

WAVERLEY BOROUGH COUNCIL

MINUTES OF THE EXECUTIVE - 29 NOVEMBER 2016

SUBMITTED TO THE COUNCIL MEETING – 13 DECEMBER 2016

(To be read in conjunction with the Agenda for the Meeting)

Present

Cllr Julia Potts (Chairman)	Cllr Jim Edwards
Cllr Tom Martin (Vice Chairman)	Cllr Jenny Else
Cllr Andrew Bolton	Cllr Ged Hall
Cllr Kevin Deanus	Cllr Carole King

Apologies

Cllr Brian Adams

Also Present

Councillor John Gray, Councillor Peter Isherwood and Councillor John Williamson

87. MINUTES (Agenda item 1)

The Minutes of the Meeting held on 1 November 2016 were confirmed and signed as a correct record.

88. APOLOGIES FOR ABSENCE (Agenda item 2)

Apologies for absence were received from Cllr Brian Adams. The Executive wished him well and a speedy recovery.

89. DECLARATIONS OF INTERESTS (Agenda item 3)

Cllr Tom Martin declared a non-pecuniary interest in Agenda Item 25 as a Director of the Holloway Hill Sports Association and because his interest could be considered as so significant as to undermine his objectivity, he withdrew from the Chamber during consideration of the item.

90. QUESTIONS FROM MEMBERS OF THE PUBLIC (Agenda item 4)

The Executive received the following questions in accordance with Procedure Rule 10 and the answers given by the Leader of the Council are set out below each question:

1. from Mr Alasdair Denton-Miller and Betty Ames

Given that there is a Complaint regarding the Council's due process in approving the Dunsfold Park Commercial Application (WA/2015/0695).

And that this complaint has been through the full process of Waverley's Complaints Procedure culminating with review by Paul Wenham who recommended passing it to the Local Government Ombudsman if Waverley's

response to the complaint was considered to not have been correctly dealt with.

And that this complaint is now with the Local Government Ombudsman (LGO Ref: 16 010 388) who have assigned an Investigation Team as they have concluded that further consideration is required.

Given that this ongoing complaint considers Waverley's failure to follow due process for matters related to Dunsfold Park, including traffic and other matters.

And that Surrey County Council Highways object to further development at Dunsfold Park on grounds of sustainability

Can the Executive explain how considering WA/2015/2395 before the outcome of the Ombudsman's finding and the Examination in Public of the Local Plan is anything but premature?

Proposed Answer:

As acknowledged in the question submitted by Mr Denton-Miller and Mrs Betty Ames, earlier this year the Council considered a complaint about the due process followed in approving application WA/2015/0695 for the erection of six buildings on Dunsfold Park.

In July this year, the complaint was reviewed by the Executive Director, Paul Wenham, under Level 3 of the Council's complaints procedure. When Members weighed this objection against policies in the Local Plan and the National Planning Policy Framework, they agreed that the benefits of the scheme outweighed the harm identified by the Highway Authority. Mr Wenham concluded that the application had been dealt with in accordance with the Council's normal procedures for determining planning applications, and that there had been no errors in this process.

The planning permission granted in respect of WA/2015/0695 was not the subject of a judicial review and remains a sound, valid and extant planning permission.

In accordance with the Planning Act, the determination of planning applications by the Joint Planning Committee, including any decision to delay making a decision, must be taken in the light of the Development Plan and any other material considerations. The current process complaint regarding WA/2015/0695 is not considered to be a material consideration.

Furthermore, the Council considers that application WA/2015/2395 is a completely separate application to WA/2015/0695 and the fact that there is currently a process complaint relating to the earlier application, has no bearing on the determination of application WA/2015/2395. This view is supported by National Planning Policy Guidance.

Finally, the Executive has no power to make decisions regarding planning applications; this is the role of the Joint Planning Committee.

The Council is aware that the complainants have now raised their concerns about the determination of application WA/2015/0965 with the Local Government Ombudsman. However it is understood that the Ombudsman's office has yet to decide whether the complaint requires further investigation. The Council stands ready to respond if and when the Ombudsman decides to make further enquiries regarding the matters raised by the complainants.

2. from Chris Britton of the POW Campaign

Given comments and statements made by Members and Officers at the Overview and Scrutiny Committee on 21st November 2016 in relation to the Local Plan Part 1;

- The housing target which is driving many aspects of the Local Plan has been based upon an OAN figure that has been challenged by a very large number of Parish Councils and individuals and backed by a professional report, yet this challenge has been dismissed by Officers who conflate the OAN with separate requests to increase/decrease the housing target.
- The Head of Planning explained that there is a strong link between the Local Plan and the pending Application for Dunsfold Aerodrome (WA/2015/2395), which reinforces the point made by many residents that it would be premature to consider this application before completing the Examination in public of the Local Plan.
- Heritage aspects of Dunsfold Aerodrome, raised by Historic England and which is the subject of a Conservation Area request for the site, are now acknowledged by Officers.
- Concerns about the level and extent of infrastructure needed to support the Plan have been expressed by a huge number of consultees, as well as Members at the O & S Committee Meeting on 21st November, yet these again have been summarily dismissed by Officers.

I therefore ask; is the Executive content that the Officers' Summary of the Key Issues following consultation on the Local Plan is a proper, detailed, adequate and impartial reflection of local opinion and that due process would be being followed if key planning applications such as Dunsfold Aerodrome are determined in advance of the Local Plan being examined and adopted?

Answer:

The Executive is satisfied that the officers have given full consideration to the issues raised in the consultation and their comments in response will help members in making the decision on whether to submit the plan for examination. Members had the opportunity at the Joint Overview and Scrutiny Committee on 21st November to debate these matters and comments arising from that meeting will be considered by both the Executive and Council at their respective meetings on 29th November.

With regard to the specific point concerning the Dunsfold Aerodrome planning application, the Executive is satisfied that due process would be followed if the Dunsfold planning application is determined in advance of the Local Plan being examined and adopted.

3. From Mr Charles Orange of Hascombe Parish Council

The officer report on comments and responses to the draft Local Plan was considered at the meeting of the Overview and Scrutiny Committee on November 21st. The report includes the implied surprising and unpublished response by GL Hearn that, despite having considered the report on the OAN by NMSS for the 11 Joint Parish Councils, Hearn considers that the SHMA remains a sound basis for planning.

The NMSS report stated that if the 2012 based projection used in the Hearn SHMA report, is updated to be based on 2014 statistics, then the number of new homes required would reduce from 519 pa to around 400 pa and if updated for the latest mid 2015 statistics, to around 372 pa. It seems very likely that during the EIP the Inspector will question the basis of the OAN and why the NMSS report has not been acted upon.

The Executive are asked whether Waverley Borough Council have considered amending the SHMA and the required strategic sites to allow for the reduction from 519pa to c.400 pa in the likely number of new homes needed in the Plan period and, if this has been considered, why this course of action has been rejected.

Answer

A number of the representations on the Local Plan challenged aspects of the Strategic Housing Market Assessment, including the NMSS report. As a result, the Council's consultants, GL Hearn undertook a review of these representations. The Council is very concerned to ensure that its evidence on matters such as this is robust given that it is likely to be one of the issues that the Inspector will examine quite closely in the forthcoming Examination.

As a result of this review, the Executive is satisfied that the GL Hearn work is robust and a sound basis for planning. In particular it took account of the most up-to-date information available at the time using the 2012-based projections that were published in February 2015.

The Neil McDonald review that was submitted to the Council in September 2016 had the opportunity to use the 2014-based projections that were published in July 2016. Although these 2014-based projections are the latest population projections available now, they were not available for the SHMA to use them and when the Council agreed to publish the Local Plan for consultation in August this year.

National Planning Practice Guidance clearly states that official projections are statistically robust and are based on nationally consistent assumptions. GL Hearn state that the rationale in the Neil McDonald review for moving away from the official projections at the time of the SHMA is not clearly justified.

If the Council were to review the SHMA in the light of the latest projections it would result in a delay in submitting the Local Plan for its examination as a result of updating the assessment and then consequently testing any new figure of objectively assessed need.

PART I - RECOMMENDATIONS TO THE COUNCIL

Background Papers

Unless specified under an individual item, there are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to the reports in Part I of these minutes.

91. BUDGET MANAGEMENT REPORT (Agenda item 6)

- 91.1 The Executive considered the budget management report reviewing the 2016/17 budget for the General Fund and Housing Revenue Account and RESOLVED that approval be given to additional supplementary estimate of £10,000 for external legal costs regarding Development Control appeals.
- 91.2 The Executive went on to consider a number of items within the report that require Council approval, the details of which are set out below.
- 91.3 Garden waste subscriptions continue to increase and for team stability and resilience it will be beneficial if the long-standing temporary post of Environmental Services Assistant becomes a permanent post. The existing budget for the temporary post will not cover the period beyond November 2016. The garden waste subscriptions will result in a surplus on the scheme but will also generate additional workload. The continuance of the additional post will be funded by the income generated from the additional garden waste subscriptions; therefore, the recommendation is to fund a permanent post from garden waste subscriptions.
- 91.4 The profit share that Waverley receives from the operation of its leisure centres is projected to be in excess of budget in 2016/17 due to strong performance of the centres and high demand for the new facilities provided as part of the Council's leisure investment programme. Phase two of the investment programme is currently being planned which will bring further improvements for users and an improved return to the Council in addition to managing the significant lifecycle cost risk in some of the older facilities in the coming years. These plans will be considered by the Council in 2017. To help inform these plans and identify the full range of options, it is proposed to set aside up to £50,000 of the above-budget profit share in 16/17 to undertake the necessary specialist leisure, property and legal work to inform the options appraisal for future leisure centre investment and development of the management contract.
- 91.5 With regard to the Housing Revenue Account Core Capital, as part of the Roofing and Associated Works, it is requested that £50,000 of the roofline budget be rescheduled into 2017/18 budget to enable this work to be completed
- 91.6 With regard to Structural and Damp Work, a saving of £50,000 will be achieved on the External Wall finish this year.
- 91.7 For the Sewerage Plant, investigation and resolution of legal issues have delayed this project and it is requested that the £65,000 budget is

rescheduled to 2017/18. In terms of structural works, additional savings of £90,000 have been achieved through the disposal rather than refurbishment of properties requiring major structural works.

- a. £35,000 is requested to be vired to fund the water main works at the former Police Houses in Farnham;
- b. £35,000 is requested to be vired to fund heating for the former Police Houses in Farnham; and
- c. £20,000 vired to fund lift refurbishment.

91.8 A pilot timber clad replacement programme only will be undertaken this year to be followed by completion of the project in 2017/18. It is requested therefore that £70,000 is rescheduled to 2017/18. Due to access issues being experienced to upgrade heating to some properties it is requested that £135,000 is rescheduled to 2017/18 to enable completion of the planned domestic heating upgrades.

91.9 It is requested that £10,560 of the electrical rewiring budget be vired into the Electrical upgrade budget to enable this work to be completed. The preferred tender received for the lift refurbishment work, although considered competitive, is £20,000 over original budget. In order to complete this project a sum of £20,000 is requested to be vired from Structural Works.

91.10 Surveys undertaken for the Flat Block Communal Area Upgrade to date have identified works estimated at £50,000. It is therefore requested that £50,000 is rescheduled to 2017/18 to enable further works to continue next year. A saving of £35,500 against the budget for upgrading community rooms is anticipated this year.

91.11 The pilot phase of Ockford Ridge refurbishments is underway, and Phase 1 will be carried out before the end of the financial year. However, Phase 2 will not start until 2017/18. Therefore it is requested that £800,000 of the Ockford Ridge refurbishment budget is rescheduled into 2017/18 so that the works can start early in the new financial year. The Executive now

RECOMMENDS that

70. 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;

71. up to £50,000 of the leisure centre profit share in 2016/17 be earmarked to undertake an options appraisal for future leisure centre investment and the development of the management contract;

72. the rescheduling of £50,000 of the roofline budget into 2017/18 be approved;

73. the rescheduling of £65,000 of the sewerage plant budget into 2017/18 be approved;

74. the virement of £90,000 from the Structural works budget be approved, £70,000 to the former Police House scheme in Farnham and £20,000 to the lift refurbishment budget;
75. the rescheduling of £70,000 of the timber cladding replacement budget into 2017/18 be approved;
76. the rescheduling of £135,000 from the Domestic Heating Upgrades budget into 2017/18 be approved;
77. a virement of £10,560 from the Rewiring budget into the Electrical Upgrade budget be approved;
78. a virement of £20,000 from Structural works into the Lift refurbishment budget be approved;
79. the rescheduling of £50,000 for Flat Block Communal Upgrades into 2017/18 be approved; and
80. the rescheduling of £800,000 for Ockford Ridge refurbishment – Phase 2 into 2017/18 be approved.

[Reason: to review the 2016/17 budget for the General Fund and Housing Revenue Account against the forecast to 31 March 2017]

92. HOUSING REVENUE ACCOUNT (HRA) BUSINESS PLAN REVIEW (Agenda item 8)
 - 92.1 The HRA Business Plan is a thirty year model for delivering the housing landlord service. Tenants' rents finance the majority of the plan with some contributions from sales, grants and commissions.
 - 92.2 The HRA Business Plan was developed in 2012 when the Council became self financing at the end the national housing subsidy regime. The Council agreed that any surplus following the management and maintenance (running costs of the service) would be divided between affordable homes, stock improvements and debt repayment.
 - 92.3 The plan was created on the assumption of RPI + 0.5% rent increase per year. For the first time in many years the Council was able to identify funds for new council homes and major home improvement projects.
 - 92.4 In the July 2015 Chancellor's budget the Government announced that all social housing providers must reduce their rents by 1% each year for a four year period commencing 1 April 2016. The change was intended to reduce the national benefit bill and the Government challenged all social housing providers to become more efficient and inventive. The rent reduction results in a £12.4m loss to the projected income for the business plan over the four year period with a cumulative impact of £167m loss over the remainder of the 30 year Business Plan period.
 - 92.5 In addition to the loss of projected income a range of other initiatives and factors will influence the Business Plan. The Council in February 2016

agreed a balanced budget for 2016/17 but identified the need to find £13m savings over the following three years plus significant scaling back of capital spending to meet the reduced funding from the Business Plan.

- 92.6 The Housing and Planning Act 2016 introduced the High Value Vacant Asset Levy and Pay to Stay initiative. Under the levy local authorities with council homes will be required to sell a proportion of high value homes as they become vacant and return receipts to the Treasury. Approximately 250 homes become vacant a year and potentially 20% of Waverley's homes could be classed as high value.
- 92.7 The service is further challenged financially by reductions in grants and commissions. The future of Housing Related Support funding from Surrey County Council is unknown and Waverley is expected to lose commission from Thames Water and be liable for tenant refunds. The service is due to reconsider the repair and maintenance contracts in 2019. A financial provision will be required for these negotiations and potential tendering.
- 92.8 The 2012 business plan projections on the number of new homes delivered and therefore rent projections was optimistic (in hindsight) and needs to be recalculated to reflect the true delivery. A Member and Officer group was created to consider these challenges to the business plan and develop a revised plan.
- 92.9 The Group agreed four key principles to work to when reviewing the HRA business plan:
- to maximise net income
 - to provide good quality homes and maintain the value of the Council's asset
 - to contribute to increasing the supply of affordable housing for Waverley residents, and
 - to drive down operating costs and identify efficiencies
- 92.10 These principles were used in exploring options for the main areas of spend:
- Capital works
 - New homes delivery
 - Stock improvements
 - Staffing
 - Debt repayment
- 92.11 The 2012 business plan assumed a significant Capital works budget (average £7m per annum) to improve the condition and facilities within council homes to achieve the Council enhanced Decent Homes standard by 2015 and maintain it in the future.
- 92.12 Proposed reductions to the funding of the capital budget (to £4m per annum for external costs) for the next three years will enable Waverley to protect the "envelope" of homes thus keeping them safe and watertight but internal improvement programmes such as kitchens and bathrooms may be suspended to help balance the budget. This will have an impact on tenant satisfaction and result in a gradual decrease in the number of homes meeting the Government's Decent Homes Standard. In addition the kitchen

and bathroom contract would need to be varied or terminated. An initial assessment of the impact of ending the contract has commenced.

- 92.13 The group also acknowledged the increase in demand for responsive repairs over recent years. The responsive repairs budget is expected to increase due to the lack of capital preventative works and valid ongoing increased tenant expectations. A proposed additional £1m per annum has been added.
- 92.14 The 2012 business plan allocated half the surpluses for the first five years and a third of the surpluses for the next four to a new affordable homes fund. This has proven to be a success with many new council homes delivered.
- 92.15 The group considered the current commitment to new affordable homes. Reviewing the programme of those on site and those with planning permission and agreed to complete the current programme of homes on site. Over the last four years here has been a significant budget accrued as projects take time to realise. These balances and illustrative budget will fund the current agreed delivery programme and potentially one additional Ockford Ridge site.
- 92.16 Proposals to reduce the allocation (to £3m per annum) to help balance the HRA budget have sparked other suggested models to provide affordable homes. Partnership working with Housing Associations and private developers is being explored to maximise the number of affordable homes from any money allocated.
- 92.17 The 2012 business plan allocated half the surpluses for the first five years and a third of the surpluses for the next four to a stock improvement fund. This money has been allocated for the remodelling of Rolston House and regeneration of Ockford Ridge. The stock improvement fund was joined with the new homes fund in 2016/17 to maximise new homes.
- 92.18 Future remodelling or regeneration schemes will be placed on hold with essential works been met by the capital work programme eg pre 1945 envelope works.
- 92.19 With regard to staffing, the budget allows approximately £4m per annum to fund the staffing required for the management and maintenance of homes. The established staffing structure has been reviewed to identify potential savings and future efficiencies. The group noted the time taken to recruit specialist staff and committed to retain capacity and robust teams to deliver the service. The housing service has successfully significantly reduced its use of agency staff over the last 12 months.
- 92.20 Over the next three years every vacant post will be reviewed and consideration given to the necessity of the post and potential restructuring of the team.
- 92.21 In 2012 the Council was forced to take on £189m of debt to pay the Government and become self financing (Waverley already had £3m HRA debt). The 2012 business plan modelled interest only payments for the first

five years of the plan. From year six (2017/18) a third of the surplus was scheduled for debt repayment. Waverley is subject to a statutory debt cap of £192m.

- 92.22 The Council has a corporate debt management strategy. The Finance team and Portfolio Holder for Finance are reviewing this strategy to develop the most prudent way to repay or reschedule the housing debt. It is proposed to adhere to the current debt repayment schedule for the next three years whilst the rent restriction is in place and this will be reviewed when the Government's plans for future years are known.
- 92.23 The group also recognised the challenges to income and the potential impact to the service delivery. The Rent Account team collected 98.67% of the rent due in 2015/16 and have a strong track record in rent collection. Changes in the welfare system have currently been managed with support and signposting ensuring rent is the priority payment.
- 92.24 The High Value Vacant Asset Levy is currently unknown. In addition to the levy it should be noted that there will be a loss in future rent that had originally been included in the plan. Officers have been advised that following a consultation process the levy may be announced in January 2017. This will result in a further review of the HRA business plan at that time.
- 92.25 Surrey County Council has indicated the loss of housing related support funding. The funding for the Floating Support Officers and the EasyMove Officer will end March 2017. In addition there has been no commitment to continue the support funding at sheltered schemes, currently £176k. Any change in funding will impact the service and a phased reduction in service would need to be agreed.
- 92.26 The housing service currently receives £80k commission from Thames Water for collecting water rates from 2577 tenants. This is under review following the Southwark High Court Case which held that this arrangement was the "resale" of water and financial limitations must apply. It is anticipated that the arrangement can not continue under the current terms and there will be a liability to refund/pass on savings to some tenants (estimated £400k). The group explored potential income raising initiatives: e.g. sale of unviable homes and land sales in addition to seeking efficiencies in service delivery.
- 92.27 The review group developed principles that should be applied to all HRA capital spending:
- Net Present Value (NPV) analysis is to be conducted on all new projects prior to them being presented to the Housing Delivery Board (HDB) and Executive.
 - The core capital programme to be set an annual target for a 5 year period, with the amount to be determined as part of the mid-year budget review.

- No further capital commitments to new buildings or refurbishment projects are to be made unless a sound financial business case is agreed.

92.28 The Executive agreed these principles in September 2016. These proposals were presented to the Housing Improvement Corporate Overview and Scrutiny Sub-Committee on 7 November and the Corporate Overview and Scrutiny Committee on 22 November. The Sub-Committee noted the impact of the projected rent loss and supported the illustrative reductions acknowledging the need to stop the kitchen and bathroom programme and the commitment to new affordable homes.

92.29 The Corporate Overview and Scrutiny Committee noted that the Housing Improvement Sub-Committee had endorsed the proposed approach to balancing the HRA Business Plan to mitigate the impact of reduced rental income and to provide a contingency for unidentified costs in relation to contract procurement and measures in the Housing & Planning Act, and had also asked that options to reschedule the loan be explored. Corporate Overview and Scrutiny Committee shared the Sub-Committee's disappointment that such significant cuts to the HRA Business Plan were required, in contrast to the optimism with which the Plan had been launched in 2012; and that over 20% of Waverley's homes would fall out of the Decent Homes standard due to curtailment of the kitchen and bathroom replacement programme over the next 3 years.

92.30 The Committee agreed that cutting staff would be a false economy, and felt that a small increase in the staffing budget to allow for inflationary pressures (at least in part) could be justified.

92.31 The detailed budgets and capital programmes will be presented to Council in February and will reflect the reduced funding necessary to balance the budget in the medium term. The review is based on a number of assumptions due to the unpredictable future of funds and impact of government initiatives. There will need to be ongoing reviews and updates every three to four months as the government announce the guidance for new initiatives and future funding streams are confirmed or concluded. This will be reported through the budget management report process. The Executive now

RECOMMENDS that

- 81. the measures set out above to balance the HRA Business Plan over the next 3 financial years be agreed;**
- 82. the draft headline budget figures be agreed, noting that final figures will be presented to the Council in February for approval; and**
- 83. authority be delegated 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.**

[Reason: to review the business plan and agree the way forward]

93. WAVERLEY BOROUGH LOCAL PLAN PART 1: SUBMISSION (Agenda item 9)

This item was considered at an Extraordinary Council Meeting which took place immediately after the Executive meeting on 29 November 2016 and is reported in a separate minute.

94. WAVERLEY'S FAMILY SUPPORT SERVICE AND PARTICIPATION IN THE GOVERNMENT'S VULNERABLE PERSONS RELOCATION SCHEME (Agenda item 11)

94.1 The Government has introduced the Vulnerable Persons Relocation Scheme in response to the continued conflict in Syria. The Government has pledged to resettle 20,000 Syrian refugees over 5 years from refugee camps bordering Syria under this scheme and has invited Councils to participate.

94.2 The Scheme aims to provide assistance and resettlement for the most vulnerable refugee households living in camps bordering Syria. Under the scheme, the Home Office (via the United Nations High Commission for Refugees or UNHCR) will identify vulnerable households in the camps, handle their refugee applications and carry out the essential screening/vetting checks prior to them travelling to the UK.

94.3 To date relatively few Syrian Refugee families have been resettled in the UK and significant further progress will need to be made across the country if the Government's pledge is to be met. In Surrey, the majority of boroughs and districts have now indicated their intention to take part in the scheme and a small proportion of these have started to receive families.

94.4 A key aspect of the scheme is the requirement on the Council to provide a home for the household for at least the first 12 months and ideally for a period of 2 years from their date of arrival. This must be a self-contained furnished home. It can be a privately rented home but importantly it cannot constitute 'lodging with a host family'. Those Councils in Surrey who have agreed to participate in the Scheme are primarily looking to secure private rented accommodation rather than accessing social housing.

94.5 In addition to providing a home, the Council would also need to provide support and assistance to a household to enable them to adapt to a new country and integrate into the local community. This would involve specialist casework support and assistance with access to education, health care and language skills for example, for at least their first 12 months. The Council's Family Support Service is best placed to provide this intensive and tailored support and ensure that relevant specialist agencies and local community organisations are actively involved.

94.6 Households are given refugee status for 5 years and this carries eligibility to work and claim welfare benefits including Housing Benefit where necessary. Should the conflict in Syria ease then it is possible their permission to remain in the UK could change but in any event, it would be expected that, over time, households would become less dependent and more self sufficient,

particularly in terms of securing employment and be in a position to secure their own accommodation longer term.

- 94.7 Across Surrey a co-ordinating group has been established to help plan and facilitate support provided by the County and to share learning developed at a Borough and District level. Waverley is already represented on this group.
- 94.8 Funding is available from the Home Office to cover a range of expenses equivalent to approximately £8,600 per household member for the first year (ie up to £32,000 for a family of four) with some follow-on funding for a further four-year period beyond this, ranging from £5,000 per person in year two to £1,000 per person in Year 5. This can only be used to reimburse specific costs associated with housing, support and social care. Any health related costs are dealt with separately. In addition, households are able to access Housing Benefit so their rent (up to the LHA rate) can be met through Housing Benefit. In this way, there should be sufficient funding available to support Syrian refugee households without diverting resources from other services.
- 94.9 Should the Council join the scheme, it is expected that it would be allocated its first refugee household a few weeks ahead of their arrival into the UK. It is proposed that households would be accommodated within private sector tenancies or tenancies of property owned by community or charitable organisations, which would not normally have been used for meeting the needs of those already on the Council's housing register.
- 94.10 It is proposed that the Council offers to assist up to 5 households over the 5 year period of the scheme, although this may vary depending on the availability of suitable accommodation. This is the same number that most other Boroughs and Districts in Surrey have indicated they will be accommodating, although some will be taking on more.
- 94.11 Waverley's Family Support Service was established in 2013 as the first of its kind in Surrey. Since then all the Surrey Boroughs and Districts have either established their own Family Support Teams or made use of these services in neighbouring boroughs. Waverley's Family Support Service is the highest performing in Surrey but is also the smallest. The service works with the most vulnerable families in Waverley who have complex needs, providing practical tailored support to tackle the underlying reasons that have led them into crisis, and works intensively with family members to enable them to get back on their feet. The Service also has a key role in co-ordinating the input of other relevant agencies around the family including Social Care, Youth, Health, Education, the Department of Work and Pensions, and services provided through the voluntary sector.
- 94.12 Waverley's Family Support Team is uniquely placed within the Council to take on a lead role in the support to Syrian Refugees with much of the knowledge and expertise already in place, including contacts in relevant agencies. In the other Boroughs and Districts in Surrey, local Family Support Teams are also being seen as the natural lead for coordinating the Vulnerable Persons Relocation Scheme at a local level. Over the past year,

referrals to Waverley's Family Support Service has continued to increase and the team no longer have the capacity to meet demand. In order to respond to this extra case load, and accommodate the requirements of the Vulnerable Persons Relocation Scheme, two extra posts will need to be established in the structure – i.e. to increase the size of the team from 3 FTE Family Co-ordinators to 5 FTE. The Council already has external funding for one of these posts through the Government's Troubled Families Programme, and the second post can be funded in full through Waverley's allocation from the Government's Vulnerable Persons Relocation Scheme.

- 94.13 Although the Council has one of the best performing Family Support Services in the County, with a significant track record of supporting vulnerable families with complex needs, it may still be necessary to secure more specialist expertise depending on the issues presented by the households. This may include specialists in dealing with such conditions such as for Post-Traumatic Stress Disorder or other psychological or physical health needs. The Council will be able to make use of the Government's funding and in addition to this, obtain access to relevant health services to ensure that all the needs of the families are properly addressed.
- 94.14 There is a significant demand on social rented housing in the borough and a limited supply of Council housing and housing provided by Housing Associations to meet this demand. Therefore, it is proposed to source accommodation in the private or community sector that has not been earmarked for Waverley residents.
- 94.15 Waverley is the largest borough in Surrey and the most rural, and therefore lacking some of the basic infrastructure that can make it more difficult to access essential services. This does lead to greater risks of social isolation for Waverley's more vulnerable households and is something that will need to be factored into the support the Council provides for the Syrian Refugee families to ensure that they are able to secure the help they need to get back on their feet.
- 94.16 The Council's Family Support Team is already operating at full capacity with a number of local Waverley families waiting to enter the programme. This report includes recommendations to increase the staffing in the team to accommodate this demand, funded from the Government's Troubled Families programme that the Council already receives. It is anticipated that given the intensive nature of the support that will be needed by Syrian families, and reflecting feedback from the other boroughs and districts in Surrey, it is proposed that an additional post will need to be recruited to the team which will be funded in full from the funding allocation provided by the Government's Vulnerable Persons Relocation Scheme.
- 94.17 The longer term costs of accommodating the needs of the Syrian Refugee Families are unlikely to fall on Waverley's budgets. It is helpful to note that a key part of the assistance provided by the Council's Family Support Team is to help working age members of the household to integrate into the community, participate in the voluntary sector, access paid employment and become full, productive and independent members of the local community.

94.18 The Council may not receive any families through the Government's Vulnerable Persons Relocation Scheme even though it may have geared up to receive them. This risk is mitigated by utilising the services of an existing team (Waverley's Family Support Team) rather than creating an entirely separate function to lead the Council's response and making use of existing national Troubled Families Funding. The Executive accordingly

RECOMMENDS that:

- 84. 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;**
- 85. 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, with officers authorised to incur grant eligible expenditure as appropriate to implement this; and**
- 86. 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.**

[Reason: to recommend that the Council participates in the Vulnerable Persons Relocation Scheme]

95. UPDATING THE SCHEME OF DELEGATION FOR NEIGHBOURHOOD PLANNING (Agenda item 15)

95.1 Introduced by the Localism Act in 2011, Neighbourhood Plans give local communities a way to decide the future of their places. To date, eleven neighbourhood areas have been designated in Waverley, of which the Farnham Neighbourhood Plan is most advanced with an examination hearing planned for 25 November 2016.

95.2 Nationally and locally, there is continued interest in Neighbourhood Planning and the Planning Service needs clear guidelines under which to operate. Time limits are increasingly being introduced by Government in a drive to progress Neighbourhood Plans more quickly and therefore Officers need additional delegated powers in order to comply with new regulations.

95.3 Currently, the Scheme of Delegation refers only to designating the Neighbourhood Area application that cover the whole of a Parish Council area (para 105 - see below) but there are other stages of the process that need clarity under the scheme. The proposed changes are based on whether the decision to be taken is a technical one, or if Council judgement is required. It is requested that the Executive approves the proposals and recommends them to the Council for the scheme of delegation to be amended accordingly.

95.4 It is proposed that the Scheme of Delegation be amended as follows:

Current

105. Authority to consider and designate Neighbourhood Area applications Head of Planning in consultation with the Portfolio Holder for Planning

Proposed

105a. Authority to consider and designate Neighbourhood Area applications ~~that cover the whole of a Parish Council area~~ Head of Planning in consultation with the Portfolio Holder for Planning

105b. Authority to publish the area designation/refusal to designate. Head of Planning.

105c. Authority to accept a submitted neighbourhood development plan or order for public consultation Head of Planning in consultation with the Borough Solicitor.

105d. Authority to submit a plan or order to examination Head of Planning.

105e. Authority to proceed to referendum where the examiner's report recommends to do so, with only agreed minor modifications Head of Planning in consultation with the Portfolio Holder for Planning

105f. Following a successful referendum, authority to make a neighbourhood development plan or order. Head of Planning in consultation with the Portfolio Holder for Planning

105g. Authority to publish the made Neighbourhood Plan or order. Head of Planning

95.5 The three areas where there is no consultation with Members relate to technical procedures of publicising a previous decision by posting a notice on our website or a technical assessment of whether the submitted documents meet the legal requirements. Where the involvement of the Portfolio Holder or awareness amongst other Council Members is recommended, this is reflected in the proposals. There are three key stages for this:

- on initial receipt of the application to designate an area,
- when the decision to designate or refuse an application is made,
- and when the results of the examination are known and a decision to process to referendum is required.

95.6 In terms of public visibility of the process, it is important to remember that in addition to these three stages, there are two periods of public consultation and the Council's website is maintained to keep information up-to-date.

95.7 The detail relating to each proposed delegation is set out below:-

105a. New provisions as of 1 October 2016 mean that an LPA must designate a neighbourhood area if it receives a valid application and some or all of the area has not yet been designated (para 35 of NPPG). Ward Councillors are normally consulted at this stage which would allow the consideration of issues arising if the proposed neighbourhood areas were not contiguous with the parish boundary.

105b. Following the decision made to designate or not, under 105a, this action is merely to advertise that decision on our website.

105c. There has been a recent High Court judgement highlighting the risk to a Plan if the supporting documents are found deficient in quality. Local planning authorities have to check whether the submission documents meet a set of basic conditions, but there is no requirement to check the overall quality of the documents. That said, it is not desirable to be progressing Neighbourhood Plans where they may later be found deficient by an examiner or challenged in courts. It is proposed to delegate this decision to officers as whether the submission meets the basic conditions, irrespective of whether we judge them to be 'good' documents, is a technical issue and the involvement of the Borough Solicitor at this stage will be important to minimise the risk of challenge arising in Waverley. This stage encompasses the six week consultation under Regulation 16.

105d. Following the six week consultation under Regulation 16, examination is the next defined step in the process and is appropriate for officers to undertake the liaison with appointed examiner.

105e. Where the examiner recommends that the plan or order can move to referendum, and that any minor modifications have been made to form a 'referendum version', the proposal is to delegate this decision to the Head of Planning Service in consultation with the Portfolio Holder. Where the examiner does not recommend that the plan or order proceeds to referendum or if they recommend that modifications are major and/or cannot be agreed, the decision would rest with the Executive. Under new provisions brought in for the 1st October 2016, the referendum must be held within 56 working days of the decision to hold one*, which precludes the decision going to Full Council (*some exclusions apply).

105f. LPAs have eight weeks from the result of the referendum to make the plan. Where the referendum has a positive outcome, it is proposed that the authority for this stage is transferred to the Head of Planning Services, in consultation with the Portfolio Holder for Planning. Where the referendum has a negative outcome, it is proposed that authority is retained at Executive level.

105g. Following the referendum result and the decision to make the plan, officers will advertise that decision on our website.

95.8 The Executive now

RECOMMENDS that

87. the proposed changes set out in paragraph 95.4 be agreed and the Scheme of Delegation be amended accordingly.

[Reason: to seek approval for proposed changes to the Scheme of Delegation for Neighbourhood Planning]

96. MAKING BEST USE OF THE BETTER CARE FUND (Agenda item 17)

96.1 From 2015/16, the government funding to local authorities towards the cost of Disabled Facilities Grants (DFGs) and home adaptations has come from the Department of Health (DH) and is paid through the Better Care Fund (BCF). There was a slight increase in the amount of funding received by Waverley Borough Council in 2015/16 (£323,000) and a much more substantial increase was made in 2016/17 (£585,000). The funding was received in full in June 2016. The Spending & Autumn Statement 2015 announced that funding towards DFGs would rise by more than 100% by 2019/20.

96.2 The view of the DH is that the increased funding provides an ideal opportunity to review and improve current systems of working between the NHS, Social Care and Housing, to work towards achieving a shared aim of enabling healthy, safe, independent living at home for disabled and older people. It has highlighted the need for areas to think strategically about the use of home aids, adaptations and use of technologies to support people in their own homes. One area of concern is the varying levels of waiting times for adaptations around the country and the need to minimise this. Further guidance in the Integration Briefing from Public Health England and Foundations suggests a range of measures that can be taken to achieve the health and social care outcomes and emphasises that the BCF allocation can be used flexibly to deliver related services to ensure people's housing is suitable for their needs.

96.3 The ring fencing for use of DFG funding was relaxed in 2008 to include any local authority expenditure incurred under the Regulatory Reform (Housing Assistance) Order 2002 and it was later removed altogether. Delegated authority has been provided to the Private Sector Housing Manager to approve payments of up to £5,000 *for urgent adaptations and fees associated with disabled adaptations* without the need for formal grant approval.

96.4 The provision of Disabled Facilities Grants remains a mandatory function of the local housing authority. Prior to 2015/16 the DFG allocation was insufficient to meet demand in the Borough and so the Council provided additional funding from its capital budget. However in 2015/16 when the Better Care Fund allocation increased to £323,000, the DFG spend was only £304,000. Prior to the announcement of the increase in BCF for 2016/17, the Council reserved a fund of £28,000 to meet any shortfall in the DFG budget. Based on current demand the final DFG spend for 2016/17 is likely to be similar to last year.

96.5 In addition the Council provides a discretionary grant, known as the Safe and Warm grant, under its home improvement policy. In 2016/17 the budget for

this is £10,000 together with any grant repayments accrued during the year. This grant allows us to provide heating and insulation and remove housing hazards in homes occupied by vulnerable people.

- 96.6 The main question is how does the Council maximise use of this additional funding to achieve better outcomes for our residents and reduce the impact on health and social care services from hospital/care home admissions, bed-blocking and care packages.
- 96.7 A further issue of concern is that Surrey County Council has advised they are reviewing their budgets and may reduce or cancel their funding for the Guildford and Waverley Home Improvement Agency (HIA). They requested that we use the Better Care Fund to maintain the funding for the Agency. However the DCLG has stipulated that the BCF can only be used for capital expenses. The HIA is a vital component of the grant process at Waverley and they administer approximately 90% of the grant spend; without their assistance the process would be slower and less productive. The National Body for Home Improvement Agencies, Foundations, has been commissioned by the Surrey local authorities to carry out a review to identify service delivery models for HIA and Handyperson services and we expect their proposals in the new year.
- 96.8 There are some measures that can be introduced immediately without the need for change in the home improvement policy:
- a) An agreement has been made with the Social Care Team in Social Services to use the BCF to pay for simple adaptation requests to be sent to private Occupational Therapists for assessment rather than being sent to an external agency. This will help provide much more rapid assessments and should lead to a greater throughput of grants; the current procedure can lead to delays of several months. The use of private OTs also allows better communication through the grant process as they will be local, unlike the external agency. Requests for extensions and major conversions will remain with the Social Care Team.
 - b) Use the Better Care Fund to pay for works carried out under the Safe and Warm grant. The works covered by this grant fall entirely within the aims of the Care Act to reduce illness and injuries in the home, thereby reducing hospital and care home admissions and the level of care packages. While the demand for DFGs is currently static, the demand for Safe and Warm grants has already far exceeded the Council's own budget. An expenditure of £50,000 is quite possible.
 - c) Process a greater range of disabled adaptations below £5,000 under the delegated authority mentioned above. This will enable simple adaptations such as ramps and stair-lifts to be carried out quickly without going through the cumbersome DFG application process. It will also allow us to install minor equipment (e.g. key clamp rails) more quickly than the Social Care Team is currently able to. This would only be used where it is clear from the means test that the client has a nil contribution.
 - d) Top-up funding to major adaptations. The maximum DFG is £30,000 but this level is exceeded where the necessary works involve an extension. Currently the Social Care Team applies to Surrey County Council for top-

up funding for the extra cost but it is not clear whether this will continue. Since the increase in BCF comes partly from the removal of the Social Care Capital Grant, it would be reasonable to take over this element of funding. This may also facilitate continued funding of the HIA by Surrey County Council. However the process for approval of top-up funding via committee approval creates unreasonable delays to an already lengthy process. By providing delegated authority to the Director of Operations for decisions on top-up funding using the Better Care Fund, a decision can be made which would match the current process.

96.9 Other possible measures would require changes to the home improvement policy or specific approval. These include:

- Increase the scope of the Safe and Warm grant to expand on the works covered and/or the eligibility criteria. This could include the discretionary adaptations 9.mentioned under point 3 above, which would make it easier to monitor expenditure and commitment. It could also include help with decluttering hoarded properties.
- Remove the means test requirement for works costing less than £5,000. This will enable us to fast-track all simple adaptations and installation of equipment and is specifically mentioned in the PHE Integration Briefing.
- Provide a relocation grant to pay for removal expenses for people where adaptation of their home is not reasonably practicable and they are unable to afford the cost of moving to another property.
- Hospital discharge project. The aims of the project are to carry out a range of measures (including installation of grab rails, keysafes and extreme temperature monitors) for clients waiting to be discharged from hospital. This will reduce bed-blocking and care packages at home. This project will be managed by the Home Improvement Agency.
- Fuel poverty project. The aims of the project are to identify properties with low energy efficiency, carry out energy efficiency audits and facilitate completion of recommended works using a combination of government funding and Safe and Warm grants. This project will be managed by Action Surrey.

96.10 The Executive

RECOMMENDS that

- 88. the Better Care Fund be used to pay for works under the Safe and Warm Grant scheme;**
- 89. 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; and**

- 90. 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.**

[Reason: to inform the Executive of developments in the allocation of the funding and agree proposals for making best use of the fund]

97. REVIEW OF PARTICULAR POLLING PLACES (Agenda item 18)

- 97.1 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.
- 97.2 There are eighty designated polling stations positioned in 53 polling places across the Waverley Borough. Eight of these polling places are situated in schools. Some representations received have been regarding the use of schools as polling stations in a year when polls for the Police and Crime Commissioner Elections and the Referendum on the United Kingdom’s membership of the European Union were conducted within seven weeks of each other.

Busbridge Junior School, Brighton Road, Busbridge, GU7 1XA – Bramley Busbridge and Hascombe ward

- 97.3 Busbridge Junior School is used currently as a single polling station with a current electorate of 661. Representations have been received requesting that Busbridge Junior School no longer be used as a polling place. This is due to the disruption caused to pupils and the impact on parents and carers required to make arrangements for childcare on polling day due to the school’s closure, particularly in 2016 with two polls conducted in May and June.
- 97.4 A review was conducted of the use of Busbridge Junior School in 2013 and its continued use agreed. It remains the case that use of Busbridge Village Hall is not possible as the facility is used as a private nursery and not available for hire.
- 97.5 Since the 2013 review, work to address disabled access has been undertaken at Busbridge Church, Brighton Road, GU7 1XA. There is a hall with its own entrance and facilities to the rear of the church. This hall could accommodate a single polling station. Disabled access is available from Hambledon Road. There are no parking restrictions on Hambledon Road and polling station staff could be requested to reserve a car parking space for disabled users on the road. It may be possible for arrangements to be made with the village hall to reserve car parking spaces there for electors as

an additional option to parking on Hambledon Road. There are two pedestrian access points from Brighton Road, one via steps and the other via a new pathway. Both the rear and front pathways to the hall are on a slight incline due to the location of the church. The hall is available for hire.

Beacon Hill Primary School, Beacon Hill Road, Hindhead, GU26 6NR – Hindhead ward

97.6 Beacon Hill Primary School is used currently for two polling stations with a total electorate of 3281. Representations have been received requesting that an alternative venue be identified for the same reasons as those outlined for Busbridge Junior School above.

97.7 Enquiries have been made at Beacon Hill United Reformed Church, Churt Road, Hindhead. The hall is currently undergoing major refurbishment and as a result cannot be fully assessed at this time. Enquiries have been made at Beacon Hill British Legion. This venue is not considered suitable for use as a polling station due to current disabled access arrangements.

97.8 A full assessment has been conducted of St Albans Church Community Hall, Tilford Road, Hindhead, GU26 6RB. The hall, which is capable of accommodating two polling stations, is situated to the rear of the church. Facilities are good with ample car parking and level access to the hall. The hall is available for hire as a polling station venue.

The Common Room, Gorselands, Alma Lane, GU9 0NB – Hale and Heath End ward

97.9 The Common Room is currently designated as the polling place for the Hale and Heath End ward and accommodates one polling station with total electorate of 1530. There are plans for future development at this premises and it may not be possible to use the venue as a polling station in the future. The venue is currently being used for food bank provision. A twelve month lease arrangement has been agreed with Farnham Community Christian Trust (FCCT) on the understanding that the venue can be used for elections during the term of the lease. Arrangements will be made for the venue to be completely cleared for polling day.

97.10 Enquiries have been made at Holy Family Church, Alma Lane. This venue is not considered suitable for use as a polling station due to current disabled access arrangements.

Cranleigh Arts Centre, 1 High Street, Cranleigh, Surrey, GU6 8AS – Cranleigh East ward.

97.11 Cranleigh Arts Centre is currently designated as the polling place for Cranleigh East ward and accommodates two polling stations with total electorate of 3022. A complaint was received from an elector on 5 May 2016 polling day that he was unable to park at Cranleigh Arts Centre. Upon investigation, the Centre advised that they were no longer providing parking for electors on polling day.

- 97.12 Cranleigh Village Hall, Village Way, Cranleigh, GU6 8AF was used for the 23 June 2016 European Union Referendum as the Arts Centre was not available for hire. The Village Hall was an excellent venue providing a very large light hall that could accommodate a good layout for two polling stations. Free car parking spaces were set aside for voters in the adjacent public car park on Village Way.
- 97.13 The Village Hall falls just within the Cranleigh West ward. Section 18 (c) Representation of the People Act 1983 (as amended) (RPA) states: "the polling place for any polling district shall be an area in that district, except where special circumstances make it desirable to designate an area wholly or partly outside the polling district, and shall be small enough to indicate to electors in different parts of the polling district how they will be able to reach the polling station;" The Village Hall is not available for hire on the first Thursday in May for the next four years. However in the event that an election falls on an alternative date, hire of Cranleigh Village Hall could be given consideration.
- 97.14 Enquiries have been made as to the availability and suitability of the Guide Hall, Village Way, Cranleigh and a response is awaited from the booking clerk.
- 97.15 An assessment has been carried out of Cranleigh Leisure Centre, Village Way, Cranleigh. The Centre falls just within the Cranleigh West ward and so special circumstances pursuant to Section 18 (c) RPA 1983 would need to be found to designate the Centre as a polling place. There are two rooms that could accommodate a double polling station. The large dance studio on the ground floor can be accessed directly from the Village Way car park, but its use would not be financially viable due to the number of classes run in that room that would have to be cancelled and fees reimbursed. There is a multi-purpose room which can be accessed via a slope from the reception area. The hire charge for the multi-purpose room is competitively priced. Car parking spaces could be set aside for voters in the main part of the Village Way car park. Leisure Centre staff would be placed on the reception desk to allow voters through the turnstiles. Polling station staff would need to use the café for refreshments.

**The Court Room, Borough Hall complex, Bridge Street, Godalming, GU7 1HR
– Godalming Central ward**

- 97.16 The Court Room is currently designated as the polling place for Godalming Central ward and accommodates one polling station with total electorate of 1611. There are no parking facilities at the venue.
- 97.17 The Wilfred Noyce Youth and Community Centre, Crown Court, High Street, Godalming, GU7 1DY has availability in the Wyatt Room for use as a polling station. This is a light room sufficiently sized to accommodate a single polling station. There is level access to the venue and parking spaces for disabled users adjacent to the building. Free car parking spaces could be set aside for electors in the Crown Court car park. The Centre is situated within the Godalming Central ward.

The Chichester Hall, Petworth Road, Witley, Godalming, GU8 5PL – Witley and Hambledon ward

97.18 Representations were received on the 5 May 2016 polling day from some electors regarding the use of the Chichester Hall. The electors were concerned that they were required to access the polling station from the busy Petworth Road.

97.19 Complaints had been received in recent years regarding continued use of The Chandler School, Witley as a polling station due to the disruption caused to pupils, staff and parents. The Chichester Hall was designated as the polling place instead of Chandler School and used for the first time for the 5 May 2016 polls.

97.20 Alternative polling station venues have been identified as set out in the table below.

Polling District	Existing Polling Place	Proposed Polling Place
IB - Busbridge	Busbridge Junior School	Busbridge Church, Brighton Road, Godalming
CF - Hindhead	Beacon Hill Primary School, Hindhead	St.Albans Church Community Hall, Tilford Road, Hindhead
AB - Central	Court Room, Borough Hall, Godalming	Wilfred Noyce Youth and Community Centre, Godalming
KA – Cranleigh East	Cranleigh Arts Centre, High Street, Cranleigh	Cranleigh Leisure Centre, Village Way, Cranleigh

97.21 The Executive

RECOMMENDS that

- 91. agreement be given to the use of Busbridge Church, Brighton Road, Godalming as a polling place instead of Busbridge Junior School;**
- 92. 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;**
- 93. the Common Room, Gorselands, Alma Lane, Farnham remains a designated polling place for the Hale and Heath End ward;**
- 94. 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;**
- 95. 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**

96. Chichester Hall remains the designated polling place for the Witley and Hambledon ward.

[Reason: to undertake a review of certain polling places and establish whether any alternative options can be put in place]

PART II - MATTERS OF REPORT

The background papers relating to the following items are as set out in the reports included in the original agenda papers.

98. EXECUTIVE FORWARD PROGRAMME (Agenda item 5)

RESOLVED that the Executive Forward Programme be approved.

99. SETTING OF COUNCIL TAX BASE AND BUSINESS RATES BASE FOR 2017/18
(Agenda item 7)

RESOLVED 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.

[Reason: to seek approval for the council tax base and the business rate forecast for 2017/18]

100. THE SCOPE OF LOCAL PLAN PART 2: NON-STRATEGIC SITES AND POLICIES
(Agenda item 10)

RESOLVED that the scope of Local Plan Part 2, as set out in Annexe 1 to the agenda report, be approved.

[Reason: to agree the scope of Part 2 of the Local Plan]

101. HOUSING SERVICE WATER CHARGES (Agenda item 12)

RESOLVED that

1. the strategy be approved in principle, as set out in the report;
2. authority be delegated 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. a further report be presented 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.

[Reason: to set out and agree the strategy and timescale for addressing the current contract issues relating to the collection of water charges]

102. AMENDMENTS TO WBC'S OFF-STREET PARKING ORDER (Agenda item 13)

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

[Reason: to seek approval to commence the consultation process to amend the Parking Order]

103. SCHOOL PARKING PERMITS (Agenda item 14)

RESOLVED that the proposed policy for school parking permits at Annexe 1, and the proposed numbers of permits set out in the table, be agreed.

[Reason: to seek approval for revised proposals for the administration of school parking permits]

104. DISPOSAL OF LAND AT BOURNE RECREATION GROUND AND PROPOSED COMMUNITY ASSET TRANSFER (Agenda item 16)

RESOLVED that

1. authority be delegated 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, the land at Bourne Recreation Ground be disposed of 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, the ancillary land at Bourne Recreation Ground be disposed of, 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. authority be delegated to the Director of Finance and Resources, 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 Company, is in accordance with Waverley's Community Asset Transfer Policy; and
5. subject to obtaining Secretary of State approval, authority be delegated 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 Resources and Head of Customer and Corporate Services, in consultation with the relevant Portfolio Holder(s).

[Reason: to consider any objections and agreed to the disposal of land in accordance with the Community Asset Transfer Policy]

105. DESIGNATION OF TAXI RANK - BRIDGE STREET, GODALMING (Agenda item 19)

RESOLVED 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.

[Reason: to seek approval for the designation of a new taxi rank (stand)]

106. JOINT ENFORCEMENT INITIATIVE (Agenda item 20)

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

[Reason: to update members on the development of proposals for joint enforcement work with Surrey Police and the Police and Crime Commissioner]

107. OCKFORD RIDGE REFURBISHMENT PROGRAMME PHASES 1-3 (Agenda item 21)

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

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

RESOLVED that

1. the appointment of the preferred refurbishment contractor for Phases 1, 2 and 3 Ockford Ridge, Godalming be approved 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. the appointment of the preferred building surveyor for refurbishment phases 1, 2 and 3, Ockford Ridge, Godalming be approved 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. the Head of Strategic Housing and Delivery be authorised 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. authority be given to enter into all ancillary agreements relating to the scheme, in accordance with the Council's Contract Procurement Rules.

[Reason: to seek approval for the appointment of building contractors and surveyors for the scheme]

108. DEVELOPMENT OF AFFORDABLE HOMES AT SITE D, OCKFORD RIDGE, GODALMING (Agenda item 22)

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

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

RESOLVED that

1. the appointment of the preferred build contractor be approved 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. the Head of Strategic Housing and Delivery be authorised 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. authority be given to enter into all ancillary agreements relating to the scheme, in accordance with the Council's Contract Procedure Rules.

[Reason: to seek approval for appointing a build contractor]

109. PERFORMANCE MANAGEMENT REPORT - QUARTER 2 (JULY - SEPTEMBER 2016) (Agenda item 23)

RESOLVED that the Overview and Scrutiny Committees be thanked for their review of the quarter 2 performance and, having examined the performance figures, the report be noted.

[Reason: to review the Council's performance against targets for the relevant quarter]

110. OUTSTANDING DEBTS WRITE-OFF FOR DECISION (Agenda item 24)

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

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

RESOLVED that under Financial Regulation D203, the debts put forward for write-off as listed in the (Exempt) Annexe to the report be approved.

[Reason: to obtain approval for irrecoverable bad debts to be written off]

111. PROPERTY MATTER - HOLLOWAY HILL SPORTS PAVILION, GODALMING
(Agenda item 25)

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

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

RESOLVED that the Holloway Hill Sports Association (HNSA) 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.

[Reason: to seek consent to hire out the pavilion where the lease does not currently permit such arrangement]

112. EXECUTIVE DIRECTOR'S ACTIONS (Agenda item 26)

The Executive noted the following action taken by the Executive Director after consultation with the Chairman and Vice-Chairman since its last 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.

113. EXCLUSION OF PRESS AND PUBLIC (Agenda item 27)

At 6.31pm it was

RESOLVED 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 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 this item, there would be disclosure to them of exempt information (as defined by Section 100I of the Act) of the description specified in paragraph 3 of the revised Part 1 of Schedule 12A to the Local Government Act 1972, namely:

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

114. PROPERTY MATTER - EWHURST (Agenda item 28)

RESOLVED that the recommendations set out in the (Exempt) Annexe to these minutes be approved.

The meeting commenced at 5.00 pm and concluded at 6.33 pm

Chairman