

To: All Members of the EXECUTIVE

When calling please ask for:

Emma McQuillan, Democratic Services  
Manager

**Policy and Governance**

E-mail: [emma.mcquillan@waverley.gov.uk](mailto:emma.mcquillan@waverley.gov.uk)

Direct line: 01483 523351

Calls may be recorded for training or monitoring

Date: 30 June 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 Ged Hall  
Cllr Carole King  
Cllr Chris Storey

Dear Councillors

A meeting of the EXECUTIVE will be held as follows:

DATE: TUESDAY, 11 JULY 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 6 June 2017 (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**

The Chairman to respond to any questions received from members of the public for which notice has been given in accordance with Procedure Rule 10.

The deadline for receipt of questions is 5pm on Tuesday 4 July 2017.

5. **FORWARD PROGRAMME** (Pages 9 - 14)

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

6. **FINANCIAL OUTTURN REPORT 2016/2017** (Pages 15 - 24)

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

The report provides a summary of the 2016/17 Revenue Outturn against budget for the General Fund and the Housing Revenue Account. The full Statement of Accounts will be presented for approval by the Audit Committee

late July 2017.

### **Recommendation**

**It is recommended that the Executive:**

- 1. notes the outturn position on revenue and capital for 2016/17;**
- 2. approves the revenue carry forward to 2017/18 as detailed in paragraph 9; and**
- 3. approves the capital rescheduling to 2017/18 as detailed in Appendix 2, 4 and 5.**

**7. BUDGET REVIEW 2017/2018 (Pages 25 - 46)**

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

The report sets out the latest position on the Budget Review 2017/18 and the proposed changes to the Medium Term Financial Plan in the light of the Strategic Review and other emerging issues. The Value for Money and Customer Service O&S Committee considered the Financial Plan at its meeting on 26 June and its comments are included in this report. The 2017/18 budget will continue to be reviewed during the year, particularly if any changes are made to the Corporate Plan later in the year and if the new Government make announcements affecting Waverley's finances.

### **Recommendation**

**It is recommended that the Executive:**

- 1. notes the interim budget review process set out in this report and asks officers to report further changes to Members following the review of the Corporate Plan and priorities;**
- 2. approves the updated Medium Term Financial Plan document as attached at Annexe 1;**
- 3. agrees to set up a cross-cutting efficiency group that develops a programme of efficiency reviews and monitors their delivery, overseen by the Strategic Director of Finance and Resources and the Portfolio Holder for Finance;**
- 4. agrees the working assumption of a cap in the annual revenue contribution to the General Fund capital programme of £0.9m;**
- 5. agrees to the implementation of a new, more rigorous bidding and monitoring process for General Fund Capital Schemes, as set out in paragraph 4;**
- 6. approves the transfer of an amount equivalent to the New Homes Bonus funding from the General Fund revenue budget each year to**

**the Investment Fund;**

- 7. notes the HRA capital reserves set out in Annexe 5 and asks the Housing Delivery Board to identify additional capital projects in the next 4-years up to the value of £8m and report back to Council for approval;**
- 8. recommends to the Council that the revised HRA new homes capital programme as set out in Annexe 6 be approved; and**
- 9. asks officers to make arrangements for a series of budget awareness sessions for councillors, to take place in the early Autumn.**

**8. BUDGET MANAGEMENT REPORT (Pages 47 - 52)**

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

This report provides a review of the 2017/18 budget for the General Fund and the Housing Revenue Account against the forecast to 31 March 2018, based on the latest information available.

Recommendation

**It is recommended that the Executive:**

- 1. notes the latest position against budget in 2017/18;**
  - 2. approves the criteria for the business rate relief scheme as set out in paragraphs 6-10 and the awarding of relief under the Council's discretionary rate relief policy, and delegates the completion of the final detailed scheme, following the receipt of Government guidance, to the Strategic Director of Finance and Resources in consultation with the Finance Portfolio Holder; and**
  - 3. approves the award of business rate discounts to public houses as set out in paragraph 6-11 under the Council's discretionary rate relief policy.**
- 9. SPRINGBOK PLANNING APPLICATION PUBLIC INQUIRY - REQUEST FOR SUPPLEMENTARY ESTIMATE (Pages 53 - 56)**

[Portfolio Holder: Councillor Christopher Storey]  
[Wards Affected: Alfold Cranleigh Rural and Ellens Green]

On 30 June 2016, officers refused the planning application WA/2015/1381, which related to land at Springbok Estate, Sachel Court Drive, Alfold proposing the construction of up to 400 homes, shop, café, 60 unit independent living care facility and 20 associated bungalows.

The Council has since received an appeal against the refusal of this application, which is to be heard by way of Local Inquiry.

The purpose of this report is, therefore, to request approval for a Supplementary Estimate of £100,000 to pay for legal representation, including Counsel and planning and / or technical consultants required in order to defend the Council's reasons for refusal.

#### Recommendation

**It is recommended that a supplementary estimate of £100,000 be approved to meet the costs of the Council defending its decision to refuse the planning application at the Springbok Estate, Sachel Court Drive, Alfold to be met from the Revenue Reserve Fund.**

10. CREATION OF A PROPERTY COMPANY (Pages 57 - 70)

[Portfolio Holder: Councillor Tom Martin]

[Wards Affected: All Waverley Wards]

The Investment Advisory Board is exploring the advantages and opportunities that would be offered should the Council set up a property company. Most important amongst these is the ability of a company to pursue opportunities to acquire commercial properties that are beyond the Council's powers i.e. solely for income generation purposes.

The Executive is requested to consider these advantages and the opportunities and challenges such a vehicle might offer and to approve the creation of a company as set out below.

#### Recommendation

**It is recommended that:**

- 1. the Overview and Scrutiny Committee be thanked for their consideration and comments;**
- 2. the Council be recommended to create a company as described in this report, after the consideration of detailed legal advice; and**
- 3. the Council agree to delegate the final details of the matters set out in paragraphs 12 and 13 above, in relation to the initial set up of the company, to the Investment Advisory Board after consideration by the Value for Money and Customer Service Overview and Scrutiny Committee.**

11. WEYDON LANE FORMER LANDFILL SITE - FUTURE USE AND SITE MANAGEMENT (Pages 71 - 74)

[Portfolio Holder: Councillor James Edwards]

[Wards Affected: Farnham Firgrove]

The Council has, for some time, been exploring the scope and viability of undertaking works on the former landfill site on Weydon Lane, Farnham to enable greater public use, for example for recreational purposes.

The report updates Members on the situation to date with those investigations,

the outcome of the specialist legal advice received in relation to Weydon Lane Sandpit, Farnham and the Memorial Grounds, Crosby Way, Farnham, as part of the feasibility study, the current position and the short to medium term site maintenance issues which need to be addressed.

#### Recommendation

#### **It is recommended that**

- 1. in view of the Council's current financial position and the decision taken by the Council regarding capital projects in the 2017/18 budget, option f, in paragraph 6, be agreed as the way forward; and**
- 2. the necessary monitoring and maintenance works during 2017/18 be confirmed.**

12. BRIGHTWELLS SITE SECURITY (Pages 75 - 78)

[Portfolio Holder: Councillor Julia Potts]

[Wards Affected: All Farnham Wards]

The Brightwells site in Farnham is experiencing an increase in anti-social behaviour. In addition to the existing security measures, further urgent actions have been undertaken to address this.

The Executive is requested to approve the arrangements that have been made so that they can continue over the whole of the Summer period.

#### Recommendation

**It is recommended that the Executive approves the additional security measures set out in this report, namely daily security patrols during priority times at the Brightwells site, and agree a supplementary estimate of £7,700 to enable these arrangements to continue until they are reviewed again in mid September 2017.**

13. PERFORMANCE MANAGEMENT REPORT Q4 (JAN - MAR 2017) 2016/2017  
(Pages 79 - 120)

[Portfolio Holder: Councillor Julia Potts]

[Wards Affected: All Waverley Wards]

The report provides an analysis of the Council's outturn performance for both performance indicators (Annexe 1) and the 2016/17 Service Plan actions (Annexe 2).

#### Recommendation

#### **It is recommended that the Executive**

- 1. thanks the Overview and Scrutiny Committees for their observations;**
- 2. approves the target change for HR2 [average working days lost**

**due to sickness absence per employee] from 5.5 days to 6.5 days per year (1.63 days per quarter); and**

- 3. gives consideration to any further recommendations raised at the Environment or Housing Overview and Scrutiny Committees, details of which will follow.**

14. OUTCOME OF O AND S REVIEW: LEISURE CENTRE MANAGEMENT  
(Pages 121 - 138)

[Portfolio Holder: Councillor Jenny Else]  
[Wards Affected: All Waverley Wards]

A review into the Leisure Centre Management contract was initiated by the Community Overview and Scrutiny Committee in November 2016. Community Wellbeing, Customer Services and Value for Money are corporate priorities for the Council so a review of the Leisure Services Contract was considered an important step to ensuring that the Council is providing appropriate levels of service to its residents. The report attached was considered by the Community Wellbeing O&S Committee in June 2017 and, other than some slight amendments, the Committee fully endorsed the findings of the review. The recommendations arising from the review are detailed in the report for the Executive to consider. Councillors Wyatt Ramsdale and Richard Seaborne will be in attendance at the Executive to provide a short presentation on the outcomes of the review and to answer any questions.

Recommendation

**It is recommended that the Executive gives consideration to the recommendations contained within the report and agrees the way forward.**

15. ROWLEDGE TENNIS CLUB - GRANT OF NEW LEASE (Pages 139 - 142)

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

[Wards Affected: Farnham Wrecclesham and Rowledge]

The report seeks authority to grant a 40 year lease to Rowledge Tennis Club for the two courts and pavilion as shown outlined on the plan annexed.

Recommendation

**It is recommended that a new 40 year lease be granted to Rowledge Tennis Club on the terms and conditions set out in the (Exempt) Annexe, with other terms and conditions to be agreed by the Estates and Valuation Manager.**

16. EXECUTIVE DIRECTOR'S ACTIONS

To note any urgent 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.

17. 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.

18. SERVICE REVIEW IN HOUSING OPERATIONS (Pages 143 - 148)

To consider the (Exempt) report, as attached.

19. BUILDING CONTROL OPTIONS APPRAISAL/BUSINESS PLAN (Pages 149 - 192)

To consider the (Exempt) report, as attached.

20. DISCRETIONARY COUNCIL TAX REDUCTION APPEAL (Pages 193 - 198)

To consider the (Exempt) report, as attached.

21. 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)**