

WAVERLEY BOROUGH COUNCIL

MINUTES OF THE EXECUTIVE - 5 JANUARY 2016

SUBMITTED TO THE COUNCIL MEETING – 16 FEBRUARY 2016

(To be read in conjunction with the Agenda for the Meeting)

Present

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

110. MINUTES (Agenda item 1)

The Minutes of the Meeting held on 1 December 2015 were confirmed and signed as a correct record.

111. DECLARATIONS OF INTERESTS (Agenda item 3)

There were no declarations of interest raised under this heading.

PART I - RECOMMENDATIONS TO THE COUNCIL

Background Papers

Unless specified under an individual item, there are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to the reports in Part I of these minutes.

112. BUDGET MANAGEMENT REPORT (Agenda item 7)

113.1 Throughout 2015/16 all budgets are monitored on a monthly basis and performance against budget reported monthly.

113.2 Financial position reporting will also focus on performance against financial targets such as income, establishment and Star Chamber savings. Financial risk is always inherent in service delivery and service managers will be assisted in identification, evaluation and mitigation of significant risks and these will be reported throughout budget management as necessary.

113.3 With regard to General Fund Capital, the Memorial Hall project is progressing, with the consultant team appointed in November 2015. Following this appointment a detailed project plan was produced giving greater clarity on the phasing of the work. This plan shows that the majority of the construction will fall in the year 2016/17 and therefore £1million should be rescheduled to reflect the spending pattern.

113.4 The Waverley Training Services accommodation at the Pump House, Farnham is not large enough to meet the growing needs. While the position going forward is reconsidered it is proposed that the £40,000 budget is rescheduled into 2016/17.

113.5 The High Street Car Park, Haslemere project has been delayed as a result of delays with previous consultants. It is expected that works will not start until the spring months so it is requested that £70,000 be rescheduled to 2016/17.

113.6 For Housing Revenue Account capital, the budget for Fire risk assessment remedial works will be unspent at year end as a result of only one tender being received to do the works. It is, therefore, requested to reschedule this budget of £260,000 into the next financial year.

113.7 The Executive RESOLVED that

1. the establishment of an earmarked reserve for Council Tax support at the year end be approved, using the balance of unspent transitional relief budget;
2. the Dunsfold planning application fee income be set aside in an earmarked reserve to contribute to the additional costs required to process this major planning application;
3. a virement of £20,000 from the underspend on the General Fund Capital Programme to Development Consultancy be approved;
4. a virement of £25,000 be approved from savings on the General Fund Capital Programme to create a reserve for the replacement of bins;
5. a virement of £10,000 be approved from savings on the HRA mobile working project to the new Keystone module project.

113.8 The Executive now

RECOMMENDS that

- 55. the rescheduling of £1,000,000 of the 2015/16 budget for the Memorial Hall Redevelopment into 2016/17 be approved;**
- 56. the rescheduling of £40,000 of the additional classroom at The Pump House, Farnham into 2016/17 be approved;**
- 57. the rescheduling of £70,000 of the 2015/16 budget for High Street Car Park, Haslemere into 2016/17 be approved; and**
- 58. the rescheduling of the £260,000 budget for fire risk assessment remedial works into 2016/17 be approved.**

[Reason for report: to monitor and manage the Council's budgets to ensure financial control over service delivery]

113. ALFOLD CONSERVATION AREA APPRAISAL (Agenda item 8)

114.1 Alfold is one of 43 Conservation Areas (CA) in Waverley. Currently eleven Conservation Area Appraisals (CAAs) have been completed (Wrecclesham, Bramley, Farnham Town Centre, Wheelerstreet, Godalming Town Centre, Milford, Chiddingfold, Haslemere, Godalming Crownpits, Witley and Ockford Road, Godalming).

114.2 In 2011 the Executive agreed a programme for the commencement of CAAs which has now been extended to 2020. Alfold is the twelfth CAA to be completed since the programme commenced. The need to undertake CAA is set out in the Planning (Listed Building and Conservation Areas) Act 1990 (Section 71) and is supported through saved policy HE8 of the Waverley Local Plan.

114.3 CAAs are undertaken to identify and explain the character of the Conservation Area (CA). This document will identify the specific qualities of the Alfold CA and thereby help to manage change within the area. The Management Plan section also identifies a variety of projects that should be implemented to preserve and enhance the area.

114.4 It is considered pertinent for Waverley to undertake CAAs and this process allows for a review of the boundary and an assessment of adjacent areas to evaluate whether the boundary should be extended. Four extensions were proposed to the existing CA boundary and formed part of the consultation. Additionally two areas were proposed to be removed from the CA. These are detailed within the CAA document, which is attached at Annexe 1.

114.5 Once the document is adopted, it will be fully published to incorporate additional photographs and be published on the Waverley website.

114.6 The consultation process included a walkabout conducted with Local Councillors and representatives from the Parish Council. A public consultation was undertaken to support the development of the CAA and to ask the public's views of the proposed extensions.

114.7. Twelve responses were received to the consultation and these were summarised in the Consultation Statement. In response to the consultation, Historic England (formerly English Heritage) suggested a number of amendments to the text to strengthen the document. These amendments have been made.

114.8 The Executive now

RECOMMENDS that

59. the Conservation Area Appraisal for Alfold be adopted as a material planning consideration, to include the following amendments to the boundary:

- i. Extension: Garden of Thistledown**
- ii. Extension: Gardens at rear of Loxwood Road**

- iii. **Removal: Small area of woodland to rear of 2 Glebelands Meadow**
- iv. **Extension: Garden of Alfold House**
- v. **Removal: Land at Alfold Business Centre**
- vi. **Extension: Jubilee Pond and The Granary**

[Reason: to recommend adoption of the Conservation Area Appraisal as a material planning consideration]

PART II - MATTERS OF REPORT

The background papers relating to the following items are as set out in the reports included in the original agenda papers.

114. FORWARD PROGRAMME (Agenda item 5)

RESOLVED that the forward programme of decisions for Waverley Borough Council be adopted.

115. BUDGET UPDATE 2016/17 (Agenda item 6)

The Leader updated the Executive on a recent meeting he had attended with the Secretary of State for Local Government to discuss the proposed settlement grant for Waverley. The Leader had made a number of representations which were acknowledged and the Secretary of State made some suggestions about how Waverley should respond to the consultation by the end of the next week.

RESOLVED that

1. the approach taken to the budget preparation for 2016/2017 be endorsed;
2. the significant shortfall on the budget arising from the cut in Government grant and the imposed 1% rent reduction on affordable housing be noted; and
3. the Joint Overview and Scrutiny Committee be asked to consider the detailed budget proposals at its January meeting in the light of the budget shortfall and to make any suggestions to the Executive to prioritise budgets.

[Reason: to outline the latest position on the budget and ask the Joint O and S Committee to consider the budget proposals]

116. CRANLEIGH CONSERVATION AREA APPRAISAL (Agenda item 9)

RESOLVED that the draft Conservation Area Appraisal for Cranleigh be approved for the purposes of public consultation.

[Reason: to gain approval to undertake a formal consultation on the draft Conservation Area Appraisal]

117. HALE RECREATION GROUND - APPROVAL TO SUBMIT PLANNING APPLICATION FOR REPLACEMENT FENCING (Agenda item 10)

RESOLVED that the request to submit a retrospective planning application for the erection of the replacement fence around Hale Recreation Ground be approved.

[Reason: to seek approval to submit a retrospective planning application]

118. PROPERTY MATTERS (Agenda item 11)

[This item 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 the revised 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)]

RESOLVED that the sale of the freehold of 13 Parsons Green, Haslemere 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.

[Reason: to consider a property-related matter in the Borough]

119. EXECUTIVE DIRECTOR'S ACTIONS (Agenda item 12)

The Executive noted the following action taken by the Executive Director after consultation with the Chairman and Vice-Chairman since its last meeting:

i. Tree Risk Management

To authorise a virement of £15,000 to supplement the Tree Safety budgets in the Parks and Countryside Service to ensure urgent tree safety works identified in recent tree inspections are carried out, to be met from the current salary saving in the service.

The meeting commenced at 6.45 pm and concluded at 7.04 pm

Chairman