

To: All Members of the EXECUTIVE

When calling please ask for:

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Calls may be recorded for training or monitoring

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**

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Agenda Item 5

Waverley Borough Council Key Decisions and Forward Programme

This Forward Programme sets out the decisions which the Executive expects to take over forthcoming months and identifies those which are key decisions.

A key decision is a decision to be taken by the Executive which (1) is likely to result in the local authority incurring expenditure or making savings of above £20,000 and/or (2) is significant in terms of its effects on communities living or working in an area comprising two or more wards.

Please direct any enquiries about the Forward Programme to the Democratic Services Manager, Emma McQuillan, at the Council Offices on 01483 523351 or email committees@waverley.gov.uk.

Executive Forward Programme for the period 30 November 2016 onwards

TOPIC	DECISION	DECISION TAKER	KEY	ANTICIPATED EARLIEST (OR NEXT) DATE FOR DECISION	CONTACT OFFICER	O AND S
POLICY AND GOVERNANCE, HUMAN RESOURCES, BRIGHTWELLS AND LEP CLLR JULIA POTTS (LEADER)						
1. Performance Management	Quarterly combined performance report	Executive		February 2017	Louise Norie	CORP/COMM
CUSTOMER AND CORPORATE SERVICES – CLLR TOM MARTIN (DEPUTY LEADER)						
1. Age Concern Farncombe	To agree new lease arrangements	Executive		January 2017	Kelvin Mills	CORPORATE
2. Customer Services Review	To review and agree the way forward for Customer Services	Executive and Council	√	February 2017	David Allum	CORPORATE

TOPIC	DECISION	DECISION TAKER	KEY	ANTICIPATED EARLIEST (OR NEXT) DATE FOR DECISION	CONTACT OFFICER	O AND S
PLANNING – CLLR BRIAN ADAMS						
1. CIL Preliminary Draft Charging Schedule	To agree for the basis of consultation	Executive		Jan/Feb 2017	Graham Parrott	COMMUNITY
2. Dunsfold and Dunsfold Church Conservation Area Appraisal	For adoption	Executive and Council		March 2017	Graham Parrott	COMMUNITY
ECONOMIC DEVELOPMENT – CLLR ANDREW BOLTON						
COMMUNITY SERVICES AND COMMUNITY SAFETY – CLLR KEVIN DEANUS						
1. 'Prevent' Counter-Terrorism Strategy	To agree a Strategy and Action Plan	Executive		March 2017	Katie Webb	COMMUNITY
ENVIRONMENT – CLLR JIM EDWARDS						
1. Trade Waste Enforcement Policy	To adopt the Trade Waste Enforcement Policy	Executive	√	January 2017	Richard Homewood	COMMUNITY
HEALTH, WELLBEING AND CULTURE – CLLR JENNY ELSE						
1. Cultural Strategy	To receive the action plan for delivery of the strategy	Executive		January 2017	Kelvin Mills	COMMUNITY
FINANCE – CLLR GED HALL						

TOPIC	DECISION	DECISION TAKER	KEY	ANTICIPATED EARLIEST (OR NEXT) DATE FOR DECISION	CONTACT OFFICER	O AND S
1. Budget Management [E3]	Potential for seeking approval for budget variations	Executive (and possibly Council)	√	Potentially every Executive meeting	Peter Vickers	CORP/COMM
HOUSING – CLLR CAROLE KING						
1. Housing Delivery Board [E3]	Potential to approve and adopt policies and make decisions to assist in the delivery of affordable homes in the Borough	Executive (and possibly Council)	√	Potentially every Executive meeting	Andrew Smith	CORPORATE
2. Implementing requirements of the Housing and Planning Act 2016	Decisions to implement changes resulting from the Act	Executive (and possibly Council)	√	January 2017	Andrew Smith	CORPORATE
3. Review of Housing Maintenance Contracts [E3]	To review the contracts and consider any recommendations	Executive and Council	√	April 2017	Hugh Wagstaff	CORPORATE

Background Information

The agenda for each Executive meeting will be published at least 5 working days before the meeting and will be available for inspection at the Council Offices and on the Council's Website (www.waverley.gov.uk). This programme gives at least 28 days notice of items before they are considered at a meeting of the Executive and consultation will be undertaken with relevant interested parties and stakeholders where necessary.

Exempt Information - whilst the majority of the Executive's business at the meetings listed in this Plan will be open to the public and press, there will inevitably be some business to be considered which contains confidential, commercially sensitive or personal information which will be discussed in exempt session, i.e. with the press and public excluded. These matters are most commonly human resource decisions relating to individuals such as requests for early or flexible retirements and property matters relating to individual transactions. These may relate to key and non-key decisions. If they are not key decisions, 28 days notice of the likely intention to consider the item in exempt needs to be given.

This is formal notice under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that part of any of the Executive

meetings listed below may be held in private because the agenda and reports or annexes for that meeting contain exempt information under Part 1 of Schedule 12A to the Local Government Act 1972 (as amended), and that the public interest in withholding the information outweighs the public interest in disclosing it. Where this applies, the letter [E] will appear after the name of the topic, along with an indication of which exempt paragraph(s) applies, most commonly:

[E1 – Information relating to any individual; E2 – Information which is likely to reveal the identity of an individual; E3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information); E5 Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings; E7 – Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime].

WAVERLEY BOROUGH COUNCIL

EXECUTIVE – 29 NOVEMBER 2016

Title:

BUDGET MANAGEMENT REPORT

[Portfolio Holder: Cllr Ged Hall]

[Wards Affected: All]

Summary and purpose:

This 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.

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

The monitoring and management of the Council's budgets ensures there is financial control over the services that contribute to the Corporate Priorities. Savings identified can be redirected towards Corporate Priorities or action can be taken to rectify overspends.

Resource/Value for Money implications:

This report reviews the position against the budget to date for the General Fund, the Housing Revenue Account and Capital Programmes. It reviews the progress of service delivery against budget, taking into account 2015/16 outturn implications where necessary, projecting the potential year-end position after the impact of management actions.

Legal Implications:

There are no direct legal implications relating to this report.

Introduction

1. Throughout 2016/17 performance against budget will be monitored on a monthly basis.
2. Financial position reporting will also focus on performance against financial targets such as income, establishment and Star Chamber savings. Financial risk is always inherent in service delivery and service managers will be assisted in the identification, evaluation and mitigation of significant risks and these will be reported throughout budget management as necessary.

General Fund

3. The current budget management report for 2016/17 shows an additional overspend of £47,000 on the £54,000 overspend reported previously. The current position with an overspend of £101,000 represents 0.7% of the General Fund net budget of £14.3m. This is detailed in the table below:

Estimated variance against 2016/17 budget at outturn			
Service Variations:	Reported previously at 30/09/16	Current position at 31/10/16	Change since 30/09/16
	(Underspend)/ Overspend	(Underspend)/ Overspend	(Decrease)/ Increase
	£'000	£'000	£'000
Finance			
Council Tax Support – grant income	(36)	(36)	
Planning			
Building Control – income – 4 (i)	88	120	32
Development Control – income – 4 (ii)		80	80
Environment			
Parking Income - 5 (i)	(68)	(92)	(24)
Saturday Garden Waste	6	6	
School parking permits	20	20	
New Years Eve Waste Collection (now approved as supplementary estimate)	11		(11)
Contaminated Land - 5 (ii)		(30)	(30)
Policy and Governance			
Land Charges	31	31	
South East Subscription	2	2	
Overspend/(underspend) against budget	54	101	47

4. Planning

- i. A shortfall in Building Control income is forecast for the year. Trend analysis of the monthly income achieved for the last three years against achievement to date, indicates a significant reduction of £120,000 in forecast income for the year against a budget of £615,000. This reduction is attributed to loss of custom to increased competition from independent approved inspectors. The Building Control service is developing a new business model to respond to the external competition. This is being monitored by the Corporate Overview and Scrutiny Committee.
- ii. Development Control forecast income is dependent on future applications that cannot be accurately estimated, this has been identified as potential risk in the Mid-Year Budget Review. Trend analysis of the monthly income achieved for the last three years against achievement to date, indicates a significant reduction of £80,000 in forecast income for the year against a budget of £1,238,000.

5. Environment

- i. Parking income during the first half of this year has held up against budget and the latest estimate is that income will be £92,000 (2.3%) above budget over the whole year.
- ii. Contaminated land works are now being carried out on a much more limited basis following changes to the policy which reflects statutory changes that reduce Council responsibility to remediate contaminated land. Therefore, a saving of £30,000 is now anticipated on the contaminated land revenue project.
- iii. 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.

6. Planning Appeals

- i. Legal fees are due to defend the Council's case on appeal at an important Public Inquiry at Waverley Lane, Farnham. The proposal is for the erection of 159 dwellings and associated works. The Public inquiry has now concluded with an estimated additional cost of £10,000 (above the original supplementary estimate of £30,000).
- ii. The length of the Inquiry has reflected the examination of important issues, including Housing Land Supply, which are important to the Council's case going forward in resisting other inappropriate development. Whilst the cost of employing Counsel is not insignificant, this has been considered to be vital to ensure that the Council's case is rigorously defended.

7. Leisure

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.

Staffing Establishment

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

Forecast outturn of establishment cost against 2016/17 budget	
	£'000
2016/17 Establishment Cost Budget:	
2016/17 Staff Budget	13,436
LESS Vacancy Target	(200)
Approved Budget	13,236
2016/17 Establishment Cost Forecast Outturn:	
Permanent Staff Cost	12,661
Agency Staff Cost	588
Forecast Outturn	13,249
Overspend/(underspend) against budget	13

Potential Risks

9. Development Control forecasted income is dependent on future applications that cannot be accurately estimated at this time and therefore full year income could be below the current £80,000 shortfall forecast to budget.
10. Parking income during the first half of this year has been positive but this is subject to seasonality and could change. The Christmas parking concession could impact this and there is a significant car park maintenance requirement. An updated position on this will be presented in a future budget management report.
11. Housing Benefit Rent Allowances overpayment is increasing due to the success of the government's data matching initiatives. Recovery of overpayments is challenging and will potentially result in an increase in provision for unrecoverable overpayment.
12. Business Rates Retention Scheme. Performance is on track; however, the income from Business rates is subject to changes in rateable values, appeals and refunds, which can potentially be significant.
13. Continued recruitment challenges, especially in Planning, could result in further demand for the use of agency staff to cover vacancies in the last quarter of 2016/17.

Use of Balances

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

Forecast General Fund balance movement		General Fund
		£'000
Balance 1 April 2016		3,200
Forecast outturn variation on budget		(101)
Reduced by Approvals:		
Revenue carry forward from 2015/16		(59)
Supplementary Estimates:		
Local Plan phase 2		(200)
Brightwells Regeneration Scheme Judicial Review		(250)
Legal fees on planning appeals		(30)
Farnham Football Club - feasibility study		(50)
New Years Eve Waste Collection		(11)
Transfer from Revenue Reserve Fund to meet the above demands		701
Forecast balance 31 March 2017		3,200

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

General Fund Capital

15. The General Fund Capital programme is monitored each quarter. The total capital programme budget for 2016/17 is made up as follows:

Capital Programme for 2016/17		£'000
Original budget approved by Council in February 2016		2,588
Carry forward from 2015/16 approved during 2015/16		2,218
Carry forward from 2015/16 approved by Executive in June 2016		972
New schemes and additional budget approved during 2016/17		954
Manfield Park Industrial Units	917	
Other approvals e.g. S106 projects, virements	37	
Carry forward to 2017/18 approval to be sought at Council in December 2016		(1,852)
Total General Fund Capital Programme for 2016/17		4,880

16. The table below summarises current performance to date:

Current performance against Capital Programme for 2016/17					
	Current Budget	Forecast Outturn	Reschedule	(Underspend)/ Overspend	Comment
Service	£'000	£'000	£'000	£'000	
Community	1,248	1,248			
Customer & Corporate	583	523		(60)	
Environment	304	304			
Other Projects	372	372			
Memorial Hall	2,177	2,177			
Manfield Industrial Unit	17	17			
Frensham Common	69	69			
Urgent schemes budget	110	110			
Total programme	4,880	4,820		(60)	

Housing Revenue Account (HRA)

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

Estimated variance against 2016/17 budget at outturn			
Service Variations:	Reported previously at 30/09/16 (Underspend)/ Overspend £'000	Current position at 31/10/16 (Underspend)/ Overspend £'000	Change since 30/09/16 (Decrease)/ Increase £'000
INCOME			
Dwelling Rent			
Gross Dwelling Rent income	178	178	
Voids income loss	(26)	(26)	
Garage Rent			
Gross Garage rents	(47)	(47)	
Voids income loss	70	70	
Other Income			
Family Support service	(32)	(32)	
COSTS			
Maintenance			
Responsive Repairs	250	250	
Void Repairs	215	215	
Other Costs			
EasyMove Service	(10)	(10)	
Overspend/(underspend) against budget	598	598	

HRA Capital

Core Capital

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

Approved Budget for 2016/17	£'000
Original budget approved by Council in February 2016	8,619
Carry forward from 2015/16 approved during 2015/16	810
Carry forward from 2015/16 approved by Executive in June 2016	800
Virements approved in 2016/17 approved by Executive in November 2016	(465)
Carry forward to 2017/18 approved by Executive in November 2016	(25)
Carry forward to 2017/18 approval to be sought at Council in December 2016	(350)
Total	9,389

19. The table below summarises current performance to date:

Work Stream	Approved Budget as at 31/10/16 for 2016/17	Forecast Outturn	Reschedule	(Underspend) /Overspend	Comment
	£'000	£'000	£'000	£'000	
Kitchen & Bathrooms	3,327	3,327			
Windows & Doors	572	512		(60)	
Roofing & Associated Work	1,074	604	50	(420)	See paragraph 19. below
Aids & Adaptions	200	200			
Structural & Damp Work	844	569	135	(140)	See paragraph 20. below
Health & Safety	550	515		(35)	
Building Services	2,542	2,427	135	20	See paragraph 21. below
Communal & Estate Work	315	230	50	(35)	See paragraph 22. below
Professional Fees & Miscellaneous	165	132		(33)	See paragraph 23. below
Target Savings Core Capital Programme	(200)			200	
Grand Total	9,389	8,516	370	(503)	

20. Roofing and Associated Work

- i. Roofline and Surface Water Renovation - It is requested that £50,000 of the roofline budget be rescheduled into 2017/18 budget to enable this work to be completed

21. Structural and Damp Work

- i. External Wall finish – A saving of £50,000 will be achieved on the External Wall finish this year.
- ii. 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.
- iii. 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 as detailed in paragraph 21 (iii).
- iv. Timber Clad Replacement - A pilot 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.

22. Building Services

- i. Domestic Heating Upgrades – 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 upgrades.
- ii. Electrical Upgrade/Rewiring – It is requested that £10,560 of the rewiring budget be vired into the Electrical upgrade budget to enable this work to be completed.
- iii. Lift Refurbishment – The preferred tender received for this 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.

23. Communal and Estate Work

- i. Flat Block Communal Area Upgrade – Surveys undertaken 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.
- ii. Community Room Upgrade – A saving of £35,500 against this budget is anticipated this year.

24. Professional Fees and Miscellaneous

- i. In addition to the £215,000 previously requested to be vired from works to pre-1945 properties an additional saving of £30,000 will be achieved.
- ii. A saving of £2,500 will be achieved on the professional fees relating to Hindhead House works.

Stock Remodelling

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

Work Stream	Approved Budget 2016/17 as at 31/10/16	Forecast Outturn as at 31/10/16	Reschedule	(Underspend)/ Overspend	Comment
	£'000	£'000	£'000	£'000	
Approved Schemes	1,120	1,120			
Potential Schemes	3,302	1,871	850	(581)	See para 25. below
Total	4,422	2,991	850	(581)	

26. 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.

New Build

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

Work Stream	Approved Budget 2016/17 as at 31/10/16	Forecast Outturn as at 31/10/16	Reschedule	(Underspend) /Overspend	Comment
	£'000	£'000	£'000	£'000	
Project management	400	400			
Pre-development expenditure	184	184			
Committed schemes	7,831	7,475		(356)	
Proposed schemes	557	557			
Land and asset purchase	1,182	1,182			
Total	10,154	9,798		(356)	

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.

Background Papers

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

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WAVERLEY BOROUGH COUNCIL

EXECUTIVE – 29 NOVEMBER 2016

Title:

**SETTING OF COUNCIL TAX BASE AND
BUSINESS RATES BASE FOR 2017/18**

**[Portfolio Holder: Cllr Ged Hall]
[Wards Affected: All]**

Summary and Purpose

The purpose of this 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.

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

This report is a key part of Waverley's budget setting which underpins the delivery of all of the Council's Corporate Priorities.

Financial Implications:

The council tax base is a measure of the taxable capacity within the Borough for council tax setting purposes. This report explains how the tax base is calculated, what estimates are used and how they impact on the budget and council tax charges.

From 2013/14 under the business rate retention scheme, Waverley's forecast of business rate income is critical to the estimated core funding. This report explains the process for preparing the business rate estimates put forward for approval.

The incorporation of the council tax reduction scheme into the council tax base calculation from 2013/14 transfers significant risk to all precepting authorities. Increases in the take up for council tax reductions will lead to a shortfall of council tax income which will need to be recovered in the subsequent year's budget-setting process. Also, under the business rates retention scheme, Waverley takes the additional risk of fluctuations in the value of rates payable and amount of rates collected including reductions resulting from successful rating appeals. The position on both issues is closely monitored in the year.

Legal Implications:

Waverley has a statutory duty to determine its council tax base by the 31 January each year as part of the budget process. The Local Government Finance Act 2012 included the requirement for Councils to set and operate a local council tax reduction scheme. The Local Government Finance Act 2012 also introduced the business rate retention scheme

which fundamentally changed the way that business rates are used nationally to fund local government.

Council Tax Base 2017/18

1. Under the provisions of the Local Government Finance Act 1992 (as amended), the Council must determine the council tax base to be used in setting the council tax in any year before approval of the Council's Budget for that year. The council tax base is the estimated total net number of properties subject to a council tax charge in the forthcoming year. The tax base figure is expressed in equivalent number of Band D properties using the specified band proportions (see below). The total band D equivalent council tax base is divided into Waverley's net budget requirement to determine the council tax charge for the year. Each individual town and parish council's tax base is also used to calculate the share for each authority.

Calculation of the Council Tax Base

- a) The starting point for the council tax base calculation is the return (Form CTB (October 2016)) which all billing authorities are required to submit to the Government each October which gives an estimate of the tax base position at that time. The return is based on the Valuation List provided by the District Valuation Officer which details the actual number of dwellings in the Borough broken down over each of the eight valuation bandings. The calculation then takes into account discounts and exemptions in place at that time plus assumptions about any potential changes in the year ahead. The resultant net number of dwellings in each band is then converted to Band D equivalents by applying the following ratios:

Band	Ratio to Band D
A	6/9 ths
B	7/9 ths
C	8/9 ths
D	1
E	11/9 ths
F	13/9 ths
G	15/9 ths
H	18/9 ths

- b) The total of all Band D equivalents is then multiplied by its estimate of the 'collection rate' for the year, i.e. the Council's estimate of the percentage of the net collectable debit for the year it will ultimately collect. In view of the high level of council tax collection in Waverley in recent years it is considered that a 'collection rate' of 99.0% remains appropriate in respect of the 2017/18 council tax year.
- c) There are twenty one town and parish councils in Waverley and it is necessary for the information shown on Form CTB (October 2016) to be analysed over each of the town and parish council areas in order to determine the number of Band D equivalents for each of those areas. The potential ongoing impact of the council tax reduction scheme is also assessed for each town and parish council.
- d) The estimated council tax base, after taking account of assumptions about discounts, exemptions and council tax support, for each town and parish and for

Waverley in total is shown in Annexe 1. The total figure will be used to determine Waverley's council tax charges for 2017/18 and each town and parish council will be notified of their individual council tax base figure to enable them to approve their local council tax charge for the year.

- e) The total net estimated council tax base in 2017/18 is 53,936.1 band D equivalent properties (53,645.9 in 2016/17). The following table summarises the key changes to the overall 2017/18 estimated council tax base compared to 2016/17.

Changes from 2016/17	Additional Properties	Band D Equivalent properties
Houses on VO List	+471	+540
Movement in assumptions on discounts, exemptions and the council tax support scheme	-228	-247
Growth in Tax Base (before 99% collection rate applied)	+243	+293

Business Rates Estimates 2017/18

- The Business Rates Retention scheme replaced the previous central pooling system from 1 April 2013. The Government continues to set the rateable value of all businesses and the rate multiplier and dictates the proportions of rate income that local authorities can keep. In January 2013 the Council delegated authority to the Executive for setting the business rates base.
- The retained part of business rates (after payments to Government and Surrey County Council) forms a key part of Waverley's core General Fund resources and it is, therefore, essential to make robust estimates of net business rate income to feed into the budget calculation. The following table illustrates how business rates links to the Council's funding for 2017/18:

Element	Estimate 2017/18 £m
Business Rating income (post-revaluation) estimated net yield for 2017/18	41.1
Less – 50% central share paid to Government	-20.6
Less – 10% county share paid to Surrey County Council	-4.1
Waverley's share before tariff and levy deductions	16.4
Less – estimated tariff (post revaluation)	-13.5
Less – estimated levy (post revaluation)	-0.5
Total estimated net Business Rates income due to the Council's General Fund *	2.4

**before Waverley's share of the Collection Fund deficit*

Waverley's share of the estimated Business Rates income is added to its share of the estimated surplus/deficit on the Collection Fund for the previous year and is brought into the General Fund together with Government grants from certain reliefs and concessions. The tariff (estimated £13.5m) and levy (estimated £500,000) are then paid out of these General Fund receipts before a final General Fund position for Business Rates is reached.

4. Waverley has to submit a statutory form NNDR1 by 31 January each year which sets out the Council's estimated business rate position for the coming year. This form will confirm the payments to the Government, Surrey County Council and Waverley that will need to be made out of the collection fund during the year. If the actual position for the year is different from the estimate, adjustments are made through the collection fund and surpluses/deficits are apportioned across the organisations in line with the above proportions.
5. The Government are currently consulting with CIPFA on the format and calculations inherent in the 2017/18 NNDR1 expected to be published in December 2016. It is this form and its resultant calculations which will drive the retained Business Rates for Waverley in 2017/18, the General Fund levy charge and compensation grants. The figures provided in this report are based on the current 2017/18 estimates post revaluation. Assumptions may need to be amended in the light of the final revaluation list, the Governments response to the recent technical consultation on local government finance settlement 2017/18 which closed on 21 October 2016 and the Autumn Statement expected on 23 November 2016.
6. Business Rates revaluation will take effect from April 2017, it will alter the Rateable Value (RV) and therefore the amount that local authorities can collect in business rates. It is intended to be revenue neutral and the practicalities of this have been subject to a technical consultation on the 2017/18 local government settlement which closed on 21 October 2016. The revaluation is, however, intended to be revenue neutral to local authorities. The estimates in this report have been produced on a post-revaluation basis.
7. The 2017 Revaluation will have a significant effect on Waverley's RV. Current estimates are that there will be an increase of 15.2% from £94.8m to £109.1m. These estimates are based on draft figures and are subject to change based upon the final RV to be announced in 2017.
8. The year end calculations guidance for 2016/17 (NNDR3) is not expected to be published until March 2017. It is the calculations inherent in this form which drive the actual surplus/deficit on the collection fund for Business Rates for 2016/17. In advance of this an estimated surplus/deficit will need to be assessed as at 31st January 2016, brought into Waverley's General Fund budget for 2017/18 and notified to Surrey County Council for precepting purposes.
9. Members are requested to approve the figures in paragraph 3. above proposed for 2017/18 and a delegation is requested to enable officers, in conjunction with the finance portfolio holder, to make adjustments if necessary before submitting the final form by 31 January. The adjustments will be as a result of the final Revaluation list, the government's decisions coming from the technical consultation on the 2017/18 settlement, updated estimates and clarifications from the 2016 Autumn Statement.

10. Revaluation will trigger an increase in business rates appeals; the effect of this is difficult to calculate and will be another factor to be assessed further before the final estimates for 2017/18 are made at the end of January 2017.
- 11 It is proposed that the Business Rates Equalisation Reserve continues to be used to mitigate the risks of a fluctuating rateable value base going forward. This reserve is also used to balance significant timing differences between years due to statutory requirements. If the budget position requires this approach, approval will be sought for this measure in the budget report to be considered by the Council in February.

New Business Rates Developments

12. The Chancellor announced on 5 October 2015 major plans to allow local government nationally to retain 100% of local business rates and business rates growth by 2020. Based on the details announced so far it looks like Waverley may be financially no better off from Business Rates at the start of the new system because the Government will continue to balance out the rates collected across all authorities through the tariff system.

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.

Background Papers

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

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COUNCIL TAX BASES 2017/2018

Town/Parish	Number of Band D equivalents before application of 'collection rate'									Tax base at Band D after application of 'collection rate' of 99.0%
	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H	Total Bands	
Alfold	20.6	12.1	25.4	91.0	73.9	90.2	118.7	43.0	474.9	470.2
Bramley	9.2	39.4	96.3	261.3	257.4	262.4	548.3	204.5	1,678.8	1,662.0
Busbridge	7.3	3.5	2.7	22.8	26.1	53.6	207.1	103.5	426.6	422.3
Chiddingfold	7.8	6.0	76.2	235.8	188.7	351.8	290.4	234.0	1,390.7	1,376.8
Churt	9.2	7.8	16.5	46.9	37.6	95.1	267.6	165.5	646.2	639.7
Cranleigh	16.6	151.9	656.3	887.0	995.0	1,213.1	1,071.3	221.5	5,212.7	5,160.6
Dockenfield	3.5	3.3	10.9	25.0	18.0	35.0	105.4	38.5	239.6	237.2
Dunsfold	13.2	6.1	28.6	79.0	64.0	87.7	155.0	100.0	533.6	528.3
Elstead	19.4	14.5	73.3	257.1	254.3	218.6	265.0	81.5	1,183.7	1,171.9
Ewhurst	20.4	6.0	53.5	116.9	218.1	230.4	442.1	116.5	1,203.9	1,191.9
Farnham	89.0	596.3	2,106.7	3,325.6	4,067.1	2,637.2	3,652.6	670.0	17,144.5	16,973.1
Frensham	12.5	2.3	34.2	101.7	87.4	190.3	277.1	159.0	864.5	855.9
Godalming	41.1	197.1	1,756.3	2,450.7	1,645.8	1,427.9	1,493.6	137.0	9,149.5	9,058.0
Hambledon	3.2	8.6	6.0	31.6	67.3	71.5	119.2	119.0	426.4	422.1
Hascombe	2.5	1.2	2.2	25.0	45.0	20.7	34.2	40.7	171.5	169.8
Haslemere	65.4	432.1	879.1	1,313.5	990.2	1,060.1	2,322.3	623.5	7,686.2	7,609.3
Peper Harow	2.3	1.6	0.0	6.8	20.5	14.4	40.8	32.5	118.9	117.7
Thursley	33.1	4.9	2.7	25.2	37.9	46.8	125.7	94.0	370.3	366.6
Tilford	18.3	1.6	7.3	26.0	53.6	48.7	100.4	125.0	380.9	377.1
Witley	15.8	85.3	281.4	833.2	650.3	614.3	736.6	200.5	3,417.4	3,383.2
Wonersh	18.7	2.9	52.0	135.0	393.9	313.4	509.7	334.5	1,760.1	1,742.5
Waverley	429.1	1,584.4	6,167.6	10,297.1	10,192.1	9,083.3	12,883.1	3,844.2	54,480.9	53,936.1

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WAVERLEY BOROUGH COUNCIL

EXECUTIVE – 29/11/2016

Title:

HOUSING REVENUE ACCOUNT (HRA) BUSINESS PLAN REVIEW

**[Portfolio Holder: Cllr Carole King]
[Wards Affected: All]**

Summary and purpose:

The purpose of this 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.

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

The report relates to Community Wellbeing, Customer Service and Value for Money.

Financial Implications:

The review of the business plan is due to create a significant change of which is detailed below. By supporting the principles set out below a balanced budget can be achieved in the medium term.

Legal Implications:

The Council has a statutory duty to approve a balanced Housing Revenue Account each year. There are no other direct legal implications.

Introduction

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.
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.
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.
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..

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.
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.
7. Pay to Stay will require social housing tenants with a joint taxable income of £31,000 per annum to pay additional rent on a sliding scale to market rents. Currently 55% of tenants meet their rent in full. Additional rent collected will have to be returned to the Treasury after administration costs are deducted.
8. 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.
9. 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.
10. 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.
11. A Member and Officer group was created to consider these challenges to the business plan and develop a revised plan.

Review of the HRA Business Plan

12. 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
13. These principles were used in exploring options for the main areas of spend:
 - Capital works

- New homes delivery
- Stock improvements
- Staffing
- Debt repayment

Core Capital Works

14. 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.
15. 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.
16. 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.

New homes delivery

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 new affordable homes fund. This has proven a successful with many new council homes delivered.
18. 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.
19. 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.
20. 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.

Stock Improvements

21. 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.

22. The stock improvement fund was joined with the new homes fund in 2016/17 to maximise new homes.
23. 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.

Staffing cost

24. The budget allows approximately £4m per annum to fund the staffing required for the management and maintenance of homes.
25. 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.
26. 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.

Debt repayment

27. 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.
28. 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.

Challenges to income

29. The group also recognised the challenges to income and the potential impact to the service delivery.
30. 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.
31. The Pay to Stay initiative will add pressure to tenants' budgeting. There is a potential increase in rent arrears and risk of increased right to buy applications.

Any additional rent collected cannot be kept by Waverley. The initial administration and IT costs will be met by DCLG.

32. 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.
33. 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.
34. 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).
35. The group explored potential income raising initiatives: eg sale of unviable homes and land sales in addition to seeking efficiencies in service delivery.

HRA capital spending

36. 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.
37. The Executive agreed these principles in September 2016.

Conclusion

38. Clear principles have been created for the development of the revised HRA service plan with a commitment to maintaining the asset (homes) and contributing to increasing the supply of affordable homes.
39. The reduction in income challenges the service to maximise and seek new areas of income in addition to spending prudently and working in partnership to achieve value for money.

40. Illustrative net £13m savings and 2017-2020 budgets have been developed for Member's consideration and approval, and Annexe 1 refers. These proposals provide for a total of £3m contribution to a contingency over the next 3 years to meet the impact of the uncertainty in Government legislation and unexpected costs and/or loss of income.
41. 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. The comments from the Corporate Overview and Scrutiny Committee will be circulated separately.
42. 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.
43. 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.

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.

Background Papers

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

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Balancing the budget – illustrative savings and additional costs

	2016/17 budget	Year 1 2017/18	Year 2 2018/19	Year 3 2019/20	Total savings
Contributions to New build and stock improvement Capital Programme from the HRA Business Plan	£7m	£2m	£3m	£4m	£9m
Contributions to Core Capital Programme from the HRA Business Plan	£7m	£3m	£3m	£4m	£10m
Responsive repairs	£4.5m	-£1m	-£1m	-£1m	-£3m
Contract and new legislation contingency	--	£-2m	£-1m	--	-£3m
					£13m

Balancing the budget – illustrative budget

	2016/17 budget	Year 1	Year 2	Year 3	Proposed 2017-20
Capital funding - New build	£7m	£3m	£3m	£3m	£9m
Capital funding – core works	£7m	£4m	£4m	£4m	£12m
Responsive repairs	£4.5m	£5.5m	£5.5m	£5.5m	£16.5m
Staffing	£4m	£4m	£4m	£4m	£12m
Debt interest and principal	£6m	£9m	£9m	£10m	£28m
Corporate recharge and other management	£1.5m	£1.5m	£1.5m	£1.5m	£4.5m
Contingency	--	£2m	£1m	--	£3m
TOTAL	£30m	£29m	£28m	£28m	£85m

WAVERLEY BOROUGH COUNCIL

JOINT OVERVIEW AND SCRUTINY COMMITTEE - 21 NOVEMBER 2016

EXECUTIVE – 29 NOVEMBER 2016

EXTRAORDINARY COUNCIL – 29 NOVEMBER 2016

Title:

WAVERLEY BOROUGH LOCAL PLAN PART 1: SUBMISSION

**[Portfolio Holder: Cllr Brian Adams]
[Wards Affected: All]**

Summary and purpose:

This 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.

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

The Waverley Borough Local Plan and its policies will have an important role in supporting and delivering Corporate Priorities, including protecting the environment and delivering affordable housing.

Financial Implications:

The production of planning policy documents will continue to be managed within existing approved budgets, including the occasional use of consultants to provide specialist support/evidence. There will also be costs associated with the Examination.

Legal Implications:

It will be necessary to ensure that when the Local Plan is submitted for Examination, it complies with the relevant legal tests of soundness.

The Inspector will make an initial assessment of the Local Plan once it has been submitted for examination. If the Inspector forms an early view that the submitted Plan may have serious shortcomings, the Inspector will raise this with the local planning authority at an early stage. Where any major concerns are identified, in relation to the duty to cooperate, other procedural requirements or the soundness of the plan, the Inspector will write to the local planning authority setting these out.

The Inspector will give the local planning authority every opportunity to respond to any concerns and address key issues that may lead the Inspector to conclude that the plan is not sound or that a legal requirement has not been met.

Where the Inspector has significant concerns about the soundness of a submitted plan, the Inspector may consider that the examination cannot be completed without additional work being undertaken. This may require consideration of a suspension or partial suspension of the examination process to give the local planning authority time to undertake further work to address the issues raised. Inspectors should make every effort to engage fully with the local planning authority in meaningful discussions to determine the scope and feasibility of any additional work needed.

If there are no initial concerns, the examination process will proceed.

Introduction

1. The Local Plan Part 1 sets out the key policies and overall strategy for managing and directing future development in Waverley over the period to 2032. It effectively forms the first part of the replacement of the existing Waverley Borough Local Plan. Following this will be a second document, Local Plan Part 2, which will set out the non-strategic policies and site allocations.

Consultation on the Pre-submission Local Plan

2. In July the Council agreed the Pre-submission version of the Local Plan for publication. That triggered the formal pre-submission consultation, which focused on the 'soundness' of the Plan. This will also be the focus of the Inspector who will 'examine' the Plan once it is submitted. There are certain legal tests that have to be met, based on procedure, including the legal test of whether or not the Council has met the 'Duty to Co-operate'. Officers consider that these have been met. There are additional tests of the Plan itself. The Inspector will be considering whether the Plan is:-
 - Positively Prepared
 - Effective
 - Justified
 - Consistent with national policy
3. Those responding to the pre-submission consultation were asked to link their comments to the legal and other tests of soundness. A total of almost **1,500** separate comments were received from **603** respondents. In addition there were around 2,100 postcard responses derived from a document circulated by the 'Protect Our Waverley' campaign group. These set out various reasons for objecting to the allocation of Dunsfold Aerodrome in the Plan.

Issues arising from the consultation on the Pre-Submission Local Plan

4. Members are reminded that the Local Plan Part 1 has its foundations in the original Core Strategy that was withdrawn from Examination in 2013 on the recommendation of the Inspector. The Core Strategy itself had been subject to extensive consultation and many of the policies in Local Plan Part 1 are an evolution/updating of earlier Core Strategy policies. Members are also reminded that in 2014 there was a consultation on different scenarios for the distribution of new homes within Waverley. That consultation also included the opportunity to comment on other issues relevant to the development of the Local Plan, such as issues around the approach to the Green Belt. The spatial strategy in the new

Local Plan, which includes the proposed allocation of the Dunsfold Aerodrome site as a new settlement for 2,600 homes, is an evolution of one of the scenarios consulted on in 2014.

5. Set out at Annexe 1 (*circulated in a separate pack to all councillors as part of the agenda for the Joint Overview and Scrutiny Committee*) is a schedule setting out, by chapter, the key issues coming out of the latest consultation and the officers' response to these. Some of the key comments arising from the consultation include:

- The objectively assessed need (OAN) for new housing has not been properly identified. In relation to this some argue that the OAN is too high, questioning the need for an uplift relating to affordability and arguing that the Council should take account of the most recent population projections published in June. Others argue that the OAN is not high enough. There are various reasons for this including that it should be higher to take more account of the need for affordable homes, that there should be a greater uplift due to affordability issues and that the plan understates likely economic growth and additional housing needed to support this.
- Some argue that the housing target, (which is the same as the OAN) is too high and does not take account of the various constraints in Waverley.
- Others argue that the housing target is not high enough. Some argue that there should be a buffer to allow for some flexibility and contingency in the event that projected sources of housing supply do not come forward. Examples include non-delivery of identified sites and a perceived over-reliance on windfalls. Some also comment that there is too much reliance on one site (Dunsfold Aerodrome). Linked to this are comments that there are other sites available that the Council could bring forward to deal with a potential future delivery issue.
- Linked to the above are various comments concerning the Duty to Co-operate and, in particular the fact that there are unmet needs within the Housing Market Area (arising from Woking) and that Waverley should be picking this up.
- Some have challenged the distribution of development, with particular reference to the amount of housing being proposed in the Eastern part of the Borough. Various reasons are given for this, including the argument that the locations identified for growth in this area (Cranleigh and Dunsfold Aerodrome) are not sustainable locations.
- In relation to Dunsfold Aerodrome those opposing its development refer to a number of factors, including concerns around infrastructure and the limited scope to improve this.
- Infrastructure generally is raised as an issue. This covers a range of factors. Two of the most prominent are concerns around transport/roads and drainage, including the capacity of sewage treatment works and implications for water quality.
- Some have argued that there has not been sufficient consultation or that previous consultations have been flawed.
- Some have challenged the two-stage process of producing the Local Plan (i.e. Local Plan Parts 1 and 2). Some argue that this reduces certainty about the overall delivery of the strategy. Others argue that decisions on specific matters, such as changes to Green Belt should all be made in Local Plan Part 1 rather than the proposed approach of deferring some decisions to Local Plan Part 2.

- Linked to the above are some challenges around the approach to meeting the needs of Travellers and whether decisions on this should be in Local Plan Part 1 rather than Part 2.

Officer response

6. A number of the issues raised were anticipated and have been addressed through the plan itself and supporting evidence, such as the Sustainability Appraisal (SA). In relation to the issue of the OAN, the various comments made have been considered both by the officers and by GL Hearn, the consultants who carried out the Strategic Housing Market Assessment (SHMA) on behalf of Waverley, Guildford and Woking. In essence this has confirmed that the SHMA is a sound piece of evidence, based on the up-to-date data at the time and that it can be supported through the examination process.
7. In relation to the issue of the housing target, based on the evidence, it is not considered that there is a justification for seeking to argue that the Council is not able to meet its housing needs, notwithstanding the constraints in the Borough, which are recognised. In terms of whether the housing target is too low, officers are confident that the strategy is deliverable and that the Council has not over-stated the amount of windfall development. In addition, the Council has identified in chapter 19 the broad location of where it would seek to bring forward additional sites, if it were to transpire that the required amount of housing was not coming forward from the currently identified sources.
8. In relation to the issue of unmet needs elsewhere, the Council is working with Guildford and Woking Borough Councils to agree a statement of common ground in relation to this. The Council has already considered through the Sustainability Appraisal whether it could meet additional needs from outside the Borough and concluded that it is not able to do so.
9. With regard to the distribution of development, this has been assessed through the Sustainability Appraisal and other evidence. There are a range of factors influencing whether the strategy is sound and taking these into account it is considered that the distribution is appropriate. In terms of infrastructure it is acknowledged that in some locations infrastructure needs to be improved to support development. The Infrastructure Delivery Plan (IDP) will be an important piece of evidence identifying necessary infrastructure to support development. This includes a particular focus on transport and drainage matters.
10. In relation to previous consultations, it is not considered that this is flawed or inadequate. In relation to this, legal advice was sought on the particular issue of whether the Council was able to proceed to the Regulation 19 consultation, having regard to previous consultations, and the advice received was that this was an acceptable approach.
11. In relation to the two-stage approach, this has been the Council's intention for sometime and it is considered that this is reasonable. In particular, it is not considered that this approach puts the deliverability of the strategy at risk. It is also considered reasonable to defer some of the detailed decisions, such as the detailed changes to settlement boundaries around villages in the Green Belt to Part 2 of the Plan. In addition, it is considered that the approach to dealing with Gypsy and

Traveller needs, as set out in the Plan, with the details of any new site allocations addressed through Local Plan Part 2, is a reasonable one.

12. Having reviewed the comments made in response to the consultation, officers have identified a number of minor modifications to the text and the policies in the Plan. These are set out in the table at Annexe 2 (*again circulated as separate pack*). This schedule of modifications will be submitted to the Planning Inspectorate alongside the draft plan itself.

Conclusion

13. The officers have carefully considered the responses to the consultation and have identified some minor changes to improve the plan. In some cases, it has been necessary to refer comments to consultants and to have further discussions with key consultees, such as the Environment Agency, in order to address points raised. This may result in an update to the schedule of comments and the schedule of minor modifications.

Joint Overview and Scrutiny Committee

14. The Joint Overview and Scrutiny Committee is due to give consideration to this report, at its meeting on 21 November 2016, and any comments or observations to the Executive will be circulated separately.

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.

Background Papers

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

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WAVERLEY BOROUGH COUNCIL

JOINT OVERVIEW AND SCRUTINY COMMITTEE - 21 NOVEMBER 2016

EXECUTIVE – 29 NOVEMBER 2016

Title:

THE SCOPE OF LOCAL PLAN PART 2: NON-STRATEGIC SITES AND POLICIES

[Portfolio Holder: Cllr Brian Adams]

[Wards Affected: All]

Summary and purpose:

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.

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

The preparation of Local Plan Part 2 will support the Corporate Priorities in relation to Community Wellbeing and Environment.

Financial Implications:

The Council has agreed a supplementary estimate of £200,000 to fund the additional resources necessary to support the acceleration of the production of Local Plan Part 2.

Legal Implications:

There are no legal implications arising specifically from this report.

Introduction

1. The review of the 2002 Waverley Borough Local Plan is taking place in two parts:-
 - Local Plan Part 1: Strategic Policies and Sites; and
 - Local Plan Part 2: Non-strategic Policies and Sites
2. The Council has recently published Local Plan Part 1 for public consultation. Once the comments have been considered as a result of this consultation, the Council will submit Local Plan Part 1 to the Secretary of State for its formal examination.
3. In July 2016 the Council agreed the new Local Development Scheme (LDS). This sets out the timetable for the completion of Local Plan Part 1 and the provisional timetable for the preparation of Local Plan Part 2. In particular, the key milestones for the preparation of Local Plan Part 2, as set out in the LDS are:

- Aug – Sept 2017: Consultation on preferred options and draft policies (Regulation 18)
- April 2018: Publication and Regulation 19 consultation
- July 2018: Submission for examination
- March 2019: Adoption

4. Officers have already commenced work on the preparation of Local Plan Part 2, particularly in relation to the scope of the document. The intention is to progress the production of Local Plan Part 2 as quickly as reasonably possible. In particular, much of the work to prepare the draft of Local Plan Part 2 will be taking place alongside the examination of Local Plan Part 1. Given that some of the policies and site allocations contained within Local Plan Part 2 are directly linked to the strategy set out in Local Plan Part 1, progress with the work on Local Plan Part 2 will clearly be dependent on the progress of Local Plan Part 1 through examination.
5. A further consideration that will affect the scope and potentially the timetable for Local Plan Part 2 will be progress with the various neighbourhood plans that are being prepared for a number of the towns and parishes in Waverley. The neighbourhood plans in preparation are at various stages. These include the Farnham Neighbourhood Plan, which has already reached the examination stage. The intention is that Local Plan Part 1 will set out the overall strategy and in some cases the specific housing allocation to inform the development of neighbourhood plans and the potential allocation of sites to deliver the development needs of the town/parish. In such cases, there may not be the need for allocations and some development management policies in Local Plan Part 2, if the related neighbourhood plan is dealing with these matters.

The Scope of Local Plan Part 2

6. Attached as Annexe 1 to this report is a table setting out the key matters that Local Plan Part 2 is likely to cover. This is not an exhaustive list and there may be the need to address other matters as a result of any changes to national policy/guidance.

Recommendation

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

Background Papers

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

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MATTERS LIKELY TO BE INCLUDED IN LOCAL PLAN PART 2: NON-STRATEGIC POLICIES AND SITES

Policy	Content to be included
General Policies	
General environmental policy (similar to current Local Plan policy D1)	Impact of development including the cumulative impact of developments.
Sustainable Construction (potential policy to amplify LPP1 policy CC2)	<ul style="list-style-type: none"> • Sustainable design • Flood management • Ecological enhancement
Detailed policy on Design and layout of development	<ul style="list-style-type: none"> • Density of development (including housing) • The development of garden land. • Crime and prevention • Landscaping • Amenity space • Conversion and subdivision of existing buildings
Detailed policy on accessibility	<ul style="list-style-type: none"> • Access and mobility for all including special needs • Servicing and bin storage
Detailed policy on trees, hedgerows and woodlands	<ul style="list-style-type: none"> • Ancient woodland • Tree protection
Green Infrastructure	<ul style="list-style-type: none"> • Green infrastructure requirements for developments
Detailed policy on advertisements	
Detailed policy on Telecommunications.	
Housing	
Housing delivery policy (if required)	
Non-strategic site allocations	<ul style="list-style-type: none"> • SHLAA sites • Greenfield sites
Detailed policy on the retention of residential land and buildings	
Detailed policy on the conversion and subdivision of housing	
Detailed policies on Gypsy and Traveller Accommodation (to amplify	

LPP1 policy AHN4)	
Allocations for Gypsy and Traveller sites where needed	
Employment	
Detailed policies to consider the protection of existing employment land and the development of new employment land.	
Sites for safeguarding	Existing employment sites that we want to retain in employment use
Built Environment	
Review and designation of character areas within settlements (currently the BE policies in the Local Plan)	<ul style="list-style-type: none"> • Hillsides areas • Areas of Special Environmental Quality • Areas of Low Density
Review and designation of important green spaces	
Rural Environment	
Replacement of the Local Plan policy RD1 for development in villages (including a review of village settlement boundaries to address any anomalies).	
Review of main settlement boundaries to accord with strategy set out in LPP1.	
Implementation of detailed Green Belt boundary changes as set out in LPP1 policy RE2	
Implementation of detailed changes to boundaries of Local Landscape Designations as set out in LPP1 Policy RE3	
Replacement of and extensions to buildings in the countryside	<ul style="list-style-type: none"> • including to dwellings under current Local Plan policies RD2 and RD2a • Amplifying the NPPF through qualifying the amount that will be considered appropriate in the Green Belt
New and the reuse of buildings	<ul style="list-style-type: none"> • ancillary residential outbuildings i.e. garages (currently Local Plan policy RD3) • Amplifying the NPPF through qualifying the amount that will be

	considered appropriate in the Green Belt
Agricultural development/diversification	
Protecting agricultural land	
Agricultural dwellings	
Rural brownfield land	
The Historic environment	
Detailed policies for the management of the historic environment	<ul style="list-style-type: none"> Heritage Assets: designated and undesignated inc. Listed Buildings, Scheduled Monuments, Conservation areas, Registered Parks and Gardens, archaeological interests, locally listed buildings and conservation Areas
Town Centres and Shopping	
Review and designation of current town centre boundaries	
Designation of primary and secondary shopping frontages	
Key sites or other site allocations for town centre uses.	
Transport	
Detailed policies on transport	<ul style="list-style-type: none"> Roads footpaths, cycleways other transport links parking
Identification of specific routes	<ul style="list-style-type: none"> Roads footpaths, cycleways other transport links.
Infrastructure	
Land to be safeguarded for new infrastructure and services	<ul style="list-style-type: none"> new/expanded schools safeguarding land for highway improvements expansion of facilities for utility companies.
Community	
Detailed policies for new facilities	<ul style="list-style-type: none"> new community facilities/schools/educational

	establishments
Allocations for new facilities where needed	
Leisure and Tourism	
Detailed policies on tourism and visitor accommodation	<ul style="list-style-type: none"> • New development and change of use to • Retention of existing development
Detailed policies on leisure	<ul style="list-style-type: none"> • New development including sports grounds/playing fields/golf courses/walking/cycling and horse riding (commercial and non commercial)

WAVERLEY BOROUGH COUNCIL

EXECUTIVE – 29 NOVEMBER 2016

Title:

WAVERLEY'S FAMILY SUPPORT SERVICE AND PARTICIPATION IN THE GOVERNMENT'S VULNERABLE PERSONS RELOCATION SCHEME

**[Portfolio Holders: Cllrs Julia Potts
and Carole King]**

[Wards Affected: All]

Summary and purpose:

This 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.

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

The key priorities in the Corporate Plan of Customer Service, Community Wellbeing and Value for Money will help shape the Council's overall approach to supporting vulnerable families in the borough and participating in the Government's Vulnerable Person's Relocation Scheme. Under these priorities the Council also has a strong track record of supporting families with complex needs through its highly regarded Family Support Service.

Resource/Value for Money implications:

The full details of the funding available to participating local authorities is set out in a 'Home Office Funding Instruction' document and for Year One costs these are set at £8,520 per individual, with additional specified amounts for education costs to be paid to educational establishments.

Local Authorities can also apply for top up payments where there may be additional needs or extenuating circumstances. Payment is made to the local authority on the basis of 40% of the yearly cost within 30 days of the household's arrival into the UK and the remainder paid in arrears in two equal instalments at the end of the fourth and eighth month.

Further funding for year 2 to year 5 has also been confirmed by the Government although at a lower level to reflect the lower expected support needs over time. The Government's funding is expected to meet all the costs associated with supporting these households.

The costs of the two Family Support Officer posts recommended in this report can be fully met from a combination of the Government's funding for Troubled Families and the Government's Vulnerable Persons Relocation Scheme. Given the risk

associated with posts funded from any external funding stream, the Council's usual policy will apply in making provision within the funding for any future redundancy costs.

Legal Implications:

There are no legal implications arising from the recommendations contained in this report.

Introduction

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.
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.
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.

Detailed arrangements

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.
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.
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.

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.
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.
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.
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.

Waverley's Family Support Service

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.
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 – ie 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.

Potential Risks and Mitigation

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.
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.
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.
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.

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.
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.

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.

Background Papers

Syrian Vulnerable Person Resettlement Programme – Guidance for local authorities and partners (Home Office)

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WAVERLEY BOROUGH COUNCIL

EXECUTIVE – 29/11/2016

Title:

HOUSING SERVICE WATER CHARGES

[Portfolio Holder: Cllr Carole King]

[Wards Affected: All]

Summary and purpose:

The purpose of this 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.

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

This report relates to the Council's secure tenants and relates to the Corporate Priorities of "Community Wellbeing" and "Value for Money".

Financial Implications:

There are significant financial implications for Waverley. The Southwark case findings will affect the commission received by Waverley from Thames Water each year going forward (approximately £80,000 per annum) and opens up the possibility for claims by tenants for overpayments of water charges (both existing and former tenants). Following a detailed financial analysis, the Council's liability is estimated to be £400,000 (approved by Council on 20 October 2016).

Legal Implications:

There are wide legal implications. Changes will need to be made to the legal agreement, with Thames Water dated 24 March 2004, relating to the collection of water charges, in light of the Southwark case. Based on the findings of the Southwark case, the Council will need to consult with its tenants under section 105 of the Housing Act 1985 before making any changes to the legal agreement, for example, terminating the agreement. The Legal Services team will keep Members informed if there is any change to legal advice during the consultation period.

Background:

1. The Executive received a report on 27 September 2016 outlining the Jones v Southwark 2016 case and potential implications for Waverley. This relates to a ruling in the High Court that found that the London Borough of Southwark had overcharged some of its tenants for the water and sewerage collection

service for unmetered properties, as a result of its contract with Thames Water.

2. Like many other local authorities and social housing providers, Waverley Borough Council has a long-standing contractual agreement with Thames Water, which was originally put in place to simplify billing procedures for those Council tenants in unmetered properties. This is similar to the one held by the London Borough of Southwark.
3. As a result of this, the Council has been investigating the implications arising from the court judgment; the potential liability for Waverley, and what changes may be necessary in the Council's current contract with Thames Water. In October 2016, the Council delegated to the Executive the approval to agree the detailed approach to handling claims from tenants for overpayment and the decision about the future of the arrangement with Thames Water.

The Current Arrangements:

4. Currently, on behalf of Thames Water, Waverley bills and collects water charges from tenants in unmetered properties. In return, the Council receives commission to cover the cost of administering this service, including any bad debt. The commission is used to help the Council to provide its housing services.
5. The current arrangements were established pre-1980 and, at the time, were advantageous to Council tenants, offering them more flexibility over the payment arrangements. The contract included the collection of charges for either water or sewerage or both water and sewerage.

Legal advice:

6. In August 2016, external legal advice confirmed that Waverley's contract with Thames Water was virtually identical to the agreement at Southwark and therefore the ruling impacted the provision of water service for unmetered properties.
7. Waverley has been advised to: recognise and calculate liabilities for overpayment by tenants in respect of water supply; review the current contract with Thames Water; consult with tenants on the future of the service to collect water charges for unmetered properties; and consider refund arrangements.
8. In September 2016, the Council joined the Local Government Association consortium to assist with further legal advice in assessing the liability of the Council.

Financial analysis:

9. There are 2,577 council tenants who are currently paying a water charge to Waverley under the Thames Water arrangement.

10. Officers calculate that the liability is on average £27 per annum per household serviced by Thames Water per year covering the last six years (“the limitation period”) back to 3 March 2010. After taking all other factors into account it is estimated that the potential total value of claims is £400,000. Council has already set this money aside from HRA resources.
11. The liability is based on the commission received above the £5 admin charge per year allowed for under the Water Resale Order 2006, as Waverley is no longer recognised as an agent of Thames Water but a “reseller”.
12. The analysis takes into account the interest payments required as specified in the Water Resale Order 2006.

General principles

13. To guide the development of the strategy for how the Council responds to the Jones v Southwark case, the following principles have been developed:
 - To be transparent about the Council’s actions in response to the Southwark High Court ruling and to ensure that Council tenants are treated fairly and consistently in relation to the handling of their utility charges.
 - To acknowledge that the arrangement with Thames Water was entered into to provide payment benefits and flexibility for tenants in common with actions taken by many Councils across the country.
 - To formally consult with Council tenants affected by this ruling, before deciding the best course of action.
 - To remove the legal risk associated with the current contract with Thames Water by amending the terms through a deed of variation, to avoid any future liabilities before putting in place any longer term solutions.
 - To prioritise the refunding of any monies from overpayments to current Council tenants as quickly as possible.

Future of Thames Water arrangement:

14. It is proposed to vary the agreement with Thames Water with effect from 1 April 2017 through a formal deed of variation. This will cease any ongoing liability relating to commission. This in itself will not have any implications for tenants and will only impact the commission that the Council receives.
15. There are then two options available to Waverley:
 - Maintain a varied contract with Thames Water with reduced levels of commission to reflect the administration fee permitted under the Water Resale Order 2006; or
 - Give notice to terminate the contract with Thames Water and support tenants in creating a direct relationship with Thames Water as per other utility providers.

16. The option of maintaining a varied contract with Thames Water has a number of implications. Firstly, it would perpetuate an anomaly with those tenants in the rest of the borough who already have a direct relationship with their Water and Sewerage provider, South East Water, and have done so for many years following the termination of a similar agreement. If tenants were able to have a direct relationship with their utility companies, this would provide a consistent outcome for all tenants wherever they live in the borough.
17. It is also important to note that approximately 40% of Waverley tenants affected by the contract with Thames Water are in receipt of full housing benefit which is paid directly to the Council. Therefore these tenants only make water charge payments to the Council who then need to process this through the Rents Team and then pass this on to Thames Water. This represents a disproportionate and bureaucratic arrangement and in the context of a reduced commission charge, does not represent value for money.
18. Thames Water has indicated that they now offer a range of flexible payment arrangements for customers which were not available at the time the Council entered into this contract. This includes monthly direct debits and more customised payment plans including:
- Water Sure - capping bill at £374 for large families on benefits
 - Water Sure plus - bill reduced by half for tenants with an income less than £16k and disabled family member or child under five
 - Water Direct - payment from benefits
 - Customer Assistance Fund – financial assistance for those struggling to pay and owe past bills
19. This will make it easier for Council tenants to move to a direct billing arrangement with Thames Water and reflects the arrangements already in place for all other Council tenants.
20. The current contract provides the Council with a six month notice period should they decide to terminate the contract. It is proposed to provide notice to Thames Water of the Council's wish to do this, following consultation with tenants. The precise timing for the end of this contract will need to align with the tenant consultation process and schedule for the current billing arrangements. Waverley will also seek to provide sufficient time for Thames Water to put in place appropriate arrangements to support tenants with the transition to direct billing.

Tenant consultation

21. Secure tenants must be consulted regarding any change in the way their home is managed under the Housing Act 1985. The 2,577 tenants impacted have been notified of the case, Waverley's potential liability and the possible refund for tenants.

22. It is proposed that consultation with these tenants commence in December 2016 for a six week period (encompassing Christmas). The consultation will seek these tenants' views on the proposal to terminate the contract and advise tenants on how to create a direct relationship with Thames Water.
23. It is also proposed that Waverley officers will attend the Tenants Panel open meeting in January 2017 to seek views and provide information and advice regarding tenants having a direct relationship with Thames Water.

Refund arrangements

24. The Council has already indicated a wish to refund any overpayments to Council tenants affected as quickly as possible. Every effort will also be made to ensure that this is completed as efficiently as possible, minimising any associated administrative costs.
25. Refunds will only be made for the period of the past 6 years. It is proposed that current Council tenants will receive reimbursement through a credit to their rent account, *after any* outstanding debt or rent arrears to the Council has been repaid. This provides a consistent and robust approach for all tenants, minimising the risk of fraud, and ensuring that those tenants without bank accounts are not disadvantaged. This will also assist those tenants in rent arrears where their home is at risk if they are unable to bring their rent account back into balance.
26. Once rent accounts had been credited, tenants would then have the option to request any surplus or part surplus to be paid to them direct. The normal refund process will be followed.
27. Some tenants alternatively may wish to leave the refund in their rent account and see their weekly rent payments reduce for a period until the surplus had been spent. This would be a choice for individual tenants to make.
28. Former tenants who no longer have a rent account with the Council will be invited to apply online for a refund. The invitation will be publicised through the Council's website and a local press release.
29. These applicants must apply online and provide proof of identification and proof of residence to be cross checked with Council records (date of birth, national insurance number, full name, addresses and time periods). Applications from former joint tenants must be made jointly, in both names.

Risks

30. Should Executive agree this strategy following consultation with Council tenants, the main external factor and therefore risk, is the cooperation and capacity of Thames Water in relation to agreeing to a deed of variation and arrangements for terminating the contract including putting in place direct billing for water charges for 2,577 Council tenants. However, initial exploratory discussions have already started with Thames Water and they

have indicated their wish to cooperate with the Council and their ability to accommodate the approach set out in the draft strategy.

31. Summary of draft strategy and timetable

		Timescale
Formal consultation on current arrangements with Thames Water	Formally consult with those tenants affected by the High Court ruling and consider the outcome before deciding on the final course of action.	Second week of December to end January 2017
Short term changes to the contract	Negotiate a deed of variation with Thames Water to ensure that there are no future liabilities arising from the High Court ruling	January 2017 - April 2017
Formal Decision by Executive	Executive consider feedback from consultation and agree final strategy and actions	March 2017
Feedback to Tenants	Write to tenants letting them know the outcome of the consultation and the Council's final course of action.	March 2017
Refunds	Provide a refund to current Council tenants affected, by crediting their rent account. Any outstanding debt to the Council will be met before credits are made.	From April 2017
Notice of termination of current contract	Progress with giving six months notice of termination of the current agreement with Thames Water and agree a handover date based on alignment with billing periods	Notice given in April 2017
Former tenants	Invite former tenants to apply for a refund through the Council website. The invitation will be publicised through the website and local press release Any outstanding debt to the Council will be met before payments are made.	April 2017

Direct Billing with Tenants	Contract notice period expired with Thames Water and direct billing arrangements in place for existing Council tenants	October – December 2017
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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.

Background Papers

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

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WAVERLEY BOROUGH COUNCIL

EXECUTIVE - 29 NOVEMBER 2016

Title:

AMENDMENTS TO WBC'S OFF-STREET PARKING ORDER

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

Summary and purpose:

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

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

The recommendations contained within this report will help to provide Value for Money by ensuring that the use of Waverley's car parks is consistently and fairly regulated. By ensuring the appropriate use of the borough's car parks, the recommendations also contribute towards the Customer Service priority, by maximising the availability and correct use of car parking spaces.

Financial Implications:

The cost of advertising the amendments is around £2,500 and it is proposed that this will be met from existing advertising budgets.

Legal Implications:

Amending the Parking Order is a statutory process, and therefore, although lengthy, the timescales set above are a fundamental requirement of the process.

Introduction

1. This report is requesting approval to commence the consultation process to amend Waverley's Off-Street Parking Order.
2. Waverley's Parking Order outlines the regulations for all Off-Street parking places in the Borough. This is a necessary documentation so that customers understand how to use the car parks, and so that any breaches in usage can be penalised fairly and robustly.
3. Officers have identified that there are several amendments within the Parking Order which are required in order to remove reference to superseded legislation and to clarify the requirements to avoid ambiguity over interpretation when dealing with appeals etc. This review is solely related to rules of usage in the car parks.
4. Annexe 1 to this report lists significant amendments proposed to the Order.

5. The following milestones outline the statutory process the Council is required to follow, and corresponding dates:
- Report for Executive to request commencement of the consultation process- 29 November
 - Advertisement to consult on changes to Parking Order- 6 weeks- to end on 20 January 2017
 - Report to Executive with feedback on consultation and final recommendations - 7 March
 - Full Council approval – 25 April
 - Publish Notice of Intention document- 21 days
6. Therefore, based on this timetable it would be expected that amendments to the Parking Order will come into effect from approximately 22 May 2017.

Recommendation

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

Background Papers

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

CONTACT OFFICER:

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Annexe 1- List of main amendments to Parking Order

1. Clarified that trailers are allowed in a Parking Place, so long as they are displaying a registration of the towing vehicle.
2. The maximum weight limit of vehicles is out of date- has been replaced with a maximum size to not exceed two parking bays length ways, and requires that two pay and display tickets are purchased.
3. Previous version stated it must be the disabled person's vehicle if a disabled bay is used- amended to state that disabled bays may be used if the vehicle is carrying a disabled person.
4. States that if the phone and pay system is not available, an alternative payment method must be used to purchase a Pay and Display ticket.
5. Removal of 'Power to Immobilise' section.
6. Removal of references to 'Visitor Bays' in Council car parks.
7. Inclusion of times when maximum stay applies at Bramley library.
8. Corrections of maps for Meadrow, Godalming, Locality Office Farnham, Dogflud Way, Farnham and Leisure Centre in Farnham.
9. Amendments to include Woolsack Way (The Wharf) car park.
10. Removal of coach parking at Meadrow car park, except for evenings and weekends.
11. Traffic Enforcement Centre registration fee updated.
12. Removal of Haslemere and Godalming Leisure Centres from the Order.

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WAVERLEY BOROUGH COUNCIL

EXECUTIVE – 29 NOVEMBER 2016

Title:

SCHOOL PARKING PERMITS

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

Summary and purpose:

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

How this report relates to the Corporate Priorities:

Customer Service / Community Well-being: Continuing to offer these parking permits for parents at these schools will enable them to drop off and collect their children more safely and provide a valuable service for them.

Environment: These arrangements will assist in reducing congestion and pollution immediately outside of schools where it can cause most harm to children.

Financial Implications

The 2016/17 budget includes estimated additional income of £20,000 from sales of permits. Continuing to offer free school parking permits will result in a potential shortfall against this budget. The potential shortfall was identified in the Budget Management Monitoring Report to the Executive on 1 November.

The cost of producing and issuing the permits will not exceed £1,000 and the schools involved will administer the issue of the permits to parents in accordance with the approved policy.

Risk Management Implications

Continuing to offer a free permit scheme to those schools who have historically received the permits will minimise any adverse publicity and reputational risk to the Council.

Other schools may come forward to request permits which could add further to the potential loss of income for the Council.

Background

1. Members will recall that during the budget setting process in February 2016 it was acknowledged that offering free parking permits to parents to enable parents to park in Waverley car parks whilst dropping off and collecting their children from school was resulting in a potential loss of income for the Council. It was agreed

that charges would be introduced for permits issued to parents for parking in Waverley car parks to drop off and collect children at school.

2. The proposal was not given widespread support by the schools involved. It was recognised that the provision of these permits assisted in reducing congestion outside of schools and the associated pollution and accident risks and officers were requested to revisit the proposal with the schools on the basis that the charges would not be introduced. The consequential shortfall in anticipated income was reported in the Budget Management Report to the Executive on 1 November 2016.
3. The number of permits historically issued to each school, which expire on 31 December 2016, is shown in Table 1 at Annexe 1 to this report.
4. Schools have been consulted on future arrangements for these permits and as a consequence, the policy as set out in Annexe 1 is proposed to take effect from 1 January 2017. Table 2 in the policy also details the number of permits it is proposed to issue to each school in future if the policy is agreed.

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.

CONTACT OFFICER:

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Proposed policy for issuing School Parking Permits

The School Parking Permit Scheme is intended to enable parents to drop off and collect children from nearby schools in a safe environment by allowing them to park in nearby Waverley Borough Council car parks (for a brief period of up to 20 minutes) at the start and at the end of each school day, (between the hours of 8.00am and 9.00am in the mornings and 3.00pm and 4.00pm in the afternoons).

Eligible Schools

School parking permits will be provided to the schools listed below which have historically received the permits on an annual basis. There is no proposal to extend this scheme to other schools.

Number of permits issued to each school

The number of permits issued to each school will be that shown below, as agreed with the school on the basis of the number issued historically, adjusted in accordance with the criteria below. This number of permits may be varied at any time after consultation between the school and the Head of Environmental Services.

Eligibility for permits

The participating School may issue one permit per family to those parents who live more than 10 minutes walk from the school their children attend.

The participating School may also issue permits to parents living less than 10 minutes walk from the school if there are extenuating circumstances such as disability of the child, parent or guardian.

Conditions attached to permits

The permit must be displayed prominently in the bottom left corner of the windscreen of the vehicle whenever the vehicle is parked in a Waverley car park for the purposes described above.

The permit is only valid for use in the car park nearest to the school which the children of the vehicle user attend.

The permit is only valid for a period of up to 20 minutes each time between the hours of 8.00am and 9.00pm in the morning and between the hours of 3.00pm and 4.00pm in the afternoon.

Each permit will bear a unique serial number so that it is traceable to the parents it has been issued to in the event of any discrepancy or abuse.

Persons using the permit contrary to these conditions may be subject to a Penalty Charge Notice. The permit may also be cancelled in the event of persistent abuse.

Table 1 Current Permits issued

School	Car Park	Day of Week	AM Start Time	AM End Time	PM Start Time	PM End Time	No of Permits cuurently Issued
Blossom Nursery	Stocklund Square	Mon - Fri	09:10	09:25	12:25	12:40	10
Blossom Nursery	Stocklund Square	Mon - Fri	09:10	09:25	01:25	01:40	5
Blossom Nursery	Stocklund Square	Mon - Fri	09:10	09:25	02:25	02:40	10
Moss Lane	Crown Court	Mon - Fri	08:50	09:05	03:10	03:25	180
Potters Gate	Upper Hart	Mon - Fri	08:40	09:00	03:05	03:25	60
Potters Gate	Upper Hart	Mon - Fri	08:40	09:00	03:15	03:35	330
St Andrews	Waggon Yard	Mon - Fri	08:35	08:55	02:55	03:15	220

Total 815

Table 2 Proposed Permit Issue

School	Car Park	Day of Week	AM Start Time	AM End Time	PM Start Time	PM End Time	No of Permits Proposed
Blossom Nursery	Stocklund Square	Mon - Fri	09:10	09:25	12:25	12:40	10
Blossom Nursery	Stocklund Square	Mon - Fri	09:10	09:25	01:25	01:40	
Blossom Nursery	Stocklund Square	Mon - Fri	09:10	09:25	02:25	02:40	
Moss Lane	Crown Court	Mon - Fri	08:50	09:05	03:10	03:25	130
Potters Gate	Upper Hart	Mon - Fri	08:40	09:00	03:05	03:25	50
Potters Gate	Upper Hart	Mon - Fri	08:40	09:00	03:15	03:35	200
St Andrews	Waggon Yard	Mon - Fri	08:35	08:55	02:55	03:15	115

Total 505

WAVERLEY BOROUGH COUNCIL

EXECUTIVE - 29 NOVEMBER 2016

Title:

UPDATING THE SCHEME OF DELEGATION FOR NEIGHBOURHOOD PLANNING

**[Portfolio Holder: Cllr Brian Adams]
[Wards Affected: All]**

Summary and purpose:

This 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.

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

The changes proposed by this report contribute to meeting each of the Council's Corporate Priorities.

Customer Service: The changes contribute to customer service firstly by ensuring that our internal processes are clear, and ensure that the work of the Neighbourhood Plan groups is supported in a timely and resource efficient manner.

Community Wellbeing: By proactively supporting the Neighbourhood Planning agenda, we are aiding community wellbeing and the idea of a greater voice in decision-making on land use planning.

Environment: Many of the communities undertaking a Neighbourhood Plan are driven by land stewardship ideals. Through supporting Neighbourhood Plans to proceed through the legislative stages in a well-organised and efficient way, we are supporting their aspirations for development in Waverley's towns and villages.

Value for Money: Taking the decision to rationalise the approval process for Neighbourhood Plans or orders so that unnecessary work and bureaucracy is avoided is fully in line with our ambition of careful financial management.

Financial Implications:

The extension of delegated powers would achieve time savings by reducing the number of extraneous reports being prepared and considered. There are financial implications of our involvement in Neighbourhood Planning. Funding available from Central Government is reducing in absolute terms from £30,000 to £20,000 per plan (now that Waverley has passed a threshold of having five neighbourhood areas designated) and instead of funding being available at multiple stages in the process, the money is now paid once the examination has finished and the referendum date has been set.

Despite this, a long term surplus of about £66,000 is suggested, although there are likely to be times of deficit after we have paid for examinations but are awaiting receipt of the grant.

Legal Implications:

The legal team has been involved in the drafting of the changes and are supportive of the proposal to clarify the scheme of delegation.

Introduction

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.
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.
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.
4. It is requested that the Executive approves the proposals and recommends them to the Council for the scheme of delegation to be amended accordingly.

Proposed changes

5. 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 | Head of Planning in consultation with the Portfolio Holder for Planning |

- minor modifications.
- | | | |
|-------|---|---|
| 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. |

Rationale

6. 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.
7. 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.

Detail

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

105a. New provisions as of 1st 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.

Conclusion

9. The proposed changes to the Scheme of Delegation are intended to give clarity to officers in the Planning Service on how to progress a Neighbourhood Plan through the Council at each stage. In addition, the proposed changes allow the Council greater certainty in meeting the required deadlines prescribed by Government.

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.

Background Papers

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

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WAVERLEY BOROUGH COUNCIL

EXECUTIVE – 29 NOVEMBER 2016

Title:

**DISPOSAL OF LAND AT BOURNE RECREATION GROUND AND
PROPOSED COMMUNITY ASSET TRANSFER**

**[Portfolio Holder: Cllr Tom Martin]
[Wards Affected: Farnham Bourne]**

Summary and purpose:

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

The purpose of this 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.

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

This report relates to the Council's "Community Wellbeing" and "Environment" priorities: to encourage residents to use the Borough's open spaces and countryside as an important recreational resource; and to provide local residents with excellent leisure facilities. This report also relates to the Council's "Value for Money" priority to save money for the Council in the long-term with regard to repairs and maintenance costs of the existing pavilion.

Equality and Diversity Implications:

There are equality and diversity implications. The proposed new pavilion will provide enhanced community facilities and better access for community users, including improved wheelchair access and toilets. Under the proposed lease arrangements to the Community Group, there will be controls to ensure that the pavilion is available for general community use, along with leisure groups and sports clubs.

Financial Implications:

There are significant financial implications relating to the disposal of land and building of the new pavilion to the Community Group. The new pavilion will save the Council a considerable amount of money in terms of future repair and maintenance. Wider matters such as the question of State Aid, procurement issues and disposing of an asset at an undervalue must also be considered. In accordance with Waverley's Community Asset Transfer Policy, the Council must ensure that the Community Group has the financial capacity and a robust business plan to manage the asset and both parties have minimised any associated risks relating to the new pavilion.

Legal Implications:

There are wide legal implications. The Council must seek the approval of the Secretary of State prior to any disposal of land by long lease to “Bourne Asset Community Group Community Interest Company” (“the Community Group”) due to the village green status and as the disposal will be at an undervalue.

Risks

A potential risk to the redevelopment project is that the Council does not achieve the approval of the Secretary of State approval to grant a long lease of the pavilion land to the Community Group. This risk has been minimised by seeking external legal advice. The disposal of land must be in accordance with Waverley’s Community Asset Transfer Policy in order to safeguard the Council’s financial position.

Overview

1. The Bourne Recreation pavilion site falls within land registered as village green.
2. A local benefactor would like to donate a significant sum of money to demolish and re-build the Bourne Recreation pavilion and therefore provide enhanced leisure facilities to the local community. The Bourne Asset Community Group Community Interest Group, company number: 09549039, (“the Community Group”) would be responsible for the building works to the pavilion and would appoint a contractor to carry out the works.
3. The most legally robust mechanism to enable the redevelopment of the pavilion is for Waverley Borough Council to first “appropriate” the pavilion land for planning purposes and then dispose of the land to the Community Group via a long lease to allow the development of the new sports pavilion. Planning permission was granted on 5 February 2016 (WA/2015/2045) for the demolition and building of the new pavilion.
4. The lease arrangements require the consent of the Secretary of State for Communities and Local Government (“the Secretary of State”).¹ The appropriated land at Bourne Recreation Ground is outlined in red on Plan A (“the pavilion land”) and the proposed ancillary land for disposal is outlined in red on Plan B (“the ancillary land”).

Relevant Facts

5. The Bourne Recreation Ground site is an area of approximately 2.428 hectares of predominantly open land adjoining Old Frensham Road, Lower Bourne, Farnham, Surrey, in the Council’s area. The existing pavilion is some 130 to 140 square metres in extent.
6. The freehold of the site is owned by the Council. There is an agreement (of indeterminate legal status) dated 11 January 1974 between the Council’s

¹ Section 233 TCPA 1990

statutory predecessor, Farnham Urban District Council, and the Bourne Recreation Ground Committee (“the Committee”) which allows the Committee to use the pavilion building until that arrangement is determined.

7. The site is a registered village green under the Commons Registration Act 1965 (VG14). The site was added to the register on 4 January 1968 and the registration became final on 1 October 1970.
8. A local benefactor wishes to donate money to allow the pavilion to be rebuilt (in a larger form) and then used as a community pavilion. Under the proposed heads of term, community groups, leisure groups and sports clubs will be able to book the new pavilion for their activities. The Community Group would prefer to be granted a 299 year lease of the area of land occupied by the new pavilion rather than simply continue the existing arrangement under the 1974 agreement.
9. The proposed pavilion is two storeys in height and would be sited circa 10 metres north of its existing position.
10. The Community Group will manage and maintain the new pavilion. The existing pavilion is in a fairly poor state of repair with considerable maintenance costs predicted in the future. A new pavilion which is managed and maintained by the Community Group would represent a significant cost-saving to the Council.

Village Green and Statutory Prohibition of Building Works

11. Once land is registered as a village green under the Commons Registration Act 1965 it is subject to the protections given by s. 12 Inclosure Act 1857 and by s. 29 Commons Act 1876.
12. The Inclosure Act 1857, s 12, makes it a criminal offence to undertake any act which damages the green or interrupts the use or enjoyment of a green as a place of exercise and recreation. Under s. 29 Commons Act 1876, it is a criminal offence to enclose a village green or erect any structure on the green unless this is done “with a view to the better enjoyment of such town or village green.”

Intention to Dispose of Open Space and Village Green Land

13. On 3 November 2016 and 10 November 2016, the Council advertised its intention to dispose of open space and village green land at Bourne Recreation Ground in the local newspaper, The Farnham Herald, with any written responses to be received by 5 pm on Friday 18 November 2016. The Council must consider any objections before disposing of the pavilion land. The Council is also consulting with the Surrey Countryside Access Forum, as required by statute, prior to any disposal.
14. As at 17 November 2016, one written objection has been received by the Council in relation to the appropriation of land at Bourne Recreation Ground. The objection from a local resident relates to a) the original ownership of the village green land and how the Council has the right to dispose of any or all of

this land at an undervalue and b) the extent of land to be disposed. In response to point a), the Council has taken external legal advice to ensure that the proposed disposal is in accordance with the strict village green legislation and in response to point b) the ancillary land on Plan B is to enable the new pavilion to be built, as per the planning permission granted (WA/2015/2045), but is not being transferred for any other purpose.

Disposal of the land by long lease

15. As the pavilion land is now appropriated, the Council is authorised by section 233 (1) TCPA 1990 to dispose of the relevant land (including a disposal by way of a long lease) to the Community Group, provided that the Council is satisfied that the disposal would secure the best use of a building erected or to be erected on the land.
16. The Council also wishes to dispose of the ancillary land at the pavilion (on Plan B) pursuant to section 123 of the Local Government Act 1972, for the improvement of footpaths and surrounding areas of the pavilion.
17. The disposal must be in accordance with Waverley's Community Asset Transfer Policy. The Community Asset Transfer Policy sets a transparent and consistent framework to enable asset transfer from the Council to community organisations. Before any transfer of property asset, the Council must consider the following: the nature and capacity of the applicant; the contribution to the corporate objectives, the assessment of risks and ensuring there is a sustainable business case.
18. The disposal is subject to obtaining Secretary of State approval as outlined below.

Proposed Heads of Term

19. The proposed heads of term are set out at Annex B. The pavilion will only be used for purposes and by persons that are generally compatible with the continued use of the rest of the site as a village green.
20. The new pavilion will provide an enhanced clubhouse area, storage and changing facilities for the local community. The pavilion will be available to local inhabitants and will allow for other clubs and organisations active in the local community to use the new pavilion.

Disposal of an Asset at an Undervalue

21. In accordance with Waverley's Community Asset Transfer Policy, if any disposal of land is at less than best consideration then it must be accompanied by a legally-binding Service Level Agreement (SLA) or other appropriate legal agreement identifying the benefits and how these will be monitored and measured, together with the remedies available to both parties if the SLA or other mechanism is not met.
22. When a local authority disposes of land assets they have a fiduciary duty under the provisions set out in section 123 of the Local Government Act 1972.

This provides that, subject to certain exceptions, a local authority may dispose of land held by them in any manner they wish but, except with the consent of the Secretary of State, they may not dispose of land (unless the disposal is by way of a lease for less than 7 years) for a consideration less than the best that can be reasonably obtained.

23. There is a general consent set out in Circular 06/2003 which relates to disposals under section 123 of the Local Government Act 1972 where the difference in value between the disposal price and the open market value is £2 million or less and the disposal is likely to contribute to promoting or improving the economic, social, or environmental well-being of some or all of the residents of the Council's area. Given the social role of the pavilion and the improved facilities it will provide, together with significant external funding, officers consider that this test can be met. The proposed disposal of land at Bourne Recreation Ground is to a community organisation and the lease will not allow for the commercial use of the site. The value of the land for the pavilion and surrounding area therefore reflects this limited market.

Secretary of State Approval

24. The Council will need to seek consent from the Secretary of State prior to any disposal of land at Bourne Recreation Ground.²
25. Consent is also required from the Secretary of State where the disposal is to be for a consideration less than the best that can be reasonably obtained and the disposal is for more than a seven year lease.³

Conclusion

26. A local benefactor wishes to donate money to allow the existing pavilion to be demolished and rebuilt (in a larger form) and then used as a community pavilion. On 18 October 2016, the Council formally resolved to appropriate land at Bourne Recreation Ground for planning purposes.
27. The Council wishes to dispose of the Bourne Recreation land outlined on Plan A and Plan B via a long lease to enable the demolition of the existing pavilion and building of the new pavilion.
28. Provided no significant objections are received and Secretary of State approval of the disposal is achieved, the Bourne Recreation new pavilion project can proceed.

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 Section 233 (2) TCPA 1900

³ Section 223 (3) TCPA 1990

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 excluding the building on Plan A) 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).

Background Papers

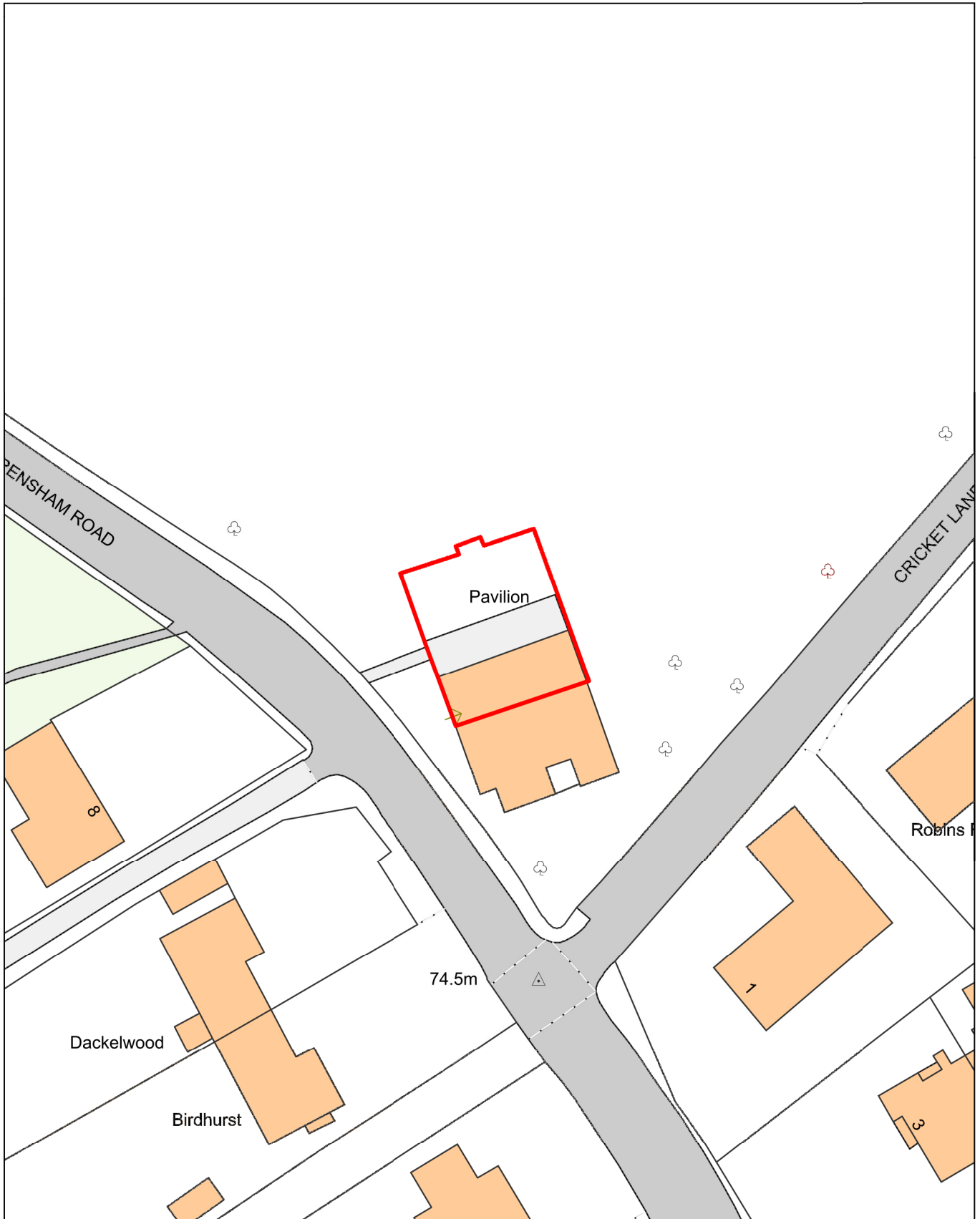
There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

CONTACT OFFICERS:

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Site of Proposed Bourne Pavilion

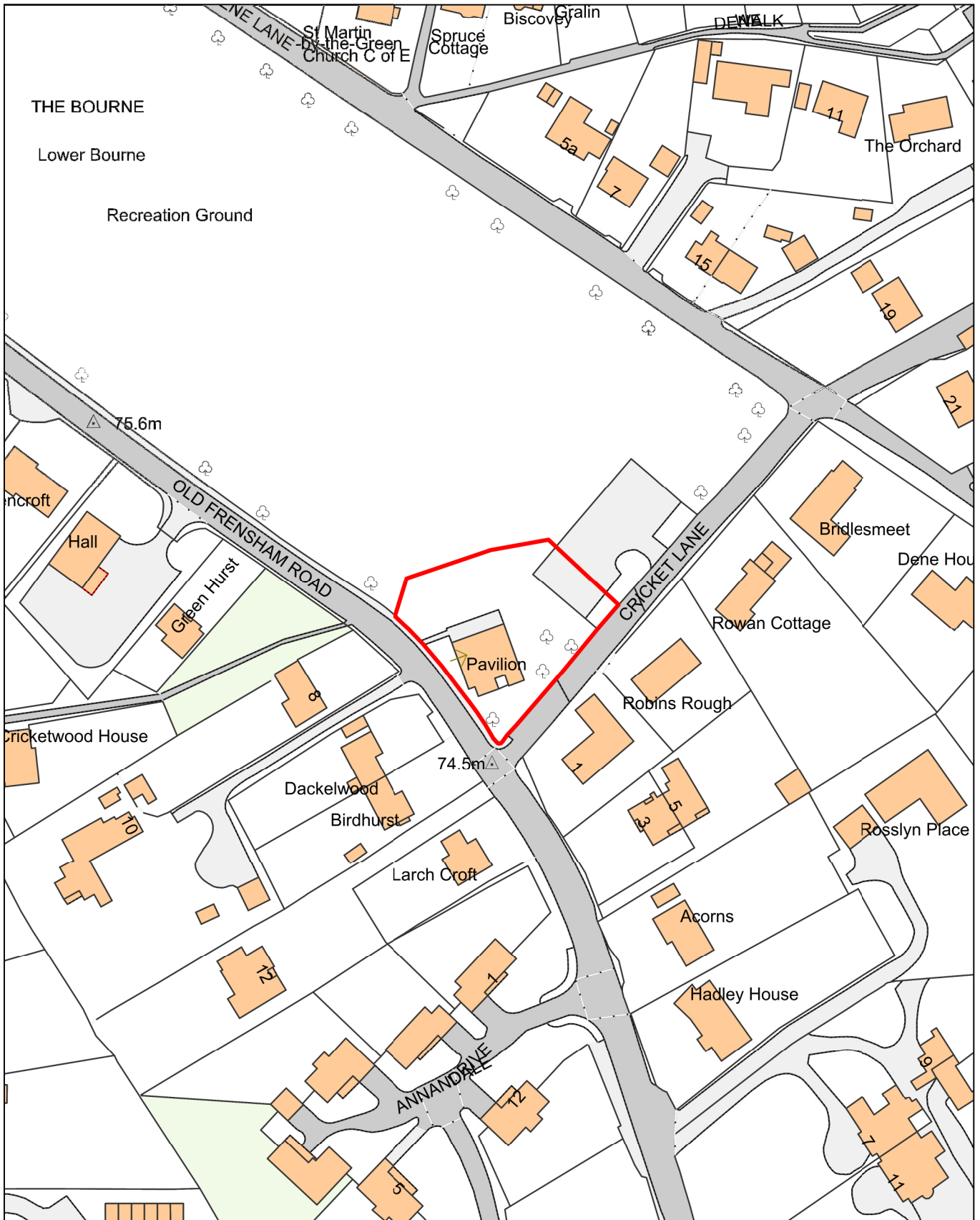
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**Site of Proposed Bourne Pavilion
 Plan B**

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**Proposed Heads of Terms for Bourne Community Interest Company
Subject to Contract.**

Subject to Authorisation by the Executive Committee of Waverley Borough Council.

Lease term	299 years commencing on the 1 st March 2017.
Landlord	Waverley Borough Council, Council Offices, The Burys, Godalming GU7 1HR
Tenant	Bourne Asset Community Group Community Interest Company.
Property	All that land and (buildings when constructed) shown edged red on the attached plan situate at the Bourne Recreation Ground Old Frensham Road Lower Bourne Farnham Surrey GU10 3HF.
Use	The land is to be used for the construction of a pavilion in accordance with the Planning Permission reference WA/2015/2045. Once constructed the pavilion premises are to be used as a sports pavilion together with clubhouse area, storage and changing facilities. The pavilion is to be primarily used for organised outdoor games sports and physical training together with such other purposes of social recreation, cultural, charitable, non-profit making or educational nature that is complimentary with a community sports facility building.
Assignment	Prohibited. However in the event of the dissolution of the CIC organisation the lease may be assigned to a similar community group or non-profit making organisation set up solely to administer the pavilion provided that the written consent of the landlord is first obtained.
Subletting	Any formal sub-letting will be prohibited. Although the tenant may permit the use of the pavilion by individual members of the Bourne Asset Community Group to use the premises on an hourly basis for events. However no such event is to be of more than 24 hours duration and no formal Landlord and Tenant relationship is to be created.
Rent	£1 per annum (if demanded).
Decoration	The tenant will be required to redecorate the interior and exterior of the premises in every 10 th year of the lease.
Repairs and maintenance	The tenant will be responsible for all repairs to the premises.
Alterations	Subject to the appropriate planning and building consents being achieved it is agreed that the tenant will demolish the existing cricket pavilion on the land and will erect the new pavilion. Once these works are complete the lease is to contain an absolute prohibition on any further structural or external alterations. However the tenant may carry out internal non-structural improvements to the premises provided that they first seek the landlord's consent with such consent is not to be unreasonably withheld. However no further alterations will be permitted that infringe the Village Green status of the recreation ground.
Use of the Pavilion by others.	It is recognised that the Pavilion will be made available for use by the local community and therefore the tenant is to be permitted to allow the premises to be used by other clubs and organisations active in the local community. Again no formal landlord and tenant relationship may be created. Further any such use must be in connection with a sporting or recreational use and be in accordance with the main use of the premises and be within the Planning Permission existing for the pavilion at the time.
Security of tenure	The lease is to be within the security of tenure provisions as set out in Sections 24-28 of Part 2 of the Landlord and Tenant Act, 1954 as amended.
Surrender of existing rights	The tenant agrees to unconditionally surrender all the rights contained within the existing agreement dated 11 January 1974 between the Urban District Council of Farnham (now vested in Waverley Bough Council) and the Bourne Recreation Ground Committee to build and use the existing pavilion.

Building Insurance	The tenant will insure and keep insured the land and buildings in the joint names of the tenants and the Landlord.
Remaining Terms	The remaining terms of the lease will follow the Council's standard lease for premises of this nature.

Date: 01/11/16

Subject to Contract and to Formal Council Executive Approval

WAVERLEY BOROUGH COUNCIL

EXECUTIVE - 29 NOVEMBER 2016

Title:

MAKING BEST USE OF THE BETTER CARE FUND

[Portfolio Holder: Cllr Carole King]

[Wards Affected: All]

Summary and purpose:

The purpose of this 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.

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

Community Wellbeing – Improving the quality of life for all, particularly the more vulnerable in our society. An increasing proportion of the community is elderly or in financial difficulty and unable to afford their fuel bills or carry out essential adaptations to enable them to remain living at home independently. The increased funding from the Better Care Fund will enable the Council to provide more assistance to these people and so help to reduce bed-blocking, hospital admissions and reliance on carers.

Financial Implications:

This additional funding has wider scope for usage than previous grant allocations. By utilising the external funding available, Waverley funded contributions to these projects can be reduced.

Also, by offering a wider breadth of works and adaptations, value for money can be achieved across public services by potentially reducing service required from the NHS as residents are enabled to either stay in their own homes or return home.

Legal Implications:

There are no direct legal implications associated with this report.

Introduction

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.

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 (see [Annexe 1](#)) 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.
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.
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.
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.
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.
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.

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 stairlifts 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.
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 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, key safes 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.

Conclusion

10. There has been a substantial increase in government funding towards home adaptations with the purpose of reducing costs to the state arising from disability, illness and injury in the home. Normal spending on disabled adaptations will result in a large underspend of the increased budget and will not achieve the purpose of the extra funding. The Council is expected to work together with other stakeholders to introduce innovative changes to improve the health outcomes for residents. The proposals contained in this report will help to achieve this.

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

Background Papers

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

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Innovation in home adaptations – a fresh chance

The Disabled Facilities Grant funding increase, new Better Care Fund Policy Framework and the public health connection

Purpose	To explain the new conditions with regard to the Better Care Fund 2016-17, the substantial increase in funding for home adaptations and related opportunities to improve integration and meet performance targets, particularly reducing delayed transfers of care
For whom	Briefing for those who plan, commission and provide health care, social care and /or housing related provision; Directors of Public Health; Directors of Social Services; Members of Health and Wellbeing Boards; Clinical Commissioning Groups; Adaptation Service Providers; Patient and Service User Representatives
Where	Change across England
When	Changes commenced April 2016
Related Information	<ul style="list-style-type: none">• Integration Briefing 1: Disabled Facilities Grant Funding via Better Care Funds – An Opportunity to Improve Outcomes• Integration Briefing 2: Home Adaptations, Integration and the Care Act• Home Adaptations Good Practice Models <i>(All available on homeadaptationsconsortium.wordpress.com)</i>

A fresh chance to innovate

The significant increase in the amount of funding that Department of Health (DH) is providing for local authorities' budgets for home adaptations provides an ideal opportunity to review and improve current systems of working between the NHS, Social Care and Housing, to agree and work towards achieving a shared, joint aim of enabling healthy, safe, independent living at home for disabled and older people.

With the additional resources now made available by DH for disabled facilities grants (DFG), it is timely for Health and Wellbeing Boards to consider how far their Joint Strategic Needs Assessments and other strategies address housing, particularly with regard to general housing stock condition and suitability.

The additional funding for home adaptations can enable the joint commissioning of fast track practical housing services that support independent living at home. It is an opportunity to ensure that housing suitability (and 'prescribing' of remedial action) is embedded in assessments, both for social care and any health related systems (eg hospital discharge, age related health checks, falls prevention etc).

A small but critical action is to enable improved data sharing across not only health and social care but also housing, and DFG specifically, through use of NHS number as a common identifier (as required in the Better Care Fund Policy Framework).

Local public health teams have a particularly important role to play with regard to analysis of need, profiling the local population and wider environment, plus the creation of appropriate systems to evaluate impact and outcomes of innovation in provision of home adaptations.

At a Glance Summary

More money for home adaptations for disabled people

During 2016-17 there is a significant increase in the funding from national government to help with the cost of providing home adaptation grants for disabled people (Disabled Facilities Grant/DFG).

The Spending Review & Autumn Statement 2015⁽¹⁾ announced that funding for DFG would rise by more than 100% by 2019-20. In 2016-17 the Department of Health (DH) is providing £394m towards DFG (compared with £220m in 15-16), an increase of c.80%.

[Click here](#)

for a list of the specific DFG allocations for each local authority in England.

This money for home adaptation grants is paid through the Better Care Fund (BCF). It is a specified amount allocated to 'top tier' authorities for distribution to 'lower tier' authorities on a formula basis which takes account of local need as well as historic spend.

New conditions for the Better Care Fund

The 2016/17 Better Care Fund Policy Framework sets two new national conditions for the BCF. Local areas are required to use the BCF to fund NHS commissioned out of hospital services and to develop and implement a clear, focussed action plan for managing delayed transfers of care (DTOC), including locally agreed targets.

Making the connection

Whilst the 16/17 BCF Policy Framework does not set specific targets for use of DFG, home adaptations provision can contribute to meeting BCF conditions and targets, such as reducing DTOC, as well as helping to meet Public Health, NHS and Social Care Outcomes (detailed in *Integration Briefing 1*).

The significant extra resources for DFG, alongside local flexibilities, provide an opportunity to review adaptation systems, innovate to improve delivery eg. to reduce delayed transfer of care (DTOC), and integrate housing related provision into local service planning.

Why are home adaptations a health issue?

The *NHS 5 Year Forward View* noted that a key condition for transformation across local health economies is a strong primary and out-of-hospital care system, with well-developed planning about how to provide care in people's own homes, with a focus on prevention, promoting independence and support to stay well.

Home adaptations for disabled people meet this condition as they can:

- Enable independence at home
- Reduce delayed transfer of care (eg. enable faster hospital discharge to a suitable home environment and reduce readmissions)
- Prevent escalation of need eg. Injuries and falls
- Support maintenance of physical and mental well-being
- Local authorities have a great deal of discretion with regard to provision of grants for home adaptations. Some have simplified, fast track, non means tested systems to provide smaller adaptations and apply DFG criteria only for larger works.

Public Health England supports the NHS, and supports and develops the local public health system to achieve improved outcomes in health and wellbeing. Housing is a wider determinant of health and home adaptations make an important contribution to enabling people to live well and independently in a home that suits their needs.

Starting well, living and working well, ageing well, dementia & carers; all connect to home adaptations

- **CHILDREN:** Home adaptations can make or break the capacity of parents to look after disabled children at home. Whilst some of the larger DFGs are for disabled children, because of the high costs of specialist residential care for disabled children, such adaptations can result in some of the greatest cost benefits⁽⁵⁾.
- **ADULTS:** An adapted home environment plays a pivotal role in enabling working age adults to live independently and remain economically active⁽⁶⁾.
- **OLDER PEOPLE*:** The 2011 Census reveals that 8,660,529 older people lived in England, including 4,019,419 older people living in their own home with limited day-to-day activities owing to a longstanding health condition or disability⁽⁷⁾ and therefore provision of home adaptations to extend healthy, safe, independent later life is of particular importance.
- **DEMENTIA & CARERS:** Two thirds of people with dementia live in the community. The provision of adaptations and equipment is a key component in enabling people with dementia to live independently for longer, and also to support carers.⁽⁸⁾

** Using ELSA data⁽⁹⁾, it is estimated that within this group, around two million had difficulty with one or more aspects of self-care - such as bathing or dressing - identified using the standardised 'Activity of Daily Living' (ADL) measure. Around 560,000 had three or more ADL difficulties⁽¹⁰⁾. ADL & self care can frequently be enabled through home adaptations eg bathing, toileting.*

More money for home adaptations in the 2016-17 Better Care Fund

The DH allocates a set level of national funding for home adaptations grants for disabled people (Disabled Facilities Grants/DFG). Since April 2015 a specific local amount of funding for DFG is paid to each local authority through the Better Care Fund (BCF).

In 2016-17 the national DFG allocation is £394m, up from £220m in 15-16, an increase of c.80%.

The DFG funding from DH is set to increase further in future years, in line with the [Spending Review and Autumn Statement 2015](#)⁽¹⁾ which promised over £500m for Disabled Facilities Grant by 2019-20. (Clause 1.109)

Authorities in two-tier areas are expected to '... allocate Disabled Facilities Grant funding to their respective housing authorities from the BCF pooled budget to enable them [the housing authorities] to continue to meet their statutory duty to provide adaptations to the homes of disabled people'. (2016/17 BCF Policy Framework, p.9)

Allocations to specific local authorities are published annually. The current allocation amounts are based on a complex mix of past formulae (including indicators originally derived from the former English House Condition Survey and DWP data on the numbers of people claiming Attendance Allowance or Disability Living Allowance) and funding bids submitted in the past by individual local authorities⁽²⁾.

[Click here](#) See all the individual local authority 2016-17 DFG allocations

The DFG funding allocation from national to local government is intended to contribute towards meeting local need for help with home adaptations, but is not expected to meet all local needs. In order to achieve a range of performance outcomes and to adequately address the adaptation requirements of the local population, the local budget for provision of home adaptations will usually require contributions from health, housing and social care.

It is important to note that many disabled people will contribute towards or meet the whole cost of their home adaptations. Good information and advice about the most appropriate works (eg. as part of a social care assessment) is also an important part of local provision, as is the involvement of social housing providers with regard to contributing to adaptations for tenants.

Local Examples of Integrated Provision and Funding for Home Adaptations

In Wigan, in Oct 2014, a jointly funded initiative by Wigan Borough Council and Wigan Borough Clinical Commissioning Group has been piloting a new, non-means-tested, fast track Home Adaptations Grant which is aiming to reduce hospital admissions and improve quality of life for patients. Each organisation provided £1m and the initiative is being evaluated to assess impact.

[Click here](#) See the Home Adaptations Wigan Good Practice Cameo

Further examples of innovation in provision of home adaptations are available here <https://homeadaptationsconsortium.wordpress.com/good-practice/>

The Better Care Fund - new conditions in 2016/17

The Better Care Fund (BCF) was created with the aim of driving integrated provision of health and care. It requires Clinical Commissioning Groups (CCGs) and local authorities to pool budgets and agree an integrated plan for use of the BCF.

In the 2016/17 *Better Care Fund Policy Framework* there is a strong emphasis on reducing delayed transfers of care (DTC), cutting avoidable hospital admissions and facilitating early discharge.

The 2016/17 BCF Policy Framework sets two new national conditions:

- i) A requirement for local areas to fund NHS commissioned out of hospital services.
- ii) Development of a clear, focussed action plan for managing DTC with locally agreed targets.

Further details are set out in the *BCF Planning Requirements for 2016-17 Technical Guidance Annex 4*. All BCF Plans should have been signed off by Health & Wellbeing Boards by 25th April 2016.

In the explanation of out of hospital services, it is stated that this can include 'a wide range of services, including social care'.

The Care Act 2014 and associated Care Act Guidance highlighted the value of housing and housing related services, citing the specific example of practical help with home adaptations as an important contributor to prevention. Further details in *Integration Briefing 2*.

Better Data Sharing

One of the 16/17 Better Care Fund Conditions is 'Better data sharing between health and social care based on the NHS number' (16/17 BCF Policy Framework p15).

Local areas are expected to make progress towards systems that enable safe and timely sharing of information. There is a requirement to use the NHS Number as the consistent identifier for health and care services (and if not being used, to explain when the area plans to do it).

To enable more integrated and effective provision of home adaptations (and DFG specifically) using the NHS Number as a common identifier in DFG cases will have clear advantages, not only for service users but also for tracking impact and outcomes of interventions eg. potential to link to hospital and care home admission records.

An opportunity to improve and integrate provision of help with home adaptations

The DH letter to Local Authority Social Services concerning the 2016/17 Capital Grant Allocations for 2016/17 ([LASSL\(DH\)\(2016\)](#)) encourages local areas to take a strategic and integrated approach to use of the DFG money included in the BCF:

... the DFG will again be included within the Better Care Fund (BCF). This is to encourage areas to think strategically about the use of home aids/adaptations, use of technologies to support people in their own homes, and to take a joined-up approach to improving outcomes across health, social care and housing.

LASSL(DH)(2016)

Similarly, the related ADASS briefing also encourages joint planning of DFG so that it also meets BCF objectives and targets:

"Routing this additional funding through DFG will continue to require local areas, particularly in two tier areas, to ensure they have a jointly agreed plan for use of that money that both meets the statutory duties around DFG whilst also meeting the wider objectives set out as part of local BCF plans."

Quote from [ADASS BCF Update 1/3/16](#)

BCF National Performance Metrics

These are the same in 2016/17 as for 15/16 ie. local areas have to set targets against five key metrics:

1. Admissions to residential and care homes
2. Effectiveness of reablement
3. Delayed transfers of care
4. Patient/ service user experience
5. A locally proposed metric

Note: Specification of BCF metrics can be found in Appendix 1 of *BCF Planning Requirements for 2016-17 Technical Guidance Annex 4*

Effective delivery of home adaptations can contribute to the four national targets.

For example, common precipitants of care home admission include falls and fractures, dementia and/or declining mobility, all of which can often be addressed by home adaptations in order to extend independent living. A [survey](#) of Social Services carried out by Foundations found that an adapted home can delay entry into residential care by four years.

With regard to reducing delayed transfers of care, the NHS England '[Quick Guide](#)' to transforming urgent and emergency care services in England recommends that:

"Local health and social care economies should consider together the availability and capacity of home improvement, repair and adaptations services / fast track schemes."

The vast majority of older and disabled people live in mainstream housing, with only a small percentage (4% of older households) living in properties that have been specially built for older or disabled people (eg sheltered housing, retirement apartments, extra care etc) ⁽³⁾.

There are 2.5 million long term sick or disabled older people (65yrs or more). Most (72%) are home owners (23% social rented, 6% private renters) ⁽⁴⁾.

Consequently an important consideration when planning improved provision of DFG (so that DFG contributes to meeting wider objectives and the BCF National Performance Metrics) is to ensure that effective delivery of help with home adaptations takes place across all housing types and tenures.

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Related Documents & Resources

Public Health England – forthcoming Toolkit about health and housing (see website for updates)
<https://www.gov.uk/government/organisations/public-health-england>

Better Care Fund

NHS England Resources to support Better Care Fund planning and implementation
<http://www.england.nhs.uk/ourwork/part-rel/transformation-fund/bcf-plan/>

The right home environment is essential to health and wellbeing, throughout life. We will work together, across government, housing, health and social care sectors to enable this.

[Click here](#)

This is an extract from the joint '**Memorandum of Understanding to support joint action on improving health through the home**' signed by twenty organisations including Government Departments and national statutory and voluntary organisations in 2014.

About Care & Repair England

Care & Repair England is an independent charitable organisation which aims to improve older people's housing. It innovates, develops, promotes and supports practical housing initiatives & related policy and practice which enable older people to live independently in their own homes for as long as they choose.

www.careandrepair-england.org.uk

About Public Health England

Public Health England exists to protect and improve the nation's health and wellbeing, and reduce health inequalities. It does this through advocacy, partnerships, world-class science, knowledge and intelligence, and the delivery of specialist public health services. PHE is an operationally autonomous executive agency of the Department of Health.

<https://www.gov.uk/government/organisations/public-health-england>

About the Home Adaptations Consortium

The Home Adaptations Consortium is made up of a broad spectrum of national organisations working together with a single aim – to champion quality provision of home adaptations for disabled people.

<https://homeadaptationsconsortium.wordpress.com/>

Every effort has been made to ensure that the information in this document is accurate. However, Care & Repair England & PHE do not accept any responsibility for errors or omissions. We would welcome feedback about content.

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WAVERLEY BOROUGH COUNCIL

EXECUTIVE – 29/11/2016

Title:

REVIEW OF PARTICULAR POLLING PLACES

[Portfolio Holder: Cllr Julia Potts]

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

Summary and purpose:

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.

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

An active democratic process which involves as many electors as possible is central to supporting the Council's corporate priorities.

Financial Implications:

This review has been conducted without the need for any additional staff or financial resources.

In the event of any change of polling station use from a school to hall or other community facility, there would be an increase in the cost of venue hire to be met from elections fees. This is because publicly funded schools may be used as polling places free of a hire charge. The only requirement is to pay running costs including heating and lighting together with any extra caretaking costs required on polling day.

All election costs are fully reimbursable either from Parishes or central government. The only costs which are not are Waverley Borough elections. As the average hall hire cost is around £150.00 the increase in election costs would at most be negligible.

Currently the Borough Hall receives an income for the use of the Court Room in the Borough Hall complex on polling day. In the event of a change of venue for this polling station this income would need to be generated from an additional letting.

Legal Implications:

The Council has a legal responsibility, pursuant to Section 18 Electoral Administration Act 2006, to carry out a review of polling districts and polling places

every four years. The last full review was conducted in 2014. This does not preclude a review being conducted of a particular polling place or district at any time.

Introduction

1. 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

2. Busbridge Junior School is used currently as a single polling station with a current electorate of 661.
3. 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.
4. A review was conducted of the use of Busbridge Junior School in 2013 and its continued use agreed.
5. 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.
6. 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

7. Beacon Hill Primary School is used currently for two polling stations with a total electorate of 3281.

8. Representations have been received requesting that an alternative venue be identified for the same reasons as those outlined for Busbridge Junior School above.
9. 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.
10. 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

11. 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.
12. 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.
13. 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.

14. Cranleigh Arts Centre is currently designated as the polling place for Cranleigh East ward and accommodates two polling stations with total electorate of 3022.
15. 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.
16. 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.

17. 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.
18. 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.
19. 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

20. 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.
21. 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

22. 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.

23. 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.

Conclusion

24. 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

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.

Background Papers

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

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WAVERLEY BOROUGH COUNCIL

EXECUTIVE - 29 NOVEMBER 2016

Title:

DESIGNATION OF TAXI RANK – BRIDGE STREET, GODALMING

[Wards Affected: All Godalming Wards]

Summary and purpose:

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

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

The provision of an additional taxi rank in the town centre would help to promote the Council's corporate objectives of Customer Service and Community Wellbeing as it would offer an additional service to customers and greater accessibility of taxis in the town centre location. It would promote the protection of the public through providing an opportunity for taxis to be available on the rank during the evening and dispersing people from the High Street area at the end of licensing hours.

Financial Implications:

In addition to the cost of the necessary statutory notice in the press referred to in the report, there are resource implications for Waverley in relation to the cost of road marking and the provision of necessary signs in due course, all of which can be funded from the existing budget provision.

Legal Implications:

Section 63(1) of the Local Government Miscellaneous Provisions Act 1976 enables district councils to create taxi ranks in any highway in the district that are maintainable at the public expense, with the consent of the Highway Authority. Formal notice needs also to be given to the Chief of Surrey Police. This has been actioned.

Introduction

1. Local authorities are urged to keep under review the adequacy of taxi ranks in their areas, because the adequacy of supply of taxis is affected by sufficiency or otherwise of taxi ranks.
2. Generally the number of taxi vehicle licences issued by the Council is approximately 287, of which it is estimated that approximately 80 licensees operate in the Godalming area. Currently the Council has one taxi rank in Godalming comprising two stands in the Crown Court Car Park to the rear of the High Street. In addition there is a rank for 4 taxis at Godalming Railway Station, managed by South West Trains. Neither of these are considered to be a sufficient provision to offer a taxi service to customers shopping or socialising in the town centre.

3. Historically there have been repeated requests from hackney carriage drivers in the area for an additional taxi rank in the town centre vicinity, and most recently a petition was submitted from the Godalming hackney carriage drivers. The matter was referred to the Local Committee's Godalming, Milford and Witley Task Group who gave consideration to three possible locations for an additional rank. These were:-
 - i. outside the Jack Phillips Public House on the High Street
 - ii. parking spaces outside the Burys, opposite Bel and the Dragon;
 - iii. on BridgeStreet, Godalming adjacent to Waitrose Supermarket and opposite the Borough Hall.
4. The Task Group, with technical advice from the Senior Engineer at Surrey County Council and the Road Safety and Traffic Management Team of Surrey Police, assessed all three options and indicated support for the third option only. The Task Group would support the provision of two dedicated parking bays for taxis on the cobbled area to the right-hand side of Bridge Street, and a plan showing the location for the proposed new stands is attached as Annexe 1.
5. The Task Group was satisfied that there was already a wide pavement and that there would be benefit for older people, particularly since there was no other taxi provision nearby for customers of the Waitrose supermarket. It is also expected that an additional rank in this area would promote community safety by enabling people to leave the town centre more quickly at the end of licensing hours. It was, however, recommended that the taxi bays should be positioned in such a way that ease of loading/unloading for the Borough Hall users should not be impaired, and officers will take this into account when marking out the rank in due course.

Statutory Consultation

6. Waverley Borough Council is required to give notice to the Chief Officer of Police for the area in which the stand is situated and to also give notice of any proposal by advertisement in at least one local newspaper circulating in the district, and take into account any objections or representations in respect of the proposal. The consent of the highways authority has been received, with the requirement that the parking bays are situated adjacent to the carriageway and leave enough space for pedestrians to walk freely behind. There is currently a delineation marking on the block paviors which is where it is proposed the back of the rank ends.
7. Following the meeting of the Licensing and Regulatory Committee on 24 March 2016, officers have researched whether there are any additional legal procedures required to ensure the validity of the taxi rank for the purposes of road traffic enforcement in the future. The Road Traffic Regulation Order for the area covering the proposed taxi rank in front of Waitrose has been checked and at paragraph 11 there is an exemption for hackney carriages which are waiting wholly within a stand duly authorised under Section 63 LGMPA1976 and/or the byelaws. This means that a stand, provided it's legally created, would not contradict the no waiting order and hackney carriage drivers, provided they are positioned wholly within the stand, wouldn't be liable for tickets if waiting on the rank.

8. Officers have also discussed the proposals with Godalming Town Council. The Town Council has confirmed that they would not have any issues with the proposal, but have suggested that the start of the taxi rank is level with the main door to the Borough Hall, which would leave sufficient space behind the taxi rank for loading and unloading of equipment into the Borough Hall (staff canteen deliveries) and also for the Post Office van to park whilst servicing the post box.
9. The designation of a taxi rank is an Executive function and so approval will need to be sought from the Executive. In the event that members are minded to approve the designation of the new taxi rank, a public notice will be placed in the Surrey Advertiser with a consultation period of at least 28 days (this will span the Christmas period). Any representations or objections received will be brought back to the Committee for consideration, and for recommendations to be made to the Executive. If no objections are made or are made but subsequently withdrawn, the appointment of the taxi stand shall be effective on the date of expiry of the consultation period.

Timescale

10. Subject to approval from the Licensing and Regulatory Committee to progress with the procedure for designating the new taxi rank, the timescales are as follows:-

Licensing and Regulatory Committee	24 November 2016
Executive approval	29 November 2016
Public Notice placed in Surrey Advertiser	2 December 2016
28 day period of consultation, ending	6 January 2017
[If any representations received, taken to the Licensing and Regulatory Committee	26 January 2017]

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.

Background Papers

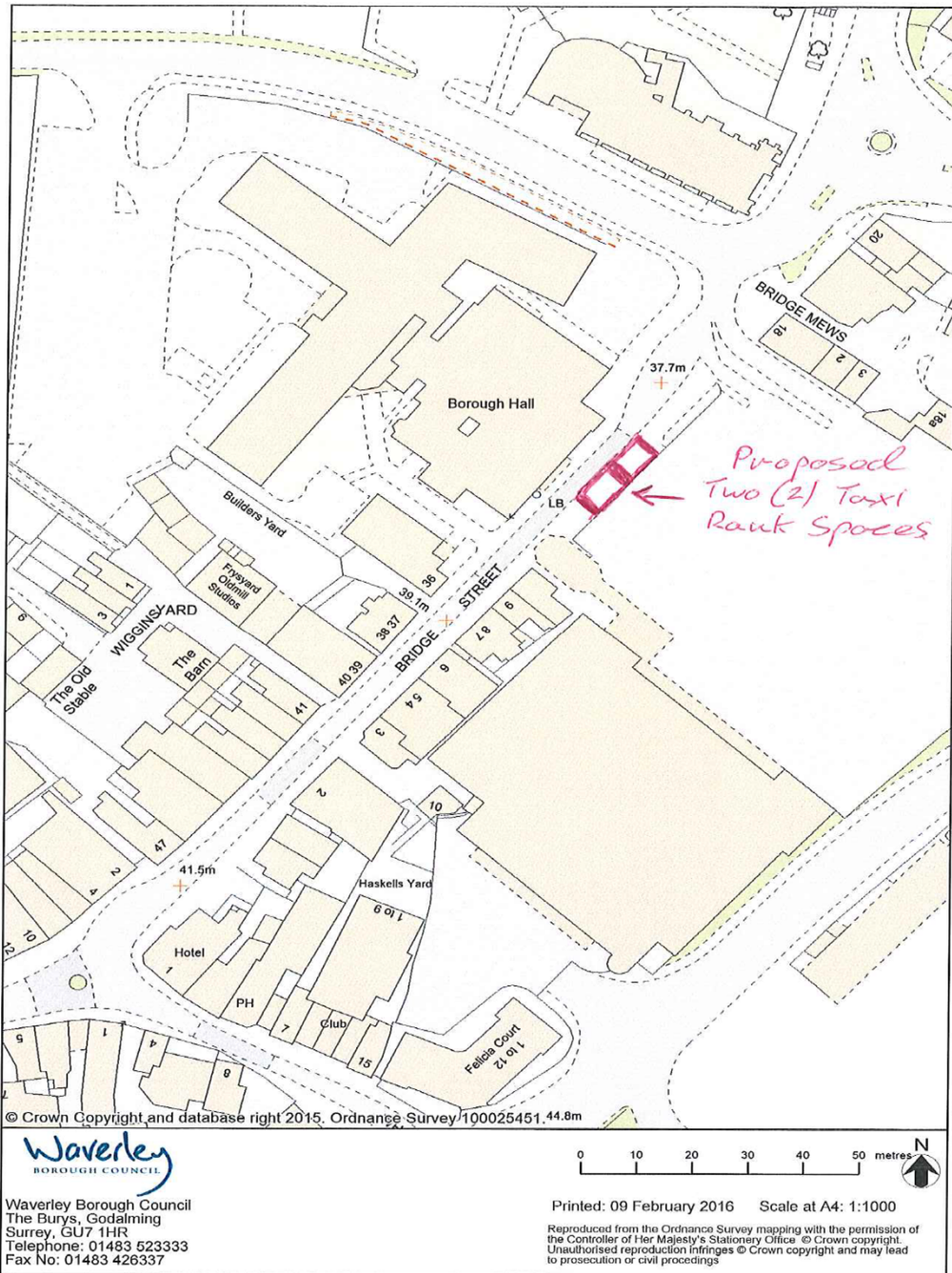
There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

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WAVERLEY BOROUGH COUNCIL

COMMUNITY OVERVIEW & SCRUTINY COMMITTEE

14 NOVEMBER 2016

EXECUTIVE – 29 NOVEMBER 2016

Title:

JOINT ENFORCEMENT INITIATIVE

[Portfolio Holder: Cllr Kevin Deanus & Cllr Jim Edwards]

[Wards Affected: All]

Summary and purpose:

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

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

The proposals will contribute to the delivery of the Council's vision, 'To make Waverley a Better Place to Live and Work', and the Corporate Priorities, 'Customer Service', 'Community Wellbeing', 'Environment' and 'Value for Money' through tackling environmental crime and anti-social behaviour in a coordinated approach with other agencies. This will provide community reassurance and promote community well being, will help protect and enhance the local environment and provide more responsive, efficient, effective and value for money for the community.

Equality and Diversity Implications:

Intervention in anti-social behaviour and environmental crime will help promote harmony and equality within the community.

Resource/Value for Money implications:

Subject to the success of the bid, additional resources to establish the joint enforcement partnership will be provided by the Police and Crime Commissioner. Existing council resources will be refocussed to deliver the initiatives alongside our partner agencies.

Legal Implications:

The initiative will be subject to a funding agreement between Surrey Police and Waverley Borough Council.

Background

1. In 2013 the Police and Crime Commissioner proposed to Surrey Police and the local authorities in Surrey that they could enhance their joint working and rationalise resources to take a zero tolerance approach to address low level crime, antisocial behaviour, on street parking management and environmental crime.
2. A pilot, agreed by the Community Safety Board, sought to test the integrated model employed in the London Borough of Newham (LBN) in Surrey, a two-tier local authority setting with a very different range of socio-economic, crime and anti-social

issues. The Newham Model functioned on the premise that by bringing all enforcement activity under a single partnership project there would be clear ownership of problems, intelligence and a robust response to anti-social behaviour.

3. Reigate and Banstead Borough Council (RBBC) and Spelthorne Borough Council (SBC) both agreed to act as pilot sites and have developed different approaches, variations on a theme, to delivering the project. A detailed review has been carried out and has identified the lessons learned from those pilots.
4. The Police and Crime Commissioner has now invited Waverley Borough Council to submit a proposal for joint working in the Borough. The joint approach is intended to develop an enhanced synergy between Council Officers who have an enforcement role and Surrey Police enabling more targeted and directed enforcement activities with the limited resources available.

Key project objectives, benefits and deliverables of the Joint Enforcement Initiative:

1. Objectives:

- a. To improve information sharing leading to better identification of problems and the more efficient use of resources;
- b. To reduce environmental offending (fly tipping, litter, graffiti etc.) in the Borough;
- c. To develop the capacity to better enforce penalties for breaches of legislation;
- d. To provide a more pro-active and re-active service to our communities;
- e. To engage with partner agencies, particularly Surrey Police, more pro-actively;
- f. To provide a more responsive service to the public;
- g. To utilise the combined and coordinated action of all relevant enforcing authorities in tackling persistent or complex problems
- h. To provide community reassurance, reduce fear of crime and improve sense of safety;
- i. To improve public confidence in the Police and local authority working together.

2. Benefits:

- a. Greater multi-skilling of Council Officers to enforce a wider range of environmental and anti-social behaviour legislation thus developing a more resilient workforce better able to respond to complaints from the community;
- b. Enhancing working relationships with the police through joint working, more effective targeting of priority areas of enforcement through better shared intelligence, focusing limited resources on key areas of concern and reducing offending.

3. Deliverables:

- a. Reduction in incidents of fly tipping and the cost of dealing with it;

- b. More pro-active response to enforcement, particularly around littering, fly tipping and dog fouling;
- c. More effective and coordinated responses to incidents of anti-social behaviour and neighbour nuisance.

Waverley Borough Council's Proposals:

- 4. Waverley Borough Council is committed to improving its role in environmental and anti-social behaviour enforcement. Officers across the local authority have enforcement roles to varying degrees and the Joint Enforcement Team approach provides the opportunity to enable these different staff to work more closely together with the Police and other agencies, gain mutual support, develop their knowledge and skills and confidence in taking enforcement action. This should be achieved without the need to relocate or co-locate staff and agencies further than they are already co-located.
- 5. Surrey Police are also committed to more effective joint working with Surrey's Borough and District Councils to bring all partners together with a common goal to reduce environmental crime and anti-social behaviour and to provide a comprehensive and responsive service to improve the quality of life of our communities.
- 6. Waverley Borough Council has introduced a new post of Environmental Enforcement Officer and realigned staff within the Environmental Services Team to create the hub of a joint enforcement team. The Environmental Enforcement Officer will devote 75% of their time to enforcement and 25% to Monitoring the performance of front line services including contractors working on Waverley's behalf. The three officers within the team will devote 40% of their time to enforcement and 60% to monitoring front line services. This will result in 1.95 full time equivalent officers devoted to environmental enforcement.
- 7. Officers in the Environmental Protection Team within the Environmental Health Service who routinely deal with noise complaints and pollution and nuisance issues which often cause neighbour disputes will also feed into the Enforcement Hub. The team also deal with a range of broader environmental issues such as air quality, contaminated land and pest control, but a significant element of the work of the 6.5 officers' time is dedicated to enforcement.
- 8. The six Tenancy and Estates Officers in the Housing Team work on an area basis and deal with day to day estate management issues as they arise and are supported by two intervention officers who will deal with more complex cases on neighbour disputes or anti-social behaviour. They will also be supported by the Environmental Protection Team in cases of noise nuisance and anti-social behaviour where it is appropriate for them to lead.
- 9. Planning Enforcement Officers can sometimes assist in situations where conditions of properties or land are considered to be 'detrimental to the amenity of the neighbourhood' and often work alongside Environmental Health and Housing Officers.
- 10. The Rangers in the Parks team also have a limited enforcement role in relation to fly tipping, nuisance and anti-social behaviour on park land.

11. An Enforcement Officers Group has been established within the Council with officers from Environmental Services, Environmental Health, Housing Estates Managers, Building Control Officers, Planning Enforcement Officers and Licensing Officers. This group will provide a forum for sharing good practice and joint working to identify enforcement approaches best suited to each situation and the most appropriate officer to take the lead in any particular instance.
12. This group will also identify enforcement training needs to equip officers for their enhanced enforcement role and coordinate that training and develop a team skilled in best practice.
13. The existing Community Safety Team will feed into this group and provide information, knowledge and expertise on enforcement issues. As the Enforcement Officers Group evolves it is envisaged that the Police and other agencies would be represented and able to contribute and benefit from this group.
14. It is essential that any additional resources are targeted at front line services and do not lead to additional overheads and back office costs. Key to the approach therefore will be to utilise existing arrangements and structures.
15. There is an existing Waverley Joint Action Group (JAG) working under the supervision of the Safer Waverley Partnership, which is attended by council officers, the Police and other agencies. This group maintains an overview of crime and disorder, anti-social behaviour and licensed premises. It also serves as the forum for raising and discussing operational issues and individual problem cases.
16. The JAG's role in coordinating a multi-agency response to complex issues will be enhanced. It will be developed further to ensure all services and agencies attend and bring issues requiring a multi-agency resolution to the table.
17. The Police will work with other partners in the JAG to identify joint initiatives to target issues of concern such as:
 - a. Waste / scrap carriers and fly tipping;
 - b. Licensing, taxis and alcohol;
 - c. Domestic burglary;
 - d. Anti-social / inconsiderate parking (around schools in particular);
 - e. Litter & Dog Fouling;
 - f. ASB Fireworks / Halloween
18. The Police and the Council will also further develop the use of the joint patrols such as the Street a Week initiative and the Environmental Visual Audits. As well as identifying issues and agreeing actions to deal with them these will also raise the visibility of the Police and the Council in the community further adding to community reassurance.
19. There is also a Community Incident Action Group which focuses on cases involving individuals, potentially requiring a multi-agency, partnership approach are brought for discussion.

20. The Police and the Council will also work to develop a Memorandum of understanding and Service Level agreement for the joint enforcement of environmental crime and dog control offences.
21. As the JET develops, it is anticipated that Council officers will undertake training and become accredited to use police powers to deal with Anti-social behaviour, disorder, various firework offences and alcohol offences.
22. Mobility and Visibility are key to raising the profile of Waverley's enforcement role and the proposal will include the provision of liveried vehicles for the core team which will be highly visible and demonstrate Waverley's presence in the community as well as increase mobility.
23. High visibility of officers in the community is also key and the Council is currently reviewing its branding on protective clothing and uniforms, with the intention of increasing visibility to again demonstrate Waverley's presence within the community and our partnership role with the Police in addressing environmental crime and anti-social behaviour.
24. Initial set up costs for the project will include the following:
 - a. Training and accreditation of key officers;
 - b. Branded protective clothing and uniforms for some officers;
 - c. Liveried vehicles for local authority staff;
 - d. Radios with GPS tracking;
 - e. Body mounted cameras;
 - f. Secure laptops Stationery and miscellaneous costs;
 - g. Marketing material.
25. Details of these costs are being refined for the submission of a bid to the Police and Crime Commissioner's Community Safety fund. It is expected that the bid for between £50,000 and £80,000 will be submitted by the end of November and, subject to approval of the funding, preparations for a launch from the 1 April 2017 will begin in December. This will include staff learning and development, purchase of uniforms and vehicles and the development and agreement of working procedures and practices.

Risk Assessment

26. There are a number of risks associated with this project which could affect its success.
 - a. Failure to engage existing staff and achieve the change of approach and 'culture' – existing staff will need encouragement and understand and accept the benefits of the new way of working. Any new staff will be recruited specifically to undertake the role;
 - b. We will not be able to control everything – There is a clear need to manage expectations and not commit to things that are beyond the resources available to the JET partnership;

- c. Learning from experience and mistakes – as experience elsewhere has shown it is not possible to get everything right from the start, it might be necessary to make changes as the project proceeds;
- d. Lack of resources after first year - This is a pilot project with one-off funding from the PCC to set it up for the first year. Both the Police and the Council will need to be committed to ensuring that resources are earmarked to continue with the initiative if it proves successful.

Financial Implications

27. The successful bid will secure between £50,000 and £80,000 to fund the set up costs of the initiative including the purchase of uniforms, vehicles and other equipment for use by existing staff. There will be ongoing revenue costs for insuring and operating the vehicles of approximately £2,000 per vehicle. Depending upon the level of funding received we anticipate purchasing two or three vehicles. Other ongoing costs for replacing uniforms and equipment will be met from existing budgets.

Community Overview and Scrutiny Committee

28. The Community Overview and Scrutiny Committee considered this report at its meeting on 14 November and any comments will follow.

Recommendation

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

Background Papers

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

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WAVERLEY BOROUGH COUNCIL

EXECUTIVE – 29 NOVEMBER 2016

Title:

OCKFORD RIDGE REFURBISHMENT PROGRAMME PHASES 1 – 3

[Portfolio Holder: Cllr Carole King]

[Wards Affected: Godalming Central and Ockford]

Note pursuant to Section 100B (5) of the Local Government Act 1972

An annexe to this report contains exempt information by virtue of which the public is likely to be excluded during the item to which the report relates, as specified in the specific Paragraphs of the revised Part 1 of Schedule 12A of the Local Government Act 1972, namely:-

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

Summary and purpose:

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

The purpose of this 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.

This 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.

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

This report relates to the Council's corporate priority by providing more affordable housing in the borough for local people in housing need. This report also relates to the Council's ongoing priority to maintain and improve its stock in line with Decent Homes Standards.

Financial Implications:

In August 2016 Sweett Consultancy prepared revised cost estimates for refurbishment works at Ockford Ridge. Costs associated with the next phases are set out in (Exempt) Annexe 1.

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

Legal Implications:

Tendering of the consultant appointments and build contract will be progressed in line with the Council's Contract Procedure Rules. The contract will be a formal JCT contract prepared by the Council's Employer's Agent, with standard amendment clauses supplied by the Borough solicitor.

Procurement will be through the South East Shared Services Portal, In-Tend. The council's retained employer's agent will assess the returns for both appointments. It is proposed to restrict the Select List to those firms who scored well in the procurement of both the refurbishment works and the building surveyor services for the pilot phase.

Background

1. In June 2013, the Council embarked on an ambitious investment project to redevelop and refurbish homes at Ockford Ridge to enhance the estate for the benefit of current and future generations.
2. Part of this investment programme is the refurbishment of the remaining non-development properties – some 78 in number – for which a full refurbishment was envisaged. A pilot phase has now been let for the first six properties to be refurbished, due for completion December 2016.
3. Consultation with local residents via monthly newsletters and regular meetings with the Community Consultative Group have consistently revealed the community's desire for such momentum to be maintained and the rolling out of refurbishment in tandem with new build works.
4. With the availability of (refurbishment) decant voids on site A, it is cost-effective to let a further phase of full refurbishment before these void properties are demolished next summer. Ten properties for refurbishment have been identified, dictated by the type and number of decant voids available: refurbishment will require full decanting for the period of refurbishment. This schedule may change as tenants are consulted and works agreed but the intention to undertake a phase of ten in spring next year remains, such a phase being considered manageable and cost-effective.
5. A map of properties included in Phase 1, 2 and 3 are included in (Exempt) Annexe 2.
6. The previous report by Ridge Surveyors LLP identified some properties on the estate for which there was little scope to undertake major works of refurbishment – the relocation of bathrooms and the enlargement of kitchens – due to their small size, without constructing extensions to these properties. It is the advice of the council's retained Employer's Agent in consultation with its building surveyor that extending these properties does not represent value for money.

7. There are, however, works of refurbishment that can be carried out to upgrade and improve these properties. A further phase (phase 2) is therefore proposed to address issues of repair and modernisation within the constraints of no decanting, subject to surveys of these properties.
8. Nine properties are proposed for a no-decant phase of refurbishment works. These have been selected because the standard internal refurbishment is not possible due to the property type and will maximise value for money on this particular phase.
9. A further phase (Phase 3) of full refurbishment of six non development site properties, including three currently being used for decanting tenants from Site D. It is proposed that this phase will be undertaken when the new build on this site has been completed in late January 2018.
10. A formal lesson learned workshop has been scheduled to ensure that the pilot phase experience is fully captured, to inform the next phases of refurbishment.

Timetable

11. The indicative timetable for the next phases of the Ockford Ridge Refurbishment Programme is shown below:

Appointment of building surveyor	End November 2016
Provision of surveys and specifications	Mid December 2016
Completion of ITT pack for refurbishment contractor	End December 2016
Invitation to Tender refurbishment phases 1,2 and 3	January 2017
Tender analysis and Recommendation Report prepared by the council's Employer's Agent	February 2017
Appointment of refurbishment contractor and start of phases 1 and 2	March 2017
Completion of phases 1 and 2	June 2017
Start of phase 3 (following completion of Site D)	January 2018
Completion of phase 3	End March 2018

12. The timetable assumes that procurement, appointment, decanting, works and completions experience no unforeseen delays. Such assumptions are captured in the phase risk register with appropriate mitigation defined and agreed in advance.

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.

Background Papers

There are no background papers (as defined by Section 100D (5) of the Local Government Act 1972) relating to this report.

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

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WAVERLEY BOROUGH COUNCIL

EXECUTIVE – 29 NOVEMBER 2016

Title:

DEVELOPMENT OF AFFORDABLE HOMES AT OCKFORD RIDGE, SITE D

[Portfolio Holder: Cllr Carole King]

[Wards Affected: Godalming Central and Ockford]

Note pursuant to Section 100B (5) of the Local Government Act 1972

An annexe to this report contains exempt information by virtue of which the public is likely to be excluded during the item to which the report relates, as specified in the specific Paragraphs of the revised Part 1 of Schedule 12A of the Local Government Act 1972, namely:-

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

Summary and purpose:

This is a Council approved scheme 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 this 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.

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

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

Financial Implications:

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

Legal Implications:

Tendering of the build contract has been progressed in line with the Council's Contract Procedure Rules and the contract will be a formal JCT contract prepared by the Council's Employers Agent.

Background

1. In June 2013, the Council embarked on an ambitious investment project to redevelop and refurbish homes at Ockford Ridge to enhance the estate for the benefit of current and future generations.

2. The scheme was approved by the Council on 10 December 2013.
3. In August 2014, planning permission was granted for the development areas at Ockford Ridge, which included detailed consent for the development of 16 new homes on Site D and outline consent for 83 additional new homes on Sites A, B and C.
4. Pre-development demolition and ground levelling works on Site D have been completed on 14 October 2016 by Dorton Demolition and Excavation Limited.
5. The Employer's Agent, Press and Starkey, worked on a two stage tender for the project. Expressions of Interest were sought through the South East Shared Services Portal and created a select list of 6 companies that have been invited to prepare their tenders based on the full designs created by Sprunt Architects and approved by planning.

Timetable

6. The indicative timetable for the development is shown below:

Returns of Tenders and Opening Ceremony	21 October 2016
Tender Analysis and Recommendation Report prepared by Press and Starkey	by 11 November 2016
Interviews and selection of Preferred Contractor	25 November 2016
Letting of Contract	December 2016
Commencement of works on site	January 2016

Budget

7. In August 2016 Sweett Consultancy prepared a build cost estimate for the Site D Ockford Ridge scheme which is set out in (Exempt) Annexe 2.
8. The current budget allocation for the Ockford Ridge scheme is £2,025,333 for 2016/17 and £3,457,600 in future years.

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.

Background Papers

There are no background papers (as defined by Section 100D (5) of the Local Government Act 1972) relating to this report.

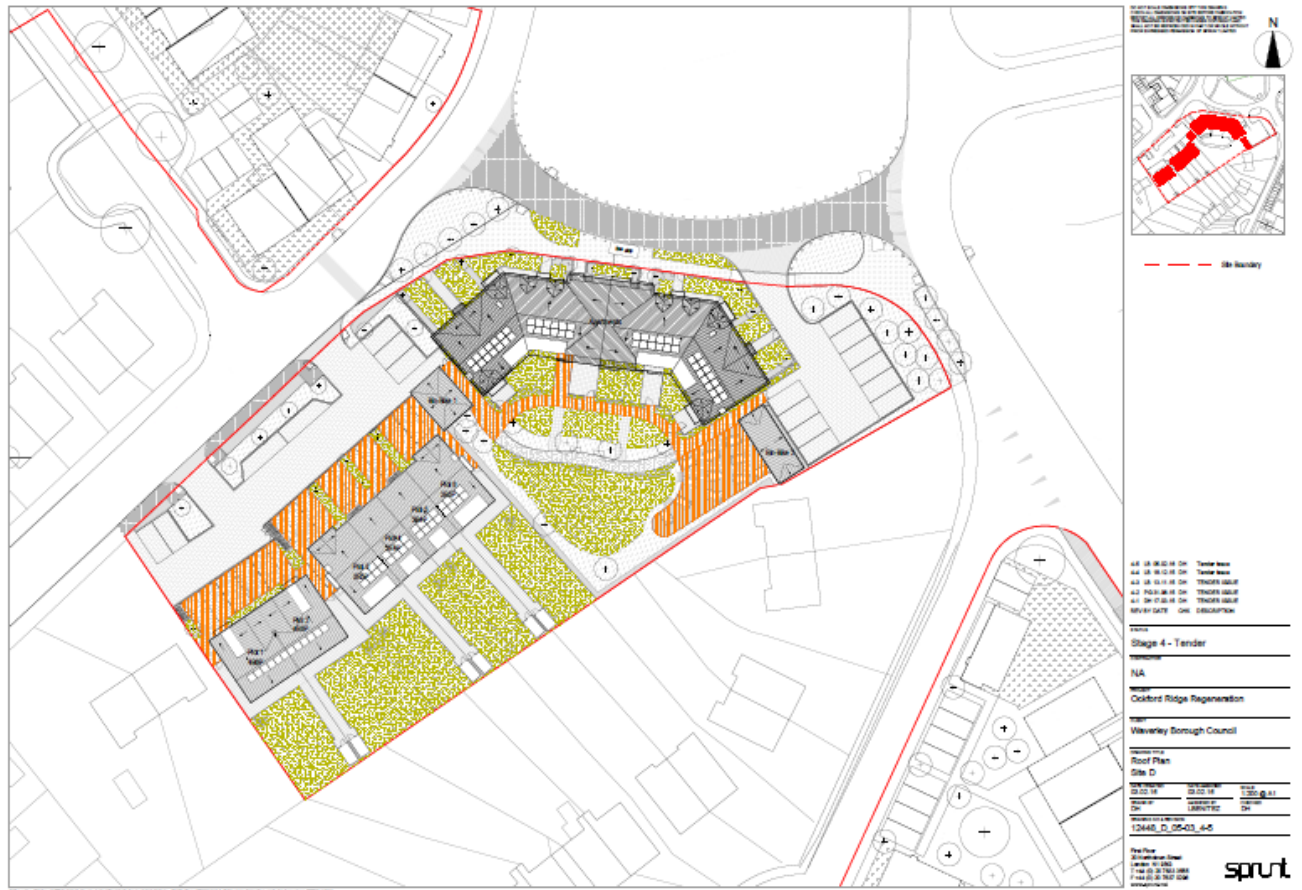
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Location Plan for Site D Ockford Ridge, Godalming



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

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WAVERLEY BOROUGH COUNCIL

EXECUTIVE – 29 NOVEMBER 2016

Title:

PERFORMANCE MANAGEMENT REPORT QUARTER 2 2016/17 (JULY - SEPTEMBER 2016)

[Portfolio Holder: Cllr Julia Potts]

[Wards Affected: All]

Summary and purpose:

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.

This 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.

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

Waverley's Performance Management Framework and the active management of performance information help to ensure that Waverley delivers its Corporate Priorities.

Equality and Diversity Implications:

There are no direct equality and diversity implications in this report. Equality impact assessments are carried out when necessary across the Council to ensure service delivery meets the requirements of the Public Sector Equality Duty under the Equality Act 2010.

Resource/Value for Money implications:

There are no resource implications in this report. Active review of Waverley's performance information is an integral part of the corporate performance management process, enabling the Council to improve Value for Money across its services.

Legal Implications:

Some indicators are based on statutory returns which the Council must make to Central Government.

Background

1. The Performance Indicators for Housing, Finance, Resources, Planning, Environmental Services and Community Services are set out at Annexe 1.

2. The majority of services have performed well with improvements in a number of areas over the previous quarter. Only four performance indicators out of a total of 36 indicators were outside their target for the quarter by more than 5% and five were within 5% of their target.

Corporate (Finance, Resources, Complaints, Housing)

Finance

1. Performance in both the *time taken to process new housing benefit claims* [NI 181a] and *change events* [NI 181b] remained steady in the second quarter and continued the improvement over the preceding year.
2. The *percentage of invoices paid within 30 days* [F3] has shown a good improvement in this quarter and now stands at 98.19% which is just below the target of 99%. The *percentage of invoices from small/local businesses paid within 10 days* [F4] however has fallen considerably to 82.4%. The number of invoices processed under this performance indicator is very small in comparison with the 30 day indicator and therefore small numbers of invoices missing the ten day target will have a large impact on the resulting figure. In this second quarter, 17 invoices were classified for 10 day payment and three invoices missed this target. Two of these invoices took 12 days for payment and the remaining invoice took 16 days for payment.

Resources

3. *Staff turnover* [HR1] shows all leavers including retirees, voluntary and non-voluntary leavers but does not include agency staff. No target is set for this indicator. The Council's staff turnover remained similar to the first quarter at 5.18%, which places Waverley mid-range when compared to other local authorities. The percentage figure represents 23 members of staff leaving employment at Waverley.

Staff breakdown:

Overall leavers	23
Resignations	16
Retirements	3
Completed temporary contracts	3
TUPE	1

The number of staff recruited this quarter was 26, and so the number of staff has remained stable.

4. The average number of *working days lost due to sickness absence* [HR2] per person remains extremely low, however there has been a small increase to 1.45 days in quarter two, taking it just beyond the target of 1.38.

Complaints

5. The number of *Level 3 (Executive Director) and Ombudsman complaints* [M1] has reduced from the last quarter from 15 to 12 and is the lowest figure since 2013. There was also a reduction in the *total number of complaints received* [M2] (119) from the previous quarter. The *% of complaints responded to within target times of 10 days Level 1 & 15 days for Level 2 and 3* [M3] has increased and is the best performance of all compared quarters.

Housing

6. All but one of the Housing targets have been met in the second quarter.
7. The *time taken to re-let homes* [H2] has continued to improve. The performance on the prevention of homelessness cases and households living in temporary accommodation has also remained steady with no *households living in temporary accommodation* [H4] for the second quarter running.
8. Performance for *% of annual boiler services and gas safety checks undertaken on time* [H6] remains slightly below the 100% target. Six checks were outstanding at the end of September due to the tenants not giving access to their home despite numerous appointments and contacts. The team expect to successfully complete the outstanding checks in October.
9. Last year the Housing team worked with Mears to appoint an independent market research company to carry out a telephone responsive repairs survey. Therefore the data for 2016/17 cannot be directly compared to the 2015/16 due to the new means of collection. It should be noted that performance was predicted to fall due to the different collection method but a more accurate view of performance is expected.
10. New targets are yet to be agreed with the contractor. However, the performance this quarter has improved for both H7: *how would you rate the overall service you have received* and H9: *did the tradesperson arrive within the appointment slot*. The remaining responsive repair indicator which shows whether the repair was completed the first time dipped slightly in the second quarter to 69.2%.

Community (Planning, Environmental Services and Community Services)

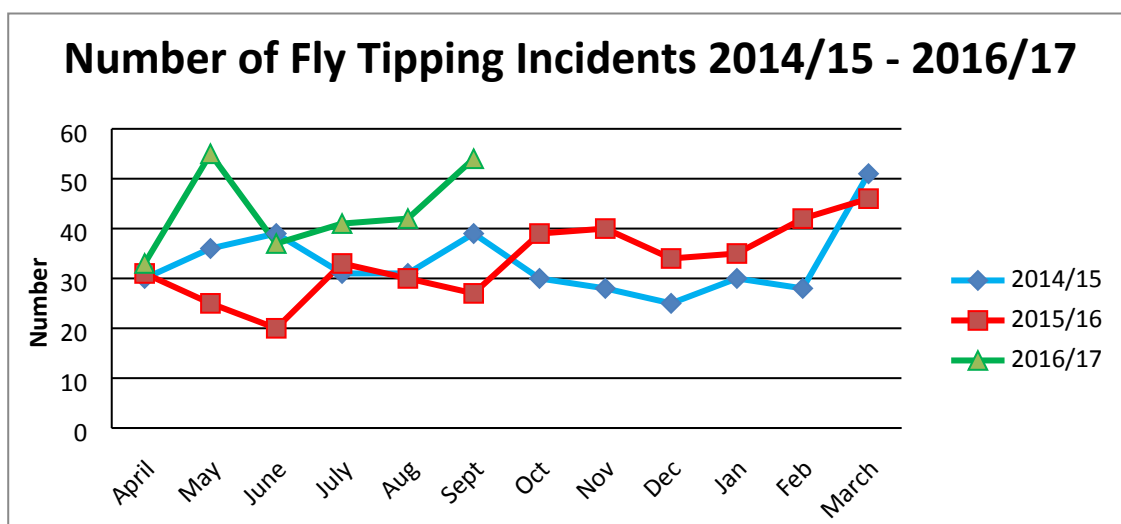
Planning

11. The Planning Service performance relating to the processing of planning applications and the number of appeals allowed was excellent and the results on all indicators were well within target. Particularly noteworthy was the performance on major appeals with only one appeal being allowed in the first six months of 2016/17 against 40 major planning applications being determined.
12. The *percentage of enforcement cases actioned within 12 weeks of receipt* [P4] increased significantly to 98.18% in the second quarter and is the best performance since records started in 2009/10.

13. The performance by the Building Control service reflected in the % of *building control applications being checked* [P8] within 10 days has improved markedly from the first quarter and is now at 94.9%, exceeding the target of 80%.

Environmental Services

14. Environmental Services performance has been mixed across the areas and has resulted in a performance improvement plan being put in place with the contractor.
15. *Residual household waste per household (kg)* [NI191] has increased slightly from the previous quarter to 90.81 kg per household which exceeds the target of 85kg. Officers are working with colleagues from The Surrey Waste Partnership to deliver a number of projects to improve both the levels of recycling and the reduction of waste. For example, a new door-stepping project is being organised for low performing rounds and this will take place in October. The first phase of the project to analyse the composition of household waste has been completed. This identifies materials that should be recycled and the first phase has indicated an element of food waste is still present in the waste stream. The second phase of waste composition analysis will begin in November. Campaigns such as the food waste campaign are being used to encourage further reduction in the level of household waste. Measures to raise awareness such as distributing recycling guides and the Contamination Hanger Scheme are also continuing.
16. Performance on % of *household waste sent for reuse, recycling and composting* [NI192] increased to 55.36% and continues to meet the new target set in March of 54% for the second quarter running.
17. The *MRF Reject Rate* [E1] has increased slightly but remains within target. The reason for the increase in the rejection level has been attributed to particularly high levels of contamination in August.
18. *Percentage of compliance for litter and detritus* [E3] showed a small dip in performance over previous quarters but nevertheless remains within target at 93%.
19. *Average number of days to remove fly-tips* [E2] has more than doubled. One possible reason for this is the recently introduced charges at the Surrey community recycling centres for some non-household waste.



The table shows the number of fly tipping incidents over the last three years on a monthly basis. It shows a spike in the numbers this year in May and September.

20. The *average number of missed bins per 104,000 bin collections each week* [E4] has slightly improved over the previous quarter at 83 but remains short of the very challenging target of 26. Contractor staffing issues have had an effect on performance and a Performance Improvement Plan is now being implemented. A monthly performance review meeting with the contractor now takes place which has resulted in a reduction of missed bins and litter bin complaints. Other improvements include reduced vehicle down time as modifications are being made to hydraulic systems by the manufacturers and the cooler weather conditions have also helped.
21. Performance on *food premises inspections* [E5] has remained excellent and the service has maintained its 100% record for the third quarter running. However, the *% of businesses satisfied with LA regulation* [NI 182] has fallen and is only just on target.

Community Services

22. All leisure centres have seen numbers of visits decrease during the summer months which is not unusual. The number of visitors to Farnham Leisure Centre [CS2] has dropped below target and this may be attributable to the increased competition by four other leisure providers and the lower number of students during the summer.
23. Total numbers of visits and use of museums [CS7] have decreased at Farnham in the second quarter but have increased at Godalming partly due to a very successful Heritage Open Weekend in Godalming. The summer months also see a large fall in the number of educational activities due to school holidays.

Observations and Recommendations

20. The Community Overview and Scrutiny Committee considered the report at its meeting on 14 November 2016 and their observations and comments are set out below. The Corporate Overview and Scrutiny Committee are due to consider the report on 22 November 2016 and their comments will be circulated separately.
21. Community Overview and Scrutiny Committee:
 - was pleased to see the continued good performance on determining all types of planning applications within required time limits, and noted that this was a result of robust case management processes that were followed by all planning officers.
 - noted that whilst the number of visits to Farnham Leisure Centre had fallen below target, there seemed to be a seasonal pattern to the number of visits, and there was a slight improvement in the number of visits compared to Q2 of 2015/16. There would be an opportunity to explore the impact of competitors on the performance of the leisure centres through the scrutiny review of the Leisure Centre Management Contract.
 - discussed the indicators relating to waste and recycling, including fly-tipping. It was noted that the number of reported fly-tips was increasing, but it was probably too soon to be relating this to the charges introduced by Surrey County Council at their amenity sites for certain types of waste.

The performance of Waverley's contractor in removing fly-tips had been addressed as part of the Performance Improvement Plan, and performance had improved in October to an average of 1 day. The Committee noted that Waverley was not responsible for removing fly-tips on private land, and that where there were particular 'hot spots' there was the option of installing CCTV in order to try and identify offenders.

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.

Background Papers

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.




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Executive Quarter 2 Performance Report 2016/17 (July - September 2016)

RAG Legend		Graph Lines Legend	
On target	Green	Waverley 2016/17 (current year outturn)	
Up to 5% off target	Amber	Waverley Outturn 2015/16 prior year	
More than 5% off target	Red	Waverley Target	
Data not available	Not available		
Data only/ no target/ not due	No target		

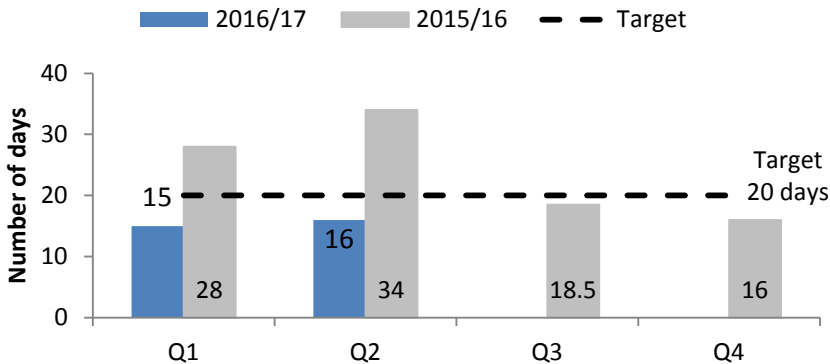
FINANCE

FINANCE

NI 181a Time taken to process Housing Benefit support new claims

GREEN

Time taken to process HB/CT support new claims (lower outturn is better)



Quarter	2016/17	2015/16	Target
Q1	15	28	20
Q2	16	34	20
Q3		18.5	20
Q4		16	20

Comments

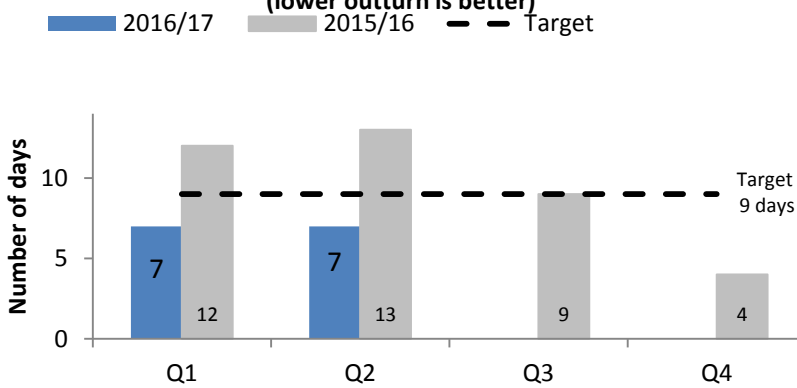
Second quarter performance remains well within target and continues the improving trend from last year.

FINANCE

NI 181b Time taken to process Housing Benefit change events

GREEN

Time taken to process HB/CT support change events (lower outturn is better)



Quarter	Target	2016/17	2015/16
Q1	9	7	12
Q2	9	7	13
Q3	9		9
Q4	9		4

Comments

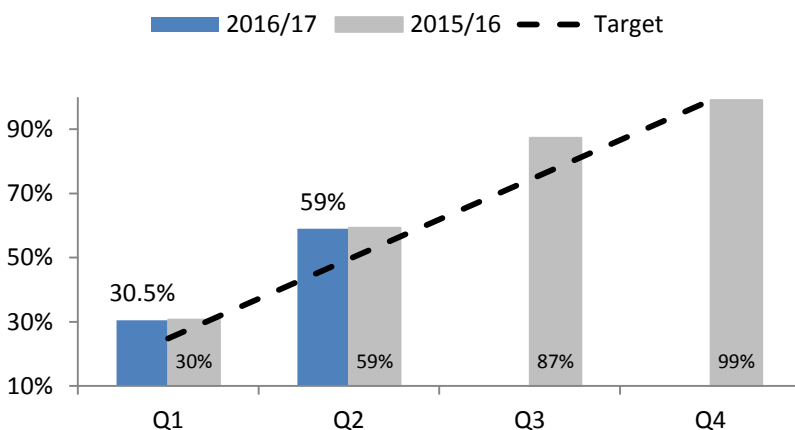
The good performance continues as the number of days to process change events remains stable into the second quarter and is within target.

FINANCE

F1: Percentage of Council Tax collected

GREEN

% of Council Tax collected (higher outturn is better)



Quarter	Target	2016/17	2015/16
Q1	24.8%	30.5%	30.7%
Q2	49.5%	59%	59.3%
Q3	74.3%		87.3%
Q4	99.0%		99.1%

Comments

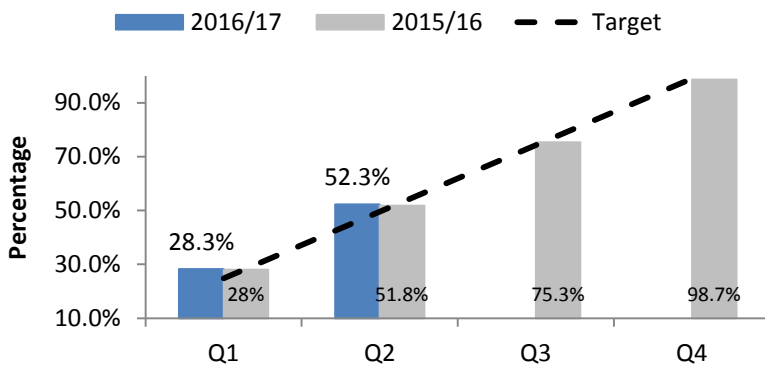
Council tax collection for the second quarter exceeds the target and is similar to the corresponding quarter last year.

FINANCE

F2: Percentage of non-domestic rates collected

GREEN

% of non domestic rates collected (higher outturn is better)



Quarter	Target	2016/17	2015/16
Q1	24.8%	28.3%	28%
Q2	49.5%	52.3%	51.8%
Q3	74.3%	-	75.3%
Q4	99.0%	-	98.7%

Comments

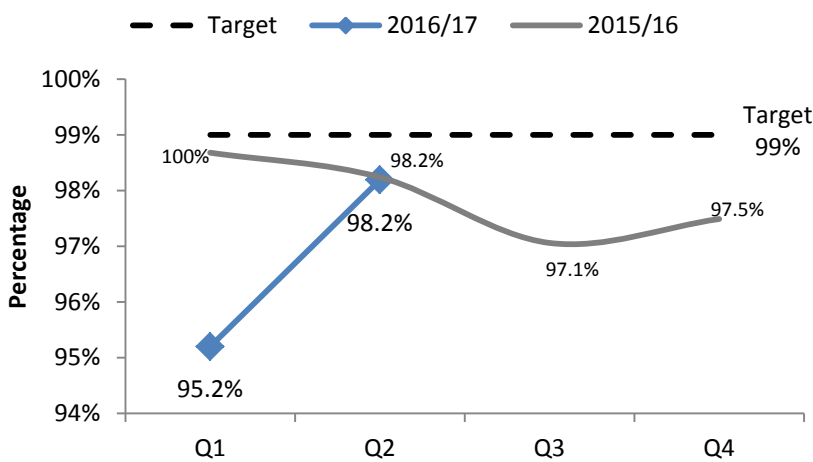
Second quarter rates are well within target and slightly higher than the corresponding quarter last year.

FINANCE

F3: Percentage of invoices paid within 30 days

AMBER

% of invoices paid within 30 days (higher outturn is better)



Quarter	Target	2016/17	2015/16
Q1	99%	95.2%	98.7%
Q2	99%	98.2%	98.2%
Q3	99%	-	97.1%
Q4	99%	-	97.5%

Comments

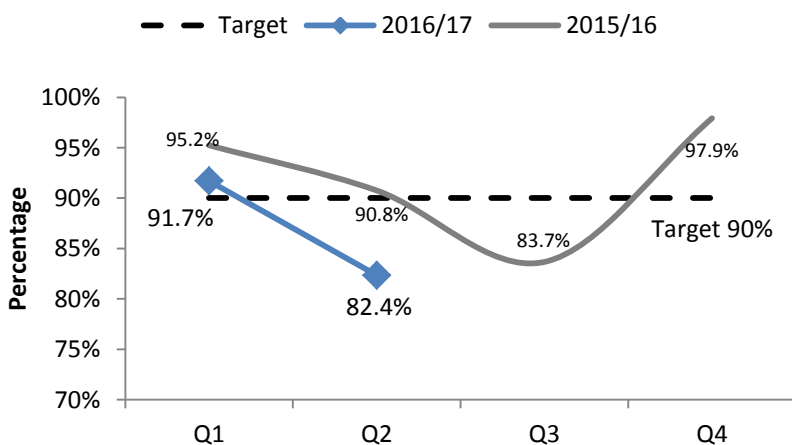
Performance has started to improve since 2015/16 Q3 but remains just below target. Of the 3042 invoices processed this quarter, 56 exceeded the target of 30 days.

FINANCE

F4: Percentage of invoices from small/local businesses paid within 10 days

RED

% of invoices from small/local businesses paid within 10 days (higher outturn is better)



Quarter	Target	2016/17	2015/16
Q1	90%	91.7%	95.2%
Q2	90%	82.4%	90.8%
Q3	90%	-	83.7%
Q4	90%	-	97.9%

Comments

Of the 17 invoices in this category, three missed the target. Two were paid within 12 days and the remaining invoice took 16 days.

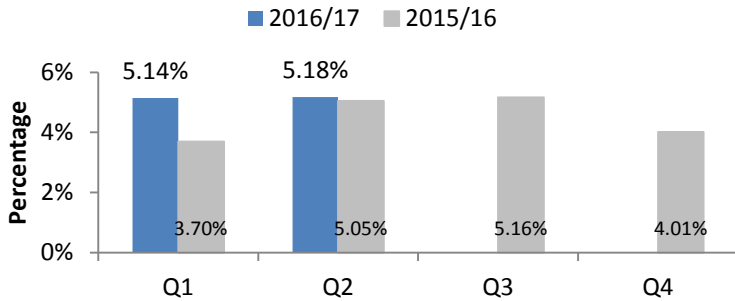
RESOURCES

RESOURCES

HR1: Staff turnover – all leavers as a percentage of the average number of staff in period

No target

Staff turnover - all leavers as a percentage of the average number of staff in a period



Quarter	2016/17	2015/16
Q1	5.14%	3.7%
Q2	5.18%	5.05%
Q3		5.16%
Q4		4.01%

Comments

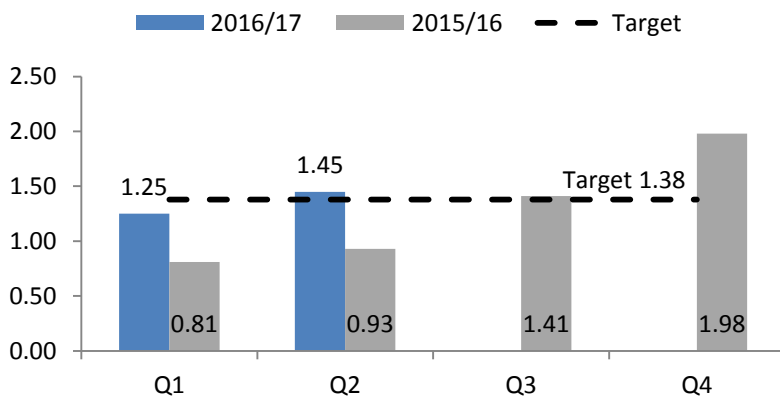
Staff turnover shows all leavers including retirees, voluntary and non-voluntary leavers. When compared externally our annual turnover rate places us mid-range against other local authorities.

RESOURCES

HR2: Average working days lost due to sickness absence per employee

AMBER

Working days lost due to sickness absence (lower outturn is better)



Quarter	Target	2016/17	2015/16
Q1	1.38	1.25	0.81
Q2	1.38	1.45	0.93
Q3	1.38		1.41
Q4	1.38		1.98

Comments

Average working days lost due to sickness remains low but has increased in the second quarter compared to the previous quarter, and is slightly higher than the target.

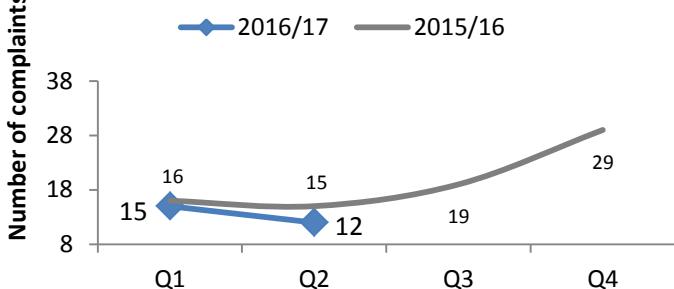
COMPLAINTS

COMPLAINTS

M1: Number of Level 3 (Exec Dir) and Ombudsman Complaints received

No target

Number of Level 3 (CEX) and Ombudsman complaints received



Quarter	2016/17	2015/16
Q1	15	16
Q2	12	15
Q3		19
Q4		29

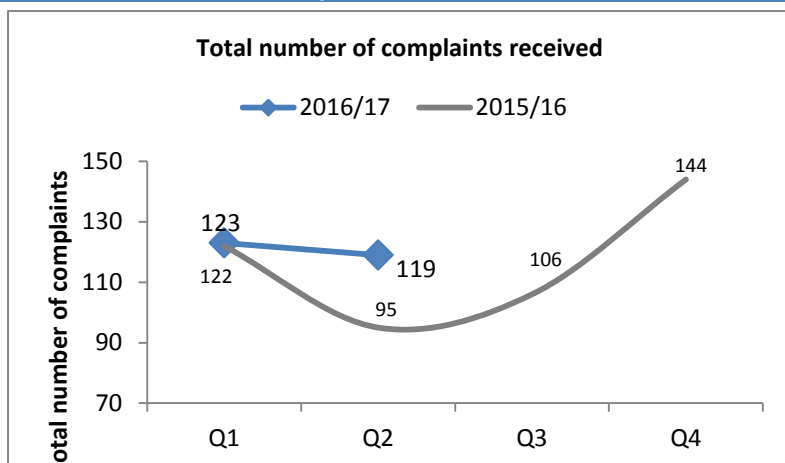
Comments

The number of Level 3 complaints in Q2 is the lowest since 2013.

COMPLAINTS

M2: Total number of complaints received

No target



Quarter	2016/17	2015/16
Q1	123	122
Q2	119	95
Q3	106	106
Q4	144	144

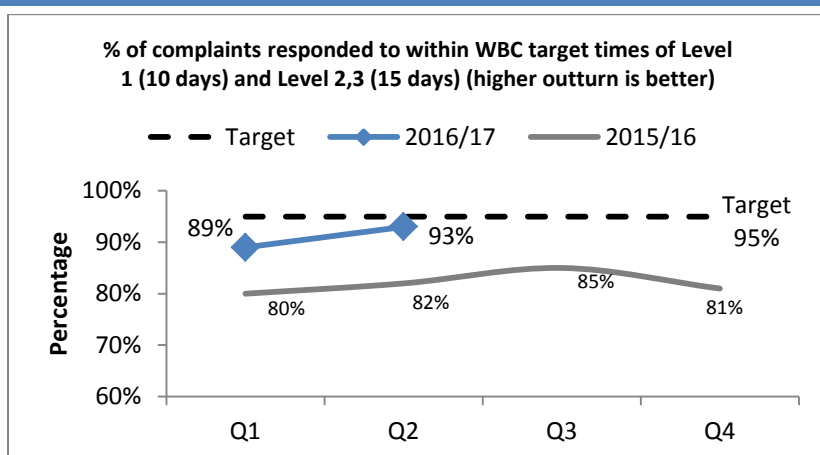
Comments

The number of complaints has decreased but remains higher than the corresponding quarter.

COMPLAINTS

M3: % of complaints responded to within target times of 10 days Level 1 & 15 days for Level 2 and 3

AMBER



Quarter	Target	2016/17	2015/16
Q1	95%	89%	80%
Q2	95%	93%	82%
Q3	95%	85%	85%
Q4	95%	81%	81%

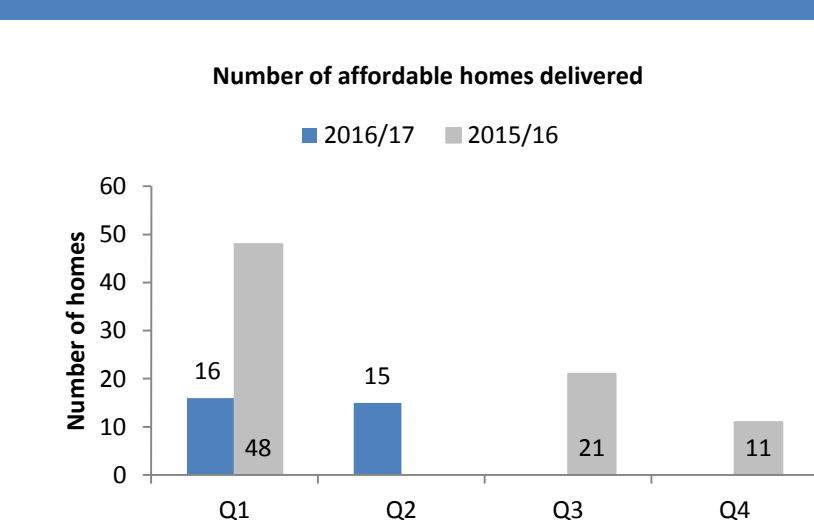
Comments

Performance has improved in relation to all quarters compared and falls only slightly short of the target set.

HOUSING

H1: Number of affordable homes delivered by all housing providers

No target



Time period	2016/17	2015/16
Q1	16	48
Q2	15	0
Q3	0	21
Q4	0	11

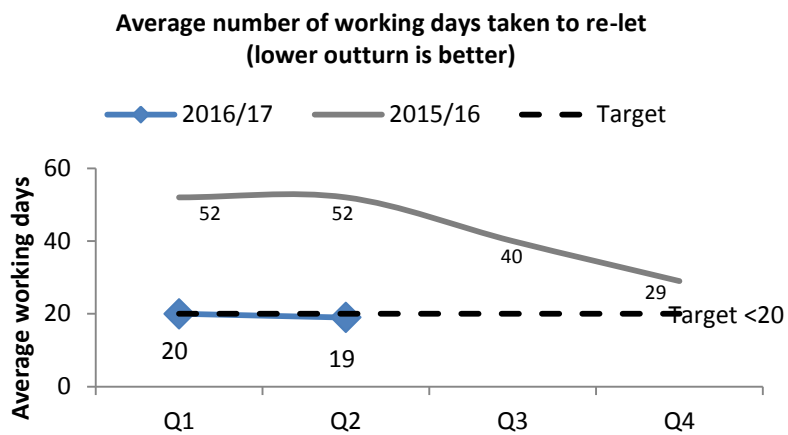
Comments

15 affordable homes were completed in Q2. Eight affordable rents and four shared ownership with Sentinel at College Green, Godalming. Two council rented homes at Ockford Ridge and one Thames Valley Housing Association shared ownership home in Milford.

HOUSING

H2: Average number of working days taken to re-let

GREEN



Quarter	Target	2016/17	2015/16
Q1	20	20	52
Q2	20	19	52
Q3	20		40
Q4	20		29

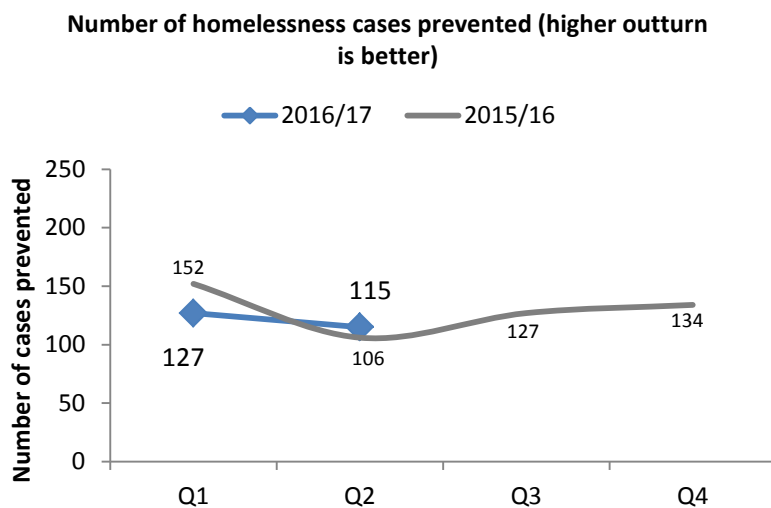
Comments

47 homes were re-let in Q2. The average time taken from tenancy end to tenancy start was 19 working days. Thus exceeding the target following the improved team performance in 2015/16 and Q1.

HOUSING

H3: Housing advice service – homelessness cases prevented

No target



Quarter	2016/17	2015/16
Q1	127	152
Q2	115	106
Q3		127
Q4		134

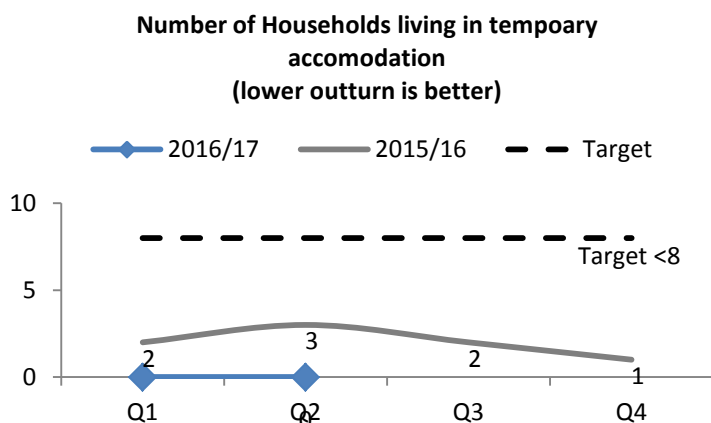
Comments

The data includes results from all housing teams and Waverley CAB. This indicator uses the P1E definition. The prevention is to be as a result of casework and the solution to last for six months.

HOUSING

H4: Number of households living in temporary accommodation

GREEN



Quarter	Target	2016/17	2015/16
Q1	<8	0	2
Q2	<8	0	3
Q3	<8		2
Q4	<8		1

Comments

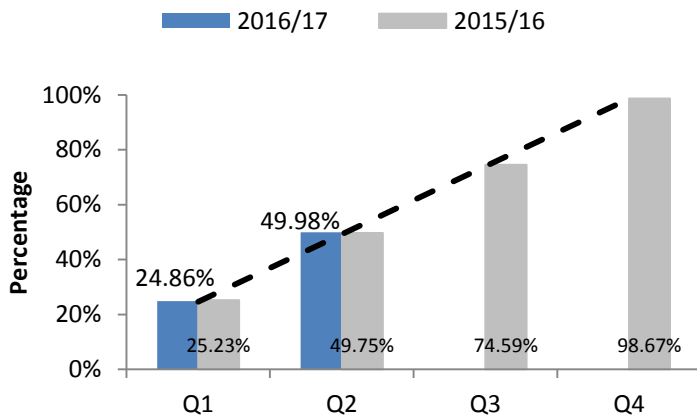
There were no households in temporary accommodation at the end of September. There have been four households in temporary accommodation so far this year (max period seven days).

HOUSING

H5: Percentage of estimated annual rent debit collected

GREEN

% of estimated annual rent debit collected (higher outturn is better)



Quarter	Target	2016/17	2015/16
Q 1	24.65%	24.86%	25.23%
Q2	49.30%	49.98%	49.75%
Q3	73.95%	-	74.59%
Q4	98.65%	-	98.67%

Comments

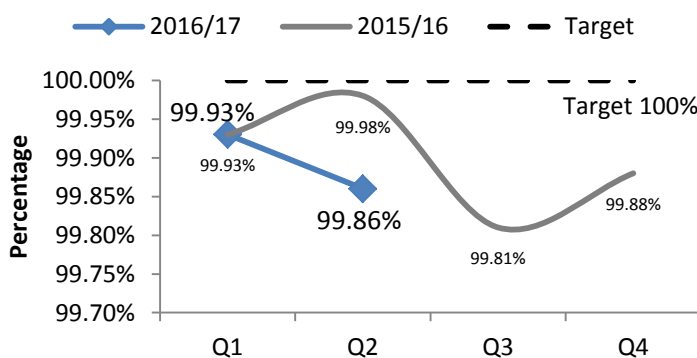
The team performed above target, collecting some £7.7m of the rent due in Q2.

HOUSING

H6: % of annual boiler services and gas safety checks undertaken on time

AMBER

% of annual boiler services and gas safety checks undertaken on time (higher outturn is better)



Quarter	Target	2016/17	2015/16
Q1	100%	99.93%	99.93%
Q2	100%	99.86%	99.98%
Q3	100%	-	99.81%
Q4	100%	-	99.88%

Comments

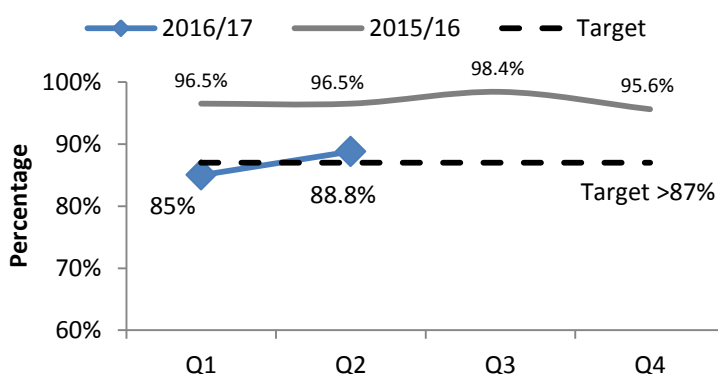
Six checks were outstanding at the end of September due to the tenants not giving access to their home despite numerous appointments and contacts. The team expect to successfully complete the outstanding checks in the next month.

HOUSING

H7: Responsive Repairs: how would you rate the overall service you have received

GREEN

Responsive Repairs: how would you rate the overall service you have received (higher outturn is better)



Quarter	Target *	2016/17	2015/16
Q1	87%	85%	96.5%
Q2	87%	88.8%	96.5%
Q3	87%	-	98.4%
Q4	87%	-	95.6%

Comments

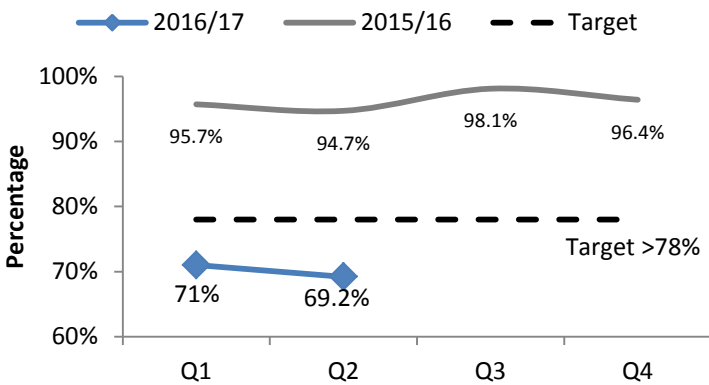
The responsive repairs data is not truly comparable due to new means of collection. In 2015/16 data was collected through operatives handheld devices for 2016/17 tenants views are collected by an independent telephone survey.

HOUSING

H8: Responsive Repairs: Was the repair fixed right the first time

No target agreed

Responsive Repairs: Was the repair completed right the first time (higher outturn is better)



Quarter	Target *	2016/17	2015/16
Q1	78%	71%	95.7%
Q2	78%	69.2%	94.7%
Q3	78%	-	98.1%
Q4	78%	-	96.4%

Comments

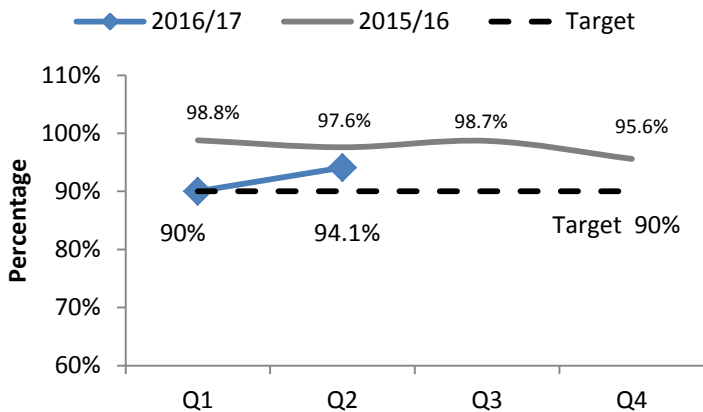
The responsive repairs data is not truly comparable due to new means of collection. In 2015/16 data was collected through operatives handheld devices for 2016/17 tenants views are collected by an independent telephone survey.

HOUSING

H9: Did the tradesperson arrive within the appointment slot

No target agreed

Responsive Repairs: Did the tradesperson arrive within the appointment slot (higher outturn is better)



Quarter	Target *	2016/17	2015/16
Q1	90%	90%	98.8%
Q2	90%	94.1%	97.6%
Q3	90%	-	98.7%
Q4	90%	-	95.6%

Comments

The responsive repairs data is not truly comparable due to new means of collection. In 2015/16 data was collected through operatives handheld devices for 2016/17 tenants views are collected by an independent telephone survey.

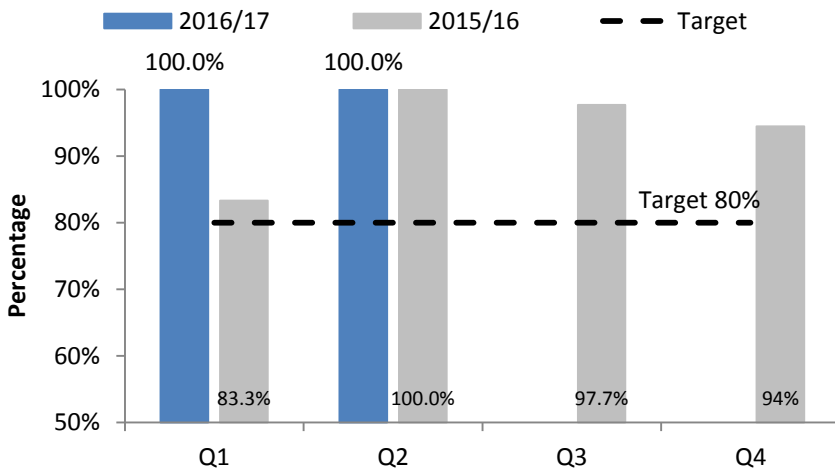
* The targets have been set using past performance data and the market research company's benchmarking data. The targets have been set to deliver realistic service improvements. These targets are **not** contractual KPIs, the team are currently negotiating the contract targets.

PLANNING:

NI157a: Processing of planning applications: Major applications - % determined within 13 weeks

GREEN

Major applications: % determined in 13 weeks (national indicator) (higher outturn is better)



Quarter	2016/17	2015/16	Target
Q1	100%	83.3%	80%
Q2	100%	100%	80%
Q3		97.7%	80%
Q4		94%	80%

Comments

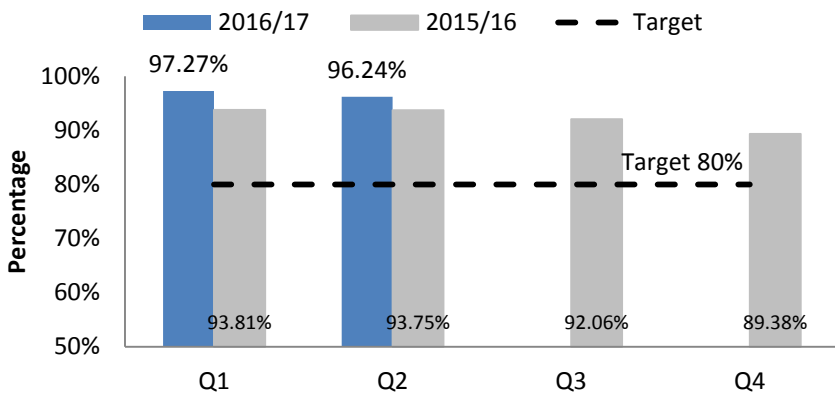
The target for this indicator was increased to 80% for 2016/17, from 75%. Performance continues to exceed the target, quarter 2 saw 21 major applications determined within 13 weeks.

PLANNING:

NI157b: Processing of planning applications: Minor applications - % determined within 8 weeks

GREEN

Minor applications: % determined in 8 weeks (national indicator) (higher outturn is better)



Quarter	2016/17	2015/16	Target
Q1	97.27%	93.81%	80%
Q2	96.24%	93.75%	80%
Q3		92.06%	80%
Q4		89.38%	80%

Comments

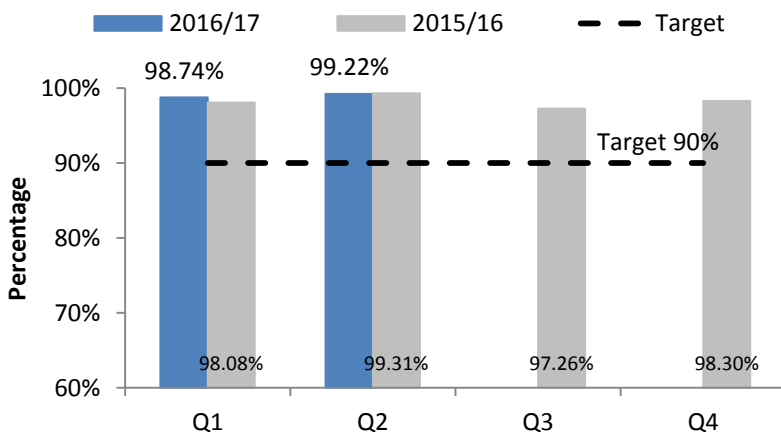
In quarter 2 128 out of 133 minor applications were determined within 8 weeks. Performance has slightly decreased, yet is still well above target and higher than the corresponding quarter in 2015/16.

PLANNING

NI157c: Processing of planning applications: Other applications - % determined within 8 weeks

GREEN

Other applications: % determined within 8 weeks (national indicator) (higher outturn is better)



Quarter	2016/17	2015/16	Target
Q1	98.74%	98.08%	90%
Q2	99.22%	99.31%	90%
Q3		97.26%	90%
Q4		98.30%	90%

Comments

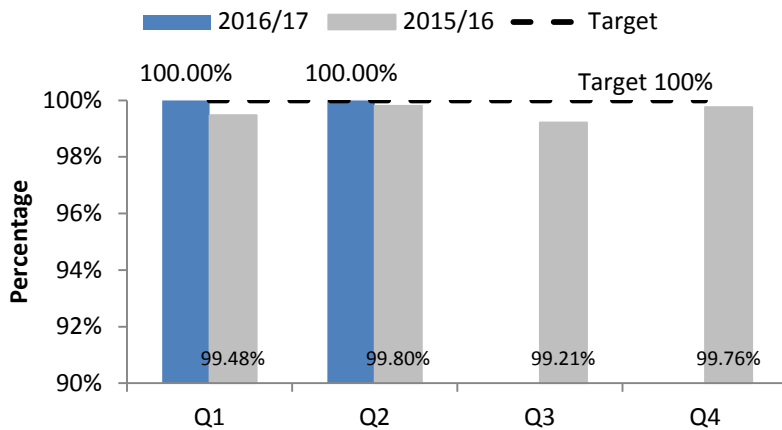
Quarter 2 performance continues to remain steadily above target, continuing the good performance from 2015/16. 384 out of a possible 387 applications were determined within 8 weeks in quarter 2.

PLANNING:

P1: All planning applications - % determined within 26 weeks

GREEN

All applications: % determined in 26 weeks (higher outturn is better)



Quarter	2016/17	2015/16	Target
Q1	100%	99.48%	100%
Q2	100%	99.80%	100%
Q3		99.21%	100%
Q4		99.76%	100%

Comments

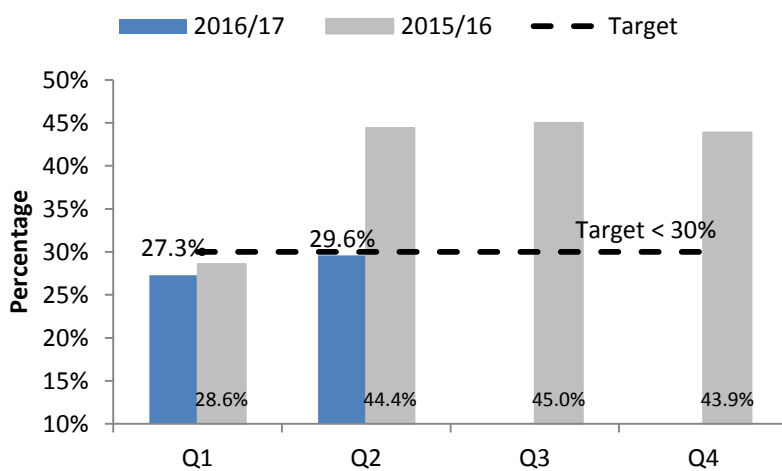
All planning applications were determined within the 26 week target in quarter 2.

PLANNING:

P2: Planning appeals allowed (cumulative year to date)

GREEN

Planning appeals allowed (lower outturn is better)



Quarter	2016/17	2015/16	Target
Q1	27.3%	28.6%	30%
Q2	29.6%	44.4%	30%
Q3		45.0%	30%
Q4		43.9%	30%

Comments

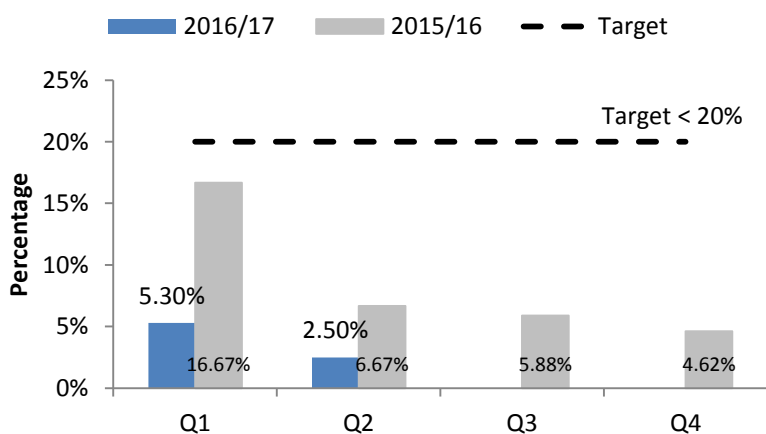
7 out of 22 appeals were allowed in the second quarter. Although this is one more than the previous quarter it is a marked improvement over the first 6 months of 2015/16.

PLANNING

P3: Major planning appeals allowed as % of major application decisions made (cumulative)

GREEN

Major planning appeals allowed as % of Major Application decisions made (lower outturn is better)



Quarter	2016/17	2015/16	Target
Q1	5.3%	16.67%	20%
Q2	2.5%	6.67%	20%
Q3		5.88%	20%
Q4		4.62%	20%

Comments

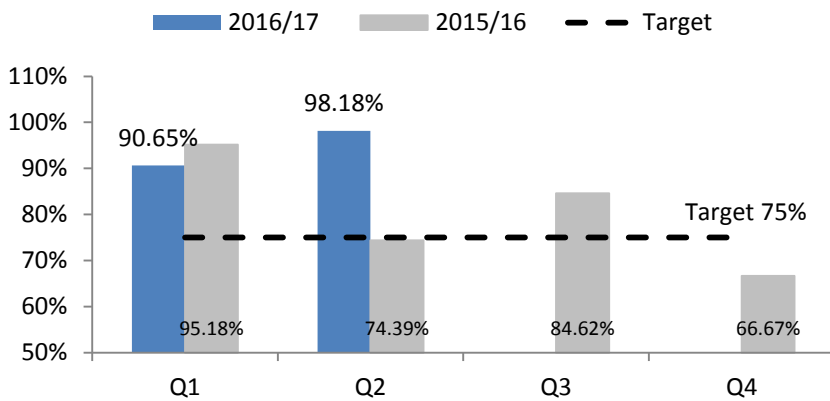
There were no new major appeals in quarter 2. Which means that only 1 appeal has been allowed this year compared to 40 major applications determined.

PLANNING:

P4: Percentage of enforcement cases actioned within 12 weeks of receipt

GREEN

% of enforcement cases actioned within 12 weeks of receipt (higher outturn is better)



Quarter	2016/17	2015/16	Target
Q1	90.65%	95.18%	75%
Q2	98.18%	74.39%	75%
Q3		84.62%	75%
Q4		66.67%	75%

Comments

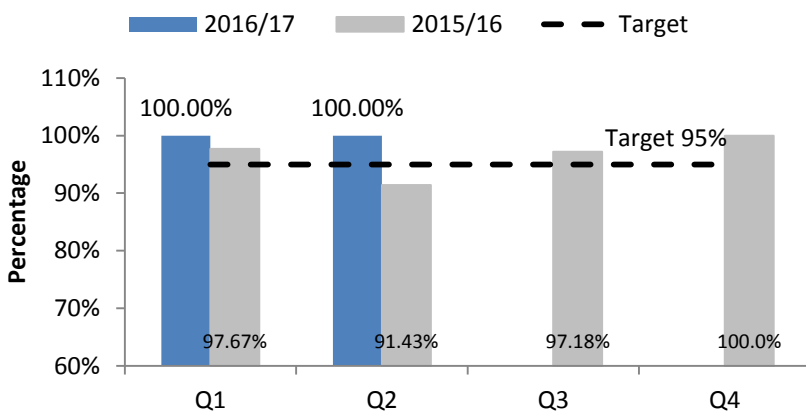
In quarter 2, 108 out of 110 enforcement cases were actioned within 12 weeks of receipt. This is the best quarterly performance since records started in 2009/10.

PLANNING:

P5: Percentage of Tree applications determined within 8 weeks

GREEN

% of tree applications determined within 8 weeks (higher outturn is better)



Quarter	2016/17	2015/16	Target
Q1	100%	97.67%	95%
Q2	100%	91.43%	95%
Q3		97.18%	95%
Q4		100%	95%

Comments

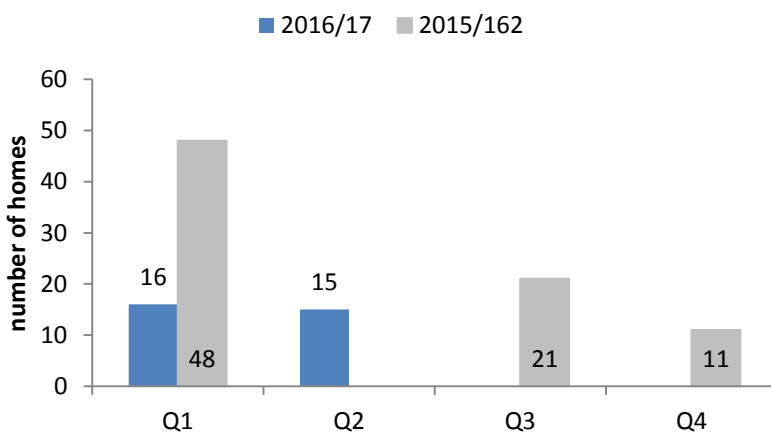
All tree applications in this second quarter were determined within target. This continues the excellent performance since the last quarter of 2015/16.

PLANNING

P6: Number of Affordable homes delivered by all housing providers

No target

Number of affordable homes delivered (gross)



Quarter	2016/17	2015/16
Q1	16	48
Q2	15	0
Q3		21
Q4		11

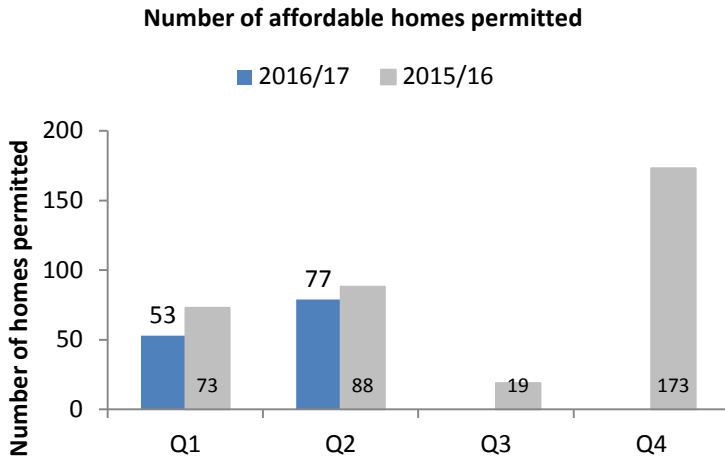
Comments

15 affordable homes were completed in the second quarter: 12 at College Green, Godalming (Sentinel HA); one at Milford Green, Milford (Thames Valley HA); two council homes at Ockford Ridge, Godalming.

PLANNING:

P7: Number of affordable homes permitted (homes granted planning permission)

No target



Quarter	2016/17	2015/16
Q1	53	73
Q2	77	88
Q3		19
Q4		173

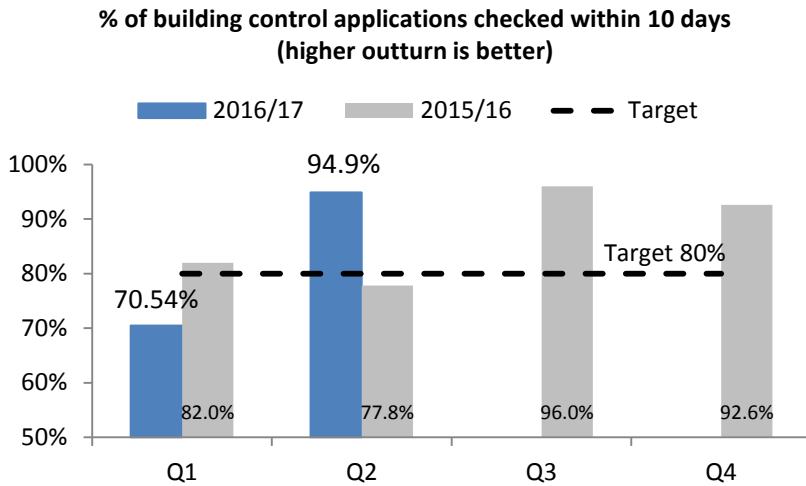
Comments

77 affordable new homes were granted permission in Q2: 26 at Garden Style Nursery, Farnham; 24 at Wey Court, Godalming; 27 at Alfold Road, Cranleigh.

PLANNING:

P8: Percentage of complete Building Control applications checked within 10 days

GREEN



Quarter	2016/17	2015/16	Target
Q1	70.54%	82%	80%
Q2	94.9%	77.8%	80%
Q3		96%	80%
Q4		92.6%	80%

Comments

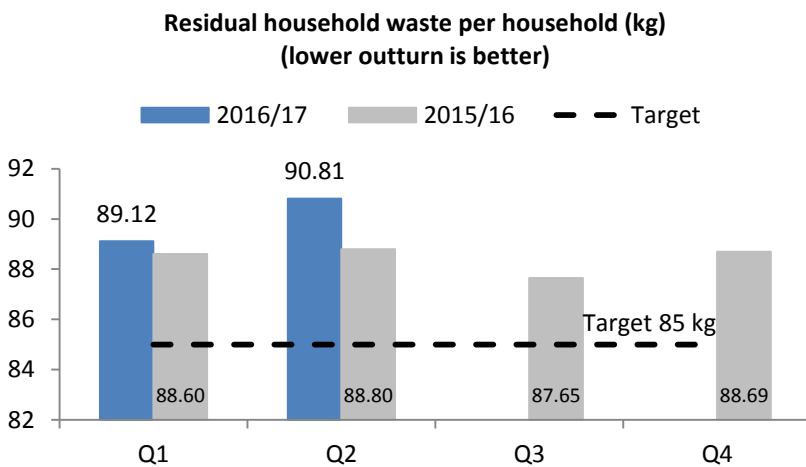
The target for this indicator has been changed for 2016/17 and is now 80% of applications to be checked in 10 days rather than 15 days. Performance has improved significantly, particularly when compared with the previous and corresponding quarters.

ENVIRONMENTAL SERVICES

ENVIRONMENTAL SERVICES

NI 191: Residual household waste per household (kg)

RED



Quarter	2016/17	2015/16	Target
Q1	89.12	88.6	85
Q2	90.81	88.8	85
Q3		87.65	85
Q4		88.69	85

Comments

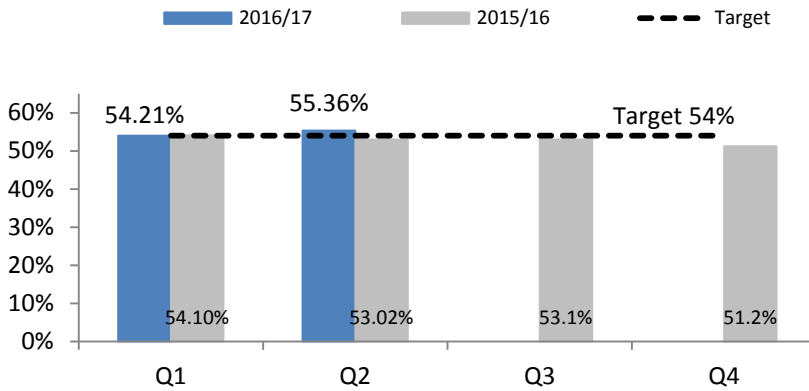
The level has continued to rise, and is now at its highest level since quarter 3 in 2014/15. The Surrey Waste Partnership are undertaking a number of projects and campaigns to reduce the level of household waste in the coming year.

ENVIRONMENTAL SERVICES

NI192: Percentage of household waste sent for reuse, recycling and composting

GREEN

% of household waste sent for reuse, recycling and composting (higher outturn is better)



Quarter	2016/17	2015/16	Target
Q1	54.21%	54.1%	54%
Q2	55.36%	53.02%	54%
Q3	-	53.06%	54%
Q4	-	51.24%	54%

Comments

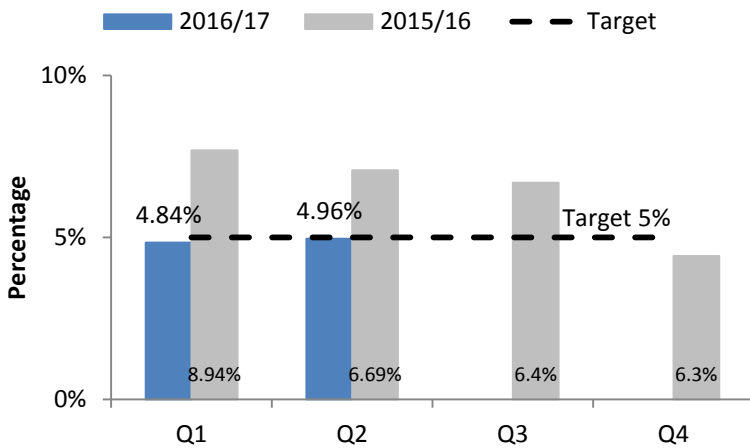
The second quarter figure continues to exceed the target.

ENVIRONMENTAL SERVICES

E1: MRF (materials recycling facility) reject rate

GREEN

MRF Reject Rate (lower outturn is better)



Quarter	2016/17	2015/16	Target
Q1	4.84%	7.69%	5%
Q2	4.96%	7.07%	5%
Q3	-	6.69%	5%
Q4	-	4.42%	5%

Comments

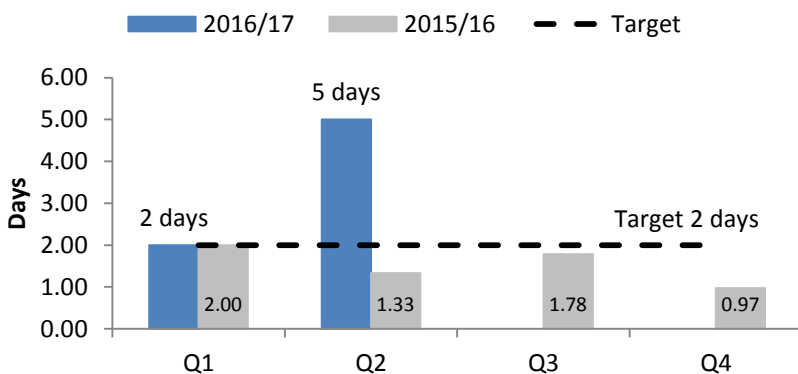
A particularly high reject rate in August resulted in the second quarter figure being higher than the first. Performance has stayed within the target, however.

ENVIRONMENTAL SERVICES

E2: Average number of days to remove fly-tips

RED

Average number of days to remove fly-tips (lower outturn is better)



Quarter	2016/17	2015/16	Target
Q1	2	2	2
Q2	5	1.33	2
Q3	-	1.78	2
Q4	-	0.97	2

Comments

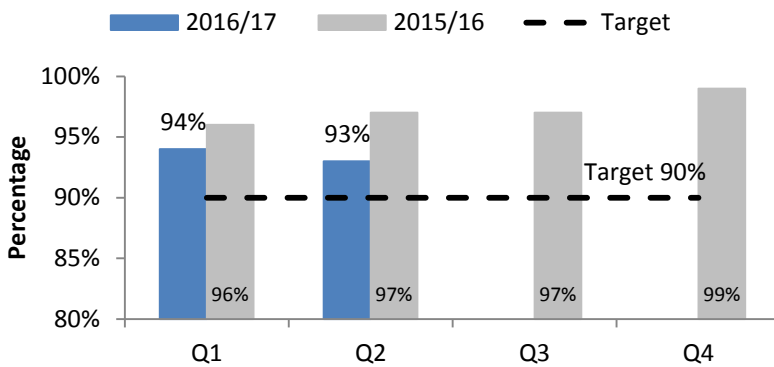
Both contractor staffing issues and new charges at Surrey recycling centres may have contributed to the increase in days. A performance improvement plan is now being implemented with the contractor and indicators suggest that performance will improve in the next quarter.

ENVIRONMENTAL SERVICES

E3: Percentage of compliance for litter and detritus

GREEN

Percentage of compliance for litter and detritus (higher outturn is better)



Quarter	2016/17	2015/16	Target
Q1	94%	96%	90%
Q2	93%	97%	90%
Q3	-	97%	90%
Q4	-	99%	90%

Comments

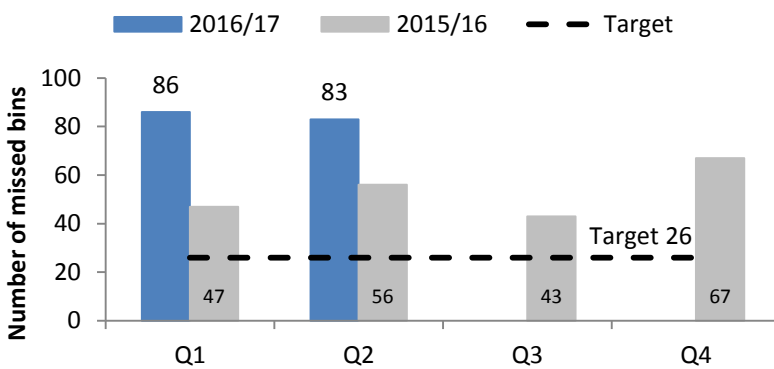
Quarter two figures are still within target but have slightly dipped since the previous quarter.

ENVIRONMENTAL SERVICES

E4: Average number of missed bins per 104,000 bin collections each week

RED

Average number of missed bins per 104,000 bin collections each week (lower outturn is better)



Quarter	2016/17	2015/16	Target
Q1	86	47	26
Q2	83	56	26
Q3	-	43	26
Q4	-	67	26

Comments

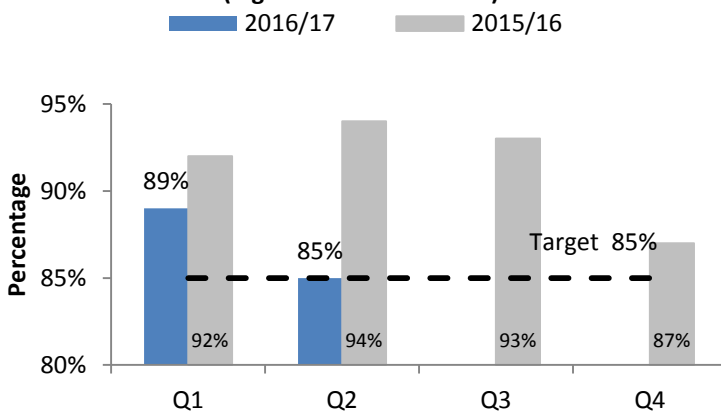
The number of missed bins is still above the challenging target set. Figures from recent months indicate significant improvement is being made, however, particularly since August 2016.

ENVIRONMENTAL SERVICES

NI 182: Satisfaction of Business with local authority regulation services

GREEN

% of businesses satisfied with LA regulation services (higher outturn is better)



Quarter	2016/17	2015/16	Target
Q1	89%	92%	85%
Q2	85%	94%	85%
Q3	-	93%	85%
Q4	-	87%	85%

Comments

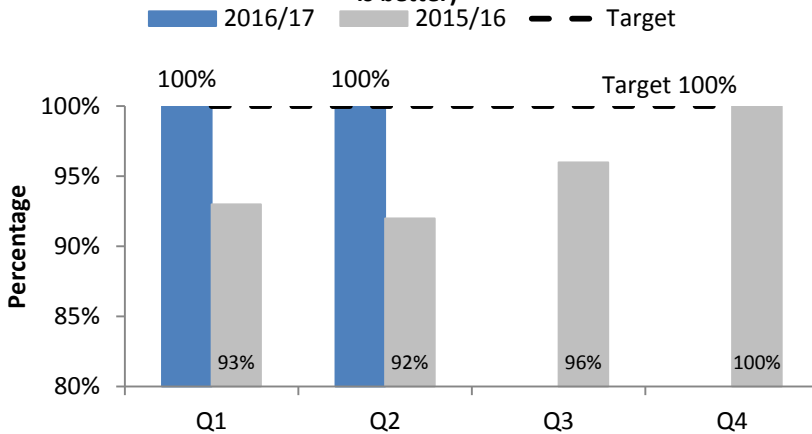
A monthly survey of business customers of Environmental Health is undertaken. The figure is the percentage of business customers who respond that they have been treated fairly and/or the contact has been helpful. Although performance has dipped slightly in quarter 2, it remains within target.

ENVIRONMENTAL SERVICES

E5: Percentage of higher risk food premises inspections (category A&B) carried out within 28 days of being due

GREEN

Percentage of higher risk food premises inspections (category A&B) carried out within 28 days of being due (higher outturn is better)



Quarter	2016/17	2015/16	Target
Q1	100%	93%	100%
Q2	100%	92%	100%
Q3	-	96%	100%
Q4	-	100%	100%

Comments

All of the 8 programmed inspections for category A/ B (High Risk) food premises have been carried out in quarter two within the target timescale of 28 days.

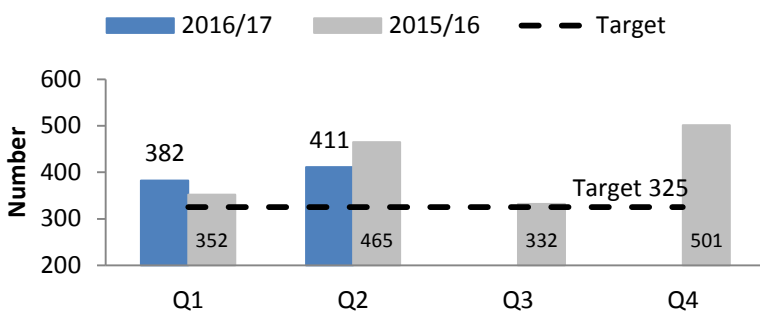
COMMUNITY SERVICES

COMMUNITY SERVICES

CS1: Number of Access to Leisure Cards issued

GREEN

Number of Access to Leisure Cards issued (higher outturn is better)



Quarter	2016/17	2015/16	Target
Q1	382	352	325
Q2	411	465	325
Q3	-	332	325
Q4	-	501	325

Comments

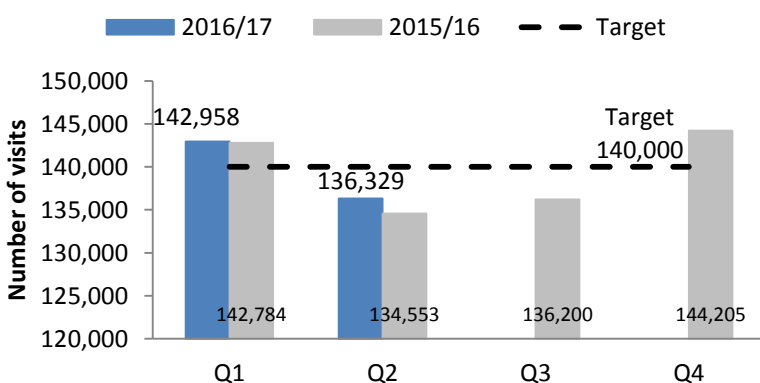
The second quarter figure shows an increase over the previous quarter and remains well within target.

COMMUNITY SERVICES

CS2: Number of Visits to Farnham Leisure Centre

AMBER

Number of visits to Farnham Leisure Centre (higher outturn is better)



Quarter	2016/17	2015/16	Target
Q1	142,958	142,784	140,000
Q2	136,329	134,553	140,000
Q3	-	136,200	140,000
Q4	-	144,205	140,000

Comments

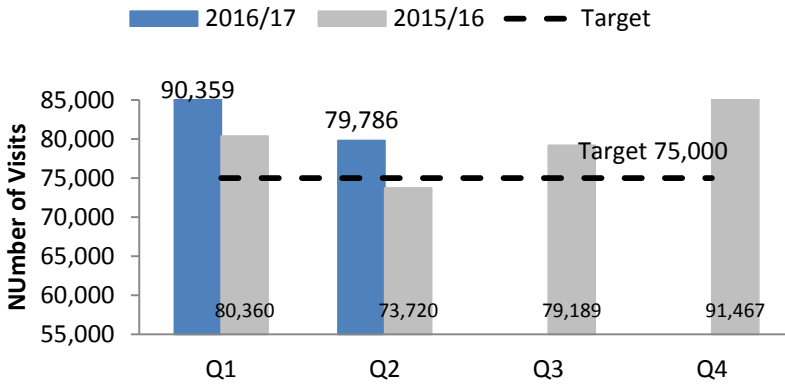
Q2 figures tend to be lower due to fewer students being around in the summer months and in addition a further four new local competitors have started in the last year which has had an impact on the centre.

COMMUNITY SERVICES

CS3: Number of Visits to Cranleigh Leisure Centre

GREEN

Number of visits to Cranleigh Leisure Centre (higher outturn is better)



Quarter	2016/17	2015/16	Target
Q1	90,359	80,360	75,000
Q2	79,786	73,720	75,000
Q3		79,189	75,000
Q4		91,467	75,000

Comments

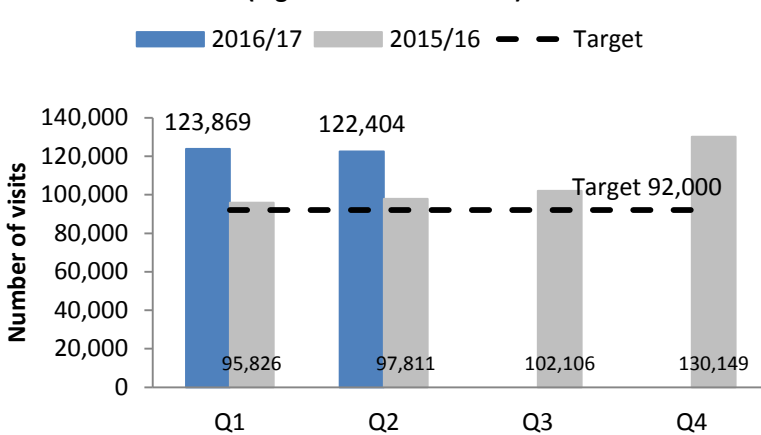
Performance in the second quarter exceeds the target and the corresponding quarter last year.

COMMUNITY SERVICES

CS4: Number of visits to Haslemere Leisure Centre

GREEN

Number of visits to Haslemere Leisure Centre (higher outturn is better)



Quarter	2016/17	2015/16	Target
Q1	123,869	95,826	92,000
Q2	122,404	97,811	92,000
Q3		102,106	92,000
Q4		130,149	92,000

Comments

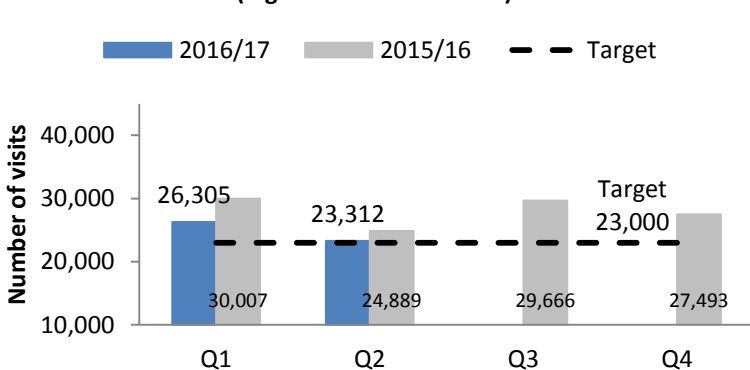
Performance continues to exceed the target but has slightly decreased from the previous quarter.

COMMUNITY SERVICES

CS5: Number of Visits to The Edge Leisure Centre

GREEN

Number of visits to the Edge Leisure Centre (higher outturn is better)



Quarter	2016/17	2015/16	Target
Q1	26,305	30,007	23,000
Q2	23,312	24,889	23,000
Q3		29,666	23,000
Q4		27,493	23,000

Comments

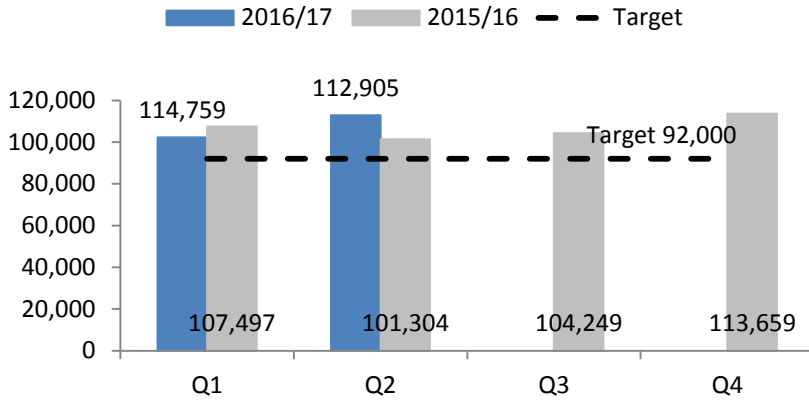
The second quarter shows a continuing downward trend in numbers visiting The Edge but remains just within target.

COMMUNITY SERVICES

CS6: Number of Visits to Godalming Leisure Centre

GREEN

Number of visits to Godalming Leisure Centre (higher outturn is better)



Quarter	2016/17	2015/16	Target
Q1	114,759	107,497	92,000
Q2	112,905	101,304	92,000
Q3		104,249	92,000
Q4		113,659	92,000

Comments

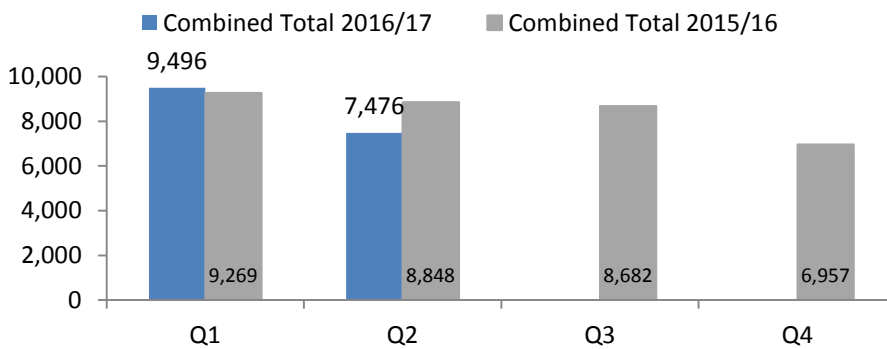
Although a decrease in the number of visits from the first quarter the visitor numbers remain well within target.

COMMUNITY SERVICES

CS7: Total number of visits to and use of museums

No target

Total number of visits to and use of Museums



Comments

Q2 tends to be the slowest season for visits and educational activities due to school holidays. However, the Heritage Open Weekend was particularly successful for Godalming Museum with over 200 visitors.

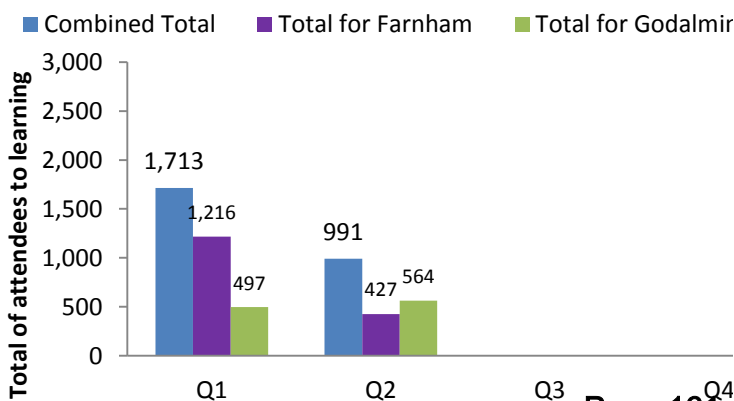
Quarter	Combined Total 2016/17	Total for Farnham 2016/17	Total for Godalming 2016/17	Combined Total 2015/16	Total for Farnham 2015/16	Total for Godalming 2015/16
Q1	9,496	5,997	3,499	9,269	5,697	3,582
Q2	7,476	3,345	4,131	8,848	4,715	4,133
Q3				8,682	4,362	4,320
Q4				6,957	4,260	2,697

COMMUNITY SERVICES

CS8: Total users of learning activities (number of attendees to on-site and off-site learning activities)

No target

Total attendees to on-site/off-site learning activities



Quarter	Overall Total	Total for Farnham	Total for Godalming
Q1	1,713	1,216	497
Q2	991	427	564
Q3			
Q4			

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WAVERLEY BOROUGH COUNCIL

EXECUTIVE – 29 NOVEMBER 2016

Title:

OUTSTANDING DEBTS WRITE-OFF FOR DECISION

[Portfolio Holder for Finance: Councillor Ged Hall]

[Wards Affected: All]

Note pursuant to Section 100B(5) of the Local Government Act 1972

The annexe to this report refers to exempt information by virtue of which the public may be excluded during the item to which the report relates, as specified in Paragraph 3 of 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).

Summary and purpose:

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.

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

The efficient and professional management of outstanding debt ensures that the best possible collection rates are achieved at the lowest unit cost to Waverley. Such action falls within the Value for Money Corporate priority.

Equality and Diversity Implications:

Waverley treats all individuals consistently and fairly regardless of age, sex, gender, disability and sexual orientation and to ensure that individual's rights under data protection and human rights legislation is protected. The recommendations of this report are in line with these principles.

Resource and legal implications:

In accordance with recommended accounting practice, the Council maintains a provision for write-offs in respect of council tax and sundry debt invoices. This provision meets with audit requirements and is subject to annual review. The write-offs detailed in this report are within the normal annual allowance for such items; therefore, this report does not impact on Waverley's budgets. Business Rates are shared between the Government (50%), Surrey County Council (10%) and Waverley (40%). The yield lost in respect of council tax is allowed for when setting the council tax base and the impact is shared by all precepting authorities in proportion to their precepts.

Background

1. Waverley's Financial Regulations include a delegation to the Director of Finance and Resources to authorise the write off of any individual debt up to the value of £5,000 and, in conjunction with the Executive Director, any debt up to £7,500. Any debt over £7,500 must be referred to the Executive for approval before it is written off. In arriving at a decision to write off a debt, officers pursue a rigorous testing process to establish whether funds can be recovered or, as a last resort, whether the debt has to be deemed to be irrecoverable. Every effort is made to trace debtors and recover amounts but some debtors become insolvent and some debts become uneconomical to pursue further. Waverley makes a prudent provision within its accounts for bad debts which is based on the age profile and type of outstanding debts in each of the main income areas.
2. Write-offs were last reported to the Executive in September 2016. This report requests the Executive to approve the write-off of six Non Domestic Rates (Business Rates) with a total value of £76,233.48, and one Sundry Debt as detailed in the (Exempt) Annexe to this report. The reasons for write-off, together with the number of debts and the total values, are analysed as follows:
 - Insolvent - Six debts with a value of £76,233.48 where 6 companies were formally placed into liquidation and declared insolvent.
 - Insolvent – One debt with a value of £40,635.56 where the person was declared bankrupt following a guilty verdict for Housing Benefit offences.
3. In addition to these larger value debts, the Director of Finance and Resources has also approved write-off of Council Tax debts, Business Rates and Sundry debts in the <£5,000 bracket, totalling £80,640.26 (115 cases); £15,324.22 (7 cases); and £3,818.16 (5 cases) respectively.

The Executive Director and the Director of Finance & Resources have jointly approved the write off of Business Rates and Council Tax debts in the £5,000 to £7,500 bracket totalling £11,652.89 (2 cases) and £10,265.98 (2 cases) respectively. These debts have been approved for write-off under the delegated authority.

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.

Background Papers

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

CONTACT OFFICER:

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E-mail: peter.vickers@waverley.gov.uk

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of the Local Government Act 1972.

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WAVERLEY BOROUGH COUNCIL

EXECUTIVE - 29 NOVEMBER 2016

Title:

PROPERTY MATTER: HOLLOWAY HILL SPORTS PAVILION, GODALMING

[Portfolio Holders: Cllrs Tom Martin and Kevin Deanus]

[Wards Affected: Godalming Holloway]

Note pursuant to Section 100B(5) of the Local Government Act 1972

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

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

Summary and purpose:

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.

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

The proposal contained within this report supports the Corporate priority of Value for Money.

Financial Implications:

The net revenue that would be generated through this hire arrangement, as set out in the (Exempt) Annexe, would be reinvested back into the pavilion and its facilities thereby reducing reliance on WBC for funding support in the future. If the change of use is approved there may be VAT implications which would need to be investigated, and that may incur consultant fees.

Legal Implications:

The lease does not permit the Holloway Hill Sports Association (HHSA) to assign, sublet or part with possession of the premises, Council approval is therefore required to vary this.

It is proposed that the HHSA grant Rosie & Bean Ltd a licence to occupy the pavilion during specified hours to run their business. This will be on a short term arrangement for 6 months with the option to continue for a maximum term of one year.

A licence arrangement will not give any Landlord and Tenant Act rights to Rosie & Bean Ltd as it will not have exclusive occupation of the Pavilion during the hours of use. It is merely a licence to occupy for part of a day and would not exclude the HHSA as Tenant from the premises during this time.

Introduction

1. The HHSA are a community based organisation who maintain and manage the sports pavilion at Holloway Hill Recreation Ground, hiring out the use of the pavilion to local sports clubs using the pitches and other local groups who may wish to use the facility on an ad-hoc basis.
2. The HHSA have a full repair and maintenance obligation on the pavilion. The Council have no responsibilities towards the building but take a small rent as detailed in the (Exempt) Annexe. The income received from the clubs and local groups using the pavilion is used by the HHSA to invest in maintaining and running the facility.
3. The HHSA were approached by the Rosie & Bean Café who propose to use the facility during the daytime. Rosie & Bean currently run a cafe with a small under 5's soft play area at the cricket club near Fleet, Hampshire and they are keen to set up a similar venture in Godalming. The clubhouse at Holloway Hill is currently underused during the daytime and the café would be able to make use of the space for this pop-up venture and in return pay the club a daily hire rate. This activity will provide an additional and useful local service for residents of the area.
4. Consideration has been given as to whether to seek a profit share of the net income that the HHSA would receive, or rather allow the HHSA to retain the net income for the benefit of the club and its members and facilities. It is felt that this potential further income source to the HHSA will help support the financial outlook and ensure improved resilience to financial pressures that they may suffer in the future. Otherwise potentially the Council would have to assist financially with the maintenance of the facility should the HHSA run into difficulties.
5. The HHSA has a lease of the Pavilion from WBC for 99 years from 1 May 1998. The authorised use of the property is as a sports pavilion and any ancillary community activities. Other than a provision allowing the HHSA to sublet the pavilion for no more than 3 consecutive days in any 6 month period or 7 consecutive days in any 6 month period to a registered charity, the lease does not permit the HHSA to assign, sublet or part with possession of the premises, hence their request for Council's approval to vary this arrangement.
6. Rosie & Bean are a limited company and the proposal is a commercial venture rather than a charitable undertaking. It is proposed that the HHSA grant Rosie & Bean Ltd a licence to occupy the pavilion during specified hours to run their business. This will be on a short term arrangement for 6 months with the option to continue for a maximum term of one year.

Conclusion

7. The HHSA would like to offer the Rosie and Bean café an initial 6 month trial for their proposed venture. By securing additional income the HHSA will become more financially resilient.
8. In order to provide the necessary authority to the HHSA to grant this licence, the lease will need to be varied. It is proposed that this arrangement is authorised by a

side letter initially, with the requirement that it is reviewed after 6 months and a more formal lease variation discussed at this stage.

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.

Background Papers

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

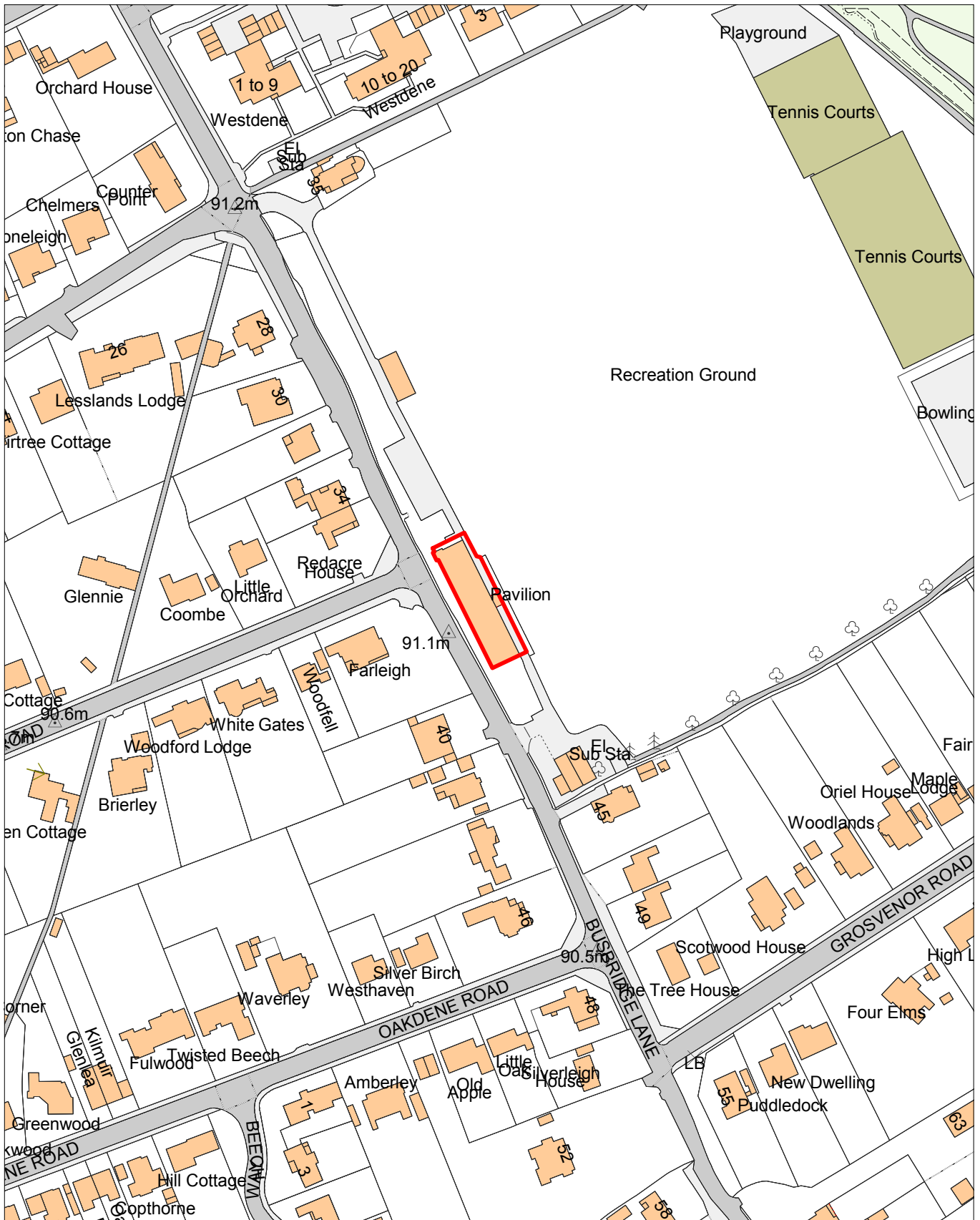
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E-mail: liz.giddens@waverley.gov.uk

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Holloway Hill Sports Pavilion, Godalming

Scale 1: 1,750

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

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