

To: All Members of the EXECUTIVE

When calling please ask for:

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Date: 18 November 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, 29 NOVEMBER 2016

TIME: 5.00 PM

PLACE: COUNCIL CHAMBER, COUNCIL OFFICES, THE BURYS,
GODALMING

The Agenda for the Meeting is set out below.

Please Note Revised Time

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 1 November 2016 (to be laid on the table for half-an-hour before the meeting).

2. **APOLOGIES FOR ABSENCE**

To receive apologies for absence.

3. **DECLARATIONS OF INTERESTS**

To receive from members, declarations of interest in relation to any items included on the agenda for this meeting, in accordance with the Waverley Code of Local Government Conduct.

4. **QUESTIONS FROM MEMBERS OF THE PUBLIC**

To receive any questions received 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 22 November 2016.

5. **EXECUTIVE FORWARD PROGRAMME** (Pages 15 - 18)

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

6. **BUDGET MANAGEMENT REPORT** (Pages 19 - 28)

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

The report provides a 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.

Recommendation

It is recommended that the Executive notes the report and

- 1. recommends to Council that approval be given to the creation of a new permanent Environmental Services Assistant post to be funded from the increased number of customers for the garden waste collection service, as set out in paragraph 5 (iii);**
- 2. approves the additional supplementary estimate of £10,000 for external legal costs regarding Development Control appeals, as set out in paragraph 6 (i);**
- 3. recommends to Council to earmark up to £50,000 of the leisure centre profit share in 2016/17 to undertake an options appraisal for future leisure centre investment and the development of the management contract as set out in paragraph 7;**
- 4. recommends to Council to approve the rescheduling of £50,000 of the roofline budget into 2017/18 as set out in paragraph 19 (i);**
- 5. recommends to Council to approve the rescheduling of £65,000 of the sewerage plant budget into 2017/18 as set out in paragraph 20 (ii);**
- 6. recommends to Council to approve the virement of £90,000 from the Structural works budget, £70,000 to the former Police House scheme in Farnham and £20,000 to the lift refurbishment budget as set out in paragraph 20 (iii);**
- 7. recommends to Council to approve the rescheduling of £70,000 of the timber cladding replacement budget into 2017/18 as set out in paragraph 20 (iv);**
- 8. recommends to Council to approve the rescheduling of £135,000 from the Domestic Heating Upgrades budget into 2017/18 as set out in paragraph 21 (i);**
- 9. approves a virement of £10,560 from the Rewiring budget into the Electrical Upgrade budget as set out in paragraph 21 (ii);**
- 10. approves a virement of £20,000 from Structural works into the Lift refurbishment budget as set out in paragraph 21 (iii);**
- 11. recommends to Council to approve the rescheduling of £50,000 for Flat Block Communal Upgrades into 2017/18 as set out in paragraph 22 (i); and**

12. recommends to Council to approve the rescheduling of £800,000 for Ockford Ridge refurbishment – Phase 2 into 2017/18 as set out in paragraph 25.

7. SETTING OF COUNCIL TAX BASE AND BUSINESS RATES BASE FOR 2017/18 (Pages 29 - 36)

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

The purpose of the report is to seek approval for:

1. the 2017/18 council tax base which, under the provisions of the Local Government Finance Act 1992, the Council is required to determine prior to approval of the Council's budget for 2017/18; and
2. the business rate forecast process for 2017/18 which, under the provisions of the Local Government Finance Act 2012, forms a major element of Waverley's estimated core funding for its General Fund Budget.

Recommendation

It is recommended that

1. **the council tax base for Waverley be approved for the year 2017/18, as shown in Annexe 1; and**
2. **the business rate estimates for 2017/18 be approved, as set out in the table in paragraph 3. and that authority be delegated to the Director of Finance and Resources, in conjunction with the Finance Portfolio Holder, to make any final changes necessary before the NNDR1 return is submitted to the Government on 31 January 2017.**

8. HOUSING REVENUE ACCOUNT (HRA) BUSINESS PLAN REVIEW (Pages 37 - 44)

[Portfolio Holder: Councillor Carole King]
[Wards Affected: All Waverley Wards]

The purpose of the report is to set out the principles for the Housing Revenue Account Business Plan following the work undertaken by the Member and Officer Group to review the plan in response to the statutory and funding changes and challenges.

Recommendation

It is recommended that the Executive recommends to Council:

1. **to agree the measures set out in the report to balance the HRA Business Plan over the next 3 financial years;**
2. **to agree draft headline budget figures noting that final figures will**

be presented to Council in February for approval

- 3. to delegate authority to the Director of Operations and Director of Finance and Resources , in consultation with the Portfolio Holder for Housing and Portfolio Holder for Finance, to vary or terminate the kitchen and bathroom contract.**

9. WAVERLEY BOROUGH LOCAL PLAN PART 1: SUBMISSION (Pages 45 - 50)

[Portfolio Holder: Councillor Brian Adams]

The report provides an update on the progress with Local Plan Part 1: Strategic Policies and Sites, following the recent pre-submission consultation. The views of the Joint Overview and Scrutiny Committee have been sought and any observations for the Executive will be circulated separately after 21 November 2016.

Recommendation

It is recommended that the Executive recommends to Council that:

- 1. the Waverley Borough Local Plan Part 1 be submitted for Examination together with the schedule of proposed modifications; and**
- 2. the Head of Planning Services, in consultation with the Planning Portfolio Holder, be authorised to make any necessary changes to the schedule of modifications arising from the updating of the supporting evidence base prior to the submission.**

10. THE SCOPE OF LOCAL PLAN PART 2: NON-STRATEGIC SITES AND POLICIES (Pages 51 - 56)

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

Local Plan Part 1 is the first part of the review of the 2002 Waverley Borough Local Plan. Local Plan Part 2, which will contain day to day development management policies, together with non-strategic allocations of land, will be the second part of the process in replacing the 2002 Local Plan. The Joint Overview and Scrutiny Committee was asked to consider the scope of the Local Plan Part 2 at its meeting on 21 November 2016 and pass any comments to the Executive, the details of which will be circulated separately.

Recommendation

It is recommended that the Executive agrees the scope of Local Plan Part 2 as set out in Annexe 1 to this report.

11. WAVERLEY'S FAMILY SUPPORT SERVICE AND PARTICIPATION IN THE GOVERNMENT'S VULNERABLE PERSONS RELOCATION SCHEME (Pages 57 - 62)

The report updates Members on the Government's Syrian Refugee Resettlement Programme and recommends that the Council participates in the Vulnerable Persons Relocation Scheme for five years with a commitment to assist up to 5 households over this period.

Recommendation

The Executive are asked to recommend to the Council that it agrees that:

- 1. the Family Support Team be increased by 1 FTE to enable the service to respond to the needs of current Waverley families, paid for from the Government's Troubled Families Grant;**
- 2. Waverley participates in the Government's Vulnerable Persons Relocation Scheme by offering to assist up to five Syrian Refugee Households over the next five years; and**
- 3. an additional post of Family Co-ordinator (Post TF05) in the Family Support Team be established to facilitate Waverley's participation in the Government's Vulnerable Persons Relocation Scheme and paid for from the Government's funding for the Syrian Refugee Resettlement Programme.**

12. HOUSING SERVICE WATER CHARGES (Pages 63 - 70)

[Portfolio Holder: Councillor Carole King]
[Wards Affected: All Waverley Wards]

The purpose of the report is to set out the strategy and timescale for addressing the current contract issues relating to the collection of water charges for Waverley tenants living in properties without water meters serviced by Thames Water. This includes likely costs, future contract arrangements with Thames Water, tenant consultation and arrangements for providing timely refunds.

Recommendation

It is recommended that the Executive:

- 1. approves the strategy in principle, as set out in the report;**
- 2. delegates authority to the Director of Operations, in consultation with the Portfolio Holder for Housing, to negotiate a variation in the Thames Water contract to reduce future contract liability; and**
- 3. receives a further report in March 2017 setting out the feedback from the consultation with tenants, a revised strategy reflecting this feedback, any further external legal advice received and recommending the action to be taken.**

13. AMENDMENTS TO WBC'S OFF-STREET PARKING ORDER (Pages 71 - 74)

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

The purpose of the report is to request approval to commence the consultation process to amend Waverley's Off-Street Parking Order.

Recommendation

It is recommended that officers be authorised to commence the process for amending the WBC Off-Street Parking Places Order.

14. SCHOOL PARKING PERMITS (Pages 75 - 78)

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

The purpose of the report is to seek approval for revised proposals for the administration of School Parking Permits.

Recommendation

It is recommended that the proposed policy for school parking permits at Annexe 1, and the proposed numbers of permits set out in the table, be approved.

15. UPDATING THE SCHEME OF DELEGATION FOR NEIGHBOURHOOD PLANNING (Pages 79 - 82)

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

The report seeks approval for proposed changes to the Scheme of Delegation for Neighbourhood Planning, designed to add clarity and achieve the optimum level of efficiency and political involvement at each stage.

Recommendation

It is recommended that the Executive agrees the proposed changes set out in paragraph 5 and recommends to the Council that the Scheme of Delegation be amended accordingly.

16. DISPOSAL OF LAND AT BOURNE RECREATION GROUND AND PROPOSED COMMUNITY ASSET TRANSFER (Pages 83 - 94)

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

On 18 October 2016, the Council formally resolved to appropriate the relevant village green land at Bourne Recreation Ground.

The purpose of the report is to consider any objections to the proposed disposal of open space and village green land at Bourne Recreation Ground, Farnham, and to determine whether to approve the disposal of land by long lease in order to enable the existing pavilion to be redeveloped. The proposed pavilion will significantly improve the leisure facilities for local residents. Any disposal of land must be in accordance with Waverley's Community Asset

Transfer Policy.

Recommendation

It is recommended that the Executive:

1. delegates authority to officers to seek approval from the Secretary of State in relation to the disposal of village green land at Bourne Recreation Ground;
2. pursuant to section 233 Town and Country Planning Act 1990, resolves to dispose the land at Bourne Recreation Ground for planning purposes as outlined in red (and measuring under 209 square metres) on Plan A to enable the development of the new pavilion;
3. pursuant to section 123 of the Local Government Act 1972, resolves to dispose of the ancillary land at Bourne Recreation Ground as outlined in red on Plan B (and measuring approximately 1,140 square metres) for improvement of footpaths and the surrounding areas of the pavilion;
4. delegates authority to the Director of Finance, in consultation with the Finance Portfolio Holder, to carry out a detailed business case and risk assessment to ensure that the proposed disposal of land at Bourne Recreation Ground to the Bourne Asset Community Group Community Interest Group, is in accordance with Waverley's Community Asset Transfer Policy;
5. subject to obtaining Secretary of State approval, delegates authority to officers to complete the lease and necessary legal agreement(s) with the Community Group, in accordance with Waverley's Community Asset Transfer Policy, such terms and conditions to be agreed by the Director of Finance and Head of Customer and Corporate Services, in consultation with the relevant Portfolio Holder(s).

17. MAKING BEST USE OF THE BETTER CARE FUND (Pages 95 - 108)

[Portfolio Holder: Councillor Carole King]

[Wards Affected: All Waverley Wards]

The purpose of the report is to inform the Executive of developments in the allocation of the Better Care Fund for home adaptations and suggests proposals for making best use of the funding.

Recommendation

It is recommended to the Council that:-

1. **the Better Care Fund be used to pay for works under the Safe and Warm Grant scheme;**
2. **the current delegation 36 be amended to now read as follows "Private Sector Housing Manager to exercise authority to approve**

payments of up to £5,000 for urgent or minor adaptations and fees associated with disabled adaptations using the Better Care Fund or equivalent funding” and the Scheme of Delegation be amended accordingly;

- 3. the current delegation 35 be amended so that the last sentence now reads as follows “any recommendation for a grant exceeding £30,000 to be referred to the Director of Operations for a decision” and the Scheme of Delegation be amended accordingly; and**

18. REVIEW OF PARTICULAR POLLING PLACES (Pages 109 - 114)

[Portfolio Holder: Councillor Julia Potts]

[Wards Affected: Bramley Busbridge and Hascombe; Cranleigh East; Farnham Hale and Heath End; Godalming Central and Ockford; Hindhead; Witley and Hambledon]

In the lead up to the conduct of the Police and Crime Commissioner Elections on 5 May 2016 and the Referendum on the United Kingdom’s membership of the European Union on 23 June 2016, representations were submitted to the Returning Officer regarding certain polling places within the Borough. As a result a review has been undertaken of certain polling places with a view to either confirming their continued suitability or establishing if any suitable alternative options can be put in place where concerns have been raised.

Recommendation

It is recommended that:

- 1. agreement be given to the use of Busbridge Church, Brighton Road, Godalming as a polling place instead of Busbridge Junior School;**
- 2. agreement be given to the use of St. Albans Church Community Hall, Tilford Road, Hindhead as a polling place instead of Beacon Hill Primary School, Beacon Hill Road, Hindhead;**
- 3. the Common Room, Gorselands, Alma Lane, Farnham remains the designated polling place for the Hale and Heath End ward;**
- 4. agreement be given to the use of Cranleigh Leisure Centre, Village Way, Cranleigh as a polling place instead of Cranleigh Arts Centre, High Street, Cranleigh;**
- 5. agreement be given to the use of the Wilfred Noyce Youth and Community Centre, Crown Court, High Street, Godalming as a polling place instead of the Court Room, Borough Hall, Godalming; and**
- 6. Chichester Hall remains the designated polling place for the Witley and Hambledon ward.**

19. DESIGNATION OF TAXI RANK - BRIDGE STREET, GODALMING (Pages

115 - 118)

The purpose of the report is to seek approval for the designation of a new taxi rank (stand) for two vehicles in Bridge Street, Godalming.

Recommendation

That approval be given to the designation of a new 2-vehicle taxi stand in Bridge Street, Godalming and officers be authorised to undertake the formal process for designating the stand accordingly.

20. JOINT ENFORCEMENT INITIATIVE (Pages 119 - 124)
[Portfolio Holder: Councillor Kevin Deanus, Councillor James Edwards]
[Wards Affected: All Waverley Wards]

The purpose of the report is to update members on the development of proposals for a Joint Enforcement Initiative with Surrey Police and the Police and Crime Commissioner.

Recommendation

It is recommended that approval be given for the authority to enter into a joint enforcement initiative with partner agencies.

21. OCKFORD RIDGE REFURBISHMENT PROGRAMME PHASES 1-3 (Pages 125 - 132)
[Wards Affected: Godalming Central and Ockford]

This is a Council approved scheme with an approved budget in 2016/2017 and 2017/2018 to deliver the next phases of refurbishment at Ockford Ridge.

The purpose of the report is to seek approval for the appointment of building contractors for the next phase of refurbishment works (Phases 1, 2 and 3) at Ockford Ridge, Godalming.

The report also seeks approval for the appointment of a building surveyor to carry out the requisite survey, preparation of the relevant documentation for tendering the build works and supervision and monitoring of the works once in progress. It also seeks authority to enter into all ancillary agreements relating to the scheme.

Recommendation

It is recommended that the Executive:

1. **approves the appointment of the preferred refurbishment contractor for Phases 1, 2 and 3 Ockford Ridge, Godalming following the successful completion of the tender process, in accordance with the Council's Contract Procurement Rules, subject to the contract sum being within the approved budget;**
2. **approves the appointment of the preferred building surveyor for**

refurbishment phases 1, 2 and 3, Ockford Ridge, Godalming, following the successful completion of the tender process, in accordance with the Council's Contract Procurement Rules, subject to the contract sum being within the approved budget;

3. **authorises the Head of Strategic Housing and Delivery to formally award the contract to, and enter into a contract with the successful tenderer for the refurbishment works, in consultation with the Director of Finance and Resources and the Portfolio Holders for Housing and Finance; and**
4. **gives authority to enter into all ancillary agreements relating to the scheme, in accordance with the Council's Contract Procurement Rules.**

22. DEVELOPMENT OF AFFORDABLE HOMES AT SITE D, OCKFORD RIDGE, GODALMING (Pages 133 - 138)

[Portfolio Holder: Councillor Carole King]

[Wards Affected: Godalming Central and Ockford]

This is a Council approved scheme with planning permission for the development granted in August 2014 and an approved budget in 2016/2017 and 2017/2018 to deliver the scheme. The purpose of the report is to seek approval to appoint a build contractor for the development of 16 properties on Site D of Ockford Ridge and to enter into all ancillary agreements relating to the scheme.

Recommendation

It is recommended that the Executive:

1. **approves 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;**
2. **authorises the Head of Strategic Housing and Delivery to formally award the contract to, and enter into a contract with, the successful tenderer in consultation with the Director of Finance and Resources and the Portfolio Holders for Housing and Finance; and**
3. **authorises to enter into all ancillary agreements relating to the scheme, in accordance with the Council's Contract Procedure Rules.**

23. PERFORMANCE MANAGEMENT REPORT - QUARTER 2 (JULY - SEPTEMBER 2016) (Pages 139 - 162)

[Portfolio Holder: Councillor Julia Potts]

[Wards Affected: All Waverley Wards]

The Council's Performance Management Framework (PMF) contains a number of indicators that assist Members and officers in identifying current improvement priorities and progress against targets. The indicators are reviewed quarterly by the Executive and are aligned to the Council's Corporate Plan priorities.

The report gives an analysis of the Council's performance in the second quarter of 2016/17. Annexe 1 contains the list of indicators used for reporting performance and includes targets, graphs and comments.

Recommendation

It is recommended that the Executive:

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

24. OUTSTANDING DEBTS WRITE-OFF FOR DECISION (Pages 163 - 166)

[Portfolio Holder: Councillor Ged Hall]

[Wards Affected: All Waverley Wards]

The purpose of the report is to obtain approval for irrecoverable bad debts of more than a £7,500 individual value to be written off in accordance with the Council's Financial Regulations.

Recommendation

It is recommended that, under Financial Regulation D203, the Executive approve the debts put forward for write-off as listed in the (Exempt) Annexe to this report.

25. PROPERTY MATTER - HOLLOWAY HILL SPORTS PAVILION, GODALMING
(Pages 167 - 174)

[Portfolio Holder: Councillor Kevin Deanus, Councillor Tom Martin]

Holloway Hill Sports Association has approached the Council for consent to hire out the Pavilion to a community cafe called Rosie & Bean where the lease does not currently permit such an arrangement.

Recommendation

It is recommended to the Executive that the HHSA be authorised to trial this venture for an initial period of 6 months and to retain the net proceeds from the hire arrangement to help support their financial position.

26. 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:-

i. The Marlborough Head, Farnham

To authorise works to the sum of £14,000 to secure the site following ownership passing to Waverley Borough Council on 1 December 2016. These works will include boarding up glass windows, the securing of all entrances and the protection of the outside area to restrict access to all areas of the site. The cost of these works will be funded from the Emergency Capital Fund.

ii. The Redgrave Theatre, Farnham

Following an Environmental Visual Audit (EVA) of the site by Surrey Police with a view to reducing the antisocial behaviour in the area and ensuring the building is secure, to authorise works to the sum of £5,000 to be funded from the Emergency Capital Fund.

27. 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.

28. PROPERTY MATTER - EWHURST (Pages 175 - 180)

To consider the (Exempt) report on this matter, attached.

29. 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**