

WAVERLEY BOROUGH COUNCIL

MINUTES OF THE EXECUTIVE - 7 MARCH 2017

SUBMITTED TO THE COUNCIL MEETING – 25 APRIL 2017

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

**Present**

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

**Apologies**

Cllr Brian Adams, Cllr Kevin Deanus and Cllr Ged Hall

149. MINUTES (Agenda item 1)

The Minutes of the Meeting held on 7 February were confirmed and signed as a correct record.

150. APOLOGIES FOR ABSENCE (Agenda item 2)

Apologies for absence were received from Cllrs Brian Adams, Kevin Deanus and Ged Hall.

151. DECLARATIONS OF INTERESTS (Agenda item 3)

There were no declarations of interest raised under this heading.

**PART I - RECOMMENDATIONS TO THE COUNCIL**

Background Papers

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

152. BUDGET MANAGEMENT REPORT (Agenda item 6)

152.1 The Executive considered and noted the report reviewing the 2016/17 budget for the General Fund and Housing Revenue Account against the forecast to 31 March 2017 and

RESOLVED to approve

1. the rescheduling of £40,000 for the Replacement of the Property Terrier Database system into 2017/18;

2. the rescheduling of £20,000 for the Call Management System Technology into 2017/18;
3. 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. the rescheduling of £80,000 for Communal & Estate works into 2017/18;
5. the rescheduling of £20,000 of the Professional Fees & Miscellaneous budget into 2017/18;
6. Officers applying for Planning permission to undertake window replacement works at Hillcroft, Shepherds Hill, Haslemere.

152.2 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 £93,000 overspend against budget and represents less than 0.6% of the net HRA budget of £13.6m. This is detailed in the table below.

<b>Estimated variance against 2016/17 budget at outturn</b>			
<b>Service Variations:</b>	<b>Reported previously at 31/12/16 (Underspend)/ Overspend £'000</b>	<b>Current position at 31/1/17 (Underspend)/ Overspend £'000</b>	<b>Changes since 31/12/16 (Decrease)/ Increase £'000</b>
<b>INCOME</b>			
<b>Dwelling Rent</b>			
Gross Dwelling Rent income	178	178	
Voids income loss	(26)	(26)	
<b>Garage Rent</b>			
Gross Garage rents	(47)	(47)	
Voids income loss	70	70	
<b>Other Income</b>			
Family Support service	(32)	(32)	
Interest on Investments – 21		(30)	(30)
<b>COSTS</b>			
<b>Maintenance</b>			
Responsive Repairs – 22 (i)		250	250
Void Repairs – 22 (ii)		(50)	(50)
Cyclical Repairs – 22 (ii)		(60)	(60)
Redecoration – 22 (ii)		(140)	(140)
<b>Other Costs</b>			
EasyMove Service – 23	(10)	(20)	(10)
<b>Overspend/(underspend) against budget</b>	<b>133</b>	<b>93</b>	<b>(40)</b>

152.3 The interest on investments has been positive so far and the expectation is that the budget will be exceeded by at least £30,000.

- i. Responsive Repairs budget continues to come under considerable pressure this year with a potential projected overspend of £250,000. The budget is demand led and the pressure comes from a combination of additional orders from tenants as well as responding to new requests for repairs in a much more timely way. Given this pressure and the need to contain expenditure within overall budgets, officers have been actively refocusing expenditure on the highest priority repair activities while at the same time creating capacity in other non-urgent revenue and capital maintenance budgets during the year to offset this pressure.
- ii. The void, cyclical repairs and redecoration budgets now forecast an underspend of £50,000, £60,000 and £140,000 respectively. This is partially due to reduced void properties in December, and reduced spend due to additional controls on costs being put into place. It is therefore requested that £250,000 from these budgets is vired to the responsive repairs budget to ensure repairs can continue to be carried out where required.

- iii. Executive approval is sought to apply for Planning permission to undertake window replacement and associated works at Nos 5-12 Hillcroft, Shepherds Hill, Haslemere. GU27 2JL

152.4 As previously reported there has been less take up than planned for the EasyMove service. There is an allowance of £40,000 in the budget for EasyMove grant payments to enable residents to move into smaller, more suitable, homes. A saving of £10,000 has been previously forecast and a further £10,000 saving is estimated this financial year.

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

<b>Approved Budget for 2016/17</b>		<b>£'000</b>
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		(535)
Carry forward to 2017/18 approved by Executive in November 2016		(25)
Carry forward to 2017/18 approved by Council in December 2016		(720)
<b>Total</b>		<b>8,949</b>

152.6 The table below summarises current performance to date:

<b>Work Stream</b>	<b>Approved Budget 2016/17</b>	<b>Forecast Outturn as at 31/01/17</b>	<b>Reschedule</b>	<b>(Underspend)/ Overspend</b>	<b>Comment</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	
Kitchens & Bathrooms	3,327	2,937		(390)	See para. 28
Windows & Doors	572	222	290	(60)	See para. 29
Roofing & Associated Work	1,024	604		(420)	
Aids & Adaptions	200	200			
Structural & Damp Work	619	548		(71)	See para. 30
Health & Safety	550	310	205	(35)	See para. 31
Building Services	2,427	1,627	800		See para. 32
Communal & Estate Work	265	130	80	(55)	See para. 33
Professional Fees & Miscellaneous	165	99	20	(46)	See para. 34
Target Savings Core Capital Programme	(200)			200	
<b>Grand Total</b>	<b>8,949</b>	<b>6,677</b>	<b>1,395</b>	<b>(877)</b>	

152.7 Demand pressures on the Responsive Repairs and Voids budgets as outlined above, and the likely impact of the Housing and Planning Act, will bring about significant reductions in funding available to the Council for future capital investment. As a result, officers have sought opportunities to scale back requirements for capital spending in-year in all but the most essential areas. At the same time work has taken place during the year to identify Housing Revenue Account property and land assets that are no longer economic to maintain and have been or are in the process of disposal. The capital receipts from the sale of these assets will provide an additional source of capital funding that can be reinvested back into the housing service in future years.

### Kitchens & Bathrooms

- 152.8 The focus on repairing rather than replacing Kitchens & Bathrooms in voids will result in savings estimated to reach £390,000, of which £120,000 is against bathrooms and £270,000 against kitchens.

### Windows & Doors

- i. Replacement windows at Hillcroft, Haslemere – It is requested that £70,000 of the Hillcroft windows budget is rescheduled into 2017/18 due to delays in delivering the project this year. Due to the type of property, bespoke designs have been drawn up and Waverley Borough Council have a requirement to gain planning permission before works begin.
- ii. Windows & Door Replacement – Due to contract and mobilisation delays this work will not be complete in 2016/17. It is therefore requested that £220,000 of the windows & doors budget is rescheduled into 2017/18 to enable the planned works to be completed.

### Structural & Damp work

- 152.9 Sound Insulation – Access issues to a single property has delayed these works and due to ongoing difficulties gaining access it is expected that these works will not be carried out. Therefore there is a forecast saving of £21,000 on this budget.

### Health & Safety

- i. Asbestos Removal – Asbestos removal has been progressing throughout the year as works have been required, however it is forecast that the full budget will not be spent by year end. It is therefore requested that £40,000 is rescheduled into 2017/18 to enable further works to be carried out next year.
- ii. Fire Risk Assessment - Due to access issues being experienced to carry out fire risk assessments it is requested that £153,000 is rescheduled to 2017/18 to enable further assessments to be carried out.
- iii. Fire walls – No further spend is expected on this work stream this financial year therefore it is requested that the remaining £15,000 budget is rescheduled into 2017/18 to enable works to continue.

### Building Services

- i. Communal gas heating replacement – Due to the need to retender these works the delivery has been delayed and the contractor is not yet on site. Therefore it is requested that £500,000 of this budget is rescheduled into 2017/18 to enable the works to be completed.
- ii. Domestic heating upgrade – Due to access issues being experienced to upgrade heating to some properties it is requested that £250,000 is rescheduled to 2017/18 to enable completion of the planned upgrades.

- iii. Electrical upgrade - Due to access issues being experienced to carry out electrical upgrades to some properties it is requested that £50,000 is rescheduled to 2017/18 to enable completion of the planned upgrades.

Communal & Estate work

- i. Car Parking schemes – In order to enable the completion of a major parking scheme in 2017/18 it is requested that £50,000 of the car parking budget is rescheduled into the next financial year.
- ii. Community Rooms – Consultation and negotiations are currently underway to enable a number of community rooms to be leased to third parties. Until this is completed works are unable to go ahead, therefore it is requested that £30,000 of this budget is rescheduled into the next financial year when it is hoped required works can be carried out.
- iii. Estate works - In addition to the previously reported saving, a further saving of £20,000 are forecast to be achieved on this budget.

Professional fees & Miscellaneous

- i. Professional fees – To enable delivery of schemes in 2017/18 it is requested that £20,000 of the professional fees budget is rescheduled into the next financial year.
- ii. Renovation of pre-1945 council dwellings – In addition to the previously reported saving, a further £16,000 saving will be achieved this financial year.

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

Work Stream	Approved Budget 2016/17	Forecast Outturn as at 31/01/17	Reschedule	(Underspend)/ Overspend	Comment
	£'000	£'000	£'000	£'000	
Approved Schemes	2,253	2,253			
Potential Schemes	1,319	738		(581)	
<b>Total</b>	<b>3,572</b>	<b>2,991</b>		<b>(581)</b>	

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

Work Stream	Approved Budget 2016/17	Forecast Outturn as at 31/01/17	Reschedule	(Underspend)/ Overspend	Comment
	£'000	£'000	£'000	£'000	
Project management	400	400			
Pre-development expenditure	184	184			
Committed schemes	5,831	4,775	700	(356)	See para. 37
Proposed schemes	196	196			
Land and asset purchase	1,182	1,182			
<b>Total</b>	<b>7,793</b>	<b>6,737</b>	<b>700</b>	<b>(356)</b>	

152.12 The Weyhill project is pending decision on delivery method therefore the budget provision will not be spent this financial year. Therefore it is requested that the full £700,000 budget is rescheduled into 2017/18 to ensure sufficient budget is available to enable this scheme in the next financial year.

152.13 The Executive now

**RECOMMENDS that**

**124. the rescheduling of £290,000 for Windows & Doors into 2017/18 be approved;**

**125. the rescheduling of £205,000 for Health & Safety into 2017/18 be approved;**

**126. the rescheduling of £800,000 for Building Services into 2017/18 be approved; and**

**127. the rescheduling of £700,000 for Weyhill, Haslemere into 2017/18 be approved.**

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

153. AMENDMENTS TO WAVERLEY'S OFF-STREET PARKING ORDER - CONSULTATION FEEDBACK (Agenda item 8)

153.1 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.

153.2 Officers identified that there were several amendments within the Parking Order which were 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 was solely related to rules of usage in the car parks.

153.3 Annexe 1 sets out the list of significant amendments.

153.4 Having undertaken a period of six weeks of consultation, one objection was received which related to the removal of the Leisure Centres from the Parking Order. This has been responded to, explaining that the leisure centre car parks are actually leased to and controlled by the centre operators, and therefore it is not appropriate for Waverley to specify these in the Order.

153.5 In accordance with the statutory process the Council is required to follow, and with full Council approval, a notice of intention document will be published allowing for 21 days. Based on this timetable, it would be expected that amendments to the Parking Order will come into effect from approximately 22nd May 2017.

153.6 The Executive now

**RECOMMENDS that**

**128. 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.**

*[Reason: to provide feedback following the six week consultation period on proposals to amend Waverley's Off-Street Parking Order.]*

154. DUNSFOLD CONSERVATION AREA APPRAISAL (CAA) (Agenda item 9)

154.1 Dunsfold is one of 43 Conservation Areas (CAs) in Waverley. In 2011, the Executive agreed a programme for the commencement of CAAs which has been extended to 2020. Prior to the programme 4, CAAs had been adopted. Since the programme has commenced, 11 CAAs have been adopted, and Dunsfold will be the 12th to be adopted in the programme alongside Dunsfold Church. A copy of the latest version of the CAA, amended following the consultation, is attached as Annexe 2.

154.2 The need to undertake CAAs is set out in the Planning (Listed Building and Conservation Areas) Act 1990 (Section 71) and is supported through saved Policy HE8 of the Waverley Local Plan and Emerging Local Plan Policy HA1.

154.3 CAAs are undertaken to identify and explain the character of the Conservation Area (CA). This document identifies the specific qualities of the Dunsfold CA and thereby help to manage change within the area. The Management Plan section also identifies a variety of projects that should be implemented to preserve and enhance the area.

- 154.4 It is considered pertinent for Waverley to undertake CAAs and this process allows for a review of the boundary and an assessment of adjacent areas to evaluate whether the boundary should be extended.
- 154.5 In the draft CAA prepared for consultation, four extensions were proposed to the existing CA boundary. Additionally three areas were proposed to be removed from the CA and also two areas for part extension and part removal.
- 154.6 A walkabout was conducted with the Local Councillor and representatives from the Parish Council. A public consultation was undertaken to support the development of the CAA and to ask the public's views of the proposed changes to the boundary.
- 154.7 11 responses were received to the consultation and are summarised in a separate Consultation Statement.
- 154.8 Following consultation and consideration of the responses, one area (the properties Gorse View and Pondsides) originally proposed for exclusion, is proposed to be retained in the CA.
- 154.9 Dunsfold CAA has been subject to a robust consultation process to ensure residents and interested stakeholders had the opportunity to comment. Once the document is adopted, it will be fully published to incorporate additional photographs and will be published on the Waverley website.
- 154.10 The Executive now

**RECOMMENDS that**

**129. the Conservation Area Appraisal for Dunsfold attached at Annexe 2 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**

*[Reason: To adopt the Dunsfold Conservation Area Appraisal (CAA) (with boundary amendments) as a material consideration and used in the determination of any application for planning permission and listed building consent within the Conservation Area (CA).]*

155. DUNSFOLD CHURCH CONSERVATION AREA APPRAISAL (CAA) (Agenda item 10)

- 155.1 Dunsfold Church is one of 43 Conservation Areas (CAs) in Waverley. In 2011, the Executive agreed a programme for the commencement of CAAs which has been extended to 2020. Prior to the programme, 4 CAAs had been adopted. Since the programme has commenced, 11 CAAs have been adopted, Dunsfold Church will be the 13th to be adopted in the programme alongside Dunsfold.
- 155.2 The need to undertake CAAs is set out in the Planning (Listed Building and Conservation Areas) Act 1990 (Section 71) and is supported through saved Policy HE8 of the Waverley Local Plan and Emerging Local Plan Policy HA1.
- 155.3 CAAs are undertaken to identify and explain the character of the Conservation Area (CA). This document will identify the specific qualities of the Dunsfold Church CA and will thereby help to manage change within the area. The Management Plan section also identifies a variety of projects that should be implemented to preserve and enhance the area.
- 155.4 It is considered pertinent for Waverley to undertake CAAs and this process allows for a review of the boundary and an assessment of adjacent areas to evaluate whether the boundary should be extended.
- 155.5 Two extensions are proposed to the existing CA boundary and formed part of the consultation. Additionally one area is proposed to be removed from the CA. These are detailed within the CAA document, which is attached at [Annexe 3](#).
- 155.6 A walkabout was conducted with the Local Councillor and representatives from the Parish Council. A public consultation was undertaken to support the development of the CAA and to ask the public's views of the proposed extensions.
- 155.7 3 responses were received to the consultation and are summarised in a separate Consultation Statements. These did not result in any changes to the CAA document. Dunsfold Church CAA has been subject to a robust consultation process to ensure residents and interested stakeholders had the opportunity to comment. Once the document is adopted, it will be fully published to incorporate additional photographs and be published on the Waverley website.
- 155.8 The Executive now

**RECOMMENDS that**

**130. the Conservation Area Appraisal for Dunsfold Church, attached at Annexe 3, 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**

*[Reason: To adopt the Dunsfold Church Conservation Area Appraisal (CAA) (with boundary amendments) as a material consideration and used in the*

*determination of any application for planning permission and listed building consent within the Conservation Area (CA).]*

## **PART II - MATTERS OF REPORT**

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

156. FORWARD PROGRAMME (Agenda item 5)

RESOLVED that the Forward Programme be approved.

157. HOUSING SERVICE WATER CHARGE CONSULTATION FEEDBACK (Agenda item 7)

RESOLVED that

1. following the consultation with housing tenants, approval be given 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.

*[Reason: to provide 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.]*

158. COMPLAINTS HANDLING IN WAVERLEY IN 2015/16 (Agenda item 11)

RESOLVED that the performance on complaints handling in 2015/16 be noted and that the lessons learned be endorsed.

*[Reason: To provide 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.]*

159. COMPLAINTS ABOUT WAVERLEY'S SERVICES RECEIVED BY THE LOCAL GOVERNMENT OMBUDSMAN AND HOUSING OMBUDSMAN IN 2015/16 (Agenda item 12)

RESOLVED that the information in the report be noted and that the learning outcomes be endorsed.

*[Reason: To receive a summary of the complaints made to the Local Government Ombudsman about Waverley's services in 2015/16 and a summary of the complaints made by Waverley's tenants and leaseholders to the Housing Ombudsman Service.]*

160. EXECUTIVE DIRECTOR'S ACTIONS (Agenda item 13)

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

161. SUPPLEMENTARY ESTIMATE - ENFORCEMENT ACTION (Agenda item 15)

*[This item contains exempt information by virtue of which the public is likely to be excluded during the item to which the report relates, as specified in Paragraphs 2, 3 and 7 of the revised Part I of Schedule 12A to the Local Government Act 1972, namely:-*

*2 Information which is likely to reveal the identity of an individual*

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

*7 Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.*

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

**The meeting commenced at 6.45 pm and concluded at 7.18 pm**

**Chairman**