)

To receive the report of the Constitution SIG which met in April 2016 and make appropriate recommendations to the Council.

Recommendation

It is recommended to the Council that

1. **the Scheme of Delegation be amended so that any councillor within the remit of an Area Planning Committee can call-in a planning application for consideration at that Area Planning Committee, not just the ward councillor;**
2. **for the Joint Planning Committee, the Scheme of Delegation be amended to enable any councillor within the area of the planning application defined by the relevant Area Planning Committee to call-in an application; and**
3. **the relevant pages of the Constitution relating to Informal and Formal Questions be amended, as set out at Annexe 2.**

15. OFFICER SUPPORT FOR OVERVIEW AND SCRUTINY - OPTIONS ANALYSIS (Pages 389 - 394)

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

At its last meeting, the Executive received a report from the Joint Overview and Scrutiny Committee setting out the findings and recommendations from its review of Overview and Scrutiny at Waverley. The Executive noted the recommendation that 'dedicated scrutiny officer support be secured' and asked officers to put forward options. Accordingly, this report identifies and analyses options in respect of scrutiny staffing at Waverley. Executive Members are asked to consider the options set out within this report and decide upon a way forward.

Recommendation

It is recommended that the Executive:

1. **recommends to the Council that the new post of 'Scrutiny Officer' be added to the Council's establishment as set out as option 3 within the report; and**
2. **agrees a supplementary estimate to cover additional staffing costs in 2016/17 and agrees to growth proposals being put forward during the next budget round from 2017/18 onwards.**

16. RECRUITMENT OF AN IT SUPPORT ANALYST (Pages 395 - 396)
[Portfolio Holder: Councillor Tom Martin]
[Wards Affected: All Waverley Wards]

The purpose of the report is to approve the recruitment of an IT Support Analyst. The creation of the post is in response to the work demands within the IT Team and requires a re-allocation of staffing budgets within the service. The new post will provide generalist support to the business across a range of software applications but with particular focus on finance.

Recommendation

It is recommended to the Council that approval be given to the establishment of an IT Support Analyst Role.

17. BADSHOT LEA RECREATION GROUND - APPROVAL TO SUBMIT PLANNING APPLICATION (Pages 397 - 400)
[Portfolio Holder: Councillor Kevin Deanus]
[Wards Affected: Farnham Weybourne and Badshot Lea]

The report seeks approval to submit a planning application to install cricket ball stop netting at Badshot Lea Recreation Ground, Farnham.

Recommendation

It is recommended that the Executive approves the request to submit a planning application for the erection of ball stop netting around Badshot Lea Recreation Ground, Farnham.

18. INTENTION TO APPROPRIATE LAND AT BOURNE RECREATION GROUND, FARNHAM (Pages 401 - 410)
[Portfolio Holder: Councillor James Edwards]
[Wards Affected: Farnham Bourne]

The purpose of the report is for the Council to resolve its intention to appropriate land at Bourne Recreation Ground. Officers consider that appropriation of the land is necessary to enable the existing Bourne Recreation Pavilion to be redeveloped, which will significantly improve the leisure facilities for the local residents.

The Council owns the freehold site at Bourne Recreation Ground and a local benefactor is wishing to donate a significant sum of money to enable the redevelopment of the pavilion and leisure facilities. A local community group has been set up, Bourne Asset Community Group Community Interest Company ("the Community Group"), to provide the new pavilion and leisure facilities. The Community Group will take responsibility for the redevelopment of the pavilion. The current pavilion is in a fairly poor state of repair and would require considerable funds to bring up to a reasonable standard.

The Council has received external legal advice on the most appropriate and legally robust way of proceeding in order to enable the redevelopment of the

pavilion which is to “appropriate land” at Bourne Recreation Ground, due to its village green status.

Planning permission was granted on 5 February 2016 for the demolition and building of the new pavilion. The Council intends to grant the Community Group a long lease in order for the Group to undertake the works and manage the pavilion, which will be dealt with in a later Executive Report. The granting of a long lease would require Secretary of State approval.

Recommendation

It is recommended that the Executive recommends to the Council:

- 1. to formally resolve its “intention to appropriate” the relevant village green land at Bourne Recreation Ground (measuring under 209 square metres) as outlined on the accompanying Plan A to enable redevelopment of the Bourne Recreation pavilion; and**
- 2. to advertise its intention to appropriate land as required by law in a local newspaper for 2 consecutive weeks and consider any objections received in relation to the proposed appropriation of land.**

19. PROPERTY MATTER - FARNHAM TOWN FOOTBALL CLUB (Pages 411 - 418)

[Portfolio Holder: Councillor Kevin Deanus, Councillor Tom Martin]
[Wards Affected: Farnham Castle]

The report seeks approval to allow a surrender and regrant of a lease for Farnham Town Football Club at the Memorial Ground, West Street, Farnham.

Recommendation

It is recommended that Farnham Town Football Club be permitted to surrender their existing lease and be granted a new lease, on terms and conditions set out in the (Exempt) Annex, with other terms and conditions to be negotiated by the Estates and Valuation Manager.

20. EXECUTIVE DIRECTOR'S ACTIONS

To note any 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.

21. 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.

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
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