

To: All Members of the EXECUTIVE

When calling please ask for:

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**Policy and Governance**

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Date: 26 June 2015

**Membership of the Executive**

Cllr Robert Knowles (Chairman)  
Cllr Julia Potts (Vice-Chairman)  
Cllr Brian Adams  
Cllr Kevin Deanus  
Cllr Carole King

Cllr Tom Martin  
Cllr Wyatt Ramsdale  
Cllr Stefan Reynolds  
Cllr Stewart Stennett  
Cllr Simon Thornton

Dear Councillors

A meeting of the EXECUTIVE will be held as follows:

DATE: TUESDAY, 7 JULY 2015

TIME: 6.45 PM

PLACE: COUNCIL CHAMBER, COUNCIL OFFICES, THE BURYS,  
GODALMING

The Agenda for the Meeting is set out below.

Yours sincerely

ROBIN TAYLOR  
Head of Policy and Governance

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**This meeting will be webcast from the conclusion of Informal Question Time and can be viewed by visiting [www.waverley.gov.uk](http://www.waverley.gov.uk)**

## **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.

**Prior to the commencement of the meeting, the Chairman to receive any informal questions from members of the public, for a maximum of 15 minutes.**

### **AGENDA**

1. **MINUTES**

To confirm the Minutes of the Meeting held on 9 June 2015 (to be laid on the table for half-an-hour before the meeting).

2. **APOLOGIES FOR ABSENCE**

To receive apologies for absence.

3. **DECLARATIONS OF INTERESTS**

To receive from members, declarations of interest in relation to any items included on the agenda for this meeting, in accordance with the Waverley Code of Local Government Conduct.

4. **QUESTIONS FROM MEMBERS OF THE PUBLIC**

The Chairman to respond to the following question received from Mr Jerry Hyman of Farnham for which notice has been given in accordance with Procedure Rule 10:-

“Deputy Leader,

Since early 2013, when the decision was made to move the Gostrey Centre to the Memorial Hall, Waverley's website has discouraged weekday hiring of the Hall by stating that it is only available on Saturdays and on Sunday afternoons (despite it having remained available for weekday hire during the past 2 years).

In order that we can gauge the extent to which the Memorial Hall's purpose will remain, please clarify whether the Council intends the hall to be available for hire during weekdays (daytime and evenings) following the proposed redevelopment, and whether the Hall will also host the Sunday lunches currently provided by the Gostrey Centre.”

5. **FORWARD PROGRAMME - JULY 2015** (Pages 13 - 16)

To adopt the forward programme of decisions for Waverley Borough Council.

6. BUDGET MANAGEMENT - MAY 2015 (Pages 17 - 20)  
[Portfolio Holder: Councillor Wyatt Ramsdale]  
[Wards Affected: All Waverley Wards]

The report provides a review of service delivery progress against the 2015/16 budget for the General Fund and the Housing Revenue Account.

Recommendation

**It is recommended that the Executive notes the report.**

7. TREASURY MANAGEMENT ACTIVITY: 2014/15 OUTTURN AND 2015/16 YEAR TO DATE (Pages 21 - 34)  
[Portfolio Holder: Councillor Wyatt Ramsdale]  
[Wards Affected: All Wards]

The purpose of the report is to summarise Waverley's Treasury Management activities during 2014/2015 and to advise of the Treasury Management activities in 2015/16 to date.

Recommendation

**That the Executive notes the treasury management activity and investment performance in 2014/15 and notes and endorses treasury management activity and investment performance in 2015/16.**

8. MEMORIAL HALL AND GOSTREY CENTRE REDEVELOPMENT (Pages 35 - 48)  
[Portfolio Holder: Councillor Julia Potts]  
[Wards Affected: Farnham Castle]

The purpose of the report is to continue to the next stage of the process for the redevelopment of the Farnham Memorial Hall to provide a base for the existing Brightwells Gostrey Centre services and to create a new Community and Well-Being Centre for Farnham and the surrounding area. This will secure these vital community services for the future.

The report seeks authority to approve additional funding resulting from required design changes and cost inflation, and also requests approval to progress to the procurement phase to select a consultant to run the tender for the construction.

Recommendation

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

- £700,000 of additional funding be approved in 2015/16 in order to proceed with the project, funded from external contributions of £200,000 with the balance being financed from the Revenue Reserve; and**

2. **authority be given to the Director of Finance and Resources and the Portfolio Holder for Major Projects to initiate the tender process to select a preferred consultant to run the construction tender process for the building works.**

9. WAVERLEY ENERGY EFFICIENCY PLAN 2015-2020 (Pages 49 - 64)  
[Portfolio Holder: Councillor Simon Thornton]  
[Wards Affected: All Waverley Wards]

Waverley adopted a Carbon Management Plan 2010-2015 (CMP) in 2010 and committed to reducing energy consumption and cost through energy efficiency projects. It has proven to be a very useful vehicle to engage with services across the Council and identify opportunities. By the end of March 2014, Waverley managed to reduce energy consumption by 14.5% against 2008 figures, which represents approximately a cost avoidance of £680,000 over the same period. Despite energy price increases and enhancement of our services we have managed to maintain energy expenditure below 2008 levels. The period of the CMP concluded in March 2015 and the report addresses a succession plan.

The report recommends the adoption of the attached Energy Efficiency Plan 2015-2020 that will set the scene for the next five years. The plan proposes a reduction target in Greenhouse gas (GHG) emissions of 3% year on year that will be reviewed annually by the Energy Efficiency Board.

#### Recommendation

**It is recommended to the Council that the Energy Efficiency Plan 2015-2020 be approved and adopted.**

10. HOUSING DELIVERY BOARD ANNUAL REPORT 2014/2015 (Pages 65 - 72)  
[Portfolio Holder: Councillor Carole King]  
[Wards Affected: All]

The report summarises the work undertaken by the Housing Delivery Board in 2014/15. The Terms of Reference require that an annual report be presented to the Executive every year.

#### Recommendation

**It is recommended that the work carried out by the Housing Delivery Board in 2014/15 be endorsed.**

11. APPROVAL TO SUBMIT PLANNING APPLICATIONS: LAND ADJACENT TO 75 SHERRYDON, CRANLEIGH AND GARAGE SITE AT BINHAMS LEA, DUNSFOLD (Pages 73 - 80)  
[Portfolio Holder: Councillor Carole King]  
[Wards Affected: Chiddingfold and Dunsfold; Cranleigh East]

The purpose of the report is to seek approval for the submission of a planning application for the development of the parking area adjacent to 75 Sherrydon, Cranleigh to provide two 2 bedroom affordable homes for rent and for the

demolition of 14 garages and redevelopment of garage area adjacent to the Fire Station at Binhams Lea, Dunsfold to provide two 2 bedroom affordable homes for rent.

Recommendation

**The Executive is recommended to approve**

- 1. the submission of planning applications for the development of the part of parking area at Sherrydon, Cranleigh and the garage area at Binhams Lea, Dunsfold to provide affordable housing to meet local housing need; and**
- 2. a budget allocation of £15,000 for professional fees for the site in Cranleigh and £15,000 for professional fees for the site in Dunsfold, to be brought forward from the indicative 2016-17 budgets for these schemes.**

12. REDEVELOPMENT OF 8 ELMBRIDGE COTTAGES: APPROVAL TO SUBMIT PLANNING APPLICATION (Pages 81 - 84)

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

The purpose of the report is to seek approval for the submission of a planning application for the alteration of a property within our current housing stock at 8 Elmbridge Cottages, Cranleigh, to alter the internal layout and build an extension to convert a three bedroom house to 2 two bedroom maisonettes to meet local housing need.

Recommendation

**The Executive is recommended to approve:**

- 1. the submission of a planning application for the redevelopment 8 Elmbridge Cottages, Cranleigh to provide 2 x 2 bedroom affordable homes to meet housing need; and**
- 2. an additional budget allocation of £15,000 for pre-development costs.**

13. DRAFT SHOPFRONT DESIGN GUIDE: SUPPLEMENTARY PLANNING DOCUMENT (Pages 85 - 104)

[Portfolio Holder: Councillor Brian Adams]  
[Wards Affected: All Waverley Wards]

The purpose of the report is to gain authorisation to undertake a formal public consultation on the draft Shopfront Design Guide Supplementary Planning Document (SPD). The long term objective is that the Shopfront Design Guide SPD will be adopted and become a material consideration and used in the determination of relevant applications for planning permission and listed building consent. It will also be relevant to the consideration of applications for advertisement consent.

Recommendation

**It is recommended that the Executive approves the draft Shopfront Design Guide SPD for the purposes of public consultation.**

14. OCKFORD ROAD CONSERVATION AREA APPRAISAL (Pages 105 - 156)  
[Portfolio Holder: Councillor Brian Adams]  
[Wards Affected: Godalming Central and Ockford; Godalming Holloway]

The purpose of the report is to recommend that the Ockford Road Conservation Area Appraisal (CAA) be adopted by the Council as a material consideration and used in the determination of any application for planning permission and listed building consent within the Conservation Area (CA).

Recommendation

**It is recommended to the Council that the CAA for Ockford Road be adopted as a material planning consideration. This will include the following amendments to the boundary:**

- a) Inclusion of the millpond and Inn on the Lake extension**
- b) Inclusion of Ockford Road extension**

15. ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014 (Pages 157 - 162)  
[Portfolio Holder: Councillor Kevin Deanus]  
[Wards Affected: All Waverley Wards]

The Anti-Social Behaviour, Crime and Policing Act 2014 contains provisions which came into force on 20 October 2014 and which change how the Council deals with anti-social behaviour.

The purpose of the report is to provide the Executive with an overview of the powers contained in the 2014 Act, and for the Executive to make recommendations to the Council to amend the Scheme of Delegation in order to facilitate use of these powers.

Recommendation

**It is recommended to the Council that:**

- 1. the Scheme of Delegation be amended as set out in Annexe 1 to this report;**
- 2. the Head of Housing Operations, Head of Environmental Services, Environmental Health Manager and Head of Community Services and Major Projects be authorised to exercise the Council's functions and enforcement powers under the Anti-Social Behaviour, Crime and Policing Act 2014, including:**
  - (i) securing civil injunctions;**
  - (ii) issuing closure notices and securing closure orders;**

- (iii) issuing community protection notices;
- (iv) implementing public space protection orders; and
- (v) appointing authorised officers; and

- 3. the Executive Director be authorised to extend a closure notice to 48 hours.

16. NEW DISCIPLINARY REGULATIONS FOR STATUTORY OFFICER POSTS  
(Pages 163 - 176)

[Portfolio Holder: Councillor Robert Knowles]  
[Wards Affected: N/A]

The purpose of the report is to amend the Council's relevant Procedure Rules in the light of the new Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 which affect disciplinary procedures for the statutory positions of Head of Paid Service, Chief Finance Officer and Monitoring Officer.

Recommendation

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

- 1. the Council's relevant Procedure Rules be amended in the light of the new Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015, as summarised within this report and set out in detail in Annexe 1; and
- 2. the Council reappoints its existing two Independent Persons, namely Tony Allenby and Vivienne Cameron) for the purposes of conducting hearings required under these regulations.

17. HEALTH AND SAFETY POLICY (Pages 177 - 202)

[Portfolio Holder: Councillor Simon Thornton]  
[Wards Affected: All Wards]

The purpose of the report is to seek approval of the revised Health and Safety Policy that has been produced to enable the Council to fully meet its Health and Safety responsibilities.

Recommendation

**It is recommended that the Executive approves the new Health and Safety Policy.**

18. NEW HR POLICIES: SOCIAL MEDIA AND POLITICALLY RESTRICTED POSTS (Pages 203 - 214)

[Portfolio Holder: Councillor Robert Knowles]  
[Wards Affected: All Waverley Wards]

The purpose of the report is to ask the Executive to approve the new Social Media and Politically Restricted Posts policies.

Recommendation

**It is recommended that the Executive approves the Social Media and Politically Restricted Posts policies.**

19. APPOINTMENT OF SPECIAL INTEREST GROUPS 2015/16 (INCLUDING WEYDON LANE) (Pages 215 - 218)

[Portfolio Holder: Councillor Simon Thornton]

[Wards Affected: Farnham Firgrove]

At the commencement of each Council year, the Executive is invited to consider whether it wishes to establish or re-convene any Special Interest Groups. Attached is a proposal to establish a Weydon Lane Special Interest Group in 2015/16, already agreed in principle by the Executive in 2014/15. There are currently no other SIGs required but Portfolio Holders can bring forward proposals for any future SIGs as and when necessary.

Recommendation

**It is recommended that the Executive endorses the proposed Terms of Reference and agrees that membership of the Weydon Lane SIG be decided by the Portfolio Holder for the Environment in liaison with the Chairman of the Corporate Overview and Scrutiny Committee.**

20. COMMUNITY COVENANT (Pages 219 - 224)

[Portfolio Holder: Councillor Robert Knowles]

[Wards Affected: All Waverley Wards]

In November 2014, the Surrey Civilian Military Partnership Board held a conference to understand the current pressures affecting current and ex-service personnel living or working in Surrey. The conference also looked at what is currently being done and what more could be done.

Following the conference, Waverley's Corporate Overview & Scrutiny Committee asked for an update on the Community Covenant, which was signed by Waverley on 31 October 2012, and considers issues arising from a Surrey wide conference examining the effectiveness of the Covenant. The Committee considered the proposed actions and now recommends their approval, in part or in their entirety, to the Executive.

Recommendation

**That the Executive:**

- i) **notes the observations and endorsements of the Corporate Overview & Scrutiny Committee;**
- ii) **appoints a Member as 'Waverley Champion' for the Armed Forces;**
- iii) **asks the Corporate Policy Manager to pursue the actions recommended in Table 2, and to report back to the Corporate Overview & Scrutiny Committee in 12 months.**



21. RESPONSIVE REPAIRS IN-DEPTH REVIEW: FINAL REPORT (Pages 225 - 256)

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

In September 2014, the Corporate Overview & Scrutiny Committee agreed the terms of reference for an in-depth scrutiny review of Waverley's Responsive Repairs Service, and asked the Housing Improvement Sub-Committee to undertake the review. The Housing Improvement Sub-Committee's report, including recommendations for making improvements in the services is attached as Annexe 1 to the report.

Recommendation

**It is recommended that the Executive**

- 1. receives the final report of the in-depth review into responsive repairs and thanks the Corporate Overview and Scrutiny Committee for its work on the review;**
- 2. gives approval to the Joint Action Plan, as set out at Annexe 2; and**
- 3. asks officers to monitor progress of the action plan and report back to the Corporate Overview and Scrutiny Committee in six months time.**

22. PROPOSED RESTRUCTURE OF WAVERLEY'S CARELINE SERVICE (Pages 257 - 264)

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

The report presents proposals to further develop the Waverley Careline Service to improve the service for Waverley's older population and in light of the changes to government funding.

Recommendation

**It is recommended that the Executive gives approval to the proposals to remodel the Careline Service and the detailed recommendations set out in (Exempt) Annexe 1.**

23. PROPOSALS FOR THE DEVELOPMENT OF SERVICES AND ACCOMMODATION FOR OLDER PEOPLE (Pages 265 - 272)

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

The report presents proposals to carry out a comprehensive programme of consultation for staff and tenants regarding the need to remodel the present sheltered housing service whilst addressing reductions in Supporting People funding.

## Recommendation

It is recommended that the Executive gives approval to officers commencing a formal consultation process with staff and tenants in the sheltered housing service, based on the proposals contained in this report and reports back to the next meeting of the Executive with final recommendations.

24. BUDGET APPROVAL AND APPOINTMENT OF BUILD CONTRACTOR FOR SHOW HOMES AT OCKFORD RIDGE; MIDDLEFIELD, FARNHAM AND 33 BRIDGE ROAD, HASLEMERE (Pages 273 - 282)

[Portfolio Holder: Councillor Carole King]

[Wards Affected: Farnham Shortheath and Boundstone; Godalming Central and Ockford; Haslemere East and Grayswood]

The purpose of the report is to seek approval to appoint contract administrators and build contractors for the development of the show homes at Ockford Ridge, Godalming; four affordable homes at Middlefield, Farnham and two affordable homes at Bridge Road, Haslemere, along with a budget allocation for these schemes from the 2015/16 New Affordable Homes Reserve.

## Recommendation

**That the Executive recommends to Council that approval be given for:-**

- 1. the allocation of a budget, as set out in the (Exempt) Annexe, from the 2015/16 New Affordable Homes Reserve for the development of two show homes at Ockford Ridge; four affordable homes at Middlefield, Farnham and two affordable homes at 33 Bridge Road, Haslemere;**
- 2. the appointment of a build contractor for the Ockford Ridge show homes in accordance with the Council's Contract Procedure Rules to deliver the development within the agreed budget;**
- 3. the appointment of Lawson Queay to act as Employer's Agent for Middlefield in accordance with the Council's Contract Procedure Rules to deliver four new affordable homes within the agreed budget;**
- 4. the appointment of a build contractor for Middlefield following the successful completion of the tender process in accordance with the Council's Contract Procedure Rules in consultation with the Director of Resources and the Portfolio Holders for Housing and Finance; and**
- 5. the appointment of the architect for the post-planning period, a Contract Administrator and a build contractor for 33 Bridge Road following the successful completion of the tender process in accordance with the Council's Contract Procedure Rules in consultation with the Director of Resources and the Portfolio Holders for Housing and Finance.**

25. PROPERTY MATTERS (Pages 283 - 294)

[Portfolio Holder: Councillor Carole King, Councillor Tom Martin, Councillor Stewart Stennett]

[Wards Affected: Farnham Castle; Haslemere East and Grayswood]

To consider a number of property-related issues in the borough outlined in the report.

Recommendation

**It is recommended that:**

1. **with regard to the surrender and renewal of the lease to Farnham Cricket Club, Farnham Park:**
  - **Waverley grants a lease of the land shown outlined on the plan at Annexe 1 to Farnham Cricket Club for 50 years, on terms and conditions set out in the (Exempt) Annexe, and with other terms and conditions to be agreed by the Estates and Valuation Manager; and**
  - **the virement proposed in the (Exempt) Annexe be agreed; and**
2. **Waverley accepts the early surrender of the lease of 4 Hillcroft, Shepherds Hill, Haslemere, enters into a 10 year lease of 3 and 4 Hillcroft, Shepherds Hill, Haslemere, with terms and conditions to be negotiated by the Estates and Valuation Manager.**

26. MEMBERS' ALLOWANCES SCHEME

[Portfolio Holder: Councillor Robert Knowles]

[Wards Affected: All Waverley Wards]

As part of a recent audit into members expenses, it was agreed that the next revision of the Members' Allowances Scheme should be considered in conjunction with the Local Authorities (Members' Allowances) (England) Regulations 2003, as there was an area identified that should be included in the WBC scheme, namely Section 8(2) relating to when a member could be suspended.

The scheme is only usually updated annually to increase the level of allowances in line with any pay award made to staff and the next full review of the Scheme by the Independent Remuneration Panel is not due until 2017. However, as the amendment to the scheme is for administrative purposes and to be consistent with the regulations, the Executive is asked to agree the following additional wording to be added to the scheme, as a new paragraph 8 (7):-

“Where a councillor is suspended or partially suspended from their responsibilities or duties as a member of the authority, any travelling and subsistence allowance payable to the councillor in respect of the responsibilities or duties from which they are suspended or partially suspended may be withheld by the authority”.

Recommendation

**It is recommended to the Council that the new paragraph 8 (7), detailed above, be added to the Members' Allowances Scheme for 2015/16.**

27. EXECUTIVE DIRECTOR'S ACTIONS

To note the following action taken by the Executive Director after consultation with the Chairman and Vice-Chairman since the last meeting. The Register of Decisions will be laid on the table half an hour before the meeting:

Windows 2003

To authorise the use of £10,000 from the unallocated capital fund for the additional work involved in the Windows 2003 Server replacement.

Extension of Free Parking Trial

To authorise an extension of the 'free Wednesday' parking trial until the end of July 2015, on the same basis as previously agreed, at a cost of approximately £6,000 to be met from additional income to the car parking budget.

28. 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.

29. PROPERTY MATTER (Pages 295 - 298)

To consider the (Exempt) report attached.

30. ANY OTHER ISSUES TO BE CONSIDERED IN EXEMPT SESSION

To consider matters (if any) relating to aspects of any reports on this agenda which, it is felt, may need to be considered in Exempt session.

**For further information or assistance, please telephone  
Emma McQuillan, Democratic Services Manager, on 01483 523351 or  
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