

To: All Members of the EXECUTIVE

When calling please ask for:

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Manager

Policy and Governance

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Calls may be recorded for training or monitoring

Date: 26 August 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, 6 SEPTEMBER 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.

AGENDA

1. **MINUTES**

To confirm the Minutes of the Meeting held on 12 July 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 any questions received from members of the public for which notice has been given in accordance with Procedure Rule 10.

5. **FORWARD PROGRAMME** (Pages 7 - 12)

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

6. **BUDGET MANAGEMENT REPORT** (Pages 13 - 20)

[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. **agrees a supplementary estimate of £20,000 and recommends to the Council that a further supplementary estimate of £230,000 be approved for external legal costs to defend the Council's position on the Judicial Review brought by the Farnham Interest Group (FIG), as detailed in paragraph 9;**
 2. **approves the allocation of £7,500 from the General Fund urgent capital schemes budget for CCTV at Weyhill bring-bank, detailed in paragraph 14;**
 3. **approves supplementary estimates of £10,000 for external legal costs relating to the need to secure the services of a "litigation friend" through the courts as detailed in paragraph 19 above and £15,000 for external legal costs associated with addressing an Anti Social Behaviour case in housing, detailed in paragraph 20 above, to be funded from the HRA working balance;**
 4. **agrees that the school parking and Saturday garden waste collection budget additional income/savings proposals are not implemented in 2016/17, noting the impact on the budget as set out in paragraph 6(i);**
 5. **agrees that £40,000 be ring-fenced from the Council's Emergency Funding provision for voluntary organisations in anticipation of the required capital expenditure needed to deliver a fresh meals service from the Day Centres, as detailed in paragraph 8; and**
 6. **approves the HRA business plan principles as set in paragraph 27.**
7. **APPROVAL TO SUBMIT A PLANNING APPLICATION: SITE A, OCKFORD RIDGE (Pages 21 - 26)**

[Portfolio Holder: Councillor Carole King]
[Wards Affected: Godalming Central and Ockford]

The purpose of the report is to seek approval for the submission of a full planning application for development of 'Site A' at Ockford Ridge, to up to 40 new homes.

Recommendation

The Executive is recommended to approve the submission of a planning application for the development of the land at Site A, Ockford Ridge, Godalming, to provide up to 40 new homes, to support the redevelopment and refurbishment programme on the estate.

8. APPROVAL TO SUBMIT A PLANNING APPLICATION AND COMMONS CONSENT APPLICATION FOR FENCING ON THE LAMMAS LANDS (Pages 27 - 34)

[Portfolio Holder: Councillor Kevin Deanus]
[Wards Affected: Godalming Charterhouse; Godalming Farncombe and Catteshall]

The report seeks approval to submit a planning application and application for Common Land Consent to the Planning Inspectorate (PINS) to erect a cattle handling pen, gates and fencing on the Lammas Lands, Godalming.

Recommendation

It is recommended that the Executive

- 1. gives approval for a planning application to be submitted for permission to erect a handling pen and access gates on the Hell Ditch Meadow compartment of the Lammas Lands, Godalming; and**
- 2. authorises Officers to submit a PINS application for commons consent to erect a fenceline on the Hell Ditch Meadow compartment of the Lammas Lands.**

9. PROPERTY MATTER - RE-GEAR OF LEASE, UNIT C, GUILDFORD ROAD TRADING ESTATE (Pages 35 - 40)

[Portfolio Holder: Councillor Tom Martin]
[Wards Affected: Farnham Moor Park]

Authorisation is sought for the re-gear of a long lease, granting an extension to the term on Unit C Guildford Road Trading Estate, Farnham in conjunction with the settlement of an outstanding rent review.

Recommendation

It is recommended that consent to the lease term be granted for Unit C, Guildford Road Trading Estate, Farnham, upon the terms and conditions as set out in the (Exempt) Annex, with other terms and conditions being agreed by the Estates and Valuation Manager.

10. APPOINTMENT OF OVERVIEW AND SCRUTINY SUB-COMMITTEES

As members will be aware, Waverley is in the process of reviewing and implementing new Overview and Scrutiny arrangements, and it is anticipated that these will be in place prior to the start of the Council year 2017/2018.

During the remainder of the current Council year, it is anticipated that each Overview and Scrutiny Committee will want approval from the Executive to set up Sub-Committees for pieces of work coming up. To improve the efficiency of this process and to enable the Committees more time to get their work underway and start to meet, it is proposed that approval be granted from the Executive to establishing these Sub-Committees in advance of them being required.

Recommendation

It is recommended that approval be given to each Overview and Scrutiny Committee to set up no more than two Sub-Committees to undertake in-depth review work in 2016/2017, with no more than one Sub-Committee per Committee to run at the same time.

11. 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.

12. 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.

13. 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**

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Agenda Item 5

Waverley Borough Council Key Decisions and Forward Programme

This Forward Programme sets out the decisions which the Executive expects to take over forthcoming months and identifies those which are key decisions.

A key decision is a decision to be taken by the Executive which (1) is likely to result in the local authority incurring expenditure or making savings of above £20,000 and/or (2) is significant in terms of its effects on communities living or working in an area comprising two or more wards.

Please direct any enquiries about the Forward Programme to the Democratic Services Manager, Emma McQuillan, at the Council Offices on 01483 523351 or email committees@waverley.gov.uk.

Executive Forward Programme for the period 7 September 2016 onwards

TOPIC	DECISION	DECISION TAKER	KEY	ANTICIPATED EARLIEST (OR NEXT) DATE FOR DECISION	CONTACT OFFICER	O AND S
POLICY AND GOVERNANCE, HUMAN RESOURCES, BRIGHTWELLS AND LEP CLLR JULIA POTTS (LEADER)						
1. Performance Management	Quarterly combined performance report	Executive		Late September 2016	Louise Norie	CORP/COMM
CUSTOMER AND CORPORATE SERVICES – CLLR TOM MARTIN (DEPUTY LEADER)						
1. Age Concern Farncombe	To agree new lease arrangements	Executive		December 2016	Kelvin Mills	CORPORATE
2. Customer Services Review	To review and agree the way forward for Customer Services	Executive and Council	√	November 2016	David Allum	CORPORATE

TOPIC	DECISION	DECISION TAKER	KEY	ANTICIPATED EARLIEST (OR NEXT) DATE FOR DECISION	CONTACT OFFICER	O AND S
PLANNING – CLLR BRIAN ADAMS						
1. Dunsfold and Dunsfold Church Conservation Area Appraisal	To agree for the basis of consultation	Executive		Late September 2016	Graham Parrott	COMMUNITY
2. CIL Preliminary Draft Charging Schedule	To agree for the basis of consultation	Executive		December 2016	Graham Parrott	COMMUNITY
3. Ewhurst and Ewhurst Green Conservation Area Appraisals	For adoption	Excutive and Council		November 2016	Graham Parrott	COMMUNITY
4. Local Plan	Approval of the plan for submission	Executive and Council	√	November 2016	Graham Parrott	COMMUNITY
5. Dunsfold and Dunsfold Church Conservation Area Appraisal	For adoption	Executive and Council		March 2017	Graham Parrott	COMMUNITY
ECONOMIC DEVELOPMENT – CLLR ANDREW BOLTON						
1. Funding for the Voluntary Sector	To seek approval to open the 2017/18 grants programme	Executive and Council		Late September 2016	Kelvin Mills	COMMUNITY
COMMUNITY SERVICES AND COMMUNITY SAFETY – CLLR KEVIN DEANUS						

TOPIC	DECISION	DECISION TAKER	KEY	ANTICIPATED EARLIEST (OR NEXT) DATE FOR DECISION	CONTACT OFFICER	O AND S
1. Joint Enforcement Team Proposal	To agree the details for the pilot	Executive		November 2016	Richard Homewood	COMMUNITY
ENVIRONMENT – CLLR JIM EDWARDS						
1. Trade Waste Enforcement Policy	To adopt the Trade Waste Enforcement Policy	Executive	√	October 2016	Richard Homewood	COMMUNITY
2. Review of Parking Place Order	To approve amendments to the Parking Place Order to standardise requirements	Executive and Council	√	October 2016	Richard Homewood	COMMUNITY
HEALTH, WELLBEING AND CULTURE – CLLR JENNY ELSE						
1. Cultural Strategy	To adopt a revised Cultural Strategy	Executive and Council	√	October 2016	Kelvin Mills	COMMUNITY
FINANCE – CLLR GED HALL						
1. Budget Management [E3]	Potential for seeking approval for budget variations	Executive (and possibly Council)	√	Potentially every Executive meeting	Peter Vickers	CORP/COMM
HOUSING – CLLR CAROLE KING						

TOPIC	DECISION	DECISION TAKER	KEY	ANTICIPATED EARLIEST (OR NEXT) DATE FOR DECISION	CONTACT OFFICER	O AND S
1. Housing Delivery Board [E3]	Potential to approve and adopt policies and make decisions to assist in the delivery of affordable homes in the Borough	Executive (and possibly Council)	√	Potentially every Executive meeting	Andrew Smith	CORPORATE
2. Review of HRA Business Plan	To review and agree a new Business Plan	Executive and Council	√	November 2016	Andrew Smith/Hugh Wagstaff	CORPORATE
3. Disabled Facilities Grant Allocation	Approval to use on associated projects	Executive		Late September 2016	Andrew Smith	CORPORATE
4. Implementing requirements of the Housing and Planning Act 2016	Decisions to implement changes resulting from the Act	Executive (and possibly Council)	√	January 2017	Andrew Smith	CORPORATE
5. Review of Sheltered Housing Services	Decision on the service delivery model going forward	Executive and Council		January 2017	Hugh Wagstaff	CORPORATE
6. Review of Housing Maintenance Contracts [E3]	To review the contracts and consider any recommendations	Executive and Council	√	April 2017	Hugh Wagstaff	CORPORATE

Background Information

The agenda for each Executive meeting will be published at least 5 working days before the meeting and will be available for inspection at the Council Offices and on the Council's Website (www.waverley.gov.uk). This programme gives at least 28 days notice of items before they are considered at a meeting of the Executive and consultation will be undertaken with relevant interested parties and stakeholders where necessary.

Exempt Information - whilst the majority of the Executive's business at the meetings listed in this Plan will be open to the public and press, there will inevitably be some business to be considered which contains confidential, commercially sensitive or personal information which will be discussed in exempt session, i.e. with the press and public excluded. These

matters are most commonly human resource decisions relating to individuals such as requests for early or flexible retirements and property matters relating to individual transactions. These may relate to key and non-key decisions. If they are not key decisions, 28 days notice of the likely intention to consider the item in exempt needs to be given.

This is formal notice under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that part of any of the Executive meetings listed below may be held in private because the agenda and reports or annexes for that meeting contain exempt information under Part 1 of Schedule 12A to the Local Government Act 1972 (as amended), and that the public interest in withholding the information outweighs the public interest in disclosing it. Where this applies, the letter [E] will appear after the name of the topic, along with an indication of which exempt paragraph(s) applies, most commonly:

[E1 – Information relating to any individual; E2 – Information which is likely to reveal the identity of an individual; E3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information); E5 Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings; E7 – Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime].

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WAVERLEY BOROUGH COUNCIL

EXECUTIVE – 6 SEPTEMBER 2016

Title:

BUDGET MANAGEMENT REPORT

[Portfolio Holder: Cllr Ged Hall]

[Wards Affected: All]

Summary and purpose:

This 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.

How this report relates to the Council's Corporate Priorities:

The monitoring and management of the Council's budgets ensures there is financial control over the services that contribute to the Corporate Priorities. Savings identified can be redirected towards Corporate Priorities or action can be taken to rectify overspends.

Resource/Value for Money implications:

This report reviews the position against the budget to date for the General Fund, the Housing Revenue Account and Capital Programmes. It reviews the progress of service delivery against budget, taking into account 2015/16 outturn implications where necessary, projecting the potential year-end position after the impact of management actions.

Legal Implications:

There are no direct legal implications relating to this report.

Introduction

1. Throughout 2016/17 budgets will be monitored on a monthly basis and performance against budget reported monthly.
2. Financial position reporting will also focus on performance against financial targets such as income, establishment and Star Chamber savings. Financial risk is always inherent in service delivery and service managers will be assisted in identification, evaluation and mitigation of significant risks and these will be reported throughout budget management as necessary.

General Fund

3. The current budget management report for 2016/17 shows an additional overspend of £91,000 on the £52,000 overspend reported previously. This is detailed in the table below:

Service Variations	Previously Reported (Underspend)/ Overspend £'000	Current Position (Underspend)/ Overspend £'000	Change since last report £'000
Finance			
Council Tax Support – grant income – 4 (i)	(36)	(36)	
Planning			
Building Control – income – 5 (i)	88	88	
Environment			
Saturday Garden Waste – 6 (i)		6	6
School parking permits – 6 (i)		20	20
Policy and Governance			
Land Charges – 7 (i)		63	63
South East Subscription – 7 (ii)		2	2
Overspend/(underspend) against budget	52	143	91

4. Finance

- i. The Council receives an administration grant from the Department for Communities and Local Government (DCLG). The grant due for 2016/17 has been finalised at a higher than budgeted amount leading to additional income of £36,000.

5. Planning

- i. A shortfall in Building Control income is forecast for the year. Trend analysis of the monthly income achieved for the last three years against achievement to date, indicates a significant reduction in forecast income for the year of £88,000 against a budget of £615,000. This reduction is attributed to loss of custom to increased competition from independent approved inspectors. The Building Control service is developing a new business model to respond to the external competition.

6. Environment

- i. During the 2016/17 budget, changes to the arrangements for Saturday garden waste collections and for school parking permits were agreed which would have generated cost savings and additional income respectively. It has not been possible to agree with the schools on car parking and the Saturday garden waste collection will now continue. As a consequence there will be a budget deficit of £26,000 in 2016/17 and £52,000 in subsequent years. This will be funded from in year savings

with the first call being on any above budget car park income, however, if there are insufficient savings identified a supplementary estimate will be requested to be taken from reserves.

7. Policy and Governance

- i. Land charges income is down on previous years for June and July, (July by 43% and the lowest July income since 2006). The forecast income is estimated to be approximately £63,000 below budget this year.
- ii. The South East Council subscription of £2,000 was due to be cancelled, however this decision has been reviewed in the light of the importance now placed on the Council participating in the ongoing work on the devolution agenda, therefore it is proposed that the subscription continues in 2016/2017.

8. Communities

Following Executive agreement for officers to work with the Day Centres on the development of a fresh food service that continue to offer a 'meals on wheels' service, necessary upfront capital spend has been identified to facilitate this. Each of the centres will need to add to their kitchen equipment and introduce specialist equipment such as hot cupboards, food trays etc. To meet this need it is proposed that £40,000 should be ring-fenced from the Council's Emergency Funding provision for voluntary organisations. The Day Centres will pay back this initial investment over a period of time as the service develops and SLAs will be revised accordingly.

Supplementary Estimate

9. Brightwells Regeneration Scheme

In May 2016 the Council agreed to proceed with the major scheme to regenerate the Brightwells development site to bring much needed new community facilities, shops, restaurants and affordable housing to central Farnham. The Farnham Interest Group (FIG) has decided to challenge the Council's decision through a Judicial Review process. This will delay the scheme's commencement and is likely to incur significant legal costs. Given that delivering this important scheme is a key corporate priority, the Council will defend the Judicial Review challenge. It is proposed to allocate £250,000 initially to cover external legal costs to represent the Council in defending the claim. Therefore, a supplementary estimate is requested to be funded from the Revenue Reserve fund in the first instance, but a review of other capital schemes may be necessary to reinstate the fund which will be carried out as part of the mid-year budget review.

Given that the Council needs to incur legal costs prior to the October Council meeting, a supplementary estimate of £20,000 is requested to be agreed at this Executive meeting, followed by a further £230,000 recommended to Council for approval in October.

Potential Risks

10. Development Control forecasted income is dependent on future applications that cannot be accurately estimated at this time and therefore full year income could be below budget.
11. Parking income during the first quarter has been strong but this is subject to seasonality and could change. The Christmas parking concession could impact this and there is a significant car park maintenance requirement. An updated position on this will be presented in a future budget management report.

General Fund Capital

12. The General Fund Capital programme is monitored closely each quarter.

The total capital programme budget for 2016/17 is made up as follows:

Capital Programme for 2016/17

	£'000
Original budget approved by Council in February 2016	3,151
Carry forward from 2015/16 approved during 2015/16	2,218
Carry forward from 2015/16 approved by Executive in June 2016	989
New schemes and additional budget approved during 2016/17	1,712
Total	8,070

13. The table below summarises the movements as detailed in the report below:-

	Current Budget	Forecast Outturn	Reschedule	(Underspend) /Overspend	Comment
Service	£'000	£'000	£'000	£'000	
Community	5,106	5,106	0	0	
Customer & Corporate	1,930	1,838	0	0	
Environment	552	552	0	0	
Other Projects	372	372	0	0	
Urgent schemes budget	110	110	0	0	
Total programme	8,070	7,978	92	0	

14. It is requested to install permanent CCTV at Weyhill recycling centre due to the high level of fly tipping at the site. By installing the fixed CCTV officers will be better able to monitor, issue warning notices and issue Fixed Penalty Notices to offenders. Therefore it is requested to fund this project from emergency schemes at a cost of £7,500.

Housing Revenue Account (HRA)

15. The HRA contains the day to day running cost of managing the Housing Service such as staff costs and repairs.

16. It is forecast that garage and other property rental income will not meet the approved budget of £300,000. Current expectations suggest a £20,000 under achievement of income. The team are currently working on the Garage Strategy, focusing on repair and disposal of inappropriate properties, therefore the budget will be monitored closely and reported through future budget management reports.
17. The responsive repairs budget continues to come under considerable pressure this year and as a consequence is being closely monitored and action being taken to reduce the call on this budget.
18. So far this year there has been less take up than planned for the Easymove service. There is an allowance of £40,000 in the budget for Easymove grant payments to enable residents to move into smaller, more suitable homes.
19. There will be external legal costs estimated at £10,000 relating to the need to secure the services of a "litigation friend" through the courts to resolve a case involving a tenant who has moved to a residential care home, but is unable to relinquish her tenancy with the Council.
20. There will be external legal costs estimated at £15,000 associated with addressing an Anti Social Behaviour case in housing.

HRA Capital

Core Capital

21. The total capital programme approved budget for 2016/17 is made up as follows:

Approved Budget for 2016/17	
	£'000
Original budget approved by Council in February 2016	8,619
Carry forward from 2015/16 approved during 2015/16	810
Carry forward from 2015/16 approved by Executive in June 2016	800
Total	£10,229

22. The budget has been reviewed in light of the work progressing and the table below summarises the spend and committed work to date:

Work Stream	Latest Approved Budget 2016/17	Forecast Outturn	Reschedule	(Underspend) /Overspend	Comment
	£'000	£'000	£'000	£'000	
Kitchen & Bathrooms	3,617	3,617	0	0	See paragraph 23. below
Windows & Doors	822	522	0	(300)	See paragraph 24. below
Roofing & Associated work	1,024	574	(450)	0	See paragraph 25. below

Aids & Adaptions	200	200	0	0	
Structural & Damp work	1,094	1,094	0	0	
Health & Safety	575	575	0	0	
Building Services	2,402	2,402	0	0	
Communal & Estate work	315	315	0	0	
Professional Fees & Misc	180	(40)	(220)	0	See paragraph 26. below
Grand Total	£10,229	£9,259	(£670)	(£300)	

23. Kitchens and Bathrooms

The forecast outturn is likely to be achieved. Any underspend from the 2016/17 programme, due to issues of access on site and a lack of response from some tenants, will be replaced by bringing forward work scheduled for 2017/18.

The budget for void kitchen and bathroom installations is being carefully managed with spend kept to a minimum. This is to reduce the turn around time on re-letting void property to keep rent loss to a minimum.

24. Windows and Doors

The budget is unlikely to be spent in 2016/17 due to issues with negotiating the contract. An underspend in the region of £300,000 is likely. As the year progresses it will be determined whether this budget is required to be carried forward into 2017/18 or a saving delivered.

25. Roofing and Associated Work

This budget includes £200,000 for porches and canopies and £400k for roofline and surface water renovation. The porches and canopies budget will not be spend and £250,000 of the roofline and surface water budget is unlikely to be spent. As the year progresses, and depending on preparation to enable the work to start, a reschedule will be requested or a saving identified.

26. Professional fees & Miscellaneous

A budget of £320,000 was rescheduled from 2015/16 however survey work is still being undertaken making it likely that spend in 2016/17 will be in the region of £100,000. As the year progresses, and depending on preparation to enable the work to start, a reschedule will be requested or a saving identified.

27. HRA Business Plan Review

The HRA business plan review group have proposed that the following principles should apply to HRA capital spending:

- i) Net Present Value (NPV) analysis is to be conducted on all new projects prior to them being presented to the Housing Delivery Board (HDB) and Executive.
- ii) The core capital programme to be set an annual target for a 5 year period, amount to be determined as part of the mid-year budget review.
- iii) No further capital commitments to new buildings or refurbishment projects are to be made unless a sound financial business case is agreed.

Stock Remodelling

28. The total stock remodelling capital programme approved budget for 2016/17 is made up as follows:

Work Stream	Latest Approved Budget 2016/17	Forecast Outturn	Reschedule	(Underspend) /Overspend	Comment
	£'000	£'000	£'000	£'000	
Approved Schemes	57	57	0	0	
Potential Schemes	4,169	3,538	0	(631)	
Total	£4,226	£3,595	£0	(£631)	

New Build

29. The New Build capital programme approved budget for 2016/17 is made up as follows:

Work Stream	Latest Approved Budget 2016/17	Forecast Outturn	Reschedule	(Underspend) /Overspend	Comment
	£'000	£'000	£'000	£'000	
Project management	400	400	0	0	
Pre-development Expenditure	184	184	0	0	
Committed schemes	7,966	7,610	0	(356)	See para 28.
Proposed schemes	557	557	0	0	
Land and asset purchase	1,182	1,182	0	0	
Total	£10,289	£9,933	£0	(£356)	

30. One scheme, Binhams Lea will not be continuing as disposal of the site has been approved. Therefore a £356,000 saving will be achieved on this project.

Recommendation

It is recommended that the Executive notes the report and

1. agrees a supplementary estimate of £20,000 and recommends to the Council that a further supplementary estimate of £230,000 be approved for external

legal costs to defend the Council's position on the Judicial Review brought by the Farnham Interest Group (FIG), as detailed in paragraph 9;

2. approves the allocation of £7,500 from the General Fund urgent capital schemes budget for CCTV at Weyhill bring-bank, detailed in paragraph 14;
3. approves supplementary estimates of £10,000 for external legal costs relating to the need to secure the services of a "litigation friend" through the courts as detailed in paragraph 19 above and £15,000 for external legal costs associated with addressing an Anti Social Behaviour case in housing, detailed in paragraph 20 above, to be funded from the HRA working balance;
4. agrees that the school parking and Saturday garden waste collection budget additional income/savings proposals are not implemented in 2016/17, noting the impact on the budget as set out in paragraph 6(i);
5. agrees that £40,000 be ring-fenced from the Council's Emergency Funding provision for voluntary organisations in anticipation of the required capital expenditure needed to deliver a fresh meals service from the Day Centres, as detailed in paragraph 8; and
6. approves the HRA business plan principles as set in paragraph 27.

Background Papers

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

CONTACT OFFICERS:

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		E-mail:	peter.vickers@waverley.gov.uk
Name:	Walter Stockdale	Telephone:	01483 523106
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WAVERLEY BOROUGH COUNCIL

EXECUTIVE – 6 SEPTEMBER 2016

Title:

APPROVAL TO SUBMIT A PLANNING APPLICATION: SITE A, OCKFORD RIDGE

**[Portfolio Holder: Cllr Carole King]
[Wards Affected: Godalming Central and Ockford]**

Summary and purpose:

The purpose of this report is to seek approval for the submission of a full planning application for development of 'Site A' at Ockford Ridge, to up to 40 new homes.

How this report relates to the Council's Corporate Priorities:

This report relates to the Council's Corporate Priority of providing more affordable housing in the Borough for local people in housing need. The increased density for Site A and the submission of a full planning application supports the redevelopment of land at Ockford Ridge to build new homes and refurbish existing council-owned properties on the estate.

Financial Implications:

This report is to seek approval to submit a planning application for up to 40 units on site A compared to 34 units proposed originally. The cost of submitting a planning application comprises the planning fee of £15,400 and the cost of the consultant to prepare the submission which will be in the region of £64,000 for up to 40 units. This cost is provided for in the scheme budget in 2016/17. The additional build costs of 6 units will be detailed as the project progresses along with the increased revenue stream from the extra units.

Legal Implications:

The planning application would require consent under the Town and Country Planning Act 1990. Authority to approve the submission of a planning application on behalf of the Council lies with the Executive, while authority to consider and determine planning applications lies with the Council's Area and Joint Planning Committees.

Background

1. In June 2013, the Council embarked on an ambitious investment programme to redevelop and refurbish homes at Ockford Ridge to enhance the estate for the benefit of current and future generations.

2. In August 2014, a (Hybrid) planning permission was granted for the redevelopment areas at Ockford Ridge, which included detailed consent for the development of 16 new social homes in Site D and outline consent for 83 additional social homes in Sites A, B and C. In addition, planning permission for two show homes (as part of Site C) was granted by the Local Planning Authority on 11 March 2015 and these are scheduled for completion and handover in August 2016.
3. Consultation continues with local residents with monthly newsletters and regular meetings with the Community Consultative Group.
4. As a result of new Government legislation, the Council reviewed its funding commitment to the Ockford Ridge enhancement and scaled back the scope of the investment, limiting the initial phase to Sites D and A with the two later phases (Sites B and C) being subject to detailed approval as and when sites D and A were completed. This revision was due to a combination of an increase in forecast, pre-tender costs and the impacts of the Government's Housing and Planning Act 2016.
5. Revisions included the re-tendering of sites D and A separately from all four sites and the consideration of increasing the density of development on Site A in order to secure better value for money and enable the Council to accommodate more of its tenants on this site.
6. In addition to the strategic argument for increasing the number of units on Site A, seeking a detailed planning consent for Site A would also increase (once granted) the banding of tenants on that site, thereby increasing their likelihood of success in bidding to move off the estate: Detailed consent triggers a re-banding for those tenants on the Housing List on this site. Securing vacant possession more quickly would thus be encouraged.
7. Finally, securing a detailed consent would enable the Council to tender development of the site with detailed designs and reserved matters already addressed so that it could, in tendering, expect a single-stage, fixed-price procurement process rather than a longer, two-stage process. The Council's recent experience with tendering Site D has shown that the construction market does not look favourably on low volume sites with unresolved matters: resolving such issues and presenting a fully designed site that detailed consent would require addresses this area of delivery risk for the Council.

Housing Need

8. Waverley is an area of high housing need and there is a shortage of affordable housing to meet this need. The Housing Register and the Strategic Housing Market Assessment (SHMA) 2014 demonstrates a significant need for affordable housing in Waverley. Site A has the potential to deliver in excess of 34 housing units. Research and analysis referred has informed the proposed increase / mix of house types.

9. On the basis of this analysis, the more tenants that Site A can accommodate on it, the better placed the Council will be to seek alternative redevelopment scenarios for Site B and C. The sooner that Site A receives full detailed consent, the more likely it is that those tenants who wish to move off the estate will be successful in being relocated.
10. For both these programme-critical reasons, seeking a revised detailed planning consent is considered necessary as soon as possible and therefore recommended.

Recommendation

The Executive is recommended to approve the submission of a planning application for the development of the land at Site A, Ockford Ridge, Godalming, to provide up to 40 new homes, to support the redevelopment and refurbishment programme on the estate.

Background Papers

There are no background papers (as defined by Section 100D (5) of the Local Government Act 1972) relating to this report.

CONTACT OFFICER:

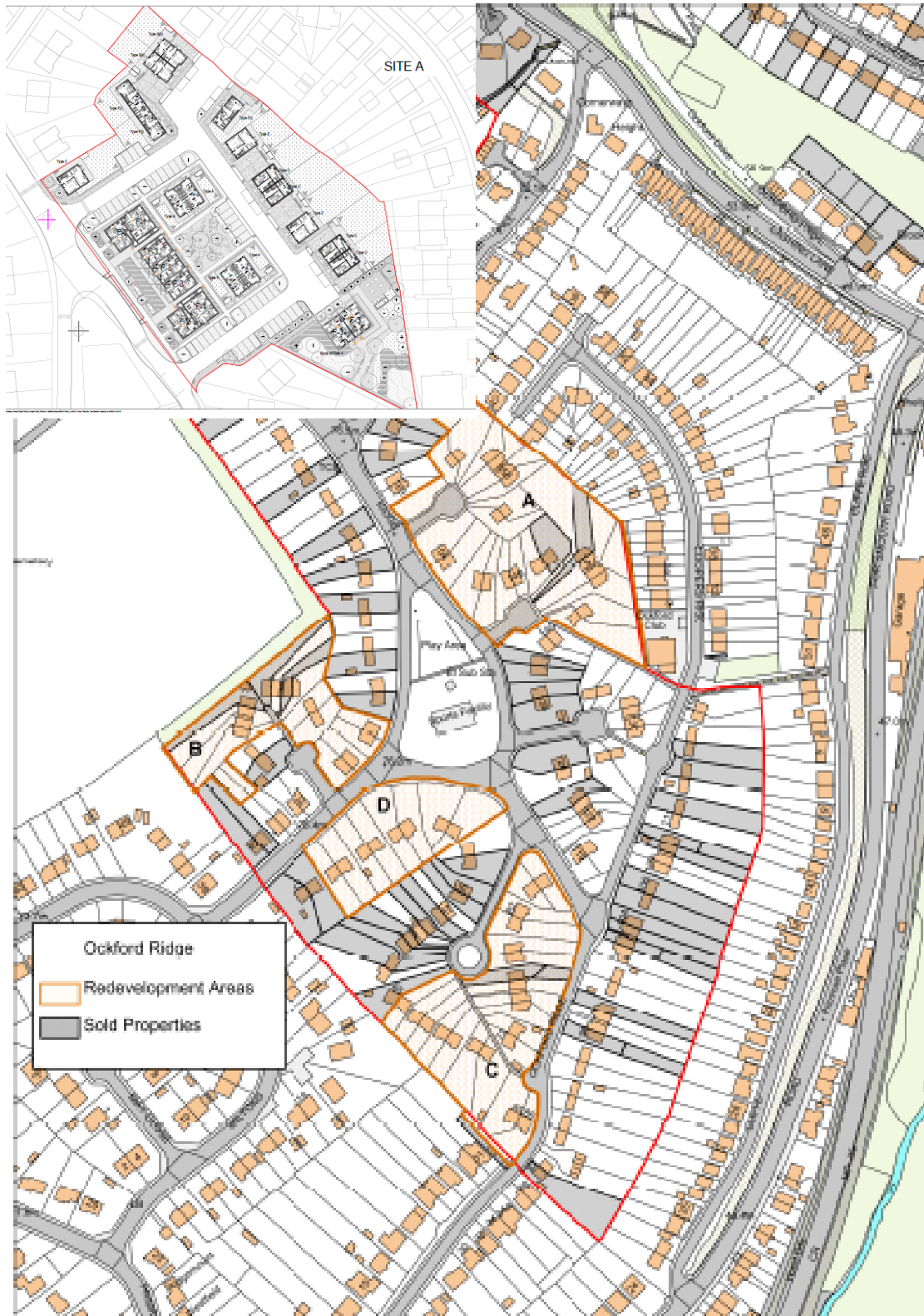
Name: Mark Constable

Telephone: 01483 523076

E-mail: mark.constable@waverley.gov.uk

Location plan

Plan shows (a) the four development sites on Ockford Ridge and (B)-insert- the current 34 unit layout for Site A. This revised, higher density scheme would see more units in the south east corner of the site.



ANNEXE 2

Revised Site A layout



- 2 Bed House
- 3 Bed House
- 4 Bed House
- 1 Bed Flat

OPTION 3

- Houses
2Bed - 13no
3Bed - 21no
4Bed - 2no
- Flats
1Bed - 4no
40no

SPRUNT
DH. 9/8/16
12448-SITE-A-SK03

sprunt.

Examples of existing properties on Site A



4.4 Cluster 4 elevations

House Type: E / E
Occupancy: 4B6P / 4B6P
Number of units: 2
Arrangement: Semi-detached / semi-detached
Materials: Brick (ground floor), black weatherboard (first floor), black roof tiles

Location Plan



Front Elevation



Side Elevation



Rear Elevation

4.3 Cluster 3 elevations

House Type: D / D
Occupancy: 3B5P / 3B5P
Number of units: 2
Arrangement: Semi-detached / semi-detached
Materials: Brick (ground floor), black weatherboard (first floor), black roof tiles

Location Plan



Front Elevation



Side Elevation



Rear Elevation

WAVERLEY BOROUGH COUNCIL

EXECUTIVE – 06/09/2016

Title:

**APPROVAL TO SUBMIT A PLANNING APPLICATION AND COMMONS
CONSENT APPLICATION FOR FENCING ON THE LAMMAS LANDS**

[Portfolio Holder: Cllr Kevin Deanus]

[Wards Affected: Godalming Central & Ockford, Charterhouse, Farncombe]

Summary and purpose:

This report seeks approval to submit a planning application and application for Common Land Consent to the Planning Inspectorate (PINS) to erect a cattle handling pen, gates and fencing on the Lammas Lands, Godalming.

How this report relates to the Council's Corporate Priorities:

This report has the potential to contribute towards the following corporate priorities of the Council:

Customer Service

By consulting and engaging with our customers to ensure our services are delivered appropriately and in addition ensuring our services are accessible to all and meet equality standards

Environment:

Providing an attractive and safe fence line perimeter to allow for cattle grazing of the Lammas Lands in line with WBC's Higher Level Stewardship (HLS) Agreement with Natural England and our Grant Funding Scheme. The introduction of grazing will improve this section of meadow and make it a more attractive area seen by local residents, site users, and commuters using Chalk Road.

Value for Money:

Installing cattle fencing on Hell Ditch meadow is investing to save. We have recently been managing the area using tractors to cut the vegetation which is a costly long term strategy. Introducing cattle provides a sustainable approach to manage the vegetation and improves the biodiversity at the same time.

Financial Implications:

The fencing costs are to be met from the HLS grant and the Council's allocated Capital budget 2016/17. Additionally there are a number of small fees which will be incurred for the placement and construction of access gateway and safely delivering and removing stock from site, including; Planning application fee, Environment Agency Consent, Commons Consent & Highways Agency approval. All of these fees have already been budgeted for within the HLS countryside capital budget and no further funding is requested.

Legal Implications:

The Council must obtain Common Land Consent from (PINS) to erect a fence on Common Land. As the fence is intended for agricultural purposes it meets many Commons Law criteria. However, consent must be obtained from PINS to enclose Common Land. Consent is also required from the Environment Agency to erect fencing on the edge of the floodplain. Although planning permission is not required for the fence line itself the associated cattle handling pen and access gate do require planning permission.

Introduction

1. The Council has a HLS Agreement with Natural England to manage the Lammas Lands. Under this Agreement we agreed to fence the area between Chalk Road and Hell Ditch and graze with cattle. This fencing will allow the Countryside Team to fulfil this obligation and achieve the correct management of this important area.
2. Grazing will reduce the amount of rank vegetation and help contribute to a more diverse grassland mosaic, increasing the habitat quality for many invertebrates and birds.
3. As the land owners with an HLS agreement in place we are required to manage the whole of the Lammas Lands including Hell Ditch Meadow. Fencing Hell Ditch Meadow will safely allow for cattle grazing which provides a sustainable approach to achieve our statutory requirements.
4. The Lammas Lands are common land, thus they need to be accessible for air and open recreation. Consequently, the fencing application includes kissing gates to provide Equality Act-compliant disabled access to the meadow so that members of the public can still access and enjoy the site.
5. With the introduction of cattle grazing, the meadow will be a more appealing place to visit as vegetation will be shorter, enhancing the feel of a more accessible site and promoting public usage.
6. Grazing will allow the management of vegetation in a cost effective way and maintain improved water flows through the site.
7. Please see [Annexe 1](#) for details of the new fence lines and locations.
8. Please see [Annexe 2](#) for the fencing specification outlining materials used.
9. The fencing works are already identified in this year's capital programme and the work is best undertaken during the Summer months, when ground conditions are suitable.

10. Please see the report extract showing the results and recommendations from a 2015 public consultation regarding cattle grazing on Hell Ditch Meadow ([Annexe 3](#)). From the total of 65 responses, 23 people made no comment and 29 supported the proposals, while 4 indicated no objection.
11. This fence line is included in an on-going public consultation linked to the draft ten-year site management plan. The aims and objectives of this management plan can be viewed at the following web link: [Lammas Lands draft management plan](#).

Conclusion

12. Permission is required from the Planning Authority and also from PINS and the Environment Agency to erect cattle fencing on the Lammas Lands. Cattle fencing is required to meet our statutory requirements as set out within the HLS agreement for the site. A public consultation was held regarding fencing hell ditch meadow to enable cattle grazing; responses were largely positive and supportive. Introduction of cattle grazing will improve site biodiversity and accessibility, while also improving water flows due to vegetation management.

Recommendation

It is recommended that the Executive

1. gives approval for a planning application to be submitted for permission to erect a handling pen and access gates on the Hell Ditch Meadow compartment of the Lammas Lands, Godalming; and
2. authorises Officers to submit a PINS application for commons consent to erect a fenceline on the Hell Ditch Meadow compartment of the Lammas Lands.

Background Papers

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

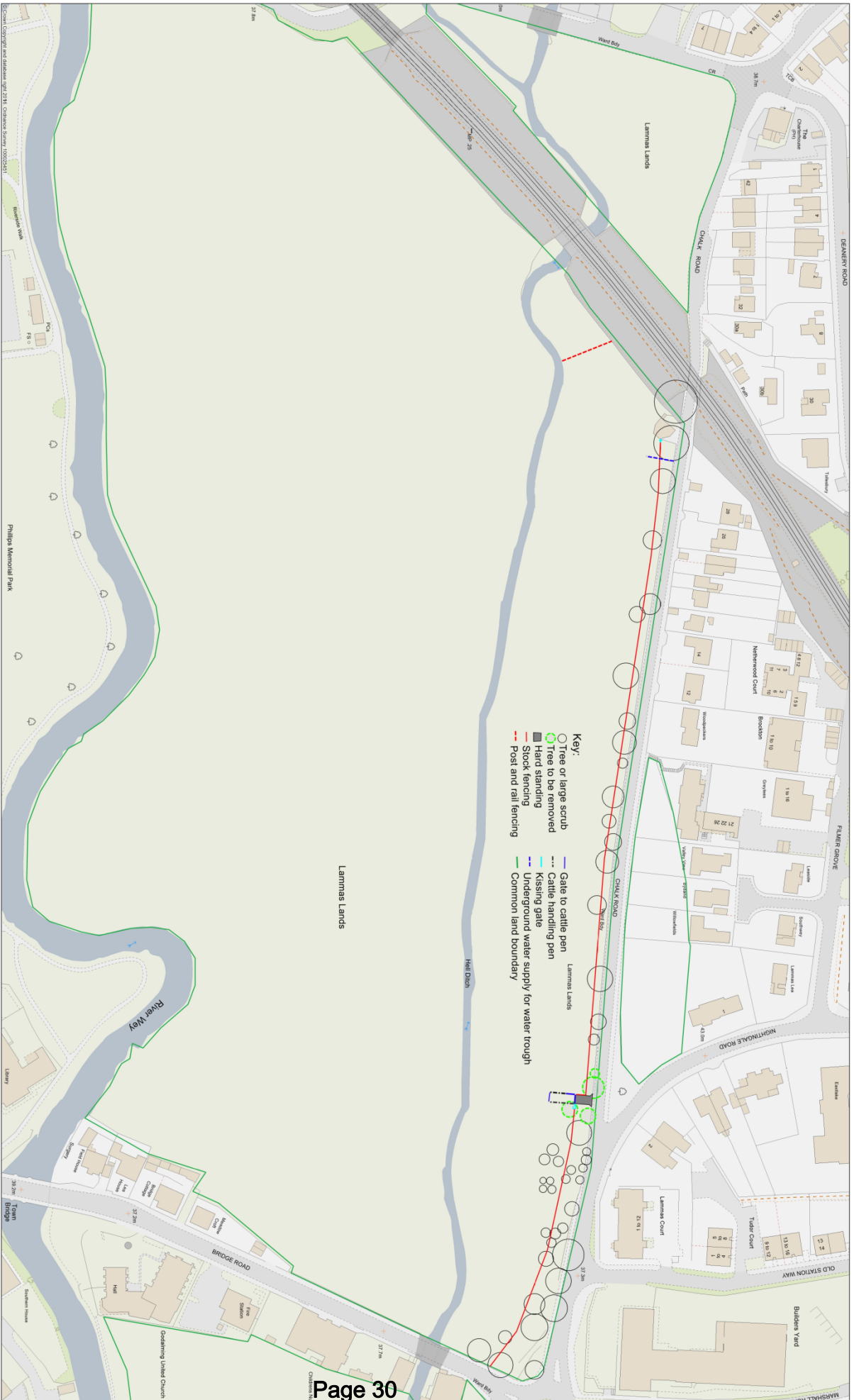
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ANNEXE 1:



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Fence plan - Hail Ditch Meadow location

Scale at A1:1,800

Printed: 30 May 2016

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ANNEXE 2:

Stock fencing:

To be erected in accordance with BS 1722.

Fencing will be at least 1.05m high using stock wire type C8/11/30, wire arrangement as shown in image.

Straining posts minimum of 2.3m long, 150mm minimum top diameter. Spacing between strainer posts will not exceed 300m.

Struts will have a top diameter of 80mm and be at least 1.9m long, these will be notched into the straining post at an angle of no more than 45 degrees.

	12"
	9"
	8"
	7"
	6"
	5½"
	5"
	4½"

Intermediate posts should be 65mm top diameter, 1.7m long and spaced no further than 3.5m apart.

Fencing material to be pressure treated softwood (to BS 4072).

Post and rail fencing:

Posts to be 2.1m high, 125mm x 75mm.

Rails 3.6m long, 38mm x 100mm.

Sawn square section vertical posts with 2 square section horizontal rails nailed to posts. 1 post every 1.85m.

Field gate:

Erected in accordance with BS3470.

Field gate to be metal 5 bar gates, at least 4m wide hung between 2.4m x 175mm x 175mm wooden posts by adjustable hinges and with self-locking gate catch and striker.

Pedestrian gates:

Wooden kissing gates with self-closing design.

One kissing gate of each design: Oxford Large suitable for push chairs and wheelchairs, and Oxford pedestrian (<http://centrewire.com/product-category/kissing-gates>)

Treated timber mortised posts, rails, gate post and gate. Oxford large gate: height 1.2m; length in fence line 3.05m; width 1.6m and Oxford pedestrian gate height 1.2m, maximum length in fenceline 2.3m; width 1.4m.

ANNEXE 3:

Results

- 1.1 In total 43 individuals signed the attendance sheets at the drop-in day and there were 22 responses by e-mail to the invitation to comment on proposals. Of the total of 65, 23 people made no comment and 29 supported the proposals while four indicated that they had no objection.
- 1.2 Of the remainder, one respondent said she would no longer walk on the area as she was scared of cattle, one suggested that the area be grazed by sheep, one suggested dogs should be banned when cattle were present and another suggested that all options be considered including ditching. Another respondent considered a gate onto Chalk road would be dangerous, that there was no need for cattle handling facilities or a trough for watering and that in the past grazing had been by ponies not cattle. One supporter of the scheme suggested that scrub needed to be cleared and some trees lopped, and the Environment agency who were supportive, suggested lengths of Hells Ditch should be fenced to conserve habitat for Desmoulins Whorl Snail which has been recorded here in the past. The Open Spaces Society indicated that they had no objection and, the owners of part of Hell Ditch Meadow, the Loseley Estate, indicated that they were happy to give their support to the consultation and for the fencing.
- 1.3 Recommendations
- In the light of some strong support for the proposals and no objections, that the Borough Council proceeds to an application for the fencing and associated cattle handling and water troughs to the Planning Inspectorate under section 38 of the Commons Act 2006.
 - Once the position of the proposed works has been agreed and is shown on a map, a formal permission will need to be obtained in writing from the Loseley Estate for works on their land to accompany the application.
 - Also before such an application can be made, agreement from the Highways Authority for an access for loading and unloading stock from Chalk Road will be required together with any necessary planning permission for its installation (or a note from the Planning Authority to say no permission will be required). (An alternative would be to investigate with the Environment Agency whether a temporary bridge over Hell Ditch would be acceptable when livestock are to be introduced and taken off and how this might be designed to be easily moved when not in use). It will also be necessary to investigate the provision of piped water from the road and decide on a precise route for the proposed fence to be shown on a map.
 - It is suggested that when grazing is to take place a notice is put up on the gate beforehand and that cattle be excluded from Hell Ditch itself by electric fencing during the grazing period. This temporary fencing can be provided under the exclusion provisions of Schedule 1 of the

Works on Common Land (Exemptions) (England) Order 2007 which allows enclosure up to 10% of each common unit or 10 ha, whichever is the less in any six month period.

- A careful assessment of the trees and scrub on site should be carried out and any necessary work (including obtaining any consents or tree felling licences) be carried out prior to the erection of the fence.
- It will also be necessary to assess the risks of stock being poisoned by Hemlock Water-dropwort *Oenanthe crocata* which is present on Hell Ditch Meadow and possibly hand pull this and remove it from the site prior to the introduction of stock (cattle may not eat the upper parts of the plant but will eat the roots, if exposed, which are highly poisonous).

Extract from: Underhill-Day, J. C. 2015 Report on public consultation on fencing scheme for Hell Ditch Meadow, Lammas Lands. Footprint Ecology Report to Waverley Borough Council.

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WAVERLEY BOROUGH COUNCIL

EXECUTIVE – 06/09/2016

Title:

**PROPERTY MATTER – RE-GEAR OF LEASE AT UNIT C, GUILDFORD ROAD
TRADING ESTATE, FARNHAM**

**[Portfolio Holder: Cllr Tom Martin]
[Wards Affected: Farnham Moor Park]**

Note pursuant to Section 100B(5) of the Local Government Act 1972

An annexe to this report contains exempt information by virtue of which the public is likely to be excluded during the item to which the report relates, as specified in Paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972, namely:-

Information relating to the financial or business affairs of any particular person (including the authority holding that information).

Summary and purpose:

Authorisation is sought for the re-gear of a long lease granting an extension to the term on Unit C Guildford Road Trading Estate in conjunction with the settlement of an outstanding rent review.

How this report relates to the Council's Corporate Priorities:

Value for Money – The proposed new level of rent represents a good increase on the current passing rent and the best settlement that it likely to be achieved by negotiation in the current market. Agreement at the proposed level will also avoid the cost and delay of otherwise proceeding to a 3rd party for a determination of the rent.

Financial Implications:

The new lease will provide the Council with an increased rental stream.

Legal Implications:

The tenant will meet Waverley Borough Council's reasonable legal and surveyor's costs. Legal Services will assist with the drafting and preparation of the legal documents as required.

Introduction

1. This property comprises an industrial unit within Guildford Road Trading Estate in Farnham which is let on a long lease of 99 years from 1 January 1991 (74 years remaining).

2. The property is subject to a rent review dated 1 January 2016 and a rental settlement by negotiation has tentatively been agreed but the tenant has requested that in addition to the rental settlement, the lease term is also extended so as to grant a new 99 year term (to December 2140) together with modern updates to the lease clauses.
3. Terms for the rental settlement and lease extension are set out in the (Exempt) Annexe to this report.

Recommendation

It is recommended that consent to the lease term be granted for Unit C, Guildford Road Trading Estate, Farnham, upon the terms and conditions as set out in the (Exempt) Annexe, with other terms and conditions being agreed by the Estates and Valuation Manager.

Background Papers

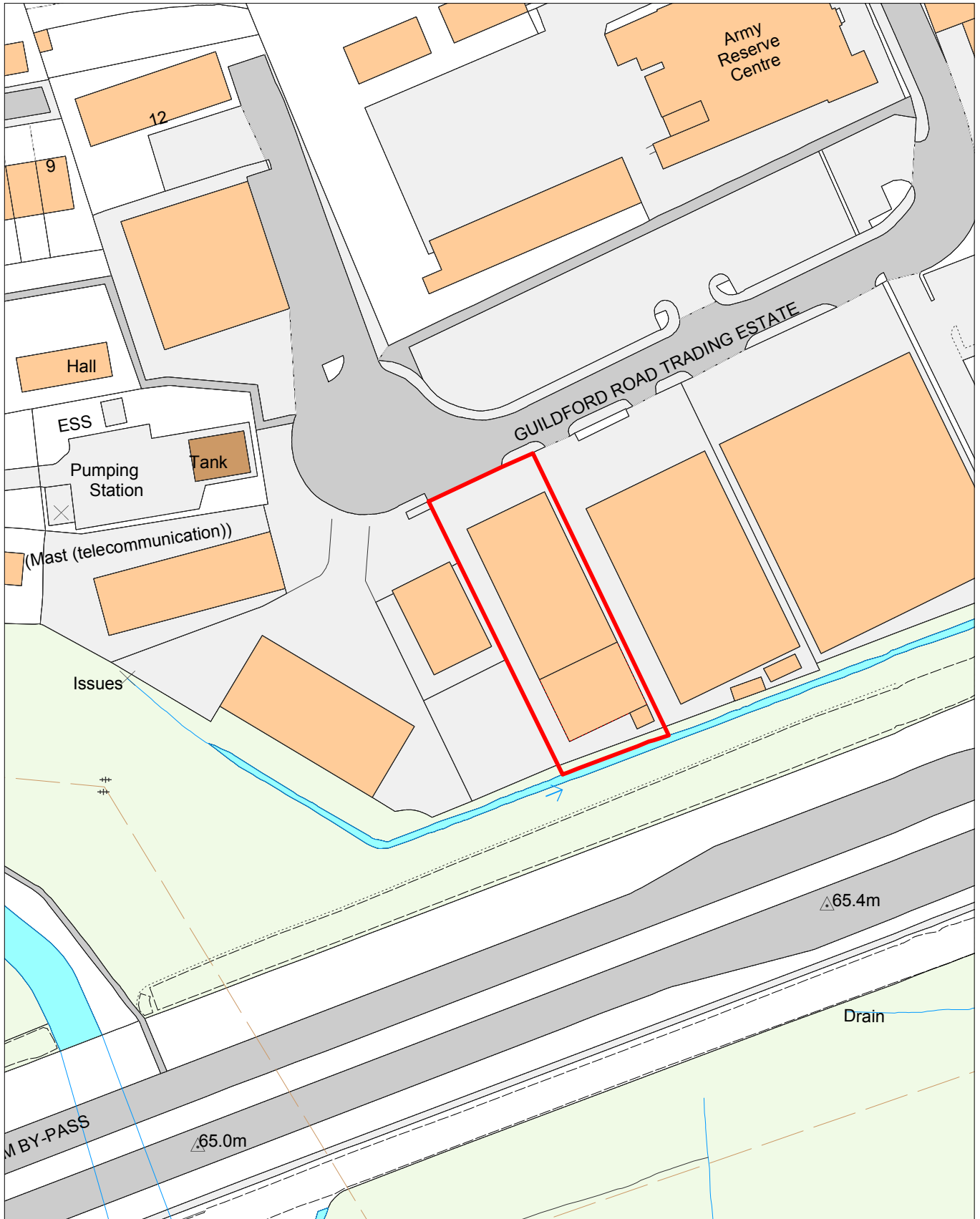
There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

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**Unit C, Guildford Road Trading Estate,
 Farnham**

Scale 1: 1,000

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 Ordnance Survey 100025451.



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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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