

To: All Members of the EXECUTIVE

When calling please ask for:

Fiona Cameron, Democratic Services  
Manager & Deputy Monitoring Officer

**Policy and Governance**

E-mail: [fiona.cameron@waverley.gov.uk](mailto:fiona.cameron@waverley.gov.uk)

Direct line: 01483 523226

Calls may be recorded for training or monitoring

Date: 1 March 2019

**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, 12 MARCH 2019

TIME: 6.00 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](http://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](mailto:committees@waverley.gov.uk) or call 01483 523351.

This meeting will be webcast and can be viewed by visiting [www.waverley.gov.uk/webcast](http://www.waverley.gov.uk/webcast)

---

## **NOTES FOR MEMBERS**

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

### **AGENDA**

1. **MINUTES**

To confirm the Minutes of the Meeting held on 5 February 2019.

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 5 March 2019.

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 5 March 2019.

6. **PLACE-SHAPING WAVERLEY** (Pages 9 - 16)

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

The Corporate Strategy 2018-23 states that we will explore “the nature of ‘Place Shaping’ and the benefits it affords to our varied communities”. This report sets out our proposed approach to ‘place-shaping’ in the borough,

drawing on the Council's agreed strategies, and recommends that a Place-Shaping Reserve be established to fund place-shaping projects.

Recommendation

**It is recommended that the Executive recommends to Council to earmark up to £250,000 of the one-off financial gain from Waverley's participation in the 2018/19 business rate pilot to a new Place-Shaping Fund.**

7. CAPITAL STRATEGY (Pages 17 - 52)

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

To seek approval of the overarching Capital Strategy which brings together the Council's detailed policies, procedures and plans relating to cash investments and property assets. This report also seeks approval of the Treasury Management Framework for 2019/2020 which is an integral part of the Capital Strategy and a statutory requirement.

Recommendation

**That the Executive recommends to Council that it approves:**

- 1. the Capital Strategy for 2019/20;**
- 2. the Prudential Indicators; and**
- 3. the Treasury Management Framework for 2019/20.**

8. CIL GOVERNANCE ARRANGEMENTS - CRITERIA AND FINANCIAL THRESHOLDS (Pages 53 - 62)

[Portfolio Holder: Councillor Kevin Deanus]  
[Wards Affected: All Wards]

On 11 December 2018, Council approved outline governance arrangements for the allocation of Community Infrastructure Levy (CIL) receipts to enable the delivery of specific infrastructure projects that will support and mitigate impact of development in the Borough over the Local Plan period.

Recommendation

**That subject to consideration of comments of Value for Money & Customer Service Overview & Scrutiny Committee, the Executive recommends to Council that:**

- 1. The CIL Advisory Board Terms of Reference as set out at Annexe 1 are endorsed.**
- 2. The draft evaluation and scoring framework for assessment of bids for funding from the Strategic CIL Fund as set out at Annexe 2, are agreed.**

3. **The Strategic CIL Fund is ‘bottom-sliced’ to create a Community CIL Fund of 10% of the Strategic CIL Fund receipts, for funding low-value but desirable community infrastructure projects on application from parish councils, with priority being given to bids from parish councils with relatively low Neighbourhood CIL Fund receipts.**
  4. **The delegation to the Executive to approve bids for allocation of Strategic CIL Funding, on the recommendation of the CIL Advisory Board is subject to an upper limit of £2.5m, above which approval reverts to Council.**
  5. **Delegated authority is given to the CIL Advisory Board to make revisions to the governance arrangements, subject to an annual report to the Executive and Council.**
9. REPORT FROM ENVIRONMENT OVERVIEW & SCRUTINY COMMITTEE - REVIEW OF THE STRUCTURE TO DELIVER THE COMMUNITY INFRASTRUCTURE LEVY (Pages 63 - 70)

This report presents the findings of the Environment Overview & Scrutiny Committee in-depth review of the structure to deliver the Community Infrastructure Levy (CIL). The report is set out at Annexe 1.

Recommendation

**That the Executive considers and endorses the recommendations set out in the report.**

10. DELIVERY OF NEW AFFORDABLE COUNCIL HOMES THROUGH S106 SITES (Pages 71 - 78)

[Portfolio Holder: Councillor Carole King]  
[Wards Affected: Cranleigh East]

To update members on the progress made in delivery of new affordable Council homes through the acquisition of property under Section 106 (S106) Agreements and development of shared ownership properties to help to ensure that the tenure mix of housing meets the identified need.

To request that a budget allocation for acquisition, works and fees associated with delivery of 5 new affordable homes on the CALA Amlets Way development in Cranleigh as set out in Exempt Annexe 1

Recommendation

**It is recommended that the Executive:**

1. **Notes the progress made in delivery of new affordable Council homes through the acquisition of property under Section 106 (S106) Agreements and delivery of shared ownership homes to offer another tenure to further support delivery of new homes**

which meet the needs of its residents.

2. **Agrees a budget allocation for acquisition, works and fees associated with delivery of 5 new affordable homes on the CALA Amlets Way development in Cranleigh as set out in Exempt Annexe 2.**
3. **Delegates authority to the Strategic Director (Chief Finance Officer), in consultation with Portfolio Holder for Finance and Portfolio Holder for Housing Services, to enter into a contract with CALA Homes.**
4. **Agrees to delegate authority to the Head of Strategic Housing and Delivery, in consultation with Strategic Director (Chief Finance Officer) and Portfolio Holders for Finance and Housing Services, to allocate the remaining S106 budget when other opportunities to acquire new homes on developer sites.**

11. REPORT OF THE HOUSING OVERVIEW & SCRUTINY COMMITTEE - COUNCIL HOUSING: PRIDE OR PREJUDICE (Pages 79 - 136)

Following the publication in August 2018 of the Government's Green Paper 'A new deal for social housing', the Housing O&S Committee set up a Task and Finish group in September 2018 to identify if there was any existing prejudice against social housing within the borough and to understand how tenants view their homes in order to develop services to both promote pride, and tackle causes of any stigma.

This report details the findings of the study, relates them to the national social housing debate and lists the recommendations made by the Group. The report can be found at appendix 1 and appendix 2 lists the recommendations, their owners and target completion date.

Recommendation

**It is recommended that the Executive:**

1. **Accepts the report, and**
2. **Agrees the recommendations set out in the report relating to 'Housing Services', 'Estate Appearance', 'Types of Tenancies', 'Communication and Promotion', further use of the data and ongoing data gathering.**

12. PEER REVIEW OF PLANNING DECISION-TAKING AND STAKEHOLDER ENGAGEMENT (Pages 137 - 180)

[Portfolio Holder: Councillor Kevin Deanus]  
[Wards Affected: All Wards]

A Peer Review of the Planning Decision Making Process was carried out by the Local Government Association in July 2018 at Annexe 1. This followed an action from the current Planning Service Plan 2018/19. The Review also

included a review of customer engagement within the Planning Service following adoption of the Development Management Improvement Plan in 2018.

The report summarises the findings of the Review and its recommendations. It includes a draft action plan at Annexe 2 which seeks to address the recommendations of the Review. An All Member Workshop was held in December 2018 intended to elicit views from Councillors in relation to the draft Action Plan. The feedback from that Briefing is attached at Annexe 3.

#### Recommendation

**That the Executive notes the actions arising from the Peer Review recommendations, which have been subsumed into the Planning Service Plan for 2019/20.**

13. SERVICE PLANS 2019 - 2022 (Pages 181 - 278)

[Wards Affected: All Wards]

This report presents the Service Plans for 1 April 2019 to 31 March 2022. Service Plans set out the work of the Council within the service areas and show how the Council's corporate objectives will be delivered. The Plans form an important element of the Council's overall performance management framework by linking Corporate Strategy objectives through service plan actions into individual performance targets.

#### Recommendation

**It is recommended that the Executive, subject to consideration of the observations and recommendations of the Overview and Scrutiny Committees, approves the Service Plans for 2019-22.**

14. PROPERTY MATTER - SALE OF FREEHOLD (Pages 279 - 290)

[Portfolio Holder: Councillor Ged Hall]

[Wards Affected: Farnham Castle]

The long leaseholders of a Council-owned property in Farnham have served a notice on the Council under the Leasehold Reform Act 1967 ("the 1967 Act") to purchase the freehold of the house and premises. Leaseholders have a legal right under the 1967 Act to buy the freehold of their house if they meet certain qualifying criteria. If the leaseholder qualifies under the 1967 Act and follows the correct procedure they can force the freehold owner to sell them the freehold.

The purpose of this report is to seek Council approval to sell the freehold to the current leaseholders on the terms set out in the Exempt Annexe 1.

#### Recommendation

**That subject to the observations of the Value for Money & Customer Services Overview and Scrutiny Committee, the Executive approves the recommendation to follow Option 1 which is the sale of the freehold land on the terms set out in Exempt Annexe 1.**

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. BUDGET MANAGEMENT - REQUEST FOR SUPPLEMENTARY ESTIMATE  
(Pages 291 - 294)

[Portfolio Holder: Councillor Kevin Deanus, Councillor Christopher Storey]  
[Wards Affected: All Wards]

The attached report requests a supplementary estimate to meet various costs.

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 the following paragraphs of the revised Part 1 of Schedule 12A to the Local Government Act 1972, namely;

- 2 Information which is likely to reveal the identity of an individual
- 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information)
- 7 Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

Recommendation

**That the Executive approves a Supplementary Estimate of £84,000 to meet the costs detailed in the Exempt report.**

17. 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 & Deputy Monitoring  
Officer, on 01483 523226 or by email at  
fiona.cameron@waverley.gov.uk**