

To: All Members of the EXECUTIVE

When calling please ask for:

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Date: 17 November 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, 28 NOVEMBER 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 10 October and of the Special meeting held on 6 November 2017 (to be laid on the table half an hour before the meeting).

2. **APOLOGIES FOR ABSENCE**

To receive apologies for absence.

3. **DECLARATIONS OF INTERESTS**

To receive 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 21 November 2017.

5. **BUDGET MANAGEMENT REPORT AND MID YEAR REVIEW** (Pages 11 - 20)

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

The report provides a mid-year 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 the budget in 2017/18;
2. approves to earmark £50,000 of the one-off property income to the property income provision, as detailed in paragraph 6;
3. approves a budget of £10,000 for economic initiatives to help support local businesses, as detailed in paragraph 9 and authority be delegated to the Strategic Director for Front Line Services and the Portfolio Holder responsible for business support to agree how to allocate;
4. approves the spending of the additional planning income by an increase of 20% on planning fees in 2017/18 on delivering the improvement plan, as detailed in paragraph 13;
5. approves a virement of £20,000 from replacement of the property database system to some of the cost of the call management system, as detailed in paragraph 19;
6. approves a virement of £12,000 from desktop and server upgrades to the scanning of the planning files, as detailed in paragraph 20;
7. approves a virement for £40,000 from the Control and Management of Oak Processionary Moth and Ash Dieback and the repair works at Aarons Hill Skate Park to security measures in parks and recreation grounds, as detailed in paragraph 21;
8. approves a short term bridging loan to the value of £50,000 to Dunsfold Parish Council to enable the early completion of the play facilities project included in Waverley's Capital Programme, subject to a signed legal agreement, as detailed in paragraph 24;
9. approves a virement of £1 million from the contingency on the high value asset levy to a earmarked reserve for potential cost with the introduction of Universal Credit, as detailed in paragraph 27;
10. approves a virement of £10,000 for windows at Hillcroft, Haslemere from HRA core capital programme savings, as detailed in paragraph 30;
11. recommends to Council to approve a virement of £100,000 into Aids and Adaptations from HRA core capital programme savings, as detailed in paragraph 32;
12. recommends to Council to approve the rescheduling of £100,000 for Internal Remodelling works into 2018/19, as detailed in paragraph 33;
13. approves a virement of £20,000 into the garage repairs project from HRA core capital programme savings, as detailed in paragraph 33;
14. approves a virement of £30,000 from the Core Capital savings to

**Tree works, as detailed in paragraph 35; and**

- 15. recommends to Council to approve the rescheduling of £240,000 for Ockford Ridge Site A into 2018/19, as detailed in paragraph 40.**

6. SETTING OF COUNCIL TAX BASE AND BUSINESS RATES BASE FOR 2018/19 (Pages 21 - 28)

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

The purpose of the report is to seek approval for:

1. the 2018/19 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 2018/19; and
2. the business rate forecast process for 2018/19 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 2018/19, as shown in Annexe 1; and**
- 2. the business rate estimates for 2018/19 be approved, as set out in the table in paragraph 4 and that authority be delegated to the Strategic Director for 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 2018.**

7. COUNCIL TAX DISCRETIONARY RELIEF POLICY (Pages 29 - 36)

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

The Council Tax Discretionary Relief Policy has been revised to streamline the administrative process and give clarity on factors to be considered in decisions for grant relief.

Recommendation

**The Executive are asked to:**

- 1. adopt the Council Tax Discretionary Relief Policy as set out in Annexe 1; and**
- 2. delegate authority to the Head of Finance to apply discretion and make decisions to award discretionary relief, including any sub-delegation of those powers, and if an objection is received the**

**Head of Finance considers the case, and the scheme of delegation be amended accordingly.**

8. REPORT OF THE INDEPENDENT REMUNERATION PANEL (Pages 37 - 56)  
[Wards Affected: All Waverley Wards]

The IRP last completed a full review of Members' Allowances in January 2012 and was due to review the Council's scheme during 2017 in accordance with the requirement to review them every five years. In view of this, and the recent changes to the structure of the Overview and Scrutiny Committees, it was considered timely for the IRP to meet again and as part of their review of members' allowances, discuss how to fund the additional SRAs within an already tight budget.

Recommendation

**It is recommended that the report of the Independent Remuneration Panel be recommended to the Council for approval.**

9. CUSTOMER SERVICES REVIEW (Pages 57 - 60)  
[Portfolio Holder: Councillor Tom Martin]  
[Wards Affected: All Waverley Wards]

The purpose of the report is to provide feedback to the Executive from the Value for Money and Customer Services Overview and Scrutiny Committee held on 30 October on the Customer Services Review, and to agree the schedule of activity programmed until March 2019.

Recommendation

**The Executive is recommended to approve the delivery and implementation of the workstreams set out in the report as the next stage of the Customer Services Review.**

10. COMMUNITY INFRASTRUCTURE LEVY: DRAFT CHARGING SCHEDULE  
(Pages 61 - 104)  
[Portfolio Holder: Councillor Christopher Storey]  
[Wards Affected: All Waverley Wards]

The purpose of the report is to set out the Council's approach to collecting developer contributions towards infrastructure. The report seeks approval to consult on the draft charging schedule and sets out the proposed next steps leading to the adoption of the CIL Charging Schedule and its implementation.

Recommendation

**It is recommended that**

- 1. the CIL Draft Charging Schedule, attached as Annexe 2, be approved for the purpose of consultation; and**

2. **authority be delegated to the Head of Planning Services, in consultation with the Portfolio Holder for Operational Planning, to approve any subsequent minor changes to the Draft Charging Schedule, including the draft instalments policy, and other supporting documents, before consultation commences.**

11. BROWNFIELD LAND REGISTER (Pages 105 - 110)

[Portfolio Holder: Councillor Christopher Storey]

[Wards Affected: All Waverley Wards]

The report informs members about the Town and Country Planning (Brownfield Land Register) Regulations 2017 and the Town and Country Planning (Permission in Principle (PiP)) Order 2017.

The Regulations place a duty on local planning authorities to prepare, publish and maintain a register of previously developed land, known commonly as “brownfield land” which is suitable for residential development. Preparation of a Brownfield Land Register is a statutory obligation and Waverley Borough Council must publish at least a Part 1 register by 31 December 2017. This report discusses the implications of the new legislation.

The Order enables local authorities to grant PiP on suitable sites by entering them on Part 2 of the register. There is currently no statutory requirement for sites to be entered on Part 2. A report will be made to the Executive at a later date setting out the process for dealing with Part 2.

Recommendation

**It is recommended that members note the contents of this report, which details the statutory requirement for the Council to prepare and compile a Part 1 of the Brownfield Land Register by 31 December 2017.**

12. PLANNING DEVELOPMENT CONTROL: PERFORMANCE AGAINST GOVERNMENT TARGETS AND IMPROVEMENT PLAN (Pages 111 - 140)

[Portfolio Holder: Councillor Christopher Storey]

[Wards Affected: All Waverley Wards]

The report provides an update on the Council's latest performance against the Government's targets for speed and quality for planning applications and appeals. It also presents the outcome of the Review of the Development Control Function that followed the Cratus Strategic Review. The Development Control review is included as Annexe 1.

The report includes recommendations for the improvement of the Service as a consequence of recent performance but also taking into account the conclusions of the Service Review. The recommendations include alternative timescales for implementation which vary depending on the availability of resources to carry out identified tasks.

Recommendation

**It is recommended that**

1. **training for officers and members in relation to supporting the Council's compliance with Government appeals (quality) target be put in place;**
2. **performance against Government indicators be included within all Area Planning Committee agendas;**
3. **the Development Control Improvement Plan be adopted as the detailed service improvement plan for Development Management/Control;**
4. **the timescales for achievement of workstreams in the Improvement Plan be kept under review, taking into account the availability of resources to support implementation of the Plan;**
5. **regular updates on progress with the Plan's actions be discussed and agreed with the Planning Operations Portfolio Holder and a full update be reported to Executive in six months time (April 2018); and**
6. **authority be delegated to the Head of Planning Services, in consultation with the Planning Operations Portfolio Holder, to vire the additional income spending of the raised income from the expected increase in Planning fees to support implementation of the Development Management Improvement Plan and other appropriate improvements to the Service.**

13. HOME IMPROVEMENT POLICY (Pages 141 - 164)

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

The report introduces a revised Private Sector Home Improvement Policy for Waverley that will allow the Council to extend the range of assistance available to vulnerable residents to help them remain living safely and independently in their own homes.

Recommendation

**It is recommended that the Executive adopts the Home Improvement Policy.**

14. REPORTS AND RECOMMENDATIONS FROM THE OVERVIEW AND SCRUTINY COMMITTEES

Following the recent cycle of Overview and Scrutiny Committees, there are a number of issues that the Committees wish to draw to the Executive's attention or make recommendations to the Executive. These are summarised in the report to follow after the last O and S Committee has met. A representative of the Overview and Scrutiny Co-ordinating Board will be invited to attend the meeting to present the report.

15. LEASE OF ALLOTMENT LAND, WEYBOURNE ROAD, FARNHAM (Pages 165 - 168)

[Portfolio Holder: Councillor Tom Martin, Councillor Kevin Deanus]  
[Wards Affected: Farnham - Weybourne and Badshot Lea]

Authority is sought for the grant of a long lease of the land shown outlined on the attached plan to Farnham Town Council for the purposes of management of allotments.

Recommendation

**It is recommended that Waverley gives a long lease for the allotments at Weybourne Road, Farnham to Farnham Town Council for a peppercorn rent, with other terms and conditions to be negotiated by the Estates and Valuation Manager.**

16. LEASE RENEWAL FOR SCOUT HUT, HALE RECREATION GROUND, FARNHAM (Pages 169 - 174)

[Portfolio Holder: Councillor Kevin Deanus, Councillor Tom Martin]  
[Wards Affected: Farnham - Upper Hale]

Authorisation is sought to renew the lease of the scout hut on Hale Recreation Ground for a term of 25 years. Previous leases have been for 10 years, but a longer term is sought to cover costs of repairs to the hut.

Recommendation

**It is recommended that the lease for the Scout Hut at Hale Recreation Ground be renewed on terms and conditions as set out in the (Exempt) Annexe with other terms and conditions to be agreed by the Estates and Valuation Manager.**

17. INTERIM MANAGING DIRECTOR'S ACTION

To note the following urgent action taken by the Interim Managing 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. Air Quality Audit

To authorise expenditure of £15,000 to cover unbudgeted costs of the Council's independent audit of its air quality monitoring and reporting arrangements.

ii. Hickley's LEP Revenue Bid

To authorise up to £30,000 of Waverley funding as a matched-funding contribution towards the submission of a bid by Surrey County Council for the highways scheme at Hickley's.



18. UPDATE REPORT FROM THE INTERIM MANAGING DIRECTOR (Pages 175 - 178)

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

Tom Horwood commenced work as interim Managing Director and statutory Head of Paid Service of Waverley Borough Council on 1 August 2017. This report provides an update on his assignment.

Recommendation

**It is recommended that the Executive notes the update of the interim Managing Director.**

19. FRAMEWORK FOR WAVERLEY'S NEW CHIEF EXECUTIVE AND STRATEGIC DIRECTOR ROLE (Pages 179 - 190)

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

At its meeting on 6 June 2017, the Council agreed that in order to meet its ambitions going forward, the Council would continue to require a principal executive in a leadership role such as a Chief Executive or Executive Director to maintain robust strategic and operational leadership. At its meeting on 18 July 2017, the Council agreed interim arrangements for the role of Head of Paid Service. The following report outlines the recruitment framework for the Council's Chief Executive (Head of Paid Service) and Strategic Director roles.

Recommendation

**It is recommended that the Executive recommends to the Council that**

- 1. arrangements be made for Tom Horwood to continue as Waverley's Interim Managing Director until Waverley appoints a permanent Chief Executive and that he also undertake the statutory functions of Returning Officer and Electoral Registration Officer with effect from 1 January 2018;**
- 2. Annie Righton be appointed as Interim Strategic Director with effect from 1 January 2018;**
- 3. the Council's permanent Senior Management Team be comprised of a full-time Chief Executive and two full-time Strategic Directors with effect from 1 January 2018;**
- 4. Waverley's pay scales, as included in the approved pay policy, be revised to include the Chief Executive and Strategic Director pay proposals set out in this report, with effect from 1 January 2018;**
- 5. the Chief Executive position includes the statutory functions of Returning Officer and Electoral Registration Officer; and**

6. **the recruitment process commences to appoint to the vacant Chief Executive role and Strategic Director role, with external advice and support provided by Solace in Business.**

20. 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.

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)**