

To: All Members of the EXECUTIVE

When calling please ask for:

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Date: 22 January 2016

**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, 2 FEBRUARY 2016

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 5.30pm on Tuesday 9 February 2016]***

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](http://www.waverley.gov.uk/committees)**

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## **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 5 January 2016 (to be laid on the table 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 questions received from members of the public for which notice has been given in accordance with Procedure Rule 10:-

i. from Mrs Anne Cooper of Farnham

“Taking into account the recent cold wet weather, it would be good to hear the Portfolio Holder for East Street give a report on the current state of Grade II Listed Brightwell House. The Redgrave Theatre, built by public subscription, is attached to Brightwell House and although this extension is scheduled for demolition, it currently remains part of the

principal building under the protection of the Grade II Listing. These buildings have been left in a derelict condition since 1999 and reportedly contain bat roosts. In the intervening 17 years both buildings have been vandalised, subject to thefts of valuable items and to water penetration. There have been plans for the renovation of Brightwell House since 2006 as part of the long delayed Crest Nicholson redevelopment of East Street, but there is still uncertainty about when this might happen. Please could we have the dates of all previous and any expected structural surveys of the fabric of Brightwell House and the Redgrave?"

ii. from Mr Jerry Hyman of Farnham

"My question relates to Farnham's town-centre road system and the Air Quality Action Plan, and asks whether anyone knows what we are doing, as there are conflicting Plans in place.

For instance, the consented plans for the almost-completed development on the old Police Station site indicate that a new pedestrian crossing will soon be installed in Longbridge, whilst the consented Crest Nicholson plans show traffic lights and three new pedestrian crossings at the Longbridge junction; the Council's Farnham Area Conservation Management Plan proposes a shared-space solution, and the Herald recently reported that Surrey are planning a mini-roundabout there.

We appear to have a similarly confused situation regarding the main Royal Deer junction, for which the Council has repeatedly approved CNS's reconfiguration proposals to more-than-double both pedestrian and traffic waiting times - resulting Crest being tasked with finding a different 'solution' - whilst our MP and Surrey Highways have together been pursuing and claiming public approval for entirely contradictory proposals. We now find that the Woolmead planning application proposes yet another different design for the junction. However, Mr Hunt's recent 'update' in his End-of Year Letter informed us that a practical solution is still being sought.

Hence it's difficult to know what the Plan is for our gyratory system, with at least seven different Plans either agreed or being pursued, and it's unclear quite when the interesting process of continually installing, uninstalling and replacing them all will commence.

Our Local Plan, our AQAP and numerous major developments depend upon this, so if anyone knows what we are doing, can you please describe the current Plan for Farnham's gyratory system, and the likely timescales?"

**[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 receive the forward programme of Executive decisions for Waverley Borough Council.

**FINANCIAL STRATEGY 2016/17 - 2019/20**

6. GENERAL FUND BUDGET 2016/17 (Pages 17 - 52)

[Portfolio Holder: Councillor Wyatt Ramsdale]

[Wards Affected: All Waverley Wards]

The report outlines the General Fund Budget position for 2016/17. The Executive is reminded of the need to achieve savings throughout the four-year period covered by the Financial Strategy. Information is provided on the details of the provisional Local Government Finance Settlement 2016/17 and the Council's financial position following this.

The Executive is requested to make recommendations to Council regarding Waverley's Budget and its element of the Council Tax for 2016/17.

Recommendation

**That the Executive, after considering comments from the Joint Overview and Scrutiny Committee, makes the following recommendations to Council:**

1. **agree a 1.95% increase for Waverley's element of Council Tax for 2016/17, or if the Government permits, increase the Band D equivalent charge by £5;**
2. **to implement the savings proposals as shown at Annexe 4, including any staffing changes;**
3. **to implement the growth proposals as shown at Annexe 4 , including any staffing changes;**
4. **approve the changes to Fees and Charges as shown at Annexe 5;**
5. **approve the General Fund Budget for 2016/17, as amended by the above changes;**
6. **transfer £2million from the Revenue Reserve Fund in 2015/16 to the Asset Development Reserve with £1million earmarked for potential SANG site acquisition;**
7. **approve that delegated authority be given to the Director of Finance and Resources and Portfolio Holder for Finance to make a decision on accepting a four year finance settlement from the Government if this is deemed to be advantageous for Waverley once the details are published;**

8. **agree that in the event of Waverley’s final grant settlement showing an improved position, and/or the Government allowing a £5 Band D council tax increase, the additional revenue be transferred to the business rates equalisation fund to mitigate the risk of reducing business rate income;**
  9. **agree that the Executive carries out a mid-year review of the General Fund Budget and takes any appropriate action in the light of the position at that time; and**
  10. **approve the Financial Strategy, as set out at Annexe 1.**
7. DRAFT GENERAL FUND CAPITAL PROGRAMME 2016/17 (Pages 53 - 64)  
 [Portfolio Holder: Councillor Wyatt Ramsdale]  
 [Wards Affected: All Waverley Wards]

The report puts forward proposals for the draft 2016/17 Capital Programme in respect of the General Fund services for consideration by the Executive. The report also considers proposed revenue projects to be included within the 2016/17 Budget. The purpose of the report is to recommend to Council the General Fund Capital Programme for 2016/2017, together with projects to be included with the Revenue Budget. Observations from the Joint Overview and Scrutiny Committee are set out in the report.

Recommendation

**The Executive considers any comments from the Joint Overview and Scrutiny Committee and recommends that the Council:**

1. **approves the list of Revenue Projects totalling £562,800 as shown at Annexe 2 to be included within the Revenue Estimates;**
  2. **approves the 2016/17 General Fund Capital Programme totalling £2,587,750 as shown at Annexe 1;**
  3. **agrees the financing proposals for 2016/2017 in Annexe 1; and**
  4. **agrees that the budgets for schemes marked with an asterisk on the schedules be approved, but spending on these projects is subject to the agreement of the Director of Finance and Resources and Finance Portfolio Holder or the Executive if appropriate.**
8. HOUSING REVENUE ACCOUNT BUSINESS PLAN, REVENUE BUDGET AND CAPITAL PROGRAMME 2016/17 (Pages 65 - 98)  
 [Portfolio Holder: Councillor Carole King, Councillor Wyatt Ramsdale]  
 [Wards Affected: All Waverley Wards]

The report advises the Executive of the latest position regarding the Housing Revenue Account (HRA) Revenue Estimates for 2016/17 and the updated 30-year Business Plan. The Executive is requested to make recommendations to Council regarding Waverley’s HRA budget and Business Plan for 2016/17.

## Recommendation

Having considered the comments from the Joint Overview and Scrutiny Committee it is recommended that the Executive makes the following recommendations to Council, that:

1. a fundamental review of every budget within the Business Plan be undertaken before December 2016 to take account of the Government's legislative changes when the details are published;
2. subject to the new legislation being in force, the rent level of Council dwellings be reduced by 1% from the 2015/16 level with effect from April 2016 in compliance with the Housing and Welfare Act;
3. the weekly charge for garages rented by both Council and non-Council tenants be increased by 1.3% from April 2016;
4. the garages at Waggon Yard, Farnham to increase by 7% to reflect their prime town centre location;
5. the service charge in sheltered accommodation be increased by 50p/week from 7 April 2016;
6. the recharge for energy costs (as appropriate) be increased by 50p/week from April 2016, with a review being carried out in 2016/17 to assess changing energy prices;
7. fees and charges increases be agreed as set out in Annexe 6;
8. the proposals included on the List of Savings and Growth Items be implemented as shown at Annexe 5;
9. the resultant HRA Revenue Budget and Business Plan updated for 2016/17, which incorporate the above changes, be approved;
10. the total spend proposed in the 2016/17 Housing Revenue Account Capital Programme as shown at Annexe 8 be approved;
11. the indicative 2016/17 New Affordable Homes Programme be approved with specific scheme approvals to be sought when detailed costs are available;
12. the indicative 2016/17 Stock Improvement Programme be approved with specific scheme approvals to be sought when detailed costs are available; and
13. the financing of these programmes be approved in line with the resources shown.

9. TREASURY MANAGEMENT 2016/17 (Pages 99 - 122)  
[Portfolio Holder: Councillor Wyatt Ramsdale]  
[Wards Affected: All Waverley Wards]

The purpose of the report is to approve the:

- revised Treasury Management Policy
- 2016/17 Treasury Management Strategy
- 2016/17 Investment Strategy
- and the Prudential Indicators to 2018/19.

Recommendation

**The Executive recommends to the Council that the 2016/17 Treasury Management Policy, the 2016/17 Treasury Management Strategy, the Annual Investment Strategy for 2016/17, and the Prudential Indicators to 2018/19 be approved.**

10. FUNDING FOR VOLUNTARY SECTOR ORGANISATIONS 2016/17 (Pages 123 - 140)  
[Portfolio Holder: Councillor Stefan Reynolds]  
[Wards Affected: All Waverley Wards]

The purpose of the report is to consider the applications to the Waverley Community Grant Scheme for revenue funding in 2016/17, taking into account the observations made by the Community Overview and Scrutiny Grants Sub-Committee and Community Overview and Scrutiny Committee.

The report proposes to continue to protect the Council's overall level of discretionary spending on grants at £725,110 to the voluntary sector despite significant reductions in Waverley's government funding.

Recommendation

**It is recommended that the Executive:**

1. **confirms the overall funding to the voluntary sector at £725,110 for 2016/17;**
2. **considers the applications for Waverley Community Partnership funding in 2016/17, having regard to the comments of the Community Overview and Scrutiny Committee and Grants Sub-Committee; and**
3. **recommends grant levels for each organisation, as detailed in Annexe 1 to the report, to the Council for approval.**

11. ANNUAL PAY POLICY STATEMENT 2016/17 (Pages 141 - 146)  
[Portfolio Holder: Councillor Robert Knowles]  
[Wards Affected: All Waverley Wards]

The purpose of the report is to advise Members of the Annual Pay Policy Statement for 2016-17.

Recommendation

**It is recommended that the Annual Pay Policy Statement for 2016-17 be approved and recommended to the Council for adoption.**

12. CORPORATE PLAN 2016-2019 (Pages 147 - 154)  
[Portfolio Holder: Councillor Robert Knowles]  
[Wards Affected: All Waverley Wards]

The report sets out the proposed content of the new Corporate Plan 2016-19. The design concept will be presented to the Executive at the meeting. The observations from the Joint Overview and Scrutiny Committee on the Corporate Plan are included.

Recommendation

**The Executive is requested to consider the draft Corporate Plan 2016-2019 and recommend it to the Council for approval and adoption.**

13. SERVICE PLANS 2016/17 (Pages 155 - 162)  
[Portfolio Holders: All]  
[Wards Affected: All Waverley Wards]

The report presents the draft Service Plan objectives for all of the Council's services for 2016/17.

Recommendation

**It is recommended that**

1. **the Joint Overview and Scrutiny Committee be thanked for its observations, and the observations be noted; and**
2. **the Service Plan objectives for 2016-17 be endorsed.**

14. UPDATE ON 3 SOUTHERN COUNTIES DEVOLUTION PROPOSALS (Pages 163 - 168)  
[Portfolio Holder: Councillor Robert Knowles]  
[Wards Affected: All Waverley Wards]

The purpose of the report is to advise the Executive on the 3SCs (3 Southern Counties) proposals for devolution and how these might affect this Council.

Recommendation

**It is recommended that the Executive**

1. **note and provide any comment in respect of the submission of the 3SCs Devolution Proposal; and**
2. **include '3SC devolution proposals' on the Executive's Forward Programme as a potential key decision.**



15. HEALTH AND WELLBEING STRATEGY 2016-2021 (Pages 169 - 230)  
[Portfolio Holder: Councillor Kevin Deanus]  
[Wards Affected: All Waverley Wards]

The report sets out the first Health and Wellbeing Strategy for Waverley. The aim of the Strategy and accompanying Action Plan is to demonstrate the ways in which the Council and its partners will support the health and wellbeing of all residents, including children and young people, families, adults and older adults.

Recommendation

**It is recommended that, subject to the observations of the Community Overview and Scrutiny Committee, the strategy be approved and adopted.**

16. STARTER HOMES LOCAL AUTHORITY FUNDING PROGRAMME (Pages 231 - 236)  
[Portfolio Holder: Councillor Carole King]  
[Wards Affected: Farnham Firgrove; Godalming Central and Ockford]

The purpose of the report is to inform the Executive of the outcome of the bid for funding through the Local Authority Starter Homes Funding programme to prepare land to facilitate the development of Starter Homes on two small sites in Waverley and seeks approval to enter into a funding agreement with the Homes and Communities Agency (HCA) for the grant allocation of £124,000, approval to submit a planning application and approval to dispose to a private developer or build contractor.

Recommendation

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

- 1. the funding agreement with the Homes and Communities Agency be signed to enable the grant allocated through the Starter Homes Programme to be received;**
  - 2. approval be given for a planning application to be submitted in due course; and**
  - 3. approval be given for the disposal of the site for Starter Homes at best consideration to a private developer or build contractor, subject to final agreement on price with the Portfolio Holder for Housing and the Director of Finance and Resources.**
17. LEGISLATION CHANGES AFFECTING THE PRIVATE RENTED SECTOR  
(Pages 237 - 246)

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

The purpose of the report is to outline the changes to legislation affecting the private rented sector and the additional duties imposed on the Council.

### Recommendation

**It is recommended that the Executive notes the impact on the Council of new legislation affecting the private rented housing sector and**

- 1. recommends to the Council that the Scheme of Delegation be amended, as set out in Annexe 1, to include the enforcement provisions under a) the Redress Schemes for Lettings Agency Work and Property Management Work Order 2014; and, b) the Smoke and Carbon Monoxide Alarm Regulations 2015; and**
- 2. the statement of principles at Annexe 2 be adopted, which the Council will follow in determining the amount of penalty charge payable by a landlord who has failed to comply with a remedial notice under the Smoke and Carbon Monoxide Regulations 2015.**

18. DISPOSAL OF COUNCIL DWELLINGS AND CARRYING OUT MAJOR WORKS (Pages 247 - 252)

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

The purpose of the report is to seek approval to dispose of eight properties, each requiring major works in excess of the Asset Management Strategy viability threshold and with other risk factors and to seek approval for a budget to refurbish three properties.

### Recommendation

**That the Executive recommends to the Council the following:**

- 1. the disposal by open market sale of eight properties, as shown in (Exempt) Annexe 1, in accordance with the Asset Management Strategy, thus generating a capital receipt;**
- 2. the funding of the major works to three properties as shown in (Exempt) Annexe 1, from the 2016/17 Stock Remodelling Reserve and/or the capital receipt from the disposal programme and the re-letting of the vacant properties for an Affordable Rent of up to 80% of open market value; and**
- 3. the tendering of the refurbishment works for the three properties and the appointment of contractors.**

19. APPOINTMENT OF OVERVIEW AND SCRUTINY SUB-COMMITTEE

The Community Overview and Scrutiny Committee seeks approval from the Executive for the establishment of a Sub-Committee to review the Meals on Wheels service. It is proposed that the membership of the Sub-Committee is as follows:-

Cllrs Carole Cockburn, Jim Edwards, Jenny Else, Kika Mirylees and Nabeel Nasir.

Recommendation

**It is recommended that approval be given to the establishment of a Meals on Wheels Review Sub-Committee, to consist of the above five members.**

20. 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.

21. 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.

22. PROPERTY MATTER - BRAMLEY (Pages 253 - 256)

To consider the (Exempt) report attached on this matter.

23. PROPERTY MATTER - CRANLEIGH (Pages 257 - 268)

To consider the (Exempt) report attached on this matter.

24. 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  
by email at [emma.mcquillan@waverley.gov.uk](mailto:emma.mcquillan@waverley.gov.uk)**