

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: 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**

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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 2 November 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		November 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. CIL Preliminary Draft Charging Schedule	To agree for the basis of consultation	Executive		December 2016	Graham Parrott	COMMUNITY
2. Local Plan	Approval of the plan for submission	Executive and Council	√	November 2016	Graham Parrott	COMMUNITY
3. Dunsfold and Dunsfold Church Conservation Area Appraisal	For adoption	Executive and Council		March 2017	Graham Parrott	COMMUNITY
ECONOMIC DEVELOPMENT – CLLR ANDREW BOLTON						
COMMUNITY SERVICES AND COMMUNITY SAFETY – CLLR KEVIN DEANUS						
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	√	November 2016	Richard Homewood	COMMUNITY
2. Review of Parking Place Order	To approve amendments to the Parking Place Order to standardise requirements	Executive and Council	√	November 2016	Richard Homewood	COMMUNITY

TOPIC	DECISION	DECISION TAKER	KEY	ANTICIPATED EARLIEST (OR NEXT) DATE FOR DECISION	CONTACT OFFICER	O AND S
HEALTH, WELLBEING AND CULTURE – CLLR JENNY ELSE						
1. Cultural Strategy	To receive the action plan for delivery of the strategy	Executive		January 2017	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						
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		November 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

TOPIC	DECISION	DECISION TAKER	KEY	ANTICIPATED EARLIEST (OR NEXT) DATE FOR DECISION	CONTACT OFFICER	O AND S
5. 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].

WAVERLEY BOROUGH COUNCIL

EXECUTIVE – 1 NOVEMBER 2016

Title:

BUDGET MANAGEMENT AND MID-YEAR BUDGET REVIEW

[Portfolio Holder: Cllr Ged Hall]

[Wards Affected: All]

Summary and purpose:

This 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.

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 performance against budget will be monitored on a monthly basis.
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 underspend of £89,000 on the £143,000 overspend reported previously. The current position with an overspend of £54,000 represents 0.4% of the General Fund net budget of £14.3m. This is detailed in the table below:

Estimated variance against 2016/17 budget at outturn			
Service Variations:	Reported previously at 31/08/16	Current position at 30/09/16	Change since 31/08/16
	(Underspend)/ Overspend	(Underspend)/ Overspend	(Decrease)/ Increase
	£'000	£'000	£'000
Finance			
Council Tax Support – grant income – 4	(36)	(36)	
Planning			
Building Control – income – 5	88	88	
Environment			
Saturday Garden Waste – 6 (i)	6	6	
School parking permits – 6 (i)	20	20	
New Years Eve Waste Collection – 6 (ii)		11	11
Parking Income - 6 (iii)		(68)	(68)
Policy and Governance			
Land Charges – 7 (i)	63	31	(32)
South East Subscription – 7 (ii)	2	2	
Overspend/(underspend) against budget	143	54	(89)

4. Finance

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

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. This is being monitored by the Corporate Overview and Scrutiny Committee.

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 reach agreement 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.
- ii. In order to minimise disruption to customers over the Christmas period, it will be necessary to pay for refuse collections to take place on two Bank Holidays (Tuesday 27 December 2016 and Monday 2 January 2017), and also on Saturday 31 December 2016. The existing budget will not cover the cost of collection on Saturday 31 December 2016 and a supplementary estimate of £11,000 will be required to enable collection on this date.
- iii. Parking income during the first half of this year has held up against budget and the latest estimate is that income will be £68,000 (1.7%) above budget over the whole year.

7. Policy and Governance

- i. Land charges income has recovered slightly over the past couple of months so is now estimated to be £31,000 below budget.
- ii. The South East Councils 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 2016/17.

8. Planning Appeals

Legal fees are due to defend the Council's case on appeal at an important Public Inquiry at Waverley Lane, Farnham. The proposal is for the erection of 159 dwellings and associated works. The Council refused the application for four reasons. The Public inquiry has so far lasted six days and will reconvene on 18 October for a further four days. The length of the Inquiry has reflected the examination of important issues, including Housing Land Supply, which are important to the Council's case going forward in resisting other inappropriate development. Whilst the cost of employing Counsel is not insignificant, this has been considered to be vital to ensure that the Council's case is rigorously defended. A supplementary estimate of £30,000 is requested to cover the Council's legal fees.

9. Council Tax Support Scheme

The Council Tax Support Scheme, which replaced council tax benefit on 1st April 2013, is reviewed annually. A range of assistance was introduced by Waverley to assist claimants and these schemes are actively promoted. A hardship fund was created to support claimants and the qualifying criteria revised to encourage take up. Discretionary Housing Payments are also available, and Waverley's "Don't Lose Your Home" officer and the Family Support team are proactively supporting households that are most affected by welfare reforms. Experience shows that the current Council Tax Support Scheme remains successful as evidenced by the gradual reduction in the number of claimants and the consistently low take up of discretionary support. **It is, therefore, recommended that the current scheme remains unchanged for 2017/18.**

Staffing Establishment

10. Staffing establishment costs are forecast to be on budget for the year, including use of agency staff.

	£'000
2016/17 Establishment Cost Budget:	
2016/17 Staff Budget	13,436
LESS target reductions	(200)
Approved Budget	13,236
2016/17 Establishment Cost Forecast Outturn:	
Employed Staff Cost	12,782
Agency Staff Cost	460
Forecast Outturn	13,242
Overspend/(underspend) against budget	6

Collection Fund

11. The collection rates for Council Tax and Business rates are forecast to be on target at 99%.

Potential Risks

12. 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 based on activity so far this year.
13. Parking income during the first half of this year has been positive 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.

14. Housing Benefit Rent Allowances overpayment is increasing due to the success of the government's data matching initiatives. Recovery of overpayments is challenging and will potentially result in an increase in provision for unrecoverable overpayment.
15. Business Rates Retention Scheme. Performance is on track; however, the income from Business rates is subject to changes in rateable values, appeals and refunds, which can potentially be significant.
16. Continued recruitment challenges, especially in Planning, could result in further demand for the use of agency staff to cover vacancies in Q4.
17. Post-Brexit the market has experienced significant reductions in interest rates which potentially affect the likelihood of achieving the 2016/17 budget position and has an even greater negative impact on the 2017/18 budget. Actions already taken will largely protect the 2016/17 budget position however in order to mitigate the risk to the 2017/18 budget, a minor revision to the Annual Investment Strategy is proposed. It is proposed that Annexe 3 of the Annual Investment Strategy is revised to increase the total investment with any approved group from £15m to £20m; £10m becoming the maximum with any single member of that group. Our existing strategy allows for changes of this nature with approval of the Executive.

Use of Balances

18. No use of the General Fund working balance was planned within the 2016/17 Budget. Projected movements in 2016/17 are illustrated in the table below. In line with the Financial Strategy the General Fund balance will be maintained at £3.2million.

Forecast General Fund Balance Movement

	£'000
Balance 1 April 2016	(3,200)
Forecast outturn variation on budget	54
<u>Reduced by Approvals:</u>	
Revenue carry forward from 2015/16	59
Supplementary Estimates:	
Local Plan phase 2	200
Brightwells Regeneration Scheme Judicial Review	250
Legal fees on planning appeals	30
Transfer from Revenue Reserve Fund to meet the above demands	(593)
Forecast balance 31 March 2017	(3,200)

Supplementary estimates approved this year are putting significant pressure on the Revenue Reserve Fund. Any future request will put pressure on the capital programme as the Revenue Reserve Fund is now fully allocated.

General Fund Capital

19. The General Fund Capital programme is monitored 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		2,588
Carry forward from 2015/16 approved during 2015/16		2,218
Carry forward from 2015/16 approved by Executive in June 2016		972
New schemes and additional budget approved during 2016/17		1,014
- Manfield Park Industrial Units	917	
- Other approvals e.g. S106 projects	97	
		6,792

20. The table below summarises current performance to date:

Current Performance against Capital Programme for 2016/17					
	Current Budget	Forecast Outturn	Reschedule	(Underspend) /Overspend	Comment
Service	£'000	£'000	£'000	£'000	
Community	1,238	1,238	0	0	
Customer & Corporate	755	523	172	(60)	See para 21. below
Environment	374	304	0	(70)	See para 22. below
Other Projects	372	372	0	0	
Memorial Hall	2,177	2,177	0	0	
Manfield Industrial Unit	917	17	900	0	See para 23. below
Frensham Common	849	69	780	0	See para 24. below
Urgent schemes budget	110	110	0	0	
Total programme	6,792	4,810	1,852	(130)	

21. Customer & Corporate

- i. Farnham Museum works will not take place this year as temporary fix works have been undertaken and the works can now be deferred. Therefore it is suggested that this project should take place next financial year and that the budget of £92,000 is rescheduled to allow the works to be completed.
- ii. The project at Gostrey Meadow Pavilion will not take place this financial year. Preparation for this project is taking place however it is foreseen that spend on this project will not be incurred before March 2017 and it is therefore requested that the full £80,000 budget is rescheduled into 2017/18.
- iii. It is suggested that the Document Management project should no longer be undertaken. After further review it has been determined that there is currently no business case for this investment and the full budget of £60,000 will be a saving. The team is focussing on clearing other scanning projects.

22. Environment

- i. High Street, Haslemere car park works are reaching completion at a saving to budget of circa £70,000.
 - ii. However, a retaining wall in Central car park has been deemed unsafe and needs rebuilding at a likely cost of £25,000. Additional maintenance works in our car parks have also been recognised. Consequently, it is requested that the £70,000 saving on the High Street, Haslemere is vired to the Car Park Rolling Maintenance Programme to allow this work to be undertaken.
 - iii. Cranleigh Leisure Centre requires a whole heating system replacement. This is part of the lifecycle costs; however, the costs of replacing the system are higher than forecast. Work is currently taking place to design the most cost effective replacement approach. The works will be partially funded by already approved budgets but additional budget may be required. Therefore, to be prudent, it is requested that budgets for Office Lighting replacement (£62,000) and Electricity meter installation (£5,000) are vired to allow the heating system replacement to take place. The new boiler will offer a significant energy saving and therefore revenue savings going forward.
23. Manfield Park industrial units are unlikely to start on site this financial year. Work is being undertaken by the developer in preparation and a planning application is to be submitted, however it is requested that the £900,000 budget is rescheduled into 2017/18 as works will not start this financial year. Some budget will be needed this year for fees and preparatory work.
24. Due to delays in the consultation and design process, the Frensham Common Site Re-development project will not start construction works this financial year. Some redesign work will be undertaken in the meantime. To enable to works to be carried out next year it is requested that £780,000 of the 2016/17 budget is rescheduled into 2017/18.

Housing Revenue Account (HRA)

25. A summary of progress against revenue budget for the HRA is given in the table below. The HRA contains the day to day running cost of managing the Housing Service such as staff costs and repairs, contributions to the capital programmes and financing costs. The forecast outturn on the HRA is £598,000 overspend against budget.

	2016-17 Budget	2016/17 Forecast Outturn	(Under)/ Overspend
	£'000	£'000	£'000
INCOME			
Gross Dwelling Rent income	(29,245)	(29,067)	178
Subsidy penalty	177	177	0
Voids income loss	291	265	(26)
Net Dwelling Rent	(28,777)	(28,625)	152
Gross Garage rents	(375)	(422)	(47)
Voids income loss	75	145	70
Net Garage Rent	(300)	(277)	23
Service Charges	(295)	(295)	0
Costs recovered	(269)	(269)	0
Other Income	(398)	(430)	(32)
Total Income	(30,039)	(29,896)	143
COSTS			
Housing Management	5,455	5,455	0
Maintenance	55	55	0
- Responsive Repairs	1,876	2,126	250
- Void Repairs	782	997	215
- Cyclical Maintenance	1,740	1,740	0
Other Costs	653	643	(10)
Interest	5,827	5,827	0
Debt management	30	30	0
Total Costs	16,418	16,873	455
Net Operating Expenses	(13,621)	(13,023)	598
Contribution to Core Capital Programme	6,628	6,628	0
Contribution to Stock Improvement			0
Contribution to New Build	7,068	7,068	0
Principal repayment			0
Planned contribution from working balance	(75)	(75)	0
(Underspend) / Overspend	0	598	598

Dwelling Rent income

26. Dwelling rental income is not forecast to achieve budget this year due to delays in the letting of new build properties. Work has been taking place in the current year with the Homes and Communities Agency to enable the Council to set affordable rents on new build properties which will ensure that these properties make a greater contribution to rental income going forward.

27. Void property turn around has improved through out the year and is on target of a 20 day turn around. This is reflected in the void rent loss estimates being reduced from £291,000 to £265,000. Void loss has been reduced significantly in comparison to last year's performance. In 2015/16 total void loss was £511,000 therefore in 2016/17 there is a projected reduction in void loss of 48% compared to the previous year.

Garage rents

28. Garage and other property rental income are forecast not to meet the budget of £300,000. Current expectations suggest a £23,000 underachievement of income. The team are implementing a garage strategy, focusing on repair and where economically unfeasible, disposal of properties.

Other income

29. The Family Support Service attachment fee has been received. A payment by results fee is expected later in the year.

Housing Management

30. Staffing establishment costs are forecast to be on budget for the year.

Maintenance

31. The responsive repairs budget continues to come under considerable pressure this year with a potential projected overspend of £250,000. The budget is demand led and the pressure comes from a combination of additional orders from tenants and as a result of improved performance of the main repairs contractor which has led to the successful completion of a backlog of works as well as responding to new requests for repairs in a much more timely way. Given this pressure and the need to contain expenditure within overall budgets, officers have been actively refocusing expenditure on the highest priority repair activities while at the same time creating capacity in other non-urgent revenue and capital maintenance budgets during the year to offset this pressure.

32. The void repairs budget also continues to forecast an overspend currently estimated at £215,000. This arises from a greater number of properties becoming void in the current year and a shift in expenditure from capital to revenue with more repairs being undertaken rather than the more expensive wholesale capital replacement of kitchens, bathrooms etc.

Other costs

33. 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. A saving of £10,000 is forecast.

HRA Capital

Core Capital

34. 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

35. Pressures on the Responsive Repairs and Voids budgets, and as a result of the Housing and Planning Act 2016, will bring about significant reductions in funding available to the Council for future capital investment. As a result, officers have started to look for opportunities to scale back requirements for capital spending in year in all but the most essential areas. At the same time work has taken place during the year to identify Housing Revenue Account property and land assets that are no longer economic to maintain and therefore can be earmarked for disposal. The capital receipts from the sale of these assets will provide an additional source of capital funding that can be reinvested back into the housing service in future years. The table below summarises the capital spend and committed work to date.

Work Stream	Approved Budget as at 30/09/16 for 2016/17	Forecast Outturn	Reschedule	(Underspend) /Overspend	Comment
	£'000	£'000	£'000	£'000	
Kitchen & Bathrooms	3,327	3,327	0	0	
Windows & Doors	822	512	250	(60)	See paragraph 36. below
Roofing & Associated Work	1,174	654	100	(420)	See paragraph 37. below
Aids & Adaptions	200	200	0	0	
Structural & Damp Work	1,094	844	0	(250)	See paragraph 38. below
Health & Safety	575	515	25	(35)	See paragraph 39. below
Building Services	2,542	2,542	0	0	
Communal & Estate Work	315	315	0	0	
Professional Fees & Miscellaneous.	380	165	0	(215)	See paragraph 40. below
Target Savings Core Capital Programme	(200)	0	0	200	Included in above underspend
Grand Total	£10,229	£9,074	£375	(£780)	

36. Windows and Doors

As previously reported, the main windows and door replacement contract specification has been finalised however, the delay in getting a contract in place has led to works being delayed. It is therefore requested that £250,000 budget is rescheduled into 2017/18.

Additionally replacement windows and associated works at Hillcroft, Haslemere are not due to be as extensive as originally expected, therefore a saving of circa £60,000 will be achieved.

37. Roofing and Associated Work

As previously reported, £200,000 for porches & canopies and £250,000 of the Roofline & Surface Water budget is unlikely to be spent this financial year. It is requested that £100,000 of the porches budget is rescheduled into 2017/18 to enable this work to be completed. The remaining budget will be a saving this financial year.

A further £70,000 from the Roof covering budget will not be spent this financial year and will not be required to slip, this is therefore reported as a saving.

38. Structural & Damp Work

Savings have been achieved on the structural projects budgeted for this financial year. It is requested that £250,000 is vired into revenue to fund the additional works being undertaken on responsive repairs.

39. Health and Safety

A saving of £35,000 is to be achieved on the Asbestos removal budget. Additionally it is requested that £25,000 of the Fire Walls budget is rescheduled into 2017/18 as the works will not be complete this financial year.

40. Professional fees & Miscellaneous

As previously reported, survey work is being completed; therefore works on pre-1945 properties is unlikely to be undertaken in 2016/17 and will be encompassed in the 2017/18 budget. It is requested that £215,000 is vired into revenue to fund the additional repairs works being undertaken on void properties.

Stock Remodelling

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

Work Stream	Approved Budget 2016/17 as at 30/09/16	Forecast Outturn as at 30/09/16	Reschedule	(Underspend) /Overspend	Comment
	£'000	£'000	£'000	£'000	
Approved Schemes	253	253	0	0	
Potential Schemes	4,169	3,538	50	(581)	See para 42. below
Total	£4,422	£3,791	£50	(£581)	

42. As previously reported, the housing projects at Cranleigh Day Centre and 8 Elmbridge Cottages will not be continuing. Therefore a £631,000 saving was due to be achieved. To enable works to be undertaken at Cranleigh Day Centre so it is brought back into community use it is requested that £50,000 of this saving is built into the 2017/18 budget.

New Build

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

Work Stream	Approved Budget 2016/17 as at 30/09/16	Forecast Outturn as at 30/09/16	Reschedule	(Underspend) /Overspend	Comment
	£'000	£'000	£'000	£'000	
Project management	400	400	0	0	
Pre-development Expenditure	184	184	0	0	
Committed schemes	7,771	7,415	0	(356)	See para 44. below
Proposed schemes	557	557	0	0	
Land and asset purchase	1,182	1,182	0	0	
Total	£10,094	£9,738	£0	(£356)	

44. As previously reported, 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. Council has a process for identifying uneconomical properties for disposal. Additionally costs have been incurred of £49,000 on the Ockford Ridge Show homes over the approved budget due to unexpected site works during construction. This is proposed to be covered by a virement of £49,000 from the underspend on the Ockford Ridge demolition budget.

HRA Business Plan Review Update

45. Last summer the Government announced changes to HRA finances. These changes will have a significant impact on the continued delivery of the current strategy for the Housing service depicted by the Business Plan. A commitment was made to undertake a fundamental review of every budget within the Business Plan before December 2016 taking into account the Government's legislative changes when the details are published.

46. A combined Member and Officer group has worked throughout the summer to complete this review. A revised Business Plan with proposed actions including cutting back on capital expenditure to balance the budget over the next three years will be recommended to Full Council on 13 December in line with the following timetable.

Corporate O&S Housing Improvement Sub Committee	7 November
Corporate O&S Committee	22 November
Executive	29 November
Full Council	13 December

Recommendations

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.

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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WAVERLEY BOROUGH COUNCIL

EXECUTIVE – 01/11/2016

Title:

FUTURE PROVISION OF THE PAYROLL SERVICE

[Portfolio Holder: Cllr Ged Hall]

[Wards Affected: All]

Summary and purpose:

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

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

This report has the potential to contribute towards the Council's corporate priority of Value for Money. The proposed change in payroll provider will deliver a saving of around £10K per year, as well as resilience and reassurance for the accurate and timely administration of payroll.

Financial Implications:

The financial implications are included in the report.

Legal Implications

The legal implications of this report would concern a new contract with MidlandHR. This is being dealt with as part of the joint procurement with the wider Surrey group of authorities that are contracting their payroll function to MidlandHR.

Introduction

1. The objectives of the payroll service at the Council are:
 1. Accurate and timely payroll and payroll compliance administration
 2. Customer service, ease of access to advice and timeliness
 3. Cost of the service
 4. Confidentiality and legal compliance

2. The payroll function consists of two aspects:
 1. Administration: effecting changes to payroll such as contract adjustments, remuneration, absence, ancillary reimbursements – this requires an iTrent (HR and payroll computer software) trained administrator and an HR professional to provide advice and supervision.

2. Technical calculation of pay, taxation, pension and compliance with statute such as HMRC taxation rules – this requires a trained and experienced payroll technician.
3. Over the last three years, the Council has experienced staff turnover and difficulties in recruiting experienced payroll technicians, impacting on payroll resilience (the ability to produce a correct payroll to a timetable). To mitigate this risk, the Council transferred the technical aspect to Epsom and Ewell Council's pay bureau as a local authority shared service arrangement in September 2014.
4. Epsom and Ewell use the same iTrent system as the Council and had already set up a payroll bureau as a shared service for a number of other Surrey Council iTrent system users, prior to the Council joining the bureau. Tandridge Council lead the procurement of iTrent and host the iTrent application on their servers, with a joint licence to provide the system to other Surrey authorities.
5. During summer 2015, the Council had administration capacity issues due to staff turn over in the Employee Services team and, at the same time, Epsom and Ewell experienced difficulty in maintaining technical payroll service levels due to staff turnover in their bureau.
6. In response to these risks, the Head of Finance gained approval from the Council in December 2015 to make changes to the Employee Services team, including the following outstanding actions:
 - Undertake an options review for alternative provision of the payroll function currently carried out by Epsom and Ewell; and
 - In the event that the payroll service with Epsom and Ewell is terminated and brought back in house, a new post of Employee Services Officer (post number BC17, 37hrs) be created.
7. The bureau was proving to be unviable for Epsom and Ewell and they initiated a joint options appraisal for alternative payroll provision using the iTrent system. The results show that MidlandHR (the iTrent system proprietors) is the most advantageous option and nearly all Councils within the shared service have chosen to contract with MidlandHR including Epsom and Ewell. Epsom and Ewell gave formal notice to terminate the payroll shared service in June 2016 with effect from 31 January 2017.
8. The Council undertook its own options appraisal whilst participating in the joint options appraisal. There were initially 5 options available for the future of the council's payroll function, narrowed down to two options. The five options were:
 - Do nothing
 - Bring back in house
 - Transfer payroll function to Midland HR the supplier of iTrent payroll system
 - Transfer payroll function to Surrey County Council
 - Transfer payroll function to Ealing Council

9. Do nothing is not a valid option since Epsom and Ewell have given notice to terminate the service.
10. The joint options appraisal reviewed Surrey County and Ealing Council. Surrey County were interested in exploring payroll and HR systems provision to the Surrey authorities. However, they do not use iTrent and have no application or technical support experience. Surrey would require the Council to migrate from iTrent to Surrey's HR and Payroll software at the Council's own cost which would be significant at this stage. This option can be explored again in 3 years time when the current MidlandHR iTrent licence is due for renewal. Ealing Council use the iTrent system and have been looking to generate income from offering a payroll service but are higher risk as they have no experience of such a venture.
11. Therefore, the following two options warranted further investigation.

Option 1 – Bring payroll back in house

Epsom and Ewell remains ultimately responsible for technical payroll delivery until the end of January 2017. At this point the Council must be self sufficient in time to process and administer February 2017 payroll. Epsom and Ewell's formal termination triggers the approval to recruit an Employee Services Officer to support the Payroll and Recruitment Manager.

For this option to be successful, the new Employee Services Officer must be in post and at a high level of competency by 31 January 2017 to ensure a reasonable level of service resilience, compliance and accuracy.

Recruitment experience has shown that this is a high risk option. Several failed attempts were made this year to recruit a temporary iTrent experienced payroll technician via agencies despite offering a competitive salary and in addition, there were a very limited number of applications for the Payroll and Recruitment Manager post recruited in April 2016. Due to budget constraints, the Employee Services Officer post cannot be any higher than Band 8 which is proving to not be competitive.

This post must be capable of delivering the technical aspect of payroll to provide effective resilience by the end of January 2017. If the situation arises that an iTrent trained payroll technician is required via agency or fixed term contract, market testing indicated that this will cost circa £60,000 per year.

The Payroll and Recruitment Manager is experienced in payroll, however, she is still developing fuller in-depth knowledge and experience of the iTrent application. It will be necessary to provide consultancy support from MidlandHR for specific issue resolution. There is a risk that any significant issues arising with iTrent will not be resolved in-house in a timely way to prevent interruption of payroll production. The Council currently does not have a service agreement with MidlandHR to respond in an emergency and support will be at extra cost.

Tandridge District Council hosting service

Tandridge District Council currently hosts the iTrent system and holds the Surrey iTrent application licence. After the Epsom and Ewell bureau is dissolved, Tandridge do not wish to continue the hosting service and will novate the iTrent licences to the Surrey authorities and the application transferred onto the Council's own servers if bringing the service back in house.

The Council has limited iTrent application in-house expertise to complete general system house-keeping such as system updates and diagnostics and maintenance of the underlying database architecture. This will require buying in consultancy from MidlandHR.

The alternative option is that MidlandHR can provide a hosting and systems administration service. This would require conversion of the iTrent database to Oracle from Sequel, at a one-off cost of £11,000 plus the ongoing maintenance service contract costing £4,559. The annual cost of MidlandHR hosting potentially equates to less than the consultancy requirement for in-house hosting and application support.

Option 2 – Contract with MidlandHR for technical payroll provision

MidlandHR are the iTrent proprietors, and have a significant payroll bureau service employing more than 100 payroll staff, administering payroll for in excess of 450 companies and 25 local authorities ranging in size from 20 to 30,000 employees, producing 3.7 million payslips, processing in excess of £6.5 billion payroll annually.

The MidlandHR service has comparable data security preventative measure to the Council, such as penetration testing, intrusion detection, use of a STFP (secure file transfer protocol) to transfer data, and do not accept sensitive information by email.

The MidlandHR option has been investigated in-depth by the Epsom and Ewell shared service partners, including Waverley. The investigation included visiting Brentwood Council, who have recently transferred its bureau, taking up client references, a visit to MidlandHR offices and MidlandHR has responded in writing to a comprehensive questionnaire on all aspects of their operation including software technical, payroll technical, customer service and residual capacity requirement at the Council.

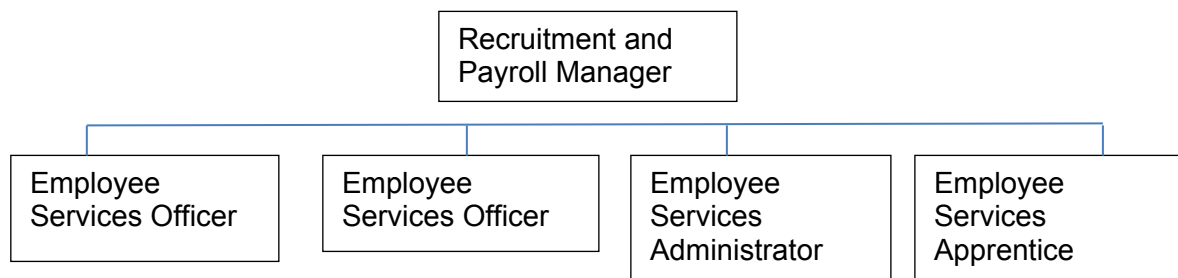
MidlandHR has provided the Council with a draft Service Level Agreement (SLA) tailorable to suit the Council's needs and preferred operating method. The SLA clarifies in significant detail all aspects of the bureau's service provision and identifies which parties take responsibility for specific actions and tasks. This has been reviewed by the Payroll and Recruitment Manager against the Epsom and Ewell shared service.

MidlandHR recommends a full systems set up and process review (due diligence) to be completed prior to scoping an SLA. This will result in a full understanding of how the Council works with iTrent including a review of set up and procedures to inform a comprehensive SLA. This will be beneficial to do even on the in-house option and before any further commitment is made to the MidlandHR option.

Absolute clarity will be obtained within the SLA to differentiate between data entry and technical iTrent, with the objective of limiting the Council's input specifically to data entry such as starters, leavers, changes to hours, salary etc.

Staffing levels

12. The current structure of Employee Services is:



13. This structure has been in place since April 2016. The MidlandHR option will require data entry to be done by the existing team. Eliminating the payroll technical work from the team will reduce the capacity requirement and eliminate the need to recruit the Employee Services Officer approved at December 2015 Council.

14. Transferring technical payroll to MidlandHR frees up Employee Services time to focus on recruitment and make efficiencies that lead to better recruitment resulting in fewer agency staff. Below is a table to demonstrate the financial impact of the options:

Annual costs	Epsom SLA	In house yr1	In house yr2	MHR yr 1	MHR yr 2
Epsom Payroll Bureau	26,500				
Employee Services Payroll Assistant 1.0 FTE Band 8		32,200	32,600		
MHR consultancy for application support year end, upgrades etc		5,000	5,000		
Pension Administration per year MidlandHR				6,200	6,200
P11D £6.25 per P11D				1,500	1,500
Midland Pay Bureau main payroll				14,400	14,400
Election payroll, per person £2.34 estimate 500 people				1,170	1,170
Annual Itrent hosting at Tandridge/MHR	6,000			4,600	4,600
	32,500	37,200	37,600	27,870	27,870
Set up cost					
Conversion from SQL to Oracle				11,000	
Systems set up and process review		12,000		12,000	
Project management fee for transition and migration from MHR				3,000	
		12,000		26,000	
Total cost per year	32,500	49,200	37,600	53,870	27,870
Epsom SLA budget	31,860	31,860	31,860	31,860	31,860
IT Tandridge hosting budget	6,000	6,000	6,000	6,000	6,000
Total budget	37,860	37,860	37,860	37,860	37,860
Net outturn against budget	(5,360)	11,340	(260)	16,010	(9,990)

Conclusion

15. Transferring the service to MidlandHR will give a resilient, compliant and value for money solution for the payroll 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.

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WAVERLEY BOROUGH COUNCIL

EXECUTIVE - 1 NOVEMBER 2016

Title:

STRATEGIC REVIEW 2016/17

[Portfolio Holder: Cllr Julia Potts]

[Wards Affected: All]

Summary and purpose:

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

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

A Strategic Review will actively support the Council to deliver all corporate priorities going forward.

Financial Implications:

A Strategic Review, estimated to cost up to £12,000, will require a supplementary estimate to be approved by the Executive to be met from the Revenue Reserve.

Legal Implications:

Employing a consultant to complete a Strategic Review will fall within the Council's Level 2 Procurement process which involves inviting 2 consultants to tender.

Introduction

1. The way that local government is funded is changing and the Council recognises that it cannot continue to operate in the same way if services and jobs are to be protected.
2. The implications of reduced funding, coupled with the need to deliver high quality services, requires the Council to think differently about how service delivery is sustained and supported so that it meets the needs of our communities. It is also essential that the Council continues to remain positive and ambitious so it is able to plan for the future.
3. In recognition of the challenges ahead, a Strategic Review of Waverley would help clarify the current status of the organisation and identify opportunities for development and improvement. This would inform the Council's future strategy for service delivery and ensure the organisation is robust and resilient.
4. Consideration has been given to the options available to the Council in carrying out this review. The three main options that have been considered are: a review carried out using internal resources; a review led by the Local Government Association (LGA) using its 'peer review' process; and a review led by external consultants.

5. The first option, an internal review, is attractive in cost terms. An internal review would not incur any additional up front costs, however it would impact upon the ability of staff to achieve their immediate objectives. This approach also offers less scope for a fully independent perspective.
6. The second option, an LGA Peer Review, is also attractive in cost terms as it is available to Waverley as part of its pre-paid membership package. The review would be undertaken by other local government councillors and staff. However, the timescale for delivery would imply a start date of February 2017, at the earliest, followed by the actual peer review, so this would delay the commencement of this important piece of work.
7. The third option is the use of external consultants to undertake the review. Using the Council's procurement process, two consultancy firms experienced in all aspects of local authority functions would be invited to submit tenders to complete a Strategic Review, with the aim of starting in November 2016 and completing the task by the end of December 2016. The estimated cost of this is expected to be a maximum of £12,000, to be funded by a supplementary estimate agreed by the Executive. This option, although more costly, offers the prospect of a swifter start date as well as a fully independent strategic perspective on the Council.
8. On balance, this third option is considered to be preferable. The recommendation to the Executive within this report is put forward on the basis of this option being pursued.

Objective

9. The purpose of the review is to provide both the Executive and the Head of Paid Service with an expert opinion and detailed recommendations, to be used as a detailed framework for improving council functions and maximising the effectiveness of member/officer working, particularly lines of communication so that these are optimal and fit for the future.
10. Any changes put in place will need to maintain and promote excellent customer service and the best value for money for Waverley. However, the review is principally intended to be a catalyst for ensuring the Council's existing use of resources and staffing structures become smarter, more positive and more proactive rather than seeking to make cost savings through significant staffing changes or redundancies.
11. Specifically, the aim is for the review to:
 - i. Identify and articulate the strategic opportunities, which the Council may wish to pursue;
 - ii. To analyse the challenges and issues for Waverley Borough Council in achieving these opportunities including organisational, partnership, resources, skills and culture; and to
 - iii. Produce a statement setting out the Council's strategic ambition and key priorities for discussion by the Executive and Council.

Conclusion

12. Members have indicated that, whilst the Strategic Review is not budget driven, it will be useful to have the outcome of the review available for the final budget setting for 2017/18 in February 2017. In the light of this, an external consultancy be appointed to conduct the Strategic Review with an LGA peer review being considered at a later date.

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.

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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WAVERLEY BOROUGH COUNCIL

EXECUTIVE – 1 NOVEMBER 2016

Title:

**FIXED PENALTY NOTICE FINE LEVELS UNDER NEW FLY-TIPPING
LEGISLATION**

**[Portfolio Holder: Cllr James Edwards]
[Wards Affected: All]**

Summary and purpose:

The purpose of this 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.

How this report relates to the Corporate Priorities:

Environment: The introduction of these powers will help ensure Waverley is a clean and sustainable place to live and work.

Customer Service: Use of these powers will improve the environmental cleansing service's ability to respond effectively to residents expectations by providing a strong deterrent for environmental crime.

Legal Implications

The Council is required to remain within the prescribed fine levels, being no lower than £150 and no higher than £400 (subject to the early repayment prescribed levels). There may be less reliance on the Legal Services team for prosecutions of small fly-tips if the Council issues FPNs for them instead and those fines are paid. If fines remain unpaid then reliance on the Legal Services team would likely increase. In reality, fly tipping is very rarely prosecuted by the Council and therefore the reliance would likely increase.

Financial Implications

The introduction of these penalties will enable the Council to recover some of the cost of providing a service to protect the local environment.

Background

1. Environmental Services have responded to member expectations for increased enforcement for environmental crime by recently recruiting an Environmental Enforcement Officer. In order for this officer to carry out their duties, fine levels for Fixed Penalty Notices (FPN) under recently legislated fly-tipping enforcement powers need to be agreed.

2. The Unauthorised Deposit of Waste (Fixed Penalties) Regulations 2016 came into force on 9 May 2016, amending Part 2 of the Environmental Protection Act 1990 (Section 33). Previously there had been no specific provision available to officers to directly pursue those responsible for fly tipping offences through the use of Fixed Penalty Notices. The new regulations provide this function.
3. The regulations state that if the fine is paid within 10 days of the date of the Notice, the default level is £120 but can be set at a higher rate. The default fine for paying beyond 10 days of the dated Notice is £200, but can be set between £150 and £400.
4. The penalty level set by most authorities is at the maximum £400, with the early payment rate set between £250 and £350, if paid within 10 days (multi-area survey by John Evans, Waste Enforcement Advisor, Kent County Council). A fixed penalty must be paid within 14 days from the date of the notice, after which the matter can be referred to the Magistrates' Court.
5. It is recommended that the level of the penalty is set at £400 with a discount to £300 if paid within 10 days.

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.

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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WAVERLEY BOROUGH COUNCIL

EXECUTIVE – 1 NOVEMBER 2016

Title:

EWHURST CONSERVATION AREA APPRAISAL

[Portfolio Holder: Cllr Brian Adams]

[Wards Affected: Ewhurst]

Summary and purpose:

The purpose of this 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).

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

It relates to the Council's corporate policy 3 to protect and enhance the environment of Waverley.

The production of the CAA for Ewhurst CA is set out within the Planning Service Plan 2015/16 and follows the programme agreed by Executive in October 2011.

Financial Implications:

There are no resource implications. The use of the document as a material planning consideration will be managed within existing resources. Some of the environmental enhancement projects could be funded through Section 106, Planning Infrastructure Contributions (PIC) or the Community Infrastructure Levy (CIL).

Legal Implications:

The Ewhurst CAA will be used as a material consideration when considering planning and listed building applications in the area. The proposed extensions will give an additional degree of protection against the demolition of buildings and walls within the boundary of the CA. It also means that additional tests (as set out in the Local Plan and National Planning Policy Framework) are considered when determining planning applications. Finally, permitted development rights in these areas are reduced. This means that the extent of building works that can be carried out without the need for planning permission is reduced.

Introduction

1. Ewhurst is one of 43 Conservation Areas (CAs) in Waverley. In 2011, the Executive agreed a programme for the commencement of CAAs which has been extended to 2020. Prior to the programme 4 CAAs had been adopted. Since the programme has commenced, 9 CAAs have been adopted, Ewhurst will be the 10th to be adopted in the programme alongside Ewhurst Green.

2. The need to undertake CAA is set out in the Planning (Listed Building and Conservation Areas) Act 1990 (Section 71) and is supported through saved policy HE8 of the Waverley Local Plan and Emerging Local Plan Policy HA1.
3. CAAs are undertaken to identify and explain the character of the Conservation Area (CA). This document will identify the specific qualities of the Cranleigh CA and thereby help to manage change within the area. The Management Plan section also identifies a variety of projects that should be implemented to preserve and enhance the area.
4. It is considered pertinent for Waverley to undertake CAAs and this process allows for a review of the boundary and an assessment of adjacent areas to evaluate whether the boundary should be extended.
5. Four extensions were proposed to the existing CA boundary and formed part of the consultation. Additionally three areas were proposed to be removed from the CA. These are detailed within the CAA document, which is attached at Annexe 1.
6. Once the document is adopted, it will be fully published to incorporate additional photographs and be published on the Waverley website.

Consultation process

7. A walkabout was conducted with the Local Councillor and representatives from the Parish Council.
8. A public consultation was undertaken to support the development of the CAA and to ask the public's views of the proposed extensions.
9. 8 responses were received to the consultation and are summarised in the separate Consultation Statements which are attached at Annexe 2.

Conclusion

10. Ewhurst CAA has been subject to a robust consultation process to ensure residents and interested stakeholders had the opportunity to comment.

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

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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Ewhurst Conservation Area Appraisal and Management Plan

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PART 1 – Ewhurst Conservation Area Appraisal

1. Introduction

1.1 What is a Conservation Area?

A Conservation Area (CA) is defined as “an area of special architectural and historical interest, the character or appearance of which it is desirable to preserve or enhance”¹. Designation of a CA covers all land within the CA and therefore planning control is directed at maintaining the special interest of the entire area, including the buildings, streetscene, uses and the relationship of these elements with open spaces and landscape.

CA designation gives a degree of protection against demolition of buildings and walls and the removal, or works, to trees, as well as reducing householder permitted development rights. CA designation enables the planning authority to ensure that the historic character and special interest, which attracts people to live, work and visit the area, remains intact and that development is of high architectural quality and in keeping with the area’s existing character.

1.2 What is a Conservation Area Appraisal (CAA) and Management Plan?

A CAA sets out to identify and assess the special interest of the CA, such as the notable buildings and open spaces, and the inter-relation of these together to form a unique character. The Management Plan will use the information gathered in the CAA to identify and implement enhancement and public realm enhancement schemes to preserve and enhance the CA.

The final document will inform positive management of the CA and will be adopted by the Council as a material consideration to be used in the determination of any application for planning permission and listed building consent within the CA. It will also be used to influence enhancement schemes for the long term management of the CA.

The document should be read in conjunction with Waverley’s Local Plan (both adopted and emerging) and National Planning Policy Framework (NPPF).

1.3 Planning Policy Framework and Sources

The Planning (Listed Building and Conservation Area) Act 1990 Section 71 states:

¹ Planning (Listed Buildings and Conservation Area) Act 1990

“It shall be the duty of a local planning authority from time to time to formulate and publish proposals for the preservation and enhancement of any parts of their area which are conservation areas.”

Policy HE8 in the Local Plan states:

“...the Council will seek to preserve or enhance the character of conservation areas by...(e) carrying out conservation area appraisals”.

The NPPF, Chapter 12 (126) states:

“Local planning authorities should set out in their Local Plan a positive strategy for the conservation and enjoyment of the historic environment...”

The CAA helps to identify the significance of heritage assets, and as such enables planners to confidently determine whether an application will devalue the significance of the CA.

It is in accordance with the above legislation and local policy that this CAA has been conducted. This appraisal was compiled with the assistance of Historic England’s guidance “Conservation Area Designation, Appraisal and Management” (February 2016). Historic England has also published guidance called “Knowing Your Place” (March 2011).

1.4 Methodology

To assess the CA comprehensively, a historic study of the area was undertaken, including assessment of historic maps in comparison to modern maps. In conjunction with this, site visits were conducted to establish the character and identify the architectural interest of the CA. A photographic survey was undertaken of the key views and vistas within the CA, and is used throughout this appraisal. The boundary has also been reviewed.

1.5 Community Involvement

A site visit was held on 10 March 2016 with Local Councillors to identify enhancement schemes and gain feedback on the CAA, with any comments made incorporated.

A six week consultation was undertaken to seek residents’ views. Key stakeholders (including Historic England and the Parish Council) were also consulted. Responses to the consultation were reviewed and where necessary the document updated.

1.6 Summary of Ewhurst Conservation Area

Table 1: Ewhurst CA at a glance	
Date of designation	24 February 1970
Location	Easting (x) 509,038.01m; Northing (y) 140,749.40m
Current size	12.7ha
Changes to boundary	2016
General Condition	Good
Heritage Assets	14 Listed Buildings, 2 Buildings of Local Merit, 9 Heritage Features
Positive Factors	The two distinct areas are still visible within the streetscene despite intensification over recent years.
Negative Factors	Flat- roofed front extensions and box dormers on front elevations

2. Defining the Special Interest

Historic England defines special interest as the “special architectural or historic interest” of the area that warrants designation and the “character or appearance of which it is desirable to preserve or enhance”².

2.1 Summary of the Special Interest

The following provides a summary of the special interest of Ewhurst CA:

Table 2: Summary of special interest of Ewhurst CA	
Overview	Ewhurst developed as three separate areas, two of which form the CA. These are; an open area at the north end of the village with a small green which is flanked by a group of listed buildings and the Bulls Head Pub, the church and surrounding properties, and Ewhurst Green which forms its own CA. Overtime infill development has linked the two areas within the CA together. However, their distinctly different characters remain evident through the use of different street frontages.
Special architectural or historic interest	Ewhurst CA has several buildings of architectural interest, they are based around the two distinct areas of development within the CA, the small green and the church. They typify the Surrey vernacular with traditional local materials. Some of the architectural features include dominant chimneys, exposed timber framing, clay tile hanging and ridge crest details. The CA is a good example of the development of a isolated Surrey village, some of the earliest surviving buildings within the CA originated as hall houses reflecting the increased colonisation of the weald. The lack of 18 th century buildings and the influence of more national architectural styles of the period within the CA reflects the lack of wealth and isolation of the village during this period of time. Notable buildings include St Peter and St Paul’s Church and White Hart Cottages.
Form	Linear: in a north-south pattern as a result of its use as a route to the weald and the original wooded nature and heavy clay soils of the low weald.
Character Areas	Three character areas: spread along the road representing two areas of development and the more rural area at the

² <https://content.historicengland.org.uk/images-books/publications/understanding-place-conservation-area/understanding-place-ca-designation-appraisal-management.pdf/>

	north end.
Vistas	The key vistas are associated with the main focal points through the village which are the church and the village green.

3. Assessing the Special Interest

3.1 Location and Setting

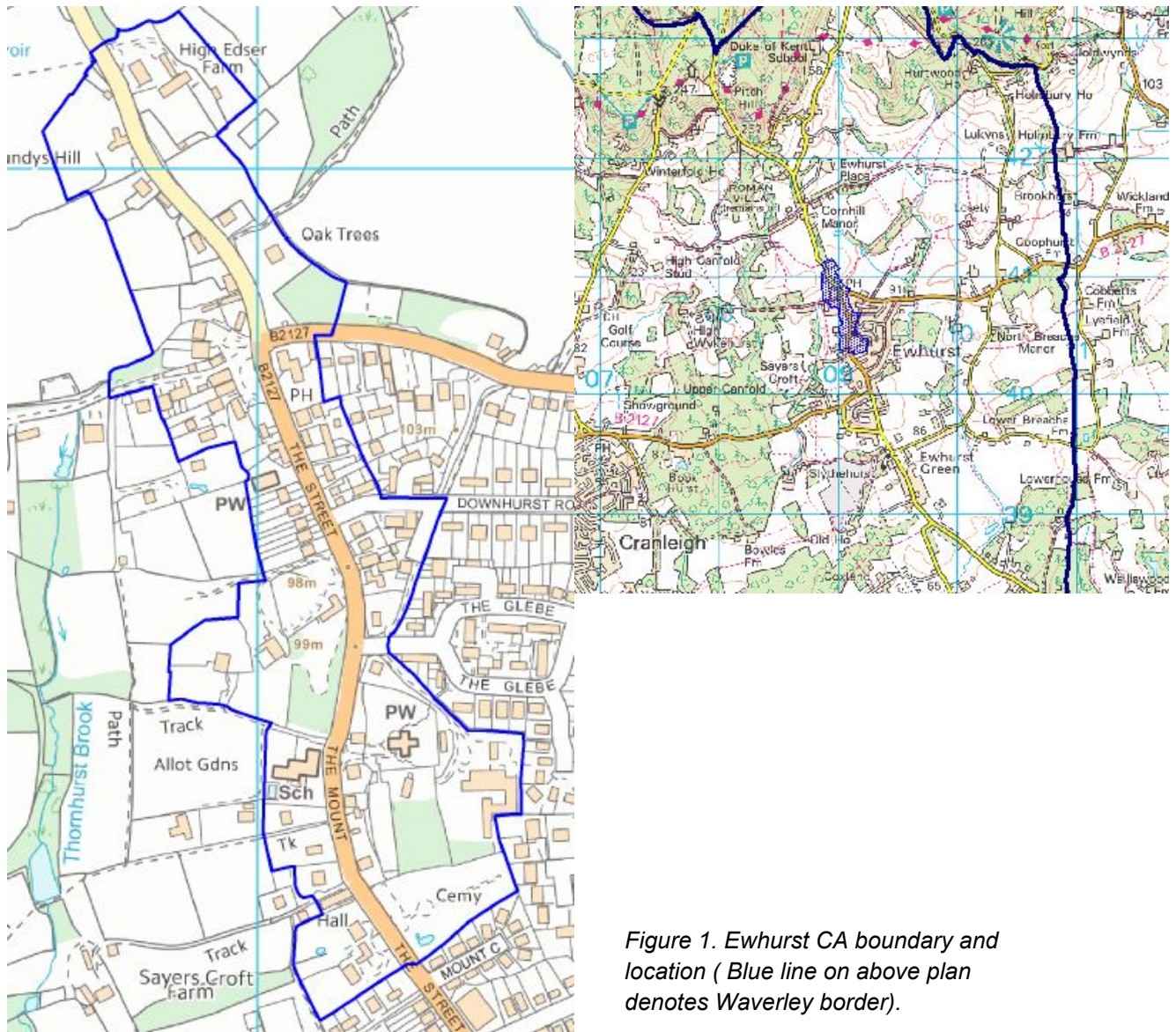


Figure 1. Ewhurst CA boundary and location (Blue line on above plan denotes Waverley border).

Ewhurst CA is located in the north east of Waverley on its eastern boundary with Mole Valley District Council. It is set between Pitch Hill and Ewhurst Green and is to the north east of Cranleigh. The B2127 'The Street' runs through the CA turning sharply right at a roundabout by the Bulls Head Pub to head towards Ockley. The B2127 is an important cross route and therefore receives a moderate volume of traffic, particularly as it may be considered as a 'back road' alternative route to the A24 and onto Gatwick Airport and the M23. However, it does not significantly detract from the CA.

3.1.1 Landscape Setting

Ewhurst CA is set on the lower weald clay, to the north lies the Greensand escarpment of Pitch Hill. The CA reflects the Wealden landscape with softly undulating hills and slopes, particularly to the south by the church.

3.1.2 General Character and Plan Form

Ewhurst CA has a linear plan form running north to south declining down Shere Road onto The Street. The CA is relatively densely packed, with little public open space. The land use is mainly residential with a school, two churches, hotel/pub and some retail units.

Historic assessment and site visits identify that there are three main character areas in Ewhurst CA.

1. The Civic Centre – This area is identified by the church sited on a ridge of land running east to west with the lychgate and war memorial fronting the highway framed by a group of cottages. The school is the only visible building on the western side, the majority of it has dense boundary treatment mainly consisting of trees and other vegetation obscuring the dwellings behind.
2. Main Street – this area has a mixed use and is identified by its tighter development to the east and west culminating in the village green at the north end with a group of listed buildings.
3. Shere Road - This character area is identifiable as the more rural area of the CA as Shere Road slowly inclines up towards Pitch Hill.

3.1.3 Economic profile and potential forces for change

Census data show that, within the built up area of Ewhurst, 99% of the economically active population are employed or self-employed and 81% of the population own their own properties.

Ewhurst CA, as previously identified, is mainly residential. There are a few retail units and pub in the central area of the CA.

As with many CAs throughout Waverley, there is pressure for development on the outskirts of Ewhurst CA. Future development proposals should take into account the character and special interest of the CA as identified within this appraisal to ensure the CA is preserved for future generations.

3.1.4 Vistas

Below are a selection of the key vistas that are important to the character of the CA and experienced by those who live, work and travel through the CA.



Figure 2. Plan of key vistas through south end of CA



Vista 1: War memorial with the church behind



Vista 3: Looking south through Bramble Court towards the church



Vista 2: View south towards The Mount with the Church up on the ridge



Figure 3. Plan of key vistas through north end of CA



Vista 4: View north along The Street towards the village green and group of listed buildings with Pitch Hill in the background



Vista 6: View north along Shere Road towards Mundys Hill



Vista 5: View from Shere Road towards the village green and surrounding listed buildings

3.2 Historic Development

The name Ewhurst derives from the Old English 'hyrst', meaning 'wooded-hill', and 'iw' meaning 'yew tree'. Ewhurst built up around three separate areas, the church, a small area of green to the north and Ewhurst Green to the south. The former two now form the majority of the CA.

Ewhurst is not named in the Domesday Book as it was part of the Royal Manor of Gumshall and was sparsely populated and dispersed. The CA, and the parish, is linear in form with a north to south pattern as a result of it being used as a through route from Gomshall to get to the weald for the seasonal grazing of livestock and abundance of timber which was a valuable resource at the time.



The church of St Peter and St Paul is the oldest building within the CA and is evidence of Ewhurst beginning to be populated, most likely around the turn of the 11/12th century. The Norman doorway is described by Pevsner as the best piece of Norman architecture in the county. This is also around the time that the Manor of Gumshall was split into three with Ewhurst CA within Somersbury.

The earliest house in the CA is in the separate group to the north of the church. White Hart Cottages a hall house was built in the 15th century during the medieval period in which the colonisation of the Weald intensified due to the increasing general population and need for more agricultural land. This area did not have a



system of open or common field farming, and pastoral activities, such as stock rearing, were more important than cereal growing.

The small green is the surviving remnant of a larger 'bottle shaped' green which could be closed off at the north and south ends to pen livestock. As the area developed in the 16th and 17th centuries, houses were tightly grouped to the north of White Hart Cottages around the top end of the green and more dispersed around the church forming the two distinct areas. The style and materials used suggest an element of wealth within the community. However, the period of prosperity was not to last. The 1664 Hearth Tax records show that over half of the households in the parish only had one hearth which is

considered to be an indicator of poverty; this placed the parish in the bottom quarter of parishes in Surrey for wealth.

The agricultural 'improvements' of the 18th century did not benefit the lower levels of society. The parish was not affected by enclosures but the mechanisation of formerly labour intensive agriculture led to much hardship. Poaching and smuggling were rife; Ewhurst Mill and The Windmill Inn are reputed to have been haunts of smugglers. It was this poverty which helped to ensure the survival of many early buildings as there was not the wealth to rebuild them.

In the first half of the 19th century, the parish continued to be very poor, as a result of the heavy clay and poor roads causing it to be isolated. The 1834 Poor Laws grouped parishes together in Unions, and Ewhurst became part of the Hambledon Union. In 1846 a National school was built to provide elementary education for the poorer children.

The village remained small and isolated until the late 19th century. Improved communications and a growing appreciation of the beauty of the wild Surrey countryside brought many wealthy businessmen and artistic people into the area. They commissioned architects to design new houses for them outside of the CA to the north, or restored and enlarged some of the old timber frame houses. At the same time, smaller new development to the south of the church, including shops and the Church Hall, began to shift the focus of the village.

By the beginning of twentieth century, the village was a thriving and self-contained community with many shops and businesses. Census returns show that, whilst agriculture was still important, the economy had become more service based and large numbers of people were employed as domestic servants, gardeners, coach men, laundry workers etc.

Throughout the 20th century the village continued to thrive and development increased the size of the village mainly to the east and south. Shops continued to move outside of the CA to the Hazelbank area including the Post Office after World War II. 20th century infill development now links the two once separate areas of the CA and the majority of shops have left the area completely with only a few retail premises surviving.

3.3 Architectural Quality and Built Forms

Ewhurst CA can be divided into 3 Character Areas (see plan below).

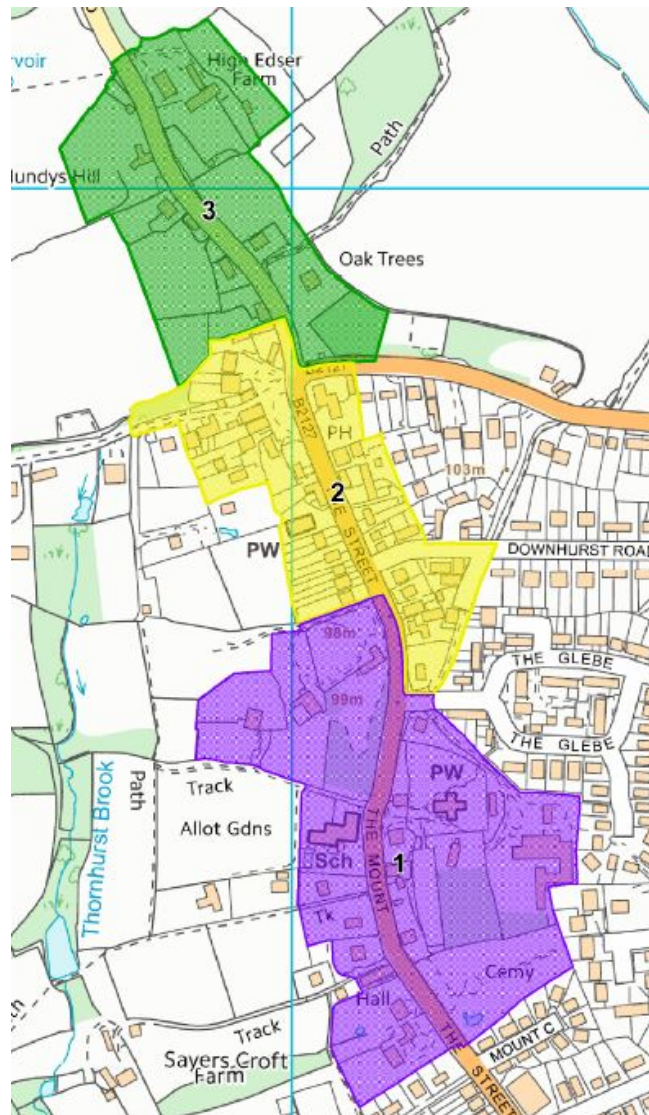


Figure 4. Plan of character areas

The CA generally follows the traditional appearance of the Surrey vernacular whilst exhibiting a variety of architectural periods. Key details which cover all Character Areas (ChAs) include:

- Timber framed buildings
- Clay tile hanging
- Red brick
- Plain clay tile roofs

Analysis of the architectural quality and built form is described in more detail, per area, below.

3.3.1 ChA 1 The Civic Centre

Period and style

The centre of this character area is the church which, as the oldest building in the CA, has a different architectural style. Built c.1140 in the early Romanesque style the church is an aisleless cruciform building built using local weald sandstone with galleting and a Horsham Stone Slate roof. The central tower fell in 1838 and was rebuilt by Robert Ebbels in the Norman style. However, the church is set back with mature landscaping and large areas of graveyard making views of the church limited. The lych-gate, cottages and war memorial are more prominent features and serve as an introduction to the church behind.

The buildings surrounding the church are of mixed periods and styles. Including some from the mid – late 19th century , a century of fast changing styles which picked up on styles from the previous centuries such as medieval renaissance at Ewhurst C of E School and picturesque arts and crafts at Garlands.

To the south, there are several more recent additions which do not contribute significantly to the architectural interest of the CA mixed in with the Village Hall and the Grade II listed Mascalls.

Scale and height of buildings

The buildings in this area are primarily two storey buildings with single storey elements. The exception to this is The Old Rectory and Garlands which are two and a half storeys high. However, the single storey school is more prominent within the street scene due to its location on higher ground fronting the highway.

Street form and frontages

The dwellings on the west side of The Mount are set back from the road and obscured from the road by strong boundary treatment such as trees and other vegetation. The only dwellings visible on this side are the two public buildings, the school and the village hall.

The dwellings on the east are more visible within the street scene as a result of being set further forward to the road. A group of dwellings form a picturesque frame around the war memorial with the church visible behind, as the road drops down either side boundary treatment such as stone walls and hedging have been used so only the roof forms are visible.

Details

- Galleting

- Tile hanging
- Decorative chimney pots
- Oriel windows

3.3.2 ChA 2 The Main Street

Period and style

This area is characterised by the group of 16/17th listed buildings around The Green. They are of the typical Surrey vernacular with exposed timber frames, some of which originated as hall houses. They have all been adapted and modified in the past, including Wyndrums which now has a weatherboarded exterior. This differs from the usual clay tile hanging. There are also properties of this type further south closer to the civic centre.



The majority of this ChA is defined by residential development although there are a few single storey retail/office units that are prominent within the street scene as they are set fronting the highway. However they do not contribute significantly to the architectural interest of the ChA and obscure the view of the Grade II* White

Hart cottages behind.

Infill development, on both sides of the road, between the Baptist Church and Garlands and along Downhurst Road was developed post-war in the mid-late 20th century and does not contribute significantly to the architectural interest of the CA although some have attempted to reflect the character of the area through the use of clay tile hanging and other Surrey vernacular features. Apart from Bramblecourt, a group of bungalows built in the early 1980s, whilst they do not reflect the character area through the use of pantiles and low pitched roofs, they have interest themselves by the unfamiliarity and the great use of the space.

Scale and height of buildings

The buildings in this area are, with the exception of the Bulls Head, primarily two storeys in height with single storey elements. The Bulls Head is prominent within the street scene as a result of its height and its location on a spacious corner plot by an area of open space.

Details

- Galleting
- Weatherboarding
- Tile hanging
- Herringbone brick infill
- Wind eye (unglazed window)

Street form and frontages

The street frontages along this character zone differ from the other two with the properties set further forward, some right up to the pavement or road. Those that are set slightly further back have low walls, picket fencing or domestic size hedging in front of a small maintained garden. This creates a very open road where the properties can be visibly seen, ending in the focal point of the village green at the northern end.



3.3.3 ChA 3 Shere Road

Period and style

The properties in this area are of differing periods and styles as a result of slow development. The properties at the most northern point date from the 16th century and are in the typical surrey vernacular. However, this area also has late 19th century semi-detached properties in the tudorbethan pastiche style.

Scale and height of buildings

The buildings in this area are domestic in scale and primarily two storeys in height with single storey elements.

Details

- Tile hanging
- Exposed timber frame

Street form and frontages

Along Shere Road the street frontages have a more rural feel, the properties are still reasonably close to the road and therefore still visible within the street scene but

they are more spaced apart. Heading north, domestic height hedges fencing gives way to and thicker and taller boundary treatments such as less maintained hedging and trees opening out at points to allow views out to the fields to the east and west.

3.4 Listed Buildings and Heritage Features

By definition these features and buildings make a significant and positive contribution to the CA.

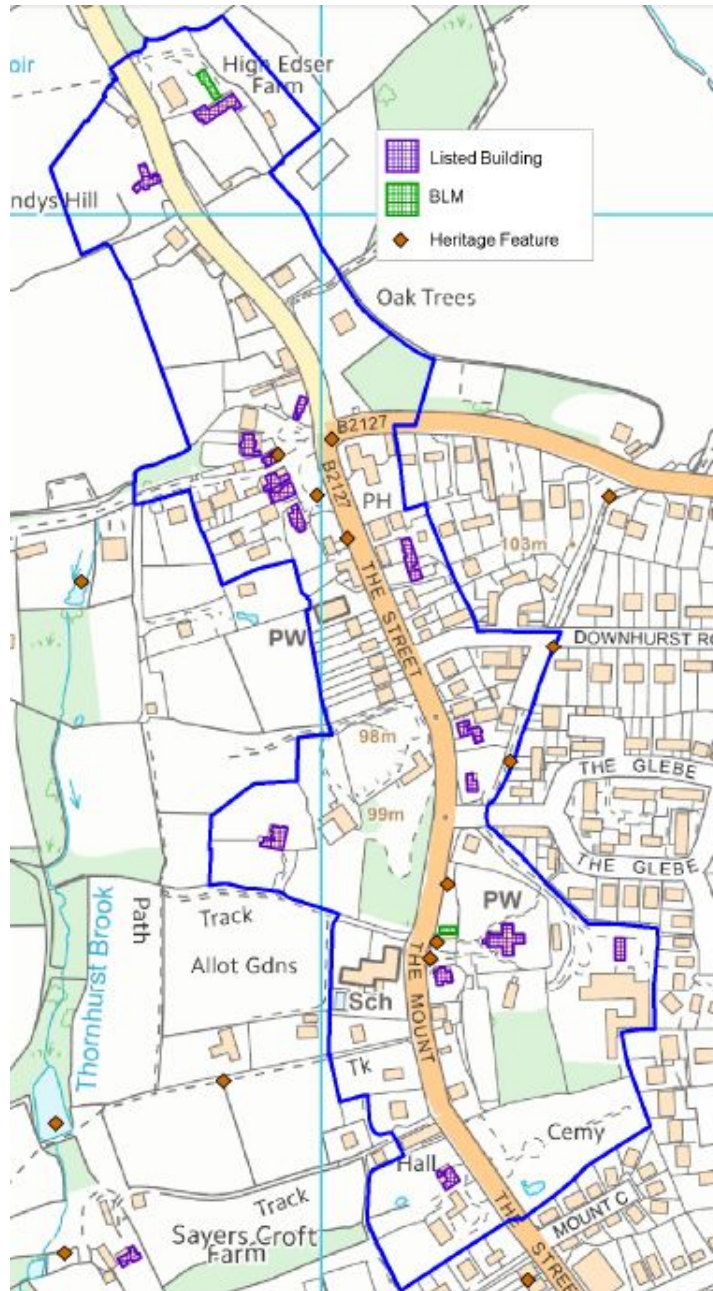


Figure 5. Plan of Heritage Assets

3.4.1 Listed Buildings

There are 14 statutory listed buildings in the CA:

Grade I

- Church of St Peter & St Paul, The Mount

*Grade II**

- White Hart Cottages (1,3,4 & 5), The Street

Grade II

- Lantern Cottage, The Street
- Wyndrums, The Street
- The Old Cottage, Shere Road
- Crown & Little Crown, The Street
- Ivy Cottage, The Street
- Deblins Green & Old Farm, The Street
- The Old Post Office, The Mount
- Barn in the grounds of the Old Rectory, The Mount
- Winton House, The Street
- Milk Hill, The Street
- High Esder Farmhouse, Shere Road
- Mundys Hill, Shere Road
- Mascalls, The Street
- Hoyle Cottage & The Hoyle, The Street

3.4.2 Buildings of Local Merit (BLMs)

Buildings of Local Merit (BLMs) are buildings identified by Waverley as of local historic, architectural or townscape merit. Many local authorities have lists of such buildings, sometimes called the local list and sometimes Buildings of Townscape Merit (BTM). They are considered to be non-designated heritage assets.

There are presently 2 BLMs within Ewhurst CA:

- Mount Cottage, The Mount
- Barn at High Edser Farm, Shere Road

3.4.3 Heritage Features

In 1986, Waverley Borough Council produced a list of heritage features in Waverley³. The list covers natural landmarks, archaeological sites, historic structures, historic trees, roads, track ways and gardens. The purpose of the list was to identify features that for the most part were not protected by legislation, but were a significant and valuable part of the character and history of the Borough. The intention was that by recording them there would be more awareness of the value of preserving them.

List of heritage features:

- Lamp standard, presumed to be a Gas lamp, new glass was inserted and it was electrified in 1994. It is located on the east side of the street opposite Ewhurst C of E School.

³ Waverley Borough Council (1986) 'Heritage Features in Waverley' (4 volumes)

- First World War Memorial in front of Church Yard gate.
- Wrought Iron sign commemorating coronation of Elizabeth II on Village Green.
- Window at 'Wyndrums' containing a signed pane of glass '*Jno Peter Glazier Capell Surrey 1780*'.
- Well in the garden of Well Cottage, may have been originally outside the garden boundary and could have been the village well.
- Wooden guide post with three arms pointing towards Cranleigh & Guildford, Ockley & Dorking and Peaslake, Shere & Gomshall in black lettering on white background. This has unfortunately been replaced by a modern sign.

Additionally St Peter and St Paul's Church and the surrounding churchyard is a Site of Archaeological Interest.

3.5 Heritage at Risk

There are no buildings within the CA on the Waverley BC & English Heritage "Heritage at Risk Register"⁴.

At time of print, there are no identified Grade II properties which are considered to be 'at risk'.

It is important to ensure that any listed buildings that fall into disrepair are identified early, so that Waverley Borough Council can work with the owners to find appropriate solutions and bring the building into a productive use.

3.6 Buildings which positively contribute to the CA

Positive Contributors are buildings which are not listed, or locally listed, but positively contribute to the special interest of the CA.



The following buildings have been identified as positively contributing to the character of the CA:

Bulls Head Pub: Built in 1908, the pub is a prominent building within the streetscene. It has a lively elevation that shows good craft and skill. It is quirkier than the normal roadhouse.

⁴ <https://historicengland.org.uk/advice/heritage-at-risk/search-register/>

Church Gate Cottage: a semi detached property developed from one original building (the other half, Mount Cottage, is a Building of Local Merit). The Cottages were split into two in the early 19th century and the front parts became shops. The front part was used as a schoolroom in the early 19th century before the National School opened and then as numerous shops up until the 1970s when it was converted back to residential use.

3.7 Open Spaces and Streetscape

3.7.1 Open spaces

As a result of its linear form the public space is limited to a small area of grass (known locally as Bull's Head Green or the village green) at the junction of Shere Road, Ockley Road and The Street and an area of green in front of the cemetery. These areas are well maintained and of benefit to the public.

The village green has a small seated shelter in the middle with a litter bin provided. It is often used as a communal meeting area by walkers and cyclists. In addition, it still retains a K6 telephone kiosk the telephone box is a heritage icon that is in rapid decline. It is therefore important that they are retained and maintained.

The area of green in front of the cemetery is an important area of open space at the southern end of the CA creating a clear boundary between the CA and the later development to the south.

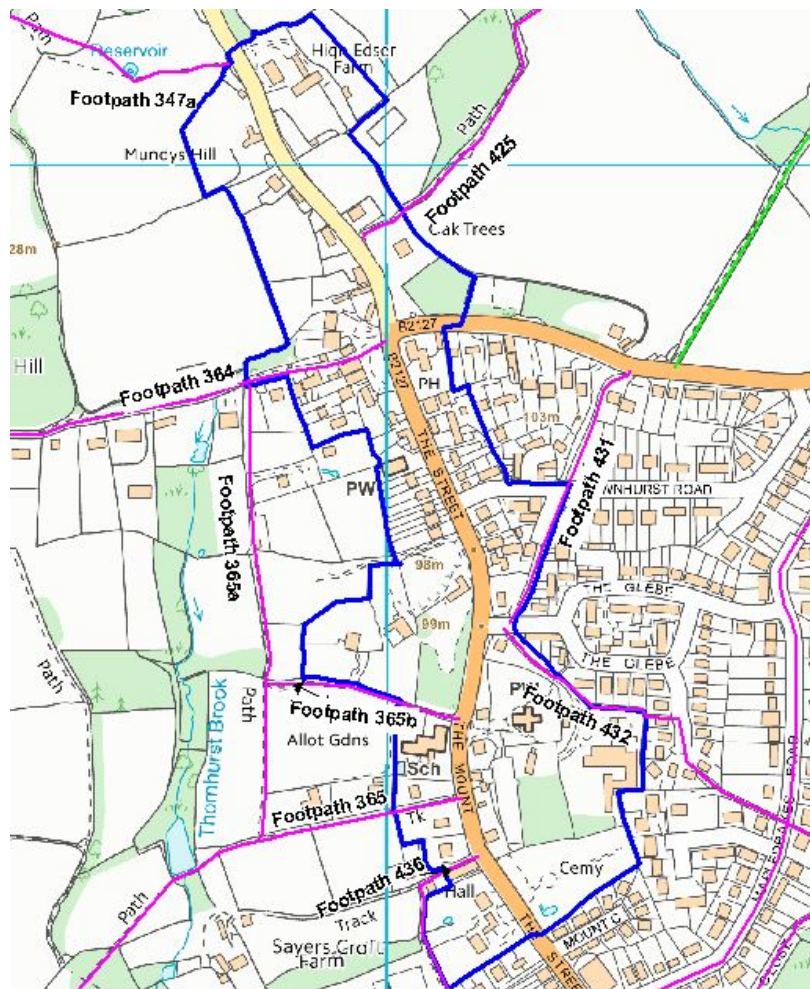


Figure 6. Plan of footpaths in and around Ewhurst CA

There are 9 main Public Rights of way within and adjacent to Ewhurst CA, identified on Figure 6. These link the CA with the surrounding countryside and villages, providing interesting and scenic walks to residents and visitors of the CA alike. The sign for Footpath 364 has fallen down and is currently being propped up by a fence.

3.7.2 Streetscape

There is no definable commercial area within the CA, as a result the streetscape is predominantly residential in character. Properties are either fronting directly onto the street or set back, separated from the pavement by low hedges or fencing. Several properties to the south and north ends of the CA, retain a more rural feel and are obscured from the road by taller vegetation and trees.

The CA does receive a high level of traffic at peak times due to its use as an access route, this does present a danger by the village hall to pedestrians due to lack of visibility and speed. Additionally there is little parking availability with the CA and thus some areas do become cluttered with parked vehicles, however the majority of properties do have off- street parking.

3.8 Assessment of Condition

Overall: Good condition

The listed buildings, buildings of local merit and other buildings within the CA are all in good condition and appear to be well maintained, which reflects on the character of the CA.

However, the following issues have been identified within the CA:

- Quality of pavement in front of the Baptist Church and use of this area as parking.
- Fencing around church is missing railings.
- Lack of parking resulting in a cluttered streetscape along The Street.
- K6 Telephone kiosk is unmaintained.

3.9 Identifying the Boundary

Ewhurst CA was designated over 40 years ago. Therefore areas within the boundary may no longer have special interest. Physical boundaries/curtilages may have changed or areas that were previously omitted may now be considered to be of special interest. As part of the appraisal, the boundary of Dunsfold CA has been reviewed using Historic England's guidance (Conservation Area Designation, Appraisal and Management (2016)). The following changes are identified for the boundary, and the reasons for these amendments are discussed below.



Figure 7. Plan of proposed amendments to boundary

1. Extension: Church cemetery, Village Hall and surrounding properties.

The land proposed for inclusion at the south end of the Conservation Area includes the Church cemetery and surrounding open space, the Village Hall and the properties 'The Mallards', 'Mascalls' (Grade II listed building), 'Hillside', 'Glenacre' and 'Woodstock'.

The east side of this proposed area includes the cemetery and 'Hillside'. The cemetery and surrounding open space are an extension of the church to the north and were originally part of the glebe lands the open space is an important feature of the village. The rear garden and outbuildings of Hillside are currently within the CA, however the dwelling is not. Whilst of no historical or architectural interest Hillside is built using local materials in the Surrey vernacular and is the middle of the extended area, therefore it seems sensible to rationalise the boundary by extending it to include the whole of the curtilage.

The buildings on the west side of the proposed extension are in the main, not visible within the street scene as a result of being set further back and strong boundaries which mainly consist of trees and vegetation. Consequently, these buildings play an important part in the transition through the civic centre.

It is proposed to extend the boundary to the south of the cemetery and The Mallards where there is a clear boundary where the later infill development starts.

2. Extension: Curtilage of The Old Rectory

Since the CA was originally designated The Old Rectory has been extended and as a result the existing boundary currently dissects the building. Although, of no particular architectural interest the property does have historical links with the church and is the predecessor of at least two earlier rectories to have stood on the site. Therefore, the inclusion of the The Old Rectory within the original designation is supported. To rationalise the boundary, and remove any confusion over the protection status of the property, the whole curtilage is proposed to be included within the CA.

1. Extension: properties to the south west of Garlands

The land proposed for inclusion to the south west of 'Garlands' includes 'Hoyle House' and 'Hoyle Cottage' (Grade II listed), 'Roseacre' (a new build) and the front garden of 'The Cottage'.

When the CA was originally designated the boundary followed the original boundary for Garlands. As a result, the existing boundary currently dissects the

curtilage of 'The Cottage' and 'Roseacre'. Evidence suggests that 'The Cottage' was originally the coach house for 'Garlands' and was converted into a separate dwelling when the main house was split into two after World War II. 'Roseacre' is a new build, however, its design and materials would not have a detrimental effect on the character of the CA.

Although already protected under their listed status, it is proposed to include 'The Hoyle' and 'Hoyle Cottage' as they are situated on former glebe land and therefore have historical links to the civic centre. In addition, its location means it can be viewed from within the CA as part of the group of buildings.

3. Extension: Garden of Mundy's Hill

Since the CA was designated, the curtilage of Mundy's Hill has changed, and thus the existing CA now has no definable boundary. Therefore it is proposed to rationalise the boundary by extending it to include the whole curtilage of Mundy's Hill. Although the tennis court is not particularly favourable within the CA, it is considered justifiable in order to have distinct edge to the boundary.

4. Removal: Field to the west of Shere Road.

The field to the west of Shere Road and the north of Wykehurst Lane has been recommended for removal from the CA following assessment of the land in accordance with guidance from Historic England. Conservation Areas are defined as 'an area of special architectural and historical interest, the character or appearance of which is desirable to preserve or enhance'. The guidance is clear that CA designation is not generally appropriate for protecting areas of wider landscape, unless the character or appearance of the open area particularly relates to the historic fabric of which the CA designation relates.

The CA currently cuts across the field, as there is no architectural interest on the site, and there is no evidence of any historical links between the field and the wider CA to warrant the protection of an area of wider landscape. Therefore, to avoid future confusion, it is proposed that the whole field be removed from the CA.

It should also be noted that the CAA, and any proposed amendments to the boundary, is assessed taking into account the value of the CA and surrounding area in terms of architectural and historic interest. The potential for future development is not a consideration within the assessment of the CA boundary, and it is not appropriate to designate land to protect from future development. In this instance, the site is also within the Green Belt and an Area of Outstanding Natural Beauty and the CAA will not alter these designations.

6. Removal: Field at High Edser Farm

The existing boundary line at High Edser Farm currently does not follow any physical features. The land surrounding the farm has no architectural interest on the site, and there is no evidence of any historical links between the field and the wider CA to warrant the protection of an area of wider landscape. Therefore it is proposed to tighten the boundary to just around the residential curtilage to remove any confusion over its protection status.

7. Removal: Ballindyne, Ockley Road

It is proposed to remove this property from the CA because it was built just after the CA was originally designated and is in line with properties to the east which are not within the CA.

PART 2 – Management Plan

4.0 Management Plan

The following sections within the Management Plan set out specific actions/projects aimed at preserving and enhancing the CA in the future.

4.1 Managing Change

The qualities that make CAs appealing can often lead to further pressure for development. However, given the close knit development pattern of the CA, there are few (if any) opportunities for new development (beyond smaller extensions or alterations to existing buildings). It is expected that where consent or planning permission is necessary, the appraisal section of this document should be taken into account when making the decision.

Various small scale enhancement opportunities within the CA have also been identified and form part of this management plan.

4.2 Designation

4.2.1 Buildings of Local Merit

In addition to statutory listing, the NPPF states that Heritage Features and BLMs are non-designated heritage assets. Waverley has set up a project to identify, review and adopt additional BLMs. This is a community led project which includes a consultation process with owners and local amenity societies. The Parish Council takes the lead on the project with support given by Waverley.

Recommendation:

That Ewhurst Parish Council with the support of Waverley Borough Council officers undertake a review of the BLMs to identify potential candidates to be designated as a BLM.

4.3 Heritage at Risk

The character of Ewhurst CA is heavily reliant on the preservation of the heritage assets. These assets should be preserved, and those which are deemed 'at risk' identified.

4.4 Celebration: Waverley Design Awards

The Waverley Design Awards scheme was introduced in 1995 to encourage an interest in the quality of the built and natural environment of the borough. The

scheme promotes an awareness of the need for high standards in design including planning, architecture, sustainable development and landscaping.

The awards are made every two years and the next one is due in 2018. It is important to ensure that outstanding design is identified and promoted especially when it preserves and enhances the CA.

Recommendation:

Ewhurst Parish Council is encouraged to nominate new, outstanding developments to the Waverley Design Awards.

4.5 Enhancement Schemes

4.5.1 Utility companies

Utility companies often carry out works on the highway within the CA (road or pavement). Utility companies (and their contractors) are required to ensure that the surface is made good, to the same standard that was originally there. In addition, it is understood that they can implement a temporary surface for a period of six months before making the area good. Within a CA unsatisfactory works by utility companies can undermine the character of the area and have a detrimental impact on the appearance of the street.

A Task Group at Surrey County Council (SCC) has produced a report: “Improving the Co-ordination and Quality of Work of Utilities Companies in Surrey”, 10 January 2013, which considered the views of residents, councillors, utilities companies and officers. The conclusions were that SCC could undertake a number of actions to work more effectively with utilities companies to improve the quality of street works in Surrey, minimising the disruption caused to residents and road users by:

- Communication
- Monitoring and Reporting
- Utility companies must apply for a permit from the Streetworks team at SCC.
- Improved working in areas with special conditions (including Conservation Areas).

Recommendation

Utility Companies should be made aware of the CAA document, and in particular be encouraged to ensure that their work is completed and ‘made-good’ as soon as practically possible. Where this has not happened (and within the existing guidance) the Streetworks Team at SCC should be informed so that they can take appropriate action.

4.5.2 Standardisation of street furniture and de-cluttering

It is important to reinforce the distinctiveness of Ewhurst CA through a clear and consolidated approach to street furniture, including bollards, lamp posts, benches and litter bins.

Road markings should be kept to a minimum and thin (conservation area) double yellow lines should be used where necessary.

Improving the CA does not just mean the installation of new coordinated street furniture, it also means rationalising what is already there and removing or repositioning signage and street furniture that is no longer required or used. It also involves cleaning road signs on a regular basis.

Ewhurst CA is well maintained and the Parish Council is doing a good job in supplying new benches etc and bringing projects forward such as the new paths around the church. This means that there are few projects identified here. However, Waverley Borough Council should work closely with Ewhurst Parish Council in order to identify future projects.

Recommendation

A Steering Group should conduct a survey with SCC to identify areas most in need, and specific signs to be removed. This could include:

- Redundant posts with no signage
- Redundant signage no longer required
- The rationalisation of signage and furniture where other, more appropriate signage/furniture exists
- Upgrade, clean or replace signage in poor repair
- Regular meetings between Ewhurst Parish Council and WBC Planning Projects Team to help identify future projects.

4.5.3 Repair and maintenance of fencing around St Peter and St Paul's Church

The fencing which runs along the boundary of the church is missing a rail on the north entrance and is in need of a paint job. This fencing is a lovely addition to the church yard and, if poorly maintained, is in danger of being replaced with cheaper, uglier fencing in future.



Recommendation

Survey the fencing to identify any other missing rails, replace any missing rails, de-rust and repaint.



4.5.4 Repair fencing by War Memorial

The fencing above the wall fronting the road by the War Memorial is in a state of poor repair, It has been repaired well in the past but more recent repairs have included the use of duck tape, which is considered inappropriate.

4.5.5 Green space in front of Ewhurst C of E School

As a result of the removal of the bus stop in front of the school there is now a small area of grass with the footpath behind it. This area is currently very muddy due to it being used as a storage area for materials for building works at the school and therefore does not look very attractive and, in addition, the footpath does lead anywhere.

Recommendation

Remove the footpath and produce a suitable landscaping scheme to enhance the area.

4.5.6 Lessen the impact of fencing in front of Winton House

The fencing fronting the highway at Winton House is tall and close boarded. It has an impact on the character of CA when viewed heading north towards The Street, particularly as the listed building behind can longer be viewed as part of the street scene. This is under private ownership and it is appreciated that the fence was most likely made higher to alleviate the noise from traffic. However, the strip in front of the fence is under different ownership (most likely SCC Highways) and therefore a landscaping scheme could be implemented to lessen the impact.

Recommendation

Identify ownership of land in front of fencing, if the County Highways Authority, discuss the implementation of a suitable landscaping scheme. This could be in conjunction with the Parish Council who may be able to support the longer term maintenance.

4.5.7 Pavement in front of Ewhurst Baptist Church

The pavement in front of the Baptist church is currently being used as additional parking space and is in a state of poor repair. This additional parking space, due to its location, is fairly dominant within the street scene. Whilst it is appreciated that there is a limited amount of parking space within the CA, the separation from the existing parking makes it stand out more.



Recommendation

Establish ownership and rights of access and encourage the owner to repair the tarmac. Talk to owner of land, Ewhurst Baptist Church and owners of Jasmine Cottage to come up with a scheme of either extending the parking area belonging to the church and moving the picket fence further forward or introduce landscaping to soften the area.

4.6 Taking the CAA forward

It is recognised that the CAA is a living document that informs the consideration of planning applications within the area. It also, through the Management Plan, identifies the key environmental enhancements that are a priority for the CA. Whilst Waverley Borough Council has a key role in ensuring that the document is implemented and regularly reviewed, many of the Management Plan actions need to be co-ordinated with partner organisations such as Surrey County Council and Ewhurst Parish Council. Without these partners' involvement, many of the projects will neither be viable or achievable.

Appendices

Appendix 1: Extracts from Waverley BC Local Plan 2002

Local Plan Policy HE8 – Conservation Areas

The Council will seek to preserve or enhance the character of conservation areas by:

- (a) the retention of those buildings and other features, including trees, which make a significant contribution to the character of the conservation area;
- (b) requiring a high standard for any new development within or adjoining conservation areas, to ensure that the design is in harmony with the characteristic form of the area and surrounding buildings, in terms of scale, height, layout, design, building style and materials;
- (c) in exceptional circumstances, allowing the relaxation of planning policies and building regulations to secure the retention of a significant unlisted building;
- (d) protecting open spaces and views important to the character and setting of the area;
- (e) carrying out conservation area appraisals;
- (f) requiring a high standard and sympathetic design for advertisements. Internally illuminated signs will not be permitted;
- (g) encouraging the retention and restoration of shop fronts where much of the original detailing still remains. Alterations will take into account the upper floors in terms of scale, proportion, vertical alignment, architectural style and materials. Regard shall be paid to the appearance of neighbouring shop fronts, so that the proposal will blend in with the street scene.
- (h) encouraging the Highway Authority to have regard to environmental and conservation considerations in implementing works associated with its statutory duties, including the maintenance, repair and improvement of public highways and the provision of yellow lines, street direction signs and street lighting.

Appendix 2 - Glossary of terms

IMPORTANT NOTE: This glossary does not provide legal definitions, but acts as a guide to key planning terms.

Building of Local Merit: BLM stands for Building of Local Merit. It is a building identified by Waverley as of local historic, architectural or townscape merit. Many local authorities have lists of such buildings, sometimes called the local list and sometimes Buildings of Townscape Merit (BTM). In Waverley we chose the designation BLM because it is less likely to be confused with statutory listed buildings and also recognises that not all our valuable buildings are within towns.

Conservation Areas: Areas designated by the Local Planning Authority under the Planning (Listed Buildings and Conservation Areas) Act 1990 Section 69 as being of special architectural or historic interest, the character of which it is desirable to preserve and enhance.

Designated Heritage Asset: A World Heritage Site, Scheduled Monument, Listed Building, Protected Wreck Site, Registered Park and Garden, Registered Battlefield or Conservation Area designated under the relevant legislation.

Development: Development is defined under the 1990 Town and Country Planning Act as “the carrying out of building, engineering, mining or other operation in, on, over or under land, or the making of any material change in the use of any building or other land.”

Galletting: Architectural technique of placing pieces of ironstone or flint in the mortar between bricks or stonework.

Heritage Assets: Parts of the historic environment which have significance because of their historic, archaeological, architectural or artistic interest. This includes designated heritage assets and non-designated heritage assets.

Listed Building: A building of special architectural or historic interest. Listed buildings are graded I, II* or II. Listing includes the interior as well as the exterior of the building, and any buildings or permanent structures (e.g. walls) within its

curtilage. English Heritage is responsible for designating buildings for listing in England.

Local Plan: A development plan prepared by district and other local planning authorities.

Non-designated Heritage Asset:

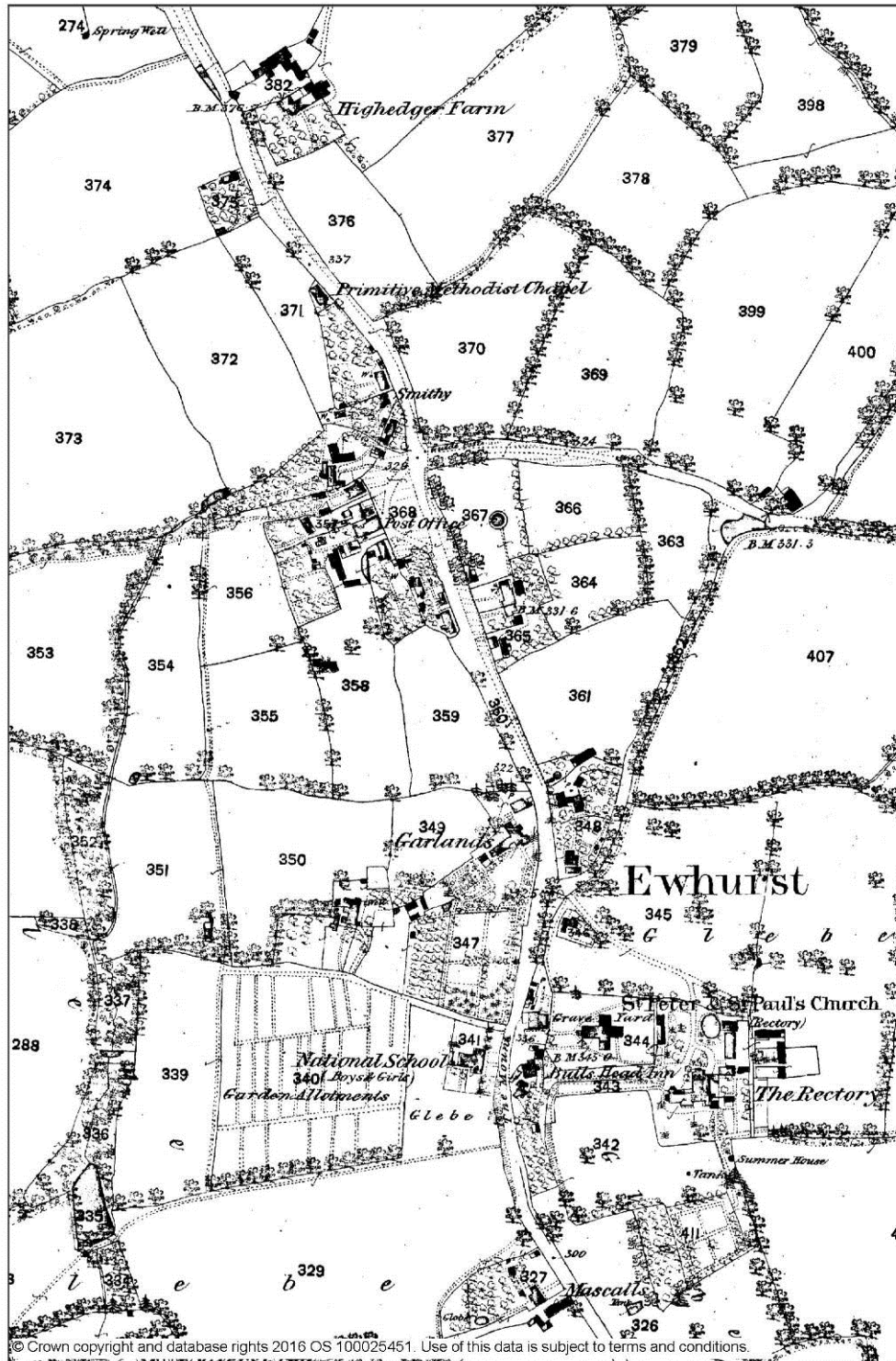
These are buildings, monuments, sites, places, areas or landscapes that have not previously been formally identified but that have a degree of significance meriting consideration in planning decisions, because of its heritage interest.

National Planning Policy Framework:

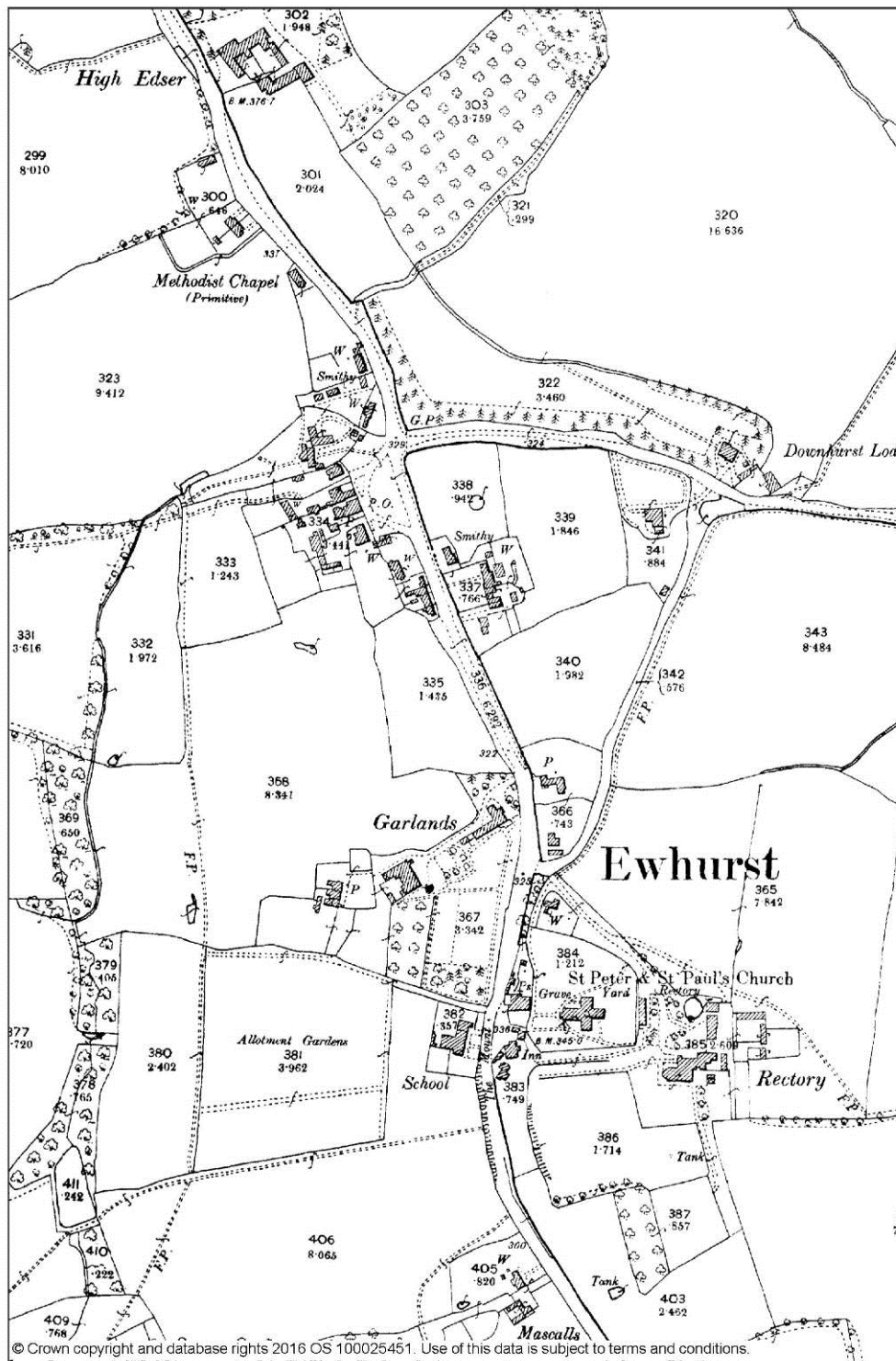
Issued by central government setting out its planning policies for England and how these are expected to be applied. It sets out the Government's requirements for the planning system only to the extent that it is relevant, proportionate and necessary to do so. It provides a framework within which local people and their accountable councils can produce their own distinctive local and neighbourhood plans, which reflect the needs and priorities of their communities.

Vernacular: Traditional architecture using local materials and following well-tried forms and types. For example, the Surrey vernacular is typified by steep tiled roofs, timber frames, brickwork and tile hanging.

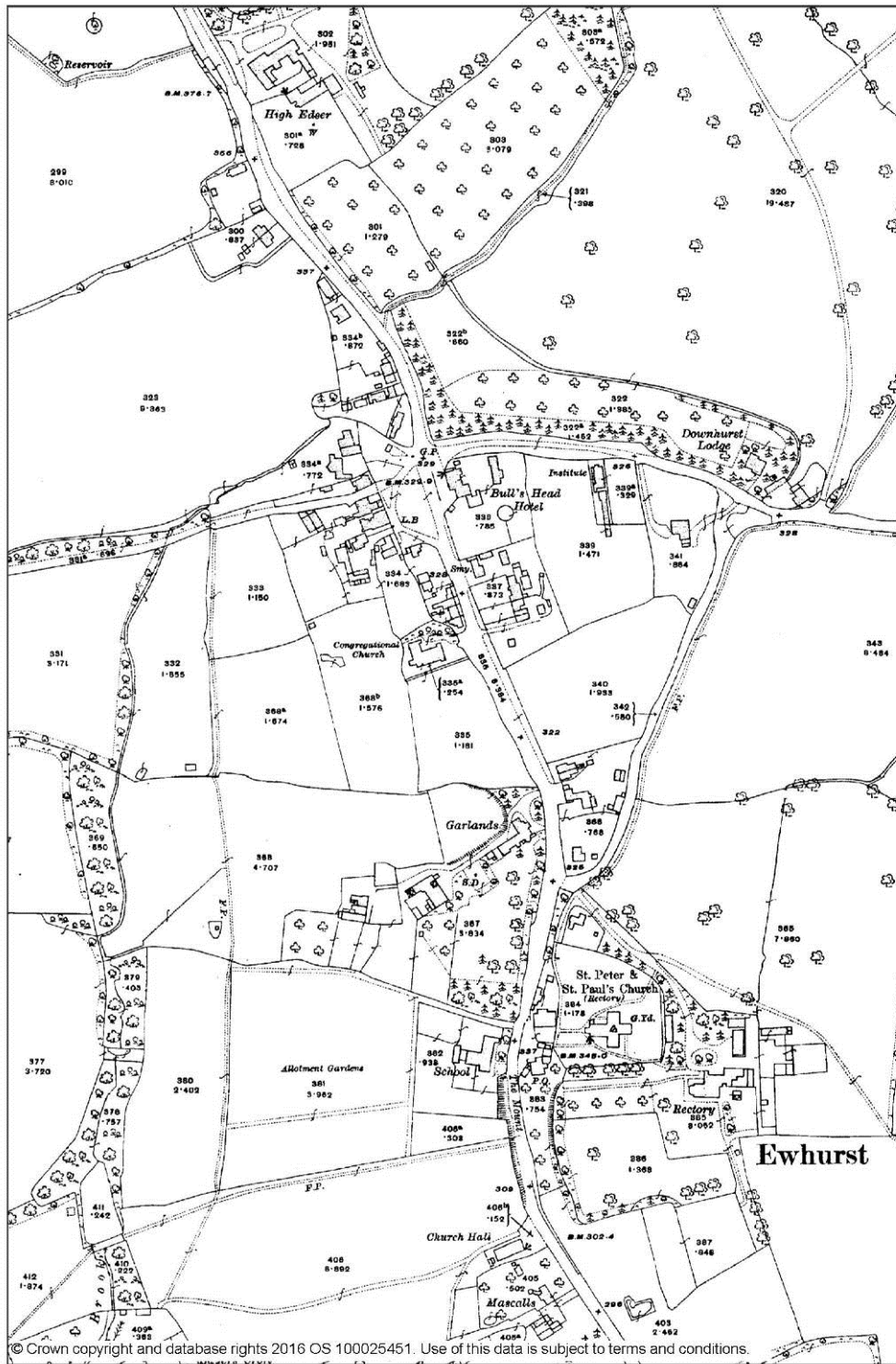
Appendix 3: Historical maps



1871 Historic OS map



1898 Historic OS map



1914 Historic OS map

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Consultation Statement Ewhurst Conservation Area Appraisal (CAA)

Introduction

Waverley Borough Council prepared a draft Conservation Area Appraisal for Ewhurst and carried out an associated consultation. This report outlines how the consultation was undertaken, who was involved and how responses were considered.

Consultation Process

A walkabout was conducted with Local and Town Councillors and environmental enhancement projects for the management plan were highlighted.

The formal consultation started on Monday 20 June 2016 for six weeks, ending on Monday 1 August 2016.

The following methods to inform the public of the consultation included:

- Letter to all residents and businesses in the existing CA and proposed extensions and removals (including leaflets to explain the implications of being in a CA for those within an extension).
- Letter for key stakeholders including:
 - Ewhurst Parish Council
 - Surrey County Council Highways and Rights of Way
 - Statutory consultees (Historic England, Natural England and Environment Agency)
 - Thames Water
 - Relevant internal Waverley officers
 - Local Councillors

Please see Appendix A for a full list of consultees.

A hard copy of the draft Ewhurst CAA document was made available at Planning Reception, Council Offices, Godalming (Monday to Thursday 9am – 5pm and Friday 9am – 4pm), and a copy could be viewed online at:

www.waverley.gov.uk/ewhurstcaa

Whilst the consultation was focussed, it did not preclude other interested parties from responding. In addition to the webpage on the Council website, a press release (Appendix B) was issued to inform the public of the consultation.

Respondents were able to comment on the draft Cranleigh CAA in a variety of ways:

- Via the online Innovem (consultation) database accessed via the website (with no need to register)

- By email to the conservation inbox (conservation@waverley.gov.uk)
- By letter

A number of key questions were asked:

- Do you have any comments on the draft Ewhurst Conservation Area Appraisal, and should it cover any other issues?
- Do you have any comments on the draft Management Plan, and should it cover any other issues?
- Do you agree with the proposed extension to include the whole of the Church cemetery, Village Hall and surrounding properties?
- Do you agree with the proposed extension to include the whole curtilage of The Old Rectory?
- Do you agree with the proposed extension to include the full curtilage of The Cottage and Roseacre and Hoyle House and Hoyle Cottage?
- Do you agree with the proposed extension to include the whole curtilage of Mundy's Hill?
- Do you agree with the proposed removal of the field to the west of Shere Road?
- Do you agree with the proposed removal of land at High Edser Farm?
- Do you agree with the proposed removal of Ballindyne?
- Are there any other areas that should be included or excluded? If so, please identify where the boundary should be extended or reduced, what it should include or exclude, and why? Please include a map for ease of identifying the areas.

A full summary of the consultation responses is set out below. The main issues have been identified as a result of this process and, where appropriate, amendments made to the CAA.

Consultation Responses

8 responses were received to the draft document. The responses fell into one of two categories:

- 1) Key consultees
- 2) Comments on the proposed boundary changes

The comments are summarised below.

- 1) Key consultees

Consultee	Comment
Historic England	Historic England is supportive of the amendments to the boundary. They suggested expanding section 2.1 which outlines the special interest of the conservation area in order to strengthen the justification behind the amendments. These comments have been considered and appropriate updates and amendments made to the document.
Natural England	Had no comments to make.

Surrey County Council Rights of Way	The contents of the document are noted and they have no comments to make on the proposed changes.
Environment Agency	Had no detailed comments to make.
Ewhurst Parish Council	Had no comments to make.

2) Comments on proposed boundary changes

The comments received were generally supportive of the proposed boundary changes, both the extensions and removals. Many expressed support for the extensions to include the whole of the church cemetery, village hall and surrounding properties, the whole curtilage of the Old Rectory, the whole curtilage of Mundy's Hill and the removals at High Edser Farm and land to the west of Shere Road.

There were a few objections to the proposed boundary changes:

Boundary Change	Comment	Waverley Response
Extn. to include full curtilage of The Cottage and Roseacre and Hoyle House and Hoyle Cottage	<p>One objection was made to this extension:</p> <p>The owners consider that there is no public benefit to this proposed extension. The lawn in front of The Cottage is not worthy of conservation controls, in addition it has a separate deed to that of the dwelling.</p> <p>The Cottage itself is not a listed building, it is semi-industrial and its large slate roof is very untypical of the area ; as such it does not fit the description of traditional housing in the area. It would be more logical to remove it.</p>	<p>The part of this proposed extension to include the whole curtilage of The Cottage is to provide clarity to the extent of the CA which currently cuts through the property. It may be that it is under a separate deed, but it is best practice to ensure that the CA boundary is meaningful and can be easily identified on the ground (in the main this means following a natural or manmade boundary) and in this case this land is identified as part of the curtilage of the dwelling. It is for this reason that the boundary in this area is proposed to change to ensure that there is clarity over the extent of the CA in this location.</p> <p>The Cottage has not been proposed to be removed from the boundary because although it may not be of the traditional Surrey vernacular, it has a historic connection with the wider understanding of the development of the CA. This is because it shows evidence of wealthier inhabitants arriving in the late 19th century and early 20th century who wanted the rural idyll. The majority of these inhabitants built their houses on Pitch Hill, outside</p>

	<p>One observation was made that the proposed boundary does not quite follow the physical boundary.</p>	<p>of the CA, Garlands and its associated outbuildings are the exception to this. In addition the use of non-traditional materials is evidence for how better transport was changing the design and materials used in buildings.</p> <p>This has been reviewed and a slight amendment made.</p>
<p>Removal of Ballindyne, Ockley Road</p>	<p>One objection to this removal was made:</p> <p>Cannot understand the rationale behind this proposal. If alignment is a selection criterion then justification in section 3.9 (point 7) seems inconsistent with Roseacre inclusion (point 3) and exclusion of properties on Coneyhurst Lane.</p> <p>And one observation suggesting an alternative boundary line;</p> <p>Understand reasons for removal, wonder whether we could look upon the garden as a continuation of the green area protecting Deblins Green.</p>	<p>The reasons for designation of conservation areas are special architectural or historic interest these are outlined on page 3 of the Historic England guidance 'Conservation Area Designation, Appraisal and Management'. Alignment is considered when looking at historic layout, Coneyhurst Lane is not part of the historic street pattern and was therefore not considered for designation. The area around Roseacre is a grouping rather than along a street, therefore the justification behind the inclusion of its whole curtilage was not related to alignment (see section 3.9 point 3 for the justification). Ballindyne, (as described in section 3.9, point 7) in comparison is alignment with buildings outside of the CA and does not contribute to the special interest of the CA.</p> <p>Although the land on which Ballindyne lies was once associated with the pub, keeping the garden of Ballingdyne in the CA would create a boundary that cannot be seen on the ground, it is best practice to ensure that the CA boundary is meaningful and can be easily identified on the ground – in the main this means following a natural or manmade boundary. In addition, due to the changes over the years the garden is no longer associated with the pub.</p>

Next Steps

The consultation has informed the necessary amendments to the document before being submitted through the committee process (Executive and Full Council) for adoption as a material consideration in planning applications and to inform future environmental enhancement works.

Appendix A – Consultees

- Surrey County Council
 - Highways & Parking
 - Rights of Way
- Waverley Borough Council
 - Local Ward Councillors
 - Officers from Planning, Environmental Services and Community Services
- All commercial businesses in CA and proposed extensions and removals
- Historic England
- Natural England
- Environment Agency
- Thames Water
- Ewhurst Parish Council
- The Owner/ Occupiers within the CA and proposed extensions and removals.

Ewhurst Conservation Area Appraisal consultation

Waverley to begin consultations on the Ewhurst and the Ewhurst Green Conservation Area Appraisals

Waverley wants to hear your views on the draft Conservation Area Appraisals (CAA) for the Conservation Areas (CAs) of Ewhurst and Ewhurst Green, which include changes to the CA boundaries.

The council is holding consultations to encourage residents and local businesses to put forward their views on the draft CAAs, which assess the character and condition of the Conservation Areas and contain Management Plans identifying potential enhancement schemes.

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.

Consultations will commence on Monday 20 June and take place for six weeks. The draft documents can be viewed online at www.waverley.gov.uk/ewhurstcaa and www.waverley.gov.uk/ and hard copies of the appraisal documents are available in the planning reception of the Waverley Borough Council offices, The Burys Godalming, GU7 1HR .

Responses should be sent by email to conservation@waverley.gov.uk or by post to the above address.

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WAVERLEY BOROUGH COUNCIL

EXECUTIVE – 1 NOVEMBER 2016

Title:

EWHURST GREEN CONSERVATION AREA APPRAISAL

[Portfolio Holder: Cllr Brian Adams]

[Wards Affected: Ewhurst]

Summary and purpose:

The purpose of this 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).

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

It relates to the Council's corporate policy 3 to protect and enhance the environment of Waverley.

The production of the CAA for Ewhurst Green CA is set out within the Planning Service Plan 2015/16 and follows the programme agreed by Executive in October 2011.

Financial Implications:

There are no resource implications. The use of the document as a material planning consideration will be managed within existing resources. Some of the environmental enhancement projects could be funded through Section 106, Planning Infrastructure Contributions (PIC) or the Community Infrastructure Levy (CIL).

Legal Implications:

The Ewhurst Green CAA will be used as a material consideration when considering planning and listed building applications in the area. The proposed extensions will give an additional degree of protection against the demolition of buildings and walls within the boundary of the CA. It also means that additional tests (as set out in the Local Plan and National Planning Policy Framework) are considered when determining planning applications. Finally, permitted development rights in these areas are reduced. This means that the extent of building works that can be carried out without the need for planning permission is reduced.

Introduction

1. Ewhurst Green is one of 43 Conservation Areas (CAs) in Waverley. In 2011, the Executive agreed a programme for the commencement of CAAs which has been extended to 2020. Prior to the programme 4 CAAs had been adopted. Since the programme has commenced, 9 CAAs have been adopted,

Ewhurst Green will be the 11th to be adopted in the programme alongside Ewhurst.

2. The need to undertake CAAs is set out in the Planning (Listed Building and Conservation Areas) Act 1990 (Section 71) and is supported through saved Policy HE8 of the Waverley Local Plan and Emerging Local Plan Policy HA1.
3. CAAs are undertaken to identify and explain the character of the Conservation Area (CA). This document will identify the specific qualities of the Cranleigh CA and thereby help to manage change within the area. The Management Plan section also identifies a variety of projects that should be implemented to preserve and enhance the area.
4. It is considered pertinent for Waverley to undertake CAAs and this process allows for a review of the boundary and an assessment of adjacent areas to evaluate whether the boundary should be extended.
5. Two extensions were proposed to the existing CA boundary and formed part of the consultation. Additionally three areas were proposed to be removed from the CA. These are detailed within the CAA document, which is attached at [Annexe 1](#).
6. Once the document is adopted, it will be fully published to incorporate additional photographs and be published on the Waverley website.

Consultation process

7. A walkabout was conducted with the Local Councillor and representatives from the Parish Council.
8. A public consultation was undertaken to support the development of the CAA and to ask the public's views of the proposed extensions.
9. 14 responses were received to the consultation and are summarised in the separate Consultation Statements which are attached at [Annexe 2](#).
10. Following consultation, and consideration of the responses, one area (land at Chanrossa) originally proposed for exclusion is proposed to be retained in the Conservation Area.

Conclusion

11. Ewhurst Green CAA has been subject to a robust consultation process to ensure residents and interested stakeholders had the opportunity to comment.

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

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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Ewhurst Green Conservation Area Appraisal and Management Plan

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PART 1 – Ewhurst Green Conservation Area Appraisal

1. Introduction

1.1 What is a Conservation Area?

A Conservation Area (CA) is defined as “an area of special architectural and historical interest, the character or appearance of which it is desirable to preserve or enhance”¹. Designation of a CA covers all land within the CA and therefore planning control is directed at maintaining the special interest of the entire area, including the buildings, streetscene, uses and the relationship of these elements with open spaces and landscape.

CA designation gives a degree of protection against demolition of buildings and walls and the removal, or works, to trees, as well as reducing householder permitted development rights. CA designation enables the planning authority to ensure that the historic character and special interest, which attracts people to live, work and visit the area, remains intact and that development is of high architectural quality and in keeping with the area’s existing character.

1.2 What is a Conservation Area Appraisal (CAA) and Management Plan?

A CAA sets out to identify and assess the special interest of the CA, such as the notable buildings and open spaces, and the inter-relation of these together to form a unique character. The management plan will use the information gathered in the CAA to identify and implement enhancement and public realm enhancement schemes to preserve and enhance the CA.

The final document will inform positive management of the CA and will be adopted by the Council as a material consideration to be used in the determination of any application for planning permission and listed building consent within the CA. It will also be used to influence enhancement schemes for the long term management of the CA.

The document should be read in conjunction with Waverley’s Local Plan (both adopted and emerging) and National Planning Policy Framework (NPPF).

1.3 Planning Policy Framework and Sources

The Planning (Listed Building and Conservation Area) Act 1990 Section 71 states:

¹ Planning (Listed Buildings and Conservation Area) Act 1990

“It shall be the duty of a local planning authority from time to time to formulate and publish proposals for the preservation and enhancement of any parts of their area which are conservation areas.”

Policy HE8 in the Local Plan states:

“...the Council will seek to preserve or enhance the character of conservation areas by...(e) carrying out conservation area appraisals”.

The NPPF, Chapter 12 (126) states:

“Local planning authorities should set out in their Local Plan a positive strategy for the conservation and enjoyment of the historic environment...”

The CAA helps to identify the significance of heritage assets, and as such enables planners to confidently determine whether an application will devalue the significance of the CA.

It is in accordance with the above legislation and local policy that this CAA has been conducted. This appraisal was compiled with the assistance of Historic England’s guidance “Conservation Area Designation, Appraisal and Management” (February 2016). Historic England has also published guidance called “Knowing Your Place” (March 2011).

1.4 Methodology

To assess the CA comprehensively, a historic study of the area was undertaken, including assessment of historic maps in comparison to modern maps. In conjunction with this, site visits were conducted to establish the character and identify the architectural interest of the CA. A photographic survey was undertaken of the key views and vistas within the CA, and is used throughout this appraisal. The boundary has also been reviewed.

1.5 Community Involvement

A site visit was held on 18 March 2016 with Local Councillors to identify enhancement schemes and gain feedback on the CAA, with any comments made incorporated.

A six week consultation was undertaken to seek residents’ views. Key stakeholders (including Historic England and the Parish Council) were also consulted. Responses to the consultation have been reviewed and where necessary the document updated.

1.6 Summary of Ewhurst Green Conservation Area

Table 1: Ewhurst Green CA at a glance	
Date of designation	26 March 1974
Location	Easting (x) 509,453.38; Northing (y) 139,547.99
Current size	14.12ha
Changes to boundary	2016
General Condition	Good
Heritage Assets	3 Listed Buildings
Positive Factors	Uncluttered streetscene
Negative Factors	Replacement windows on semi-detached dwellings not matching and box dormer extensions visible within the streetscene. No BLMs identified.

2. Defining the Special Interest

Historic England defines special interest as the “special architectural or historic interest” of the area that warrants designation and the “character or appearance of which it is desirable to preserve or enhance”².

2.1 Summary of the Special Interest

The following provides a summary of the special interest of Ewhurst Green CA:

Overview	Ewhurst Green developed as a separate entity to Ewhurst village and as such has its own character. It is defined by the common land which forms a strong boundary treatment with the open scatter of buildings which contrasts with the much closer development in the village. Despite its close proximity to the village, which has been subject to development over the years resulting in its expansion to the south and east, the CA has retained its rural character and setting.
Special architectural or historic interest	Ewhurst Green has had little infill development throughout the years, therefore it is easy to imagine how the area would have looked 100 years or more ago. The dwellings set close to the road are examples of manorial encroachment resulting in copyhold properties, these and the later semi-detached and smaller detached properties would have been for the agricultural labourers. Whereas the detached larger properties, particularly on the eastern side of the common, would originally have been part of the larger farms surrounding the common. There are no public buildings within the CA, they are all dwellings or for agricultural use. Some of the architectural features include clay tile hanging, traditional windows and dominant chimneys.
Form	Linear, with a relatively open scatter of buildings set around an area of common land.
Vistas	Key vistas within the CA focus on the green due to its dominating presence within the CA and the trees which frame it.

² <https://content.historicengland.org.uk/images-books/publications/understanding-place-conservation-area/understanding-place-ca-designation-appraisal-management.pdf/>

3. Assessing the Special Interest

3.1 Location and Setting

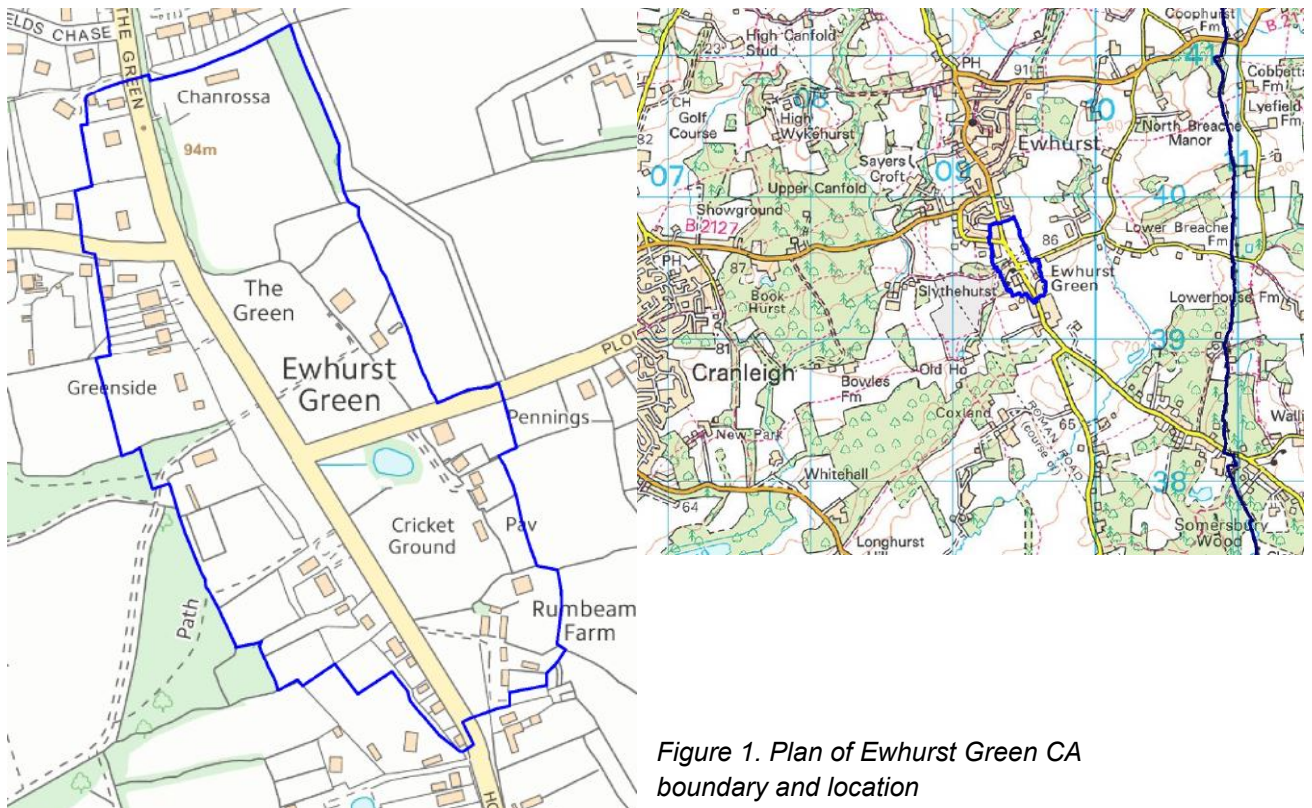


Figure 1. Plan of Ewhurst Green CA boundary and location

Ewhurst Green CA is located in the east of Waverley on its eastern boundary with Mole Valley District Council. It is separate to the main village of Ewhurst which lies to the north.

It is set between Ewhurst and Ellens Green and is to the east of Cranleigh. The road is not a major route but is still used as a connection to Horsham. Therefore traffic is of a medium level, particularly at peak times, and despite its speed limit of 40mph the speed at which cars travel along the straight is the main distractor from the significance of the CA but it is not considered to be too detrimental.

3.1.1 Landscape Setting

The CA is within the low weald, coming from the north, the CA steadily declines until it reaches the open area of the Green. The area has a distinctly rural setting with fields linked to its agricultural past surrounding the CA.

3.1.2 General Character and Plan Form

Ewhurst Green CA is linear in form with a relatively open scatter of buildings set around an area of common land it is framed by rows of trees and dense vegetation.

This contrasts with the main village of Ewhurst less than a mile to the north which has had much closer development.

3.1.3 Economic profile and potential forces for change

Census data show that, within the built up area of Ewhurst, 99% of the economically active population are employed or self-employed and 81% of the population own their own properties.

Ewhurst Green is predominantly residential and thus it is likely that the majority of the economically active population work either outside the CA or are self-employed.

The main pressure for change on the CA is development from the north in Ewhurst. Over the years, Ewhurst has increased in size due to developments to the east and south, these have come very close to Ewhurst Green CA. As a result the CA is at risk of becoming completely amalgamated with Ewhurst. Future development proposals should take into account the character and special interest of the CA as identified within this appraisal to ensure the CA is preserved for future generations.

3.1.4 Vistas

Below are a selection of the key vistas that are important to the character of the CA and experienced by those who live, work and travel through the CA.



Figure 2. Plan of key vistas through CA



Vista 1: view of the green looking south



Vista 2: view of the north section of the green looking north from Plough Lane



Vista 3: view of the green looking north



Vista 4: view looking north east towards the cricket green

3.2 Historic Development

Ewhurst Green CA has developed slowly as a separate entity to Ewhurst as a group of farms surrounding the common land. Historically, this land would have been manorial waste, and would have been used for the grazing of livestock.

The earliest documentary evidence for the area is in relation Rumbeams Farm in 1428. Unfortunately, no buildings within the CA survive from this period.

Unlike other common land within settlements in Waverley (such as Dunsfold and Cranleigh), Ewhurst Green's common land has a defined shape. It is unknown why, however it was likely it was formed before the farms due to their location and setting surrounding the common.

Since the late 16th century, the area has been gradually infilled with primarily residential properties but it is still largely undeveloped making space a key feature of this CA. The properties on the south west side of the CA do not front onto common land as they would have been built as encroachments onto manorial waste and were therefore copyhold properties.

The Youth Hostel was opened in 1935 following the donation of the field and costs towards the building from Sir Philip Gibbs and his wife Agnes. The fundraising for the balance of the costs was carried out by Imperial College. The common room was decorated with a handpainted frieze by Prunella Pott. Unfortunately the Youth Hostel closed in 1983 and the building was demolished a year later.

3.3 Architectural Quality and Built Forms

3.3.1 Period and style

The earliest properties within the CA were built in the late 16th century. These typify the traditional Surrey vernacular, characterised by exposed timber frame, clay tile hanging and brick infill panels. The slow infill around the outskirts of the common land has resulted in dwellings differing



in period and style but still exhibit the typical Surrey vernacular. The semi-detached properties on the west side are typical of the late 19th century and early 20th terrace and semi-detached cottages with regular fenestration.

The CA has had limited development in the past 50 years and that which has occurred is of little architectural interest. In particular, the cricket pavilion is not sympathetic to its surroundings. However it does not detract from the significance of the CA.

3.3.2 Scale and height of buildings

The buildings within the CA are domestic in form with the majority two storeys in height with some single storey. Due to its agricultural use there are some barns, these are also no higher than 2 storeys in height.

3.3.3 Materials

The materials used within the CA are largely from the local area these include:

- Red brick
- Whitewash painted brick
- Clay tile hanging
- Sandstone
- Timber frame
- Weatherboarding

3.3.4 Details

Key detailing found on buildings within the CA include

- Galleting
- Sandstone with brick quoining
- Chimneys

- Traditional windows

3.3.5 Street form and frontages



The majority of the properties front onto the green with vehicular access across it. The boundary treatment is set back and consists mainly of hedges and other vegetation. On the west side and to the top of the eastern side ditches run along the road. On the southern end a row of properties are set closer to the road creating a visual pinch point and indicating the end of the CA.

3.4 Listed Buildings and Heritage Features

By definition these features and buildings make a significant and positive contribution to the CA.

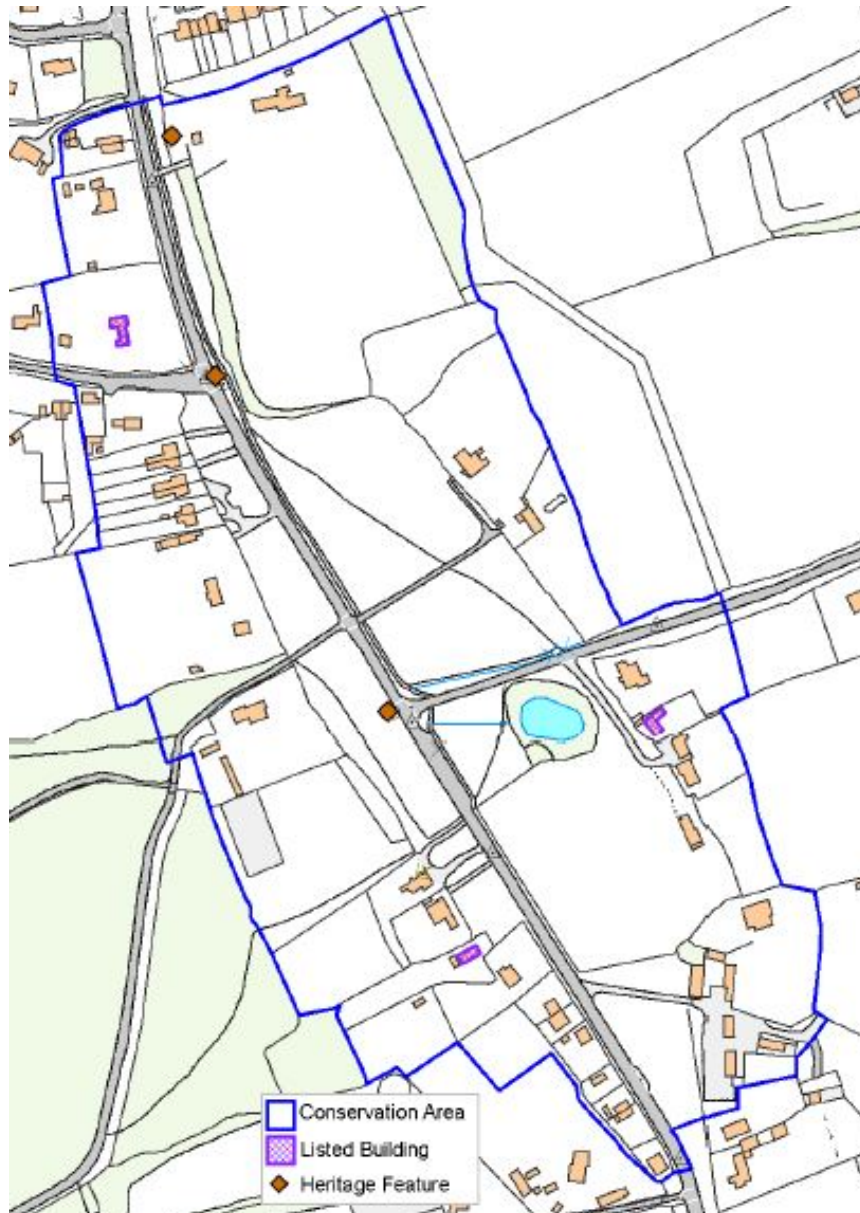


Figure 3. Plan of heritage assets

3.4.1 Listed Buildings

There are 3 statutory listed buildings in the CA:

Grade I - None

*Grade II** - None

Grade II

- Weavers, The Green, Horsham Lane
- The Wicket Gate, Plough Lane

- Broadstone Cottage, Gadbridge Lane

3.4.2 Buildings of Local Merit (BLMs)

Buildings of Local Merit (BLMs) are buildings identified by Waverley as of local historic, architectural or townscape merit. Many local authorities have lists of such buildings, sometimes called the local list and sometimes Buildings of Townscape Merit (BTM).

There are presently no BLM's within Ewhurst Green CA.

3.4.3 Heritage Features

In 1986, Waverley Borough Council produced a list of heritage features in Waverley³. The list covers natural landmarks, archaeological sites, historic structures, historic trees, roads, track ways and gardens. The purpose of the list was to identify features that for the most part were not protected by legislation, but were a significant and valuable part of the character and history of the Borough. The intention was that by recording them there would be more awareness of the value of preserving them.

Unfortunately, the heritage features identified on figure 3 have either been replaced or are not readily visible/ accessible.

3.5 Heritage at Risk

There are no buildings within the CA on the Waverley BC & Historic England "Heritage at Risk Register"⁴.

At time of print, there are no identified Grade II properties which are considered to be 'at risk' in the Ewhurst Green CA.

It is important to ensure that any listed buildings that fall into disrepair are identified early, so that Waverley Borough Council can work with the owners to find appropriate solutions and bring the building into a productive use.

3.6 Buildings which positively contribute to the CA

Positive Contributors are buildings which are not listed, or locally listed, but positively contribute to the special interest of the CA.

³ Waverley Borough Council (1986) 'Heriatge Features in Waverley' (4 volumes)

⁴ <https://historicengland.org.uk/advice/heritage-at-risk/search-register/>

The following buildings have been identified as positively contributing to the character of the CA:

Upper House & Barn:



Originally part of Bostocks Farm, which consisted of 28 acres, the house was built around the mid 18th century, though a building may have been present on the site earlier. The Barn is 3-bayed with timberboard cladding. The property is in the typical surrey vernacular with clay tile hanging. It is situated on the east side of the CA on its own and is therefore quite an important presence within that area of the CA.

3.7 Open Spaces and Streetscape

3.7.1 Open spaces



Figure 4. Plan of footpaths and common land in and around the CA

Over one third of the CA is made up of common land and is therefore an important feature of the CA. This area of recreational land is well maintained with a pond and cricket ground in the south east section.

The avenue of trees along Horsham Road were planted in 1927 and provide a feature upon arrival in the CA from the north.

The CA has two footpaths, identified on figure 4, on the west side which connects the CA to Ewhurst, Cranleigh and Ellens Green.

3.7.2 Streetscape

The majority of the streetscapes are dominated by common land in the foreground with buildings towards the rear. The dominance of the landscape is a distinctive feature in Ewhurst Green CA.

There is limited street furniture within the CA but there are some benches, mainly around the cricket green. The telephone box is in disrepair including a broken window. The telephone box is a heritage icon that is in rapid decline, it is therefore important that those still around are well maintained, they are often used as a key landmark feature.

3.8 Assessment of Condition

Overall: Good condition

The listed buildings and other buildings within the CA are all in good condition and appear to be well maintained, which reflects on the character of the CA.

Although the cricket pavilion is unsympathetic to the special interest of the CA it is of high community value and because it set back from Horsham Road it does not have a significant or detrimental effect on the character of the CA. However, if the pavilion is updated or replaced consideration should be given to its potential impact on the character of the CA.

3.9 Identifying the Boundary

Ewhurst Green CA was designated over 40 years ago. Therefore areas within the boundary may no longer have special interest. Physical boundaries/curtilages may have changed or areas that were previously omitted may now be considered to be of special interest. As part of the appraisal, the boundary of Dunsfold CA has been reviewed using Historic England's guidance (Conservation Area Designation, Appraisal and Management (2016)). The following changes are identified for the boundary, and the reasons for these amendments are discussed below.

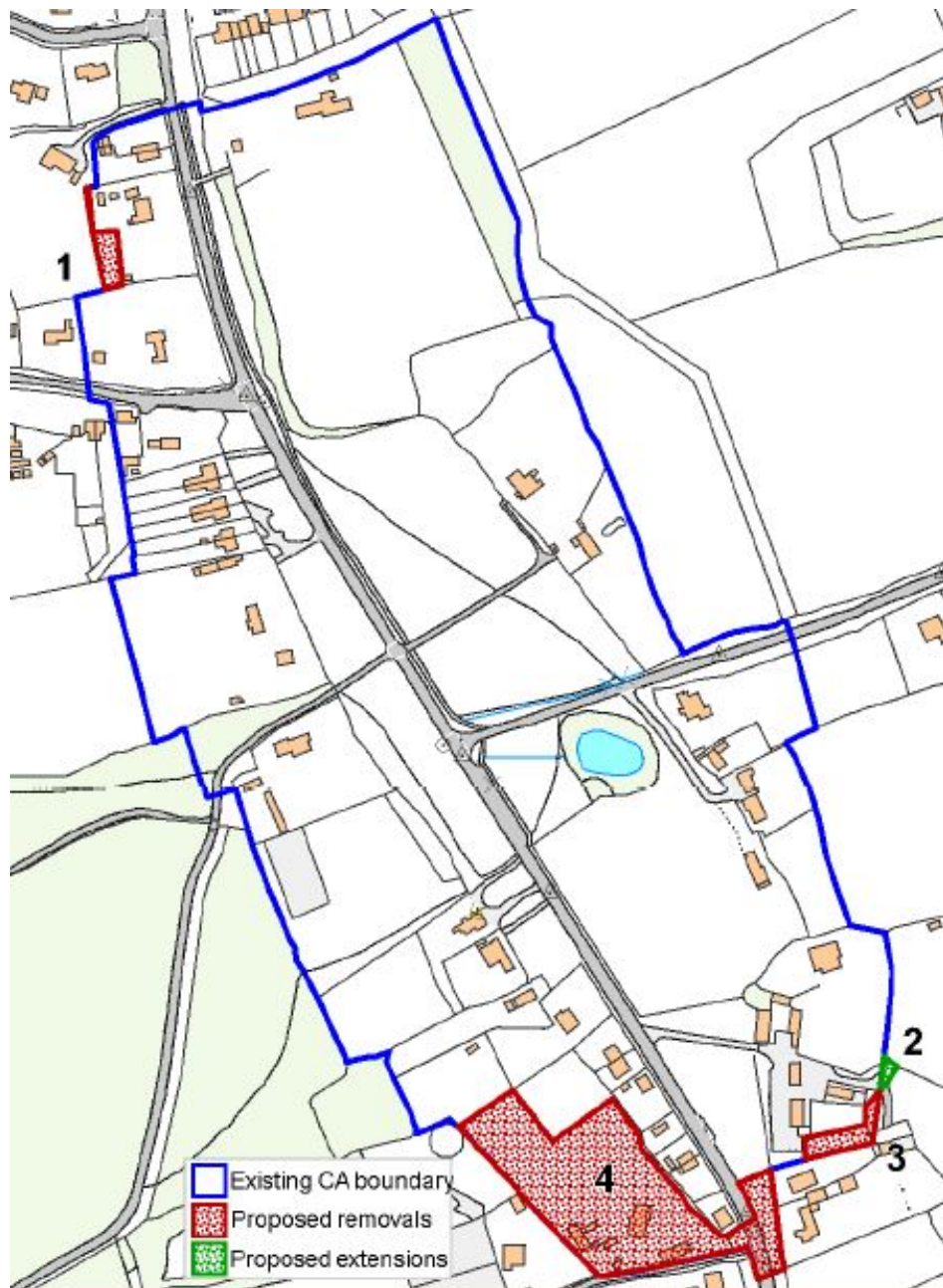


Figure 5. Plan of proposed amendments to boundary

1. Extension: Garden of Burstowes Croft

The boundary of the CA currently dissects the garden of Burstowes Croft. To rationalise the boundary, and remove any confusion, the rear section of garden is proposed to be included within the CA.

2. Extension: Curtilage of Rumbeams Farm

The CA boundary around Runbeams Farm does not currently follow any physical features. Therefore it is proposed to extend the boundary to allow for it to be more clearly defined.

3. Removal: Garden of Rumbeams Cottage

As stated above, the CA boundary around Rumbeams Farm does not currently follow any physical features, as a result it currently dissects the garden of Rumbeams Cottage. The cottage is not within the CA as it does not bring anything to the CA, therefore it is proposed to remove the garden from the CA to avoid any confusion.

4. Removal: Southern tip of CA on Horsham Road and land at Hilltop View

The southern tip of the CA runs along Horsham Road fronting dwellings that are not within the CA. It does not bring any further value to the CA, therefore it is proposed to remove it from the CA to rationalise the boundary.

Hilltop view and its outbuildings are of no architectural or historical interest. The land surrounding it is of no historical interest to warrant its protection as an area of wider landscape. Therefore it is proposed to remove them from the CA.

The trees on the eastern boundary adjacent to the row of houses are proposed to stay within the CA by the form of a 5m buffer zone from the boundary with the houses. Historic England advises that CA boundaries run around rather than through a space or plot and be defined by physical features as it 'can cause problems when applying conservation area policies in development management decisions'. However, the trees in this instance are a prominent feature within the CA and frame the dwellings in front therefore it is considered reasonable to include the trees within the CA.

PART 2 – Management Plan

4.0 Management Plan

The following sections within the Management Plan set out specific actions/projects aimed at preserving and enhancing the CA in the future.

4.1 Managing Change

The qualities that make CAs appealing can often lead to further pressure for development. However, given the close knit development pattern of the CA, there are few (if any) opportunities for new development (beyond smaller extensions or alterations to existing buildings). It is expected that where consent or planning permission are necessary, the appraisal section of this document should be taken into account when making the decision.

Various small scale enhancement opportunities within the CA have also been identified and form part of this management plan.

4.2 Designation

4.2.1 Buildings of Local Merit

In addition to statutory listing, the NPPF states that Heritage Features and BLMs are non-designated heritage assets. Waverley has set up a project to identify, review and adopt additional BLMs. This is a community led project which includes a consultation process with owners and local amenity societies. The Parish Council takes the lead on the project with support given by Waverley.

Recommendation

That Ewhurst Parish Council, with the support of Waverley Borough Council officers, undertakes a review of the BLMs to identify potential candidates to be designated as a BLM.

4.3 Heritage at Risk

The character of Ewhurst Green CA is heavily reliant on the preservation of the heritage assets. These assets should be preserved, and those which are deemed 'at risk' identified.

4.4 Celebration: Waverley Design Awards

The Waverley Design Awards scheme was introduced in 1995 to encourage an interest in the quality of the built and natural environment of the borough. The scheme promotes an awareness of the need for high standards in design including planning, architecture, sustainable development and landscaping.

The awards are made every two years and the next one is due in 2018. It is important to ensure that outstanding design is identified and promoted especially when it preserves and enhances the CA.

Recommendation

Ewhurst Parish Council is encouraged to nominate new, outstanding developments to the Waverley Design Awards.

4.5 Enhancement Schemes

4.5.1 Utility companies

Utility companies often carry out works on the highway within the CA (road or pavement). Utility companies (and their contractors) are required to ensure that the surface is made good, to the same standard that was originally there. In addition, it is understood that they can implement a temporary surface for a period of six months before making the area good. Within a CA unsatisfactory works by utility companies can undermine the character of the area and have a detrimental impact on the appearance of the street.

A Task Group at Surrey County Council (SCC) has produced a report: "Improving the Co-ordination and Quality of Work of Utilities Companies in Surrey", 10 January 2013, which considered the views of residents, councillors, utilities companies and officers. The conclusions were that SCC could undertake a number of actions to work more effectively with utilities companies to improve the quality of street works in Surrey, minimising the disruption caused to residents and road users by:

- Communication
- Monitoring and Reporting
- Utility companies must apply for a permit from the Streetworks team at SCC.
- Improved working in areas with special conditions (*including Conservation Areas*).

Recommendation

Utility Companies should be made aware of the CAA document, and in particular be encouraged to ensure that their work is completed and 'made-good' as soon as practically possible. Where this has not happened (and within the existing guidance) the Streetworks Team at SCC should be informed so that they can take appropriate action.

4.5.2 Standardisation of street furniture and de-cluttering

It is important to reinforce the distinctiveness of Ewhurst GreenCA through a clear and consolidated approach to street furniture, including bollards, lamp posts, benches and litter bins.

Road markings should be kept to a minimum and thin (conservation area) double yellow lines should be used where necessary.

Improving the CA does not just mean the installation of new coordinated street furniture, it also means rationalising what is already there and removing or repositioning signage and street furniture that is no longer required or used. It also involves cleaning road signs on a regular basis.

Ewhurst Green CA is well maintained this means that there are few projects identified here. However, Waverley Borough Council should work closely with Ewhurst Parish Council in order to identify future projects.

Recommendation

A Steering Group should conduct a survey with SCC to identify areas most in need, and specific signs to be removed. This could include:

- Redundant posts with no signage
- Redundant signage no longer required
- The rationalisation of signage and furniture where other, more appropriate signage/furniture exists
- Upgrade, clean or replace signage in poor repair

Regular meetings between Ewhurst Parish Council, Stakeholders and WBC Planning Projects Team to help identify future projects.

4.5.3 Maintenance of K6 Telephone kiosk

The telephone kiosk is in a state of poor repair. It is considered an important feature of the CA due to its status as a heritage icon. In many areas, Parish Councils/Local communities have adopted their kiosk through BT's Adopt a Kiosk Scheme and given them an alternative use, examples have included defibrillator stations, galleries and libraries. It is appreciated that due to its rural location the public payphone is still required, it is therefore recommended for the glass to be replaced where



broken and the kiosk cleaned, stripped and repainted with BT's approval.

In the future, if the payphone is no longer required, it is recommended that the Parish Council/ Local community use the Adopt a Kiosk Scheme to find an alternative use for the kiosk whilst keeping it in its current location.



4.5.4 Replace the litter bins at junction to Plough Lane

The litter bins are in a state of poor repair, are of differing styles and unsightly. It is recommended that they are replaced.

4.5.5 Tidy up kerb by Rumbeams Farm

The grass kerb by Rumbeams Farm has become very muddy and unsightly due to construction vehicles and others parking. It is recommended that this area is tidied up and a suitable solution is sought to provide additional parking space without detracting from the character of the CA. One solution that could be considered is the use of grasscrete, which from afar gives the illusion that it is grass, so it is not as urbanising in appearance as other materials.

4.6 Taking the CAA forward

It is recognised that the CAA is a living document that informs the consideration of planning applications within the area. It also, through the Management Plan, identifies the key environmental enhancements that are a priority for the CA. Whilst Waverley Borough Council has a key role in ensuring that the document is implemented and regularly reviewed, many of the Management Plan actions need to be co-ordinated with partner organisations such as Surrey County Council and Ewhurst Parish Council. Without these partners' involvement, many of the projects will neither be viable or achievable.

Appendices

Appendix 1: Extracts from Waverley BC Local Plan 2002

Local Plan Policy HE8 – Conservation Areas

The Council will seek to preserve or enhance the character of conservation areas by:

- (a) the retention of those buildings and other features, including trees, which make a significant contribution to the character of the conservation area;
- (b) requiring a high standard for any new development within or adjoining conservation areas, to ensure that the design is in harmony with the characteristic form of the area and surrounding buildings, in terms of scale, height, layout, design, building style and materials;
- (c) in exceptional circumstances, allowing the relaxation of planning policies and building regulations to secure the retention of a significant unlisted building;
- (d) protecting open spaces and views important to the character and setting of the area;
- (e) carrying out conservation area appraisals;
- (f) requiring a high standard and sympathetic design for advertisements. Internally illuminated signs will not be permitted;
- (g) encouraging the retention and restoration of shop fronts where much of the original detailing still remains. Alterations will take into account the upper floors in terms of scale, proportion, vertical alignment, architectural style and materials. Regard shall be paid to the appearance of neighbouring shop fronts, so that the proposal will blend in with the street scene.
- (h) encouraging the Highway Authority to have regard to environmental and conservation considerations in implementing works associated with its statutory duties, including the maintenance, repair and improvement of public highways and the provision of yellow lines, street direction signs and street lighting.

Appendix 2 - Glossary of terms

IMPORTANT NOTE: This glossary does not provide legal definitions, but acts as a guide to key planning terms.

Building of Local Merit: BLM stands for Building of Local Merit. It is a building identified by Waverley as of local historic, architectural or townscape merit. Many local authorities have lists of such buildings, sometimes called the local list and sometimes Buildings of Townscape Merit (BTM). In Waverley we chose the designation BLM because it is less likely to be confused with statutory listed buildings and also recognises that not all our valuable buildings are within towns.

Conservation Areas: Areas designated by the Local Planning Authority under the Planning (Listed Buildings and Conservation Areas) Act 1990 Section 69 as being of special architectural or historic interest, the character of which it is desirable to preserve and enhance.

Copyhold: Smaller landholdings within manors held by copyhold tenure. The land was technically owned by the Lord of the Manor but it could be bought and sold, inherited by descendants, left in a will, mortgaged, and settled, just like freehold estates.

Designated Heritage Asset: A World Heritage Site, Scheduled Monument, Listed Building, Protected Wreck Site, Registered Park and Garden, Registered Battlefield or Conservation Area designated under the relevant legislation.

Development: Development is defined under the 1990 Town and Country Planning Act as “the carrying out of building, engineering, mining or other operation in, on, over or under land, or the making of any material change in the use of any building or other land.”

Galletting: Architectural technique of placing pieces of ironstone or flint in the mortar between bricks or stonework.

Heritage Assets: Parts of the historic environment which have significance because of their historic, archaeological, architectural or

artistic interest. This includes designated heritage assets and non-designated heritage assets.

Listed Building: A building of special architectural or historic interest. Listed buildings are graded I, II* or II. Listing includes the interior as well as the exterior of the building, and any buildings or permanent structures (e.g. walls) within its curtilage. English Heritage is responsible for designating buildings for listing in England.

Local Plan: A development plan prepared by district and other local planning authorities.

Non-designated Heritage Asset:

These are buildings, monuments, sites, places, areas or landscapes that have not previously been formally identified but that have a degree of significance meriting consideration in planning decisions, because of its heritage interest.

National Planning Policy Framework:

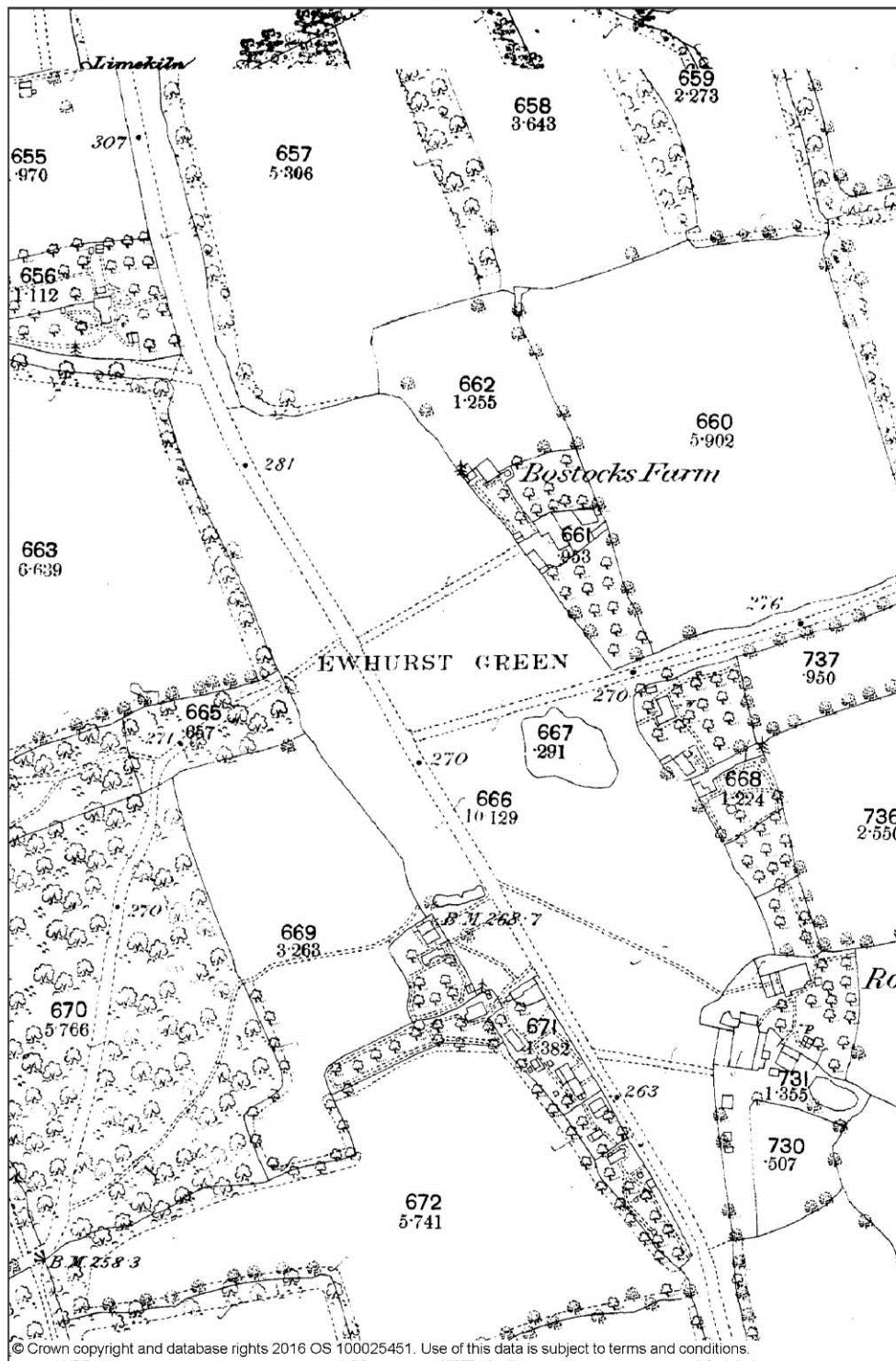
Issued by central government setting out its planning policies for England and how these are expected to be applied. It sets out the Government's requirements for the planning system only to the extent that it is relevant, proportionate and necessary to do so. It provides a framework within which local people and their accountable councils can produce their own distinctive local and neighbourhood plans, which reflect the needs and priorities of their communities.

Vernacular: Traditional architecture using local materials and following well-tried forms and types. For example, the Surrey vernacular is typified by steep tiled roofs, timber frames, brickwork and tile hanging.

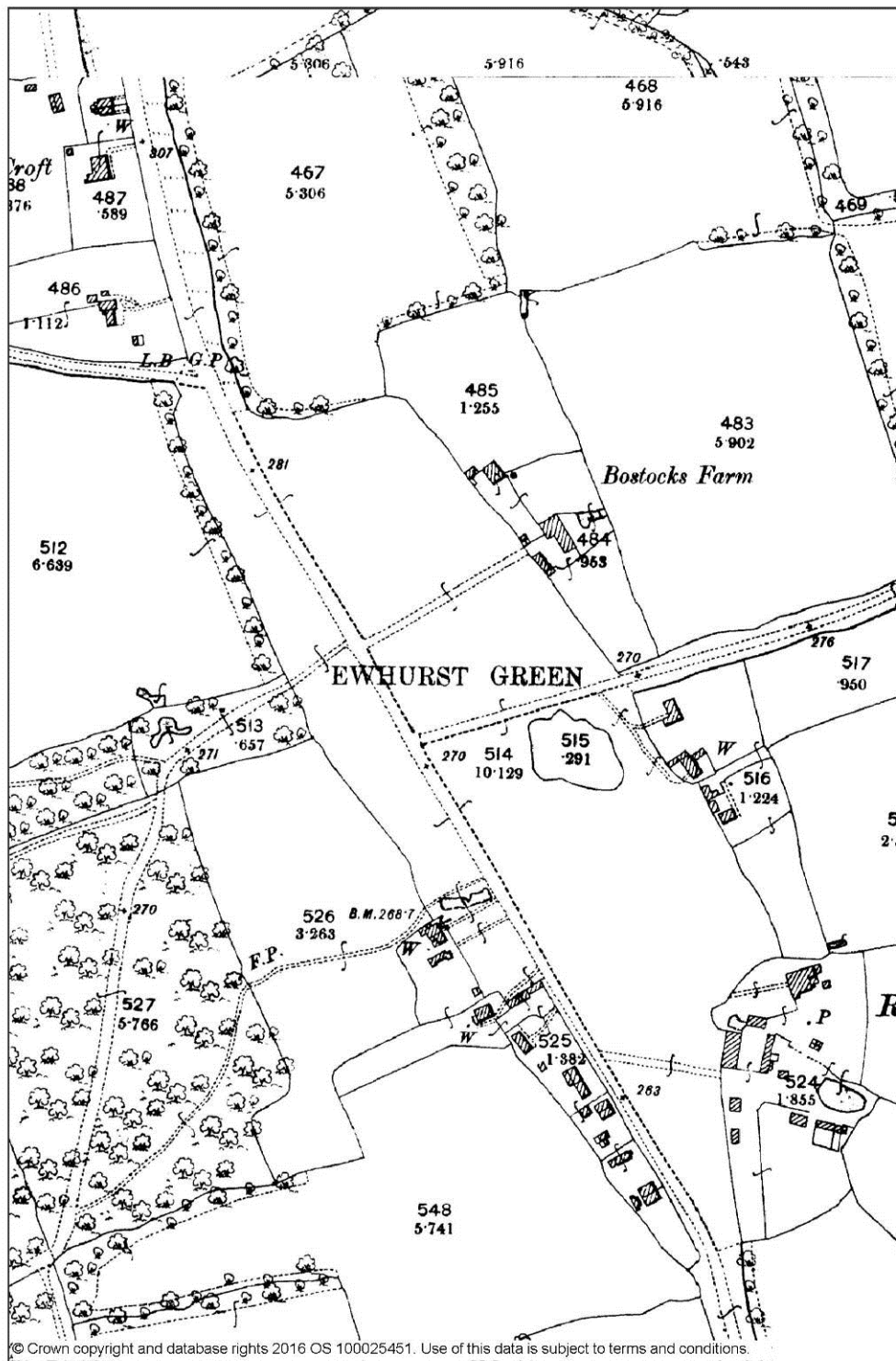
Appendix 3: Historical maps



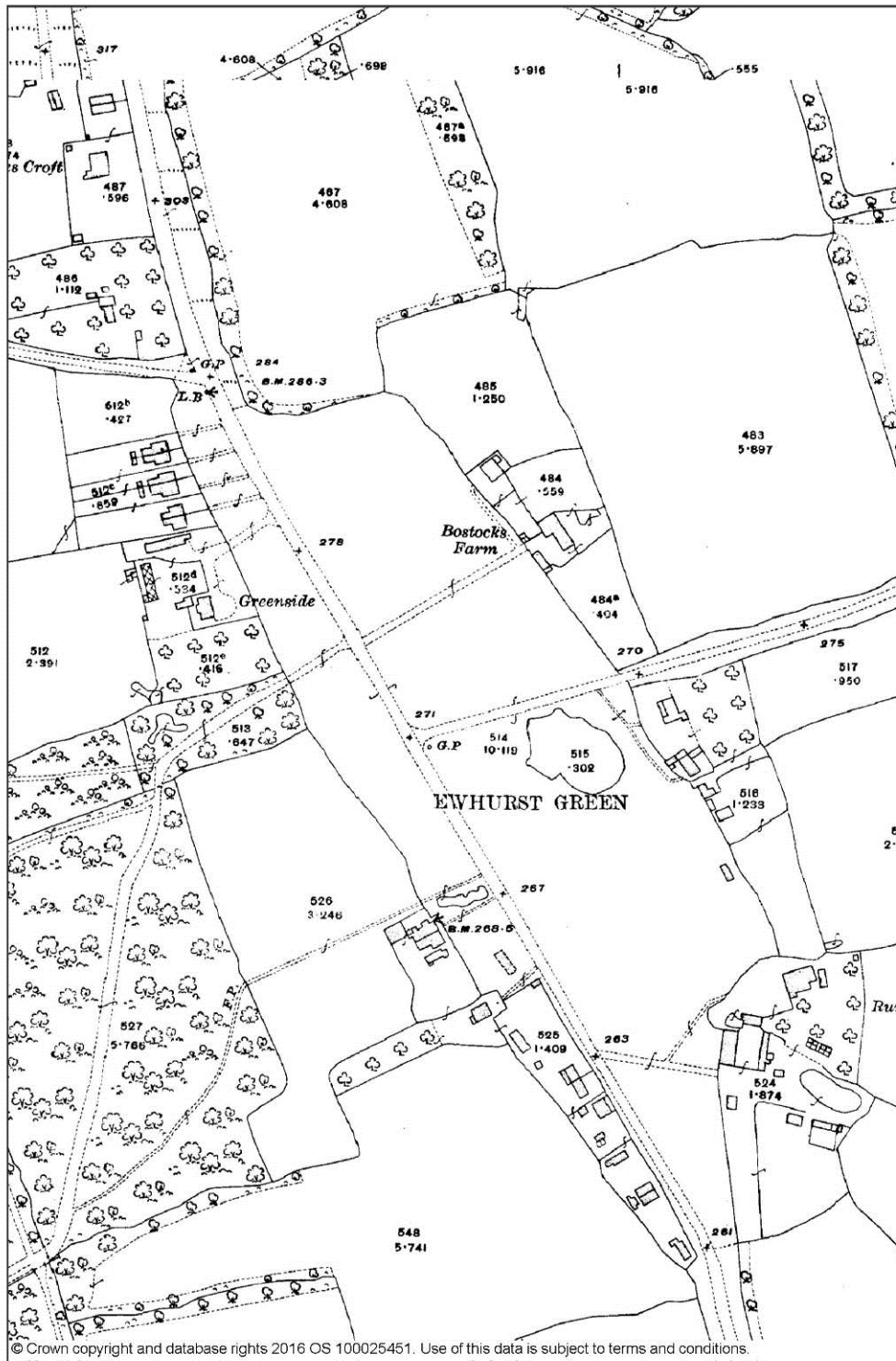
1767 John Rocque map



1871 Historic OS map



1898 Historic OS map



1914 Historic OS map

Consultation Statement Ewhurst Green Conservation Area Appraisal (CAA)

Introduction

Waverley Borough Council prepared a draft Conservation Area Appraisal for Ewhurst Green and carried out an associated consultation. This report outlines how the consultation was undertaken, who was involved and how responses were considered.

Consultation Process

A walkabout was conducted with Local and Town Councillors and environmental enhancement projects for the management plan were highlighted.

The formal consultation started on Monday 20 June 2016 for six weeks, ending on Monday 1 August 2016.

The following methods to inform the public of the consultation included:

- Letter to all residents and businesses in the existing CA and proposed extensions and removals (including leaflets to explain the implications of being in a CA for those within an extension).
- Letter for key stakeholders including:
 - Ewhurst Parish Council
 - Surrey County Council Highways and Rights of Way
 - Statutory consultees (Historic England, Natural England and Environment Agency)
 - Thames Water
 - Relevant internal Waverley officers
 - Local Councillors

Please see Appendix A for a full list of consultees.

A hard copy of the draft Ewhurst Green CAA document was made available at Planning Reception, Council Offices, Godalming (Monday to Thursday 9am – 5pm and Friday 9am – 4pm), and a copy could be viewed online at:

www.waverley.gov.uk/ewhurstgreencaa

Whilst the consultation was focussed, it did not preclude other interested parties from responding. In addition to the webpage on the Council website, a press release (Appendix B) was issued to inform the public of the consultation.

Respondents were able to comment on the draft Ewhurst Green CAA in a variety of ways:

- Via the online Innovem (consultation) database accessed via the website (with no need to register)

- By email to the conservation inbox (conservation@waverley.gov.uk)
- By letter

A number of key questions were asked:

- Do you have any comments on the draft Ewhurst Green Conservation Area Appraisal, and should it cover any other issues?
- Do you have any comments on the draft Management Plan, and should it cover any other issues?
- Do you agree with the proposed extension to include the whole curtilage of Burstowes Croft?
- Do you agree with the proposed removal of the field at Chanrossa?
- Do you agree with the proposed extension to follow physical features at Rumbeams Farm?
- Do you agree with the proposed removal of the garden at Rumbeams Cottage?
- Do you agree with the proposed removal of the southern tip of the CA on Horsham Road and land at Hilltop View?
- Are there any other areas that should be included or excluded? If so, please identify where the boundary should be extended or reduced, what it should include or exclude, and why? Please include a map for ease of identifying the areas.

A full summary of the consultation responses is set out below. The main issues have been identified as a result of this process and, where appropriate, amendments made to the CAA.

Consultation Responses

14 responses were received to the draft document. The responses fell into one of four categories:

- 1) Key consultees
- 2) General comments on the CAA and Management Plan
- 3) Comments on the proposed boundary changes
- 4) Comments suggesting amendments to boundary

The comments are summarised below.

- 1) Key consultees

Consultee	Comment
Historic England	Historic England is supportive of the amendments to the boundary. They suggested expanding section 2.1 which outlines the special interest of the conservation area in order to strengthen the justification behind the amendments. These comments have been considered and appropriate updates and amendments made to the document.
Natural England	Had no comments to make.

Surrey County Council Rights of Way	The contents of the document are noted and they have no comments to make on the proposed changes.
Environment Agency	Had no detailed comments to make.
Ewhurst Parish Council	Had no detailed comments to make but note the proposed removal in the grounds of Chanrossa in the northeastern sector of the CA, in accordance with guidance from Historic England.

2) General comments on the CAA and Management Plan

The comments and letters received to the CAA were largely supportive of the proposals and management plan. However, the following suggestions and observations was made:

General Comments on the CAA:

Respondent comment	Waverley response
Disagree with statement in section 3.1 that the 'level of traffic is low'. It is a main road to Horsham and is a busy route particularly at peak times.	When assessing the area the level of traffic was low. This was most likely due to the assessment not being at peak times. This statement has therefore been amended. However, when compared against other CAs within Waverley it is not considered to be high.
Paragraph 3.1.3 is contradicted by the proposal to reduce the CA later on in the document.	It is important to note that the emphasis of control in conservation areas is not on preventing development, but on managing change and encouraging the enhancement of the area. The purpose of a Conservation Area Appraisal is to outline the special architectural or historic qualities of the area, and the reasons for its designation as a CA, in order to ensure that any future development either protects or enhances the special character of the CA. Therefore it is important to state that complete amalgamation of the CA with Ewhurst would be considered to be harmful to the character of the CA due to its historic development as a separate entity. Amendments to the boundary are to ensure that the boundary is clear and reflect the reason for designation. However, the setting of a CA is just as important when considering the impact future development could have on a CA. This is outlined by Historic England in their document 'The Setting of Heritage

	Assets' (25 March 2015) and in the NPPF it is described as part of a heritage assets 'significance'.
In paragraph 3.6 Bostock Farm is not mentioned in relation to Upper House and Barn.	This has been reviewed and amended accordingly.

Comments on Management Plan:

Householders regularly tip garden waste onto the common land, this should be stopped so suggest that this should be put into the managemnt plan.	Methods to prevent fly tipping is not something that could be included in the Management Plan. The common land is maintained by Waverley and therefore any fly tipping should be reported to Waverley's Parks & Countryside team.
Vehicles which have been abandoned within the CA should be removed.	This is not an issue that could be included in the Management Plan. Officers did not witness abandoned vehicles on site visits and there is no evidence currently of a detrimental impact upon the CA. Abandoned vehicles should be reported to Waverley's Environmental Services Team.
A number of householders have erected 'bollards' outside their garden boundaries. They detract from the visual appearance of the CA and should be removed.	When assessing the CA on site visits, officers did not notice this to be a particularly common occurrence. As such they are not considered to be having a detrimental effect on the character of the CA. However, permission should be sought by the landowners (the common land within the CA is owned by Waverley) to put these in place.
Would be nice to replace litter bin by Plough Lane, but is the cost justified? All residents have their own wheelie bins so who are the bins for?	The Management Plan is a suggestion of things that could be done to improve the CA. The bins are for use by the public when using the common land. If the bin were replaced the group leading the project would be able to justify its cost.
Verges do need protection, but would want to see more information about using grasscrete.	The use of grasscrete is only a suggestion. If the project were to go ahead the group leading the project could research all available options. The document has been amended to ensure that it is clear that the

	grasscrete is only a suggestion.
--	----------------------------------

3) Comments on proposed boundary changes

The comments received were generally supportive of the proposed boundary changes, both the extensions and removals. Support was expressed for the extension to include the whole of the curtilage of Burstowes Croft, the amendments at Runbeams Farm and the removal at Runbeams Cottage.

There were some objections to the proposed boundary changes:

Boundary change: removal of field at Chanrossa

8 letters of objection and 2 in support were made to this removal:

Comment	Waverley Response
<p>Those objecting to the removal gave the below reasons:</p> <p>There is evidence of historical links between the field and the wider CA, it was part of Bostocks Farm (now Upper House) and is a intergral part of the green.</p> <p>There is no justification for such a large removal.</p> <p>Question whether this removal is purely to enable the building of new homes on the field, as removal would surely weaken the planning controls which presumably more or less at present ensure that development does not take place on this site. Although it is proposed to retain the line of trees to the south any future development would impose itself when looking north, especially when the trees are without leaves.</p> <p>Those in support of the removal gave the below reasons:</p> <p>Does not compliment the styles and periods of development.</p> <p>The relative seclusion of Chanrossa and The lodge, together with the associated land is in direct contrast to the more open</p>	<p>Officers have reflected on the information provided in response to the consultation, particularly in terms of the historic links between this land and the wider CA. As a result, officers are no longer proposing that this land should be removed from the CA. However, it is important to note that CA designation does not stop development but ensures that any development should protect or enhance the CA. Future development is not a criterion which can be considered when assessing the CA boundary.</p>

<p>character of the Green. The topography, in comparison to that of the Green, further removes it from the general character and appearance of the conservation area.</p> <p>The treed boundary to the south and west of the area limits the character of openness of the common.</p> <p>If not presenting a negative element of the current Conservation Area, certainly only makes a neutral contribution.</p>	
Boundary is not correct in relation to the south east corner.	With no clear idea where the boundary should be, officers consider it is appropriate to follow the boundary as detailed on our mapping system.
There was one suggestion to amend the boundary to only remove the two properties 'Chanrossa' and 'The Lodge'.	In the absence of a distinct physical separation between the dwelling and the field to the south it is considered that it is appropriate for the boundary to stay as it is. Please see above for the justification behind retaining the field.
There was one suggestion to extend the removal further to include the row of trees on the south and west borders of the field.	These trees are an important aspect of the CA as they frame the common land. Therefore this suggestion is not considered to be appropriate.

Removal of Hill Top View and the southern tip of the CA.

Three objections to this removal was made:

Cannot understand the rationale behind this proposal, the area has not altered significantly from when originally included in the CA.	<p>This area does not form part of the reason why the area was designated nor does it follow it. Section 2.1 of the CAA has been amended to reinforce the special interest of the CA as per the recommendations of Historic England.</p> <p>Unfortunately, we do not have a record of why the designation included this area. However it is important that the boundary reflects the special interest of the CA in order for it to be managed appropriately. It is important to note that the area still forms part of the setting of the CA, particularly the trees on the eastern side which is why they have been excluded from the removal.</p>
No justification for removal.	Please see above and section 3.9 of the CAA.

4) Suggestions for other boundary amendments

<p>Removal of Plough Lane adjacent to The Fields Cottage – to create consistency of the boundary. The historical ditch along the east side of Upper House ends at Plough Lane should be the corner of the CA. The existing line has no relevance to the vistas or the properties which form the CA.</p>	<p>Amendments are made to the boundary if the area no longer has special interest, does not follow the reason for designation or if physical boundaries cannot be clearly seen at ground level. The area proposed has been reviewed by officers and it is considered that there is no need to amend the boundary. The boundary is very clear, all the land is within the public realm and the area shows the transition from the open common land to its rural setting beyond.</p>
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Next Steps

The consultation has informed the necessary amendments to the document before being submitted through the committee process (Executive and Full Council) for adoption as a material consideration in planning applications and to inform future environmental enhancement works.

Appendix A – Consultees

- Surrey County Council
 - Highways & Parking
 - Rights of Way
- Waverley Borough Council
 - Local Ward Councillors
 - Officers from Planning, Environmental Services and Community Services
- All commercial businesses in CA and proposed extensions and removals
- Historic England
- Natural England
- Environment Agency
- Thames Water
- Ewhurst Parish Council
- The Owner/ Occupiers within the CA and proposed extensions and removals.

Ewhurst Conservation Area Appraisal consultation

Waverley to begin consultations on the Ewhurst and the Ewhurst Green Conservation Area Appraisals

Waverley wants to hear your views on the draft Conservation Area Appraisals (CAA) for the Conservation Areas (CAs) of Ewhurst and Ewhurst Green, which include changes to the CA boundaries.

The council is holding consultations to encourage residents and local businesses to put forward their views on the draft CAAs, which assess the character and condition of the Conservation Areas and contain Management Plans identifying potential enhancement schemes.

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.

Consultations will commence on Monday 20 June and take place for six weeks. The draft documents can be viewed online at www.waverley.gov.uk/ewhurstcaa and www.waverley.gov.uk/ and hard copies of the appraisal documents are available in the planning reception of the Waverley Borough Council offices, The Burys Godalming, GU7 1HR .

Responses should be sent by email to conservation@waverley.gov.uk or by post to the above address.

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WAVERLEY BOROUGH COUNCIL

EXECUTIVE – 1 NOVEMBER 2016

Title:

**DEVELOPMENT OF AFFORDABLE HOMES AT NURSERY HILL,
SHAMLEY GREEN**

[Portfolio Holder: Cllr Carole King]

[Wards Affected: Shamley Green and Cranleigh North]

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 the specific Paragraphs of the revised Part 1 of Schedule 12A of 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:

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.

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

This report relates to the Council's corporate priority by providing more affordable housing in the borough for local people in housing need.

Financial Implications:

An approved budget is available for the completion of the scheme from the Council's New Affordable Home Reserve.

Legal Implications:

Tendering of the build contract will be progressed in line with the Council's Contract Procedure Rules.

Background

1. In April 2015, planning permission was granted for the redevelopment of the garage site at Nursery Hill, Shamley Green to provide five affordable homes for affordable rent and 15 parking spaces to meet local housing need. The approved layouts of the site and elevation drawings are shown in Annexe 1.

2. Pre-development services have been provided by Nye Saunders Architects and several other consultancies that have undertaken surveys and delivered reports to support the planning application.
3. Pulse Associates have been appointed to undertake the role of Employers Agent (EA) on the project and have worked on build contractor tender documents preparation and assessment.
4. Significant pre-development preparation works have been undertaken ahead of a build contractor's appointment, including site clearance, asbestos removal, security and ground investigation.
5. Progress to appoint a build contractor has been slower than anticipated because the first request for expressions of interest in January 2016 resulted in no returns. As a result, the approach was reviewed and on the advice from Pulse Associates it was decided to use a two-stage tendering process.
6. The first stage tender pack was issued in April 2016 through the Council's procurement system and five returns have been received. All five tenders have been analysed and evaluated against the criteria defined in the tender documents.
7. Pulse Associates issued a tender report recommending that the three contractors: Contractor 1, Contractor 2 and Contractor 3 were interviewed. Interviews were held on 6 June 2016 with a view to selecting one build contractor to work with, to produce full cost calculations and full design preparation for the project.
8. Following the interview and after completion of the assessment process Pulse Associates have recommended Contractor 3 as a preferred build contractor for the project.

Budget

9. Pulse Associates have produced preliminary budget cost estimates for the scheme, including indicative build costs, utility connection costs and contingency, which are set out in (Exempt Annexe 2). The anticipated build programme is 10 months, split over the next two financial years.

Timetable

10. The indicative timetable for the development is shown in the table below:

Key activities	Indicative Date
First Stage Tenders received	May 2016
Interviews following first stage submissions	June 2016
Second Stage Tendering process	October- December 2016
Build contractor's appointment	December 2016
Start on site	January 2016

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.

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: Irina Seriogina

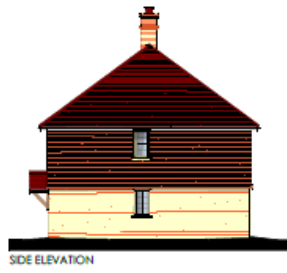
Telephone: 01483 523159

E-mail: irina.seriogina@waverley.gov.uk

Plan Layout for Nursery Hill



Proposed Elevations



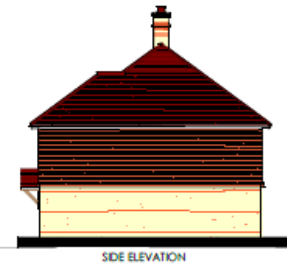
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 1st floor walls - tile hanging
 Ground floor walls - facing brickwork
 windows - UPVC
 doors - UPVC
 brickwork - coursed



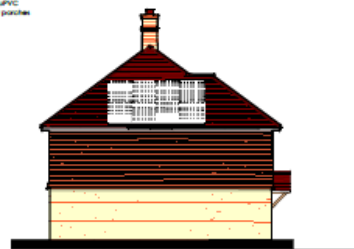
Plot 1 Plot 2

0 1 2 3 4 5 6 7 8 9 10 Metres
 Scale 1:100 @ A3 - 1:141 @ A4 Scale 1:100

<p>© Nye Saunders Ltd Chartered Architect</p> <p>Planning permission is hereby approved on the basis of the information provided and the drawings submitted. It is a condition of this approval that the development shall be carried out in accordance with the approved plans and drawings.</p>	<p>Project: Land of Hursey Hill, Sharnley Green - Social Housing</p> <p>13093-P110</p> <p>1:100 @ A3</p> <p>June 2014</p>	<p>Nye saunders</p> <p>13093-P110</p> <p>1:100 @ A3</p> <p>June 2014</p> <p>3 Church Street, Cuddesley, Lutterworth, Leics. LE17 7DQ</p> <p>01530 210000 - 01530 210001 - 01530 210002</p>
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Materials:
 Roof - plain tiles
 1st floor walls - tile hanging
 Ground floor walls - facing brickwork
 windows - UPVC
 doors - UPVC
 brickwork - coursed



Plot 5 Plot 4 Plot 3

0 1 2 3 4 5 6 7 8 9 10 Metres
 Scale 1:100 @ A3 - 1:141 @ A4 Scale 1:100

<p>© Nye Saunders Ltd Chartered Architect</p> <p>Planning permission is hereby approved on the basis of the information provided and the drawings submitted. It is a condition of this approval that the development shall be carried out in accordance with the approved plans and drawings.</p>	<p>Project: Land of Hursey Hill, Sharnley Green - Social Housing</p> <p>13093-P111</p> <p>1:100 @ A3</p> <p>June 2014</p>	<p>Nye saunders</p> <p>13093-P111</p> <p>1:100 @ A3</p> <p>June 2014</p> <p>3 Church Street, Cuddesley, Lutterworth, Leics. LE17 7DQ</p> <p>01530 210000 - 01530 210001 - 01530 210002</p>
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Proposed Floor Plans

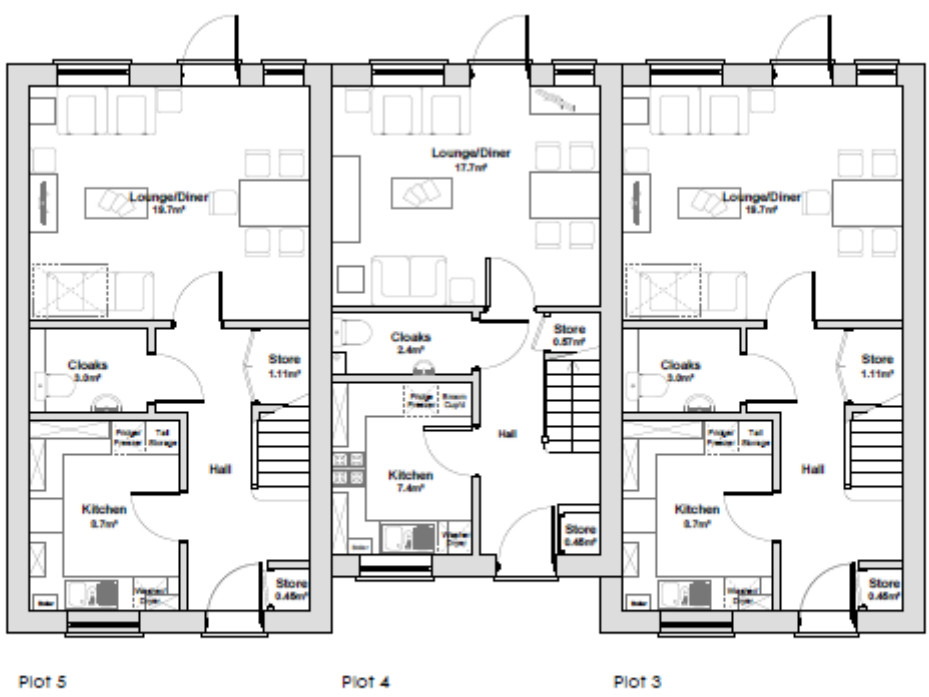


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Date	1.02.08 A3	Rev.	1
Drawn	1.02.08 A3	Scale	1:50
Checked	1.02.08 A3	Date	May 2013

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 01937 541111 Fax 01937 541112 www.nyesaunders.co.uk



Scale 1:50 0 1 2 3 4 5 Metres

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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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WAVERLEY BOROUGH COUNCIL

EXECUTIVE –1 NOVEMBER 2016

Title:

DEVELOPMENT OF AFFORDABLE HOMES AT SHERRYDON, CRANLEIGH

**[Portfolio Holder: Cllr Carole King]
[Wards Affected: Cranleigh East]**

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 the specific Paragraphs of the revised Part 1 of Schedule 12A of 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:

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.

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

This report relates to the Council's corporate priority by providing more affordable housing in the borough for local people in housing need.

Financial Implications:

An approved budget is available for the completion of the scheme from the Council's New Affordable Home Reserve.

Legal Implications:

Tendering of the build contract will be progressed in line with the Council's Contract Procedure Rules.

Background

1. In January 2016, planning permission was granted for the development of the parking area adjacent to 75 Sherrydon, Cranleigh to provide two affordable homes for rent to meet local housing need. The approved layouts of the site and elevation drawings are shown in Annexe 1.
2. Pre-development services have been provided by Churchill Hui Architects and several other consultancies that have undertaken surveys and delivered reports to support the planning application.

3. All necessary pre-development preparation works have been undertaken ahead of a build contractor's appointment, including underground utilities scan and topographical survey.
4. Allen Construction has been appointed to undertake the role of Employers Agent (EA) on the project and have worked on a build contractor tender documents preparation.
5. This is a scheme which the Council is committed to deliver following discussions with the Housing Delivery Board in June. Members agreed to proceed with the delivery of two affordable homes by Waverley on this site, particularly following the sale of 4 and 8 Elmbridge Cottages from the Cranleigh area.

Budget

6. Allen Construction have produced preliminary budget cost estimates for the scheme, including indicative build costs, utility connection costs and contingency, which are set out in (Exempt Annexe 2). The anticipated build programme is 7 months.
7. The current budget allocation is £13,380 for 2016/2017 and £467,500 for 2017/18.
8. As work can commence earlier than originally planned it is estimated that £60,000 spend will be incurred this financial year, therefore it is requested that £60,000 of the 2017/18 budget is brought forward into 2016/17.

Timetable

9. The indicative timetable for the development is shown in the table below:

Key activities	Indicative Date
Tender preparation	October 2016
Tendering process	October/November 2016
Interviews	December 2016
Build contractor's appointment	December 2016
Start on site	January 2017

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.

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:

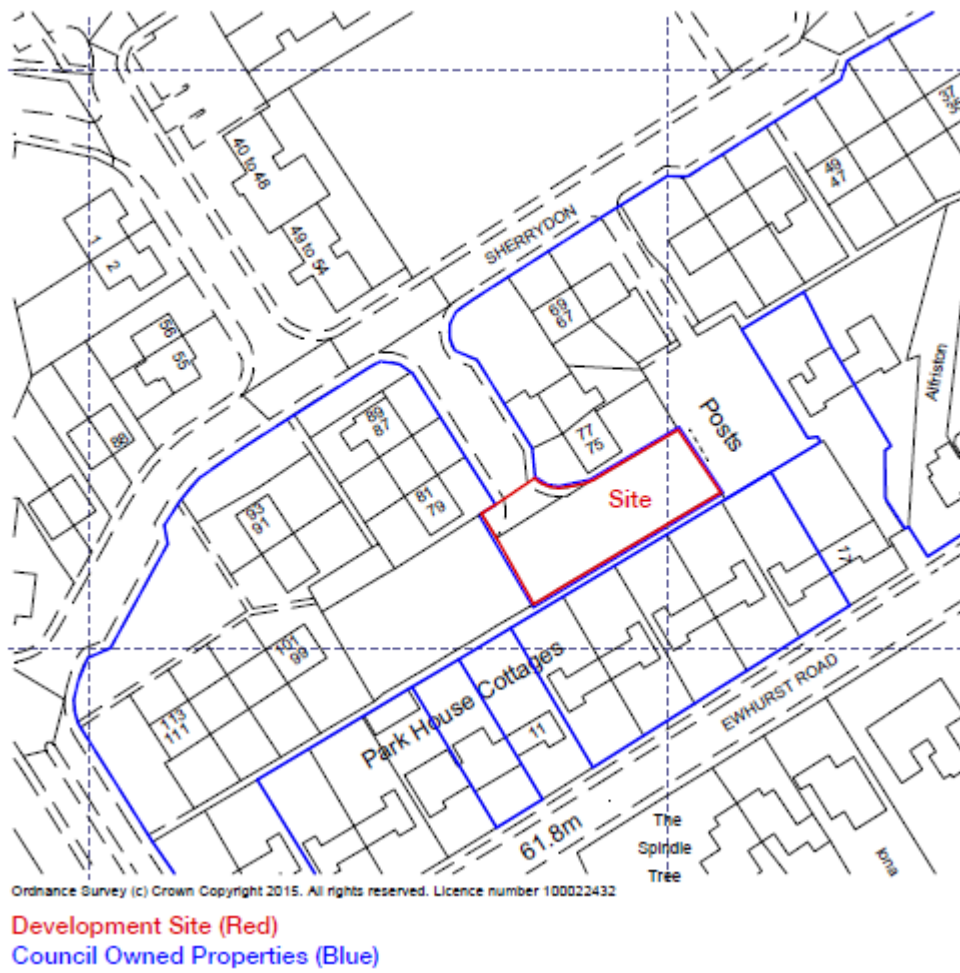
Name: Irina Seriogina

Telephone: 01483 523159

E-mail: irina.seriogina@waverley.gov.uk

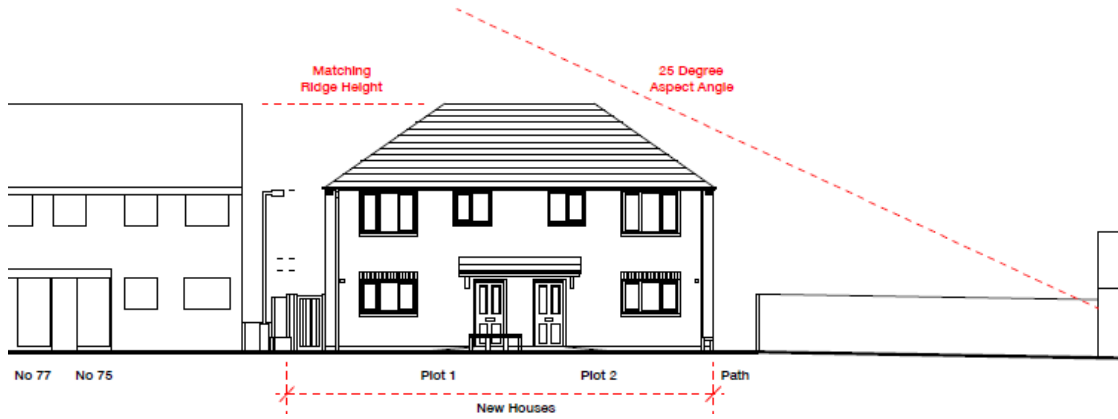
Location Plan for Sherrydon, Cranleigh

Location Plan 1:1000



Proposed Elevations

Contextual Elevation



Front Elevation and Side Elevation



Front Elevation

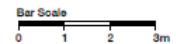
Side Elevation

Rear Elevation and Section A-A

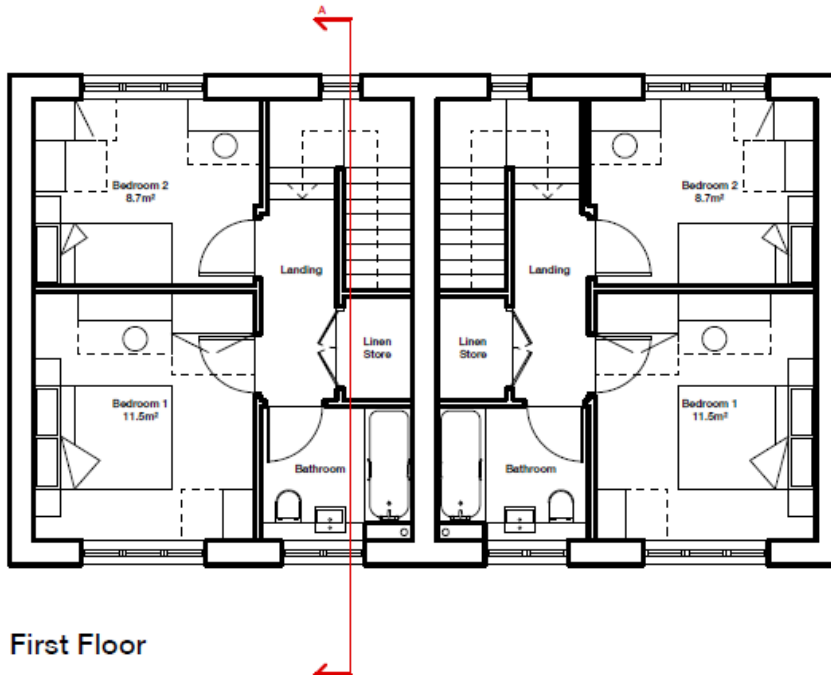


Rear Elevation

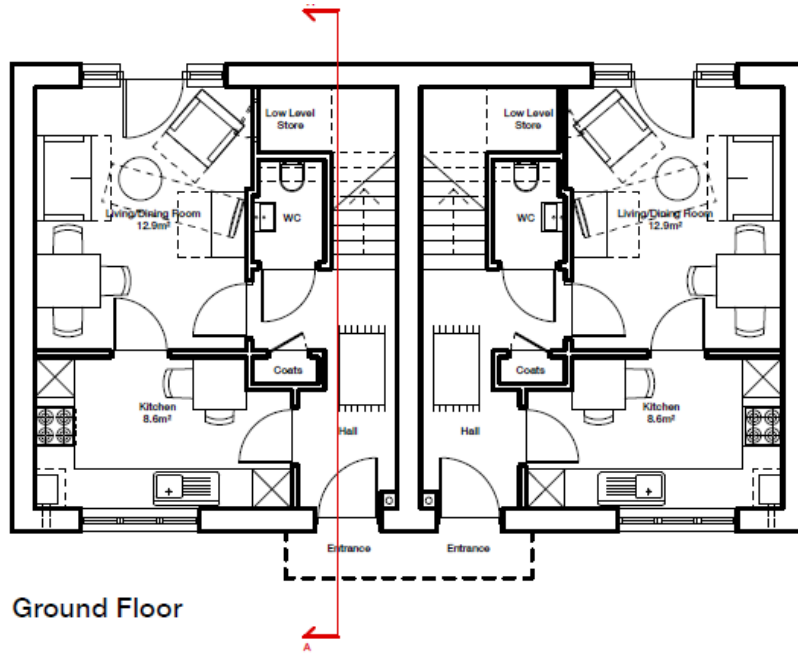
Section A - A



Proposed Floor Plans



First Floor



Ground Floor

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

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