

To: All Members of the EXECUTIVE

When calling please ask for:

Fiona Cameron, Democratic Services
Manager

Policy and Governance

E-mail: fiona.cameron@waverley.gov.uk

Direct line: 01483 523226

Calls may be recorded for training or monitoring

Date: 23 November 2018

Membership of the Executive

Cllr Julia Potts (Chairman)
Cllr Ged Hall (Vice Chairman)
Cllr Andrew Bolton
Cllr Kevin Deanus

Cllr Jim Edwards
Cllr Jenny Else
Cllr Carole King
Cllr Chris Storey

Dear Councillors

A meeting of the EXECUTIVE will be held as follows:

DATE: TUESDAY, 4 DECEMBER 2018

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

Agendas are available to download from Waverley's website (www.waverley.gov.uk/committees), where you can also subscribe to updates to receive information via email regarding arrangements for particular committee meetings.

Alternatively, agendas may be downloaded to a mobile device via the free Modern.Gov app, available for iPad, Android, Windows and Kindle Fire.



INVESTOR IN PEOPLE



Most of our publications can be provided in alternative formats. For an audio version, large print, text only or a translated copy of this publication, please contact committees@waverley.gov.uk or call 01483 523351.

This meeting will be webcast and can be viewed by visiting www.waverley.gov.uk/committees

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 Meetings held on 8 October and 31 October 2018 (to be laid on the table for 30 minutes 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**

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 27 November 2018.

5. **QUESTIONS FROM MEMBERS**

The Chairman to respond to any questions received from Members in accordance with Procedure Rule 11.

The deadline for receipt of questions is 5pm on Tuesday 27 November 2018.

6. **REDEVELOPMENT OF LAND ADJACENT TO 85 AARONS HILL, GODALMING AND 13 RYLE ROAD, FARNHAM** (Pages 9 - 14)

[Portfolio Holder: Councillor Carole King]
[Wards Affected: Farnham Firgrove; Godalming Central and Ockford]

The purpose of this report is to seek approval for a budget to be allocated for

the appointment of a professional team and build contractor in compliance with the Council's Contract Procedure Rules, to enable the redevelopment of land adjacent to 85 Aarons Hill, Godalming and adjacent to 13 Ryle Road in Farnham, to provide 6 new affordable homes.

Recommendation

That the Executive recommends to Council that it approves the allocation of funding from the New Affordable Housing Reserve, as set out in (Exempt) Annexe 1 for the development of land adjacent to 85 Aarons Hill, Godalming and 13 Ryle Road, Farnham.

7. COMMUNITY CENTRE BUILDING AND LAND, CRANLEIGH - TRANSFER FROM HOUSING REVENUE ACCOUNT (HRA) TO GENERAL FUND (Pages 15 - 20)

[Portfolio Holder: Councillor Ged Hall, Councillor Carole King]
[Wards Affected: Cranleigh West]

The purpose of this report is to seek approval from the Executive for the transfer of the Community Centre Building, Cranleigh, from the Housing Revenue Account (HRA) to the General Fund (GF). The Community Centre Building is no longer used for the "housing purposes", for which it was originally acquired under the Housing Act 1985.

Recommendation

That the Executive recommends to Council that:

- 1) Pursuant to section 122 of the Local Government Act 1972, the land outlined in blue on the Plan at Annexe 1 at Rowland Road, Cranleigh, Surrey be transferred from the Housing Revenue Account to the General Fund;
- 2) The Chief Executive be authorised to execute a memorandum confirming the appropriation; and,
- 3) To cover future liabilities, a one off transfer of £25,000 be made from the Housing Revenue Account to the General Fund at the time of the transfer.

8. COMMUNITY INFRASTRUCTURE LEVY (CIL) GOVERNANCE ARRANGEMENTS (Pages 21 - 28)

[Portfolio Holder: Councillor Ged Hall, Councillor Kevin Deanus]
[Wards Affected: All Wards]

The purpose of this report is to seek approval for the proposed governance arrangements for the allocation and spending of the Community Infrastructure Levy (CIL) in Waverley.

Recommendation

That the Executive recommends to Council that:

1. **The governance arrangements for the allocation and spending of Strategic CIL receipts as set out in this report be approved.**
 2. **A CIL Advisory Board is established, as set out in paragraph 19.**
 3. **Strategic CIL receipts are held in a Strategic CIL Fund, to be allocated to infrastructure identified in the Infrastructure Delivery Plan, in accordance with the Regulation 123 List.**
 4. **Delegated authority is given to the CIL Advisory Board to agree the detailed criteria for the spending of Strategic CIL receipts and any proposals for allocating proportions of the Strategic CIL Fund for specific purposes.**
 5. **Delegated authority is given to the Executive to approve Strategic CIL Fund spending, after consideration of the recommendations from the CIL Advisory Board.**
9. PROPOSED PUBLIC SPACE PROTECTION ORDER - DOG FOULING - RESPONSE TO PUBLIC CONSULTATION (Pages 29 - 42)
 [Portfolio Holder: Councillor Kevin Deanus, Councillor Jenny Else]
 [Wards Affected: All Wards]

This report informs the Executive of the feedback to the public consultation on the proposed Public Space Protection Order (PSPO) in relation to dog fouling and recommends that the Council proceeds to make the Order as proposed.

Recommendation

It is recommended that the Executive notes the findings of the public consultation and recommends to Council that the making of the Public Space Protection Order No.1 (Dog Fouling) be approved.

10. THE ANIMAL WELFARE (LICENSING OF ACTIVITIES INVOLVING ANIMALS) (ENGLAND) REGULATIONS 2018 (Pages 43 - 50)
 [Portfolio Holder: Councillor Andrew Bolton]
 [Wards Affected: All Wards]

This report informs the Executive about The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 and recommends a proposed fee structure for adoption by the Council.

Recommendation

That the Executive notes the new requirements relating to The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018, and recommends to Council that the proposed fee structure be adopted.

11. HR STRATEGY 2018-2023 (Pages 51 - 70)

[Portfolio Holder: Councillor Julia Potts]
[Wards Affected: Not applicable]

This report sets out the Council's draft HR Strategy for 2018 – 2023, which outlines our plans within HR, Learning & Development, Recruitment and Payroll to recruit, develop and retain staff, and to support them to work in ways to deliver council services in an effective 21st century council. The Executive is asked to approve the proposed Strategy.

Recommendation

That the Executive approves the proposed HR strategy 2018-2023.

12. REVIEW OF POLLING PLACES (Pages 71 - 76)

[Portfolio Holder: Councillor Julia Potts]
[Wards Affected: Cranleigh West; Farnham Castle; Farnham Shortheath and Boundstone; Godalming Farncombe and Catteshall]

In response to representations received regarding the continued use of particular polling places, a review has been undertaken of these polling places with a view to either confirming their continued suitability or establishing if any suitable alternative options can be put in place. This report recognises that the Farnham Memorial Hall has re-opened and can be used as a designated polling station once more.

Ward councillors have been consulted and have not objected.

Recommendation

It is recommended that the Executive agrees:

- 1. to the use of Leverton Hall, St. Peter's Church, Beale Lane, Farnham as a polling place instead of St. Peter's Primary School;**
- 2. to the use of Godalming Unitarian Chapel, Meadow, Godalming as a polling place instead of the Red Cross Centre, Wey Court, Godalming;**
- 3. that in the event no part of the United Reformed Church site is available for polling use Farnham Town Council offices, South Street, Farnham be designated as a temporary alternative venue;**
- 4. to the use of Snoxhall Fields Youth Centre, Knowle Lane, Cranleigh as a polling place instead of Cranleigh Band Room, Village Way, Cranleigh**
- 5. that use of Potters Gate School as a temporary polling venue for the Farnham Castle ward cease and that use of Farnham Memorial Hall as the previously designated polling station re-commence.**

13. PROPERTY MATTER - BROADWATER PARK GOLF CLUB (Pages 77 - 80)
[Portfolio Holder: Councillor Ged Hall]
[Wards Affected: Godalming Farncombe and Catteshall]

To seek approval to grant a new lease to the current tenant following expiry of their existing lease for a period of time exceeding officers' delegated authority.

Recommendation

It is recommended that the Executive authorises officers to proceed with due legal process to grant a new lease to the Golf Club on the terms proposed in Exempt Annexe 1.

14. PROPERTY MATTER - EASEMENT OF ACCESS TO RUMBEAMS, HORSHAM ROAD, EWHURST (Pages 81 - 86)
[Portfolio Holder: Councillor Ged Hall]
[Wards Affected: Ewhurst]

Authorisation is sought to grant an easement over land to provide an access to the property Rumbeams, on terms and conditions set out in (Exempt) Annexe 2.

Recommendation

It is recommended that an easement of access to Rumbeams be granted on terms and conditions set out in (Exempt) Annexe 2, and subject to the owners obtaining Commons consent; other terms and conditions to be agreed with the Estates and Valuation Manager.

15. 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.

16. PLANNING MATTER - REQUEST FOR SUPPLEMENTARY ESTIMATE
(Pages 87 - 94)

[Portfolio Holders: Cllrs Kevin Deanus, Ged Hall]
[Wards affected: Alfold, Cranleigh Rural and Ellens Green]

To consider the request for a Supplementary Estimate set out in the attached EXEMPT report.

Recommendation

That the request for a Supplementary Estimate be approved.

17. PROPERTY MATTER - LEASE EXTENSION (Pages 95 - 96)

[Portfolio Holder: Councillor Ged Hall]
[Wards Affected: Farnham Firgrove]

To consider the Property Matter set out in the attached EXEMPT report.

Recommendation

To approve the recommendation set out in the EXEMPT report.

18. 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
Fiona Cameron, Democratic Services Manager, on 01483 523226 or
by email at fiona.cameron@waverley.gov.uk**

This page is intentionally left blank

WAVERLEY BOROUGH COUNCIL

EXECUTIVE

4 DECEMBER 2018

Title:

**REDEVELOPMENT OF LAND ADJACENT TO 85 AARONS HILL, GODALMING
AND 13 RYLE ROAD, FARNHAM**

[Portfolio Holder: Cllr Carole King]

[Wards Affected: Godalming Central and Ockford and Farnham Firgrove]

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

Annexe 1 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, 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 this report is to seek approval for a budget to be allocated for the appointment of a professional team and build contractor in compliance with the Council's Contract Procedure Rules, to enable the redevelopment of land adjacent to 85 Aarons Hill, Godalming and adjacent to 13 Ryle Road in Farnham, to provide 6 new affordable homes.

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

Waverley Borough Council Corporate Strategy 2018-2023, Priority Theme 1: People, maximise the supply of affordable homes.

Equality and Diversity Implications:

The impact of the proposal has been assessed, to ensure it does not unlawfully discriminate against any person.

Financial Implications:

Funding for the delivery of 6 new affordable homes can be met from the New Affordable Housing Reserve.

Legal Implications:

The procurement and appointment of any required services or build contractor will be made in compliance with the council's Contract Procedure Rules and OJEU (Official Journal of the European Union) requirements, should the value of the contract be above a certain threshold.

Background

1. The council previously obtained Government funding of £113,912 to deliver Starter Homes on land adjacent to 85 Aarons Hill and 13 Ryle Road, permitting first time buyers under the age of 40 to purchase a property at a minimum discount of 20% below the market value. The council was to prepare each site for development, obtain planning permission and appoint a contractor to construct the homes.
2. The Government noted in March 2018 that a significant number of respondents to a consultation on the housing white paper, including local authorities and the development industry - raised concerns about Starter Homes as a general concept. Starter Homes regulations, which are required to guide developers on implementation, have also not been published.
3. The council has high demand for housing and in the circumstances, Homes England transferred the funding to be used for delivery of much needed affordable rented housing on an alternative site at Nursery Close in Shamley Green that completed in April 2018.
4. Brodie Plant Goddard Architects has developed the design and worked with the Housing Development Team, to seek pre-planning application advice from development and building control officers. This was incorporated into the design. Public consultation has also taken place with adjoining residents and their feedback taken into account.
5. A planning application was submitted for each site in September 2018 and a decision on whether to grant planning permission is pending. 4x 1-bedroom flats are proposed for Aarons Hill and 2x 1-bedroom flats – one designed for a wheelchair user – are proposed for Ryle Road. All homes have been designed in accordance with the emerging design standards for new council homes, contained within a report by the Housing Overview and Scrutiny Committee, where the Executive agreed to accept their recommendations in July 2018.

Housing need

6. Waverley is one of the most expensive places in Surrey to buy a home. In February 2018, house prices in Waverley were well above the average for England and the South East. An average home in Waverley now costs £454,075. Entry level house prices in Waverley are now 12.2 times the typical earnings of younger households, compared to a ratio of 7.8 times nationally.
7. Over the 2001-11 decade, housing costs increased relative to earnings; whilst household formation and home ownership both fell. High demand for housing is also pushing up private rents. This pressure on smaller homes for rent and sale on the open market has driven up property prices beyond the reach of many local households and workers.
8. As at 9 May 2018, there were 1,290 households registered on the council's waiting list, who are unable to access housing to meet their needs in the open market as shown in the table below; alongside the West Surrey Strategic Housing Market Assessment 2015 (SHMA) recommended mix for new affordable housing:

	1 bed	2 bed	3 bed	Total
Number of households on the council's housing register, listed by need for each property type (November 2018)	695	289	132	1116
SHMA recommended affordable mix for new homes in the borough	40%	30%	25%	-
Proposed number of homes by bed size	6	0	0	6

9. Delivery of new affordable housing and turnover of existing homes continues to fall far short of what is required to meet need. Furthermore, 40% 1 bedroom is not achieved across the affordable housing element of all new developments, so an entire development of 1 bed units will make a significant contribution towards meeting the need for smaller affordable homes. Properties will be allocated in accordance with the councils housing allocation scheme.

Finance

10. The pre-development budget has been used for covering the cost of pre-development surveys, architect appointment and planning application fees to date. These costs would be capitalised and paid for from the project budget, which is allocated from the New Affordable Housing Reserve. A financial appraisal of costs has been prepared and is set out in (Exempt) Annexe 1.

Risk Management

11. Pre-development survey reports were submitted as part of the planning application. There are no significant findings that would prevent development taking place, or expose the council to any unforeseen costs. The reports will be made available to contractors tendering for the work and form part of the risk register and associated action plan.

Procurement

12. Subject to planning permission being granted, a professional team will be appointed, in order to prepare a tender for the appointment of a build contractor, manage the resulting build contract and oversee works on site. Procurement of these services and the contractor would be carried out in compliance with the council's Contract Procedure Rules.

Recommendation

That the Executive recommends to Council that it approves the allocation of funding from the New Affordable Housing Reserve, as set out in (Exempt) Annexe 1 for the development of land adjacent to 85 Aarons Hill, Godalming and 13 Ryle Road, Farnham.

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:

Name: Louisa Blundell

Title: Housing Development Manager

Telephone: 01483 523205

E-mail: louisa.blundell@waverley.gov.uk

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

Document is Restricted

This page is intentionally left blank

WAVERLEY BOROUGH COUNCIL

EXECUTIVE

4 DECEMBER 2018

Title:

COMMUNITY CENTRE BUILDING AND LAND, CRANLEIGH – TRANSFER FROM HOUSING REVENUE ACCOUNT (HRA) TO GENERAL FUND

**[Portfolio Holders: Cllr Ged Hall and Carole King]
[Wards Affected: All]**

Summary and purpose:

The purpose of this report is to seek approval from the Executive for the transfer of the Community Centre Building, Cranleigh, from the Housing Revenue Account (HRA) to the General Fund (GF). The Community Centre Building is no longer used for the “housing purposes”, for which it was originally acquired under the Housing Act 1985.

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

This report relates to the “People” and “Prosperity” Corporate Priorities for 2018-2023. Good financial and asset management underpins all of the Council’s priorities.

Legal Implications

Appropriation is the statutory process which allows the Council to transfer property within its ownership from one use to another.

Under s122 of the Local Government Act 1972, a council may appropriate land which it owns and is no longer required for the purpose for which it was initially held.

As the Community Centre Building is no longer used for “housing purposes” and is let out on a commercial lease, the Council intends to use the powers under s122 of the Local Government Act 1972, to transfer the property from the HRA to the General Fund Asset Register.

The Council has the legal authority to undertake the appropriation. The appropriation process does not change the ownership of the building and land.

Financial Implications

Where the purpose of holding a property is not related to the provision of housing under Part II of the Housing Act 1985, the property should be held within the General Fund.

Following the proposed transfer, the General Fund will receive rental income from the property and also take responsibility for managing and maintaining the property. A budget

of £25,000 will be transferred from the HRA to the GF to allow for any future liabilities. No other payments will be made.

Annual maintenance and running costs of the Community Centre building is between £5000 and £10,000 per annum.

The accounting treatment is fairly straightforward. There is no current value for the land on the Asset Register. The property will need to be revalued at the transfer date.

Background

1. The Community Centre Building (known as Rowleys Day Centre) is owned by Waverley Borough Council. The property itself and adjacent car parking spaces are let out on a long term commercial lease. The rest of the surrounding site at Rowland Road, Cranleigh, owned by Waverley Borough Council, is listed on the General Fund Asset Register.
2. International Financial Reporting Standards (IFRS) require that properties are categorised according to the purposes for which the Council holds them. As part of the Council's review of its assets, the Community Centre Building, Cranleigh, has been identified as a building where the Council's reason for holding it has changed since the original acquisition.
3. The proposed Community Centre Building and Land to be transferred from the Housing Revenue Account to the General Fund is shown outlined in blue on the Plan at Annexe 1 to this report. The Community Centre Building, Cranleigh, was formerly part of the Council's sheltered housing scheme (the community lounge and scheme manager's office). It is no longer used for these original "housing purposes" under the Housing Act 1985.

Legal Position

4. Under s122 of the Local Government Act 1972, a council may appropriate land which it owns and is no longer required for the purpose for which it was initially held.
5. As the Community Centre Building is no longer used for "housing purposes" and is let on a commercial lease, it is intended to use the powers under section 122 of the Local Government Act 1972 to transfer the property from the Housing Revenue Account to the General Fund asset register.
6. The Council does not need to seek the Secretary of State's consent for this proposed appropriation of land as the land does not consist of "a house or part of a house" (s19 of the Housing Act 1985). The proposed appropriation of land will not affect the existing commercial tenant or the overall ownership of the property.

Future Maintenance and Running Costs

7. Future maintenance and running costs will fall to the General Fund. £50 000 has recently been spent by the Housing Revenue Account on refurbishment works of the Community Centre Building. The recent refurbishment works included: renovation of the community lounge which was in a poor state; a hairdressing salon; renovation of

the lavatories; refurbished kitchen and a new office space. Some minor works were undertaken to the roof and fire escapes/ramps from building.

8. The Community Centre Building roof needs replacing within the next 2-3 years and a general fund capital bid will be submitted in relation to this work.
9. To cover future liabilities a one off transfer of £25,000 will be made from the Housing Revenue Account to the General Fund at the time of the transfer.

Conclusion:

To comply with legislation and accounting best practice, the Community Centre Building and land shown on the Plan at Annexe 1, should be transferred from the Housing Revenue Account to the General Fund Asset Register.

The proposed transfer will generate a rental income for the General Fund, however maintenance/running costs of the property and future liabilities will fall to the General Fund. The freehold ownership of the Community Centre Building remains with Waverley Borough Council.

Recommendation

That the Executive recommends to Council that:

- 1) Pursuant to section 122 of the Local Government Act 1972, the land outlined in blue on the Plan at Annexe 1 at Rowland Road, Cranleigh, Surrey be transferred from the Housing Revenue Account to the General Fund; and
- 2) The Chief Executive be authorised to execute a memorandum confirming the appropriation
- 3) To cover future liabilities a one off transfer of £25,000 will be made from the Housing Revenue Account to the General Fund at the time of the transfer.

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:

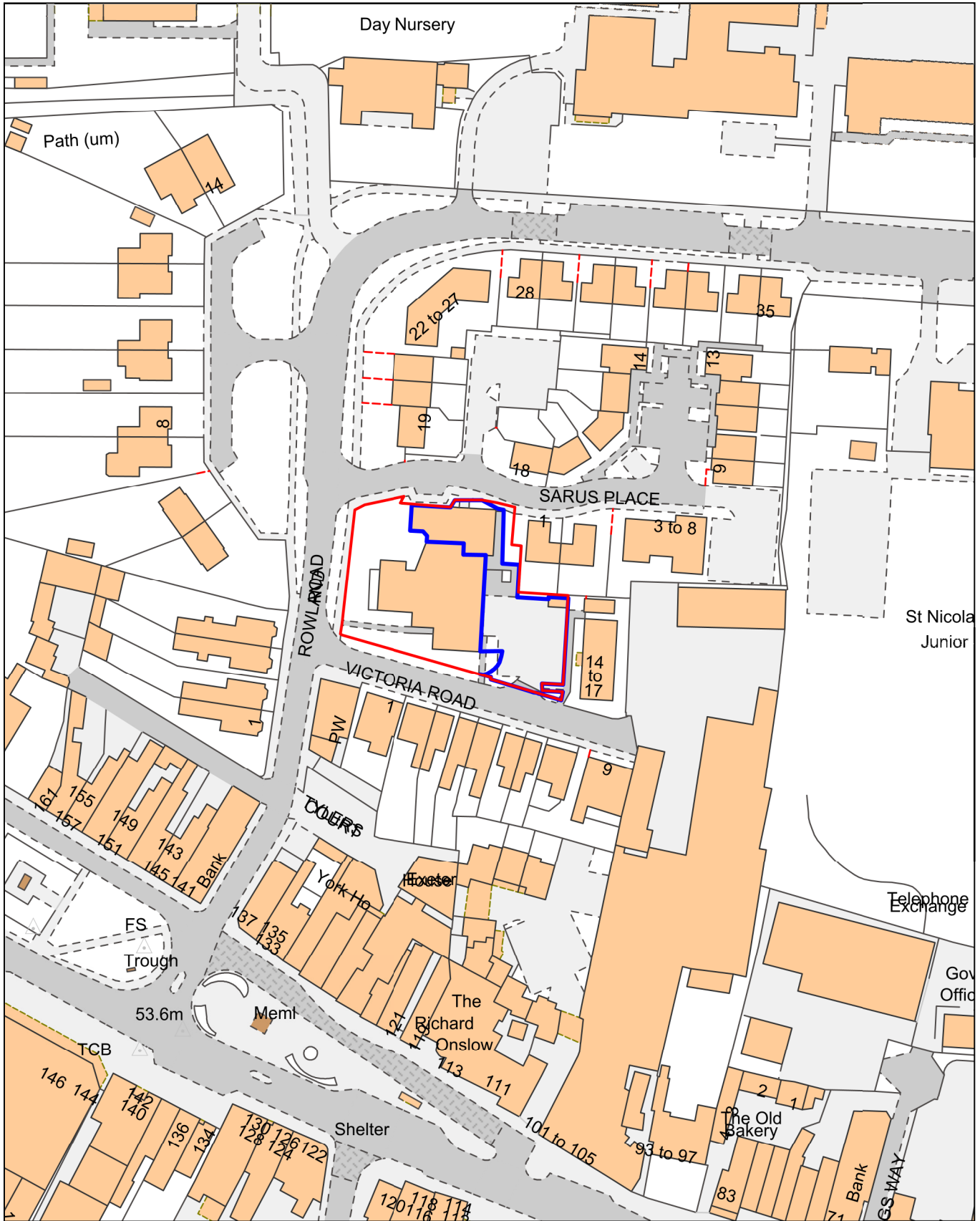
Name: David Allum
Head of Customer and Corporate Services

Telephone: 01483 523338
E-mail: david.allum@waverley.gov.uk

Name: Sophie Thorp
Deputy Borough Solicitor

Telephone: 01483 523113
Email: sophie.thorp@waverley.gov.uk

This page is intentionally left blank



Waverley Borough Council
 The Burys, Godalming, Surrey
 GU7 1HR
 Telephone: 01483 523333
 Fax No: 01483 426337

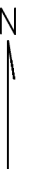
Rowleys, Victoria Road, Cranleigh
Red = Leased Area
Blue = Approx Housing Revenue Land

Scale 1: 1,250

© Crown copyright and database rights 2018
 Ordnance Survey 100025451.

You are granted a non-exclusive, royalty free, revocable licence solely to view the Licensed Data for non-commercial purposes for the period during which Waverley Borough Council makes it available.

You are not permitted to copy, sub-license, distribute, sell or otherwise make available the Licensed Data to third parties in any form. Third party rights to enforce the terms of this licence shall be reserved to OS.



This page is intentionally left blank

WAVERLEY BOROUGH COUNCIL

EXECUTIVE

4 DECEMBER 2018

Title:

COMMUNITY INFRASTRUCTURE LEVY – GOVERNANCE ARRANGEMENTS

[Portfolio Holder: Cllrs Kevin Deanus & Ged Hall]

[Wards Affected: All]

Summary and purpose:

The purpose of this report is to seek approval for the proposed governance arrangements for the allocation and spending of the Community Infrastructure Levy (CIL) in Waverley.

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

The adoption of robust CIL Governance Arrangements will contribute to Council's Strategic Priorities of Place and Prosperity, through the allocation of funding to enable provision of infrastructure that supports communities and economic growth in the Borough.

Equality and Diversity Implications:

There are no direct Equality and Diversity Implications arising from the CIL Governance Arrangements. There are no specific equality groups that will be directly affected the proposed arrangements. It is expected that all residents/businesses will benefit from improvements to infrastructure in their local area and the Borough as a whole.

Financial Implications:

During the CIL Examination, it was estimated that CIL has the potential to raise approximately £94m towards infrastructure development in Waverley in the period up to 2032. This report proposes a governance system to determine how to spend the receipts collected from the CIL.

Legal Implications:

The governance arrangements will be implemented in accordance with the CIL Regulations 2010 (as amended) ('the Regulations') and will also take account of Planning Practice Guidance.

Background

1. The Community Infrastructure Levy (CIL) is a charge that local authorities can impose on new development to help raise funds to deliver infrastructure that is required to support the development and growth of their area.

2. Following independent examination, the Waverley Borough Council CIL Charging Schedule ('the CIL Charging Schedule') was adopted by Full Council on 31 October 2018 and will be effective from 1 March 2019.
3. CIL will, in most cases, replace the use Section 106 contributions for securing developer funding for infrastructure investment. However, Section 106 planning obligation will remain for site-specific infrastructure and for the provision of affordable housing. CIL will be a more effective source of infrastructure funding compared with contributions negotiated under S106 agreements as the CIL is non-negotiable and apply to a greater number of developments. This provides greater certainty to both the developer and the Council.
4. Waverley's Regulation 123 List sets out the types of infrastructure that the Council may fund through CIL and those to be funded through Section 106 agreements. The Regulation 123 List, Instalment Policy, and Phasing and CIL-in-kind Policies were also adopted by Council on 31 October 2018.
5. CIL contributions are intended to fill infrastructure funding gaps and are not expected to provide the full costs associated with delivering and maintaining infrastructure. The Council must use the CIL funds for "the provision, improvement, replacement, operation or maintenance of infrastructure to support the development of its area". The CIL cannot be used to resolve "historical deficits" of infrastructure provision.
6. During the CIL Examination, it was projected that Waverley's CIL income would be £94 million for the remainder of the Plan Period.
7. It should be noted that CIL is payable on the commencement of the development. This factor, alongside Waverley's adopted instalment policy, will mean there is a time lag in receiving CIL receipts and the Council is unlikely to have significant CIL receipts until 2020.
8. In order to ensure a consistent and transparent approach to future spending of CIL, which adheres to the CIL Regulations and has regard to the Infrastructure Delivery Plan (IDP), it is important that the Council adopts clear process of governance for allocating CIL funding.
9. The VFM O&S committee received a report in June 2018 setting out broad principles for spending, including: timely spend based around a periodic bidding/application cycle; decisions on spending the CIL Fund, and transparency of decision-making and reporting.
10. The Committee was keen that spending of CIL had some connection back to the geographical area in which the donor development would take place, and that decision-making was informed by Members from across the Borough, e.g. one from each Area Planning Committee.

Governance Arrangements for the CIL

11. The Regulations state that the CIL is to be allocated as follows:
- Administrative CIL: 5% of CIL receipts to be retained by Waverley Borough Council (see paragraph 12 below).
 - Neighbourhood CIL: 15%-25% of CIL receipts to be paid to Town and Parish Councils (see paragraphs 13 to 15 below).
 - Strategic CIL: the remaining 70-80% of CIL to be allocated to infrastructure projects by Waverley Borough Council (see paragraphs 16 to 22 below).

Administrative CIL

12. The Regulations allow the Council to retain up to 5% of annual CIL receipts to be spent on the administrative expenses in relation to the administration and collection of the CIL. Administrative expenses have and will include: examination costs (upfront and possible future costs following review), staff, training, IT software and indexation subscriptions. This money is ring-fenced and has to be reported on annually.

Neighbourhood CIL

13. In line with the Regulations, 15% of CIL receipts (capped at £100 per Council tax dwelling per annum in the parish area) will be transferred to Town and Parish Councils twice a year, where development has occurred in their area, rising to 25% of CIL receipts (without any cap) for Town and Parish Councils that have made Neighbourhood Plans.
14. The Neighbourhood CIL may be spent by Town or Parish Councils on a range of infrastructure projects, as long as it meets the requirement to support:
- the development of the area by funding the provision, improvement, replacement, operation or maintenance of infrastructure; or
 - anything else that is concerned with addressing the demands that development places on the area.
15. Town and Parish Councils must produce and publish an annual report detailing CIL receipts, balances and spending for each financial year.

Strategic CIL

16. There are a number of administrative arrangements that will need to be put in place in regards to the allocation and spending of Strategic CIL receipts. Governance arrangements for CIL do not need to be published for consultation or independent examination. The operational aspects of the Strategic CIL governance arrangements will be put in place by the appropriate internal services.

17. Strategic CIL receipts must be spent on infrastructure types identified in the Regulation 123 List. The Infrastructure Delivery Plan (IDP) will act as a framework for allocating Strategic CIL funding, in accordance with the arrangements set out in this report. The IDP sets out specific projects, relating to the identified types of infrastructure in the Regulation 123 List. There is an Environment O&S working group that is currently considering this list.
18. Officers have considered and discussed the CIL governance structures that have been introduced by other Local Authorities and have also met with Surrey County Council (SCC) as the largest value infrastructure provider in the Regulation 123 List.
19. The Council will need to set up a governance system for the allocation and spending of Strategic CIL receipts. It is recommended that a CIL Advisory Board should be established, comprising appropriate Executive Portfolio Holders and non-Executive Members (a total of 7 Members, of which non-Executive Members are in the majority). The proposed initial membership will be the Portfolio Holders for Finance, Operational & Enforcement Services, and Economic & Community Development and four non-Executive Members, to be appointed. The Board will set and review the criteria and approach to spending priorities and consider whether any of the fund should be allocated for a specific purpose. The Board will review all valid funding applications and make recommendations to the Executive on which projects should be allocated funding.
20. It is recommended that the allocation of Strategic CIL receipts is considered on an annual basis with infrastructure providers submitting applications for an allocation of CIL funding. The allocation process will be based on CIL income from the previous financial year, together with any unallocated funds from the previous financial years, to ensure that investment of funds is timely in relation to when they are received.
21. The following stages and timescales for the Strategic CIL governance process are proposed:

Dates	Process
by 28 February 2019	CIL Advisory Board agrees criteria and spending priorities.
31 March 2020	End of 2019/2020 CIL financial year – CIL receipts totalled.
April–June 2020	Bids can be submitted for applications for an allocation of the Strategic CIL receipts
July – August 2020	Applications will be validated by the CIL officer to ensure that all information required has been provided.
September 2020	All valid applications will be reviewed by the CIL Advisory Board and recommendations for funding submitted to the Executive.
October 2020	Decisions will be made by the Executive, informed by the recommendations of the CIL Advisory Board

22. It is proposed that these governance arrangements be reviewed after 1-2 years of operation to provide an opportunity to reflect on lessons learned. However, if it is found that there is a fundamental problem with the arrangements put in place, the Council will be able to review them at any time.
23. The Council is required to prepare and publish an annual report detailing CIL receipts, balances and spending for each financial year; which will be reported to members as part of the Council's regular financial monitoring procedures.
24. The Council has also procured a real-time 'Public Facing Module', as part of the CIL IT system (Exacom), which will allow the public to see details of CIL collection, management and spending in Waverley.

Comments from Value for Money & Customer Service Overview and Scrutiny Committee

25. The Value for Money and Customer Service O&S Committee considered this report at its meeting on 19 November and made the following observations:
26. The Committee noted that CIL could potentially generate up to £94m towards infrastructure in the period up to 2032 and emphasised the importance of having a robust process and governance structure in place to manage this.
27. The Committee noted that the CIL Regulations did not require CIL money to be allocated to the specific area from where the charge arose. Members recalled that at the Committee's June meeting, where this matter had previously been considered, it was felt that there should be at least some connection between area where development was taking place (causing CIL funding to arise) and where the money would be spent. The Committee recommended that the new CIL Advisory Board be asked to consider the pros and cons of this approach when drafting the allocation criteria.
28. Members also considered the proposed composition of the CIL Advisory Board, and suggested that this be geographically proportionate as far as possible, to ensure that both rural and urban areas were represented.
29. The Committee noted the ability of the Council to retain up to 5% of annual CIL receipts to be spent on administrative expenses and felt that it should be made clear that the Waverley would only spend what was needed in order to effectively and efficiently deliver CIL.
30. The Committee carefully considered the proposed recommendations that the Executive would be recommending to Council. It was felt that while the CIL Advisory Board should draft the detailed criteria for the spending of Strategic CIL receipts, the final approval of the allocation criteria should come to Council. It was also suggested that there should be a financial threshold over which decisions to spend funds would

need to be approved by Council (as was currently the case with the Property Investment Strategy).

31. The Committee therefore agreed to recommend the following amendments (in bold type) to recommendations 4 and 5:

It is recommended that the Council:

4. Delegate to the CIL Advisory Board the **drafting** of the detailed criteria for the spending of Strategic CIL receipts and any proposals for allocating proportions of the Strategic CIL Fund for specific purposes, **which will then be subject to Council approval following the usual scrutiny process.**
5. **Subject to an agreed threshold to be approved by Council**, delegate to the Executive the approval of Strategic CIL Fund spending after consideration of the recommendations from the CIL Advisory Board.

Recommendation

That the Executive recommends to Council that:

1. The governance arrangements for the allocation and spending of Strategic CIL receipts as set out in this report be approved.
2. A CIL Advisory Board is established, as set out in paragraph 19.
3. Strategic CIL receipts are held in a Strategic CIL Fund, to be allocated to infrastructure identified in the Infrastructure Delivery Plan, in accordance with the Regulation 123 List.
4. Delegated authority is given to the CIL Advisory Board to agree the detailed criteria for the spending of Strategic CIL receipts and any proposals for allocating proportions of the Strategic CIL Fund for specific purposes.
5. Delegated authority is given to the Executive to approve Strategic CIL Fund spending, after consideration of the recommendations from the CIL Advisory Board.

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:

Name: Graeme Clark
Strategic Director

Telephone: 01483 523099
E-mail: graeme.clark@waverley.gov.uk

Fiona Cameron
Democratic Services Manager

Telephone: 01483 523226
E-mail: fiona.cameron@waverley.gov.uk

Elizabeth Sims
Head of Planning Services

Telephone: 01483 523193
E-mail: elizabeth.sims@waverley.gov.uk

This page is intentionally left blank

WAVERLEY BOROUGH COUNCIL

EXECUTIVE

4 DECEMBER 2018

Title:

**PROPOSED PUBLIC SPACE PROTECTION ORDER – DOG FOULING
RESPONSE TO PUBLIC CONSULTATION**

**[Portfolio Holder: Cllr Kevin Deanus, Cllr Jenny Else]
[Wards Affected: All]**

Summary and purpose:

This report informs the Executive of the feedback to the public consultation on the proposed Public Space Protection Order (PSPO) in relation to dog fouling and recommends that the Council proceeds to make the Order as proposed.

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

The proposal will contribute to the Council's Place priority theme, enabling the Council to deal with environmental crime which impacts on residents' enjoyment of public spaces.

Equality and Diversity Implications:

An Equalities Impact Assessment has been carried out and it is recognised that the proposed PSPO has to balance the rights and responsibilities of dog owners against those of the rest of the community who do not wish to be adversely affected by indiscriminate dog fouling and the offensive and potential health impacts caused by a minority of irresponsible dog owners.

The Order therefore provides exemptions for those with disabilities such as visual impairment, and other disabilities which affects his/her mobility, manual dexterity, physical co-ordination or ability to lift, carry or otherwise, move everyday objects or where they have an assistance dog. It also provides for those instances where 'reasonable excuse' can be proved by the person whose dog has fouled.

Financial Implications:

Work undertaken will be carried out within current approved resources. Enforcement will be carried out under the current contract with East Hants DC for litter enforcement at no additional cost to Waverley. A small implementation cost will be incurred for signage which will be met from within existing resources.

Legal Implications:

The legal implications are dealt with in the body of the report.

Background

- 1.1 Members will be aware that the council has consulted on making two Public Space Protection Orders (PSPOs).
 - Firstly in relation to dog fouling
 - Secondly in relation to dog controls including dog exclusion areas, dogs on lead by direction, dogs on lead, dogs on leads seasonal restrictions and limits on the number of dogs one person may be in control of in a public place at one time.
- 1.2 This report confines itself to the first of the proposed PSPOs, dog fouling. A copy of the draft PSPO No.1 is attached as Annexe 1.

Pre – Consultation

- 1.3 Public Space Protection Orders (PSPOs) were introduced under the provisions of the Anti-social Behaviour, Crime and Policing Act 2014, and the previous provisions for controlling dog-fouling were implemented in October 2017. Since then officers have been working with Surrey Police and other colleagues to develop proposals and review the evidence supporting the need for these orders. Draft orders were prepared and pre-consultation with a wide range of agencies and groups was undertaken. In line with formal requirements, comment was invited from the Chief Officer of Surrey Police, the local police and the County Council (as Highways authority).
- 1.4 All Waverley councillors, all town and parish councils, all borough and district councils in Surrey and Surrey County Council were written to along with local Chambers of Commerce, a number of agencies (including the National Trust, Natural England and the Environment Agency) and a number of organisations (including the Kennel Club and Dogs Trust).
- 1.5 Whilst there were some limited concerns raised there was general support from those consulted for controls in relation to dogs. Further work was then carried out on the PSPOs in relation to dog controls in response to the feedback to the pre-consultation in preparation for the public consultation.

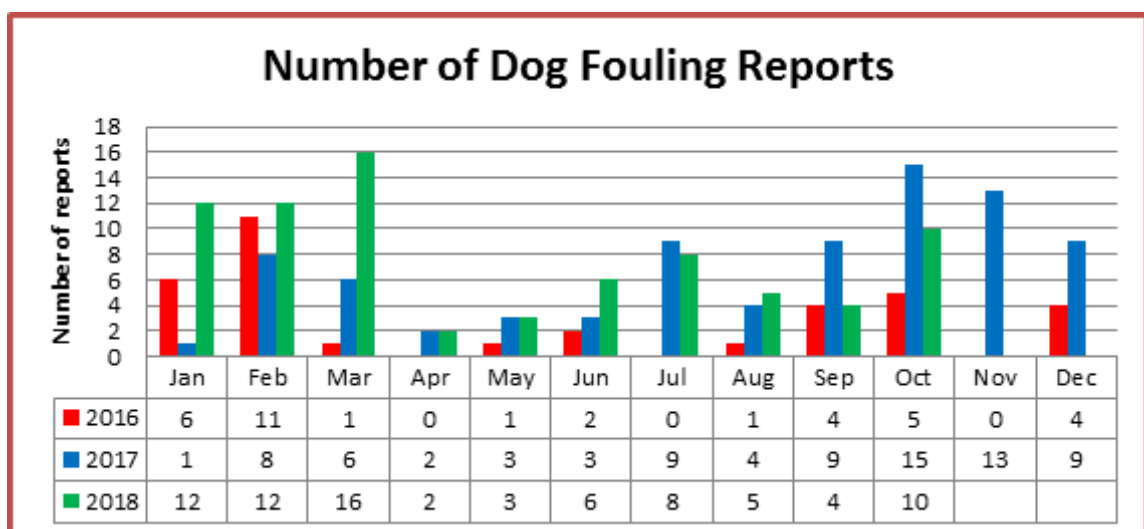
Public Consultation

- 1.6 The public consultation began on 24 June 2018 and ended on 27 July 2018. The revised PSPOs were re-circulated to all those included in the pre-consultation along with media coverage through press releases and the use of social media. Posters were also displayed in parks and public open spaces directing people to the Survey Monkey questionnaire on the Council's website.
- 1.7 A significant number of responses (over 1200 on the website Survey Monkey and over forty letters / emails) were received. During the consultation period the council was approached by some Parish Councils who requested that some of their open spaces be covered by the PSPOs. The council was advised that to add these areas of land to the schedules we should publicise the proposed additions and extend the consultation period for a further four weeks to give people the opportunity to comment.

- 1.8 Given the level of response to the initial consultation period it was also felt this extension to the consultation would give opportunity to others in the community to further comment in relation to the proposed Orders.
- 1.9 The responses to the consultation on the dog fouling PSPO have been analysed but due to the extent of the responses to the consultation on other dog controls that PSPO will be the subject of a future report. The detailed responses to the dog fouling PSPO consultation are set out in [Annexe 2](#).

Incidence of Dog Fouling and failing to clean up

- 1.10 Recorded incidents of dog fouling are indicated in the table below. It is however recognised that there is underreporting of dog fouling and feedback from our street cleaning contractors and from the general public. Indeed the ranger service report in the Quarterly Enforcement Report attached to a separate report on this agenda that there were “Several incidences of dog fouling at Binscombe open space, Mare Hill Common, Lower Hanger woodland, Grayswood Common, Shackelford Common and Woolmer Hill Recreation Ground” and “79 bags of dog waste collected as part of litter picking at Blackheath and Summerlands Estate”.
- 1.11 In the survey 51% agreed or strongly agreed it was a problem compared with only 34% who disagreed or strongly disagreed. Almost 48% also agreed or strongly agreed that fines would be an effective way of dealing with dog fouling compared with almost 36% who disagreed or strongly disagreed.
- 1.12 When asked about cleaning up after a dog has fouled there was an overwhelming 96% who agreed that owners must clean up after their dog immediately and over 76% agreed or strongly agreed that fines of £100 should be issued to persons who failed to clean up after their dog.
- 1.13 It is clear from the consultation that the general public regard the failure to clean up dog fouling as offensive and anti-social as well as expressing concerns about the health risks.



- 1.14 Members will also be aware that the Council is able to introduce orders under the Anti-social Behaviour Crime and Policing Act 2014 where certain conditions have been met.

- 1.15 When making an order the Council must be satisfied on reasonable grounds that the activities that have taken place:
- have had or are likely to have a detrimental effect on the quality of life of those in the locality; and
 - is or is likely to be persistent or continuing in nature;
 - is or is likely to be unreasonable; and
 - justifies the restrictions imposed.
- 1.16 Whilst the majority of dog owners in the borough are responsible owners, and pick up after their dogs there are a minority of dog owners who are not and do not pick up after their dog. Dog fouling has been raised as a concern by residents.
- 1.17 Analysis of complaints received and research undertaken in preparation for this report established that there is a need to address the specific issue of dog fouling within the Borough so that we can make our public places cleaner and safer for everyone to enjoy. In proposing this PSPO it is hoped that Waverley will benefit from a more consistent approach to dealing with these issues and will allow us to deal efficiently with the minority of dog owners who behave irresponsibly whilst also encouraging a culture of responsible dog ownership.

Implementation

- 1.18 Subject to the Executive's approval to make the Order, it will need to be published on the council's website, notices placed on or adjacent to land where the order applies and notification sent to Town and Parish Councils and the County Council. Notifications will also be placed through social media.
- 1.19 Any interested person, someone who regularly works or lives in the area (or a particular interest group) may challenge the making of the Order in the High Court within 6 weeks of it being made.
- 1.20 Guidance from the Local Government Association also supports the 'soft launch' approach when the Order becomes live. The Executive is therefore recommended to agree the making of the Order with effect from 1 January 2019 for a three year period with a three month soft launch period during which warnings would be given to persons failing to clear up after their dog rather than issuing Fixed Penalty Notices.

Conclusion

- 1.22 Based on the evidence of the incidence of dog fouling in the borough and the feedback from the consultation it is evident that there is clear support for the introduction of the PSPO in relation to dog fouling and the Council is recommended to support its introduction.

Recommendation

It is recommended that the Executive notes the findings of the public consultation and recommends to Council that the making of the Public Space Protection Order No.1 (Dog Fouling) be approved.

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:

Name: Richard Homewood

Head of Environmental Services

Telephone: 01483 523411

E-mail: Richard.homewood@waverley.gov.uk

Waverley Borough Council
The Anti-Social Behaviour, Crime and Policing Act 2014 - Part 4, Section 59
The Public Spaces Protection Order (No 1) – Waverley Borough Council 2018

Waverley Borough Council ('the Council') in exercise of the power under section 59 of the Anti-Social Behaviour Crime and Policing Act 2014 ('the Act'), being satisfied that the conditions set out in section 59 of the Act have been met, makes the following Order: This Order comes into force on [] and will remain in force for a period of three years from that date unless extended by further order under the Council's statutory powers.

General Provisions

This order applies to all land in the administrative area of Waverley Borough Council ('the Restricted Area') that is open to the air and to which the public are entitled or permitted to have access (with or without payment). For the purposes of this Order, land which is covered is to be treated as land which is open to the air if it is open to the air on at least one side.

Dog fouling

1. A Person in Charge of a dog shall be guilty of an offence where the dog defecates at any time on land within the Restricted Area and he/she fails to remove the faeces from the land forthwith, and dispose of it in an appropriate receptacle such as a litter or dog waste bin, unless-
 - (i) he/she has a reasonable excuse for failing to do so; or
 - (ii) the owner, occupier or other person or authority having control of the relevant land has consented to his failing to do so.
2. It will be an offence for any Person in Charge of a dog to fail to provide evidence of the means of a suitable device or means to pick up dog faeces when requested to do so by an Authorised Officer.
3. Being unaware of the defecation (whether by reason of not being in the vicinity or otherwise), or not having a device for or other suitable means of removing the faeces shall not be a reasonable excuse for failing to remove the faeces.

Definitions

4. Authorised Officer means an employee of the Council, Police Officer, Police Community Support Officer, or other person who is authorised in writing by the Council.
5. Person in Charge means the person who has the dog in his/her possession, care or company at the time the relevant offence is committed, or the person who habitually has the dog in his/her possession, care or company.

Exemptions

6. Nothing in this order shall apply to a person who –
 - a. is registered as a blind person in a register compiled under Section 29 of the National Assistance Act 1948;
 - b. has a disability which affects his/her mobility, manual dexterity, physical co-ordination or ability to lift, carry or otherwise, move everyday objects, in respect of a dog trained by a prescribed charity and upon which he/she relies for assistance; or
 - c. has an accredited assistance dog.

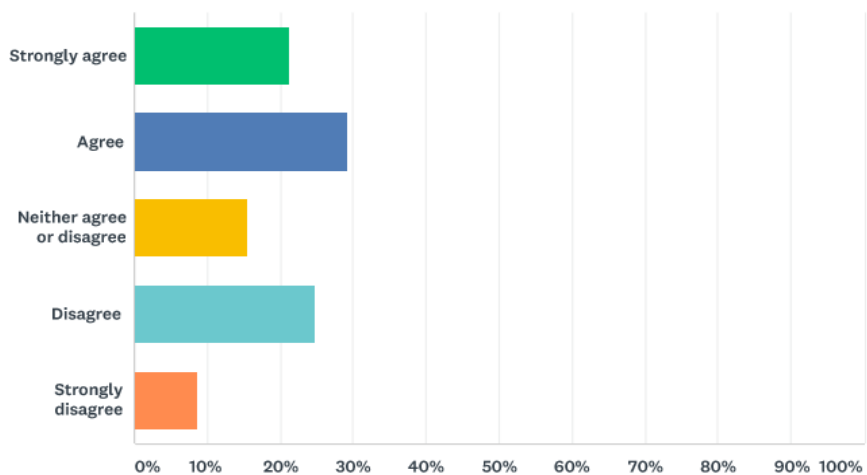
Penalty

7. Any person who without reasonable excuse fails to comply with this Order shall be guilty of an offence and liable on summary conviction to a fine not exceeding level 3 on the standard scale (currently £1,000).
8. An Authorised Officer may issue a fixed penalty notice to anyone he/she has reason to believe has committed an offence under section 67 of the Act in relation to this Order.

Feedback on Consultation of Proposed PSPO Order No.1 Dog Fouling

Q1 Do you agree or disagree that dog fouling is a problem where you live or visit in Waverley?

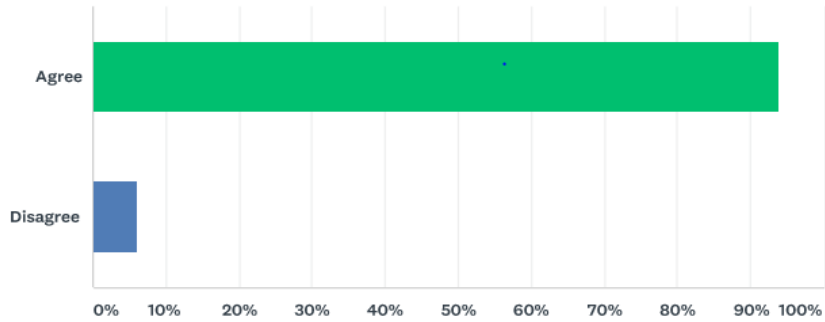
Answered: 1,601 Skipped: 2



ANSWER CHOICES	RESPONSES	
Strongly agree	21.36%	342
Agree	29.36%	470
Neither agree or disagree	15.43%	247
Disagree	24.98%	400
Strongly disagree	8.87%	142
TOTAL		1,601

Q3 Do you agree or disagree that a person in charge of a dog must clear up after the dog immediately?

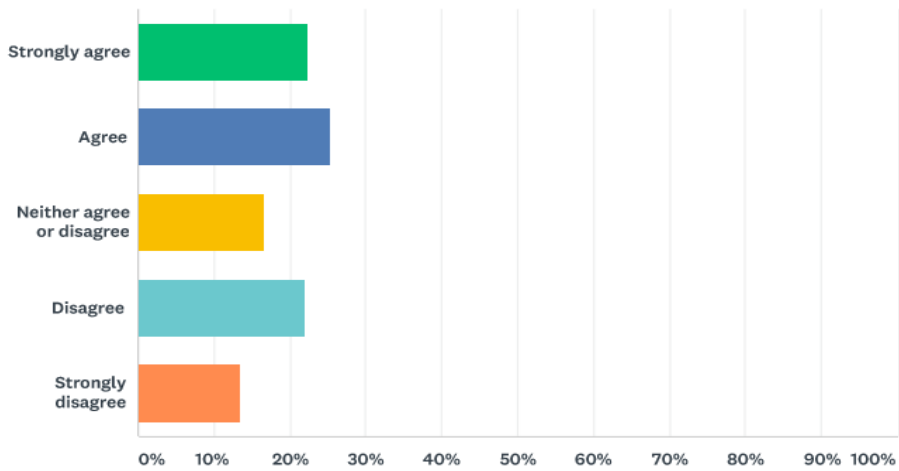
Answered: 1,592 Skipped: 11



ANSWER CHOICES	RESPONSES	
Agree	93.97%	1,496
Disagree	6.03%	96
TOTAL		1,592

Q4 Do you agree or disagree that dog control orders, and/or fines issued by Waverley would be an effective way to tackle dog fouling and dog control problems?

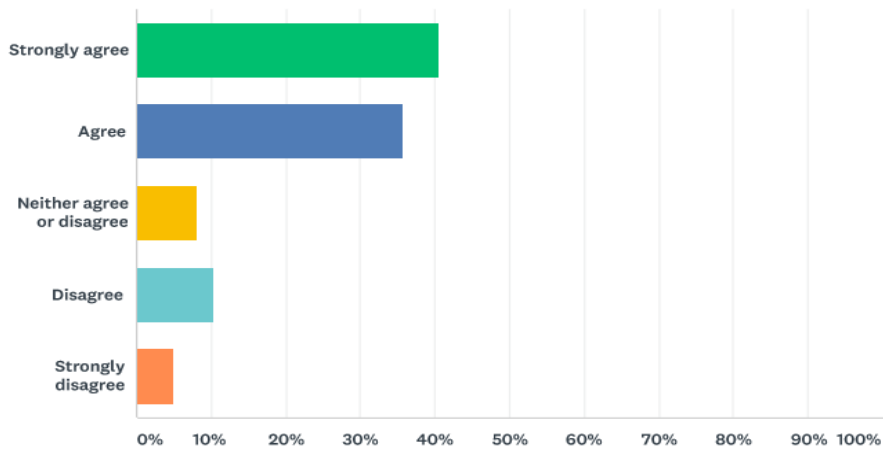
Answered: 1,599 Skipped: 4



ANSWER CHOICES	RESPONSES	
Strongly agree	22.33%	357
Agree	25.39%	406
Neither agree or disagree	16.64%	266
Disagree	22.01%	352
Strongly disagree	13.63%	218
TOTAL		1,599

Q5 Do you agree or disagree that a Fixed Penalty Notice for a £100 fine should be issued to a person who is in charge of a dog and fails to clear up its faeces in a public area?

Answered: 1,598 Skipped: 5

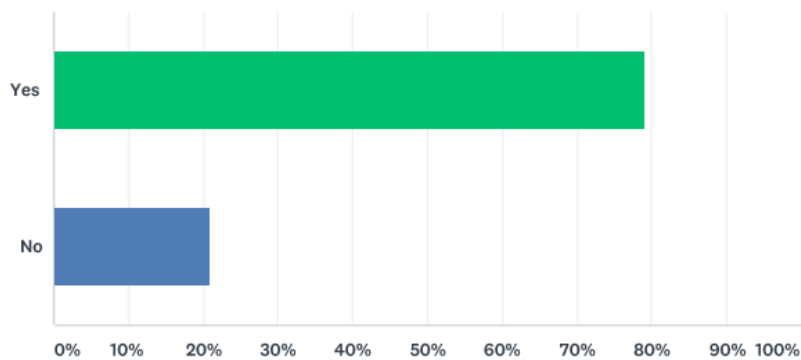


ANSWER CHOICES	RESPONSES	
Strongly agree	40.68%	650
Agree	35.79%	572
Neither agree or disagree	8.07%	129
Disagree	10.45%	167
Strongly disagree	5.01%	80
TOTAL		1,598

The draft order proposed exemptions to the requirement to clean up after your dog and the exemptions are listed in the draft order.

Q24 Do you agree with the above exemptions?

Answered: 1,534 Skipped: 69



ANSWER CHOICES	RESPONSES	
Yes	79.14%	1,214
No	20.86%	320
TOTAL		1,534

Additional comments in respect of these questions.

Absolutely not. The growth of the assistance dog is a scandal. If you own a dog you have to care for it and clean up. If you can't you should be out walking it. I know frail elderly people and they don't allow their dogs to foul. If you're registered blind ok but that is the only exemption.

I think someone who is deaf should still clear up the dog's faeces 9

Not sure why deaf people should be exempt from picking up their dog poo - agree with other exemptions which are practical (mobility issues or visual impairment)

With respect to dog fouling, even if people have a disability one would hope that they would do their best to work out a way round the problem e.g. arm's length pooper scooper.

But the requirement to clear up dog faeces should not be exempt unless blind or unable.

Disabled, etc, persons in charge of a dog should be accompanied by an able-bodied person if there is any likelihood that the dog may foul a public place.

No not all of them there are ways of picking up. The only exception should be blind people

I do not see why a deaf person cannot be expected to pick up dog mess.

Parts of this exclusion are nonsensical - why should a blind/deaf person be allowed to walk more than 4 dogs when an "able" bodied person is forbidden? Ditto letting assistance dogs off the lead.

Totally blind people are clearly exempt but anyone else if physically capable of having a dog should be able to control and clear up it albeit perhaps with the aid of a scoop. Deafness won't stop you controlling or clearing up after your dog

Yes - but perhaps people listed above could carry 'dog poo' bags and be ready to accept assistance from members of the public to clear up their dog's mess when this fouls a public area.

If people aren't capable of picking up after their dog, they shouldn't be allowed to walk them either.

But the individual should still be encouraged to comply and receive training to do so if they are able.

There are various aids that allow you to pick up dog poo, fair enough a blind person cannot see but all others should be encouraged to try.

no exception to cleaning up faeces

Disabled people should still be in control of their dogs. Discretion should be applied and their opportunities protected.

Unfortunately this lends itself to people taking advantage and leaving dog waste because of a fictitious disability and this then affects everyone. Fouling from dogs is unacceptable

regardless and if you have a dog, for whatever reason, then I believe you should be able to clear up after them.

Anyone considered capable of looking after a dog should be capable of clearing up after them

Only for the blind as anyone in charge of a dog should be able to care for it and control it. Picking up poo if you are blind should be exempt however in the countryside a blind person would need to be accompanied anyway so can delegate.

I believe that all people who are not sight impaired and who are otherwise physically capable of clearing up after their dog should do so.

No, a deaf person could still comply with all the above proposed orders.

Dog fouling needs to be cleared up, if someone can walk a dog they can clear up after it unless they are blind/visually impaired

The groups listed are already covered by the Equality Act 2010. The council would act illegally if it infringed their rights.

Exemption shouldn't mean they don't try to comply with fouling clean up if possible.

Exemptions should not apply if people to their abilities are unable to comply eg blind person

Some people own dogs to help with mental health issues such as depression which is unseen disability

This is a hard one to answer - fouling is fouling but where and when possible I am sure many do clear up after their dogs have fouled.

I agree in principle but I am not sure why an otherwise able deaf person can't scoop?

I understand the blind reference and possibly some mobility issues But just because a dog is working dog does not mean they should not be cleared up after 7

The second paragraph appears to be a "get out" clause for the elderly, who in my experience are the most likely not to clean up after their dog. In simple terms, if they can take the dog out, they should clean up after it.

Why should it be not ok for me, but ok for some, why?.....where is the logic? everyone should pick up, clear up. If you can't do what it takes to have a dog, then you should have one, it's like saying the under 5's can drop litter or if you're in a wheelchair you can drop litter. Having an assistance dog should not preclude you from the responsibility of dog ownership.

Anyone who is in charge of a dog in public should be able to clean up after it or make suitable arrangements for someone else to. It is not acceptable to just leave it.

Not deaf. Unless physically unable to see or pick up then the policy should apply to all.

Special licence should be available to those who can't carry out the task.

Disabled people should pick up the poo. Shouldn't have a dog if it's not being looked after and trained properly. (Not including guide dogs) 7

If the person is unable to pick up faeces then they should not have a dog in a public space. Blind yes, as they may not be aware.

If a person is able to see their dog fouling and physically able to pick it up then they should.

I think you should also consider companion dogs for the elderly and mentally challenged or other vulnerable people also, as they provide important support for vulnerable persons and can help reduce their reliance on outside assistance

There are other categories too- some frail or disabled people cannot bend, a mum trying to look after several children may not be able to go searching about because she must keep an eye on her children and the same would apply for an adult with a child with special needs. Also, where someone has several dogs would find it difficult to be aware of each one.

What has being deaf got to do with not picking up dog poo. You don't listen for your dog to go to poo you see it. Deafness doesn't effect your ability to pick up poo. I have a disability being disabled doesn't mean you don't pick up dog poo. If you are able to take a dog in public on your own you need to attend to all you and it's needs. If you are that disabled you can't move or lift everyday items then you should be having a care or support package else how to you manage to eat drink dress use the loo all day. So if it's something you can't do you need to find a carer to do it on your behalf.

All people should be treated equally if they own dogs. Why would a deaf person not be able to pick up poo?

The owner should still carry the means to dispose of their dog's excrement so (in theory) a kind passer-by could assist them.

If dog fouling is the problem, all dogs foul. Just because someone is disabled, does not mean they shouldn't have to do their best to pick up, or take the dog to where any faeces can biodegrade naturally. The VERY worst thing is faeces that has been picked up and bagged, but the bag is then just left hanging in a tree or on a fence. The plastic pooh bags don't rot and are disgusting.

People with assistance dogs may need help, but dog faeces are dangerous to human health, and just disgusting, so can never be condoned or allowed.

WAVERLEY BOROUGH COUNCIL

EXECUTIVE

4 DECEMBER 2018

Title:

The ANIMAL WELFARE (LICENSING OF ACTIVITIES INVOLVING ANIMALS) (ENGLAND) REGULATIONS 2018

**[Portfolio Holder: Cllr Andrew Bolton]
[Wards Affected: All]**

Summary and purpose:

This report informs the Executive about The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 and recommends a proposed fee structure for adoption by the Council.

How this report relates to the Council's Corporate Priorities

The adoption of the schedule of fees will enable the Council to meet the legal requirements of the new regulations, and therefore contributes to the *Prosperity* theme.

Equality and Diversity Implications

There are no equality and diversity implications arising.

Financial Implications

The new licensing regime will necessitate additional work by the Council and accordingly a new fee regime should be implemented to ensure the Council covers its full costs.

Legal Implications

The legal implications are set out within the report.

Background

1. The Animal Welfare Act 2006 aims to ensure that animals are not mistreated, and statutory guidance made under the legislation introduced five welfare needs:
 - For a suitable environment (place to live)
 - For a suitable diet
 - To be housed, with or apart, from other animals (if applicable)
 - To be protected from pain, suffering, injury and disease
 - To exhibit normal behaviour patterns

2. The Animal Welfare Act 2006 is the enabling legislation for the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018. These

Regulations came into effect on 1st October 2018 and introduce updated practices.

3. These regulations repeal and amend previous regimes for the Council's licensing activities in relation to animal establishments, such as:
 - Animal Boarding Establishments Act 1963
 - Breeding of Dogs Act 1973
 - Breeding of Dogs Act 1991
 - Pet Animals Act 1951
 - Performing Animals (Regulation) Act 1925
 - Riding Establishments Act 1964 Etc.
4. The new regulations provide for licensing by the Council of the following five activities involving animals:
 - a) Selling animals as pets.
 - b) Providing for or arranging for the provision of boarding for cats or dogs (includes boarding kennels or catteries, home boarding for dogs and day care for dogs).
 - c) Hiring out horses.
 - d) Dog breeding.
 - e) Keeping or training animals for exhibition (to be transferred from County Councils to District Councils).
5. 'Zoos' and 'Dangerous Wild Animal' establishments will continue to operate under their current respective licensing regimes, namely the Zoo Licensing Act 1981 and the Dangerous Wild Animals Act 1976 respectively.
6. Local authorities must have regard to guidance issued by the Secretary of State in carrying out their functions under these Regulations.

Main Changes from Current Licensing Arrangements

7. Day care for dogs (doggy day care) will now require a licence, however, dog walking and dog grooming services remain unlicensed activities.
8. All current licences will continue to be subject to the same restrictions until their relative expiry date. Other than current animal exhibition registrations, which will continue to be valid until 1 April 2019, and riding establishments which have unique expiry dates, all current licences affected are due to expire on 31 December 2018.
9. Licences will no longer be issued in accordance with the calendar year but will be issued for 12 months, or longer for a period up to 3 years, except in relation to animals for exhibition where licences are granted for a 3 year period.
10. In considering grant or renewal, a local authority must take account of the applicant's conduct as the operator of the licensable activity, whether the applicant is a 'fit and proper' person and any other relevant circumstances
11. A new risk rating system resulting in a 1-5 star score for the business will be implemented with licence duration determined by the level of compliance and extent to which they meet or exceed the required standards. Each premises will require an

inspection prior to determination of a new or renewal licence application.

12. Those carrying out inspections will be required to be suitably qualified. In addition, inspections of new dog breeding establishments will require a veterinarian to be present. Horse riding establishments will still require a listed veterinarian to carry out an annual inspection.
13. Premises that meet higher standards (as defined within the statutory guidance), and are fully compliant, may be eligible for a licence to be granted for of up to a 3 year duration, with fewer inspections, which provides a financial incentive to attain higher standards.
14. There is an appeal process for aggrieved applicants to appeal against a star rating decision. A person can appeal in writing/email against the risk level determination within 21 days; the appeal must be heard by a party other than the inspecting officer who carried out the risk assessment, such as the Environmental Health Manager or Deputy Environmental Health Manager.
15. Licence holders will be required to display their licence number on their website(s). In addition, the star rating must be added to the licence which should be displayed by the business.
16. Businesses that fail to meet minimum standards in relation to animal welfare (as defined within the statutory guidance) will not be able to renew their licence. An operator who is aggrieved by the Council's decision to grant a licence can appeal to the First Tier Tribunal within 28 days.
17. Licensing Authorities are encouraged to publish a list of licensed business and star ratings on the Council's website.
18. All licences will be subject to new national standard conditions determined by the type of licensable activity. These will replace the Council's current licence conditions for any licence granted after 1st October 2018, including existing operators. Prescribed conditions attached to each licence, include general and relevant specific conditions. The general conditions cover licence display, records, use number and type of animal, staffing, suitable environment, suitable diet, monitoring of behaviour and training of animals, animal handling and interactions, protection from pain suffering injury and disease, and emergencies. The relevant specific conditions vary according to type of activity. For businesses providing multiple licensable activities, only one licence will be required.
19. At anytime the Council may suspend, vary or revoke a licence where licence conditions are not complied with, there is a breach of the regulations, the licence holder has supplied false or misleading information or where it is necessary to protect animal welfare by way of notice. The Council can consider representations from the licence holder submitted within 7days. An operator who is aggrieved by the Council's decision following representation can appeal to the First Tier Tribunal within 28 days.

Enforcement and offences

20. It is an offence for a person without lawful authority or excuse to breach a licence condition or obstruct an inspector in the exercise of their powers, which is punishable by fine. A person who carries on licensable activity without a licence also commits an offence and is liable to imprisonment for up to 6 months, a fine or both.
21. Following conviction a Court may also cancel any licence held, and disqualify a person from holding a licence and or owning or keeping animals.

Fees

22. The new licensing regime will necessitate additional work by the Council and accordingly a new fee regime should be implemented to ensure the Council covers its full costs.
23. Regulation 13 sets out what the Council may charge fees for:
 - a. The costs of considering an application and associated inspections.
 - b. The reasonable anticipated costs associated with considering a licence holders compliance and associated additional inspections.
 - c. The reasonable anticipated costs of enforcement in relation to any licensable activity or an unlicensed operator.
 - d. The reasonable anticipated costs of providing statutory returns.
24. A new fee schedule is proposed (see attached spreadsheet Annexe 1) and reflects the Council's anticipated costs in enforcing legislation and has regard to:
 - Open for business: LGA guidance on locally set licence fees.
 - Compliance with welfare standards.
 - Time spent by officers enforcing legislation.
25. Businesses which do not meet the minimal animal welfare standards will have a 1 year licence and pay considerably more than they do now. Businesses which meet the minimal welfare standards will have a 2 year licence and will generally pay similar or slightly higher fees than they do now. Businesses which meet higher welfare standards will have a 3 year licence and will generally pay less/similar as they do under the current regime.
26. It is intended that fee levels will be regularly reviewed to ensure they are kept to a minimum while ensuring Council costs are met. The Head of Environmental Services has delegated authority to change the fees structure to reflect the Council's costs in the future.
27. It is not proposed to change existing fees for Dangerous Wild Animal or Zoo licences.
28. The legislation does not provide any statutory requirements in terms of consulting on or publishing new fee levels prior to their adoption.

Implications for the Council

29. It is anticipated that most operators are unlikely to have significant difficulties with compliance. However, those that have not updated their facilities could find that the renewal of their licence is refused.
30. Enquiries about the enforcement of the new requirements have increased over the past few weeks. All existing licence holders will also need to be contacted to notify them of these changes, and information will be displayed on the web site.
31. The number of inspections/visits carried out is likely to increase. All premises will continue to require an inspection prior to granting of a licence or renewal of a licence, and a minimum of one unannounced visit during the period of the licence.
32. Inspections are likely to take longer to complete, and time will be required to draft inspection reports and risk the activity.
33. The Council will have to train officers in order to enforce this legislation and carry out inspections. All inspectors must be suitably qualified. Until October 2021 inspectors must have at least one years of experience in licensing and inspecting animal activities businesses. After October 2021 inspectors must hold a level 3 certificate or equivalent in inspecting and licensing animal activities businesses.
34. A review of administrative processes, forms and licence templates is currently being undertaken.

Recommendation

That the Executive notes the new requirements relating to The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018, and recommends to Council that the proposed fee structure be adopted.

References

1. The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018
2. The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 – Procedural guidance notes for local authorities October 2018
3. Open for business: LGA guidance on locally set licence fees

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:

Name: Jeanette Guy
Deputy Environmental Health Manager

Telephone: 01483 523005
E-mail: jeanette.guy@waverley.gov.uk

This page is intentionally left blank

Proposed Fees

Licence Type	Application and Renewal Fee (Part A)	Grant Fee (Part B)	Total Fee	
	Includes receipt and processing of application and one inspection. Fees also cover general enforcement/admin and training costs	Includes writing up inspection notes, determination of rating, issuing licence, unannounced visit and associated administration, ongoing liaison with vet as required	Could be paid all up front or in 2 instalments on application (part A) and when the licence is issued (part B)	
Boarding for Cats and Dogs - Kennels	384	300	684	
Boarding for Dogs - Home Boarding	334	300	634	
Boarding for Dogs - Day Care	384	300	684	
Breeding Dogs (excl vet fee)	334	300	634	
Hiring Horses (excl vet fee)*				
	1 to 8 horses	384	325	709
	9-15 horses	459	325	784
	Over 15 horses	534	325	859
Selling Animals at Pets	334	300	634	
Exhibition of Animals	334	300	634	

Other Fees:

Each additional activity (to the main activity)	Pay half the standard application and grant fee
Each additional inspection/visit	£150.00
Each advisory visit	£150.00
Variation to the licence (inclusive of one visit)	£200.00
Re-evaluation of rating (inclusive of one visit)	£200.00
Variations to reduce licensable activities/numbers of animals	£75.00
Transfer due to death of licensee	£75.00

This page is intentionally left blank

WAVERLEY BOROUGH COUNCIL

EXECUTIVE

4 DECEMBER 2018

Title:

DRAFT HR STRATEGY 2018 - 2023

[Portfolio Holder: Cllr Julia Potts]

[Wards Affected: N/A]

Summary and purpose:

This report sets out the Council's draft HR Strategy for 2018 – 2023, which outlines our plans within HR, Learning & Development, Recruitment and Payroll to recruit, develop and retain staff, and to support them to work in ways to deliver council services in an effective 21st century council. The Executive is asked to approve the proposed Strategy.

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

Having professional and qualified Council staff is key to delivering effective and efficient council services. The new HR Strategy sets out how the council will recruit, develop and retain staff, and complements the Corporate Strategy and the Priority themes of People, Place and Prosperity.

Equality and Diversity Implications:

An Equality Impact Assessment has been carried out, and there are no Equality and Diversity implications arising from the HR Strategy.

Financial Implications:

There are no direct financial implications of the Strategy.

Legal Implications:

There are no direct legal implications of the Strategy.

Background

1. The Council's recently agreed new Corporate Strategy sets out a number of ambitious plans for what the Council will achieve and how it will work as an organisation. Staff are the Council's biggest asset so the delivery of these ambitions relies upon the effective recruitment, development and retention of staff is a crucial part of delivering these plans.
2. In line with recommendations arising from the 2016 Strategic Review, the Council's strategic, operational and learning and development HR functions were brought

together into a single team earlier this year in order to provide a more rational and customer-focused approach.

3. As well as drawing on the new corporate strategy, the strategy directly addresses those areas for development picked up within the council's recent Investors in People report and the recent LGA planning peer review. It learns from a number of key data sets, including the June 2018 Value for Money and Customer Service Overview and Scrutiny workforce profile report, results from staff exit interviews and from staff surveys. It also picks up on key issues within the LGA Great People for Growing Places workforce strategy 2018 and the 21st Century Public Servant 2018 amongst others. Taken together, these have identified six areas the Council needs to focus on:
 - A changing and modernising workforce
 - Flexibility and changes to working culture
 - Leadership, and management skills providing autonomy, communication and collaboration.
 - Staffing levels, recruitment and retention
 - Career development and succession planning
 - Pay structure and benefits programmes
4. Priorities for change and improvement are put forward within the strategy under four headings:
 - HR Foundations
 - Talent Management
 - Retention, Recognition & Reward
 - Learning and Organisational Development

Comments from VfM and Customer Service Overview and Scrutiny Committee

5. The Value for Money and Customer Service O&S Committee met on Monday 10 September and made the following observations on the HR Strategy:
 - Members thanked officers for producing a clear and accessible Strategy.
 - The Committee suggested that the Strategy could be enhanced by the inclusion of a forecast as to how the workforce might change as a result of technological advances e.g. more remote working.
 - Members were pleased to note that the issue of talent management was addressed in the Strategy as there was an acknowledgment that staff, particularly in areas such as Planning, would gain experience at Waverley and then move on to positions in London councils or the private sector. It was also highlighted that different levels of staff within the organisation would have different career aspirations and Members suggested that this be taken into account in the Strategy.
 - The Committee felt that a statement should also be included in regard to equality and diversity. Officers responded that the Council was part of the 'two ticks' scheme and agreed to make reference to this in the Strategy.

Recommendation

That the Executive approves the proposed HR strategy 2018-2023.

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:

Name: Robin Taylor
Head of Policy and Governance

Telephone: 01483 523108
E-mail: robin.taylor@waverley.gov.uk

Name: Katy Meakin
Human Resources Manager

Telephone: 01483 523499
E-mail: katy.meakin@waverley.gov.uk

This page is intentionally left blank

HR Strategy 2018 to 2023 – draft October 2018

Introduction from the Chief Executive, Tom Horwood

Waverley Borough Council's Corporate Strategy for 2018-23 sets out a vision for Waverley to be an attractive and prosperous place to live, work and visit. A place where our residents can take pride in their communities and where there are opportunities for all to thrive and lead healthy lives. A place that is valued by its community and supported by quality public services.

The Strategy describes how the Council will deliver quality services and engage with its communities, partners and other stakeholders in achieving its ambitions, during a challenging time of increasing customer demand and reducing funding.

Key to achieving these ambitions is a committed, flexible and high performing staff team. In 2018, the Council was re-accredited as an Investor in People (IIP). The assessment found very high levels of commitment among employees to the organisation and to the local area.

This HR Strategy takes findings of our IIP assessment and other data and feedback from staff and stakeholders and sets out our plans for supporting and developing our talent to face our challenges and realise our councillors' ambitions for the borough.

It is very important that we continue to invest in our people to be able to deliver the best results for our local communities. This HR Strategy provides the framework for doing this for 2018-23.

Tom Horwood

Chief Executive

Contents

	Page
1) Introduction	2
2) What does the Waverley workforce look like?	3
3) What are the staff saying at Waverley?	4
4) What is happening in the local and national government employment market?	5
5) Summary of findings points 2) to 4)	6
6) HR Strategy Priorities	7
7) HR Foundations	8
8) Talent Management	8
9) Retention, Recognition & Reward	9
10) Learning & Development	9
11) Action Plan 2018/2020	10

1) Introduction

The focus of our HR strategy is to promote a positive and committed staff culture, developing and retaining talented staff and ensuring that Waverley is able to compete effectively in the employment market and seen as an attractive employer in the local community. To succeed, the council recognises that Waverley needs to offer compelling reasons to join Waverley and then, once here, the opportunity to do their best work and develop their career.

With staff costs accounting for a significant percentage of the Council's overall budget, how we design our services in the future will impact how we workforce plan, develop, reward and manage our employees. We have already started to transform our workforce in recent years to take account of the changing landscape of public services, including a number of departments being streamlined through the Systems Thinking process. Our workforce will continue to modernise and re-shape to respond to change and the financial challenges ahead to ensure that we deliver effective and efficient services to the local community.

In creating our strategy we have incorporated survey feedback, research and workforce data trends from a range of internal and external sources as listed below. This evolving information determines our annual objectives and ensures we are responding to the staff and understanding where Waverley is positioned within the local government and national employment market.

Waverley Borough Council sources:

- Investors in People Report 2018
- Staff Exit Interviews 2017/2018
- Staff Recruitment Surveys 2017/2018
- Overview & Scrutiny Committee Workforce Profile Report June 2018
- Medium Term Financial Plan 2018/2019 – 2020/2021
- Staff Survey 2016
- Joint Consultative Committee (JCC) and Unison feedback
- Planning Peer Review 2018

External sources:

- The LGA Great People for Growing Places workforce strategy 2018
- The 21st Century Public Servant 2018
- South East Employers Benchmarking Surveys 2017 – Sickness Absence & Turnover
- The Local Government Association (LGA) Pace Model

Results from these sources have been summarised in the next section under the following headings:

- What does the Waverley workforce look like?
- What are the staff saying at Waverley?
- What is happening in the local and national government employment market?
- Summary of findings points 2) to 4)

2. What does the Waverley workforce look like?

2.1 Headcount

Waverley employs approximately 456 staff (July 2018) a significant proportion (36%) of which work part time. We employ 148 males and 308 females of which 66% are over 41 years old and 42% are over 51 years old. In comparison to July 2017 we employed 152 males and 297 females, a total of 449. General fund staff costs are £12m.

The majority of Waverley staff are based at The Burys in Godalming, with others working in key locations across the borough such as Sheltered Housing Units and Parks and Open spaces.

Waverley's staff team deliver 110 different types of services to the community through a total of 98,500 working days a year.

2.2 Staff turnover

Waverley's annual staff turnover increased from 17.27% in 2016/2017 to 21.54% in 2017/2018. A 4.27% increase.

The highest proportion of staff leave in their first year, with the highest age category being 21 – 30 years old. The most common reason as stated in our Exit Interview surveys from 2017/2018 is a Better Career Opportunity (26%).

In 2017/2018 there were more resignations at the top of each pay grade (pay point A) than any other pay band. Comparing the total number of staff and leavers within each pay grade shows whether there are any grades which are losing a disproportionate number of staff. The general trends are similar with low levels of staff in the highest and lowest pay grades, increasing in the mid pay grades specifically pay grade 7 and 9. However in pay grades 10, 11 and 12 the proportion of leavers is a lot higher than the proportion of total staff.

2.3 Absence days

Our absence rate for 2017/2018 was 2.58%, a slight reduction from 2.63% in 2016/2017. This is a 10% increase in comparison to the same period previously. The total number of days lost per employee in the same period is 6, this compares favourably to other councils using the absence monitoring system First Care where 8.5 days were lost per employee. The main cause of absence as of July 2018 is mental health which has increased over the past year accounting for 21% of all working days lost.

3. What are the staff at Waverley saying?

3.1 Staff Survey 2016

In the 2016 Staff Survey we asked questions under the headings of staff engagement, how I'm managed, learning and development, how we communicate, dignity and respect and reputation. Our engagement results were high with:

- 88% feeling proud of who they worked for
- 77% of the staff felt we celebrated success well
- Our communication between teams was 53%

- 57% felt there was consistent treatment across all services
- 73% felt the appraisal process was worthwhile.

The top 5 improvements suggested:

- Communication
- Pay and reward
- Decision making/delegation
- Facilities
- Managing turnover and retention

3.2 Investors in People Survey Report 2018

The July 2018 IIP report highlighted some distinct areas for Waverley to manage with their teams. These can be summarised under the headings of ‘developing capabilities’, ‘developing great leaders’ and ‘recognition and reward’. From the online and interview feedback from the Waverley staff, IIP recommends:

- A clear capability plan which develops career pathways and in turn develops the skills, knowledge and experience needed, this will work in conjunction with collaborative working.
- Leaders and managers need to work on their decision making processes and a coherent way of agreeing objectives with their teams.
- Rewarding in ways that matches motivation and the option of discretionary rewards, flexible working versus good pay and an analysis of pay compared to the local economy.

4. What is happening in the local and national government employment market?

4.1 The Local Government Association (LGA)

The LGA has drafted a vision for the workforce that they suggest the sector will be engaging with over the next 5 to 10 years. Their aim is to agree and promote a set of shared priorities and actions to support councils. They believe the world of work is changing with a demographic change and growing diversity, changes to the state pension age, a workforce that will contain multiple generations from Generation Z to those in their 60's, with different needs and expectations, changing technologies, digital services and automation/robotics. From these shifts they anticipate cross disciplinary skills changing professional lives, a growing desire for a better work/life balance, income uncertainty and a more commercial income generating approach taken by councils.

4.2 The 21st Century Public Servant

The concept of the 21st Century Public Servant has been developed over recent years by the University of Birmingham and has influenced a lot of the LGA's work. They describe

the different roles that are needed now and in the future to work with local people. Those to consider inline with the new Waverley Corporate Strategy include being recruited and rewarded for generic skills as well as technical expertise, needs organisations which are fluid and supportive rather than siloed and controlling, distributed and collaborative models of leading, reflects on practice and learns from that of others.

4.3 National statistics on labour turnover

The CIPD Resourcing and Talent Survey 2017 reported that the median rate of labour turnover has increased to 16.5%, whilst XpertHR's Annual Survey of Labour Turnover for 2016 found that average turnover was 15.5% across all sectors, with a public sector turnover rate of 15.1%. South East Employers conducted a survey of 17 councils from across the South East Region in June 2017 which gave an average total turnover rate of 15.8%.

4.4 Absence days

First Care have stated in their 'Absence Management Barometer' report that Mental Health absence overall has increased by 18% since 2012, and the CIPD have shown in their Health and Wellbeing at Work Survey 2018 that 56% of organisations report Mental Ill Health as one of the top 3 causes of long term absence.

For absence Waverley is 30% lower than the First Care council average and 22% below the First Care client base.

Within 27 councils across the South East Region, South East Employers (SEE) shows the average percentage of working time lost is 3% in businesses a similar size to Waverley.

5. Summary of findings points 2) to 4)

There is a distinct connection and emerging patterns arising from the information in points 2) to 4) on previous pages. These highlight the following areas to prioritise:

The information in points 1 to 4 demonstrates a strong synergy of areas to focus on, these are summarised below and form the backbone of the priorities and action plans on the following pages:

- A changing and modernising workforce
- Flexibility and changes to working culture
- Leadership, and management skills providing autonomy, communication and collaboration.
- Staffing levels, recruitment and retention
- Career development and succession planning
- Pay structure and benefits programmes

The council's workforce is currently made up of 1/3 part time, 67% females and 66% over the age of 41. We have seen a decrease in the amount of males employed and an increase in the females employed over the past year, as well as a decline in people employed under the age of 41 and an increase in those employed over 41. We are also losing the highest percentage of staff within their first year and the age bracket 21 – 30. It is essential to look at how to manage an ageing workforce with a majority female population and what adjustments are needed to ensure we have a flexible and agile workforce with the right resources to fulfil a service to the community.

In comparison to statistics available and trends across the council, we do not have an increasing amount of sick days or an unmanageable situation, we do however need to look at how to support and understand the increase in mental health problems through the support of the Time to Change Programme and the Wellbeing Charter.

6. HR Strategy priorities

In response to Waverley staff and local and national government we have created a plan divided into 4 key areas. These will be prioritised into the short and long term where appropriate.

- **HR Foundations**
- **Talent Management**
- **Retention, Recognition & Reward**
- **Learning and Organisational Development**

We have created objectives for the HR team which look at the need to review the foundations of the department to ensure we are providing a joint up service. In July 2018 we brought together Employee Services, Strategic HR and Learning & Development into one cohesive Human Resources team. The new team will have a clear focus on supporting a more capable and confident council to effectively and successfully recruit, develop and retain staff. We will also review our processes and procedures to provide a more simplified and streamlined service to everyone who relies on the team. This will include a new sense of purpose and pace, modernised systems and structures and the ability to meet future challenges.

It will be important to focus on making sure people feel more engaged by addressing issues of wellbeing and personal development, as well as making the right investments in technology and processes. Improved internal communications, performance management, effective sickness absence management and promotion of a proper work/life balance are the next most important contributors to productivity beyond the development of leadership and management

7. HR foundations

- Develop an evidence based approach to HR by formulating monthly, quarterly and annual employment reports which share key workforce data and analyses trends in order to address current and future challenges for our services. The statistics will be addressed where applicable at HoST meetings, Executive and the Overview and Scrutiny Committees.
- Utilising our HR and payroll system iTrent to improve the input and analysis of data in order to provide a cohesive automated service. Transition to the system by the end of 2019 with minimal effect on customer service, supporting a training programme that ensures all required staff are competent.
- Develop a self service approach to HR by training the HR team and managers to use our HR and Payroll systems to input, update and manage data about their teams. This will include personal data and payroll information.
- Install an automated HR document management system which allows all employee files to become paperless by the middle of 2019 and integrates with our payroll system. In turn, review all employment forms and paperwork to reduce the quantity, merge information, make online or turn into an online-survey.
- Collate data for HR, payroll, recruitment, L&D, and employee relations. Based on the statistical analysis, measure the performance of the HR team and adjustments to working policy, process and practice. Report on the data created through the new quarterly workforce report and at relevant management meetings.
- Develop the HR team through monthly meetings and annual performance agreements to ensure they are fully trained and competent in the correct skills and expertise to provide timely and accurate advise at all times.
- Strong relationships with The LGA, Surrey HR Partnership and SEE by advising on employment related projects and benchmarking surveys to ensure we are at the forefront of best practice and working collaboratively with our communities. Attending bi-monthly meetings and seminars as required on an annual basis.
- Review of accountability and governance within our joint committees on a monthly basis alongside our committees team.

8. Talent Management

Recruitment of some roles is proving to be challenging due to salary and geographic location. Benchmarking shows some of the professional salaries are below current market alignment and administrative salaries restrict commuting. The Council is responding to these challenges through benchmarking and the application of market supplements.

- Review recruitment procedures and systems internally and externally to create a lean pro-active service which reduces re-advertising, vacancy rates and time to recruit.
- Identify how to manage skills gap trends and growing our own talent within the business to ensure we have transferrable skills and career opportunities. Support a

wider group of development opportunities for apprentices, graduates, work experience and internships which in turn aims to improve our recruitment and retention.

- Review and react to the wider political, economic and social issues including the elections and Brexit.
- Develop a plan in line with the financial year to achieve a balanced budget by reviewing the delivery levels of some services and/or discontinuing others in order to reduce contract and/or staff costs. There will be a number of work streams within the Budget Strategy Working Group (BSWG) to look at service reduction as well as the scope for increased home working and new approaches to remuneration.

9. Retention, Recognition & Reward

- Analyse and address where appropriate our Gender Pay Gap differences on an annual basis in preparation for the statutory duty to report our statistics at the end of the financial year.
- Review how our pay structure can be adapted and funded within the Medium Term Financial plan and alongside the annual Joint Negotiating Committee in conjunction with the end of the financial year. Address the perception of pay across the business and the options of varying our banding and increment process and linking career development plans into pay.
- Review and develop the existing benefits scheme to ensure it is clear, flexible and in line with staff requirements.
- Develop our Time to Change pledge and Wellbeing Charter at each committee meeting to reflect the trends and challenges in our workforce, locally and nationally.
- Promote a remote working performance based culture in line with current technology and flexible working practices.

10. Learning & Development

- Review of our annual Performance Agreement and 1:1 meeting framework, setting and achievement of SMART objectives to ensure it's usage is relevant for each forthcoming financial year starting in April.
- By the end of 2019 develop and online on-boarding process for staff within their first year of employment to improve training and understanding of development opportunities available.
- Staff Survey June 2019 (comparator of 2013 & 2016 results) – time for Corporate Strategy, new Chief Executive and actions from IIP to be reviewed and change to take place.
- Creation of clear capabilities, career pathways and leadership skills for managers and those developing their roles in the business.

11. Action plan 2018/2020

HR Foundations

End December 2018

- Review all HR policies whilst at the same time reviewing our case management process.
- Review of the job evaluation process and benchmarking process to ensure it is fit for purpose.
- Implement an automated system for recording eligibility to work documentation which allows easily accessible data and quick reporting which is compliant with statutory government guidelines.
- Work with the business at monthly GDPR meetings to ensure we are compliant with GDPR regulations across all our processes including employee forms, policies and the GDPR retention schedule.
- Design a metrics overview of key data which can already be published and those we need to work on, demonstrating their relevance and frequency of collation.
- Create a quarterly HR workforce report for October, January, April and July which can be produced alongside the Performance Management report which is shared to all our staff in the business.

End March 2019

- Review our procedures and guidelines within the Fit for Work Policy, Firstcare and Occupational Health processes in order to address changes to absence data and increase in absence for mental health. Analyse the trends of number of occupational health requests recorded, reason for request, request in relation to amount of time off sick, follow up requests and outcome of sickness.
- Complete a Staff Survey in June 2019 in order to analyse changes and trends from the surveys which have occurred every 3 years in 2013 and 2016.
- In conjunction with Investors in People conduct our annual review to discuss where we have been able to review the information from their survey and any changes which are in place or planned.

Retention, reward and recognition

- Analyse and address where appropriate our Gender Pay Gap differences on an annual basis in preparation for the statutory duty to report our statistics at the end of the financial year.
- Agreement on the JNC accountability and governance structure and outcome of pay reviews and budgeting process.

Talent Management

End December 2018

- Review of Politically Restricted Posts and any changes required.
- Review of DBS procedure – which checks are required and retention period of documents. Change the Lead Counter Signatory.

End March 2019

- Review of our ATS capability with current and proposed new systems to include Jobsgopublic, iTrent, Civica. Ensure we are accurately recording all advertisements, direct applications and roles filled versus time taken to fill a role.

Learning and Organisational Development

December 2018

- Review our corporate induction in September and December 2018 to ensure it is fit for purpose, relevant and up to date.
- Implement the STAR programme for 2018 and make suggestions for the type of plan needed for 2019/2020.

March 2019

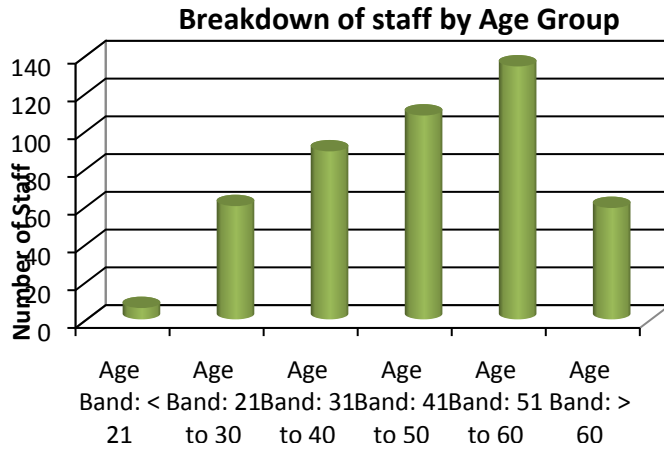
- Increase the percent of employees who indicate satisfaction or high satisfaction with their induction and on-boarding opportunities as measured in the employee survey.
- Creation of an on-line on-boarding programme which removes the need for new starter HR paperwork and brings all information into one space.
- Manage the handover of our Apprentice and Graduate programmes to HR. Review the previous process and procedures to recruit our annual cohort to ensure we are compliant with apprenticeship guidelines and attracting the best talent.
- Manage the new Surrey Learn Partnership website and introduce clear goals for the remainder of 2018/2019 in conjunction with the SHRP.

June 2019

- Undertake an assessment of the L&D module on iTrent – how does this compare to our offering from Learning Pool and Surrey Learn.
- Create a leadership programme which utilises the previous work done on Myers Briggs personality profiling for our Heads of Service.
- A new annual programme of workshops on HR skills for managers, review our HR scheme of delegation and increase pool of trained managers for HR practices.

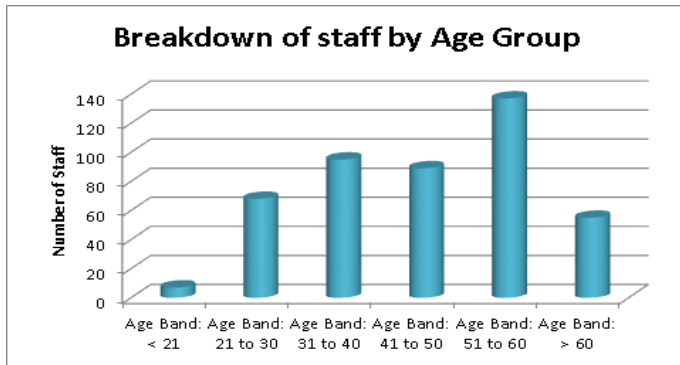
Appendices

Appendix 1 - Breakdown of Staff by Age Group - As of 31st July 2018



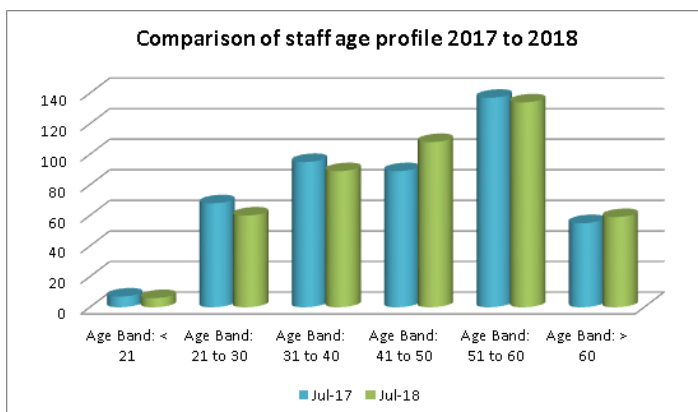
Age Band: < 21	6
Age Band: 21 to 30	60
Age Band: 31 to 40	89
Age Band: 41 to 50	108
Age Band: 51 to 60	134
Age Band: > 60	59

Appendix 2 - Breakdown of Staff by Age Group – As of 31st July 2017



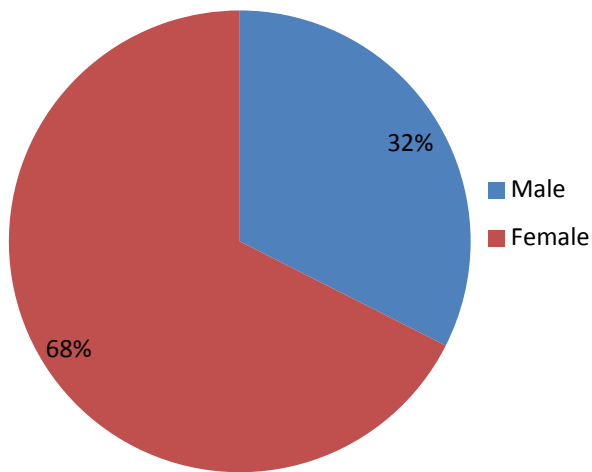
Age Band: < 21	7
Age Band: 21 to 30	68
Age Band: 31 to 40	95
Age Band: 41 to 50	89
Age Band: 51 to 60	137
Age Band: > 60	55

Appendix 3 - Comparison of staff age profile 2017 – 2018



Appendix 4 - Breakdown of staff by gender July 2018

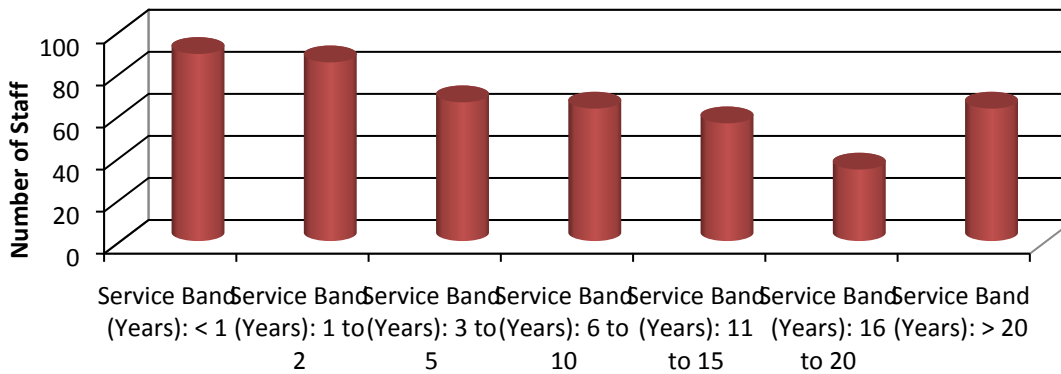
Breakdown of staff by Gender



Male	148
Female	308

Appendix 5 – Breakdown of staff by length of service 2018

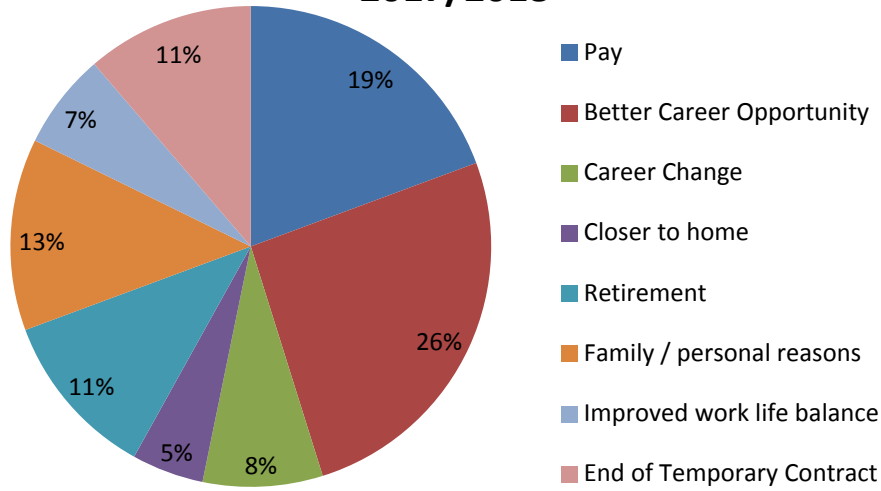
Breakdown of staff by Length of Service



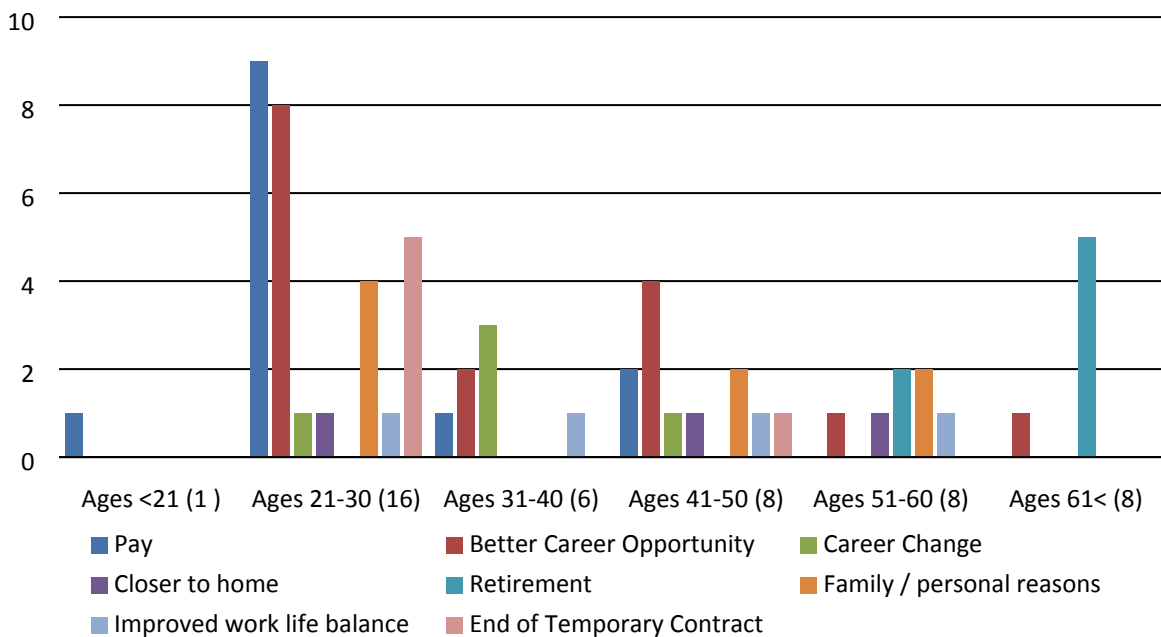
Service Band (Years): < 1	89
Service Band (Years): 1 to 2	85
Service Band (Years): 3 to 5	66
Service Band (Years): 6 to 10	63
Service Band (Years): 11 to 15	56
Service Band (Years): 16 to 20	34
Service Band (Years): > 20	63

Appendix 6 – Reasons for leaving Exit interviews 2017/2018

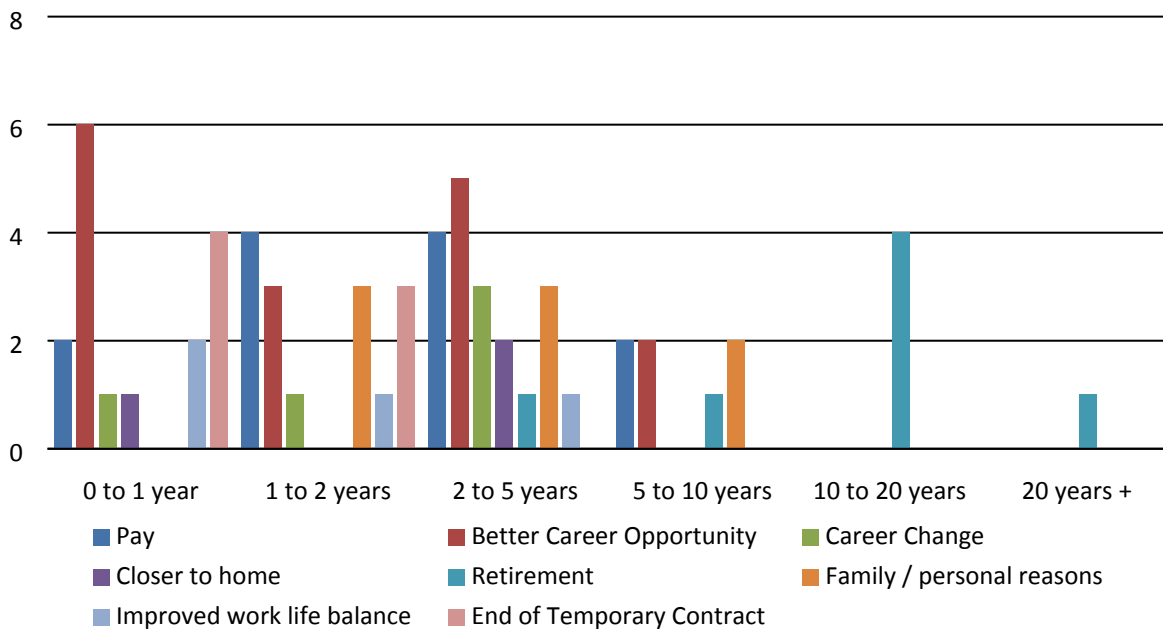
**Reasons for Leaving - Exit Interviews
2017/2018**



Reason for Leaving by Age Group



Reason for Leaving by Length of Service



This page is intentionally left blank

WAVERLEY BOROUGH COUNCIL

EXECUTIVE

4 DECEMBER 2018

Title:

REVIEW OF PARTICULAR POLLING PLACES

[Portfolio Holder: Councillor Julia Potts]

[Wards Affected: Cranleigh West, Farnham Castle, Farnham Shortheath and Boundstone, Godalming Farncombe and Catteshall]

Summary and purpose:

In response to representations received regarding the continued use of particular polling places, a review has been undertaken of these polling places with a view to either confirming their continued suitability or establishing if any suitable alternative options can be put in place. This report recognises that the Farnham Memorial Hall has re-opened and can be used as a designated polling station once more.

Ward councillors have been consulted on the proposals and have not objected.

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.

Equality and Diversity Implications:

In order to ensure that voters can receive a high quality service and that voting is available to all, the Returning Officer ensures that access needs are taken into account when planning for and setting up polling stations.

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.

National and Parish election costs are fully reimbursable either from Parishes or central government. The only costs which are not covered by external parties are Waverley Borough elections. The average hall hire cost is around £250.00. A small increase in costs is likely to result from designating an alternative venue to a school building.

Legal Implications:

The Electoral Registration and Administration Act 2013 introduced a change to the timing of compulsory reviews of UK Parliamentary polling districts and polling places. The last full review was conducted in 2014 and the next must be started and completed between 1 October 2018 and 31 January 2020. This does not preclude a review being conducted of a particular polling place or district at any time.

Background:

1. There are eighty designated polling stations positioned in 53 polling places across the Waverley Borough. Six of these polling places are situated in schools and one of these schools is being used on a temporary basis pending completion of the refurbishment of the designated polling place. Three of these six schools stay open for pupils on polling day. In recent years wherever possible, alternative venues to schools have been identified and where suitable recommended for use as designated polling places.
2. There are many factors that need to be considered by the Returning Officer when assessing whether a venue is suitable for polling station provision and a venue that might seem to be appropriate may not be. These factors include the following. A polling station should be within easy reach of all electors from across the polling district, provide reasonable facilities for voting as are practicable in the circumstances, must be accessible to electors who are disabled both outside and within the station, must be readily available for hire, sufficiently sized to accommodate all allocated electors and have adequate parking facilities.

Review of particular polling places

St. Peter's Primary School, Little Green Lane, Farnham, GU9 8TF – Farnham Shortheath and Boundstone ward

3. Representations were received in the lead up to the snap General Election in 2017 requesting that St. Peter's Primary 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. The Returning Officer has required use of the school as a polling station on 5 separate occasions in 2016 and 2017. The School is the designated polling station for voters in the Farnham Shortheath and Boundstone ward. The ward comprises two polling districts: BK Boundstone and BL Shortheath. There is one polling station for the Boundstone polling district with an electorate of 1132 and two for the Shortheath polling district with a combined electorate of 2137. All three polling stations are accommodated within the School Hall. The School closes every polling day.
4. Requests have been made to the Returning Officer in recent years for an alternative venue to be used. Up until now there have been no other suitable alternative venues that could accommodate a triple polling station.
5. A review was conducted of polling provision in this ward in 2014 and its continued use agreed. Consideration was given at that time to the use of Wrecclesham Community Centre, Greenfield Road, Wrecclesham, Farnham, GU9 8TJ. This

Centre is situated just around the corner from St. Peter's Primary School on the border of the Shortheath and Boundstone ward and accommodates 2192 electors within two polling stations for voters in the Farnham Wrecclesham and Rowledge Ward. The venue is not large enough to accommodate any additional polling stations.

6. Work to address disabled access for the Hall and Church and improve the facilities has been undertaken at the Leverton Hall which is situated behind St. Peter's Church in Beales Lane, Wrecclesham, Farnham, GU10 4PY within the adjoining Farnham Wrecclesham and Rowledge ward. A full assessment has been conducted of Leverton Hall.
7. The Hall could accommodate three polling stations and could be divided by use of a sliding screen. If the screen was used to separate the room for the two polling districts, use could be made of two separate entrances to the Hall and signs employed to direct electors to their allocated polling station.
8. An external lift has been installed at the venue so that wheelchair users and others with restricted mobility can access a path to the Hall. Limited parking is available outside the Church. It may be possible to make an arrangement with the nursing home to use some of their car park space for polling station staff so that the parking outside the Church can be allocated for electors. The Hall is available for hire.
9. As the Leverton Hall is within the Farnham Wrecclesham and Rowledge ward, some electors allocated to the Shortheath and Boundstone ward would pass the Hall on their way to their polling station at Wrecclesham Community Centre. There is a risk that these electors would enter the Leverton Hall expecting to be able to vote there. Polling station staff would be notified of this risk in advance so that appropriate signage can be used and/or advice given to electors. Consideration has been given to moving the Wrecclesham and Rowledge ward from the Community Centre to Leverton Hall and using the Community Centre for the Shortheath and Boundstone ward electors however the size of Wrecclesham Community Centre is such that it would not be possible to accommodate three polling stations within the Centre.
10. It is recommended that agreement be given to the use of Leverton Hall, St. Peter's Church, Beale Lane, Farnham as a polling place instead of St. Peter's Primary School.

Red Cross Centre, Wey Court, Meadrow, Godalming, GU7 3JE

11. The Centre in Wey Court is the designated polling place for the Godalming Farncombe and Catteshall ward. It accommodates two polling stations with a total electorate of 2255.
12. This centre is in the process of being sold by the current owners. The Red Cross have vacated the premises and the Centre is currently being sub-let to a private nursery. As the medium to long term future of the site is unknown, it would be preferable to put alternative arrangements in place.
13. Enquiries have been made at Godalming Unitarian Chapel, Meadrow, Godalming, GU7 3JB. This venue is almost directly opposite the entrance to Wey Court where the Red Cross Centre was situated. Facilities are good with a hall that would easily

accommodate a double polling station. There is level access to the Hall and parking available on site for around 10 cars. The Godalming Unitarians Trustees have agreed to use of the building for polling station provision and the Hall is available for hire. Borough ward councillors Ross Welland and Nick Williams have stated that they would be content with moving polling station provision to the Unitarian Chapel. Councillor Williams has suggested that free parking be set aside for electors in the Wey Court public car park and such arrangements can be put in place.

14. It is recommended that agreement be given to the use of Godalming Unitarian Chapel, Meadow, Godalming as a polling place instead of the Red Cross Centre, Wey Court, Godalming.

United Reformed Church, South Street, Farnham, GU9 7QU

15. The Church is one of two designated polling places for the Farnham Castle ward. Major building works are intended although full funding for the project has not yet been secured and planning permission has not been applied for. If the building works commence, the hall currently used for polling may not be available. The Church has been offered as an alternative. There is good level access to the Church with the entrance at the front of the building. Pews are due to be removed when the building works commence. Access to the kitchen would be required through the Church during polling day for the URC cafeteria staff but this is expected to be kept to a minimum. In the event that neither the Church nor the hall can be made available for polling, Farnham Town Council offices are available for hire for polling and the space available would serve as a temporary suitable alternative until the United Reformed Church is able to accommodate polling once more.
16. It is recommended that agreement be given that in the event no part of the United Reformed Church site is available for polling use Farnham Town Council offices, South Street, Farnham be designated as a temporary alternative venue.

Cranleigh Band Room, Village Way, Cranleigh, GU6 8AF

17. The Cranleigh Band Room is the designated polling place for the Cranleigh West ward. The trustees and venue manager have advised that they will no longer accommodate polling. A booking for the May 2019 elections has been declined. Enquiries have been made at Cranleigh Parish Council regarding suitable and available alternative venues. Cranleigh Village Hall is not available for booking on the first Thursday in May each year due to a regular event. The Snoxhall Fields Youth Centre, Knowle Lane, Cranleigh, GU6 8JL has been visited and assessed. The venue is available for hire. The Youth Centre is situated behind Cranleigh Leisure Centre and can be accessed on foot from Village Way, Hitherwood and the Downslink. The sports hall would make a suitable room for polling and is large enough to accommodate the double polling station required. The venue's car park is accessed from Knowle Lane. There is an access track from Knowle Lane to the Youth Centre. This is a single track with some passing bays. There is a good sized car park which has been recently upgraded with 2 disabled spaces and a ramp directly from those spaces into the basketball court. Parking for voters would be set aside in the car park, especially as the traditional polling day of Thursday is market day in Cranleigh. Lighting both inside and outside the venue is good. There is an additional ramp into the reception area of the building with good facilities for electors and polling station staff.

It is recommended that agreement be given to the use of Snoxhall Fields Youth Centre as a polling place in place of Cranleigh Band Room.

Farnham Memorial Hall

18. Farnham Memorial Hall is a designated polling station for the Farnham Castle ward. During building works at the premises an alternative polling station was designated at Potters Gate School, Potters Gate, Farnham. The Returning Officer and the elections team would like to express their thanks to the staff at Potters Gate School for accommodating a number of elections and by-elections since May 2016. As the refurbishment works have now been completed at the Memorial Hall polling can now return to the venue.
19. It is recommended that agreement be given that use of Potters Gate School as a temporary polling venue for the Farnham Castle ward cease and that use of Farnham Memorial Hall as the previously designated polling station re-commence.

Compulsory review of polling districts and polling places

20. The Electoral Registration and Administration Act 2013 sets out the timing of compulsory reviews of UK Parliamentary polling districts and reviews. The next compulsory review must be completed by 31 January 2020. The Returning Officer is planning to commence this review after the conduct of the May 2019 Borough and Town/Parish elections. This will give a timely opportunity for all those involved in the electoral process to gather their feedback from the May 2019 elections and engage with the review.

Conclusion

21. Alternative polling station venues have been identified as set out in the table below.

Polling District	Existing Polling Place	Proposed Polling Place
BK – Boundstone and BL - Shortheath	St. Peter’s Primary School, Farnham	Leverton Hall, St. Peter’s Church, Beales Lane, Wrecclesham, Farnham
AE - Catteshall	Red Cross Centre, Godalming	Godalming Unitarian Chapel, Meadow, Godalming
BD – Castle 2	United Reformed Church, South Street, Farnham	United Reformed Church, South Street, Farnham but if building works prevent the site from being used for polling, then Farnham Town Council offices to be designated.
LA – Cranleigh West	Cranleigh Band Room, Village Way, Cranleigh	Snoxhall Fields Youth Centre, Knowle Lane, Cranleigh

Recommendation

It is recommended that the Executive agrees:

1. to the use of Leverton Hall, St. Peter's Church, Beale Lane, Farnham as a polling place instead of St. Peter's Primary School;
2. to the use of Godalming Unitarian Chapel, Meadrow, Godalming as a polling place instead of the Red Cross Centre, Wey Court, Godalming;
3. that in the event no part of the United Reformed Church site is available for polling use Farnham Town Council offices, South Street, Farnham be designated as a temporary alternative venue;
4. to the use of Snoxhall Fields Youth Centre, Knowle Lane, Cranleigh as a polling place instead of Cranleigh Band Room, Village Way, Cranleigh
5. that use of Potters Gate School as a temporary polling venue for the Farnham Castle ward cease and that use of Farnham Memorial Hall as the previously designated polling station re-commence.

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:

Name: Tracey Stanbridge

Telephone: 01483 523413

E-mail: tracey.stanbridge@waverley.gov.uk

WAVERLEY BOROUGH COUNCIL

EXECUTIVE

4 DECEMBER 2018

Title:

PROPERTY MATTER - BROADWATER PARK GOLF CLUB

[Portfolio Holder: Cllr Ged Hall]

[Wards Affected: Godalming Farncombe and Catteshall]

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

Annexe 1 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:

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

Summary and purpose:

To seek approval to grant a new lease to the current tenant following expiry of their existing lease for a period of time exceeding officers' delegated authority.

How this report relates to the Council's Corporate Priorities: People, Place & Prosperity

People: The health and well-being of our residents is an important priority. This proposal will support the focus to provide top quality leisure and recreational facilities for all ages.

Prosperity: Create a business-friendly culture in Waverley Council that supports local businesses to be successful; the club will be investing in significant improvements to the facility which will contribute to making Godalming a better place to live. The potential income in the long term will contribute to the council's revenue.

Equality and Diversity Implications:

No implications.

Financial Implications:

The proposal will see an initial reduction in rental income to enable investment, but the returns after the initial rent free period should be increased as a result, assessed annual on turnover. In addition there will be an annual increase linked to the RPI.

Legal Implications:

The tenant currently holds a lease which is protected under the Landlord & Tenant Act 1954. As the Council has no grounds to object it is legally obliged to renew, albeit on modern terms.

Background

1. The current lease, dated 1989 for a term of 30 years, is due to expire shortly. Terms have been agreed with the Broadwater Golf Club to enable significant improvements to the site, a former land fill site, with associated contamination issues. Terms are set out in Exempt Annexe 1. The site's topsoil has now eroded, substantially affecting the performance of the course; as such the club have secured investment to make significant improvements to the surface and facilities. All work will be subject to landlord's consent, and any imported materials such as top soil will be certified free of contamination.
2. The existing lease boundary will be amended at the request of Parks & Leisure to accommodate alternative footpaths, and in return the entrance roadway subject to highway approval will be adapted to accommodate the revised area, all at the expense of the club.
3. The rent passing was last reviewed in 2008 to Market Value. Estates have not commissioned an independent specialist valuation (cost circa £5,500), as on the level of rent proposed this would not deliver value for money. Golf club and course rentals have declined significantly over the last ten years. With an annual RPI-linked rent, and an adjustment to market value every 25 years, the Council will benefit from any increase in value.
4. Without considerable expense to clear, the site has limited value for alternative use. Whilst there will be a budget impact on the Parks & Countryside service for a number of years due to the rent free period and reduced rentals, the investment in the site by the Golf Club will provide a long-term solution to the contamination issues on site.

Conclusion

The owners of the golf course are making a significant investment into the golf course which will provide a new capping layer to the old landfill and prevent the problems currently experienced with holes and rubbish appearing at the surface. This will mitigate the current health and safety concerns of the site and provide a long lasting solution.

Recommendation

It is recommended that the Executive authorises officers to proceed with due legal process to grant a new lease to the Golf Club on the terms proposed in Exempt 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.

CONTACT OFFICER:

Name: Anne Cains
Estates and Valuation Manager

Telephone: 01483 523315
E-mail: anne.cains@waverley.gov.uk

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

Document is Restricted

This page is intentionally left blank

WAVERLEY BOROUGH COUNCIL

EXECUTIVE

4 DECEMBER 2018

Title:

**PROPERTY MATTER –
EASEMENT OF ACCESS, RUMBEAMS, HORSHAM ROAD, EWHURST**

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

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

Annexe 2 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:

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

Summary and purpose:

Authorisation is sought to grant an easement over land to provide an access to the property Rumbeams, on terms and conditions set out in (Exempt) Annexe 2.

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

This report relates to the Council's Prosperity priority as the capital sum received will assist Waverley in maintaining and improving its services.

Equality and Diversity Implications:

There are no Equality and Diversity implications.

Financial Implications:

The Council will receive income in the form of a one-off payment for the grant of easement, as set out in the (Exempt) Annexe.

Legal Implications:

The applicant is to meet the Council's reasonable legal costs in the preparation of documentation.

Introduction

1. There is an existing easement to Rumbeams Farm which includes the barns and fields as well as Rumbeams house and garden, shown outlined in red on the plan at Annexe 1. This access is shown as hatched and cross-hatched brown.

2. The owners of Rumbeams have an existing planning permission (WA/2017/1090) to convert the barns to a dwelling. They wish to have a separate access to Rumbeams itself and have planning permission for this. While the access has been laid, they do not have permission to use it; nor do they have Commons consent from the Planning Inspectorate. This access is shown coloured brown on the plan at Annexe 1.
3. In order to use the access, the owners of Rumbeams have requested an easement of access from Waverley. Terms and conditions for this access have been agreed subject to authorisation by the Executive, as set out in (Exempt) Annexe 2. They will also be required to obtain Commons consent in order to make the new access track lawful.

Recommendation

It is recommended that an easement be granted to provide access to Rumbeams, on terms and conditions set out in (Exempt) Annexe 2 and subject to the owners obtaining Commons consent; other terms and conditions to be agreed with the Estates and Valuation Manager.

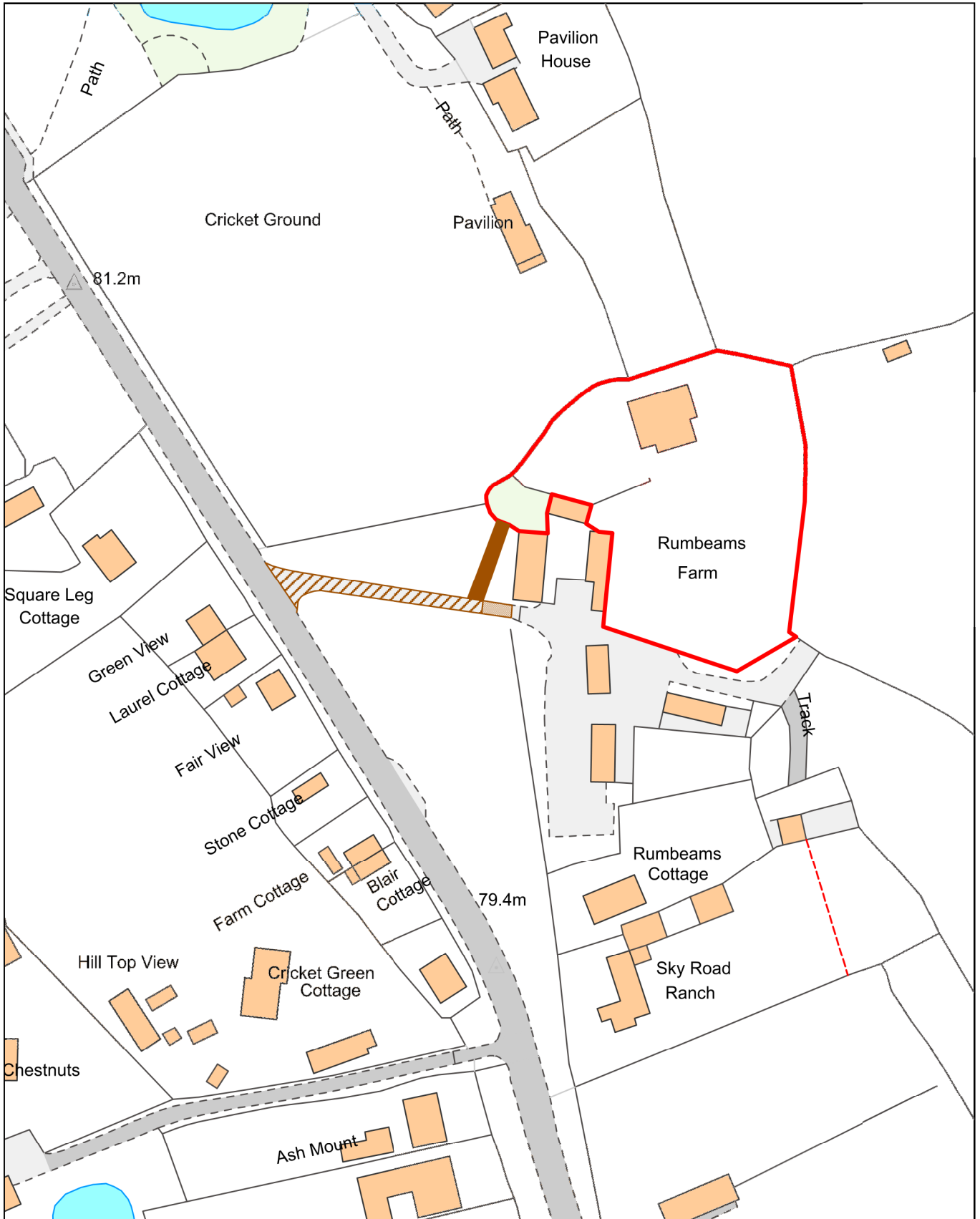
Background Papers

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

CONTACT OFFICER:

Name: Ailsa Woodruff
Estates & Valuation Officer

Telephone: 01483 523459
E-mail: ailsa.woodruff@waverley.gov.uk



Waverley Borough Council
 The Bury, Godalming, Surrey
 GU7 1HR
 Telephone: 01483 523333
 Fax No: 01483 426337

Easement of Access to Rumbeams Horsham Road Ewhurst

Scale 1: 1,250

© Crown copyright and database rights 2018
 Ordnance Survey 100025451.

You are granted a non-exclusive, royalty free, revocable licence solely to view the Licensed Data for non-commercial purposes for the period during which Waverley Borough Council makes it available.

You are not permitted to copy, sub-license, distribute, sell or otherwise make available the Licensed Data to third parties in any form. Third party rights to enforce the terms of this licence shall be reserved to OS.

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 2, 3, 7 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank