

To: All Members of the EXECUTIVE

When calling please ask for:

Emma McQuillan, Democratic Services
Manager

Policy and Governance

E-mail: emma.mcquillan@waverley.gov.uk

Direct line: 01483 523351

Calls may be recorded for training or monitoring

Date: 16 September 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, 27 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

Agendas are available to download from Waverley's website (www.waverley.gov.uk/committees), where you can also subscribe to updates to receive information via email regarding arrangements for particular committee meetings.

Alternatively, agendas may be downloaded to a mobile device via the free Modern.Gov app, available for iPad, Android, Windows and Kindle Fire.



INVESTOR IN PEOPLE



Most of our publications can be provided in alternative formats. For an audio version, large print, text only or a translated copy of this publication, please contact committees@waverley.gov.uk or call 01483 523351.

This meeting will be webcast and can be viewed by visiting www.waverley.gov.uk/committees

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 6 September 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. **EXECUTIVE FORWARD PROGRAMME** (Pages 11 - 14)

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

6. **LOCAL GOVERNMENT FUNDING UPDATE AND FOUR YEAR GRANT SETTLEMENT** (Pages 15 - 24)

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

As part of the December 2015 Spending Review, the Secretary of State for Communities and Local Government made an offer to councils to take up a four-year funding settlement for the period 2016/17 to 2019/20. To accept this offer, an Efficiency Plan must be prepared and published by 14 October 2016. The report proposes that the offer is accepted as it will create some certainty of resources and will be consistent with the council's approach set out in the Medium Term Financial Strategy.

Recommendation

It is recommended to the Council that:

- 1. the four year funding settlement for the period 2016/17 to 2019/20 be accepted;**
 - 2. officers reinforce to the Government the Council's objection to the principle of negative grant being applied; and**
 - 3. the Efficiency Plan as set out at Annexe 2 be agreed and submitted.**
7. TREASURY MANAGEMENT ACTIVITY 2016/17 (Pages 25 - 32)
[Portfolio Holder: Councillor Ged Hall]
[Wards Affected: All Waverley Wards]

The purpose of the report is to summarise Waverley's Treasury Management activities during 2016/2017.

Recommendation

It is recommended that the investment activity and performance to date in 2016/17 be noted, and the current investment approach endorsed.

8. FUNDING SCHEMES FOR VOLUNTARY SECTOR ORGANISATIONS - PROPOSED CHANGES FROM 2017/18 (Pages 33 - 42)
[Portfolio Holder: Councillor Andrew Bolton]
[Wards Affected: All Waverley Wards]

The purpose of the report is to seek the Executive's approval to continue to support funding to the voluntary sector through its various funding schemes. The report proposes consolidating the way the Council funds voluntary organisations by focussing on Service Level Agreements and commissioning, to offer a more robust approach and achieve improved outcomes.

Recommendation

It is recommended that the Executive

- 1. gives approval for discussions to take place with the nominated organisations namely Rowleys Centre for the Community, Gostrey Centre, Farnham Assist, Age UK Surrey and Voluntary Action South West Surrey, with a view to signing one year Service Level Agreements starting on 1 April 2017, extending to a further three years from 1 April 2018 to 31 March 2021;**
- 2. following the successful pilot, agrees the establishment of the Waverley Voluntary Commissioning Partnership;**
- 3. notes the option that £18,050 could be identified as a possible saving which will be considered as part of the budget setting**

process for 2017/18; and

- 4. approves the opening of the 2017/18 funding round of the Waverley Voluntary Commissioning Partnership.**

9. OUTSTANDING DEBTS WRITE-OFF FOR DECISION (Pages 43 - 46)

[Portfolio Holder: Councillor Ged Hall]

[Wards Affected: All Waverley Wards]

The purpose of this 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 approves the debts put forward for write-off as listed in the (Exempt) Annexe to this report.

10. WATER CHARGES - WAVERLEY BOROUGH COUNCIL AND THAMES WATER (Pages 47 - 50)

[Portfolio Holder: Councillor Carole King, Councillor Ged Hall]

[Wards Affected: All Waverley Wards]

The report informs members about a recent court judgment of *Jones v London Borough of Southwark* [2016] relating to the collection of water charges for unmetered tenanted properties and the implications of the case on Waverley Borough Council.

Recommendation

That the Executive recommends to the Council that

- 1. officers carry out a detailed financial analysis to calculate the exact potential liability;**
- 2. approval of the detailed approach to handling claims from tenants for overpayment by them of water charges be delegated to the Executive;**
- 3. officers formally consult with Waverley's secure tenants who live in unmetered properties in relation to the current arrangements with Thames Water;**
- 4. the decision about the future of the arrangement with Thames Water be delegated to the Executive following a detailed appraisal of the options including termination; and**
- 5. the potential cost of meeting claims be noted and the maximum estimated amount of £400,000 be earmarked from the HRA working balance as a provision for this cost.**

11. GENERAL FUND PROPERTY INVESTMENT STRATEGY (Pages 51 - 56)
[Portfolio Holder: Councillor Tom Martin, Councillor Ged Hall]
[Wards Affected: All Waverley Wards]

The report proposes a draft General Fund Property Investment Strategy and the creation of an Investment Advisory Board.

Recommendation

That the Executive recommends to the Council that:

- 1. the Investment Strategy be approved and adopted;**
 - 2. the governance arrangements be approved and an Investment Advisory Board be established as set out in paragraph 11;**
 - 3. a Property Investment Fund be created, initially by transferring £2m of General Fund capital receipts plus, subject to the overall budget process, a further £1m of New Homes Bonus funding in 2017/2018, with further additions being considered as part of the annual review of the medium term financial strategy;**
 - 4. officers be instructed to commence the procurement process for the appointment of an Investment Advisor or Advisors to provide advice to the Council on the criteria to adopt and on property investment opportunities to be funded initially from the Property Investment Fund;**
 - 5. authority be delegated to the Executive for approval of the investment criteria and performance management arrangements to be proposed by the Investment Advisory Board; and**
 - 6. authority be delegated to the Executive to agree property acquisitions or investments that meet the agreed criteria and are endorsed by the Investment Advisory Board up to a value of £1million with higher value proposals requiring full council approval.**
12. APPROPRIATION OF LAND AT BOURNE RECREATION GROUND (Pages 57 - 68)

[Portfolio Holder: Councillor Tom Martin]
[Wards Affected: Farnham Bourne]

On 19 July 2016, the Council formally resolved its “intention to appropriate” the relevant village green land at Bourne Recreation Ground and advertised its intention to appropriate in a local newspaper for 2 consecutive weeks. This is the 2nd stage of the appropriation process. In order to support Members and ensure Members are fully informed, the “Overview” and “Relevant Facts” sections from the Executive meeting report dated 12 July 2016 are repeated.

The purpose of the report is to consider any objections to the appropriation of open space and village green land at Bourne Recreation Ground, Farnham, and in light of any objections, to determine whether to approve the appropriation for planning purposes in order to enable the existing pavilion to be redeveloped, which will significantly improve the leisure facilities for local residents.

Recommendation

That the Executive recommends to the Council that:

- 1. consideration be given to the points raised in this report with regard to appropriation of land at Bourne Recreation Ground as outlined above; and**
 - 2. pursuant to Section 122 of the Local Government Act 1972 and Section 241 Town and Country Planning Act 1990, land be appropriated at Bourne Recreation Ground for planning purposes, as outlined in red (and measuring under 209 square metres) on Plan A to enable the development of the new pavilion and the Executive Director be authorised to execute a memorandum confirming this appropriation.**
13. CULTURAL STRATEGY FOR WAVERLEY 2016-2026 (Pages 69 - 132)
[Portfolio Holder: Councillor Jenny Else]
[Wards Affected: All Waverley Wards]

The report asks Members of the Executive to:

- adopt phase one of the Cultural Strategy, which covers the evidence report and outcomes framework produced by the Consultants, Janet Mein and Adrienne Pye, included with the report;
- agree to a Cultural Strategy action planning workshop in the autumn with Waverley's cultural sector, to identify priorities for action and investment; and
- agree to the creation of a summary version of the Cultural Strategy and Action Plan to be reviewed at the Community Overview and Scrutiny Committee in January 2017.

Recommendation

It is recommended that, having considered any comments from the Community Overview and Scrutiny Committee, the Executive recommends to the Council that

- 1. Phase one of the Cultural Strategy, which incorporates the Evidence Report and Outcomes Framework produced by the consultants be adopted;**

2. **the Cultural Strategy Action Planning Workshop in the Autumn goes ahead to identify priorities for action and investment; and**
3. **officers produce a summary version of the Cultural Strategy, which includes an Action Plan to be reviewed by the Community Overview and Scrutiny Committee at its meeting in January 2017.**

14. DUNSFOLD AND DUNSFOLD CHURCH CONSERVATION AREA APPRAISALS (Pages 133 - 196)

[Portfolio Holder: Councillor Brian Adams]
[Wards Affected: Chiddingfold and Dunsfold]

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 Dunsfold and Dunsfold Church. 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 Dunsfold and Dunsfold Church for the purposes of public consultation.

15. LOCAL PLAN - PART 2 - RESOURCING (Pages 197 - 200)

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

The purpose of the report is to seek agreement for a supplementary estimate to fund the additional resources necessary to support the acceleration of the production of Part 2 of the Local Plan to achieve adoption by March 2019.

Recommendation

It is recommended to the Council that

1. **a supplementary estimate of £200,000 be approved to cover additional resources to deliver Part 2 of the Local Plan;**
2. **the supplementary estimate be funded from the Revenue Reserve in the first instance and to be subject to a review of available resources within the Local Plan reserve in the Autumn; and**
3. **authority be delegated to the Executive Director, in consultation with the Portfolio Holders for Planning and Finance, to proceed with the most cost effective option for securing the necessary resources.**

16. PROPOSAL TO STRENGTHEN FINANCE SYSTEM SUPPORT CAPACITY
(Pages 201 - 204)

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

The report seeks approval to take the opportunity to strengthen the Council's finance system technical capacity within the Finance team arising from a recent retirement and vacant senior accountant post.

Recommendation

It is requested that the Executive recommends to the Council that

- 1. the posts of Senior Accountant BD09 (band 5 0.53 FTE) and Finance Officer BB05 (band 6 0.65 FTE) be deleted; and**
- 2. a Business Finance Systems post (band 6 1.0 FTE) be created.**

17. LOWER CHURCH LANE - REPLACEMENT WINDOWS AND DOORS (Pages 205 - 206)

[Portfolio Holder: Councillor Carole King]
[Wards Affected: Farnham Castle]

The report seeks approval for the submission of planning applications for listed building consent for the proposed replacement of windows and doors at two Waverley-owned housing properties, so that the alterations to these properties comply with the appropriate listed building regulations. Subject to approval, officers will source the services of a number of suitable contractors to tender for the contract that can evidence a track record of working on listed building projects

Recommendation

It is recommended that the Executive grants approval for the submission of planning applications for listed building consent for the installation of replacement doors and windows to 25 and 28 Lower Church Lane, Farnham.

18. SUBMISSION OF A PLANNING APPLICATION FOR FARNHAM TOWN FOOTBALL CLUB CHANGING ROOMS (Pages 207 - 208)

[Portfolio Holder: Councillor Jenny Else]
[Wards Affected: Farnham Castle]

This report seeks authority to submit a planning application seeking to retain the recently constructed changing room facility at Farnham Town Football Club.

Recommendation

It is recommended that officers be authorised to submit a planning application seeking to retain the changing room facilities at Farnham Town Football Club.

19. PERFORMANCE MANAGEMENT REPORT - Q1 2016/17 (APRIL - JUNE 2016) (Pages 209 - 232)

[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 the Council's Corporate Plan priorities.

The report gives an analysis of the Council's performance in the first quarter of 2016/17. Annexe 1 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 1 as set out in Annexe 1; and**
- 2. thanks the Overview and Scrutiny Committees for their review of the quarter 1 performance as detailed above.**

20. APPOINTMENT TO SUSTAINABILITY AND TRANSFORMATION PLAN STAKEHOLDER REFERENCE GROUP

The Sustainability and Transformation Plan is a five year forward view for Health and Care Organisations which the NHS North West Surrey Clinical Commissioning Group has been asked to pull together to plan across a wider geographical area. Each area is expected to develop a five year sustainability and transformation plan to improve services for patients and make sure these remain sustainable in the future both clinically and financially.

On behalf of Surrey Heartlands and the development of our Sustainability and Transformation Plan, a Stakeholder Reference Group is being set up to ensure positive local engagement in this important planning work across local health and care services and Waverley has been invited to nominate a representative.

Recommendation

It is recommended that Cllr Jenny Else be appointed as the Waverley representative on the Sustainability and Transformation Plan Stakeholder Reference Group.

21. 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.

22. 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.

23. DEMOCRATIC SERVICES STAFFING (Pages 233 - 236)

To consider the (Exempt) report, attached.

24. 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**