

To: All Members of the EXECUTIVE

When calling please ask for:

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Manager

**Policy and Governance**

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Date: 24 February 2017

**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, 7 MARCH 2017

TIME: 6.45 PM

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

The Agenda for the Meeting is set out below.

Yours sincerely

ROBIN TAYLOR  
Head of Policy and Governance

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## **NOTES FOR MEMBERS**

Contact Officers are shown at the end of each report and members are welcome to raise questions, make observations etc. in advance of the meeting with the appropriate officer.

### **AGENDA**

1. **MINUTES**

To confirm the Minutes of the Meeting held on 7 February 2017 (to be laid on the table for half-an-hour prior to the meeting).

2. **APOLOGIES FOR ABSENCE**

To receive apologies for absence.

3. **DECLARATIONS OF INTERESTS**

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

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

To answer any questions from members of the public, received in accordance with Procedure Rule 10.

The deadline for receipt of questions for this meeting is 5pm on Tuesday 28 February 2017.

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

To agree the forward programme of decisions for Waverley Borough Council, as attached.

6. **BUDGET MANAGEMENT REPORT** (Pages 13 - 24)

[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 the forecast to 31 March 2017, based

on the latest information available.

### Recommendation

**It is recommended that the Executive:**

- 1. approves the rescheduling of £40,000 for the Replacement of the Property Terrier Database system into 2017/18;**
  - 2. approves the rescheduling of £20,000 for the Call Management System Technology into 2017/18;**
  - 3. approves a virement of £50,000 from the Void repairs budget, a virement of £60,000 from the Cyclical repairs budget and a virement of £140,000 from the Redecoration budget into the Responsive repairs budget;**
  - 4. recommends to Council to approve the rescheduling of £290,000 for Windows & Doors into 2017/18;**
  - 5. recommends to Council to approve the rescheduling of £205,000 for Health & Safety into 2017/18;**
  - 6. recommends to Council to approve the rescheduling of £800,000 for Building Services into 2017/18;**
  - 7. approves the rescheduling of £80,000 for Communal & Estate works into 2017/18;**
  - 8. approves the rescheduling of £20,000 of the Professional Fees & Miscellaneous budget into 2017/18;**
  - 9. recommends to Council to approve the rescheduling of £700,000 for Weyhill, Haslemere into 2017/18; and**
  - 10. approves Officers applying for Planning permission to undertake window replacement works at Hillcroft, Shepherds Hill, Halsmere.**
7. HOUSING SERVICE WATER CHARGE CONSULTATION FEEDBACK  
(Pages 25 - 32)

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

The purpose of the report is to provide the Executive with details of the feedback from Council tenants on the proposal to end the current arrangement with Thames Water for the collection of their water charges. In light of this feedback and the legal and financial advice, the Executive is asked to make a decision regarding the future of the Thames Water arrangement.

## Recommendation

### **It is recommended that**

1. following the consultation with housing tenants, the Executive agrees to end the arrangement with Thames Water for the Council to collect water charges for council homes with no water meters so that in future tenants can pay their water charges direct;
  2. authority be delegated to the Strategic Director of Front Line Services, in consultation with the Portfolio Holder for Housing, to serve notice to end the arrangement with Thames Water on 30 September 2017; and
  3. the strategy, as set out in the report, be approved.
8. AMENDMENTS TO WAVERLEY'S OFF-STREET PARKING ORDER - CONSULTATION FEEDBACK (Pages 33 - 36)  
[Portfolio Holder: Councillor James Edwards]  
[Wards Affected: All Waverley Wards]

The purpose of this report is to provide feedback following the six week consultation period on proposals to amend Waverley's Off-Street Parking Order.

## Recommendation

**It is recommended to the Council that the proposed amendments to the Parking Order, as set out at Annexe 1, be approved and approval given to publish the required notice of intention.**

9. DUNSFOLD CONSERVATION AREA APPRAISAL (CAA) (Pages 37 - 82)  
[Portfolio Holder: Councillor Brian Adams]  
[Wards Affected: Chiddingfold and Dunsfold]

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

## Recommendation

**It is recommended to the Council that the Conservation Area Appraisal for Dunsfold be adopted as a material planning consideration, to include the following amendments to the boundary:**

- **Extension: War Memorial and common land between Oak Tree Lane and Mill Lane**
- **Extension: Garden of the Long House**
- **Extension & Removal: Northern tip of CA**
- **Removal: Southern end of Nugent Close**

- **Removal: Gardens of 1-4 Binhams Lea**
- **Extension: Winn Hall**
- **Extension & Removal: Garden of The White House**
- **Extension: Garden of Yonder Lye**

10. DUNSFOLD CHURCH CONSERVATION AREA APPRAISAL (CAA) (Pages 83 - 120)

[Portfolio Holder: Councillor Brian Adams]  
[Wards Affected: Chiddingfold and Dunsfold]

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

Recommendation

**It is recommended to the Council that the Conservation Area Appraisal for Dunsfold Church be adopted as a material planning consideration, to include the following amendments to the boundary:**

- **Extension: St Mary's Church cemetery**
- **Extension: Land at Church Close Farm**
- **Removal: Field adjacent to The Rectory**

11. COMPLAINTS HANDLING IN WAVERLEY IN 2015/16 (Pages 121 - 140)

[Portfolio Holder: Councillor Julia Potts]  
[Wards Affected: All Waverley Wards]

The report provides information on complaints handling in Waverley in 2015/16, including the number of complaints received, Waverley's performance in responding to complaints, and lessons learned. As confirmed in the report, there was a slight decrease in the number of complaints received in 2015-16 when compared with the previous year, and an improvement in the percentage of complaints responded to within the target timescales.

Recommendation

**It is recommended that the Executive notes the performance on complaints handling in 2015/16, welcomes the comments of the Corporate Overview & Scrutiny Committee and endorses the lessons learnt.**

12. COMPLAINTS ABOUT WAVERLEY'S SERVICES RECEIVED BY THE LOCAL GOVERNMENT OMBUDSMAN AND HOUSING OMBUDSMAN IN 2015/16 (Pages 141 - 154)

[Portfolio Holder: Councillor Julia Potts]  
[Wards Affected: All Waverley Wards]

The report is in two parts. The first part summarises the complaints made to the Local Government Ombudsman about Waverley's services in 2015/16.

The second part summarises the complaints made by Waverley's tenants and leaseholders to the Housing Ombudsman Service which assumed responsibility for investigating complaints about a local authority's landlord functions with effect from 1 April 2013.

Recommendation

**It is recommended that the Executive receives the information in this report and endorses the learning outcomes.**

13. EXECUTIVE DIRECTOR'S ACTIONS

To note the following urgent actions taken by the Executive Director after consultation with the Chairman and Vice-Chairman since the last meeting, under the provisions of Paragraph 1 of the Scheme of Delegation. The Register of Decisions will be laid on the table half an hour before the meeting:-

i. Urgent Tree Works

Authority to undertake urgent tree works to the sum of £20,000, to be met from the Urgent Schemes Capital Budget for 2016/17.

ii. Holloway Hill

Authority for urgent works at the Holloway Hill Scout/Guide Hut, to the sum of £8,000, to be met from the Urgent Schemes Capital Budget for 2016/17.

14. 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.

15. SUPPLEMENTARY ESTIMATE - ENFORCEMENT ACTION (Pages 155 - 160)

To consider the (Exempt) report, attached.

16. ANY OTHER ISSUES TO BE CONSIDERED IN EXEMPT SESSION

To consider matters (if any) relating to aspects of any reports on this agenda which, it is felt, may need to be considered in Exempt session.

**For further information or assistance, please telephone  
Emma McQuillan, Democratic Services Manager, on 01483 523351 or  
by email at [emma.mcquillan@waverley.gov.uk](mailto:emma.mcquillan@waverley.gov.uk)**