

To: All Members of the EXECUTIVE

When calling please ask for:

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Date: 24 October 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, 1 NOVEMBER 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 27 September 2016 (to be left on the table half-an-hour prior to 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**

To receive any questions from members of the public for which notice has been given in accordance with Procedure Rule 10. The deadline for submission of questions is 5pm on Tuesday 25 October 2016.

5. **FORWARD PROGRAMME** (Pages 9 - 12)

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

6. **BUDGET MANAGEMENT AND MID-YEAR BUDGET REVIEW** (Pages 13 - 26)

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

The report provides a mid-year review of the 2016/17 budget for the General Fund and the Housing Revenue Account against forecast to 31 March 2017, based on the latest information available. An update on the Housing Revenue Account Business Plan review was requested by the Council in February.

Recommendation

It is recommended that the Executive notes the report and

- 1. agrees a supplementary estimate of £11,000 to cover the cost of waste collection on New Years' Eve, as set out in paragraph 6 (ii);**
- 2. agrees a supplementary estimate of £30,000 for external legal costs regarding the Development Control appeal set out in paragraph 8;**
- 3. agrees that the current Council Tax Support Scheme remains unchanged for 2017/18, as set out in Paragraph 9;**
- 4. agrees a revision to Annexe 3 of the Annual Investment Strategy by increasing the total investment limit for any approved group from £15m to £20m, with £10m becoming the maximum with any single member of that group as set out in paragraph 17;**
- 5. recommends to Council to approve the rescheduling of £92,000 for Farnham Museum into 2017/18 as detailed in paragraph 21 (i);**
- 6. recommends to Council to approve the rescheduling of £80,000 for Gostrey Meadow Pavilion into 2017/18 as detailed in paragraph 21 (ii);**
- 7. recommends to Council to approve a virement from High Street Haslemere car park for Car Parks Rolling Maintenance of £70,000, as set out in paragraph 22 (ii);**
- 8. recommends to Council to approve a virement from Office Lighting replacement (£62,000) and Electricity meter installation (£5,000) to Installation of heating system at Cranleigh Leisure Centre as set out in paragraph 22 (iii);**
- 9. recommends to Council to approve the rescheduling of £900,000 for Manfield Park Industrial Units into 2017/18 as detailed in paragraph 23;**
- 10. recommends to Council to approve the rescheduling of £780,000 for Frensham Common Site Redevelopment into 2017/18 as detailed in paragraph 24;**
- 11. recommends to Council to approve the rescheduling of £250,000 for Windows & Doors into 2017/18 as detailed in paragraph 36;**
- 12. recommends to Council to approve the rescheduling of £100,000 for Roofing and Associated works into 2017/18 as set out in paragraph 37;**
- 13. recommends to Council to agree a virement from Structural & Damp works of £250,000 for Responsive Repair works as set out in paragraph 38;**

14. **agrees to reschedule £25,000 of the Fire Walls budget into 2017/18 as set out in paragraph 39;**
15. **recommends to Council to agree a virement from Professional fees of £215,000 for Void Repair works as set out in paragraph 40;**
16. **recommends to Council to approve the rescheduling of £50,000 for Cranleigh Day Centre as set out in paragraph 42; and**
17. **agrees a virement from the Ockford Ridge demolition budget into the Ockford Ridge Show homes budget of £49,000 as detailed in paragraph 44.**

7. FUTURE PROVISION OF THE PAYROLL SERVICE (Pages 27 - 32)
 [Portfolio Holder: Councillor Ged Hall]
 [Wards Affected: All Waverley Wards]

The report seeks approval to transfer the provision of the payroll service to the MidlandHR payroll bureau following the imminent closure of the Epsom & Ewell Council payroll bureau shared service.

Recommendation

It is recommended that the Executive agrees that

1. **the payroll service be transferred to MidlandHR following the Epsom and Ewell termination of the payroll bureau shared service, and**
2. **the hosting of the iTrent system be transferred from Tandridge to MidlandHR.**

8. STRATEGIC REVIEW 2016/17 (Pages 33 - 36)
 [Portfolio Holder: Councillor Julia Potts]
 [Wards Affected: All Waverley Wards]

The report seeks authority to commission and fund a Strategic Review of Waverley Borough Council to support the Council's delivery of high quality services.

Recommendation

It is recommended that the Executive agrees to a supplementary estimate of £12,000 to fund the appointment of an external consultancy to complete a Strategic Review by the end of December 2016, to be funded from the Revenue Reserve.

9. FIXED PENALTY NOTICE FINE LEVELS UNDER NEW FLY-TIPPING LEGISLATION (Pages 37 - 38)

[Portfolio Holder: Councillor James Edwards]
[Wards Affected: All Waverley Wards]

The purpose of the report is to determine Fixed Penalty Notice fine levels for fly-tipping under the Unauthorised Deposit of Waste (Fixed Penalties) Regulations 2016 in force from 9 May 2016.

Recommendation

It is recommended that the level of the fine for fixed penalty notices for fly-tipping be set at £400, with a discount to £300 if paid within 10 days.

10. EWHURST CONSERVATION AREA APPRAISAL (Pages 39 - 90)

[Portfolio Holder: Councillor Brian Adams]
[Wards Affected: Ewhurst]

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

Recommendation

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

- Extension: Church cemetery, Village Hall and surrounding properties**
- Extension: Curtilage of The Old Rectory**
- Extension: Properties to the south west of Garlands**
- Extension: Garden of Mundy's Hill**
- Removal: Field to the west of Shere Road**
- Removal: Field at High Edser Farm**
- Removal: Ballindyne, Ockley Road**

11. EWHURST GREEN CONSERVATION AREA APPRAISAL (Pages 91 - 134)

[Portfolio Holder: Councillor Brian Adams]
[Wards Affected: Ewhurst]

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

Recommendation

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

- Extension:Garden of Burstowes Croft**
- Extension:Curtilage of Runbeams Farm**
- Removal:Garden of Runbeams Cottage**
- Removal: Southern tip on Horsham Road and land at Hilltop View**

12. DEVELOPMENT OF AFFORDABLE HOMES AT NURSERY HILL, SHAMLEY GREEN (Pages 135 - 144)

[Portfolio Holder: Councillor Carole King]

[Wards Affected: Shamley Green and Cranleigh North]

This is a Council-approved scheme and the purpose of this report is to seek approval to appoint a build contractor for the development at Nursery Hill, Shamley Green.

Recommendation

It is recommended that the Executive approves the appointment of the preferred Contractor 3, following the successful completion of the second stage of the tender process in accordance with the Council's Contract Procedure Rules, subject to the final contract sum being within the approved budget and in consultation with the Director of Resources and the Portfolio Holders for Housing and Finance.

13. DEVELOPMENT OF AFFORDABLE HOMES AT SHERRYDON, CRANLEIGH (Pages 145 - 152)

[Portfolio Holder: Councillor Carole King]

[Wards Affected: Cranleigh East]

This is a Council-approved scheme and the purpose of this report is to seek approval to appoint a build contractor for the development of the parking area adjacent to 75 Sherrydon, Cranleigh, following a tender process.

Recommendation

It is recommended that the Executive approves:

1. **the appointment of the preferred build contractor following the successful completion of the tender process, in accordance with the Council's Contract Procedure Rules, subject to the contract sum being within the approved budget, and in consultation with the Director of Finance and Resources and the Portfolio Holders for Housing and Finance; and**
2. **the rescheduling of £60,000 budget from 2017/18 forward into 2016/17 to allow construction works to begin.**

14. EXECUTIVE DIRECTOR'S ACTIONS

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

Appointment of Examiner for the Farnham Neighbourhood Plan

To authorise the appointment of Intelligent Planning and Examinations (IP) Ltd to undertake the examination of the Farnham Neighbourhood Plan, with Mr Derek Stebbing as the examiner, on the terms and conditions set out in the appointment letter dated 15 September 2016, at an estimated costs of £15,000 to be met from the Neighbourhood Planning Grant.

15. 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.

16. 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**