

To: All Members of the EXECUTIVE

When calling please ask for:

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Date: 20 November 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 Simon Thornton

Dear Councillors

A meeting of the EXECUTIVE will be held as follows:

DATE: TUESDAY, 1 DECEMBER 2015

TIME: 6.45 PM

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

*[In the event of adverse weather conditions preventing this meeting from proceeding, the meeting will be held instead at 6pm on
Tuesday 8 December 2015]*

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/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.

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 6 October 2015 (to be laid on the table for half-an-hour 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 the following questions received from members of the public for which notice has been given in accordance with Procedure Rule 10:-

i. **from Mr Stewart Edge of Farnham**

“Will the Executive member for planning identify what steps have been, or are being taken, to assess (in the transport assessments and in other respects) the practicality of building 4800 houses at Dunsfold Aerodrome - in order to accommodate the additional houses needed above those identified when the Housing Consultation was carried out?”

ii. from Mr Jerry Hyman of Farnham

“Leader. The Council’s 2014 Local Plan Consultation provided a table of data specifying the amount and location of new housing for each of the 4 proposed ‘Scenarios’. Hence we might reasonably expect that the draft Spatial Strategy before us would now state the amount and location of new housing actually being proposed. It can only be assumed that if the Executive wanted Members to know what they are agreeing to, then you would have provided that information prior to the CommOS meeting. Hence in the absence of any numbers, locations and constraints the CommOS meeting was little more than a predetermined farce, culminating in the Chairman’s summary completely disrespecting Members’ views and proposing the very opposite to the position of the vast majority of the Members: *“I would propose that we say to the Executive, let’s go forward with the existing plans we have of 591 houses [sic] for 10 years, and during that period we will look again at Dunsfold Park ... a ten year review suggested would be the answer”*.
[See CommOS webcast at 1hr 9mins].

It seems that Waverley is delaying consideration of Dunsfold for another decade, without taking any account of the overriding constraints upon the rest of the borough – and to avoid a third Local Plan failure, it is necessary to query the soundness of such an approach in terms of process. Will Members be given the opportunity to revise the Spatial Strategy after Christmas, when presented with the vital and determining evidence in the forthcoming Mott Macdonald (Transport) and Natural England (Habitats) Reports?”

[NB. Questions from members of the public express personal views of the questioners and Waverley does not endorse any statements in any way and they do not reflect the views of Waverley Borough Council].

5. FORWARD PROGRAMME (Pages 13 - 16)

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

6. BUDGET MANAGEMENT REPORT AND IN-YEAR BUDGET REVIEW
(Pages 17 - 34)

[Portfolio Holder: Councillor Wyatt Ramsdale]
[Wards Affected: All Waverley Wards]

The report provides a review against the 2015/16 budget for the General Fund and the Housing Revenue Account forecast to 31 March 2016 based on the latest information available. The report also updates Members on the key Financial Strategy issues going forward.

Recommendation

It is recommended that the Executive notes the report and

1. recommends that the current Council Tax Support Scheme remains unchanged for 2016/17, see paragraph 13;
 2. recommends that approval be given to the Employee Records Civica project at a cost of £25,000, to be funded from the Capital Urgent Schemes budget, see paragraph 26;
 3. recommends that Council approves the rescheduling of £50,000 of the Godalming Cricket club grant budget into 2016/17, and Badshot Lea Football Club of £50,000, see paragraph 18;
 4. recommends that approval be given to the rescheduling of £8,000 for the Aerial photography refresh into 2016/17, see paragraph 19;
 5. recommends that Council approve the transfer of £55,000 from the Cranleigh Leisure Centre AHU budget to the Cranleigh Leisure Centre CHP unit (£23,000 – see paragraph 24) and LED Central Office Lighting Replacement (£32,000 - see paragraph 25);
 6. recommends that Council approves the rescheduling of £230,000 of HRA Capital budget into 2016/17 as detailed in paragraph 31;
 7. recommends that Council approves the rescheduling of £405,000 of the 2015/16 budget for Stock Improvement, see paragraph 32;
 8. recommends that Council approves the rescheduling of £7,920,000 of the 2015/16 budget for New Affordable Homes, see paragraphs 33 and 36; and
 9. accepts the mid-year budget projection and acknowledges that no immediate action is required for 2015/16 at this stage.
7. TREASURY MANAGEMENT ACTIVITY - YEAR TO DATE 2015/2016 (Pages 35 - 44)

[Portfolio Holder: Councillor Wyatt Ramsdale]
[Wards Affected: All Waverley Wards]

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

Recommendation

It is recommended that the Executive

1. notes the Treasury Management Performance for 2015/16 to date; and
2. endorses the approach to Treasury Management activity.

8. SETTING OF COUNCIL TAX BASE AND BUSINESS RATE BASE FOR 2016/17 (Pages 45 - 54)

[Portfolio Holder: Councillor Wyatt Ramsdale]
[Wards Affected: All Waverley Wards]

The purpose of the report is to seek approval for:

1. the 2016/17 council tax base which, under the provisions of the Local Government Finance Act 1992, the Council is required to determine prior to approval of the Council's budget for 2016/17; and
2. the business rate forecast for 2016/17 which, under the provisions of the Local Government Finance Act 2012, forms a major element of Waverley's estimated core funding for its General Fund Budget.

Recommendation

It is recommended that

1. **the council tax base for Waverley be approved for the year 2016/17, as shown in Annexe 1; and**
2. **the business rate estimates for 2016/17 be approved, as set out in Annexe 2, and that authority be delegated to the Director of Finance and Resources, in conjunction with the Finance Portfolio Holder, to make any final changes necessary before the NNDR1 return is submitted to the Government on 31 January 2016.**

9. NNDR DISCRETIONARY RATE RELIEF POLICY (Pages 55 - 64)

[Portfolio Holder: Councillor Wyatt Ramsdale]
[Wards Affected: All Waverley Wards]

Business rates (national non domestic rates or NNDR) are a tax on properties which are not used for domestic purposes. The Council has the power to grant local discretionary discounts where it is in the interests of the council tax payer.

This policy details the criteria and process against which the Council will consider applications for discretionary rate relief. The policy is reviewed periodically to ensure that it complies with current legislation and the Council's priorities and will be due for ratification again in December 2019.

Recommendation

The Executive is requested to consider any observations and comments passed on from the Corporate Overview and Scrutiny Committee and recommend to the Council that:

1. **the policy for the granting of discretionary rate relief for the period 2016/17 to 2019/20 remains the same as the current policy;**
2. **the policy on the use of the provision for granting discretionary rate relief to any body other than those currently included in the**

approved policy is to do so on a case by case basis, provided that any proposed reductions are clearly in the wider interests of all Waverley's council tax payers;

- 3. in relation to recommendation 2, delegation be given to the Director of Finance and Resources, in consultation with the Finance Portfolio Holder, to make decisions about such applications and only if an objection is received would the Executive be asked to consider the case, and the Scheme of Delegation be amended accordingly;**
- 4. in relation to Community Interest Companies, each case should be taken on its merits in the same manner as cases under section 69 of the Localism Act 2011 (delegation to the Director of Finance and Resources, in consultation with the Finance Portfolio Holder, and only if an objection is received would the Executive be asked to consider the case); and**
- 5. in relation to recommendation 4, consideration be based on the condition that relief can only be granted where it would be reasonable to do so having regard to the interests of all Waverley's taxpayers.**

10. OUTSTANDING DEBTS WRITE-OFF FOR DECISION (Pages 65 - 70)

[Portfolio Holder: Councillor Wyatt Ramsdale]
[Wards Affected: All Waverley Wards]

The purpose of this report is to obtain approval for irrecoverable bad debts of more than a £7,500 individual value to be written off in accordance with the Council's Financial Regulations.

Recommendation

It is recommended that, under Financial Regulation D203, the Executive approve the debts put forward for write-off as listed in the (Exempt) Annexe to this report.

11. WAVERLEY BOROUGH LOCAL PLAN: EMERGING SPATIAL STRATEGY
(Pages 71 - 84)

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

The report sets out an emerging spatial strategy for the new Local Plan Part 1.

Recommendation

It is recommended that the Executive receives any observations and suggestions to shape the emerging spatial strategy from the Community Overview and Scrutiny Committee and gives approval to the strategy at Annexe 1.

12. CAR PARKING REVIEW 2015 - RESPONSE TO CONSULTATION AND REVIEW OF TARIFF STRUCTURES (Pages 85 - 100)

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

The purpose of the report is to present the responses to the formal consultation on a reduction in the charging hours and recommend the making of the order to bring that proposal into effect. The report also presents proposed revisions to tariff structures as requested by the Executive at its meeting on 6 October 2015 and recommends the publication of a Notice of Variation to implement those changes.

Recommendation

The Executive is recommended to:

- 1. authorise the making of the Waverley Borough Council (Off-Street Parking Places) Order 2015 to implement the reduction in charging hours (reduced from 08.00-19.00 to 08.00-18.30); and**
- 2. approve the proposed revised tariff structures set out in Annexes 2 and 3 and the publication of a Notice of Variation to implement the changes to the tariff structure with effect from 11 January 2016.**

13. REVIEW OF POLLING STATION PROVISION (Pages 101 - 106)

[Portfolio Holder: Councillor Robert Knowles]
[Wards Affected: Farnham Castle; Haslemere East and Grayswood; Witley and Hambledon]

The report outlines issues which have arisen regarding polling station provision in some polling districts in the lead up to and since the elections conducted in May 2015, and outlines recommendations to designate alternative polling places in three polling districts prior to the Police and Crime Commissioner Elections in May 2016.

Recommendation

It is recommended to the Council that:

- 1. the Potters Gate C of E Primary School be designated for temporary use as the polling place for FC Farnham Castle polling district once the Farnham Memorial Hall becomes unavailable, and that the length of the use be for 2016 or until the building works at Farnham Memorial Hall have been completed;**
- 2. Grayswood Village Hall be designated as the polling place for the CD Grayswood polling district; and**
- 3. the Chichester Hall be designated as the polling place for the HA Witley polling district.**

14. GAMBLING ACT 2005 - PUBLIC CONSULTATION ON REVIEW OF THE COUNCIL'S STATEMENT OF GAMBLING POLICY (Pages 107 - 132)
[Wards Affected: All Waverley Wards]

The purpose of the report is to enable the Council to consider comments (IF ANY) on the three-year review of the Statement of Gambling for Waverley, against which applications for licences under the 2005 Gambling Act (the Act) are considered.

Recommendation

It is recommended that the Executive receives any recommendations from the Licensing and Regulatory Committee so that the final revised version of the Statement of Gambling Policy for Waverley can be recommended to and approved by the Council and formally adopted in order for the new Policy to be published on 3 January 2016 and in place by 31 January 2016.

15. REVIEW OF HOUSING-RELATED SUPPORT SERVICES FOR VULNERABLE ADULTS IN THE BOROUGH (Pages 133 - 160)
[Portfolio Holder: Councillor Carole King]
[Wards Affected: All Waverley Wards]

Housing-related support services are provided by a number of different teams within the Council's Housing Service. The 2015/16 Housing Service Plan identified the need to review the way in which housing-related support services are delivered to vulnerable adults and families in Waverley. The review set out to identify how a more streamlined and consistent service could be provided to residents, and deliver value for money without requiring additional funding from the Council. The report presents the outcomes of the review, and outlines the proposed approach to taking forward the recommendations.

Recommendation

It is recommended that the Executive receives any comments from the Corporate Overview and Scrutiny Committee on the outcomes and recommendations of the Review of Housing-Related Support Services, approves the implementation plan and recommendations, noting that there are no resulting changes to the staffing arrangements.

16. APPROVAL TO SUBMIT PLANNING APPLICATION: PART OF VILLAGE GREEN, OCKFORD RIDGE (Pages 161 - 164)
[Portfolio Holder: Councillor Carole King]
[Wards Affected: Godalming Central and Ockford]

The purpose of the report is to seek approval for the submission of a full planning application for the temporary use of land at the Green, Ockford Ridge as a site compound.

Recommendation

The Executive is recommended to approve the submission of a planning application for the development of the land at the Green, Ockford Ridge, Godalming to support the redevelopment and refurbishment programme on the estate.

17. PERFORMANCE MANAGEMENT REPORT: QUARTER 2 (JULY - SEPTEMBER 2015) (Pages 165 - 186)

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

The Council's Performance Management Framework (PMF) contains a number of indicators that assist Members and officers in identifying current improvement priorities and progress against targets. The indicators are reviewed quarterly by the Executive and are aligned to our Corporate Plan priorities.

The report gives an analysis of the Council's performance in the second quarter of 2015/16. Annexe 1 to the report contains the list of indicators used for reporting performance and includes targets, graphs, trend lines and comments.

Recommendation

It is recommended that the Executive:

- 1. thanks the Overview and Scrutiny Committees and gives consideration to their observations regarding the quarter 2 performance, as detailed above; and**
- 2. notes the performance figures for quarter 2 as set out in Annexe 1.**

18. SERVICE PLANS - SIX MONTH PROGRESS REPORT (Pages 187 - 222)

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

Service Plans are devised each year in order to deliver the Council's corporate priorities. This report gives the Executive the opportunity to monitor the six month progress of the 2015/16 Service Plans.

Recommendation

It is recommended that the Executive:

- 1. gives consideration to the observations of the Overview and Scrutiny Committees regarding the six month progress on Service Plans, as detailed above; and**
- 2. notes the performance to date, as set out in Annexe 1.**

19. BUILDING CONTROL ESTABLISHMENT (Pages 223 - 226)
[Portfolio Holder: Councillor Brian Adams]
[Wards Affected: All Waverley Wards]

The report seeks approval to delete two vacant part-time posts within the Building Control Admin Team and to use the budget released to create a new post more appropriate to the needs of the Team going forward.

Recommendation

The Executive recommends to the Council that approval be given to the deletion of two part-time Administrator posts (post numbers CB13 and CB08a) and the creation of a Business Support Officer post within the Building Control team.

20. ACCOUNTANCY SERVICES ESTABLISHMENT (Pages 227 - 230)
[Portfolio Holder: Councillor Wyatt Ramsdale]
[Wards Affected: All Waverley Wards]

The report seeks approval to delete an existing post within the Accountancy Team following the retirement of the post holder and to use the budget released to create a new post more appropriate to the needs of the Team going forward.

Recommendation

The Executive recommends to the Council that approval be given to the deletion of the post of Principal Accountant (post number BD05) and creation of a post of Accountancy Assistant within the accountancy team.

21. PROPERTY MATTER: EASEMENT OF ACCESS AT ACRES PLATT, CRANLEIGH (Pages 231 - 236)
[Portfolio Holder: Councillor Tom Martin]
[Wards Affected: Cranleigh East]

Authorisation is sought for the grant of an easement of access across land at Acres Platt, as shown coloured brown on the attached plan, to a proposed development site shown outlined in red to the rear of Kilnfield and Byway Cottage, Barhatch Lane, Cranleigh, on terms and conditions as set out in the (Exempt) Annexe.

Recommendation

It is recommended that the easement of access across land at Acres Platt be granted upon the terms and conditions as set out in the (Exempt) Annexe, with other terms and conditions being agreed by the Estates and Valuation Manager.

22. SPECIAL INTEREST GROUPS

The Executive is asked to consider the establishment of the following Special Interest Groups:-

1. Health SIG

A SIG to look at the South East Coast Ambulance Service and Royal Surrey County Hospital merger and relocation of Surrey Air Ambulance.

2. Constitution SIG

To re-establish a Constitution SIG to

- a. carry out the annual review of the constitution and
- b. review specifically and decide upon the optimum process for 'calling-in' planning applications for major sites to the Joint Planning Committee.

23. CALENDAR OF MEETINGS 2016/2017 (Pages 237 - 238)

[Portfolio Holder: Councillor Robert Knowles]

[Wards Affected: All Waverley Wards]

To approve the draft Calendar of meetings for the Council year 2016/2017.

Recommendation

It is recommended that the Calendar of Meetings for the Council year 2016/2017 be approved.

24. APPOINTMENT OF INDEPENDENT PERSONS

As part of Waverley's arrangements for dealing with standards allegations and complaints about councillors under the Localism Act 2011, Waverley is required to appoint at least one Independent Person to support the process. The views of the Independent Person must be sought before the Council takes a decision on an allegation which it has decided shall be investigated, or at any other stage.

Waverley is part of a consortium with Guildford, Spelthorne and Mole Valley Councils and has previously appointed two independent persons jointly who will fulfil this role for Waverley. Vivienne Cameron and Tony Allenby were appointed for an initial term of three years, from 2012 – 2015. The Executive is now being asked to reappoint these two individuals as Waverley's Independent Persons for a further period of 4 years to coincide with the new Council term which commenced in May 2015.

In addition, during the reappointment exercise undertaken recently by the Consortium, it is also proposed that a third Independent Person be appointed, Mr Bernard Quorroll. The Monitoring Officer recommends him for the appointment as he has an excellent background in very senior officer positions

in Local Government across a range of Councils. Details of his background will be made available to members, if required.

Recommendation

It is recommended to the Council that

- 1. Ms Vivienne Cameron and Mr Tony Allenby be re-appointed as Independent Persons for Waverley until the elections in May 2019; and**
- 2. Mr Bernard Quorroll be appointed as a third Independent Person until the elections in May 2019.**

25. EXECUTIVE DIRECTOR'S ACTIONS

To note any 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.

26. 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.

27. PROPERTY MATTER: NEW LEASE (Pages 239 - 246)

To consider the attached (Exempt) report.

28. STAFFING REPORT (Pages 247 - 250)

To consider the attached (Exempt) report.

29. 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
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by email at emma.mcquillan@waverley.gov.uk**