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To: All Members of the Council

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Manager

Policy and Governance

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Calls may be recorded for training or monitoring

Date: 5 February 2016

Dear Councillor

COUNCIL MEETING - TUESDAY, 16 FEBRUARY 2016

A MEETING of the WAVERLEY BOROUGH COUNCIL will be held in the COUNCIL CHAMBER, COUNCIL OFFICES, THE BURYS, GODALMING on **TUESDAY, 16 FEBRUARY 2016** at **7.00 pm** and you are hereby summoned to attend this meeting.

The Agenda for the Meeting is set out below.

Yours sincerely

ROBIN TAYLOR

Head of Policy and Governance

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

The meeting will be webcast from the conclusion of Informal Question Time and can be viewed by visiting www.waverley.gov.uk/committees

AGENDA

1. MINUTES (Pages 7 - 10)

To confirm the Minutes of the Council meeting held on 15 December 2015 (herewith).

2. APOLOGIES FOR ABSENCE

The Mayor to report apologies for absence.

3. DECLARATIONS OF INTEREST

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. MAYOR'S ANNOUNCEMENTS

5. QUESTIONS FROM MEMBERS OF THE PUBLIC

To answer the following questions from members of the public, received in accordance with Procedure Rule 10:-

i. from Mr H Alexander of Hambledon

“In relation to the fraud that occurred in April 2014, 19 senior Conservative councillors knew of the fraud. Knowledge of the fraud was deliberately kept from all junior Conservative councillors, all Ukip councillors and all Independent councillors. The fraud was not reported in the 2013/14 Annual Financial Statements as a post balance sheet event and nor was it disclosed in the 2014/15 Annual Financial Statements, the year in which it occurred.

The Waverley Members' Code of Conduct (“the Code”) requires that its members behave with Openness, Accountability and Integrity. This behaviour is also required of those in public life under Section 28 of the Localism Act 2011 (“the Act”). There is prima facie evidence that these requirements of the Code and the Act have been breached by the 19 senior Conservative councillors as follows:

1. Openness – by concealing the fraud from other councillors and all residents, and not disclosing it in the Annual Financials Statements, the 19 Conservative councillors have clearly breached this aspect of the Code and the Act; 2. Accountability – by concealing the fraud, the 19 Conservative councillors have prevented themselves from being held to account for their actions; 3. Integrity – the 19 Conservative councillors have shown a lack of integrity by concealing the fraud from opposition councillors. This lack of integrity is particularly serious given there was a Borough election in May 2015 and, by concealing the fraud, the Conservatives enhanced their electoral prospects.

In view of the fact that: 1. there is prima facie evidence that Councillors have broken both the Code of Conduct and the Localism Act 2011, and 2. The breach of the Code and the Act was extensive, with 19 Conservative councillors implicated, and 3. the breach of the Code and the Act has been sustained for a long period of time (more than 20 months), will the Council be ordering a full, independent and transparent investigation into the 19 councillors conduct?"

ii. from Mr David Beaman of Farnham

"The NPPF is quite clear in requiring all new residential developments to be sustainable including the provision of adequate transport facilities. Badshot Lea, where significant residential development is proposed, is currently served by an hourly Monday to Saturday daytime bus service that operates between Aldershot and Farnham then onto Godalming and Guildford. Under proposals issued by Surrey County Council that are currently open for consultation the section of route between Aldershot and Badshot Lea will be withdrawn completely whilst the number of journeys operated between Badshot Lea and Farnham is likely to be reduced from 10 to 6 or 7 journeys per day with the possibility of no service being provided at all on Saturdays. This reduction in bus service will inevitably affect the sustainability of any further residential development in Badshot Lea and would WBC confirm that when considering planning applications for any new residential development its transport sustainability will take account of any known future changes in bus service".

iii. from Charles Orange on behalf of Alfold, Busbridge, Chiddingfold, Dunsfold, Hambledon, Hascombe, Shalford and Wonersh Parish Councils

"Our question relates to our concerns on the viability of the consultation process in progress on Planning Application WA/2015/2395 submitted by Dunsfold Park on 4th December 2015, currently expiring on 5th February 2016.

We refer you to the following: In summer 2015 the Council published a Special Edition of "Making Waves" seeking opinions from the wider community on the specific question of their preferences for the location of housing in the borough with 4 x Scenario Areas proposed by the applicant, to assist the Council in the preparation of their Spatial Strategy. Only some 3% of the population responded, with an inevitable emphasis from those in the borough who feel threatened by development in their own neighbourhood of a preference for Scenario 4. We still await the publication of essential reports for meaningful consultations to take place, i.e.

- WBC's proposed Spatial Strategy – due in April
- Mott McDonald's report on their current transport assessment
- SCC Infrastructure Plans and Proposals, with current financial implications for recent comprehensive budget cuts

Given that inadequate pre-application consultations, on any aspect of this multi-faceted application have taken place (orchestrated by WBC in accordance with their Statement of Community Involvement) between Dunsfold Park and all, or any, of the statutory consultees, or involving the wider community; and that the Council has acknowledged that it cannot meet the formal deadline for submission of this application to a Joint Planning Committee, our question is:-

“How do you propose to proceed now to ensure that following receipt of the reports above, meaningful consultations can take place across all aspects of this application, with all level of consultees – as in your Statement of Community Involvement, and in a negotiated time frame acceptable to all parties, and as you rightly refer are necessary to avoid HMG penalties?”

[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].

6. QUESTION TIME

To answer any questions received in accordance with Procedure Rule 11.2.

7. MOTIONS

To receive any motions submitted in accordance with Procedure Rule 12.1.

8. BUDGET 2016/2017

To receive the reports of the Executive in respect of the 2016/2017 budget.

Members are reminded to also bring with them to the meeting the detailed budget papers circulated previously.

8.a General Fund Revenue Budget 2016/2017 (Pages 11 - 50)

8.b General Fund Capital Programme 2016/2017 (Pages 51 - 62)

8.c Housing Revenue Account Business Plan, Revenue Budget and Capital Programme 2016/2017 (Pages 63 - 96)

8.d Council Tax Setting 2016/2017 - to consider the report – To Follow (including any information received since the meeting of the Executive).

9. MINUTES OF THE EXECUTIVE

To receive the minutes of the meetings of the Executive (coloured grey):-

9.a Meeting of 5 January 2016 (Pages 97 - 134)

9.b Meeting of 2 February 2016 (Pages 135 - 210)

10. MINUTES OF THE LICENSING AND REGULATORY COMMITTEE (Pages 211 - 284)

To receive the minutes of the Licensing and Regulatory Committee held on 28 January 2016 (coloured bright green).

11. EXCLUSION OF PRESS AND PUBLIC

To consider the following motion, to be moved by the Mayor, where appropriate:-

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 any matter on this agenda 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 the item(s), there would be disclosure to them of exempt information (as defined by Section 100I of the Act) of the description specified in the appropriate paragraph(s) of the revised Part I of Schedule 12A of the Local Government Act 1972 (to be identified at the meeting).

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Agenda Item 1.

14

MINUTES of the WAVERLEY
BOROUGH COUNCIL held in
the Council Chamber, Council
Offices, The Burys, Godalming
on 15 December 2015 at 7.00
pm

Present

| | |
|----------------------------------|------------------------|
| Cllr Mike Band (Mayor) | Cllr Carole King |
| Cllr Chris Storey (Deputy Mayor) | Cllr Robert Knowles |
| Cllr Andrew Bolton | Cllr Denis Leigh |
| Cllr Maurice Byham | Cllr Andy MacLeod |
| Cllr Kevin Deanus | Cllr Peter Martin |
| Cllr Jim Edwards | Cllr Tom Martin |
| Cllr David Else | Cllr Nabeel Nasir |
| Cllr Jenny Else | Cllr Julia Potts |
| Cllr Mary Foryszewski | Cllr Sam Pritchard |
| Cllr Michael Goodridge | Cllr Wyatt Ramsdale |
| Cllr Tony Gordon-Smith | Cllr Stefan Reynolds |
| Cllr John Gray | Cllr David Round |
| Cllr Val Henry | Cllr Richard Seaborne |
| Cllr Christiaan Hesse | Cllr Jeanette Stennett |
| Cllr Mike Hodge | Cllr Stewart Stennett |
| Cllr Nicholas Holder | Cllr Simon Thornton |
| Cllr David Hunter | Cllr Bob Upton |
| Cllr Peter Isherwood | Cllr Liz Wheatley |
| Cllr Anna James | Cllr John Williamson |

Apologies

Cllr Brian Adams, Cllr Paddy Blagden, Cllr Carole Cockburn, Cllr Brian Ellis, Cllr Patricia Ellis, Cllr John Fraser, Cllr Pat Frost, Cllr Ged Hall, Cllr Jill Hargreaves, Cllr Stephen Hill, Cllr Simon Inchbald, Cllr Martin Lear, Cllr Denise Le Gal, Cllr Stephen Mulliner, Cllr David Munro, Cllr Libby Piper, Cllr Ross Welland and Cllr Nick Williams

Prior to the commencement of the meeting, prayers were led by the Reverend Sally Davies .

31/15 MINUTES (Agenda item 1.)

The Minutes of the Meeting of the Council held on 20 October 2015 were confirmed and signed.

32/15 APOLOGIES FOR ABSENCE (Agenda item 2.)

Apologies for absence were received from Cllrs Brian Adams, Paddy Blagden, Carole Cockburn, Brian Ellis, Patricia Ellis, John Fraser, Pat Frost, Ged Hall, Jill Hargreaves, Stephen Hill, Simon Inchbald, Martin Lear, Denise Le Gal, Stephen Mulliner, David Munro, Libby Piper, Ross Welland and Nick Williams.

33/15 DECLARATIONS OF INTEREST (Agenda item 3.)

Cllr Jim Edwards declared an interest in Executive Minute No.109 as the Vice-Chairman of the Haslemere and Borders Athletics Club. There being no discussion about the item, he remained in the meeting.

34/15 MAYOR'S ANNOUNCEMENTS (Agenda item 4.)

The Mayor thanked everyone for their support in making the Mayor's Charity Christmas fayre a success, raising approximately £600. He informed the Council that he had been very busy attending carol services, nativities and visiting sheltered housing schemes. Councillors were reminded about their invitation to the Waverley Carol Concert taking place on Friday 18 December.

The Mayor also confirmed the date of the Dan's Fund concert as being 19 March 2016 at St Catherine's School and tickets would be available to buy soon.

35/15 QUESTIONS FROM MEMBERS OF THE PUBLIC (Agenda item 5.)

The following questions were received from members of the public in accordance with Procedure Rule 10:

i. from Celia Sandars of Farnham

"Please would either the Leader of the Council or the appropriate Portfolio Holder tell me how much Waverley Council has spent in total on the East Street/Brightwells Scheme to date and, in broad terms, for what purposes or actions this spending has been applied?"

The Portfolio Holder for Brightwells responded as follows:-

"Thank you for your question. I am very happy to share these figures. They have of course all been included in Waverley's published accounts but we have pulled them together to give the total sums that you requested:

In total, Waverley has spent £5.3m on the Brightwells scheme to date. This figure breaks down as follows:

- Riverside Tennis Club and new car park - £1.9m
- Land acquisitions - £2.5m
- Demolition and other site works £0.4m
- Legal and consultancy costs £0.5m

In addition, the Council chose to capitalise salaries for project staff totalling £0.5m."

ii. from Stewart Edge of Farnham

"At its meeting on Dec 1st the Executive agreed a report on the Spatial Strategy for the Future Waverley Local Plan. They said that it was not necessary for this to come to Full Council because it was only a 'direction of travel'. However taking together

- the contents of the report (which identifies that at least 2900 homes will be in greenfield locations across the borough) and
- the answer to my question to the Executive meeting the Portfolio Holder for Planning said that there is no intention to assess whether Dunsfold Aerodrome could take 4800 homes to accommodate the additional 1400 identified as needed since the Consultation

the minimum number of homes on greenfield houses is now clearly planned to be greater than 1650 – the number specified in Option 4 of the Consultation which was supported by 80% of respondees.

This increase of 1250 houses on greenfield sites in Waverley seems to have been agreed as the basis for the new spatial strategy without any reference to Full Council. Could the Leader of the Council agree that the Portfolio Holder for planning is wrong to rule out any assessment of the capacity of Dunsfold Aerodrome to take 4800 houses?"

The Leader of the Council replied:-

"I can confirm that I agree with the position stated by Councillor Brian Adams that 4,800 dwellings at Dunsfold Aerodrome was not considered as an option in the consultation in 2014 on the Local Plan and that there is no reason to consider that as an option now."

iii. from Jerry Hyman of Farnham

"I note that the Council papers say that we cannot possibly afford to spend another £40K to reduce our car park charging time to 6pm, so for the sake of perspective, my question tonight refers to the July Council meeting's decision to gift Crest and Sainsbury's a £2 million public subsidy.

We could assume that if Waverley gifts CNS enough of our money, then their funding and minimum land value challenges can be overcome, so my question is a request that the Portfolio Holder provides a Christmas Status Report and Update on the East Street and Memorial Hall redevelopment. As it's quite a wide subject I'm specifically asking for timescales and a progress update in view of procedures that are necessary prior to the Borelli Walk and bypass tree felling, construction access and main scheme commence. We've heard nothing for a long time and your status report is eagerly awaited, so if you could provide some detail of what we can expect to happen and when, that would be much appreciated."

The Portfolio Holder for Brightwells replied:

"In answer to your question, the Memorial Hall refurbishment continues to programme with the expectation that the works will be tendered in Spring 2016. The first phase of development involves moving Farnham Town FC's changing rooms and this is expected to start in early 2016. With regard to Brightwells, I can report that Crest Nicholson are currently working on the funding agreement and a report to Council is expected in early 2016."

36/15 MINUTES OF THE EXECUTIVE (Agenda item 8.)

It was moved by the Leader of the Council, duly seconded and

RESOLVED that the Minutes of the Meeting of the Executive held on 1 December 2015 be approved and the recommendations contained therein adopted.

37/15 MINUTES OF THE AUDIT COMMITTEE (Agenda item 9.)

It was moved by the Chairman of the Committee, duly seconded and

RESOLVED that the Minutes of the Meeting of the Audit Committee held on 17 November 2015 be approved.

38/15 MINUTES OF THE LICENSING AND REGULATORY COMMITTEE (Agenda item 10.)

It was moved by Cllr Carole King, duly seconded and

RESOLVED that the Minutes of the Licensing and Regulatory Committee held on 26 November 2015 be approved.

The meeting concluded at 7.50 pm

Mayor

WAVERLEY BOROUGH COUNCIL

COUNCIL - 16 FEBRUARY 2016

Title:

**FINANCIAL STRATEGY 2016/17 – 2019/20
GENERAL FUND BUDGET 2016/17**

[Wards Affected: All]

[Portfolio Holder: Cllr Wyatt Ramsdale]

Summary and purpose:

This report outlines the General Fund Budget position for 2016/17. The Council 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 has made recommendations to the Council regarding Waverley's Budget and its element of the Council Tax for 2016/17.

How this report relates to the Council's Corporate Priorities:

The Council could not deliver the Corporate Priorities without a robust Budget-setting process in place.

Equality and Diversity Implications:

An Equality Impact Assessment will be carried out to ensure there are no adverse equality implications.

Resource/Value for Money implications:

All decisions made with regard to the Budget will impact on Waverley's resources.

Legal implications:

There are no direct legal implications as a result of the recommendations of this report.

Introduction

1. This report presents the Council's Medium Term Financial Strategy and the 2016/17 draft General Fund Budget, including an outline of the financial background, key financial and topical issues, and details of Savings and Growth proposals.
2. This report contains the following Annexes:
 - Annexe 1 – Medium Term Financial Strategy
 - Annexe 2 – draft General Fund Budget Summary (detail is in separate booklet)
 - Annexe 3 – Government Grants

- Annexe 4 – Savings and Growth Proposals
- Annexe 5 – Fees and Charges (separate booklet)
- Annexe 6 – Schedule of Reserves & Balances
- Annexe 7 – Special Expense (Council only)

General Fund Background

3. The Annual Finance Seminar was held on 5 October 2015 for all members of the Council. The seminar set out the key aims of the Finance Strategy and the issues and risks for the next four years and is shown at Annexe 1. Significant savings will be required over the next four years in view of ongoing Government Grant reductions.

Provisional Local Government Finance Settlement

4. A further reduction has been applied to Waverley's grant in 2016/17 on top of the very substantial reductions already made. Details of the impact of the provisional Settlement on Waverley are shown at Annexe 3. The overall Revenue Support Grant reduction is £814,000, (52% from 15/16 amount of £1,574,000) with other reductions to Government Grants of £224,000.
5. Since publishing the Provisional Local Government Finance Settlement consultation, the government has indicated that the Council will be offered a four year finance settlement from 2016/17, and will have to decide whether to accept this offer before the end of March. There is insufficient detail at the moment to be able to make a decision and delegated authority is requested for the Director of Finance and Resources and Portfolio Holder for Finance to make this decision once the necessary information is available.

New Homes Bonus

6. The Finance Seminar reported that there is considerable uncertainty about the future level of payments to be made under the New Homes Bonus. The Government has now announced that it will continue with the New Homes Bonus for the foreseeable future but it is going to consult on reforms to it potentially reducing the length of payments from six to four years. The Financial Strategy currently provides for continuing Waverley's policy of New Homes Bonus being earmarked within the Revenue Reserve Fund, to be used for 'Invest-to-Save' schemes, so that the Council does not rely on the New Homes Bonus to support ongoing service provision therefore should the payments cease or reduce there would be no impact on services. Therefore, any future reduction would impact directly on the Council's invest to save funding.

Increases in Fees and Charges

7. Fees and charges have been reviewed as part of the budget process. Some fees and charges are statutory but for those determined by Waverley some increases are proposed for 2016/17 where appropriate. Details of the proposed changes to fees and charges from 1 April 2016 are included at Annexe 5. The Council has already approved some increases to car park charges so this is not a matter for further consideration at this stage. In its response to the Government's consultation on the finance settlement, Waverley has asked the Government for freedom to set charges in key statutory areas, including planning and licensing, with a view to being able to move closer to recovering the true costs of the services.

Inflation

8. The Council's main contracts are indexed to the Consumer Price Index (CPI). An inflationary amount has been assumed for General Fund Budget projections in line with the Government's longer term projections. Inflation in December 2015 was 0.2% for CPI.

Pay Award

9. The staff pay award negotiations concluded on 28 January 2016 and it is now proposed that a staff pay award of 1% from 1 April 2016 be approved.

'Star Chamber' Proposals

10. 'Star Chamber' sessions have again taken place with Portfolio Holders and Heads of Service to examine operational and staffing budgets in detail. The Star Chamber proposals for cost savings and additional income are set out in Annexe 4. These items are subject to consideration by Members and have not at this stage been included in the detailed budget shown in the separate booklet.
11. For the 2016/17 Budget, if approved, the Star Chamber proposed reductions will deliver savings of £384,300. The Star Chamber also considered proposals for improving or extending services and these are referred to as growth items. The proposed growth items are also detailed in Annexe 4 and amount to £323,000. These savings and growth items are also subject to consideration by Members and not included in the detailed budget pages.

Revenue Contribution to Capital

12. The core funding for the General Fund Capital Programme is from Revenue Contributions via the Revenue Reserve Fund.
13. The Budget proposals include a Contribution to Capital from the Revenue Budget of £1.1 million and, as explained above; the New Homes Bonus of £2.1million is currently identified to be earmarked in the Invest to Save Fund.

2015/16 Draft Revenue Estimates

14. The General Fund Summary is shown at Annexe 2. Following the Star Chamber process in November, good progress had been made to close the budget shortfall. However, the government grant settlement was more severe than expected which resulted in a shortfall of £230,000 being presented to the Joint Overview and Scrutiny Committee on 18 January 2016. Further work between councillors and officers has closed this gap and a note of these changes is shown at Annexe 2A. The final local government finance settlement details are expected early in February. If this has a material impact on the General Fund budget, a revised summary (Annexe 2) will be sent To Follow with the Council Tax Setting report.
15. Details of the impact of government grants on Waverley in 2016/17 are shown at Annexe 3.

16. Star Chamber savings proposals and growth items at Annexe 4. These have not yet been incorporated within the detailed budget sheets. Members are asked to consider the Star Chamber proposals, including the growth items. The detailed estimates for all services are provided in the separate booklet.
17. Budget variances, which may be reductions as well as increases, resulting from such matters as contractual commitments, projected additional income including from car parks, changed levels of use, lower starting salaries for new members of staff, other changes to staff allocations, or updated asset charges have been built into the estimates.
18. Applications for grants under the Community Partnership Scheme for 2016/17 are recommended to the Council as part of the Executive minutes elsewhere on this agenda. At this stage despite Waverley's significant government grant reduction, the detailed estimates for 2016/17 show no change in the overall level of money allocated to organisations compared to 2015/16.

Statutory Services

19. Each budget page contains an indication of whether the service provided is statutory, discretionary, or a mixture of the two. There are some statutory services where the level of service provided is greater than that required by law. This analysis may assist Members in giving consideration to the resources allocated to the various services. There will of course be other factors, such as the Council's approved aims and objectives, public demand and corporate priorities.

Support Costs

20. Support costs and other central overheads are the costs of central functions that are necessary to support the delivery of front line services and projects and to discharge Waverley's statutory duties and governance requirements. These functions include internal professional services, such as legal and accountancy and direct service related costs, such as IT, postage, payments, offices etc. Central budgets are treated in the same way as front line service costs in the accounts except that accounting rules require Waverley to recharge the full costs of central and support costs to services and projects on an appropriate basis. Waverley's central and support costs are subject to scrutiny by the 'Star Chamber' process.
21. For services of a trading nature, including Land Charges, Careline, Waverley Training Services, Building Control and Car Parks, a notional apportionment of the corporate overheads that Waverley bears but does not allocate to services is shown to give an indication of the position if all costs were allocated.

Comments from the Joint Overview and Scrutiny Committee

22. The Joint Overview and Scrutiny Committee considered this report at its meeting on 18 January 2016. The Committee made a number of observations which related mostly to the Service Plans for 2016/17. However, it was proposed that phased funding should be considered for the budget relating to the Frensham Common Site Facilities Redevelopment.

Local Government Act 2003 – Financial Administration

23. The Local Government Act 2003 formally introduced a number of specific sections covering:

- a. Budget calculations: report on robustness of estimates;
- b. Adequacy of reserves; and
- c. Budget monitoring.

24. The sections were introduced to ensure sound financial management across all local authorities. Waverley's budget has always complied with best financial management practice. Prudent allowance has always been made for risk and uncertainties in budgets. Budgets are monitored by officers on a monthly basis and reported to Members on a bi-monthly basis supplemented by monthly exception reports. Waverley's financial management continues to receive favourable comments from its external auditors.

The Robustness of the Estimates

25. Full account has been taken of potential costs and adequate provision has been made. A prudent assessment of income has been undertaken and only income that has a high level of certainty of being received is included within Waverley's budgets. Waverley's Financial Strategy, together with information presented at the Annual Finance Seminar and subsequent reports, demonstrates the financial challenges to Waverley in the future.

26. The key Financial Strategy issues for the General Fund will include:

- Removal of Revenue Support Grant over the next two years.
- Increased risk from changes in business rate income due to downward valuations and loss of businesses in the Borough; and
- Risk associated with the local Council Tax support scheme.

27. In addition to the detailed scrutiny of the Budget by officers, Councillors have taken the opportunity through the Executive and Overview and Scrutiny process to:

- i. Critically examine Budget Variations
- ii. Continue the Star Chamber process to examine the budget in detail and advise on potential reductions

28. In view of the level of awareness amongst Members and the action taken to produce Waverley's Budget in 2016/17, the Section 151 Officer is satisfied with the robustness of the estimates presented. The Section 151 Officer is confident that overall the Budget is prudent especially in view of the track record of achievement of substantial budgeted savings over the past years.

Adequacy of Reserves

29. Waverley maintains a number of reserves, which are detailed in the Financial Strategy. Waverley aims to maintain a prudent level of balances to support revenue spending and finance unforeseen events. The two major reserves for General Fund purposes are the General Fund Working Balance and the

Revenue Reserve Fund.

30. The Financial Strategy explains the purpose of each fund. The General Fund balance supports fluctuations in normal business, eg unexpected changes in inflation or interest rates, higher than anticipated expenditure or loss of income, and spending on unforeseen events. The Revenue Reserve is used to finance capital expenditure (including bridging financing of land purchase as part of the Brightwell's project) and one-off costs. It is essential that adequate balances are available to meet these and unforeseen costs.
31. The General Fund Working Balance and the Revenue Reserve Fund for the next four years is shown on Annexe 6, along with other key balances. It is the view of the Director of Finance and Resources that a level of £3.2m on the General Fund Working Balance, which is effectively 10% of the gross General Fund Budget or equivalent to just over one month's spending, satisfies the adequacy requirements of the Local Government Act 2003.
32. In the light of the identified future significant pressures, the levels of combined balances as detailed in this report are considered prudent, but not excessive.

Budget Monitoring

33. It is the view of Waverley's Section 151 Officer that the arrangements for budget monitoring, referred to above, satisfy the requirements of the Local Government Act 2003. Budget Monitoring in 2015/16 shows that the Council has delivered the savings assumed in the Budget and will deliver further savings at the year-end.

Assessment of Key Risks

34. The main key risks affecting Waverley's budget in the next few years, which have previously been raised at the Financial Seminar and in The Financial Strategy are:
- The level of Government Grant/Business Rates Income beyond 2015/16 under the new financial regime
 - Continuing levels of fee income
 - Failure to ensure adequate levels of balances to meet known and unforeseen pressures in the future
35. Since publishing the Provisional Local Government Finance Settlement consultation, the government has indicated that there will be new qualification criteria for the New Homes Bonus going forward and Business Rates will be rebased earlier than 2019/20. The details will be available by the summer, at which point the Medium Term Financial strategy will be refreshed.

Forward Budget Projections – Medium-Term Financial Strategy

36. At the Finance Seminar, Members received Budget projections covering the full period of the Financial Strategy. These have been updated in line with the draft Budget proposals and Budget assumptions and are shown in the document at Annexe 1. 'Invest-to-Save' schemes are particularly important in reaching the level of savings expected to be required throughout the period of the Medium-

Term Financial Strategy. Implications of the latest information on government grants will be assessed and incorporated as soon as possible. A mid year review will be completed in the Summer incorporating the detail of these changes.

Council Tax Levels

37. Under the Local Government Finance Act 1992 each billing authority and precepting authority must determine whether its relevant basic amount of council tax for a financial year is excessive. If an authority's relevant basic amount of council tax is excessive a referendum must be held in relation to that amount. For 2016/17, the relevant basic amount of council tax of an authority is excessive if it is 2% or more greater than the 2015/16 amount.
38. The Government has confirmed it will not offer local authorities who don't increase their council tax an additional grant in 2016/17. Waverley's council tax has been held at £161.91 since 2010/11. In the light of the 52% cut to government grant, It is recommended that council tax increases by 1.95% to a band D equivalent of £165.06. This will generate an additional £173,000.
39. However, the Secretary of State for Local Government has indicated that he would consider a case made by Waverley to allow a £5 increase on the Band D equivalent charge, similar to many other District and Borough Councils including some of Waverley's neighbouring authorities. In the event that the Government confirm that Waverley will be able to apply this increase, it is recommended to Council that, in the light of the 52% grant reduction, that Waverley's element of Council Tax for 2016/17 is increased by £5 at Band D.

Special Expense

40. Annexe 7 (To Follow) shows the effect, in 2016/17, of the decision taken by Council on 12 October 1999 to levy a special expense from 1 April 2000 in respect of cemeteries costs. The figures reported to Council accord with the Executive's recommendation regarding Council Tax levels. In practice, the special expense has been zero, thus having no impact.

Recommendation

The Executive, having considered the comments from the Joint Overview and Scrutiny Committee, RECOMMENDS that

1. a 1.95% increase for Waverley's element of Council Tax for 2016/17 be agreed, or if the Government permits, the Band D equivalent charge be increased by £5;
 2. the savings proposals as shown at Annexe 4 be implemented, including any staffing changes;
 3. the growth proposals as shown at Annexe 4 be implemented, including any staffing changes;
- 3a. the staff pay award of 1% from 1 April 2016 be approved;

4. the changes to Fees and Charges be approved, as shown at Annexe 5;
5. the General Fund Budget for 2016/17, as amended by the above changes be approved;
6. £2million be transferred from the Revenue Reserve Fund in 2015/16 to the Asset Development Reserve with £1million earmarked for potential SANG site acquisition;
7. 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. 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. 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. the Financial Strategy, as set out at Annexe 1, be approved.

Background Papers

Provisional Local Government Finance Settlement 2016/17; Financial Strategy 2016/17 – 2018/19; Revenue Budget 2015/16.

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**DRAFT
MEDIUM TERM
FINANCIAL STRATEGY**

UPDATE – FEBRUARY 2016

2016/17 – 2019/20

FINANCIAL STRATEGY 2016/17 – 2019/20 WAVERLEY BOROUGH COUNCIL

Introduction

The Medium Term Financial Strategy (MTFS) is Waverley's key financial planning document which takes account of all the various factors and influences that may impact on Waverley for the next few years. These factors include economic conditions, Government spending plans, current expenditure patterns, inflation, planned changes to service delivery, changing demand for services, sources of income etc. It also includes an assessment of the risks faced by Waverley.

The MTFS includes a forward look over the next four years to anticipate the spending pressures faced by Waverley. Planning now to meet known changes in the future provides greater opportunity to phase in the impact of the changes. Planning for the future will mean that Waverley can ensure sufficient funds are held in balances to be in a position to react swiftly to changing demands and emergencies as priorities or policy demands changes. Anticipating forward pressures at an early stage, help ensure that limited financial resources are targeted to Waverley's residents' highest priorities.

Purpose

The purpose of this Strategy is to:

- Provide a framework for managing resources in medium term.
- Demonstrate that sufficient resources will be available to meet Waverley's objectives and priorities, particularly in the delivery of value for money.
- Look ahead to the longer term to protect and help plan sustainable services within an extremely challenging external economic and funding environment.
- Strengthen Waverley's financial resilience and manage volatility and risk, including maintaining an adequate level of reserves.
- Secure, maintain and develop Waverley's capital assets consistent with the Asset Management Plan.
- Anticipate financial pressures and identify potential ways to balance Waverley's budget including through efficiency measures.

Delivering The Council's Priorities

The Council's Vision for 2016 -19 is:

To make Waverley a better place to live and work

The role of the council's financial planning process is to support the achievement of Waverley's Strategic Priorities and Corporate Plan.

Waverley has four main priorities that respond to residents' concerns and to ensure the delivery of high quality, cost effective services:

- Customer Service
- Community and Wellbeing
- Environment
- Value for Money

National Context

The problems of demography and caring for an increasing elderly population are well known as are increasing costs of pensions. Further significant reductions in public spending means that 2016/17 and subsequent years will continue to be extremely challenging for Waverley. Now, more than ever, Waverley needs to be clear about the priorities and focus on them to guide its decision making process.

Financial Strategy Key Risks

- Continued Government grant cuts – 52% reduction in Revenue Support Grant in 2016/17 and complete withdrawal in 2017/18 with negative grant beyond this.
- Funding uncertainty and impact of Comprehensive Spending Review – Waverley's core resources of New Homes Bonus and business rates are being reviewed – early indications are that Waverley's resources will be cut further and additional risk transferred.
- Government proposals for Housing – 1% rent cut for 4 years and high value forced home sell offs will take £300million from forecast resources.
- How to focus resources on Corporate Plan objectives and priorities without impacting on other services.
- Responding to service demands, residents' and tenants' needs.
- How to achieve further efficiency gains and generate additional income from grants and charging.
- Government restriction on council tax levels and key income streams.

Successes in recent years:

- Waverley's Council Tax same level for sixth year.
- Good record of staying within budget.
- Star Chamber still delivering – need to also focus on medium term.
- No service cuts and protected funding for community organisations.

Financial Projection – General Fund

The latest financial projections for the General Fund are shown in appendices 1 to 3. The tables in figure 3 show a projected accumulative budget shortfall of £3m over the next 3 years after 2016/17. Figures 1 and 2 show the impact of the changing Government funding position and highlight the importance of Council Tax in the medium term.

Financial Projection – Housing Revenue Account

Figure 5 shows the expenditure breakdown in 2016/17 of the HRA Business Plan. Figure 7 shows the financial projection on the HRA in the medium term. There is a projected budget shortfall of £3m over the three years after 2016/17 hence the need for the fundamental review. Figure 8 shows that HRA Capital resources are sufficient to finance spending plans in 2016/17 and 2017/18 but the detailed review of the Business Plan will need to address the shortfall in future years. This review will need to consider:

- reviewing capital spending proposals;
- identifying revenue savings and efficiencies;
- review borrowing options within overall Government cap;
- asset disposals and other ways of generating income and/or delivering new affordable housing in innovative ways.

Reserves and Balances

Waverley holds a number of balances and reserves for a range of specific and general purposes. These amounts must be used for their intended purpose and support Waverley's key objectives.

General Fund and HRA Balance – These balances are to cover variations in budgeted income & spending due to:

- Unexpected price increases
- Unbudgeted calls for spending e.g. major one-off inquiry

- Loss of income if offsetting savings can't be found
- Increased demand for services e.g. homelessness

Key policies are as follows:

- General Fund balances will be maintained at a prudent level of at least £ 3.2 million – This represents approximately 25% of net running costs.
- The Housing Revenue Account balance will be maintained at a prudent level of at least £2.0 million.
- Business rate equalisation fund to balance the impact of fluctuations and between-year adjustments on the General Fund.
- The Revenue Reserve will be the principal funding source for the General Fund Capital programme, invest to save schemes and one-off items of revenue and capital expenditure.
- No dependency on reserves or one off uncertain funding sources to fund ongoing services.
- New Homes Bonus will be used to fund one off revenue projects and to support invest-to-save projects.
- Implement and maintain Community Infrastructure Levy in conjunction with the new Local Plan to provide capital infrastructure funding.

Figure 4 shows the projected reserves for the General Fund and Figure 6 shows reserves for the Housing Revenue Account.

Key Actions 2016/17

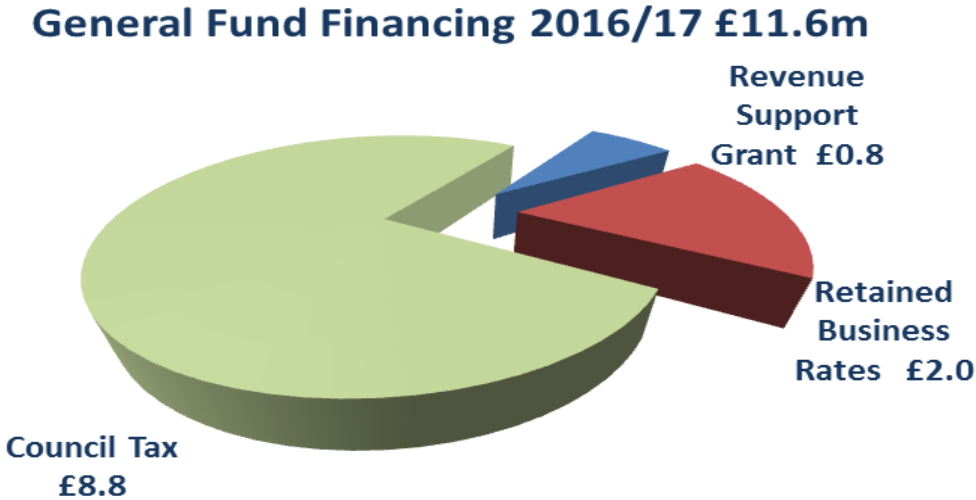
- Continue the 'Star Chamber' reviews and the Foresight Programme to ensure budgets deliver good value for money and are aligned to Corporate Plan priorities.
- Optimising return on cash surplus in times of low interest rates, balancing security, liquidity and return.
- Undertake a fundamental review of HRA budgets and capital spending plans in light of Government changes to ensure a sustainable Business Plan with affordable capital programmes.
- Utilise General Fund and HRA asset strategies including disposals and acquisitions including SANG where appropriate.
- Maximise invest to save opportunities to generate income, improve processes and/or make savings.

- Identify further efficiencies under the 'Foresight' Efficiency Plan including from reconfiguring IT systems procurement.
- Assess the benefit of accepting a 4 year grant settlement from Government.
- Secure new funding opportunities to help deliver priority services and projects.
- Model and monitor sensitivities on key budget areas e.g. inflation and interest.
- Rigorously test all capital proposals for relevance, timeliness and deliverability.
- Review procurement methods and contracts to identify efficiencies and cost savings including agency staff.
- Achieve social inclusion and providing accessible, affordable services for the Borough's most vulnerable residents.
- Support Service Managers to manage finances effectively.

Equality Impact Assessment

Waverley's Medium Term Financial Strategy aims to ensure that the Council can deliver all its services and target its resources on priority areas. These priorities were developed having regard to the Council's approved Equality and Diversity policy. This Strategy recognises Waverley's diverse population and its unique geography and is intended to have a positive impact on the most disadvantaged and vulnerable citizens by focusing resources on providing affordable and accessible services throughout the Borough.

Figure 1



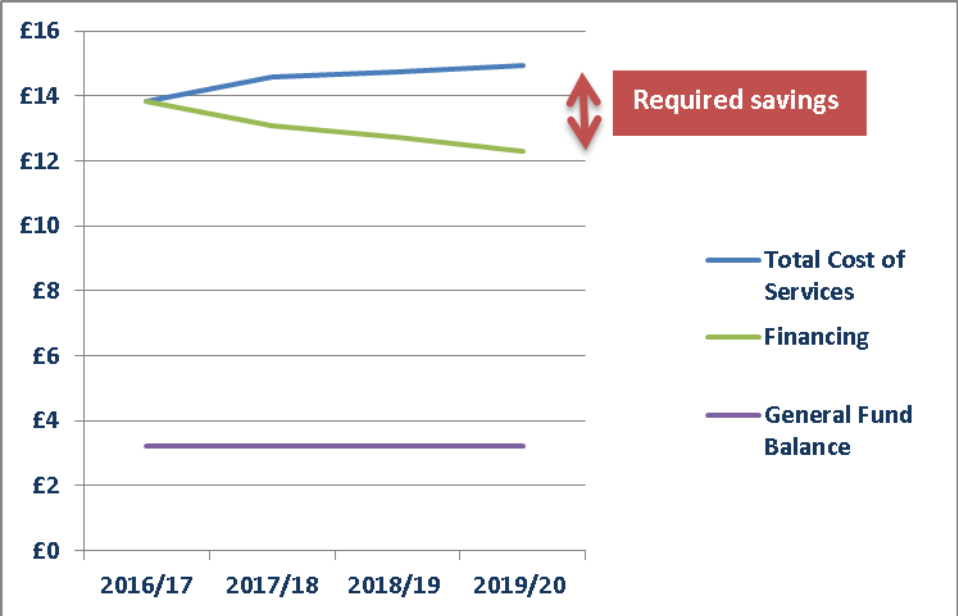
Self sufficiency and the importance of Council Tax



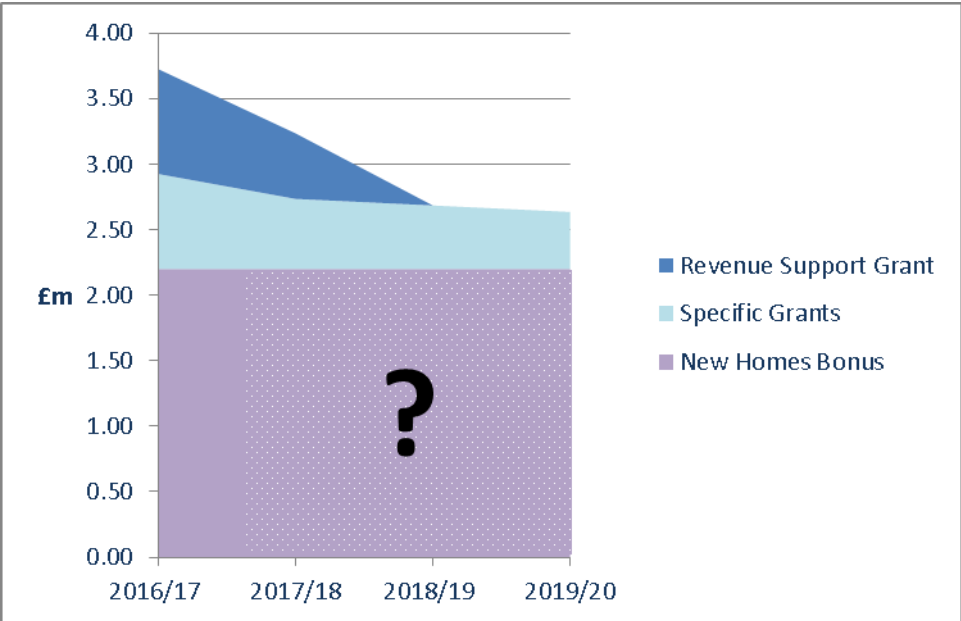
Note: Before any Council Tax increases

Figure 2

4 year General Fund Projection £m



What is happening to our Government funding?



Note: Revenue Support Grant will be negative from 2018/19 onwards

Figure 3**General Fund Budget Forecast beyond 2016/17**

| Estimated variations from 2016/2017 Budget - Cumulative | 2017/18 £'000 | 2018/19 £'000 | 2019/20 £'000 |
|--|--------------------------|--------------------------|--------------------------|
| Inflation non-pay (2%) | 150 | 150 | 150 |
| Inflation non-pay (2%) | 0 | 150 | 150 |
| Inflation non-pay (2%) | 0 | 0 | 150 |
| Pay award | ? | ? | ? |
| Triennial pension review 1/4/17 | 200 | 200 | 200 |
| Government grant reduction | 760 | 1,110 | 1,570 |
| Benefit admin grant- loss | 50 | 100 | 150 |
| Loss of supporting people grant | 50 | 100 | 100 |
| Apprenticeship levy | 70 | 70 | 70 |
| New minimum wage | 20 | 20 | 20 |
| Waste and recycling contract | 50 | 100 | 100 |
| Cumulative Budget Shortfall | 1,350 | 2,000 | 2,660 |

Figure 4

| Schedule of Reserves and Balances - Actual and Projected | | | | | | | | | | |
|---|---------------|--------------|----------------|---------------|--------------|----------------|--------------|--------------|----------------|--------------|
| General Fund | 31.3.2015 | 31.3.2016 | | | 31.3.2017 | | | 31.3.2018 | | |
| | Balance | In | Out | Balance | In | Out | Balance | In | Out | Balance |
| | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 |
| General Fund Working Balance | 3,290 | | (90) | 3,200 | | | 3,200 | | | 3,200 |
| Capital Financing Reserves | | | | | | | | | | |
| Revenue Reserve Fund (inc NHB) | 1,918 | 2,962 | (3,700) | 1,180 | 3,221 | (2,920) | 1,481 | 3,530 | (3,530) | 1,481 |
| General Fund Capital Receipts | 1,192 | 142 | | 1,334 | | | 1,334 | | | 1,334 |
| | 3,110 | 3,104 | (3,700) | 2,514 | 3,221 | (2,920) | 2,815 | 3,530 | (3,530) | 2,815 |
| Earmarked Reserves | | | | | | | | | | |
| LEP loan repayment | 1,500 | | (1,500) | 0 | | | 0 | | | 0 |
| Asset Development | 2,300 | | 1,000 | 3,300 | | (3,300) | 0 | | | 0 |
| Potential SANG site acquisitions | | | 1,000 | 1,000 | | | 1,000 | | (1,000) | 0 |
| Renewals Fund (to replace vehicles and equipment) | 101 | | (26) | 75 | | | 75 | | | 75 |
| Insurance Fund (to meet potential historical liabilities) | 301 | | | 301 | | | 301 | | | 301 |
| Insurance Reserve | 167 | | | 167 | | (36) | 131 | | | 131 |
| | 4,369 | 0 | 474 | 4,843 | 0 | (3,336) | 1,507 | 0 | (1,000) | 507 |
| General Fund Total | 10,769 | 3,104 | (3,316) | 10,557 | 3,221 | (6,256) | 7,522 | 3,530 | (4,530) | 6,522 |

Figure 5

Housing Revenue Account 2016/17 £m
Total Annual Cost £30m
Funded from Rent Income

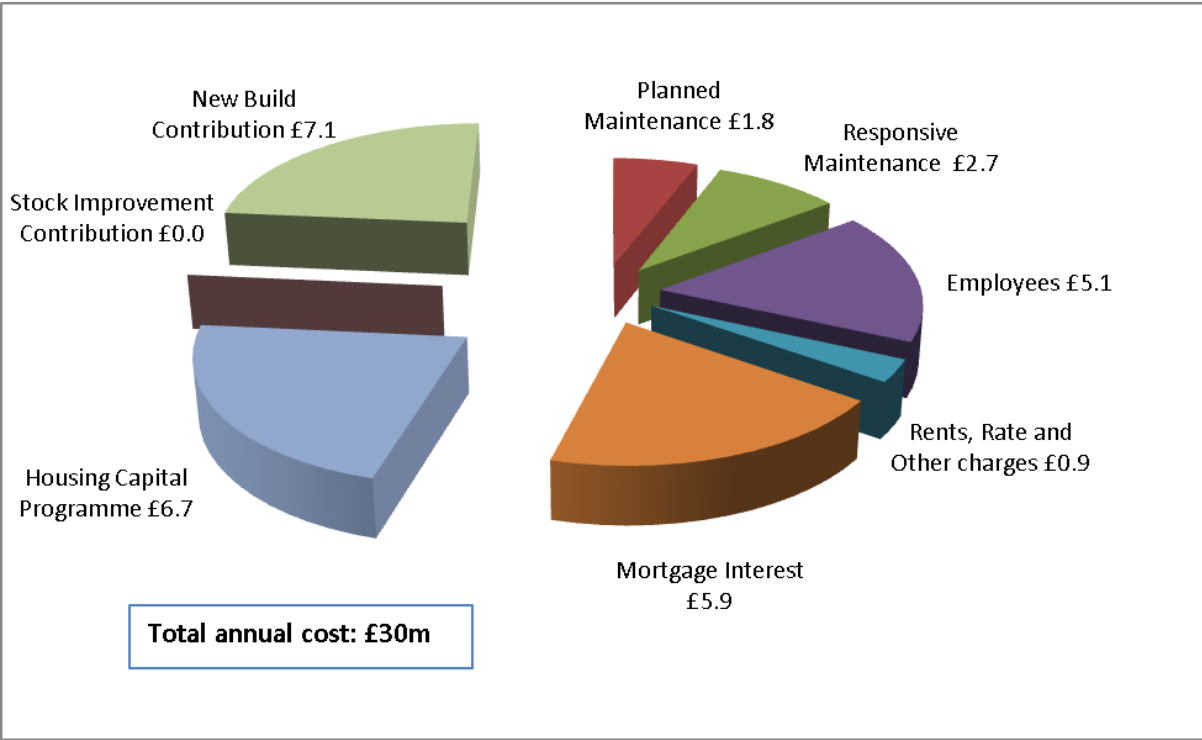


Figure 6

| Schedule of Reserves and Balances - Actual and Projected | | | | | | | | | | |
|---|------------------|---------------|-----------------|------------------|---------------|-----------------|------------------|---------------|-----------------|------------------|
| Housing Revenue Account | 31.3.2015 | 31.3.2016 | | | 31.3.2017 | | | 31.3.2018 | | |
| | Balance £'000 | In £'000 | Out £'000 | Balance £'000 | In £'000 | Out £'000 | Balance £'000 | In £'000 | Out £'000 | Balance £'000 |
| Working Balance | 2,385 | | (77) | 2,308 | | | 2,308 | | | 2,308 |
| Earmarked Capital Reserves | | | | | | | | | | |
| Revenue Reserve | 2,546 | 6,770 | (7,883) | 1,433 | 6,878 | (8,311) | 0 | 7,138 | (7,138) | 0 |
| Capital Receipts Unapplied | 12,765 | | | 12,765 | | (508) | 12,257 | | (12,257) | 0 |
| New Affordable Homes | 5,602 | 7,068 | (7,974) | 4,696 | 7,068 | (7,870) | 3,894 | 1,791 | (5,685) | 0 |
| Stock Remodelling | 8,130 | | (945) | 7,185 | | (3,847) | 3,338 | 1,791 | (2,436) | 2,693 |
| HCA Grant | | | | | 600 | (600) | 0 | | | 0 |
| Commuted Sums | 1,266 | | (1,266) | 0 | | | 0 | | | 0 |
| | 30,309 | 13,838 | (18,068) | 26,079 | 14,546 | (21,136) | 19,489 | 10,720 | (27,516) | 2,693 |
| Housing Revenue Account Total | 32,694 | 13,838 | (18,145) | 28,387 | 14,546 | (21,136) | 21,797 | 10,720 | (27,516) | 5,001 |

Figure 7

**Waverley Borough Council
2016-17 Housing Revenue Account**

| Variations compared to Original 2016/17 Business Plan | | |
|---|--------------------------|---|
| | 2016/17 £'000 | 2017/18 to 2019/20 (3 years) £'000 |
| Business Plan December 2015 Impact of 1% rents reduction compared to agreed Business Plan | 1,308 | 11,097 |
| Sale of high value voids/tariff | 0 | 900 |
| Business Plan minor realignment | 28 | (61) |
| Contribution from HRA working balance | (77) | |
| | 1,259 | 11,936 |
| Star Chamber Revenue savings | (620) | (1,000) |
| Growth | 83 | |
| Contribution to capital programme (freeze at 2015/16 level including debt repayment) | (722) | (8,798) |
| Shortfall | 0 | 2,138 |

Figure 8

HRA Capital Programme and Resources Summary

| | 2015/16 Revised Budget | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2020/21 |
|--|------------------------------|---------------|---------------|-----------------|-----------------|-----------------|
| Capital Bids | £000 | £000 | £000 | £000 | £000 | £000 |
| Core Capital Programme | 7,883 | 8,819 | 8,291 | 8,723 | 8,500 | 8,500 |
| New Affordable Homes | 9,240 | 8,470 | 17,212 | 14,391 | 9,838 | 1,576 |
| Stock Remodelling | 945 | 3,847 | 2,013 | 1,102 | - | - |
| Total Capital Bids | 18,068 | 21,136 | 27,516 | 24,216 | 18,338 | 10,076 |
| Resources | | | | | | |
| Balance Brought Forward 1/4/15 | | 26,079 | 19,489 | 2,693 | (10,813) | (18,736) |
| MRR bal b/f 15/16 | 2,546 | | | | | |
| NAH bal b/f 15/16 | 5,602 | | | | | |
| SR bal b/f 15/16 | 8,130 | | | | | |
| Capital Receipts bal b/f 15/16 | 5,688 | | | | | |
| Capital receipts - NAH b/f 15/16 | 6,119 | | | | | |
| Estimated capital receipts for 15/16 | 408 | | | | | |
| Estimated capital receipts - NAH for 15/16 | 550 | | | | | |
| HCA grant - Wey Court | | 600 | | | | |
| Commuted Sums - Station Rd | 1,266 | | | | | |
| Total Resources | 30,309 | 26,679 | 19,489 | 2,693 | (10,813) | (18,736) |
| Contributions | | | | | | |
| Core Capital Programme | 6,770 | 6,878 | 7,138 | 7,350 | 7,568 | 7,794 |
| New Affordable Homes | 7,068 | 7,068 | 1,791 | 1,680 | 1,423 | 1,383 |
| Stock Remodelling | | | 1,791 | 1,680 | 1,423 | 1,383 |
| Resources Carried Forward (Shortfall) | 26,079 | 19,489 | 2,693 | (10,813) | (18,736) | (18,252) |
| Potential Re-borrowing | | | 3,487 | 3,708 | 4,223 | 4,303 |
| Resources Available if re-borrowed | | | 6,180 | (3,618) | (7,318) | (2,531) |

Assumptions

No more capital receipts

No more S106 funding

Waverley Borough Council

| Ref | 2015/2016 | | 2016/2017 |
|--|--------------------|---|--------------------|
| No | Original Budget | Details | Proposed Budget |
| | (1) | | (2) |
| General Fund Revenue Account Budget Summary 2016/2017 | | | |
| | £ | | £ |
| 1 | 319,390 | Monitoring & Returning Officer | 339,850 |
| 2 | 2,150,110 | Policy & Governance | 2,152,790 |
| 3 | 1,858,790 | Planning | 1,815,240 |
| 4 | (405,650) | Customer and Corporate Services | (591,330) |
| 5 | 1,511,180 | Finance | 1,545,400 |
| 6 | 3,802,510 | Community | 3,674,520 |
| 7 | 2,074,820 | Environment | 1,660,630 |
| 8 | 886,260 | Housing | 895,050 |
| 9 | (250,000) | Staff Vacancy | (200,000) |
| | 11,947,410 | | 11,292,150 |
| 10 | 140,000 | Inflation Provision | 235,000 |
| 11 | | Revenue Projects | 422,800 |
| 12 | £12,087,410 | | £11,949,950 |
| 13 | (1,165,810) | Depreciation/Impairment Reversal | (1,357,430) |
| | | Movement in Reserves - Contribution (from)/to: | |
| 14 | 1,300,000 | Revenue Contribution to Capital Programme | 1,140,000 |
| 15 | 1,662,360 | New Homes Bonus to invest to save reserve | 2,080,580 |
| 16 | 100,000 | Local Plan - contribution to reserve | 80,000 |
| 17 | 20,000 | Borough Elections Reserve | 20,000 |
| 18 | 20,000 | Insurance Reserve | 20,000 |
| 19 | (6,100) | Repairs and Renewals Reserve | |
| 20 | (82,880) | Posts funded from 14-15 Planning Income | |
| 21 | 150,000 | Business Rates Equalisation Reserve | 150,000 |
| 22 | | Star Chamber Savings | (384,300) |
| 23 | | Star Chamber Growth | 323,000 |
| 24 | £14,084,980 | Waverley Spending Requirement | £14,021,800 |
| | | Financed by :- | |
| 25 | 8,754,000 | Council Tax <i>(includes 1.95% Council Tax increase in 16/17)</i> | 9,031,800 |
| 26 | 1,573,560 | Revenue Support Grant <i>(provisional settlement)</i> | 760,000 |
| 27 | 1,817,640 | Retained Business Rates | 1,832,000 |
| 28 | 185,600 | Business Rates in excess of Government Baseline | 168,000 |
| 29 | 91,820 | Council Tax Freeze Grant | 0 |
| 30 | 1,662,360 | New Homes Bonus | 2,230,000 |
| 31 | £14,084,980 | | £14,021,800 |

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**Waverley Borough Council
2016/17 General Fund Budget**

Closing the Budget Gap

| | £'000 |
|---|--------------|
| Budget Gap - Joint O&S 18 January 2016 | 230 |
| | |
| Pay award at 1% | 115 |
| | |
| Council tax increase assumed 1.95% | (176) |
| Use New Homes Bonus to fund Revenue Projects that are not essential maintenance | (149) |
| Review interest estimate | (20) |
| | |
| | 0 |

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General Fund Government Grants 2016/2017

7th December 2015 (after announcement of provisional local government finance settlement)

| | (1) | (2) | (3) |
|---|--------------|---|----------------------|
| | 2015/16 | 2016/17 Estimate (after announcement of provisional settlement) | Reduction (1)-(2) |
| | £'000 | £'000 | £'000 |
| Core Grant funding on Budget Summary | | | |
| Revenue Support Grant | 1,574 | 760 | 814 |
| Council Tax Freeze grant 2015/2016 | 92 | 0 | 92 |
| Other grants included in detailed estimate pages | | | |
| Council Tax Support Administration Grant | 86 | 61 | 25 |
| Other Benefits Administration Grant | 344 | 290 | 54 |
| Business Rate Collection Allowance | 181 | 179 | 2 |
| Supporting People Funding | 201 | 175 | 26 |
| Environmental Health - DEFRA | 25 | 0 | 25 |
| Total | 2,503 | 1,465 | 1,038 |

Also coming from Central Government is New Homes Bonus of £2.2million as shown on the Budget Summary.

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| 2016/17 | | | |
|------------------------|--------------------------------------|-----------------------------------|--|
| | Star Chamber item requiring decision | | Impact assessment of saving/justification for growth |
| | Saving/ Increased Income £ | Growth/ Reduced Income £ | |
| Summary | | | |
| Policy and Governance | (26,000) | 58,000 | |
| Planning | (15,000) | 95,000 | |
| Customer and Corporate | (38,000) | 0 | |
| Finance | (129,000) | 0 | |
| Community | (72,300) | 48,000 | |
| Environment | (104,000) | 82,000 | |
| Housing | 0 | 40,000 | |
| Total | (£384,300) | £323,000 | |

| 2016/17 | | | |
|--|--------------------------------------|-----------------------------------|---|
| | Star Chamber item requiring decision | | Impact assessment of saving/justification for growth |
| | Saving/ Increased Income £ | Growth/ Reduced Income £ | |
| Policy and Governance | | | |
| Reduce agenda printing costs | (8,000) | | This proposal is part of the Council's wider mobile working strategy. The Council's existing agenda management IT system ('Mod.Gov') already provides the facility for committee papers to be received, viewed and annotated on screen via a tablet rather than being printed. Under this proposal, all tier 1-3 managers (CMT, Heads of Services, those who report to a head of service) at Waverley will utilise this functionality to go paperless, reducing printing costs by £8,000 per annum. |
| Cancel Local Government Association Subscription | (10,000) | | Waverley will still be able to access the majority of key services provided by the LGA, albeit at slightly increased 'non-member' rates in some cases. |
| Corporate Communications | | 3,000 | To meet the costs of corporate communications activity where this is required to meet corporate plan objectives and to communicate professionally, positively and consistently with residents and customers. |
| Review Media Monitoring service | | 5,000 | To renew the existing subscription which has enabled the Council to streamline its approach to media monitoring, reducing officer time spent on collating press clippings and other activities. |

| 2016/17 | | | |
|--|--------------------------------------|-----------------------------------|---|
| | Star Chamber item requiring decision | | Impact assessment of saving/justification for growth |
| | Saving/ Increased Income £ | Growth/ Reduced Income £ | |
| Planning Lawyer - funded from additional planning income | | 50,000 | The increased level of planning applications requires a correspondingly increased level of internal legal advice and support on planning matters. This additional resource has already been provided on a temporary basis as a necessity and this proposal seeks to formalise this arrangement. |
| mayoral budgets - staffing, travel and printing | (6,000) | | Aligning budget to demand |
| Cancel South East England Councils subscription | (2,000) | | Minimal impact if any. Waverley does not rely on SEE Councils for any core services or support and it is therefore judged that there is no longer a business case for continuing to pay the annual subscription fees. |
| Total: | (£26,000) | £58,000 | |

| 2016/17 | | | |
|--|--------------------------------------|-----------------------------------|---|
| | Star Chamber item requiring decision | | Impact assessment of saving/justification for growth |
| | Saving/ Increased Income £ | Growth/ Reduced Income £ | |
| Planning | | | |
| Out of hours Payment to planning officers subject to report by ME/WG | | 10,000 | As part of recruitment and retention offer. |
| Funding to support officer training to achieve membership of Royal Town Planning Institute | | 20,000 | As part of recruitment and retention offer. |
| Combining planning officer and senior officer grades to achieve greater opportunities for career progression | | 50,000 | As part of recruitment and retention offer. |
| Change in Building Control Staff establishment to meet business needs | | 15,000 | To meet the Building Control business improvement plan's aspiration to increase market share. |
| Reassessment of Building Control Income | (15,000) | | Reflecting current income forecast, achievable through new staff structure. |
| Total: | (£15,000) | £95,000 | |

| 2016/17 | | | |
|---|--------------------------------------|-----------------------------------|--|
| | Star Chamber item requiring decision | | Impact assessment of saving/justification for growth |
| | Saving/ Increased Income £ | Growth/ Reduced Income £ | |
| Customer and Corporate Services | | | |
| IT Budget realignment (termination of the Frontline contract) | (5,000) | | Zero impact. Existing system has been replaced by a superior solution. |
| Reconfiguration of the IT help desk team | (8,000) | | Minimal impact, savings due to retirement. |
| Asset Management Strategy - increased revenue from the existing property portfolio) | (25,000) | | No impact. This will be achieved by rent review and negotiation as enabled by existing leases. The projected growth matches current performance. |
| Total: | (£38,000) | £0 | |

| 2016/17 | | | |
|--|--------------------------------------|-----------------------------------|---|
| | Star Chamber item requiring decision | | Impact assessment of saving/justification for growth |
| | Saving/ Increased Income £ | Growth/ Reduced Income £ | |
| Finance | | | |
| Revenues Team Staffing | (13,000) | | Savings due to staff changes whilst increasing service capacity. |
| Finance Team Staffing | (17,000) | | Savings due to staff changes whilst increasing service capacity. |
| Employee Services Staffing | (23,000) | | Savings due to staff changes whilst increasing service capacity. |
| Council Tax Transition hardship relief | (30,000) | | Hardship relief was put in place three years ago as a transition measure from Council Tax Benefit to Council Tax Support Scheme. To date there has been minimal requirement for this fund. There is a £50k reserve accumulated. |
| Self insurance contribution | (15,000) | | A significant reserve has been established to cover self insurance, experience shows that there is a minimal call each year compared to the contributions and can be reviewed yearly for any adverse impact. |
| Compensatory grants | (7,000) | | Towns and Parishes grant has been reduced in line with the Councils loss of government grant, and have been consulted with each of the last three years to enable them to adjust their plans. |
| Council Tax Support Grant | (11,000) | | Same as compensatory grants |
| Bank Contract | (13,000) | | No service impact from this saving. It reflects adjustments in transaction volumes. |
| Total: | (£129,000) | £0 | |

| 2016/17 | | | |
|---|--------------------------------------|-----------------------------------|--|
| | Star Chamber item requiring decision | | Impact assessment of saving/justification for growth |
| | Saving/ Increased Income £ | Growth/ Reduced Income £ | |
| Community | | | |
| Tree Risk | | 20,000 | Additional funds required to ensure delivery of Waverley's Tree Risk Management Guide. |
| Ditch/ground maintenance | | 28,000 | Ongoing maintenance following clearance of Waverley ditches as part of the capital programme. |
| Careline | (25,000) | | Growth in client numbers to address the latent demand. |
| Health & Wellbeing Officer | (10,000) | | Attraction of external funding to deliver key elements of the preventative health agenda. |
| Income generated by new Events Coordinator (created from existing post) | (20,000) | | Increased income through more proactive marketing, promotion and booking of events on Waverley land. |
| Standardisation of fees | (5,000) | | Standardisation of fees across a range of services. |
| Gostrey Meadow | (10,000) | | Rental income from the introduction of a mobile 'café' offer on Gostrey Meadow. |
| | | | |
| Ashgate Gallery | (2,300) | | Part of the standardisation of funding support. |
| Total: | (£72,300) | £48,000 | |

| 2016/17 | | | |
|--|--------------------------------------|-----------------------------------|---|
| | Star Chamber item requiring decision | | Impact assessment of saving/justification for growth |
| | Saving/ Increased Income £ | Growth/ Reduced Income £ | |
| Environment | | | |
| Car Park Officer increased hours | | 15,000 | Additional supervision, inspection and routine maintenance of car parks required to meet health and safety standards and customer expectation. |
| Emergency Planning and Safety Assistant - 1 Year contract | | 12,000 | Additional short term support required for emergency planning and resilience officer to review and embed emergency plans and safety culture in organisation. |
| Environmental Enforcement Officer | | 28,000 | Enhanced enforcement activity to deal with fly tipping, litter, dog fouling and anti-social behaviour required in response to public expectation and increased offending (net of income). |
| Litter picking A3 and A31 additional costs | | 17,000 | Statutory responsibility for clearing litter on these roads. Additional costs for A3. Traffic management requirements increase the costs. |
| Video - recycling promotion | | 10,000 | Need to continue to promote recycling in order to achieve targets for increased recycling performance. |
| Revised arrangements for discounted parking concessions for schools 1/2 year starting September 2016 | (20,000) | | Additional income generated from sales of permits for parent parking in partnership with schools. |
| Garden Waste Service - £5 increase in annual charge | (50,000) | | Scheme cheaper than neighbouring areas. Will generate additional income. |
| Garden Waste Service - improved bin cost recovery | (5,000) | | Need to recover full cost of bin rather than subsidise it. |

| 2016/17 | | | |
|---|--------------------------------------|-----------------------------------|---|
| | Star Chamber item requiring decision | | Impact assessment of saving/justification for growth |
| | Saving/ Increased Income £ | Growth/ Reduced Income £ | |
| Saturday garden waste - termination of service in Godalming from October 2016 | (6,000) | | Service cannot be justified financially now residents have alternative of Garden Waste subscription service or community recycling centres. |
| Public conveniences closure - North Street, Farncombe | (11,000) | | Facility significantly underused and costly to operate. |
| Car Parks - car washing franchise | (12,000) | | Additional income generated from extending franchise to additional car parks. |
| Total: | (£104,000) | £82,000 | |

| 2016/17 | | | |
|-------------------------------|--------------------------------------|-----------------------------------|--|
| | Star Chamber item requiring decision | | Impact assessment of saving/justification for growth |
| | Saving/ Increased Income £ | Growth/ Reduced Income £ | |
| Housing (General Fund) | | | |
| Homelessness prevention | | 10,000 | To give discretionary support to households with children in private rented accommodation negatively impacted by the benefit cap being introduced in April 2016 to prevent homelessness. |
| Homelessness Budget | | 30,000 | To enable the provision of rent deposits and rent in advance to households threatened with homelessness in order to avoid use of temporary accommodation. |
| Total: | £0 | £40,000 | |

Schedule of Reserves and Balances - Actual and Projected

| General Fund | 31.3.2015 | 31.3.2016 | | | 31.3.2017 | | | 31.3.2018 | | |
|---|---------------|--------------|----------------|---------------|--------------|----------------|--------------|--------------|----------------|--------------|
| | Balance | In | Out | Balance | In | Out | Balance | In | Out | Balance |
| | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 |
| General Fund Working Balance | 3,290 | | (90) | 3,200 | | | 3,200 | | | 3,200 |
| Capital Financing Reserves | | | | | | | | | | |
| Revenue Reserve Fund (inc NHB) | 1,918 | 2,962 | (3,700) | 1,180 | 3,221 | (2,920) | 1,481 | 3,530 | (3,530) | 1,481 |
| General Fund Capital Receipts | 1,192 | 142 | | 1,334 | | | 1,334 | | | 1,334 |
| | 3,110 | 3,104 | (3,700) | 2,514 | 3,221 | (2,920) | 2,815 | 3,530 | (3,530) | 2,815 |
| Earmarked Reserves | | | | | | | | | | |
| LEP loan repayment | 1,500 | | (1,500) | 0 | | | 0 | | | 0 |
| Asset Development | 2,300 | | 1,000 | 3,300 | | (3,300) | 0 | | | 0 |
| Potential SANG site acquisitions | | | 1,000 | 1,000 | | | 1,000 | | (1,000) | 0 |
| Renewals Fund (to replace vehicles and equipment) | 101 | | (26) | 75 | | | 75 | | | 75 |
| Insurance Fund (to meet potential historical liabilities) | 301 | | | 301 | | | 301 | | | 301 |
| Insurance Reserve | 167 | | | 167 | | (36) | 131 | | | 131 |
| | 4,369 | 0 | 474 | 4,843 | 0 | (3,336) | 1,507 | 0 | (1,000) | 507 |
| General Fund Total | 10,769 | 3,104 | (3,316) | 10,557 | 3,221 | (6,256) | 7,522 | 3,530 | (4,530) | 6,522 |

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WAVERLEY BOROUGH COUNCIL

COUNCIL - 16 FEBRUARY 2016

Title:

FINANCIAL STRATEGY 2016/17 – 2019/20
DRAFT GENERAL FUND CAPITAL PROGRAMME 2016/17
[Wards Affected: All]
[Portfolio Holder: Cllr Wyatt Ramsdale]

Summary and purpose:

The report puts forward proposals for the draft 2016/17 Capital Programme in respect of the General Fund services for consideration by the Council. The report also considers proposed revenue projects to be included within the 2016/17 Budget. The purpose of this 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.

How this report relates to the Council's Corporate Priorities:

The Capital Programme proposed supports the Council's Corporate Priorities.

Equality and Diversity Implications:

An Equality Impact Assessment will be carried out to ensure there are no adverse equality implications.

Resource/Value for Money implications:

Resource implications are contained throughout the report.

Legal implications:

The recommendations of this report do not have direct legal implications.

Introduction

1. Each year, the Council reviews its three-year Capital Programme and in particular agrees the provisions to be included within the Budget for the year ahead. The overall parameters for the Capital Programme are set out within the Council's Financial Strategy. The Capital Programme and revenue project proposals for 2016/17, as put forward by the Heads of Service, are presented for consideration.

Draft 2016/2017 Capital Programme

2. The proposed 2016/17 Capital Programme amounts to £2.6million as shown at Annexe 1 to this report.

3. The Annexe also presents the proposed financing, which shows significant external funding of over £0.5million, £1.2million coming from Waverley's own resources in the Revenue Reserve Fund and £880,000 from Waverley's 'Invest-to-save' fund.

Approval Process

4. Certain schemes as identified by an asterisk on the schedule will be included within the overall Programme, but specific approval under delegation will be required before they proceed because further information is needed in support of these schemes. Once Council has approved the Budget, it is proposed that authority to proceed in these cases is delegated to the Director of Finance and Resources in conjunction with the Finance Portfolio Holder.

Revenue Projects

5. Accounting rules require that certain one-off project-type expenditure is classified as revenue expenditure. These items have been identified as revenue projects as they maintain an asset rather than enhance it and are summarised at Annexe 2 along with the funding. The total requests are included in Annexe 1 for the General Fund Revenue Report and if approved will be included within the appropriate revenue budget.

Conclusion

6. Allowance for the total of the Revenue Projects is included within the Revenue Budget proposed and individual schemes will be shown as part of the appropriate Estimate sheets when the final proposals have been agreed. The financing proposals in Annexe 1 show that the draft Capital Programme is within the resources available for 2016/2017.

Observations from the Joint Overview and Scrutiny Committee

7. The Joint Overview and Scrutiny Committee considered this report and, whilst making a number of specific observations on the Service Plans for 2016/17, recommended that the funding for the the Frensham Common Site Facilities Redevelopment should be phased.

Recommendation

The Executive, having considered the comments from the Joint Overview and Scrutiny Committee, RECOMMENDS that

1. the list of Revenue Projects totalling £562,800 be approved, as shown at Annexe 2 to be included within the Revenue Estimates;
2. the 2016/17 General Fund Capital Programme totalling £2,587,750 be approved, as shown at Annexe 1;
3. the financing proposals for 2016/2017 in Annexe 1 be agreed; and

4. the budgets for schemes marked with an asterisk on the schedules be approved, but spending on these projects be subject to the agreement of the Director of Finance and Resources and Finance Portfolio Holder or the Executive if appropriate.

Background Papers

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

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Capital Programme General Fund

| | 2016/2017 Funding | | | | | | 2017/2018 Estimate | 2018/2019 Estimate |
|--|--------------------|----------------------------|-------------------------------|-------------------|-----------------|---------------------|-----------------------|-----------------------|
| | 2016/17 | | | | | | | |
| | Total Programme | Revenue Reserve Fund | Housing Revenue Account | Invest to Save | S106 Funding | External Funding | | |
| | £ | £ | £ | £ | £ | £ | £ | |
| General Fund Summary | | | | | | | | |
| Provision for Urgent Schemes during Year | 150,000 | 150,000 | 0 | 0 | 0 | 0 | 150,000 | 150,000 |
| Customer and Corporate | 434,000 | 378,000 | 56,000 | 0 | 0 | 0 | 240,000 | 20,000 |
| Community Services | 1,515,750 | 451,820 | 0 | 880,000 | 28,400 | 155,530 | 797,200 | 520,200 |
| Environmental Services | 118,000 | 118,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| General Fund Housing Services | 370,000 | 38,000 | 0 | 0 | 0 | 332,000 | 370,000 | 370,000 |
| Total | £2,587,750 | £1,135,820 | £56,000 | £880,000 | £28,400 | £487,530 | £1,557,200 | £1,060,200 |

Capital Programme General Fund

| | 2016/17 | 2016/2017 Funding | | | | | 2017/2018 Estimate | 2018/2019 Estimate |
|--|--------------------|----------------------------|-------------------------------|-------------------|-----------------|---------------------|-----------------------|-----------------------|
| | Total Programme | Revenue Reserve Fund | Housing Revenue Account | Invest to Save | S106 Funding | External Funding | | |
| | £ | £ | £ | £ | £ | £ | £ | £ |

Customer and Corporate

| | | | | | | | | |
|---|-----------------|-----------------|----------------|-----------|-----------|-----------|-----------------|----------------|
| * Customer Services - Invest to Save | | | | | | | 150,000 | |
| Central Offices | | | | | | | | |
| Vending Machine | 3,000 | 3,000 | | | | | | |
| Properties | | | | | | | | |
| Ramsnest Flood Alleviation | 18,000 | 18,000 | | | | | | |
| * Farnham Museum works | 92,000 | 92,000 | | | | | | |
| IT | | | | | | | | |
| Forward Programme/Legislative Changes | 10,000 | 10,000 | | | | | 10,000 | 10,000 |
| Desktop/Server Upgrades | 20,000 | 20,000 | | | | | 35,000 | |
| Mobile Working Solutions | 35,000 | 35,000 | | | | | | |
| Network Upgrade & Flexible Working | 10,000 | 10,000 | | | | | 10,000 | 10,000 |
| Property Terrier Database | 40,000 | 40,000 | | | | | | |
| Mobile Phone Procurement | 30,000 | 30,000 | | | | | | |
| Document Management | 60,000 | 60,000 | | | | | | |
| Employee File Online Solution | | | | | | | 10,000 | |
| Pump House Business Continuity Arrangements | 40,000 | 40,000 | | | | | | |
| Agresso Experience Packs | 20,000 | 20,000 | | | | | | |
| Orchard Development | 40,000 | | 40,000 | | | | 25,000 | |
| Keystone | 16,000 | | 16,000 | | | | | |
| Total Customer and Office Services | £434,000 | £378,000 | £56,000 | £0 | £0 | £0 | £240,000 | £20,000 |

* Project requires delegated approval before work can commence

Capital Programme General Fund

| | 2016/17 | 2016/2017 Funding | | | | | 2017/2018 | 2018/2019 |
|--|-------------------|----------------------|-------------------------|-----------------|----------------|------------------|-----------------|-----------------|
| | Total Programme | Revenue Reserve Fund | Housing Revenue Account | Invest to Save | S106 Funding | External Funding | Estimate | Estimate |
| | £ | £ | £ | £ | £ | £ | £ | £ |
| Community Services | | | | | | | | |
| Central Communications (Careline) | 30,000 | 30,000 | | | | | 40,000 | 40,000 |
| Parks and Countryside | | | | | | | | |
| Weydon Lane Landfill site | 8,000 | 8,000 | | | | | 58,000 | 58,000 |
| HLS Countryside Works | 139,200 | 80,000 | | | | 59,200 | 119,200 | 119,200 |
| Frensham Common - Site Facilities Redevelopment | 800,000 | | | 800,000 | | | 20,000 | 10,000 |
| Pond Restorations | 14,000 | 14,000 | | | | | 14,000 | 14,000 |
| Proactive Woodland Management | 35,000 | 35,000 | | | | | 35,000 | 35,000 |
| Frensham Pond Dam | 25,000 | 25,000 | | | | | 15,000 | 15,000 |
| Lammas Lands flood relief channel | 5,000 | 5,000 | | | | | 55,000 | |
| Ditch Renovation | 70,000 | 70,000 | | | | | | |
| Broadwater Park Improvement Project | 130,000 | 39,000 | | | | 91,000 | 106,000 | 30,000 |
| Greenspace Infrastructure & DDA Improvements | 53,170 | 30,000 | | | 23,170 | | 50,000 | 50,000 |
| Phillips Memorial Park Improvement Project | 11,150 | 5,820 | | | | 5,330 | | |
| Playground Refurbishments | 75,230 | 70,000 | | | 5,230 | | 160,000 | 119,000 |
| Pavilions - Improving energy efficiency and | 20,000 | 20,000 | | | | | 30,000 | 30,000 |
| * Gostrey Meadow Pavilion | 80,000 | | | 80,000 | | | 80,000 | |
| Farnham Park Golf Club/Café - Sewerage works | | | | | | | 15,000 | |
| Arts | | | | | | | | |
| External decorating repairs to the new Ashgate Gallery | 20,000 | 20,000 | | | | | | |
| Total Community Services | £1,515,750 | £451,820 | £0 | £880,000 | £28,400 | £155,530 | £797,200 | £520,200 |

* Project requires delegated approval before work can commence

**Capital Programme
General Fund**

| | 2016/17 | 2016/2017 Funding | | | | | 2017/2018 | 2018/2019 |
|-------------------------------------|-----------------|----------------------|-------------------------|----------------|--------------|------------------|-----------|-----------|
| | Total Programme | Revenue Reserve Fund | Housing Revenue Account | Invest to Save | S106 Funding | External Funding | Estimate | Estimate |
| | £ | £ | £ | £ | £ | £ | £ | £ |
| Environmental Services | | | | | | | | |
| High Street, Haslemere Car Park | 118,000 | 118,000 | | | | | | |
| Total Environmental Services | £118,000 | £118,000 | £0 | £0 | £0 | £0 | £0 | £0 |

**Capital Programme
General Fund**

| | 2016/17 | 2016/2017 Funding | | | | | 2017/2018 | 2018/2019 |
|--|-----------------|----------------------|-------------------------|----------------|--------------|------------------|-----------------|-----------------|
| | Total Programme | Revenue Reserve Fund | Housing Revenue Account | Invest to Save | S106 Funding | External Funding | Estimate | Estimate |
| | £ | £ | £ | £ | £ | £ | £ | £ |
| General Fund Housing Services | | | | | | | | |
| House Renovation Grants | | | | | | | | |
| - Disabled Facilities | 350,000 | 28,000 | | | | 322,000 | 350,000 | 350,000 |
| Warm Homes Project | 20,000 | 10,000 | | | | 10,000 | 20,000 | 20,000 |
| Total General Fund Housing Services | £370,000 | £38,000 | £0 | £0 | £0 | £332,000 | £370,000 | £370,000 |

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CAPITAL PROGRAMME
2016/2017 REVENUE SCHEMES - GENERAL FUND

| Project | Essential Maintenance | 2016/17 | | | |
|-------------------------------|-----------------------|----------------------|------------------|---------------------------------|-----------------------|
| | | Total Programme £ | WBC funding £ | Repairs & Renewals Reserve £ | External Funding £ |
| Customer and Corporate | | | | | |
| Central Offices | Essential Maintenance | 90,000 | 90,000 | | |
| Development Consultancy | | 40,000 | 40,000 | | |
| Community Services | | | | | |
| Community | | | | | |
| Day Centres | | | | | |
| Farncombe Day Centre | | 12,800 | 12,800 | | |
| Sports Centres | | | | | |
| General | Y | 100,000 | 100,000 | | |
| Contingency | | 25,000 | 25,000 | | |
| Haslemere Leisure Centre | | 60,000 | | | 60,000 |
| Recreation | | | | | |
| Parks Signage | | 20,000 | 20,000 | | |
| Environmental Services | | | | | |
| Environmental Health | | | | | |
| Contaminated Land | | 30,000 | 30,000 | | |
| Air Quality | | 52,500 | 2,500 | | 50,000 |
| Noise Recording Equipment | | 5,000 | | 5,000 | |
| Refuse Collection | | | | | |
| Green Recycling Containers | | 25,000 | | | 25,000 |
| Car Parks | | | | | |
| Rolling Programme | Y | 102,500 | 102,500 | | |
| General Fund Total | | £562,800 | £422,800 | £5,000 | £135,000 |

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WAVERLEY BOROUGH COUNCIL

COUNCIL - 16 FEBRUARY 2016

Title:

HOUSING REVENUE ACCOUNT BUSINESS PLAN, REVENUE BUDGET AND CAPITAL PROGRAMME 2016/17

[Portfolio Holders: Cllr Carole King and Cllr Wyatt Ramsdale]
[Wards Affected: All]

Summary and purpose:

This report advises members of the latest position regarding the Housing Revenue Account (HRA) Revenue Estimates for 2016/17 and the updated 30-year Business Plan. The Executive has made recommendations to Council regarding Waverley's HRA budget and Business Plan for 2016/17.

How this report relates to the Council's Corporate Priorities:

Waverley's landlord service deals with the management and maintenance of existing stock and delivering affordable housing which helps to improve lives – two of the Council's five corporate priorities. A viable business plan, which takes account of these priorities, needs to be in place to aid delivery of these priorities.

Equality and Diversity Implications:

Providing more and better affordable housing for residents of the Borough in housing need, particularly the more vulnerable in our society.

Resource/Value for Money Implications:

Resource implications are contained throughout the report.

Legal Implications:

There are no direct legal implications as a result of this report.

Introduction

1. This report outlines the draft budgets to be included within the annual review and update of the HRA 30 year Business Plan and the Budget for the year ahead, including the five-year Capital Programmes. The Business Plan is underpinned by the Council's Financial Strategy and provides the resources to fund the 30-year maintenance forecast and fund proposals for building new affordable homes and investment in stock remodelling.
2. This report contains the following Annexes:

- Annexe 1 – Business Plan Approved February 2015 - 2016/17 to 2020/21
- Annexe 2 – Business Plan Revised December 2015 - 2016/17 to 2020/21
- Annexe 3 – Business Plan Assumptions
- Annexe 4 – Detailed budget pages
- Annexe 5 – Star Chamber Proposals
- Annexe 6 – Housing Fees and Charges
- Annexe 7 – Revised 2016/17 Business Plan compared to Original
- Annexe 8 – Capital Programme comprising
 - Housing Core Programme
 - New Affordable Homes Programme
 - Stock Remodelling Programme
- Annexe 9 – HRA Capital Resources summary
- Annexe 10 – HRA Reserves Summary

Business Plan

3. The next five years' latest projection for the Business Plan, commencing with 2016/17, is attached at Annexe 2. For information, the previously approved Business Plan figures for this period are also included at Annexe 1. The assumptions behind the Business Plan are illustrated in Annexe 3.
4. The Government announced changes to HRA finances in the summer budget which, as reported at the Finance Seminar, will lose the HRA over £300million over the life of the Plan compared to the Business Plan projections approved in February 2015. The changes are shown below:
 - Rent reductions of 1% per year for 4 years from 2016/17 (incorporated into Annexe 2)
 - Impact of the sale of high value voids from 2017/18
 - Welfare reforms
5. These changes will have a significant impact on the continued delivery of the current strategy for the Housing service depicted by the Business Plan. As a consequence, and given that the detailed regulations and guidance has not been published yet, it is proposed that a full review of every aspect of the Business Plan and its underlying budget costings is carried out in the summer to assess the right activity levels and the desired capital programme expenditure in the longer term. These Government changes have already created a £1.3million shortfall in the 2016/17 revenue budget compared to the Business Plan approved in February 2015.
6. There has been rigorous scrutiny of draft budgets through the Council's 'Star Chamber' process involving the Directors, Portfolio Holders, and Heads of Service particularly in light of the budget shortfall. The Star Chamber proposals are summarised in Annexe 5. These have not yet been incorporated in the Business Plan or detailed budgets.
7. A detailed breakdown of the budgets behind the summary Business Plan figures for 2016/17 is provided at Annexe 4.

Rents

8. The Council usually follows a rent setting policy that supports Waverley's Business Plan objectives with broad adherence to the Government's social rent policy of an annual rent increase calculated as September RPI (0.8%)+ 1/2 % (2015/16 increase 2.8%). However, the government have imposed a 1% per year rent reduction for the next four years from 2016/17. The Bill is currently in the House of Lords. This change is reflected in the revised Business Plan at Annexe 2 and has resulted in £1.3million less rent income than originally budgeted for in.
9. It is proposed to increase garage rents by 1.3%. The proposal for the garages at Waggon Yard, Farnham, is to increase rents by 7% to reflect their prime town centre location.
10. It is proposed that service charges in sheltered accommodation be increased by 50p/week in 2016/17 and the heating reimbursement charge by the same amount in line with previous energy increases. The position will be reviewed in 2016/17 in the light of current market conditions.
11. It is proposed that rents for Temporary Accommodation (TA) and Bed and Breakfast be increased in line with Local Housing Allowance rates when these are announced in due course.

Fees and Charges

12. A proposed schedule of charges for various services to leaseholders and shared owners is given in Annexe 6. Whilst the income from fees and charges are already included in the business Plan, Members are required to approve these annually.

Draft 2016/17 Capital Programme

13. The draft Capital Programme at Annexe 8 shows the proposals estimated to be spent in 2016/17 on each of the three elements to the capital programme. A five-year core capital programme of works has been drawn up to help ensure compliance with landlord and employee obligations and to bring systems and equipment up to standard.

Draft 2016/17 New Affordable Homes Programme and Stock Remodelling Programme

14. The 30-year Business Plan also includes a programme to develop new affordable homes and a programme to remodel some of the existing stock. The major project at Ockford Ridge will be a combination of redevelopment and remodelling existing dwellings. Estimates at this stage are on a very broad basis and will be refined as survey work is carried out. These programmes will form part of the full review of the Business Plan in the summer as they need to be affordable within the Business Plan after taking account of the impact of the 1% rent reduction and forced high value sales.

Financing

15. The financial model in Waverley's Business Plan incorporates the transfer to the HRA Revenue Reserve to support capital expenditure. Annexe 9 shows the Capital Programme proposals against the resources available in the next five years. Even after taking account of the significant accumulated resources prior to 2016/17, including capital receipts, the table at Annexe 9 shows that latest capital expenditure plans significantly exceed available capital resources over the five year period from 2016/17 to 2020/21. This is not a sustainable position and the review of the entire Business Plan during 2016 will examine to what extent Capital Programmes will need to be revised to meet available resources and will examine other ways to generate additional funds.

Robustness of Estimates

16. Full account has been taken of potential costs and adequate provision has been made. A prudent assessment of income has been undertaken and only income that has a high level of certainty of being received is included within the Council's budgets.
17. The Council's Financial Strategy, together with information presented at the Annual Finance Seminar and subsequent reports demonstrate the financial challenges to Waverley Borough Council and Landlord Service in the future.
18. In view of the level of awareness amongst Members and the action taken to produce the Council's budget in 2016/17, the Director of Finance and Resources is satisfied with the robustness of the estimates presented.

Adequacy of reserves

19. Adequate reserves are necessary to meet significant cost that could not reasonably have been foreseen in the preparation of the budget. The levels of the HRA working and repairs fund balances have been reviewed and the working balance maintained at £2m. It is proposed to apply the repairs fund balance to support specific revenue projects leaving a projected balance of some £35k at the end of 2016/17. Annexe 10 shows the schedule of reserves.

Joint Overview and Scrutiny Committee

20. The Joint Overview and Scrutiny Committee considered the report and, whilst making a number of specific suggestions on the Service Plans for 2016/17, also gave its support for a review of the Housing Business Plan being undertaken in light of government reforms.

Conclusion

21. As a result of efficiency measures and reductions in some activities, the 2016/17 budget is now showing a balanced position. However, subsequent years of the Business Plan will need to be reviewed thoroughly in the light of the impact of Government's changes.

Recommendation

Having considered the comments from the Joint Overview and Scrutiny Committee, the Executive RECOMMENDS 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 Welfare Reform and Work Bill 2015;
 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 be increased 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.
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Background Papers

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

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Waverley Housing Revenue Account Next 5 Years Business Plan Original February 2015 approved

| £'000 | 2016-17 | 2017-18 | 2018-19 | 2019-20 | 2020-21 |
|---|---------------|---------------|---------------|---------------|---------------|
| | (2) | (3) | (4) | (5) | (6) |
| INCOME | | | | | |
| 1 Gross Dwelling Rent income (net of subsidy penalty) | 30,471 | 31,767 | 33,113 | 35,031 | 35,482 |
| Less Voids @2.125% | (686) | (635) | (662) | (701) | (710) |
| Net Dwelling Rent | 29,785 | 31,131 | 32,451 | 34,331 | 34,772 |
| 2 Gross Garage rents | 375 | 385 | 394 | 404 | 414 |
| Less Voids @ 20% | (75) | (77) | (79) | (81) | (83) |
| Net Garage Rent | 300 | 308 | 315 | 323 | 331 |
| 3 Service Charges | 268 | 274 | 281 | 288 | 295 |
| 4 Costs recovered | 276 | 283 | 290 | 297 | 304 |
| 5 Other Income | 357 | 366 | 375 | 384 | 394 |
| COSTS | | | | | |
| 6 Housing Management | (5,391) | (5,479) | (5,599) | (5,697) | (5,767) |
| 7 Maintenance | (4,418) | (4,488) | (4,560) | (4,633) | (4,707) |
| 8 Other Costs | (570) | (624) | (636) | (649) | (662) |
| 9 Interest | (5,827) | (5,796) | (5,742) | (5,672) | (5,587) |
| 10 Debt management | (30) | (50) | (50) | (50) | (50) |
| 11 Net Operating Expenses | 14,750 | 15,925 | 17,125 | 18,922 | 19,324 |
| 12 Contribution to Core Capital Programme | 6,932 | 7,138 | 7,350 | 7,568 | 7,794 |
| 13 Contribution to Stock Improvement | 0 | 2,691 | 3,046 | 3,555 | 3,575 |
| 14 Contribution to New Build | 7,790 | 2,691 | 3,046 | 3,555 | 3,575 |
| 15 Principal repayment | | 3,487 | 3,708 | 4,223 | 4,303 |
| 16 Shortfall(-)/Surplus | 27 | (82) | (24) | 21 | 77 |
| | 14,750 | 15,925 | 17,125 | 18,922 | 19,324 |
| 17 Loan brought forward | 192,035 | 192,035 | 188,548 | 184,840 | 180,617 |
| 18 Loan carried forward | 192,035 | 188,548 | 184,840 | 180,617 | 176,314 |
| 19 HRA Working Balance brought forward | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| 20 HRA Working Balance carried forward | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 |

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Waverley Housing Revenue Account Revised Business Plan Incorporating 4 Year Rent Reduction

| | 2015-16 | 2016-17 | 2017-18 | 2018-19 | 2019-20 | 2020-21 |
|---|----------------|----------------|----------------|----------------|----------------|----------------|
| | (1) £'000 | (2) £'000 | (3) £'000 | (4) £'000 | (5) £'000 | (6) £'000 |
| INCOME | | | | | | |
| 1 Gross Dwelling Rent income (net of subsidy penalty) | 29,413 | 29,097 | 29,333 | 29,382 | 29,871 | 30,255 |
| Less Voids @2.125% | (629) | (655) | (587) | (588) | (597) | (605) |
| Net Dwelling Rent | 28,784 | 28,477 | 28,747 | 28,795 | 29,274 | 29,650 |
| 2 Gross Garage rents | 366 | 375 | 385 | 394 | 404 | 414 |
| Less Voids @ 20% | (73) | (75) | (77) | (79) | (81) | (83) |
| Net Garage Rent | 293 | 300 | 308 | 315 | 323 | 331 |
| 3 Service Charges | 261 | 295 | 302 | 310 | 318 | 326 |
| 4 Costs recovered | 269 | 269 | 276 | 283 | 290 | 297 |
| 5 Other Income | 348 | 398 | 357 | 366 | 375 | 384 |
| COSTS | | | | | | |
| 6 Housing Management | (5,306) | (5,444) | (5,695) | (5,820) | (5,921) | (5,994) |
| 7 Maintenance | (4,348) | (4,453) | (4,577) | (4,631) | (4,665) | (4,675) |
| 9 Other Costs | (570) | (653) | (624) | (636) | (649) | (662) |
| 10 Interest | (5,827) | (5,827) | (5,796) | (5,742) | (5,672) | (5,587) |
| 11 Debt management | (30) | (30) | (30) | (30) | (30) | (30) |
| 12 Net Operating Expenses | 13,874 | 13,332 | 13,268 | 13,210 | 13,642 | 14,041 |
| 13 Contribution to Core Capital Programme | 6,770 | 6,878 | 7,138 | 7,350 | 7,568 | 7,794 |
| 14 Contribution to Stock Improvement | 0 | 0 | 2,691 | 3,046 | 3,555 | 3,575 |
| 15 Contribution to New Build | 7,068 | 7,790 | 2,691 | 3,046 | 3,555 | 3,575 |
| 16 Principal repayment | | | 3,487 | 3,708 | 4,223 | 4,303 |
| 17 Contribution from working balance | | (77) | | | | |
| 18 Shortfall(-)/Surplus | 36 | (1,259) | (2,739) | (3,938) | (5,259) | (5,207) |
| | 13,874 | 13,332 | 13,268 | 13,210 | 13,642 | 14,041 |
| 19 Loan brought forward | 192,035 | 192,035 | 192,035 | 188,548 | 184,840 | 180,617 |
| 20 Loan carried forward | 192,035 | 192,035 | 188,548 | 184,840 | 180,617 | 176,314 |
| 21 HRA Working Balance brought forward | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| 22 HRA Working Balance carried forward | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 |

KEY ASSUMPTIONS

Rents reduced by 1% pa for 4 years from 2016-17 in line with Government policy

Maintain working Balance at £2m

Rent increases from 2020-21 assumed at 3.0%

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Business Plan Assumptions 2016-17

| WAVERLEY ASSUMPTIONS | |
|---|--------|
| Estimated housing stock 1 April 2016 | 4,865 |
| Inflation | |
| Contracts (CPI) | 1.6% |
| Energy and Rents(RPI) | |
| Rent reduction – 2016/17 to 2019/20 inclusive | 1% |
| Stock growth through new homes programme (included in stock total above) | 38 |
| Average interest rate on borrowing | 2.8% |
| Stock Loss through right-to-buys over the life of the Business Plan | 240 |
| Percentage of voids assumed | 2.125% |
| Provision for bad debts | 0.1% |

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**Housing Revenue Account
Revenue Estimates 2016/2017**

Landlord Services

| Ref. No. | 2015/2016 Estimate (1) | Details | 2016/2017 Estimate (2) |
|--|------------------------------|---|------------------------------|
| Housing Revenue Account Summary | | | |
| | £ | | £ |
| | | Expenditure | |
| | | Premises | |
| 1 | 5,140,760 | Repairs and Maintenance | 5,234,420 |
| | | Administration | |
| | | Supervision and Management | |
| 2 | 3,252,430 | - General | 3,503,320 |
| 3 | 504,300 | - Special | 345,900 |
| 4 | 133,110 | Waverley Families | 109,570 |
| 5 | 549,560 | 'Back-Funded' pension contributions | 548,300 |
| | | Capital Charges | |
| 6 | 73,890 | Capital Work Expenses | 73,480 |
| | | Special Items | |
| 7 | 470 | Inflation Provision | 40,000 |
| 8 | 0 | Bad Debts Provision | 25,000 |
| 9 | 0 | Uninsured Loss Reserve | 25,000 |
| 10 | 20,000 | Fraud Initiative | 20,000 |
| 11 | 36,000 | Energy saving Initiatives | 36,000 |
| 12 | 20,000 | Transitional Funding of Support Costs | 15,000 |
| 13 | 9,730,520 | Total Expenditure | 9,975,990 |
| | | Income | |
| 14 | 28,965,860 | Dwelling Rents | 28,653,990 |
| 15 | (177,000) | Negative housing subsidy/Rebates Contribution | (177,000) |
| 16 | 28,788,860 | | 28,476,990 |
| 17 | 292,690 | Garage Rents | 300,000 |
| 18 | 123,200 | Other Income | 123,200 |
| 19 | 29,204,750 | Total Income | 28,900,190 |
| 20 | (50,000) | Target Reduction - Vacancy factor | (50,000) |
| 21 | (19,524,230) | Net Cost of Services | (18,974,200) |
| 22 | 5,857,230 | Capital Finance | 5,857,230 |
| 23 | (135,000) | Interest receivable | (215,000) |
| 24 | (13,802,000) | Net Operating Expenditure | (13,331,970) |
| 25 | 6,734,000 | Contribution to Core Capital Programme | 6,878,320 |
| 26 | 7,068,000 | Contribution to New Build | 7,790,000 |
| 27 | | Contribution from working balance | (76,850) |
| 28 | | Star Chamber revenue savings | (620,000) |
| 29 | | Star Chamber Growth | 82,500 |
| 30 | | Contribution to capital programme (freeze) | (722,000) |
| 31 | £0 | (Surplus)/Deficit in Year | £0 |

Landlord Services

| Ref. No. | 2015/2016 Estimate (2) | Codes | Details | 2016/2017 Estimate (3) |
|--------------------------------|------------------------------|--------------|--------------------------------|------------------------------|
| Repairs and Maintenance | | | | |
| Main Code H2000 | | | | |
| | £ | | | £ |
| | | 1000s | Employees | |
| 1 | 622,400 | | Housing - Operations | 640,770 |
| 2 | 52,500 | | Housing - Strategic | 55,410 |
| 3 | 5,100 | | Policy & Governance | 4,840 |
| 4 | 8,490 | | Civic & Monitoring | 8,620 |
| 5 | 26,740 | | Finance | 27,140 |
| 6 | <u>715,230</u> | | Total Staff Recharges | <u>736,780</u> |
| | | 1100s | Premises | |
| 7 | 2,608,480 | 1104 | Responsive Repairs and Voids | 2,650,220 |
| 8 | 1,731,950 | 1104 | Cyclical Maintenance | 1,759,660 |
| 9 | 7,400 | 1163-91 | Void properties | 7,520 |
| | | 1300s | Supplies and Services | |
| 10 | 5,050 | 1302-12 | Equipment, Tools and Materials | 5,050 |
| 11 | 4,500 | 1332 | Printing | 4,500 |
| 12 | 2,250 | 1337 | Books and Publications | 2,250 |
| 13 | 8,500 | 1344 | Consultants Fees | 8,500 |
| 14 | 5,600 | 1345 | Out of Hours Emergency Service | 5,600 |
| 15 | 2,970 | 1351-3 | Telephones | 3,020 |
| 16 | 3,000 | 1393 | Health and Safety | 3,050 |
| 17 | 1,000 | 1399 | Company Searches | 1,000 |
| 18 | 150 | 1399 | Sundry | 150 |
| | | 1600s | Support Costs | |
| 19 | 44,680 | 1600 | Computer Cost Recharge | 47,120 |
| 20 | 5,140,760 | | Gross Expenditure | 5,234,420 |
| 21 | £5,140,760 | | Net Cost to Summary | £5,234,420 |

Landlord Services

| Ref. No. | 2015/2016 Estimate (2) | Codes | Details | 2016/2017 Estimate (3) |
|---|------------------------------|---------------|------------------------------------|------------------------------|
| Supervision and Management General | | | | |
| Main Code H4001 | | | | |
| | £ | | | £ |
| | | 1000s | Employees | |
| 1 | 1,233,540 | | Housing - Operations | 1,234,960 |
| 2 | 486,340 | | Housing - Strategic | 494,730 |
| 3 | 33,200 | | Policy & Governance | 31,560 |
| 4 | 29,500 | | Civic & Monitoring | 29,940 |
| 5 | 10,180 | | Planning | 25,290 |
| 6 | 153,550 | | Finance | 153,310 |
| 7 | 118,190 | | Office and IT | 116,090 |
| 8 | 1,830 | | Environment | 1,760 |
| 9 | 500 | | Community Services | 420 |
| 10 | <u>2,066,830</u> | | Total Staff Recharges | <u>2,088,060</u> |
| 11 | 45,950 | 1050s | Former Employee Costs | 44,690 |
| | | 1100s | Premises | |
| 12 | 40,140 | 1131-2 | Hired and Contracted Services | 184,660 |
| 13 | 66,920 | 1176 | Council Tax/Business Rates | 67,990 |
| 14 | 148,770 | 1191 | Insurances | 163,650 |
| | | 1300s | Supplies and Services | |
| 15 | 4,000 | 1302-5 | Equipment and Furniture | 4,000 |
| 16 | 14,500 | 1332 | Printing | 14,500 |
| 17 | 250 | 1337 | Books and Publications | 250 |
| 18 | 10,000 | 1341 | Legal Expenses | 10,000 |
| 19 | 12,100 | 1344 | Consultants Fees | 12,100 |
| 20 | 9,200 | 1345 | Hired and Contracted Services | 9,200 |
| 21 | 6,000 | 1345 | Annual stock valuation Fee | 6,000 |
| 22 | 3,100 | 1351-3 | Telephones | 3,140 |
| 23 | 8,700 | 1354 | Postages | 8,700 |
| 24 | 40,000 | 1371 | Transfer Grants | 40,000 |
| 25 | 5,000 | 1387 | Subscriptions | 5,000 |
| 26 | 3,450 | 1393 | Health & Safety | 3,500 |
| 27 | 1,000 | 1395 | Other Supplies | 1,000 |
| 28 | 7,500 | 1398 | Assisted removals and decants | 7,500 |
| 29 | 28,000 | 1398 | Compensation(including home loss) | 28,000 |
| 30 | 5,000 | 1398 | Vulnerable Tenant Support | 5,000 |
| 31 | 9,500 | 1399 | Miscellaneous Expenses | 13,500 |
| | | | Special Items | |
| 32 | 17,500 | H4005 | Tenants' Panel Expenses: | 17,500 |
| 33 | 7,500 | H4006 | Social Inclusion | 7,500 |
| 34 | 25,000 | H4007 | Tenant Participation | 25,000 |
| 35 | 40,000 | H2112 | Community Safety/Estate Management | 40,000 |
| 36 | 11,000 | H4008 | Benchmarking costs | 11,000 |
| 37 | 10,000 | H9120 | IT upgrades | 60,000 |
| | | 1600s | Support Costs | |
| 38 | 185,180 | 1600 | Democratic Representation | 188,130 |
| 39 | 110,790 | 1600 | Computer Cost Recharge | 117,620 |
| 40 | 402,020 | 1600 | Corporate Costs | 410,010 |
| | | | <u>Recharge from:-</u> | |
| 41 | 25,280 | R1011 | Financial Expenses | 23,870 |
| 42 | 3,370,180 | | Gross Expenditure | 3,621,070 |

Landlord Services

| Ref. No. | 2015/2016 Estimate (2) | Codes | Details | 2016/2017 Estimate (3) |
|----------|------------------------------|-------|---------|------------------------------|
|----------|------------------------------|-------|---------|------------------------------|

Supervision and Management General (Continued)

Main Code H4001

| | £ | | | £ |
|-----------|-------------------|--------------|----------------------------|-------------------|
| | | 2000s | Income | |
| 43 | 46,000 | 2350 | Service Charges | 46,000 |
| 44 | 58,750 | 2704 | Rents | 58,750 |
| 45 | 8,000 | 2903 | Re-imburements | 8,000 |
| 46 | 5,000 | 2906 | Contributions | 5,000 |
| 47 | 117,750 | | Total Income | 117,750 |
| 48 | £3,252,430 | | Net Cost to Summary | £3,503,320 |

Landlord Services

| Ref. No. | 2015/2016 Estimate (2) | Codes | Details | 2016/2017 Estimate (3) |
|----------|------------------------------|-------|---------|------------------------------|
|----------|------------------------------|-------|---------|------------------------------|

Waverley Families Main Code H4999

| | £ | | | | £ |
|-----------|-----------------|--------------|--------------------------------|--|-----------------|
| | | 1000s | Employees | | |
| 1 | 174,210 | | Housing - Operations | | 180,620 |
| 2 | 530 | | Finance | | 520 |
| 3 | 174,740 | | Total Staff Recharges | | 181,140 |
| | | 1300s | Supplies and Services | | |
| 4 | 100 | 1302-12 | Equipment, Tools and Materials | | 100 |
| 5 | 550 | 1332 | Printing | | 550 |
| 6 | | 1345 | Contracted Services | | 20,000 |
| 7 | 1,920 | 1351-3 | Telephones | | 1,950 |
| 8 | 4,000 | 1371 | Grants and Donations | | 4,000 |
| 9 | 1,800 | 1393 | Health and Safety | | 1,830 |
| 10 | 183,110 | | Gross Expenditure | | 209,570 |
| | | 2000s | Income | | |
| 11 | 50,000 | 2100 | Contributions and Grants | | 100,000 |
| 12 | 50,000 | | Total Income | | 100,000 |
| 13 | £133,110 | | Net Cost to Summary | | £109,570 |

| Landlord Services | | | | |
|---|------------------------|---------------|-------------------------------|------------------------|
| Ref. No. | 2015/2016 Estimate (2) | Codes | Details | 2016/2017 Estimate (3) |
| Supervision and Management Special | | | | |
| Main Code H5001 | | | | |
| | £ | | | £ |
| | | 1000s | Employees | |
| 1 | 149,630 | | Housing - Operations | 149,890 |
| 2 | 13,120 | | Housing - Strategic | 13,850 |
| 3 | 20,980 | | Finance | 21,760 |
| 4 | 1,830 | | Environment | 1,760 |
| 5 | 77,090 | | Community | 83,150 |
| 6 | <u>262,650</u> | | Total Staff Recharges | <u>270,410</u> |
| 7 | 80,000 | <i>H5601</i> | Cleaners Wages | 81,280 |
| | | 1100s | Premises | |
| 8 | 3,000 | <i>1121</i> | Fixtures and Fittings | 3,000 |
| 9 | 183,290 | <i>1131-2</i> | Hired and Contracted Services | 38,770 |
| 10 | 129,090 | <i>1163</i> | Electricity | 131,140 |
| 11 | 37,720 | <i>1163</i> | Landlord's lighting | 38,320 |
| 12 | 153,900 | <i>1164</i> | Gas | 156,380 |
| 13 | 46,830 | <i>1176</i> | Council Tax | 47,590 |
| 14 | 3,050 | <i>1178</i> | Water Services | 3,100 |
| 15 | 6,090 | <i>1182</i> | Cleaning Materials | 6,180 |
| 16 | 22,540 | <i>1184</i> | Contract Cleaning | 23,620 |
| 17 | 7,540 | <i>1185</i> | Window Cleaning | 6,960 |
| 18 | 2,540 | <i>1188</i> | Cesspool Emptying | 2,580 |
| 19 | 12,220 | <i>1191</i> | Insurances | 13,440 |
| | | 1300s | Supplies and Services | |
| 20 | 32,000 | <i>1302-5</i> | Equipment and Furniture | 34,290 |
| 21 | 200 | <i>1332</i> | Printing | 200 |
| 22 | 9,830 | <i>1351-3</i> | Telephones | 10,000 |
| 23 | 1,250 | <i>1389</i> | Television Services | 2,250 |
| 24 | 170 | <i>1391</i> | Insurances | 170 |
| 25 | 1,250 | <i>1399</i> | Miscellaneous Expenses | 1,250 |
| | | 1600s | Support Costs | |
| 26 | 1,140 | <i>1600</i> | Computer Cost Recharge | 1,210 |
| 27 | 996,300 | | Gross Expenditure | 872,140 |
| | | 2000s | Income | |
| 28 | 7,900 | <i>2300</i> | Fees and Charges | 7,900 |
| 29 | 269,340 | <i>2903</i> | Central Heating | 269,340 |
| 30 | 214,760 | <i>2,350</i> | Service Charges | 249,000 |
| 31 | 492,000 | | Total Income | 526,240 |
| 32 | £504,300 | | Net Cost to Summary | £345,900 |

Landlord Services

| Ref. No. | 2015/2016 Estimate (2) | Codes | Details | 2016/2017 Estimate (3) |
|----------|------------------------------|-------|---------|------------------------------|
|----------|------------------------------|-------|---------|------------------------------|

Capital Work Expenses Main Code H1010

| | £ | | | | £ |
|----|----------------|--------------|--------------------------------------|--|----------------|
| | | 1000s | Employees | | |
| 1 | 14,700 | | Housing - Operations | | 15,220 |
| 2 | 12,620 | | Housing - Strategic | | - |
| 3 | | | Civic & Monitoring | | 12,800 |
| 4 | 20,590 | | Policy & Governance | | 19,570 |
| 5 | 6,220 | | Finance | | 6,130 |
| 6 | 54,130 | | Total Staff Recharges | | 53,720 |
| | | 1300s | Supplies and Services | | |
| 7 | 16,260 | 1345 | Contracted Services - sustainability | | 16,260 |
| 8 | 3,500 | 1391 | Insurances | | 3,500 |
| 9 | 73,890 | | Gross Expenditure | | 73,480 |
| 10 | £73,890 | | Net Cost to Summary | | £73,480 |

Other Activity Main Code H1000

| | £ | | | | £ |
|---|-------------------|--------------|----------------------------|--|-------------------|
| | | 1000s | Expenses | | |
| 1 | 20,000 | | Fraud initiative | | 20,000 |
| 2 | 20,000 | | Gross Expenditure | | 20,000 |
| | | 2000s | Income | | |
| 3 | 36,000 | 2705 | Solar Panel Roof Rental | | 36,000 |
| 4 | 87,000 | 2905 | Water Rate Commission | | 87,000 |
| 5 | 200 | 2410 | Mortgagors Interest | | 200 |
| 6 | 123,200 | | Total Income | | £123,200 |
| 7 | (£103,200) | | Net Cost to Summary | | (£103,200) |

| 2016/17 | | | |
|---|--------------------------------------|-----------------------------------|---|
| | Star Chamber item requiring decision | | Impact assessment of saving/ justification for growth |
| | Saving/ Increased Income £ | Growth/ Reduced Income £ | |
| Housing Revenue Account | | | |
| | | | |
| Specialist advice for contract reprocurement costs (£80k over three years, £20k first year) | | 20,000 | To be funded by saving in Cyclical maintenance budget (30:30:20) |
| Compliance Officer (3 year contract) | | 50,000 | To be funded by reduction in capital budget for surveying and fees |
| Sheltered Staff domestic hours - build increased hours into establishment | | 12,500 | To standardise hours to 20 hours per week which will provide scope and time for all domestic duties within each scheme to be covered and provide additional staff presence for tenants following the reduction in staff earlier in the year. Approval is sought to increase the establishment as this growth is covered by service charge income that has already been built into the budget for 2016/17. |
| Cyclical Maintenance Budget | 20,000 | | To fund contract re procurement |
| Reduction in capital budget for surveying and fees | 50,000 | | To fund Compliance Officer |
| Temporarily suspend budget for Strategic Senior Surveyor subject to review going forward | 50,000 | | Reduced works undertaken so no impact |
| Delete Housing Development Officer post | 50,000 | | Reduced works undertaken so no impact |
| Reduce void rent loss | 300,000 | | Need to ensure void properties are turned round faster and the decant process is efficient |
| Reduce contribution to Capital Programme | 150,000 | | |
| Total: | £620,000 | £82,500 | |

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Housing Services
Schedule of Fees and Charges for 2016/2017

| Ref. No. | Unit of Charge | VAT Indicator | Existing Charge | Proposed Charge | |
|---|----------------------------------|------------------|--------------------|--------------------|--|
| | | | £ | £ | |
| Housing Revenue Account | | | | | |
| Supervision and Management Special | | | | | |
| 8 | Guest Rooms - E P Units - Single | Per Night | OS | 15.00 | 15.00 } } |
| 9 | Guest Rooms - E P Units - Double | Per Night | OS | 20.00 | 20.00 } } |
| 10 | Community Rooms - Residents | Session | OE | 15.00 | 15.00 }) Sessions 10am - 1pm } |
| 11 | Community Rooms - Non Resident | Session | OE | 33.00 | 33.00 }) 2pm - 5pm }) 7pm - 10pm |
| Leaseholder Charges | | | | | |
| The following charges replace the flat rate charge currently in place | | | | | |
| Annual practical notes and information to leaseholder. Check of leaseholder account to ensure there are no problems and ground rent invoicing with supporting documentation. | | | | | |
| | Annual | OO | 25.00 | 25.00 | |
| Annual practical notes and information to shared owners. Check of account to ensure there are no problems, check to see if ground rent payable | | | | | |
| | Annual | OO | 22.50 | 22.50 | No ground rent payable |
| Annual practical notes and information to shared owners. Check of account to ensure there are no problems, check to see if ground rent payable | | | | | |
| | Annual | OO | 25.00 | 25.00 | Ground Rent payable |
| Service charge invoicing and supporting documentation non-shared ownership. | | | | | |
| | Quarterly | OO | 2.50 | 2.50 | Only if repairs/maintenance during quarter |
| Service charge invoicing and supporting documentation non-shared ownership. | | | | | |
| | Annual | OO | 10.00 | 10.00 | Only if repairs/maintenance during year |
| Service charge invoicing and supporting documentation shared ownership. | | | | | |
| | | OO | 25.00 | 25.00 | |
| Consent to alter | | | | | |
| | | OS | 55.00 | 55.00 | |
| Retrospective/ Complex consent to alter | | | | | |
| | | OS | 75.00 | 75.00 | |
| Consent to underlet | | | | | |
| | | OS | 30.00 | 30.00 | |
| Consent to keep pets | | | | | |
| | | OS | 30.00 | 30.00 | |
| Letter to lenders and other third parties | | | | | |
| | | OS | 25.00 | 25.00 | |

Housing Services
Schedule of Fees and Charges for 2016/2017

| Ref. No. | Unit of Charge | VAT Indicator | Existing Charge | Proposed Charge |
|--|-------------------|------------------|--------------------|--------------------------------------|
| | | | £ | £ |
| Reminder in relation to arrears with full printout of account | | OE | 25.00 | 25.00 |
| Section 20 management | | OE | 35.00 | 35.00 |
| Obtaining Land Registry document as requested by leaseholder | | OS | 10.00 | 10.00 Plus Land Registry cost |
| Provision of duplicate invoices | | OS | 2.50 | 2.50 |
| Contacting or responding to you in relation to a problem with your flat. Non-complex replies by email will be free | | OS | 5.50 | 5.50 |
| Written contact and liaison with you in relation to statutory requirements, such as fire and asbestos risk assessments | | OE | 2.50 | 2.50 |
| Leasehold enquiry responses | | OS | New Charge | 234.00 |
| Leasehold (with sink fund) enquiry responses | | OS | New Charge | 246.00 |
| Preliminary telephone advice for non-complex issues relating to your leasehold property | | | FREE | FREE |
| Changing leaseholder records, leaseholder responsible for advising changes in writing | | | FREE | FREE |

**Waverley Borough Council
2016-17 Housing Revenue Account**

| Variations compared to Original 2016/17 Business Plan | | |
|---|--------------------------|---|
| | 2016/17 £'000 | 2017/18 to 2019/20 (3 years) £'000 |
| Business Plan December 2015 Impact of 1% rents reduction compared to agreed Business Plan | 1,308 | 11,097 |
| Sale of high value voids/tariff | 0 | 900 |
| Business Plan minor realignment | 28 | (61) |
| Contribution from HRA working balance | (77) | |
| | 1,259 | 11,936 |
| Star Chamber Revenue savings | (620) | (1,000) |
| Growth | 83 | |
| Contribution to capital programme (freeze at 2015/16 level including debt repayment) | (722) | (8,798) |
| Shortfall | 0 | 2,138 |

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Housing Revenue Account Capital Programme

| Project Title | 2016/17 Capital Bid £ | 2017/18 Estimate £ | 2018/19 Estimate £ | 2019/20 Estimate £ | 2020/21 Estimate £ |
|--|-----------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Housing Revenue Account Summary | | | | | |
| Core Housing Capital Programme | 8,819,310 | 8,291,530 | 8,722,860 | 8,500,000 | 8,500,000 |
| New Affordable Homes | 8,470,330 | 17,211,840 | 14,390,650 | 9,837,580 | 1,575,500 |
| Stock Remodelling | 3,846,500 | 2,013,000 | 1,102,200 | 0 | 0 |
| Total | £21,136,140 | £27,516,370 | £24,215,710 | £18,337,580 | £10,075,500 |

Housing Revenue Account Capital Programme

| Project Title | 2016/17 Capital Bid £ | 2017/18 Estimate £ | 2018/19 Estimate £ | 2019/20 Estimate * £ | 2020/21 Estimate * £ |
|---------------------------------------|-----------------------------|--------------------------|--------------------------|----------------------------|----------------------------|
| Core Housing Capital Programme | | | | | |
| Kitchens and Bathrooms | 3,579,850 | 3,669,530 | 3,761,430 | | |
| Windows and Doors | 622,000 | 492,000 | 492,000 | | |
| Roofing and Associated Work | 1,247,000 | 1,216,200 | 1,232,840 | | |
| Aids and Adaptations | 200,000 | 203,200 | 206,450 | | |
| Structural and Damp work | 705,000 | 629,050 | 633,210 | | |
| Health and Safety | 275,500 | 244,080 | 248,230 | | |
| Building Services | 1,855,960 | 1,672,470 | 1,983,700 | | |
| Communal and Estate Work | 274,000 | 115,000 | 115,000 | | |
| Professional Fees | 60,000 | 50,000 | 50,000 | | |
| Total | £8,819,310 | £8,291,530 | £8,722,860 | £8,500,000 | £8,500,000 |

* Indicative estimate

Housing Revenue Account Capital Programme

| Project Title | 2016/17 Capital Bid £ | 2017/18 Estimate £ | 2018/19 Estimate £ | 2019/20 Estimate £ | 2020/21 Estimate £ |
|--|-----------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| New Affordable Homes | | | | | |
| Pre-development costs for 2016/17 | 83,500 | 83,500 | 83,500 | 83,500 | 83,500 |
| Ockford Ridge | 1,912,000 | 7,384,400 | 7,825,300 | 7,810,500 | 1,092,000 |
| Sherrydon, Cranleigh | | 467,500 | | | |
| Wey Court, Godalming | 1,573,330 | 2,964,840 | | | |
| Weyhill, Haslemere | 700,000 | 1,269,410 | 4,269,410 | 1,543,580 | |
| Binhams Lea, Dunsfold | 345,000 | 172,500 | | | |
| Middlefield, Farnham | 862,500 | | | | |
| Bridge Road, Haslemere | 535,900 | | | | |
| Nursery Hill, Shamley Green | 1,113,100 | 371,030 | | | |
| Other schemes identified but not approved | 345,000 | 4,098,660 | 1,812,440 | 0 | 0 |
| Buy Backs | 600,000 | | | | |
| Total New Affordable Homes Projects | £8,070,330 | £16,811,840 | £13,990,650 | £9,437,580 | £1,175,500 |
| Development Staff Costs | 400,000 | 400,000 | 400,000 | 400,000 | 400,000 |
| Total New Affordable Homes Budget | £8,470,330 | £17,211,840 | £14,390,650 | £9,837,580 | £1,575,500 |

Housing Revenue Account Capital Programme

| Project Title | 2016/17 Capital Bid £ | 2017/18 Estimate £ | 2018/19 Estimate £ | 2019/20 Estimate £ | 2020/21 Estimate £ |
|--------------------------------|--------------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| Stock Remodelling | | | | | |
| Ockford Ridge Refurbishment | 2,626,000 | 2,013,000 | 852,200 | | |
| Parkhurst Fields, Churt | | | 250,000 | | |
| Community Rooms, Borough Wide | 590,000 | | | | |
| Cranleigh Day Centre | 312,000 | | | | |
| 8 Elmbridge Cottages * | 318,500 | | | | |
| Total Stock Remodelling | £3,846,500 | £2,013,000 | £1,102,200 | £0 | £0 |

* subject to decision from Executive re: disposal of site.

HRA Capital Programme and Resources Summary

| | 2015/16 Revised Budget | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2020/21 |
|---------------------------|------------------------------|---------------|---------------|---------------|---------------|---------------|
| Capital Bids | £000 | £000 | £000 | £000 | £000 | £000 |
| Core Capital Programme | 7,883 | 8,819 | 8,291 | 8,723 | 8,500 | 8,500 |
| New Affordable Homes | 9,240 | 8,470 | 17,212 | 14,391 | 9,838 | 1,576 |
| Stock Remodelling | 945 | 3,847 | 2,013 | 1,102 | - | - |
| Total Capital Bids | 18,068 | 21,136 | 27,516 | 24,216 | 18,338 | 10,076 |

| Resources | | | | | | |
|--|---------------|---------------|---------------|--------------|-----------------|-----------------|
| Balance Brought Forward 1/4/15 | | 26,079 | 19,489 | 2,693 | (10,813) | (18,736) |
| MRR bal b/f 15/16 | 2,546 | | | | | |
| NAH bal b/f 15/16 | 5,602 | | | | | |
| SR bal b/f 15/16 | 8,130 | | | | | |
| Capital Receipts bal b/f 15/16 | 5,688 | | | | | |
| Capital receipts - NAH b/f 15/16 | 6,119 | | | | | |
| Estimated capital receipts for 15/16 | 408 | | | | | |
| Estimated capital receipts - NAH for 15/16 | 550 | | | | | |
| HCA grant - Wey Court | | 600 | | | | |
| Commuted Sums - Station Rd | 1,266 | | | | | |
| Total Resources | 30,309 | 26,679 | 19,489 | 2,693 | (10,813) | (18,736) |

| Contributions | | | | | | |
|------------------------|-------|--------------|-------|-------|-------|-------|
| Core Capital Programme | 6,770 | 6,878 | 7,138 | 7,350 | 7,568 | 7,794 |
| New Affordable Homes | 7,068 | 7,068 | 1,791 | 1,680 | 1,423 | 1,383 |
| Stock Remodelling | | | 1,791 | 1,680 | 1,423 | 1,383 |

| | | | | | | |
|--|---------------|---------------|--------------|-----------------|-----------------|-----------------|
| Resources Carried Forward (Shortfall) | 26,079 | 19,489 | 2,693 | (10,813) | (18,736) | (18,252) |
|--|---------------|---------------|--------------|-----------------|-----------------|-----------------|

| | | | | | | |
|---|--|--|--------------|----------------|----------------|----------------|
| Potential Re-borrowing | | | 3,487 | 3,708 | 4,223 | 4,303 |
| Resources Available if re-borrowed | | | 6,180 | (3,618) | (7,318) | (2,531) |

Assumptions

No more capital receipts

No more S106 funding

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| Schedule of Reserves and Balances - Actual and Projected | | | | | | | | | | |
|---|---------------|---------------|-----------------|---------------|---------------|-----------------|---------------|---------------|-----------------|--------------|
| Housing Revenue Account | 31.3.2015 | 31.3.2016 | | | 31.3.2017 | | | 31.3.2018 | | |
| | Balance | In | Out | Balance | In | Out | Balance | In | Out | Balance |
| | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 |
| Working Balance | 2,385 | | (77) | 2,308 | | | 2,308 | | | 2,308 |
| Earmarked Capital Reserves | | | | | | | | | | |
| Revenue Reserve | 2,546 | 6,770 | (7,883) | 1,433 | 6,878 | (8,311) | 0 | 7,138 | (7,138) | 0 |
| Capital Receipts Unapplied | 12,765 | | | 12,765 | | (508) | 12,257 | | (12,257) | 0 |
| New Affordable Homes | 5,602 | 7,068 | (7,974) | 4,696 | 7,068 | (7,870) | 3,894 | 1,791 | (5,685) | 0 |
| Stock Remodelling | 8,130 | | (945) | 7,185 | | (3,847) | 3,338 | 1,791 | (2,436) | 2,693 |
| HCA Grant | | | | | 600 | (600) | 0 | | | 0 |
| Commuted Sums | 1,266 | | (1,266) | 0 | | | 0 | | | 0 |
| | 30,309 | 13,838 | (18,068) | 26,079 | 14,546 | (21,136) | 19,489 | 10,720 | (27,516) | 2,693 |
| Housing Revenue Account Total | 32,694 | 13,838 | (18,145) | 28,387 | 14,546 | (21,136) | 21,797 | 10,720 | (27,516) | 5,001 |

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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

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Alfold Conservation Area Appraisal and Management Plan

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Figure 6: Vista 4: The listed buildings on the approach to the church

Figure 7: Vista 5: The approach to St Nicholas Church

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Figure 9: Plan of listed buildings, heritage features and buildings of local merit

Figure 10: Plan of footpaths in and around Alfold CA

Figure 11: Plan of proposed extensions

List of Tables:

Table 1: Alfold CA at a glance

Table 2: Summary of the Special Interest of Alfold CA

PART 1 – Alfold Conservation Area Appraisal

1. Introduction

1.1 What is a Conservation Area?

A Conservation Area (CA) is defined as “an area of special architectural and historical interest, the character or appearance of which it is desirable to preserve or enhance”¹. Designation of a CA covers all land within the CA and therefore planning control is directed at maintaining the special interest of the entire area, including the buildings, streetscene, uses and the relationship of these elements with open spaces and landscape.

CA designation gives a degree of protection against demolition of buildings and walls and the removal, or works, to trees, as well as reducing householder permitted development rights. CA designation enables the planning authority to ensure that the historic character and special interest, which attracts people to live, work and visit the area, remains intact and that development is of high architectural quality and in keeping with the area’s existing character.

1.2 What is a Conservation Area Appraisal (CAA) and Management Plan?

A CAA sets out to identify and assess the special interest of the CA, such as the notable buildings and open spaces, and the inter-relation of these together to form a unique character. The management plan will use the information gathered in the CAA to identify and implement enhancement and public realm enhancement schemes to preserve and enhance the CA.

The final document will inform positive management of the CA and will be adopted by the Council as a material consideration to be used in the determination of any application for planning permission and listed building consent within the CA. It will also be used to influence enhancement schemes for the long term management of the CA.

The document should be read in conjunction with Waverley’s Local Plan (both adopted and emerging) and National Planning Policy Framework (NPPF).

1.3 Planning Policy Framework and Sources

The Planning (Listed Building and Conservation Area) Act 1990 Section 71 (1) states:

¹ Planning (Listed Buildings and Conservation Area) Act 1990

“It shall be the duty of a local planning authority from time to time to formulate and publish proposals for the preservation and enhancement of any parts of their area which are conservation areas.”

Policy HE8 in the Local Plan states:

“...the Council will seek to preserve or enhance the character of conservation areas by...(e) carrying out conservation area appraisals”.

The NPPF, Chapter 12 (126) states:

“Local planning authorities should set out in their Local Plan a positive strategy for the conservation and enjoyment of the historic environment...”

The CAA helps to identify the significance of heritage assets, and as such enables planners to confidently determine whether an application will devalue the significance of the CA.

It is in accordance with the above legislation and local policy that this CAA has been conducted. This appraisal was compiled with the assistance of Historic England’s guidance “Understanding Place: Conservation Area Designation, Appraisal and Management” (March 2011). Historic England has also published guidance called “Knowing Your Place” (March 2011).

1.4 Methodology

To assess the CA comprehensively, a historic study of the area was undertaken, including assessment of historic maps in comparison to modern maps. In conjunction with this, site visits were conducted to establish the character and identify the architectural interest of the CA. A photographic survey was undertaken of the key views and vistas within the CA, and is used throughout this appraisal. The boundary has also been reviewed.

1.5 Community Involvement

A site visit was held in July 2015 with Local Councillors to identify enhancement schemes and gain feedback on the CAA, with any comments made incorporated.

A six week consultation was undertaken to seek residents’ views. Key stakeholders (including Historic England and the Parish Council) were also included. Responses to the consultation were reviewed and where necessary the document updated.

1.6 Summary of Alfold Conservation Area

| | |
|----------------------|--|
| Date of designation | 1970; extended in 1989 |
| Location | Easting 503.842; Northing 134.066 |
| Current Size | 6.04ha |
| Changes to Boundary | Proposed |
| General Condition | Good |
| Designated Buildings | 13 Listed buildings, 2 Buildings of Local Merit, 4 Heritage Features |
| Positive Factors | Uncluttered streetscene; |
| Negative Factors | Loss of historic windows and detailing e.g. leaded lights; traffic through the village; |

2. Defining the Special Interest

English Heritage defines special interest as the “special architectural or historic interest” of the area that warrants designation and the “character or appearance of which it is desirable to preserve or enhance”².

2.1 Summary of the Special Interest

The following provides a summary of the special interest of Alfold CA:

| Table 2: Summary of special interest of Alfold CA | |
|--|--|
| Overview | <p>The historic core to the village lies around St Nicholas Church. A cluster of listed buildings and heritage features, including some historic paving, stocks and a whipping post, retain the original vistas and character of the village which makes it easy to understand how the local community lived and worked in the past. The dwellings which have developed along Loxwood Road, particularly on the northern side, connect the historic building Alfold House to the historic core, and the boundary treatments create an attractive, uncluttered streetscene that contributes to the character of the area.</p> <p>The conservation of the streetscene, the historic buildings and the boundary treatments are important to retain the character of the CA.</p> |
| Heritage | <p>Alfold is one of the few Surrey villages whose historic core is so preserved that it is easy to imagine how the local community lived 100, or even 200, years ago. The historic buildings in Alfold are incredibly well preserved; the listed buildings typify the Surrey vernacular with traditional materials and detailing. The business centre on the northern periphery of the CA retains the agricultural barns (now in use as offices), and the church at the centre of the village is surrounded by heritage features such as the stocks and war memorial that give great understanding to the past way of life.</p> |
| Form | <p>Alfold CA originally developed around a node, St Nicholas’ Church, where there is a hub of heritage features and historic buildings. Later, infill</p> |

² <http://www.english-heritage.org.uk/publications/understanding-place-conservation-area/>

| | |
|-----------------------------|--|
| | development along Loxwood Road in the 19 th century expanded the CA into a linear development, with 20 th century dwellings filling in the southern side of the road. The CA is, therefore, now focused around Loxwood Road, and the vistas through the CA are significant to the character. |
| Notable buildings | St Nicholas Church; 19 th century terraced cottages along Loxwood Road are examples of cottages built to house a growing population along the new primary road from the coast to Guildford. |
| Main Architectural Features | Creative and interesting tile hanging, dominant chimneys, white wash and brick, some retention of historic detailing e.g. leaded lights. |
| Vistas | The vistas which are important to Alfold CA are primarily along Loxwood Road. The approach to the CA from both the north and south is semi-enclosed by trees which creates a funnel effect that focuses on the Building of Local Merit, the former Crown Inn, from the south, and the Evangelical Church from the north. The variety of boundary treatments (i.e. stone walls and vegetation) and varying architectural styles along Loxwood Road creates an interesting streetscene which is particular to Alfold. Additionally, the collection of cottages on Rosemary Lane and the effect of the listed paving on the approach to the church are central to the character of the historic core. |

3. Assessing the Special Interest

3.1 Location and Setting

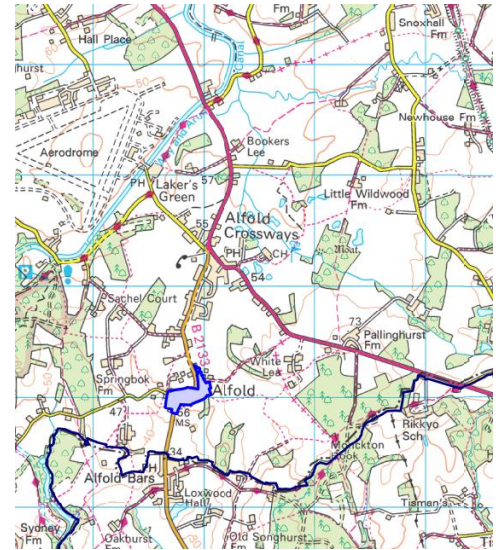
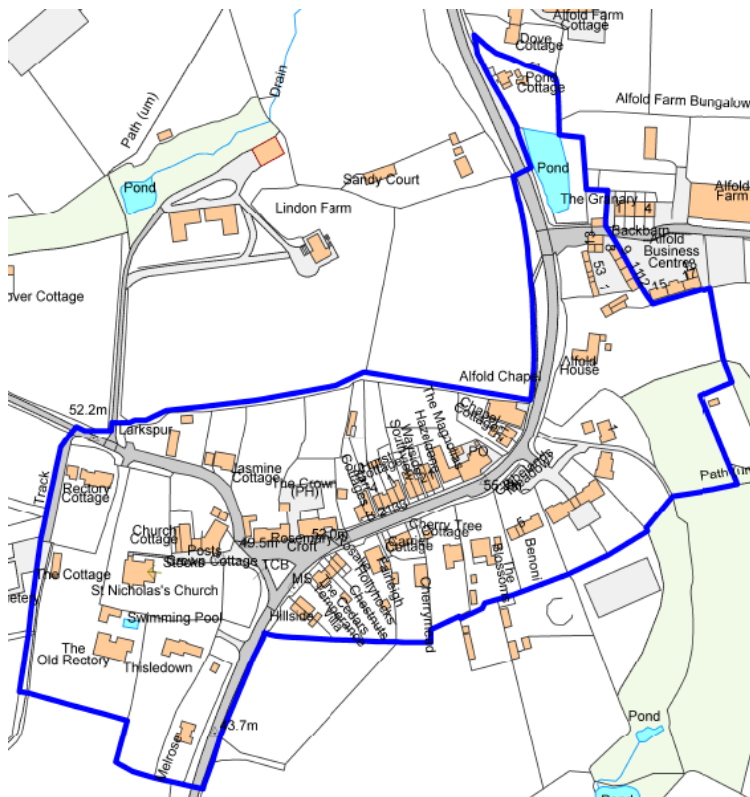


Figure 1: Alfold CA boundary plan (left), Alfold CA location (above)

Alfold CA is located just north of the Surrey and Sussex border, between Alfold Crossways and Loxwood and south of Cranleigh. The Horsham to Guildford road lies to the east, bypassing the historic core of Alfold, which has enabled the exceptional preservation of the villages sixteenth and seventeenth century buildings and thus retaining the strong Wealden character of the area. Loxwood Road receives a moderate volume of traffic, however it does not significantly detract from the conservation area and the noise generated is almost immediately lost when away from the main road.

3.1.1 Landscape Setting

Alfold CA is set on a gentle gradient, sloping from north to south along Loxwood Road. The village is surrounded by open fields, small woodland and copses, and farmland. The landscape surrounding Alfold is generally relatively flat, with some gently undulating fields to the south.

3.1.2 General Character and Plan Form

Alfold is a typical rural Surrey village which developed around St Nicholas' Church at the convergence of Loxwood Road and Rosemary Lane. Listed buildings along

Loxwood Road, such as Alfold House and Cherry Tree Cottage, form the original approach to the Church and since the late 19th and 20th centuries there has been gradual infill development that has generated a linear plan form along Loxwood Road.

Alfold is a good example of a Low Weald settlement that includes historic buildings built in the traditional Surrey vernacular as well as demonstrating interesting and diverse architectural features and details. The barns within Alfold Business Centre, which are now converted to office and residential, have, in the most part, been kept to their original form. This is important to the character of the CA as they are the only examples within the CA of buildings that are reminiscent of the agricultural origins of Alfold.

3.1.3 Economic profile and potential forces for change

Census data shows that 92% of the economically active population are employed or self-employed, and 58% of the population (within the Alfold Parish) own their own properties.

There are limited commercial or business uses within the CA; the last remaining village service is located on Loxwood Road, at the Old Store and Post Office and on the northern periphery of the CA, there are business units occupying the old agricultural barns.

As with many CAs throughout Waverley, there is pressure for development within, or on the outskirts, of Alfold CA. It is important that all development is sympathetic with the character of the CA and preserves and enhances the special architectural and historic interest of the CA.

3.1.4 Vistas

Below are a selection of the key vistas that are important to the character of the CA and experienced by those who live, work and travel through the CA.

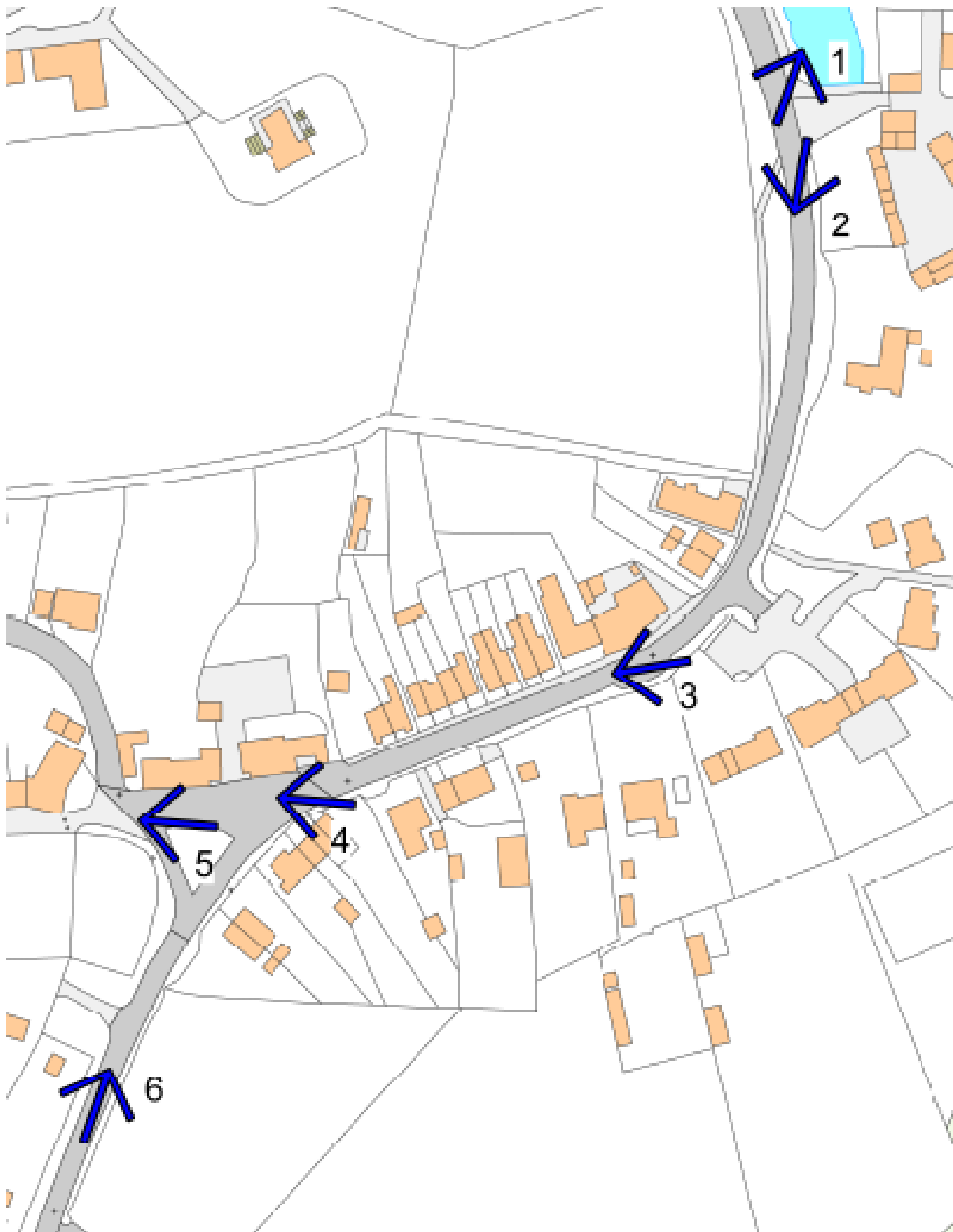




Figure 3: Vista 1: The Jubilee Pond



Figure 4: Vista 2: View south along Loxwood Road



Figure 5: Vista 3: Loxwood Road



Figure 6: Vista 4: The listed buildings on the approach to the church



Figure 7: Vista 5: The approach to St Nicholas Church



Figure 8: Vista 6: View north along Loxwood Road, towards the former Crown Inn

3.2 Historic Development

Alfold was originally a hub of trades, with a history of farming, iron-working, charcoal burning as well as glass-making. Glass-making was introduced to the area by French Huguenots, first by John Carre in 1567, who was subsequently buried in the churchyard and whose headstone remains a heritage feature. It was an important trade during the latter half of the 16th century, primarily for vessel glass, and Alfold was perfectly located to easily produce the charcoal required. However, in 1615, James I forbade the use of charcoal for glass-making, which effectively stopped the industry in this area of the country. Little, if any, evidence remains of the glassmaking industry, but the prevalence of buildings from this era reflects this period of economic prosperity.

The earliest building within Alfold CA is St Nicholas Church, which is first recorded during the reign of Henry III (13th century). However, it is believed to have been in existence long before then. In the grounds of the church there remain heritage features such as the stocks (one of two remaining sets in Surrey) and whipping post. Additionally, the original school house was located in an old almshouse within the church grounds (destroyed in 1880) until the parish school was opened in the 1870s, and finally closed in 1993.



The first cottages were built in close proximity to the church. The majority of the 16th and 17th century properties, typical of the Surrey vernacular, are located on Rosemary Lane on the main approach to the church, with the post office building, Carrier Cottage and Alfold House dotted along Loxwood Road leading into the village.

By the 19th century, agricultural income was mainly from coppicing of oak, ash and elm, and keeping of oxen; there was not much impetus to encourage the settlement to grow. Consequently, the village was described in the 19th century as “the most primitive village in Surrey”. However, since the formalisation of the Loxwood Road in the 1850s (which connected Guildford to the coast), it became a major thoroughway. At this time, there was no other well laid road in the Parish; nonetheless Ordnance Survey maps show that even in 1876 there were still very few buildings, demonstrating that Alfold was slow to develop despite the transport links.

The 1871 historic maps show the village was serviced by the “Parochial” School (a school which was affiliated with a religious organisation) mentioned above, the Crown Inn, a Post Office and the Church. There was limited residential development

within the village, so it can be assumed that these services were enjoyed by those living further out in isolated cottages. By 1898 there had been a significant amount of infill development along the northern edge of Loxwood Road, and the original school identified in the earlier maps had since moved. An interesting feature is the arrival of a Baptist Chapel at the eastern extent of the village that was erected in 1883³ and perhaps followed the desire of the larger village to have an additional option for worship. The Baptist Chapel since changed denomination to Methodist, and most recently Evangelical.

Throughout the 20th century there was further infill development, with the gradual development of the southern side of Loxwood Road, and Glebelands Meadow in the 1990s. The public house “The Crown Inn”, which had long served the community, was closed in 2011. The remaining commercial uses within the CA are the post office and local store, with Alfold business centre on the northern periphery (of which the roadside buildings were originally agricultural barns, the character of which still remains).

3.3 Architectural Quality and Built Forms

3.3.1 Period and style

Alfold CA exhibits a variety of architectural periods and styles having been continuously inhabited since the medieval period.



The construction of the church began in approximately 1100, with the south aisle added in 1200 and the north aisle in 1280. However, the north aisle was destroyed by fire in the 16th century, and not rebuilt until 1842. The church roof would have been originally laid with Horsham slabs but these now only survive on the lower portion of the roof with clay tiles laid upto the ridge. This may have been as a result of the increasingly prohibitive cost of Horsham slabs or the lack of skilled labour in the post-war years to undertake such work. Presently, there is a minimal amount of Horsham Slab remaining, which is desirable to preserve.

The earliest properties in Alfold CA, such as Crown Cottage, Rosemary Croft, Carrier Cottage and Alfold House were built in the 16th and 17th centuries. They typify the traditional Surrey (Wealden) vernacular, characterised by decorative tile hanging, exposed timber frames and brick infill panels; the irregularity of the windows and doors

³ <http://www.british-history.ac.uk/vch/surrey/vol3/pp77-80>

reflects the original needs of the dwelling and internal plan, also typical of dwellings of this period. Architectural features such as the irregularly shaped wall at the western extent of Rosemary Croft add to the historic and architectural interest. These features and details create a diverse and interesting village that is a good example of a Low Weald settlement.

Infill development between the post office and the former pub, now The Crown and Little Crown, is demonstrative of late 19th century and early 20th century terrace and semi-detached cottages. The regularity of the fenestration and decoration of the front elevation (e.g. brick string course) is typical of Victorian properties of this type.

The majority of the southern side of Loxwood Road was developed post-war in the mid-late 20th century and does not contribute significantly to the architectural interest of Alfold CA. Glebelands Meadow, as the most recent addition to the CA, was designed to mirror the traditional vernacular of decorative tilehanging and red brick, with half and full dormer windows. However, these properties are set back from the main road and do not form part of the immediate streetscene of Alfold CA.

3.3.2 Scale and height of buildings

The majority of buildings within Alfold CA are two storeys in height, with a maximum of two and a half storeys at the southern extent of the CA. Little Crown, part of the conversion of the old pub, and the converted barns in the business centre, are the only single storey buildings within the CA.

The buildings are generally domestic in form (with the exception of St Nicholas Church and Alfold Chapel), and are consequently not large in scale. Low ceiling and eaves heights are common, with the exception of the more modern developments of Glebelands Meadow and the former pub and Building of Local Merit 'The Crown' (due to the historic use of the building).

3.3.3 Materials

- Decorative clay tile hanging
- Waney edge timber boarding (particularly on outbuildings)
- Whitewash painted brick
- Exposed timber framing
- Red brick
- Clay roof tiles on historic buildings
- Slate roof tiles on 19th century buildings

3.3.4 Details

- Leaded light windows are an important feature to retain

- Retention of historic porches and fenestration
- Front facing gables
- Ornate gates on historic buildings
- Decorative and tall red brick chimneys
- Decorative barge boards
- Bay windows and Oriel windows
- String course on Victorian terraced properties
- Interesting roof forms and junctions e.g. catslide roof (Crown Cottage) and irregular wall (Rosemary Croft).

3.3.5 Street form and frontages



The boundary treatments along Loxwood Road evolve from north to south. At the northern extent, such as Alfold House and the business centre (and extending along the southern side of the road), a mixture of mature and well maintained hedging, closed-board wooden fencing and unmaintained trees and hedging enclose the streetscene, this reflects the rural nature of this part of the CA. On the northern side of Loxwood Road, such as between the post office and The Crown and Little Crown, more domestic boundary treatments such as low hedging and planting or low stone or brick walls and piers with pyramidal cappings, in front of a maintained small front garden, contrast to the enclosure provided opposite. This reflects the gradual development, over time, of the village. The variety of boundary treatments not only aid the definition of character, but also reflect the changing fashion over time. Additionally, the domestic frontages and differences found within them, add richness to the street scene and are an important element to be preserved within the CA.

The street frontages along Rosemary Lane contrast to Loxwood Road. Rosemary Lane is a narrow country lane with no pavements and the boundary treatments are generally in the form of hedging abutting the road. As a consequence, the lane is relatively enclosed, opening out towards the boundary of the CA where there is parking for the church and areas of grass verge.

The 'S curve' form of the main road is subtly defined through buildings which provide enclosure onto the highway and form focal points along the street scene. This street form is more evident on plan than at street level, but it provides the distinctive pattern of development which is critical to the understanding of the CA.

3.4 Listed Buildings and Heritage Features

By definition these heritage assets positively contribute to the setting and understanding of the CA

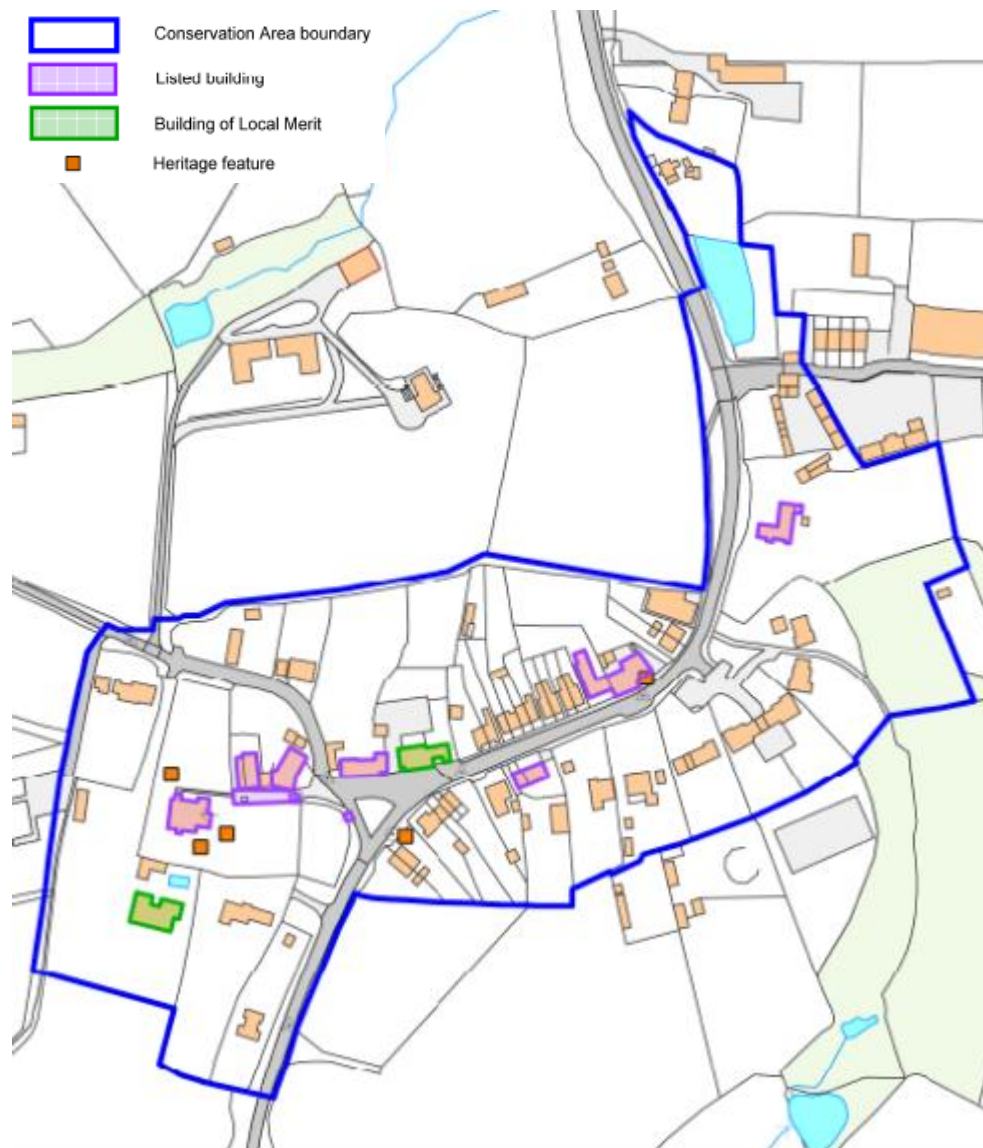


Figure 9: Plan of listed buildings, heritage features and Buildings of Local Merit

3.4.1 Listed Buildings

There are 13 statutory listed buildings in the CA:

Grade I

- Church of St Nicholas, Rosemary Lane, Alfold

*Grade II**

- Alfold House, Loxwood Road, Alfold

Grade II

- Crown Cottage, Rosemary Lane, Alfold
- Church Cottage and Church Rooms, Rosemary Lane, Alfold
- The stocks & whipping post at Church of St Nicholas, Rosemary Lane, Alfold
- Paving Slab outside Stocks and Church of St Nicholas, Rosemary Lane, Alfold
- Carrier Cottage & Cherry Tree Cottage, Loxwood Road, Alfold
- Alfold Stores & The Magnolias, Loxwood Road, Alfold
- Telephone Kiosk opposite Hillside, Rosemary Lane, Alfold
- Rosemary Croft, Rosemary Lane, Alfold



3.4.2 Buildings of Local Merit (BLM's)

Buildings of Local Merit (BLMs) are buildings identified by Waverley as of local historic, architectural or townscape merit. Many local authorities have lists of such buildings, sometimes called the local list and sometimes Buildings of Townscape Merit (BTM).

There are presently 2 BLM's within Alfold CA:

- Old Rectory, Rosemary Lane, Alfold
- The Crown and Little Crown, Loxwood Road, Alfold.

3.4.3 Heritage Features

In 1986, Waverley Borough Council produced a list of heritage features in Waverley⁴. The list covers natural landmarks, archaeological sites, historic structures, historic trees, roads, track ways and gardens. The purpose of the list was to identify features that for the most part were not protected by legislation, but were a significant and valuable part of the character and history of the Borough. The intention was that by recording them there would be more awareness of the value of preserving them.

⁴ Waverley Borough Council (1986) 'Heritage Features in Waverley' (4 volumes)



List of heritage features:

- Old Milestone with Alfold lettering on the top, and 'Brighton 32' on the side.
- War memorial in Alfold church yard
- Supposed grave of Jean Carre at the foot of the war memorial.
- Victorian 'do-it-yourself' letter box made by a local blacksmith

3.5 Heritage at Risk

There are no buildings within the CA on the Waverley BC & English Heritage "Heritage at Risk Register"⁵.

At time of print, there are no identified Grade II properties which are considered to be 'at risk'.

It is important to ensure that any listed buildings that fall into disrepair are identified early, so that Waverley Borough Council can work with the owners to find appropriate solutions and bring the building into a productive use.

3.6 Buildings which positively contribute to the CA

The buildings below positively contribute to the character of the CA. These do not include listed, or locally listed buildings, which by definition are also positive contributors.

1-4 Hurst Cottages: These cottages have been identified as positive contributors as they are well detailed and proportioned late 19th century terraced dwellings. Of particular interest are the symmetrical pairings of the cottages, the date plaque and the traditional stringcourse.

Alfold Business Centre - historic agricultural barns: The agricultural barns are the last remaining vestige of Alfold's agricultural past, and form an important part of the streetscene when approaching Alfold from the north. The form of the buildings which have been retained since conversion of the barns into offices has enabled the historic understanding of the village to be kept.

⁵ <http://www.english-heritage.org.uk/caring/heritage-at-risk/>

3.7 Open Spaces and Streetscape

3.7.1 Open spaces

At the junction of Loxwood Road and Rosemary Lane, there is a small area of grassland which has a notable tree located centrally. This area has been thoughtfully adapted to be of benefit to the public, with a wooden bench surrounding the tree and a litter bin provided. The use of wooden posts to protect the area from vehicles is sympathetic to the surroundings and retains the rural character. However, the standard plastic bollards in addition to these wooden posts are unattractive and detract from the appeal of the area, thus, it is suggested as an area of improvement or removal within the Management Plan.



The second public area of interest is at the northern extent of the boundary. Jubilee pond was included within the CA in 1989, as it was recognised that it provides an additional focal point to the village. The pond and surrounding area was donated to the Parish Council in 1997. Between 2000 and 2003 the pond was renovated to include a public bench, litter bins and a walkway onto the pond to make an attractive area for residents and visitors to visit.

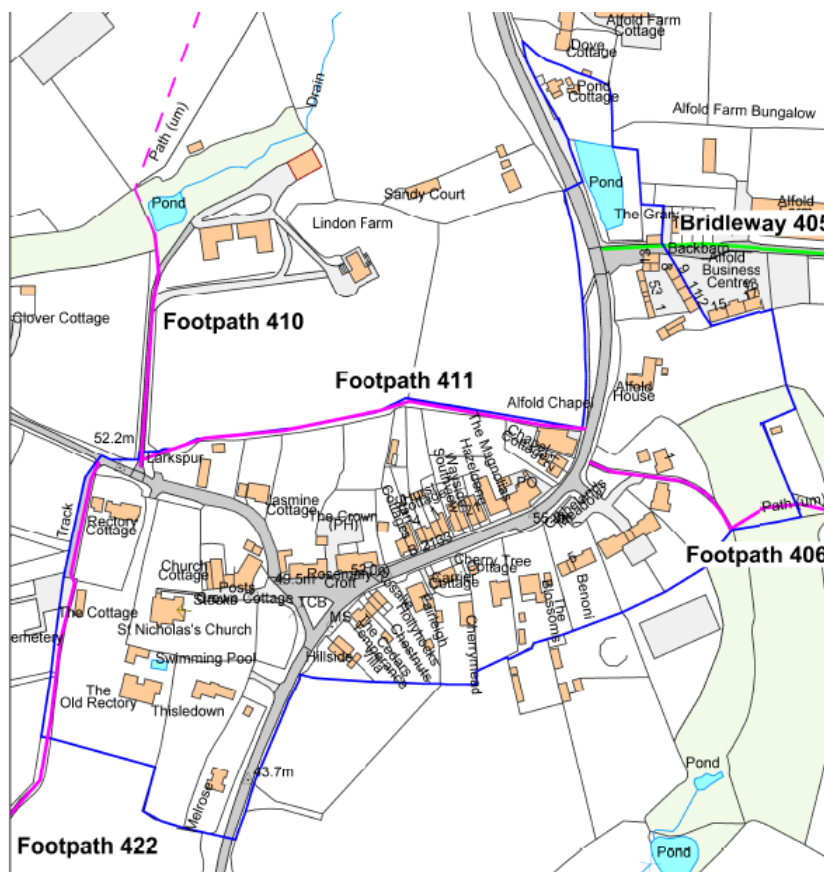


Figure 10: Plan of footpaths in and around Alföld CA

There are five main Public Rights of Way within Alfold CA, identified on Figure 10. These link the CA with the surrounding countryside and villages, providing interesting and scenic walks to residents and visitors of the CA alike. Footpath 411, which connects Rosemary Lane to the east and the Loxwood Road to the west, is relatively unmaintained and overgrown and consequently there is room for the accessibility of this footpath to be improved.

3.7.2 Streetscape

Alfold is a predominantly residential village, with the exception of St Nicholas Church, Alfold Chapel and Alfold village store. As a result, the streetscape is residential in character: formal boundary treatments, small front gardens and some off road parking. Parking is prominent throughout the CA, along Loxwood Road and in front of St Nicholas Church. The main road through the village, whilst standard in its width, provides opportunities for on street parking. Whilst this is visible and does have an impact on the character of the CA, it is not so dominate or intrusive to undermine the special character.

Notably, there is minimal street furniture along Loxwood Road and Rosemary Lane, this minimises unnecessary clutter and reinforces the character of the village.

At the junction of Loxwood Road and Rosemary Lane, there is a notable Lime Tree which has recently had a bench installed, surrounding the trunk. The green space around the Lime Tree is protected by wooden posts, as well as some old and damaged reflective bollards.

The approach to Alfold CA from the south is enclosed by tall trees and hedging lining the verge, creating a funnel effect towards the former Crown Inn; from the north, the road is more open, with a wide tree-lined grass verge that opens into a raised bank and footpath to the west, opposite the formal fence and hedging of Alfold House to the east. These approaches are important to the character of the CA, reinforcing the rural character of the village set within the open countryside of south-west Surrey.

3.8 Assessment of Condition

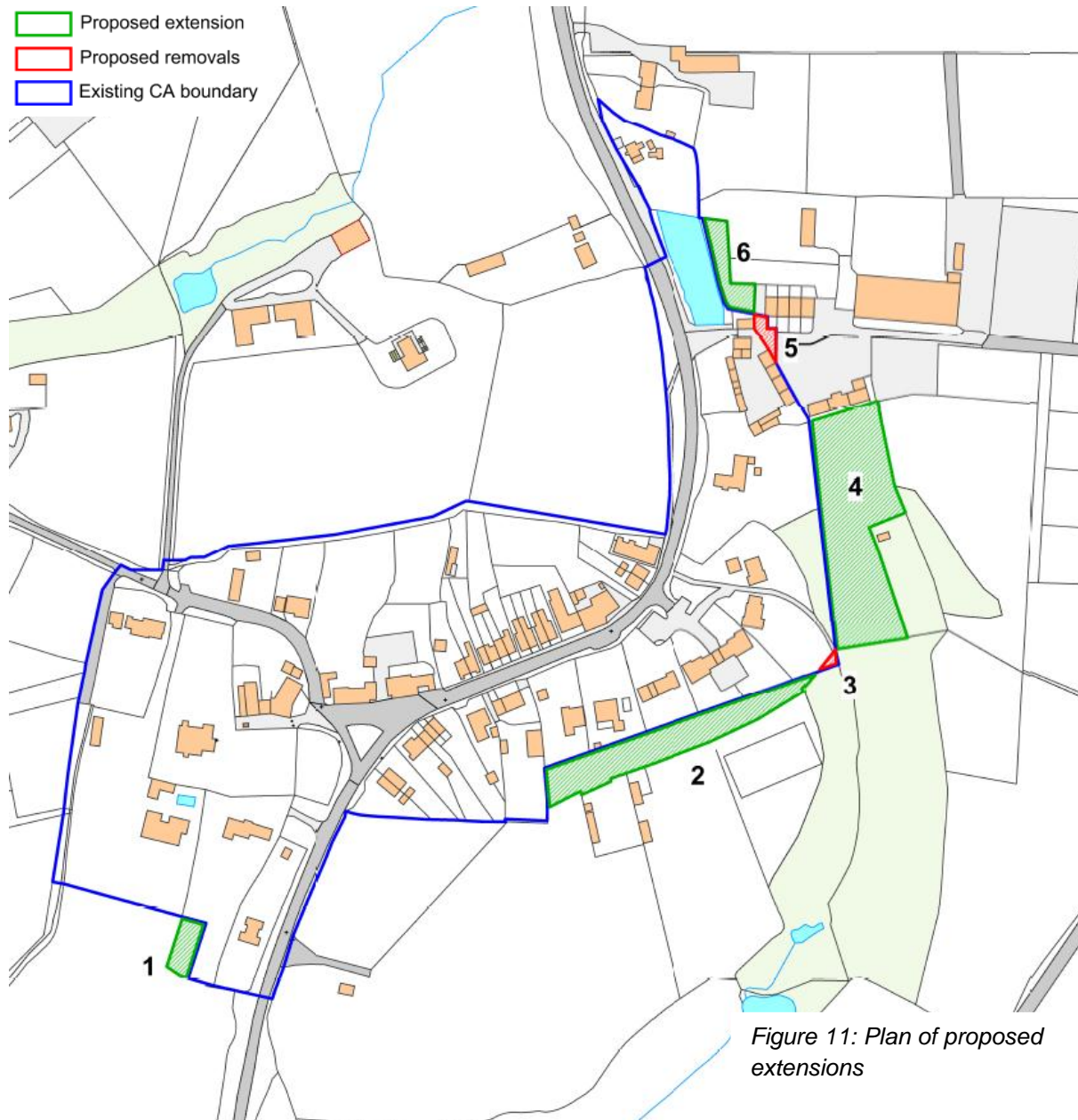
Overall: Good condition

The listed buildings, buildings of local merit and other buildings within the CA are all in good condition and appear to be well maintained, which reflects on the character of the CA. The architectural features and detailing which are important to the CA have been retained and new developments have sought to preserve this character.

However, there are parts of the CA which have become overgrown, degraded (for example the milestone on Loxwood Road) or damaged. These have been identified within the Management Plan as projects to enhance the CA further.

3.9 Identifying the Boundary

The following changes to the boundary were proposed as part of the CAA Appraisal process and Historic England confirmed their support of these changes. The reasons for the extensions and removals from the boundary are detailed below per area.



1. Extension: Garden of Thistledown

The boundary of the CA currently dissects the garden of Thistledown. To rationalise the boundary, and remove any confusion over the protection status of the dwelling, the rear section of garden is proposed to be included within the CA.

2. Extension: Gardens at rear of Loxwood Road

Since the original designation of Alfold CA, the land to the southern side of Loxwood Road has been progressively developed. Consequently, the properties which have been built straddle the CA boundary and the rear extent of their gardens are currently located outside of the CA. The boundary is proposed to be amended to include the full curtilage of these properties, thus removing any confusion with regards to their protection status and rationalising the boundary.

3. Removal: Small area of woodland to rear of 2 Glebelands Meadow

Due to the development of Glebelands Meadow after the designation of the CA boundary, it is proposed to rationalise the boundary to remove a small area of woodland which is not included within the residential curtilage of the dwellings and does not contribute to the wider understanding of the CA.

4. Extension: Garden of Alfold House.

The existing boundary of the CA dissects the curtilage of Alfold House, a notable listed building that contributes significantly to the understanding of the development of the CA. The boundary is proposed to be extended to include the full residential curtilage of the property, which includes a pond that is visible from Footpath 406.

5. Removal: Land at Alfold Business Centre

Since the designation of Alfold CA in 1970, the 'Black Barn' has been converted into residential accommodation that includes front gardens within the residential curtilage. The Barn is not considered to contribute to the understanding of the wider CA, and therefore the boundary is proposed to be amended to remove all parts of the curtilage from the CA. To rationalise the boundary, the amended boundary will run across the front of the barns to the corner of the Granary.

6. Extension: Jubilee Pond and The Granary

Jubilee Pond was originally donated to Alfold Parish Council in 1977 by Mr Brian Trafford. Between 2000 and 2003, the Pond area (including the grass area and footpath to the east) was renovated to create a space which could be enjoyed by the local residents and visitors. It is evident that the benches, path, landscaping and grass bank all contribute to the enjoyment of the Jubilee Pond. Therefore, it is proposed that the full pond area that is located within the wooden boundary fence be included within the CA boundary.

The units of Alfold Business Centre which are included within the CA are all converted agricultural buildings that contribute to the understanding of the historic development of Alfold. The Granary has been converted into residential accommodation; however, the garden is not included within the CA boundary. To rationalise the boundary and remove any confusion with regards to the Granary's protection status, the garden is proposed to be included.

PART 2 - Management Plan

4.0 Management Plan

The following sections within the Management Plan set out specific actions/projects aimed at preserving and enhancing the CA in the future.

4.1 Managing Change

The qualities that make CAs appealing can often lead to further pressure for development. However, given the close knit development pattern of the CA, there are few (if any) opportunities for new development (beyond smaller extensions or alterations to existing buildings). It is expected that where consent or planning permission is necessary, the appraisal section of this document should be taken into account when making the decision.

In particular, the use of timber framing could inspire imaginative design in new development, reflecting the local historic traditions. The use of chimneys and typical window types seen throughout the CA should also be reflected in new development. The size of these openings and use of chimneys could be used as inspiration to achieve creative responses to sustainability requirements.

Various small scale enhancement opportunities within the CA have also been identified and form part of this management plan.

4.2 Designation

4.2.1 Buildings of Local Merit

In addition to statutory listing, the NPPF states that Heritage Features and BLMs are designated heritage assets. Waverley has set up a project to identify, review and adopt additional BLMs. This is a community led project which includes a consultation process with owners and local amenity societies. The Parish Council take the lead on the project with support given by Waverley.

Recommendation:

That Alfold Parish Council with the support of Waverley Borough Council officers undertake a review of the BLMs to identify potential candidates to be designated as a BLM.

4.3 Heritage at Risk

The character of Alfold CA is heavily reliant on the preservation of the heritage assets. These assets should be preserved, and those which are deemed 'at risk' identified.

4.4 Celebration: Waverley Design Awards

The Waverley Design Awards scheme was introduced in 1995 to encourage an interest in the quality of the built and natural environment of the borough. The scheme promotes an awareness of the need for high standards in design including planning, architecture, sustainable development and landscaping.

The awards are made every two years and the next one is due in 2015. It is important to ensure that outstanding design is identified and promoted especially when it preserves and enhances the CA.

Recommendation:

Alfold Parish Council is encouraged to nominate new, outstanding developments to the Waverley Design Awards.

4.5 Enhancement Schemes

4.5.1 Utility companies

Utility companies often carry out works on the highway within the CA (road or pavement). Utility companies (and their contractors) are required to ensure that the surface is made good, to the same standard that was originally there. In addition, it is understood that they can implement a temporary surface for a period of six months before making the area good. Within a CA unsatisfactory works by utility companies can undermine the character of the area and have a detrimental impact on the appearance of the street.

A Task Group at Surrey County Council (SCC) has produced a report: "Improving the Co-ordination and Quality of Work of Utilities Companies in Surrey", 10 January 2013 which considered the views of residents, Councillors, utilities companies and officers. The conclusions were that SCC could undertake a number of actions to work more effectively with utilities companies to improve the quality of street works in Surrey, minimising the disruption caused to residents and road users by:

- Communication
- Monitoring and Reporting
- Utility companies must apply for a permit from the Streetworks team at SCC.
- Improved working in areas with special conditions (*including Conservation Areas*).

Recommendation

Utility Companies should be made aware of the CAA document, and in particular be encouraged to ensure that their work is completed and 'made-good' as soon as practically possible. Where this has not happened (and within the existing guidance) the Streetworks team at SCC should be informed so that they can take appropriate action.

4.5.2 Restore the old milestone

The milestone on Loxwood Road is identified as a Heritage Feature, however, unfortunately it has deteriorated and the wording on the stone is now barely visible. It is recommended that the milestone is restored.



4.5.3 Improve the footpath connecting Loxwood Road and Rosemary Lane

The footpath which connects Loxwood Road and Rosemary Lane provides an alternative route for walkers to use other than the main road. It is currently unmaintained and overgrown. It is recommended that the footpath is made accessible to use and maintained throughout the year.

4.5.4 Restore the wooden posts and replace or remove the plastic bollards at the junction of Loxwood Road and Rosemary Lane



The green area at the junction of Loxwood Road and Rosemary Lane is currently protected by wooden posts, some of which have become loose and pulled from the ground. Additionally, at the southern end of the grass area there are Highways plastic reflective bollards whose purpose is to identify the curve of the road to vehicles at night-time.

It is recommended that, in discussion with SCC Highways, the bollards are either replaced with more sympathetic versions, or integrated within the existing wooden posts.

4.5.5 Upgrade the noticeboard

The local noticeboard, adjacent to the Parish noticeboard is in poor repair. It is recommended that the existing noticeboard is removed, and replaced



with a more sympathetic and aesthetically pleasing noticeboard.



4.5.6 Restore or upgrade the area surrounding the stile on Footpath 422

The stile on Footpath 422 appears to have recently been replaced, however, the original wooden and cement posts surrounding the stile are either in poor repair or now superfluous. It is recommended that the surplus posts are removed and fencing repaired

sympathetically.

4.5.7 Village signs

There is currently no village sign on entry to the village from the south. Therefore, there is an opportunity to install sympathetic village signs to the village.

4.6 Taking the CAA forward

It is recognised that the CAA be a living document that informs the consideration of planning applications within the area. It also, through the Management Plan identifies the key environmental enhancements that are a priority for the CA. Whilst Waverley Borough Council has a key role in ensuring that the document is implemented and regularly reviewed, many of the Management Plan actions need to be co-ordinated with partner organisations such as Surrey County Council and Alfold Parish Council. Without these partner's involvement, many of the projects will neither be viable or achievable.

Appendices

Appendix 1: Extracts from Waverley BC Local Plan 2002

Local Plan Policy HE8 – Conservation Areas

The Council will seek to preserve or enhance the character of conservation areas by:

- (a) the retention of those buildings and other features, including trees, which make a significant contribution to the character of the conservation area;
- (b) requiring a high standard for any new development within or adjoining conservation areas, to ensure that the design is in harmony with the characteristic form of the area and surrounding buildings, in terms of scale, height, layout, design, building style and materials;
- (c) in exceptional circumstances, allowing the relaxation of planning policies and building regulations to secure the retention of a significant unlisted building;
- (d) protecting open spaces and views important to the character and setting of the area;
- (e) carrying out conservation area appraisals;
- (f) requiring a high standard and sympathetic design for advertisements. Internally illuminated signs will not be permitted;
- (g) encouraging the retention and restoration of shop fronts where much of the original detailing still remains. Alterations will take into account the upper floors in terms of scale, proportion, vertical alignment, architectural style and materials. Regard shall be paid to the appearance of neighbouring shop fronts, so that the proposal will blend in with the street scene.
- (h) encouraging the Highway Authority to have regard to environmental and conservation considerations in implementing works associated with its statutory duties, including the maintenance, repair and improvement of public highways and the provision of yellow lines, street direction signs and street lighting.

Appendix 2 - Glossary of terms

IMPORTANT NOTE: This glossary does not provide legal definitions, but acts as a guide to key planning terms.

Building of Local Merit: BLM stands for Building of Local Merit. It is a building identified by Waverley as of local historic, architectural or townscape merit. Many local authorities have lists of such buildings, sometimes called the local list and sometimes Buildings of Townscape Merit (BTM). In Waverley we chose the designation BLM because it is less likely to be confused with statutory listed buildings and also recognises that not all our valuable buildings are within towns.

Conservation Areas: Areas designated by the Local Planning Authority under the Planning (Listed Buildings and Conservation Areas) Act 1990 Section 69 as being of special architectural or historic interest, the character of which it is desirable to preserve and enhance.

Development: Development is defined under the 1990 Town and Country Planning Act as “the carrying out of building, engineering, mining or other operation in, on, over or under land, or the making of any material change in the use of any building or other land.”

Heritage Assets: Parts of the historic environment which have significance because of their historic, archaeological, architectural or artistic interest.

Listed Building: A building of special architectural or historic interest. Listed buildings are graded I, II* or II. Listing includes the interior as well as the exterior of the building, and any buildings or permanent structures (e.g. walls) within its curtilage. English Heritage is responsible for designating buildings for listing in England.

Local Plan: A development plan prepared by district and other local planning authorities.

Non-designated Heritage Asset:

These are buildings, monuments, sites, places, areas or landscapes that have not previously been formally identified but that have a degree of significance meriting consideration in planning decisions, because of its heritage interest.

National Planning Policy Framework:

Issued by central government setting out its planning policies for England and how these are expected to be applied. It sets out the Government's requirements for the planning system only to the extent that it is relevant, proportionate and necessary to do so. It provides a framework within which local people and their accountable councils can produce their own distinctive local and neighbourhood plans, which reflect the needs and priorities of their communities.

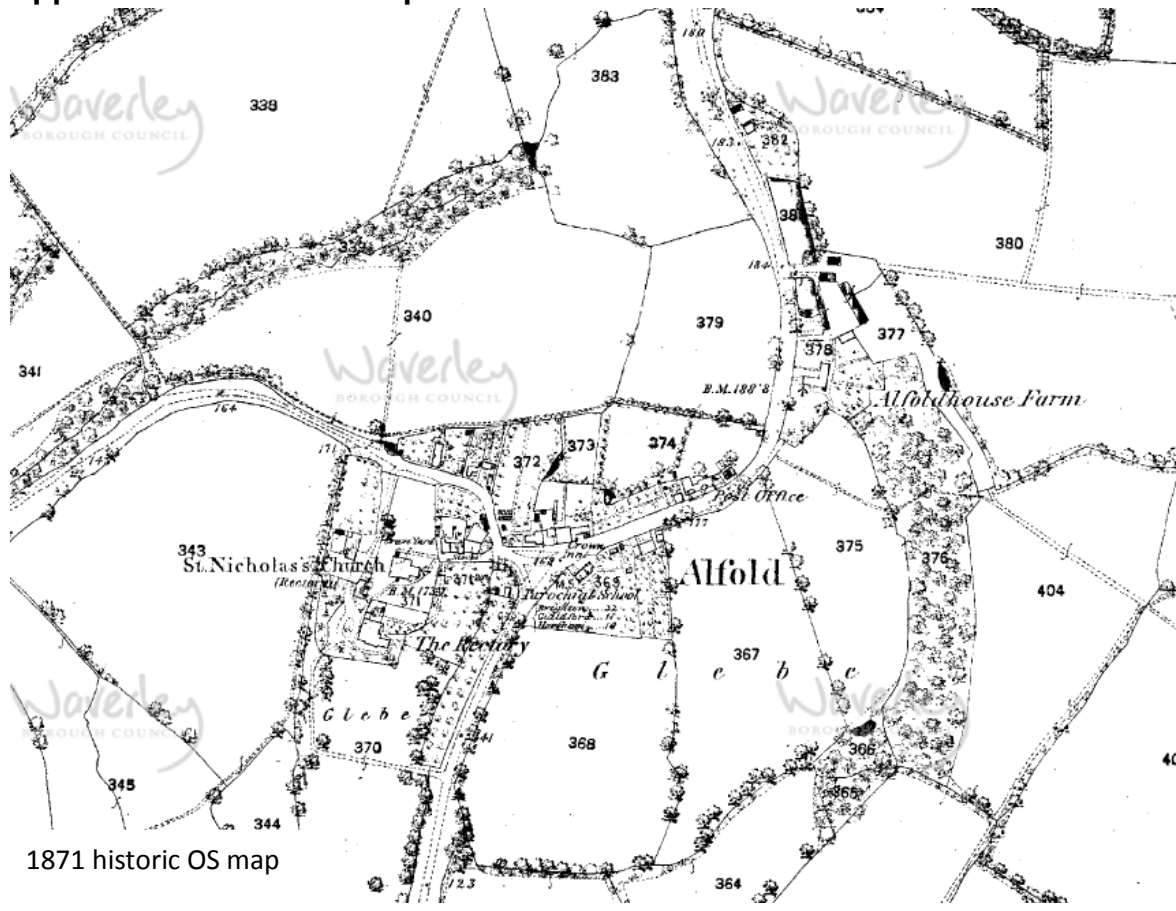
Strategic Housing Land Availability Assessment (SHLAA):

The SHLAA identifies a future supply of land which is suitable, available and achievable for housing uses over the plan period covered by the Local Plan. The SHLAA only identifies sites. It does not allocate sites to be developed (this is the role of the Local Plan). The identification of sites within the SHLAA does not imply that the Council would necessarily grant planning permission for residential (or other) development.

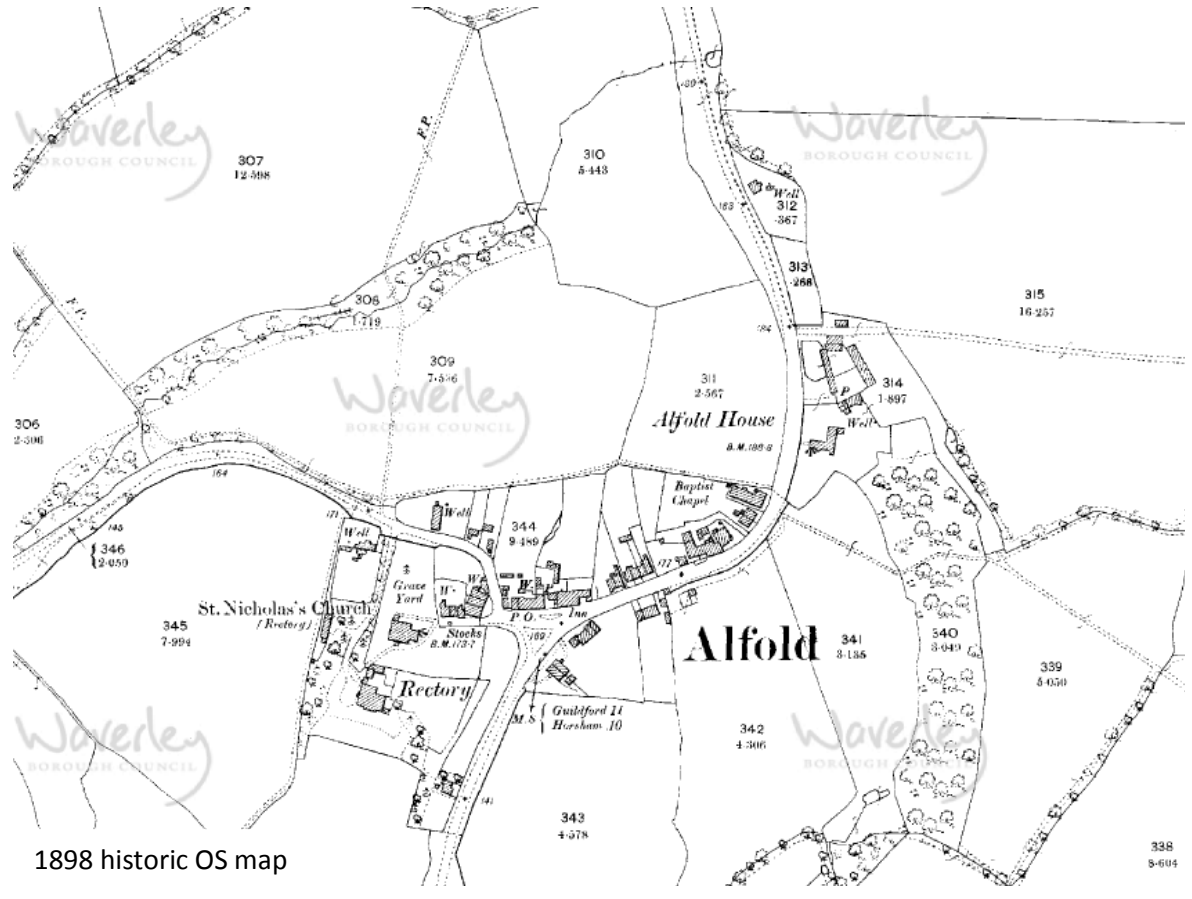
Vernacular:

Traditional architecture using local materials and following well-tried forms and types. For example, the Surrey vernacular is typified by timber frames and tile hanging.

Appendix 3: Historical maps



1871 historic OS map



1898 historic OS map



1914 historic OS map

WAVERLEY BOROUGH COUNCIL

MINUTES OF THE EXECUTIVE - 2 FEBRUARY 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

Also Present

Councillor Maurice Byham and Councillor John Fraser

120. MINUTES (Agenda item 1)

The Minutes of the Meeting held on 5 January 2016 were confirmed and signed as a correct record.

121. DECLARATIONS OF INTERESTS (Agenda item 3)

There were no declarations of interest raised under this heading.

122. QUESTIONS FROM MEMBERS OF THE PUBLIC (Agenda item 4)

The Executive received the following questions 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?”

Mrs Cooper was not present at the meeting to ask her question and the Chairman undertook to send the response to her question in writing.

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?"

The Portfolio Holder for Planning, Cllr Adams, responded as follows:-

"Waverley's Air Quality Action Plan (AQAP) has regard for traffic management and this has resulted in traffic management modelling being undertaken. We are also of course monitoring air quality in Farnham every day. The modelling work has identified some options that will work in traffic management terms, but has also produced some unexpected results that require further modelling work to assess the impacts and potential outcomes. SCC, the authority for addressing air quality issues, Highways Team are currently conducting modelling in line with previous WBC work to ensure future decisions produce the most appropriate solutions. WBC will continue to work alongside SCC to develop options that will work to improve air quality within the Borough but as yet no definite decisions have been reached in regards to traffic management.

There is an extant planning permission for Brightwells regeneration which includes off site highway changes at the Royal Deer junction and elsewhere in the town centre. We are not currently aware of any other significant plans for changes to the highway network in the town centre which have reached a level of agreement."

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.

123. WAVERLEY FINANCIAL STRATEGY 2016/2017 - 2019/2020

The reports from the Executive in respect of the 2016/17 budget are set out at Agenda Item 8 to the Council agenda, incorporating:-

- 8a. General Fund Revenue Budget 2016/2017
- 8b. General Fund Capital Programme 2016/2017
- 8c. Housing Revenue Account Business Plan, Revenue Budget and Capital Programme 2016/2017
- 8d. Council Tax Setting 2016/2017

These reports have been dealt with at Agenda Item 8 of the Council agenda.

124. TREASURY MANAGEMENT 2016/17 (Agenda item 9)

124.1 Treasury management is the management of the Council's investments and cash flows, its banking, money market and capital market transactions, the effective control of the risks associated with those activities and the pursuit of optimum performance consistent with those risks.

124.2 For Waverley Borough Council this means collecting around £130m per annum and managing a similar amount of revenue expenditure, together with an average investment of around £65m each day invested in financial markets and, with the introduction of HRA Self-financing in 2012/13, it now also includes borrowing of £192m.

124.3 The latest revision to the code by CIPFA in November 2011 incorporates the implications of the new HRA Self-Financing framework and tightens up on the requirements for the management of risk. These changes were incorporated in Waverley's Policy and originally approved in February 2012.

124.4 The code requires local authorities to maintain their Treasury Management Policy in accordance with the code, and any of its revisions, and with legislation. It also requires local authorities to determine their Treasury Management strategies and Investment strategies on an annual basis and their Prudential Indicators on an annual basis.

124.5 CIPFA has produced this Code and the accompanying guidance notes to help satisfy nine main purposes:

- i. To assist public service organisations in the development and maintenance of firm foundations and clear objectives for their treasury management activities, and thereby to add to their credibility in the public eye.
- ii. To emphasise the over-riding importance of effective risk management, as the foundation for treasury management in all public service bodies.
- iii. To provide transparency for treasury management decisions including the use of counterparties and financial instruments that individual public service organisations intend to use for the prudent management of their financial affairs.
- iv. To encourage the pursuit of value for money in treasury management, and to promote the reasoned use, development and appreciation of appropriate and practical measures of performance.
- v. To enable CIPFA members to fulfil their professional and contractual responsibilities to the organisations they serve and, in accordance with the members' charter, *"to maintain and develop the professional competence of both themselves and those they supervise"*.
- vi. To help facilitate a standardisation and codification of treasury management policies and practices in the public services.
- vii. To assist those involved in the regulation and review of treasury management in the public services, particularly those charged with the audit of the same
- viii. To foster a continuing debate on the relevance and currency of the statutory and regulatory regimes under which treasury management in the various parts of the public services operates.
- ix. To further the understanding and confidence of, and to act as a reference work for, financial and other institutions whose businesses bring them into contact with the treasury management activities of public service organisations.

124.6 The key documents in line with the requirements of the Code are approved by Council annually as follows:

- Treasury Management Policy Statement is included at Annexe 1 and sets out the headline objectives of the Treasury Management function.
- Treasury Management Strategy 2016/17 is included at Annexe 2 and sets out the way in which Waverley's policy objectives for Treasury Management will be achieved and the high level approach to borrowing and investment. As required by the Code, the Strategy includes a statement of Waverley's Treasury Management Practices (TMPs) which set out specific areas of note and how they will be dealt with.

- Annual Investment Strategy 2016/17 is included at Annexe 3 and sets out how Waverley's investments will be managed, in accordance with the Treasury Management Strategy, and how this will help achieve Waverley's TM policy objectives. This Strategy is required by local government investment regulations.

124.7 The Local Government Act 2003 requires local authorities to comply with CIPFA's Prudential Borrowing Code. This in turn requires local authorities to agree a specified set of prudential indicators relating to their investment and borrowing activities. Waverley's Prudential Indicators are in line with the requirements of the Code and the current conditions which are included at Annexe 4. The prudential indicators are intended to support decision-making and are ways of targeting and measuring performance.

124.8 The Corporate Overview and Scrutiny Committee considered the report at its meeting on 26 January 2016 and had no additional observations to be circulated to the Executive.

124.9 The Executive now

RECOMMENDS that

- 60. 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.**

[Reason: to approve the proposed Treasury Management Framework for 2016/17]

125. FUNDING FOR VOLUNTARY SECTOR ORGANISATIONS 2016/17 (Agenda Item 10)

125.1 The Waverley Community Grant Scheme awards funding towards the running costs of organisations that provide high priority services for the benefit of Waverley residents, in partnership with the Council. The services that the partner organisations deliver across all corporate objectives could fall into any of the 5 priority areas. In addition the Council made a specific commitment in the Corporate Plan to work with voluntary groups to meet the needs of residents. Waverley's contribution to the Waverley Voluntary Partnership also helps support organisations to deliver wellbeing activities. The financial implications are explained in detail below.

125.2 The Council's total grants allocated to Community organisations in 2016/17 are £725,110 showing the Council's continued commitment to its partnerships with voluntary organisations. This overall budget has been maintained over the past four years, despite the Council's significant reductions in its government grant. As a proportion of the Council's overall net budget spend, the level of financial support has increased. A summary of the grant and Service Level Agreement funding proposed in 2016/17:

| | Proposed 2016/17 | Actual 2015/16 |
|---|-----------------------------|---------------------------|
| Waverley Community Grant Scheme (grants) | £158,650 | £158,650 |
| Waverley Voluntary Partnership (commissioning) | £42,770 | £42,770 |
| Service Level Agreements | £523,690 | £523,690 |
| Total proposed funding allocated to Voluntary Sector organisations | £725,110 | £725,110 |

- 125.3 In addition to the above funding, the Council supports these and additional organisations in many other ways including assistance with accessing other sources of funding, one-off capital investment, discretionary rate relief and rent relief.
- 125.4 At its meeting on 6 October 2015, the Executive agreed to open the 2016/17 funding round of the Waverley Community Grant Scheme (previously called the Waverley Community Partnership) to coincide with the budget setting process. In the current year 2015/16, the Council maintained its overall financial package for the voluntary sector and the total funding for the Waverley Community Grants Scheme was £158,650.
- 125.5 The Council will receive a further 52% reduction in its grant from the Government for 2016/17 and will need to identify cost savings to balance its budget. However, Members recognise the vital services delivered in partnership with the voluntary sector and are mindful of the potential impact that any cut would have on our voluntary organisations. Members are also keen to ensure services that support Waverley's growing older population and more vulnerable residents are prioritised in the current economic climate. It is currently proposed in the draft budget 2016/17 that the overall funding budget for voluntary organisations be maintained at the same level as the current year. Within this, the budgets for the Waverley Community Grant Scheme, Voluntary Grants Partnership and Service Level Agreements will vary.
- 125.6 The Council has not decreased its overall funding to the voluntary sector for five years and this clearly demonstrates Waverley's continued commitment to the voluntary sector despite the Council having to make its own budget reductions.
- 125.7 Despite further significant reductions in Government funding, it is proposed that the total amount of money that Waverley contributes to the Waverley Voluntary Partnership (WVP) commissioning pilot scheme should remain at the same level for 2016/17 at £42,770. Given this, Surrey County Council has also agreed to maintain its contribution at the same level as the current year, bringing the total pot to £85,540. It is proposed to continue with this pilot for 2016/17 and its success is reported to Committee after one full year of the pilot to agree whether to continue with the scheme for 2017/18.

- 125.8 The Council financially supports seven other voluntary organisations to deliver high priority services through SLA arrangements. Following a successful nominated pilot project to sign three organisations up to this new way of working in 2012/13, at its meeting on 3 February 2015 the Executive agreed to move four other organisations out of the Waverley Community Grant scheme process on to three year SLAs from April 2015. This meant that their combined funding of £160,250 was transferred out of the Waverley Community Grant Scheme overall pot for 2015/16. In addition, the overall SLA funding to voluntary sector organisations for the next three years, 2015-2018, was increased by 6.7%. A one-off reserve of £19,420 was set up in 2015/16 to invest in any further opportunities to meet community needs and to enable the SLA organisations to deliver even better outcomes where a clear case can be made. No additional funding has been awarded in 2015/16 to date and it is proposed to carry forward the ring-fenced SLA provision to 2016/17.
- 125.9 The Royal Voluntary Service is also funded through an SLA for the Meals on Wheels service in partnership with Surrey County Council. Waverley's contribution of £30,000 is matched by the County Council Adult Social Care directorate to provide a service to residents in the borough.
- 125.10 The SLAs enable key voluntary sector organisations to continue to work in partnership with the Council to deliver and develop vital services for the most vulnerable residents and older people. The Council will be working to increase the number of organisations funded through SLAs in future years.
- 125.11 The principal aim of the Waverley Community Grant Scheme is to provide financial support for not-for-profit organisations that deliver high priority services for the benefit of Waverley residents in partnership with the Council.
- 125.12 A total of 23 applications to the Waverley Community Grant Scheme have been received with 7 new applications. The total level of funding requested by organisations for 2016/17 was £275,050 and Annexe 5 details all the applications received and proposed allocations.
- 125.13 As part of the assessment process, each grant application has been reviewed by the relevant 'link officer' within each service area. In addition, a financial assessment of each organisation's annual accounts has been undertaken to identify any changes/concerns in the financial position of partner organisations. Where appropriate, Member Representatives for organisations were invited to comment in general on their work.
- 125.14 A Grants Panel, chaired by the Portfolio Holder for Grants, made proposals on funding levels. The Chairman was supported by the Portfolio Holder for Operational Services, the Portfolio Holder for Leisure and Environment and the Portfolio Holder for Housing, plus officers from Finance and Communities. The Panel made proposals on levels of funding ahead of the Community Overview and Scrutiny Committee consideration.

- 125.15 Annexe 5 includes notes on the reasons for the proposed grant levels for some organisations where this is considered to be particularly relevant. Information on other discretionary financial support that the Council provides to partner organisations is detailed in Annexe 6.
- 125.16 Requests for funding exceeded the overall budget by £116,400 which meant the Grants Panel had to make very difficult decisions. The Panel's proposed allocations reflect the clear outcomes being delivered by organisations to our most vulnerable residents including both older people and vulnerable families. It was also mindful that in recent years organisations have been advised to continue to identify other sources of income as continued support from the Council cannot be relied upon. As a result, the Panel carefully considered the applications and financial information from organisations that continue to receive smaller grants year-on-year. It felt that some of these organisations would be in a position to absorb a nil grant, which would enable the scheme to award funding to new organisations. It, however, also felt that if some services became affected as a result of not receiving funding, the Council may be able to provide support through its Emergency Funding provision. The Panel proposed to increase funding to one organisation and to award funding to two new applicants.

Rowleys Centre for the Community

- 125.17 The Council is hugely committed to the current and future success of Rowleys Centre for the Community which supports the needs of older people and has almost 300 members. The service is currently delivered through Age UK Waverley. The Council increased its funding for Rowleys by 16% to £55,000 for 2015/16 recognising that it is a popular local venue and much valued by the community and its users. At its meeting on 3 February 2015 the Executive agreed that the funding for Rowleys be ring-fenced to support its running costs and that the full grant be held in restricted funds within the Age UK Waverley financial accounts for Rowleys. In addition the Council requested full and transparent accounts detailing income, expenditure and a balance sheet for Rowleys (excluding other Age UK Waverley activities).
- 125.18 Whilst holding the balance of funding for the Rowleys grant, the Council has been seeking clarity with Age UK Waverley on the required financial information and a number of issues in relation to the 2015/16 Funding Agreement for Rowleys. Progress has recently been made and the Council has now released the full grant of £55,000. The Council continues to work in partnership with the newly formed Rowleys Centre for the Community Management Committee.
- 125.19 The Grants Panel did not wish any funding award for 2016/17 to be affected as a result of Age UK Waverley's actions during 2015/16 and therefore proposed that the funding for Rowleys should be maintained for 2016/17 on the condition that:
- Rowleys makes progress to become an independent registered charity to operate as a separate entity with its own constitution and separate governance procedures;
 - The funds are ring-fenced to support the direct running costs of the Rowleys day centre service;

- The Council continues to receive full and transparent accounts detailing income, expenditure and a balance sheet for Rowleys (excluding other Age UK Waverley activities);

125.20 The Council will work with Rowleys over the coming year to prepare them for a possible move to a Service Level Agreement in 2017/18 including the condition that a new lease arrangement is in place, which will help strengthen their ability to meet the needs of older people in their community and provide additional certainty over future years funding levels.

Age UK Surrey

125.21 The Council has started to build a strong partnership with Age UK Surrey during the year. It is providing information and advice to Waverley residents as well as projects enabling older people to be socially connected such as Farnham Making Connections, Living Well and computer drop-in etc. In the grant round of 2015/16 it was agreed not to award funding to Age UK Waverley towards its information and advice service due to continuing concerns about not operating a borough-wide service and not providing value for money compared to other information and advice providers in Waverley. Age UK Surrey plan to develop, extend and enhance its existing information and advice service to increase provision for Waverley residents in 2016/17. This will be delivered at drop-in accessible venues across the borough, telephone helplines, surgeries on particular issues affecting older people and home visits to ensure it reaches the most vulnerable and isolated older people. The Grants Panel proposed awarding funding of £9,000 towards the enhanced information and advice outreach service across Waverley on the condition that Age UK Surrey funds the balance required to deliver the service. It also proposed to award a further £6,000 to enable Age UK Surrey to build its partnership and wider work supporting older residents, bringing the total funding to £15,000.

125.22 A Grants Sub-Committee was established in November 2011 to review application documentation and scrutinise the Grants Panel's initial allocations. At its meeting on 14 September 2015 the Community O&S agreed to re-appoint the Sub-Committee this year to consider the initial allocations in more detail before bringing observations back to the O&S Committee at its meeting in January 2016. The Sub-Committee met on 9 December 2015 and the minutes of the meeting were considered by the O & S Committee and Executive.

Service Level Agreements

125.23 Following the work of a Member Special Interest Group (SIG) in 2011, the Executive agreed to invite three organisations to negotiate SLAs. In 2012, Farnham Maltings, Citizens Advice Waverley and Waverley Hoppa Community Transport signed three year Service Level Agreements, as a pilot for this new way of working. The Agreements ensure the Council has greater control and influence over the services delivered with its funding. They provide greater accountability for the funding given and the delivery of clear outcomes with robust performance measures.

125.24 Due to the success of the pilot, at its budget setting meeting on 17 February 2015, the Council agreed to fund these organisations and four further organisations under new SLAs for a further three years. The four additional organisations are The Orchard Club, The Clockhouse, Age Concern Farncombe and Cranleigh Arts Centre. These seven organisations are being funded from 1 April 2015 to 31 March 2018.

125.25 The Community Overview and Scrutiny Committee considered the funding report at its meeting on 19 January 2016 and made the following observations to the Executive:-

- The Committee had concerns about ring-fencing the grant funding to Rowleys and wanted confidence that it would receive its whole grant. There was frustration that it was still necessary to look into detail of the accounts and residents were worried about the continuation of the service. The Committee wanted to give residents confidence that there was no reason to close the service and that Waverley would continue to support Rowleys; and
- The Committee was concerned about a reduction in funding for organisations and the effect of this on the morale of volunteers in trying to raise funds.

125.26 The Executive, having considered the applications for Waverley Community Partnership funding in 2016/17 and the comments of the Community Overview and Scrutiny Committee and Grants Sub-Committee now

RECOMMENDS that

- 61. the overall funding to the voluntary sector be confirmed at £725,110 for 2016/17; and**
- 62. the grant levels for each organisation, as detailed in Annexe 5, be approved.**

[Reason: to consider applications for revenue funding to the voluntary sector in 2016/17]

126. ANNUAL PAY POLICY STATEMENT 2016/17 (Agenda item 11)

126.1 The Localism Act 2011 requires all public authorities to publish Annual Pay Policy Statements. The Council is required to adopt the Annual Pay Policy Statement each year and the Council is not legally permitted to depart from the policies set out in that statement when it considers actual decisions in relation to individuals' remuneration, including redundancy and/or severance.

126.2 The Annual Pay Policy Statement for 2016-17 has been updated in line with the requirements of the Localism Act 2011, resulting in minimal adjustment from last year and the amendments are shown in Annexe 7 as tracked changes.

126.3 The Executive

RECOMMENDS that

- 63. the Annual Pay Policy Statement for 2016-17 at Annexe 7 be approved and adopted.**

[Reason: to seek approval of the Annual Pay Policy Statement for 2016/17].

127. CORPORATE PLAN 2016-2019 (Agenda item 12)

127.1 The Council's last Corporate Plan expired in 2015 and there is a need for a new Plan to set out and deliver the Council's objectives during the life of the current administration 2016-19.

127.2 The Corporate Plan, attached at Annexe 8, provides the strategic direction of the Council by setting out its priorities for the next four years. The Plan also forms a vital part of the Performance Management Framework for the Council. The objectives contained in the Plan are delivered through annual Service Plans which in turn are delivered through individual staff targets and these are monitored through the appraisal process.

127.3 The objectives set out in the Corporate Plan have been arrived at through discussion, research and consultation over the last year taking into consideration the needs of customers and partner organisations. It is proposed that the overall design of the Corporate Plan will follow the existing design concept adopted for Waverley's recruitment material.

127.4. The Joint Overview and Scrutiny Committee considered the Corporate Plan at its meeting on 18 January 2016 and its observations were as follows:-

- Consideration to be given to the inclusion of youth and young people in the document
- Inclusion of air quality
- Suggestion that the achievements should be grouped under the same headings as the priorities
- Make reference in the document to Waverley working as part of an integrated hierarchy of local government (with County/Towns/Parishes).

127.5 The Executive considered each comment but agreed that no changes were required to the document. The Executive accordingly

RECOMMENDS that

- 64. the Corporate Plan 2016-2019, at Annexe 8, be approved and adopted.**

[Reason: to approve the proposed contents of the new Corporate Plan for 2016-19]

128. STARTER HOMES LOCAL AUTHORITY FUNDING PROGRAMME (Agenda item 16)

128.1 The Council has a long-standing commitment to delivering affordable housing in Waverley. One of the Government's objectives for housing is to enable more young people in home ownership by offering access to lower cost newly built market housing by building 200,000 Starter Homes, to be offered at a minimum 20% discount on open market value, in the next four years. The maximum open market value for a Starter Home is £250,000.

128.2 In October 2015, the Homes and Communities Agency invited bids from local authorities to bring forward sites for the development of Starter Homes. The grant is available for undertaking investigative works by March 2016 to make the site ready for development. Land eligible for funding through this programme was expected to be:

- commercial, industrial, leisure or other non-residential institutional land which is either vacant, under-used or unviable in its current or former use, and
- not currently identified for housing in a local or neighbourhood plan or within the authority's 5 year housing land supply, and
- in local authority ownership.

128.3 During 2016/17, the Council would need to enter into an unconditional contract with a developer for the sale of the site and secure planning permission to deliver six Starter Homes.

128.4 Bids were submitted to fund pre-development costs on two small sites in Waverley at the former garage site in Aarons Hill, Godalming and land to the rear of 13 Ryle Road, Farnham to enable them to be brought forward for the delivery a total of six Starter Homes. A breakdown of the bids is set out below:

| Scheme | No of Starter Homes | Site investigation costs £ | Remediation costs £ | Ecological works £ | Planning permission £ | Total £ |
|---------------|----------------------------|-----------------------------------|----------------------------|---------------------------|------------------------------|----------------|
| Aarons Hill | 4 | 20,000 | 50,000 | 8,000 | 8,000 | 86,000 |
| Ryle Road | 2 | 10,000 | 20,000 | 4,000 | 4,000 | 38,000 |
| | | | | | | 124,000 |

128.5 As the maximum open market value for a Starter Home is £250,000, the proposed schemes provide one and two bedroom homes. Based on initial pre-planning advice, the site at Aarons Hill has capacity for 4 x 1bed flats to the front of the site and the land at Ryle Road has potential for 2 x 2 bed houses. The delivery timetable is set out below:

| Milestone | Date |
|---|---------------|
| Funding incurred on allowable costs for pre-development works | 31 March 2016 |
| Site remediated and ready for the development of Starter Homes | 31 March 2017 |
| Planning permission achieved for Starter Homes development | 31 March 2017 |
| Unconditional contract entered into by the Council with a developer or build contractor for Starter Homes development | 31 March 2017 |
| Commencement of start on site works related to Starter Homes | 31 March 2018 |
| Starter Homes practically completed | 31 March 2019 |

128.6 The grant funding enables the Council to carry out pre-development works to bring the sites forward for development. When each site is ready for development, the Council will dispose of it to a developer or build contractor, for the construction and sale of Starter Homes.

128.7 The Council will market the site to achieve best consideration, subject to planning consent. Planning permission will be sought in partnership with the successful bidder. The provision of Starter Homes will be secured through a planning obligation, under section 106 of the Town and Country Planning Act 1990. This will bind the developer to offer the homes to a first time buyer under the age of 40, for a discount of at least 20% up to a maximum of £250,000. Restrictions will exist to preventing the homes being resold or let at their open market value for 5 years, following the initial sale.

128.8 The capital receipt generated from sale of the land will be re-invested in the New Affordable Homes Programme. The Executive

RECOMMENDS that:

- 65. the funding agreement with the Homes and Communities Agency be signed to enable the grant allocated through the Starter Homes Programme to be received;**
- 66. approval be given for a planning application to be submitted in due course; and**
- 67. 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.**

[Reason: to inform members of the outcome of the bid for funding and seek approval for actions to progress the starter homes]

129. LEGISLATION CHANGES AFFECTING THE PRIVATE RENTED SECTOR
(Agenda item 17)

129.1 There have been a number of new pieces of legislation which affect the private rented sector. Some of the changes do not affect the Council directly but do impact on advice provided to landlords and tenants. However, some changes introduce new legal duties on the Council or have the potential to significantly affect the way that enforcement action is taken. The new pieces of legislation are as follows:

Redress Scheme for Lettings and Property Management Work

129.2 The Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc.) Order 2014 came into force on 1 October 2014. This Order requires persons who engage in lettings agency or property management work to belong to a redress scheme for dealing with complaints in connection with that work. The Order imposes a duty on local authorities to enforce the provisions.

129.3 Where the enforcement authority is satisfied that a person has failed to comply with the requirement it may, by notice, require that person to pay a monetary penalty of such amount as the authority determine, which must not exceed £5,000. The authority may recover the monetary penalty on the order of a court by providing a certificate, signed by the authority's Chief Finance Officer, stating that the amount due has not been received by the date specified.

129.4 The Council needs to update the Scheme of Delegation to include the new enforcement provisions under the Order and decide on the level of the monetary penalty.

Retaliatory Evictions

129.5 The Deregulation Act 2015 contains provisions to prevent landlords from responding to a legitimate complaint from their tenants about the condition of the property by serving a Section 21 eviction notice. It applies to all new assured shorthold tenancies that start on or after 1 October 2015.

129.6 To gain protection against this kind of retaliatory eviction a relevant tenant must report any disrepair or poor conditions to the landlord in writing. If the landlord does not respond within 14 days, or responds by issuing a Section 21 Notice, the tenant should ask the local authority to carry out an inspection to determine whether the property contains any serious health or safety hazards. If the local authority then serves an Improvement Notice or Notice of Emergency Remedial Action, the landlord cannot evict the tenant for 6 months using the no-fault eviction procedure. This protection does not apply to Section 8 Notices i.e. eviction where the tenant has failed to pay rent for 2 months.

129.7 There are two main areas of impact on the Private Sector Housing team arising from this:

- a. There will be a need to carry out an inspection and take enforcement action quickly in response to a tenant's complaint. Failure to do so may

result in the tenant being evicted in spite of these new provisions, which potentially will cause an increase in unintentional homeless cases. With a small Private Sector Housing Team there are times when it will only be possible to tenants to acknowledge their complaint in order to respond more fully when there is capacity.

- b. Under Waverley's current enforcement approach, the action that is taken proportionate to the seriousness of the risk. The majority of tenant complaints have been dealt with successfully by taking informal action. However, if one of the above Notices are not served, the landlord will be able to evict the tenant rather than carrying out the repair. This may affect Waverley's relations with private landlords, most of whom comply with requirements under the informal approach, and this may lead to an increase in appeals and enforcement.

129.8 The Council needs to consider the capacity of the private Sector Housing Team to carry out full inspections and serve Notices to meet the requirements of these provisions.

Smoke and Carbon Monoxide Alarm Regulations 2015

129.9 From 1 October private landlords (with certain exemptions – Registered providers of social housing and Licensed Houses in Multiple Occupation (HMO) are exempt, but unlicensed HMOs are not) must ensure that a smoke alarm is provided on each floor of the property and a carbon monoxide alarm is provided in any room which contains a solid fuel combustion appliance. In addition, the landlord is required to ensure that such alarms are in proper working order on the day each tenancy begins. The government has provided funding to Fire & Rescue authorities to provide free smoke and CO alarms and the Surrey Fire Service has made 7,000 alarms available.

129.10 These Regulations place enforcement duties on local housing authorities. Where the landlord is in breach of these requirements, the local authority has a duty to serve a remedial notice within 21 days to specify the action that needs to be taken. If the landlord does not comply with the notice within 28 days, the local authority must (if the occupier of the premises consents) arrange for an authorised person to carry out the remedial action within 28 days of the breach of notice. The local authority may also require the landlord to pay a penalty charge, which must not exceed £5,000. There is a right of appeal to the First Tier Tribunal for the penalty charge but not for the remedial notice. The impact to the Council arising from this is that the Scheme of Delegation will need to be updated to include the new provisions and Waverley will have to prepare and publish a statement of principles to be followed in determining the amount of a penalty charge.

Energy Act 2011

129.11 In addition to the immediate provisions outlined above, the Energy Act 2011 includes more provisions which will affect the private rented sector:

- a. From 1 April 2016 private landlords will be unable to refuse a tenant's reasonable request for consent to energy efficiency improvements to a property. Now that the Green Deal funding has come to an end, Waverley

will need to consider whether to provide grant funding to vulnerable tenants for these improvements. Enforcement of this requirement is through the First Tier Tribunal and not through the Council. However, the tenant may also request the service of a housing improvement notice to support the claim.

- b. From 1 April 2018 it will be against the law to rent out a property where a minimum EPC rating of E has not been achieved. This may affect several rural properties in Waverley. This is to be enforced by the local authority and will require service of compliance and penalty notices.

129.12 The new legislation is intended to improve the rights of private tenants against bad management practices and retaliatory evictions and to reduce the risk of injury or death from fire or carbon monoxide poisoning. Despite the promotion of alarms through a non-regulatory approach, private sector tenants remain significantly more at risk from fire or carbon monoxide poisoning than owner occupiers or public sector tenants. The new Regulations are therefore to be welcomed and the Private Sector Housing Team need to be empowered to use them.

129.13 The Corporate Overview and Scrutiny Committee considered the report at its meeting on 26 January 2016 and had no additional observations to be presented to the Executive. The Executive has noted the impact on the Council of the new legislation and now

RECOMMENDS that

- 68. the Scheme of Delegation be amended, as set out in Annexe 9, 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**
- 69. the statement of principles at Annexe 10 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.**

[Reason: to outline the changes in legislation and prepare for the additional duties imposed on the Council]

130. DISPOSAL OF COUNCIL DWELLINGS AND CARRYING OUT MAJOR WORKS
(Agenda item 18)

[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)]

- 130.1 The Council owns a number of properties across the Borough that require extensive refurbishment works to bring them up to Decent Homes standard, estimated to cost in excess of £1 million. The major works required to these properties include repairing structural defects, treating damp floors and walls, replacing ceilings, re-plastering walls, replacing kitchens and bathrooms, upgrading central heating and electrical re-wiring and drainage remedial works to make them suitable for letting.
- 130.2 The major works to each property have been highlighted in the attached decision-making model at (Exempt) Annexe 11. The model considers whether the refurbishment work is appropriate and cost effective and uses the following criteria:
- i. Financial
 - ii. Other risk factors – e.g. listed building status, high level of day-to-day repairs (predominantly properties built before pre-1945), not on mains drainage
 - iii. Demand (Housing Need)
 - iv. Redevelopment potential
- 130.3 The options considered in conjunction with the Housing Development Team were:
- i. Refurbish
 - ii. Refurbish and consider letting at a higher affordable rent level
 - iii. Renovate and configure to create an improved layout
 - iv. Redevelop
 - v. Extend to increase the number of affordable homes
 - vi. Offer to a Housing Association for continued use as affordable housing
 - vii. Sell on the open market.
- 130.4 The properties listed in (Exempt) Annexe 11 require major works in excess of the Asset Management Strategy viability threshold. Column L shows the estimated long term cost over thirty years (including the immediate repairs, as shown in column S). These costs were considered in relation to the total income potential from each property, over 30 years. Column M indicates if the reinvestment would be financially feasible. Where costs equate to between 33% and 66%, other factors are taken into consideration. Where costs equate to more than 66% of income, disposal is recommended. Column M shows that this applies to eight properties.
- 130.5 The 2015-2020 Asset Management Strategy sets out the other risk factors to take into account when considering disposals. These include properties where the Council spends most on day-to-day repairs, listed buildings, properties not on mains drainage and those located outside the borough.
- 130.6 The Housing Options Team has assessed the demand for each property, using data from the Housing Register. Column N shows that all the properties were assessed as being in high demand and meet a housing

need. The Housing Development Team has rated the development potential of each property. Column O shows that four properties had some limited development potential. Further work was undertaken to develop proposals for these properties, but the alternative options failed to deliver value for money. The remaining properties were not considered to have development potential.

130.7 The sale of the eight properties is expected to generate a capital receipt in excess of £1,400,000 for investment in new affordable homes and stock improvement works. The cost of the refurbishment works will be funded by the 2016/17 Stock Remodelling Reserve. Refurbished properties that are currently vacant will be re-let at Affordable Rents of up to 80% of open market value to reduce the pay back period.

130.8 Taking into account these criteria, the conclusion is that the identified reinvestment for the first eight properties is not cost-effective and recommend they are disposed of. With regard to the remaining properties, where the required investment either falls below the Asset Management Strategy threshold or there are no additional risk factors, and demand for the properties is high, refurbishment is recommended at a budgeted cost of £163,000.

130.9 The Executive therefore

RECOMMENDS that

70. the disposal by open market sale of eight properties be approved, as shown in (Exempt) Annexe 11, in accordance with the Asset Management Strategy, thus generating a capital receipt;

71. the funding of the major works to three properties as shown in (Exempt) Annexe 11 be agreed, 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

72. the tendering of the refurbishment works for the three properties and the appointment of contractors be approved.

[Reason: to seek approval to dispose of properties requiring major works in excess of the Asset Management Strategy viability threshold]

131. EXCLUSION OF PRESS AND PUBLIC (Agenda item 21)

At 7.48 pm it was

RESOLVED 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 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 this item, 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:-

Information relating to the financial or business affairs of any particular person (including the authority holding that information) (paragraph 3).

132. PROPERTY MATTER - CRANLEIGH (Agenda item 23)

The Executive has considered a report on this matter, attached as (Exempt) Annexe 12 and

RECOMMENDS that

73. the recommendations set out in (Exempt) Annexe 12 be approved.

[Reason: to deal with property matters in the Borough]

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.

133. FORWARD PROGRAMME (Agenda item 5)

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

134. SERVICE PLANS 2016/17 (Agenda item 13)

RESOLVED that the Joint Overview and Scrutiny Committee be thanked for its observations and, having noted the observations, the Service Plan objectives for 2016-17 be endorsed.

[Reason: to set out the strategic objectives for each service, delivering the Council's corporate priorities]

135. UPDATE ON 3 SOUTHERN COUNTIES DEVOLUTION PROPOSALS (Agenda item 14)

RESOLVED that

1. the submission of the 3SCs Devolution Proposal be noted; and
2. '3SC devolution proposals' be included on the Executive's Forward Programme as a potential key decision.

[Reason: to advise the Executive on the 3SCs (3 Southern Counties) proposals for devolution and how these might affect the Council]

136. HEALTH AND WELLBEING STRATEGY 2016-2021 (Agenda item 15)

RESOLVED that, having taken into account the observations of the Community Overview and Scrutiny Committee, the Health and Wellbeing Strategy for 2016-2021 be approved.

[Reason: to set out and agree the first Health and Wellbeing Strategy for Waverley]

137. APPOINTMENT OF OVERVIEW AND SCRUTINY SUB-COMMITTEE (Agenda item 19)

RESOLVED that a Meals on Wheels Review Sub-Committee be established, with the membership consisting of Cllrs Carole Cockburn, Jim Edwards, Jenny Else, Kika Mirylees and Nabeel Nasir.

138. PROPERTY MATTER - BRAMLEY (Agenda item 22)

[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 recommendation set out in the (Exempt) Annexe to these minutes be approved.

[Reason: to deal with property matters in the Borough]

The meeting commenced at 6.45 pm and concluded at 7.56 pm

Chairman

STATEMENT OF TREASURY MANAGEMENT POLICY

Overview

The Council adopts the key recommendations of CIPFA's Treasury Management in the Public Services: Code of Practice (the Code), as described in Section 5 of the Code. The full Code is available for Members on request and identifies 3 key principles which organisations should apply:

- 1) formal and comprehensive objectives, policies and practices, strategies and reporting arrangements for the effective management and control of treasury management activities should be in place.
- 2) effective management and control of risk are the prime objectives of Treasury Management and are the responsibility of the Council. Waverley's Treasury Management Strategy must make clear its appetite for risk, the use of which financial instruments are allowed for the prudent management of those risks and that priority be given first to security, then to liquidity and last to yield.
- 3) treasury management policies and practices should reflect that the pursuit of value for money is, nevertheless, important and performance measures are important and valid tools to be used in support of this.

Accordingly, the Council will create and maintain, as the cornerstones for effective Treasury Management:

- A treasury management policy stating the policies, objectives and approach to risk management of its treasury management activities.
- A treasury management strategy on at least an annual basis, including approved treasury management practices (TMPs), setting out the manner in which the Council will seek to achieve its policy objectives and prescribing how it will manage and control those activities.

The content of the policy, strategy and TMPs will follow the recommendations contained in the Code, subject only to amendment where necessary to reflect the particular circumstances of this Council. Such amendments will not result in the organisation materially deviating from the Code's key principles.

The Council will receive reports on its treasury management policy and practices and the Executive will receive reports on treasury activities and performance, including, as a minimum, the annual strategy in advance of the year, a mid-year review and an annual report after its close, in the form prescribed in its TMPs.

The Council delegates responsibility for the regular monitoring of its Treasury Management Policy and practices to the Executive, and for the execution and administration of day-to-day treasury management decisions to the Director of Finance and Resources (Section 151 Officer) who will act in accordance with the Waverley's Policy, Strategy and TMPs and CIPFA's Standard of Professional Practice on Treasury Management.

The Council nominates the Corporate Overview and Scrutiny Committee to be responsible for ensuring effective scrutiny of the treasury management strategy and policies.

Overall policy:

Waverley Borough Council defines its treasury management objectives as:

The effective management of the Council's investments and cash flows, its banking, money market and capital market transactions, the effective control of the risks associated with those activities and the pursuit of optimum performance consistent with those risks in order to ensure that financial resources are available at the right time to deliver the Council's service priorities.

Risk:

Waverley regards the successful identification, monitoring and control of risk to be the prime criteria by which the effectiveness of its treasury management activities will be measured. Accordingly, the analysis and reporting of treasury management activities will focus on their risk implications for the organisation and any financial instruments entered into to manage these risks.

Value for money:

Waverley acknowledges that effective treasury management will provide support towards the achievement of its business and service objectives and is therefore committed to the principles of achieving value for money in treasury management and to employing suitable performance monitoring arrangements within the context of effective risk management.

Borrowing:

The Council's borrowing will be affordable, sustainable and prudent and consideration will be given to the management of interest rate risk and refinancing risk. The source from which the borrowing is taken and the type of borrowing should ensure the Council is transparent and has flexibility and control over its debt.

Investment:

Waverley's primary objective in relation to investments remains the security of capital. The liquidity or accessibility of the Authority's investments followed by the yield earned on investments remain important but are secondary considerations.

Treasury Management Strategy Statement 2016/17
(incorporating Treasury Management Practice statements)

Overall policy:

The major objective of managing daily cash balances to meet cash flow commitments remains the priority.

Investments:

Waverley's policy is to give security of investment a higher priority than rate of return/yield. Waverley's strategy and day-to-day practice, therefore, continue to be refined, within the boundaries agreed in the Annual Investment Strategy, in response to market conditions.

Risk:

Waverley acknowledges that no treasury management activity is without risk. The major area of risk is identified as investment risk. Investment risk will be mitigated in a number of ways as set out in accordance with the specified Treasury Management Practices and Annual Investment Strategy. The cornerstones of current investment strategy are:

- to lend only to those institutions which fit the Council's policy in terms of financial standing, credit ratings etc;
- generally to restrict lending to the shorter-term or to cover precept dates or known expenditure commitments, except where the Director of Finance and Resources or Head of Finance agree to an investment within Waverley's criteria over a longer period if interest rates are favourable;
- to identify financial limits for each counterparty institution depending on the quality of its financial ratings;
- to make all cash investments in GBP sterling thus avoiding exchange rate risk;
- that Waverley's general preference is for fixed rate investments for budgetary certainty and the avoidance of yield risk and
- to consider other forms of investment, such as property acquisitions, on a case by case basis subject to a comprehensive business case being presented to Members including analysis of risk and viability.

The Council is also committed to using available market intelligence to aid investment and borrowing decision making.

Value for money:

Waverley is committed to the pursuit of value for money in its Treasury Management function and to use performance methodology in support of that aim. This will be achieved through the formal reporting process set out in the Treasury Management Practices as well as the use of comparative performance indicators (including Prudential Indicators) for its investment returns and costs.

Borrowing:

Waverley borrowed £192m in March 2012, £5m of which was borrowed internally, for the purposes of HRA self-financing implementation. The Council adopted a flexible approach to this borrowing in consultation with treasury management advisers and in accordance with the approved HRA Financing Strategy approved by Council on 21st February 2012.

The following issues will be considered prior to undertaking any external borrowing:

- Affordability
- Maturity profile of existing debt
- Interest rate and refinancing risk
- Borrowing source

It may be advantageous in future, as the HRA Business Plan is developed, to reschedule some of the HRA debt. Waverley's debt portfolio can, potentially, be restructured in order to achieve a reduction in risk, savings in interest costs and/or to meet changing cash demands. The rationale for undertaking any future HRA debt rescheduling would be one or more of the following:

- Changing the maturity profile of the debt portfolio
- Interest rate savings and premiums
- Rebalancing the interest rate structure of the debt portfolio

Currently there is no planned long/medium term borrowing planned in respect of General Fund services. Temporary borrowing for the purposes of financing day-to-day expenditure commitments is allowed for short periods if economic on the day. All borrowing activity will be reported to the Executive.

Overall, borrowing will be managed within the Authorised Limit for External Debt (See Prudential Indicator 5) and the HRA debt will not exceed the specified statutory cap.

Minimum Revenue Provision (MRP) Annual Policy Statement - The scheme of Minimum Revenue Provision (MRP) requires Local Authorities to set aside some of their revenues as provision for debt each year of an amount considered to be 'prudent'. Prudent provision should ensure that debt is repaid over a period that is reasonably commensurate with that over which the capital expenditure provides benefits.

Following the implementation of International Financial Reporting Standards, finance leases may also be subject to the requirements of MRP. However, borrowing to finance capital expenditure on housing assets is not subject to MRP.

Guidance on MRP has been issued by the Department of Communities and Local Government. The guidance sets out options for making a prudent provision for MRP. If the Council undertakes borrowing requiring an MRP provision, it will apply the most appropriate option having regard to the guidance. A more detailed statement on the MRP policy adopted will then be submitted to Council.

TREASURY MANAGEMENT PRACTICES (TMP)

TMP1 RISK MANAGEMENT

General Statement

The Director of Finance and Resources, (Section 151 Officer) will design, implement and monitor all arrangements for the identification, management and control of treasury management risk, will report at least annually on the adequacy/suitability thereof, and report as a matter of urgency, the circumstances of any actual or likely difficulty in achieving the organisation's objectives in this respect, all in accordance with the procedures set out in *TMP6 Reporting requirements and management information arrangements*. In respect of each of the following risks, detailed arrangements, which seek to ensure compliance with these objectives, are set out in 'Additional Information' schedules.

Credit and Counterparty Risk Management

The key risk in Waverley Borough Council's treasury management activities is the security of the principal sums it invests. Accordingly, it will ensure that its counterparty lists and limits reflect a prudent attitude towards organisations with which funds may be deposited and will limit its investment activities to the instruments, methods and techniques referred to in *TMP4 Approved instruments methods and techniques*.

Liquidity Risk Management

Waverley Borough Council will ensure it has adequate cash resources, borrowing arrangements, overdraft or standby facilities to enable it at all times to have the level of funds available to it which are necessary for the achievement of its business/service objectives.

Waverley Borough Council will only borrow in advance of need where there is a clear business case for doing so and will only do so for the current approved capital programme or to finance future debt maturities.

Interest Rate Risk Management

Waverley Borough Council will manage its exposure to fluctuations in interest rates with a view to containing its interest costs, or securing its interest revenues, in accordance with the amounts provided in its budgetary arrangements, as revised, in accordance with *TMP6 Reporting requirements and management information arrangements*. It will achieve this by the prudent use of its approved financing and investment instruments, methods and techniques, primarily to create stability and certainty of costs and revenues, but at the same time retaining a sufficient degree of flexibility to take advantage of unexpected, potentially advantageous changes in the level or structure of interest rates. This should be subject to the consideration and, if required, approval of any policy or budgetary implications considered by the Executive as appropriate.

Exchange Rate Risk Management

Waverley Borough Council's current approved policy allows cash investments solely in GBP sterling because other currency deals expose Waverley to an additional level of risk. Accordingly, Waverley does not have an exchange rate risk management strategy at this time. Should market conditions change such that foreign currency deals become appropriate, this Treasury Management Practice will be developed to cover this and approval for such a policy change will be sought.

Refinancing Risk Management

Waverley Borough Council will ensure that its borrowing is structured and documented, and the maturity profile of the debt is managed with a view to obtaining offer terms for renewal or refinancing, if required, which are competitive and as favourable to Waverley as can reasonably be achieved in the light of market conditions prevailing at the time.

Legal and Regulatory Risk Management

Waverley Borough Council will ensure that all of its treasury management activities comply with its statutory powers and regulatory requirements. It will demonstrate such compliance, if required to do so, to all parties with whom it deals in such activities. In framing its TMP1[1] *credit and counterparty risk management*, it will ensure that there is evidence of counterparties' powers, authority and compliance in respect of the transactions they may effect with Waverley, particularly with regard to duty of care and fees charged.

Waverley Borough Council recognises that future legislative or regulatory changes may impact on its treasury management activities and, so far as it is reasonably able to do so, will seek to minimise the risk of these impacting adversely on the Council.

Fraud, Error and Corruption, and Contingency Management

Waverley Borough Council will ensure that it has identified the circumstances, which may expose it to the risk of loss through fraud, error, corruption or other eventualities in its treasury management dealings. Accordingly, it will employ suitable systems and procedures, and will maintain effective contingency management arrangements, to these ends.

Market Risk Management

Waverley Borough Council will ensure that its stated treasury management policies and objectives do not expose the Council to the risk of adverse market fluctuations in the value of the principal cash sums it invests and will accordingly protect itself from the effects of such fluctuations.

TMP2 PERFORMANCE MEASUREMENT

Waverley Borough Council is committed to the pursuit of value for money in its treasury management activities, and to the use of performance methodology in support of that aim, within the framework set out in its treasury management policy statement.

Accordingly, the treasury management function will be the subject of ongoing analysis of the value it adds in support of the Council's stated business or service objectives. The performance of the treasury management function is included in the budget monitoring process, and periodic reports to the Executive and Corporate O&S Committee.

TMP3 DECISION-MAKING AND ANALYSIS

Waverley Borough Council will maintain full records of its treasury management decisions, and of the processes and practices applied in reaching those decisions, both for the purposes of learning from the past, and for demonstrating that reasonable steps were taken to ensure that all issues relevant to those decisions were taken into account at the time.

TMP4 APPROVED INSTRUMENTS, METHODS AND TECHNIQUES

Waverley Borough Council will undertake its treasury management activities by employing only those instruments, methods and techniques detailed in the Treasury Management Strategy and Annual Investment Strategy, and within the limits and parameters defined in TMP1 *Risk management*.

Should Waverley decide in future to use derivative instruments for the management of risks, these will be limited to those set out in its annual treasury management strategy. The organisation will seek proper advice and will consider that advice when entering into arrangements to use such products to ensure that it fully understands those products

TMP5 ORGANISATION, CLARITY AND SEGREGATION OF RESPONSIBILITIES, ANDN DEALING ARRANGEMENTS

Waverley Borough Council considers it essential, for the purposes of the effective control and monitoring of its treasury management activities, for the reduction of the risk of fraud or error, and for the pursuit of optimum performance, that these activities are structured and managed in a fully integrated manner, and that there is at all times a clarity of treasury management responsibilities.

The principle on which this will be based is a clear distinction between those charged with setting treasury management policies and those charged with implementing and controlling these policies, particularly with regard to the execution and transmission of funds, the recording and administering of treasury management decision and the audit and review of the treasury management function.

If the Council has to depart from these principles, the Director of Finance and Resources will ensure that the reasons are properly reported in accordance with

TMP6 *Reporting requirements and management information arrangements* and the implications properly considered and evaluated.

The Director of Finance and Resources will ensure that there are clear written statements of the responsibilities for each post engaged in treasury management and the arrangements for absence cover. The responsible officer will also ensure that at all times those engaged in treasury management will follow the policies and procedures set out. The present arrangements have been agreed with the Portfolio Holder for Finance and the Director of Finance and Resources in March 2010 as included in the Additional Guidance document.

The delegations to the Director of Finance and Resources in respect of treasury management have been agreed with the Portfolio Holder for Finance and the Director of Finance and Resources in March 2010 as included in the Additional Guidance document. The Director of Finance and Resources will fulfil all such responsibilities in accordance with the Council's policy statement and TMPs and CIPFA's *Standard of Professional Practice on Treasury Management*.

TMP6 REPORTING REQUIREMENTS AND MANAGEMENT INFORMATION ARRANGEMENTS

Waverley Borough Council will ensure that regular reports are prepared and considered on:

- the implementation of its treasury management policies
- the effects of decisions taken and transactions executed in pursuit of those policies
- the implications of changes, particularly budgetary, resulting from regulatory economic, market or other factors affecting its treasury management activities
- the performance of the treasury management function.

As a minimum:

The Executive will receive:

- An annual report on the strategy to be pursued in the coming year;
- Quarterly monitoring reports on treasury management activities and risks;
- An annual report on the performance of the treasury management function, on the effects of the decisions taken and the transactions executed in the past year, and on any circumstances of non-compliance with the organisation's treasury management policy statement and TMPs.

The Corporate Overview and Scrutiny Committee will have responsibility for the scrutiny of treasury management policies and practices and will receive the annual strategy documents for comment and periodic performance reports.

TMP7 BUDGETING, ACCOUNTING AND AUDIT ARRANGEMENTS

The Director of Finance and Resources will prepare, and the Council will approve and, if necessary, from time to time will amend, an annual budget for treasury management, which will bring together all of the costs involved in running the treasury management function, together with associated income. The matters to be included in the budget will at a minimum be those required by statute or

regulation, together with such information as will demonstrate compliance with *TMP1 Risk management*, *TMP2 Performance measurement* and *TMP6 Approved instruments, methods and techniques*. The Director of Finance and Resources will exercise effective controls over this budget and will report upon and recommend any changes required in accordance with *TMP6 Reporting requirements and management information arrangements*.

The Council will account for its treasury management activities, for decisions made and transactions executed, in accordance with appropriate accounting practices and standards, and with statutory and regulatory requirements in force for the time being.

TMP8 CASH AND CASH FLOW MANAGEMENT

Unless statutory or regulatory requirements demand otherwise, all monies in the hands of the Council will be under the control of the Director of Finance and Resources, and will be aggregated for cash flow and investment management purposes. Cash flow projections will be prepared on a regular and timely basis and the Director of Finance and Resources will ensure that these are adequate for the purposes of monitoring compliance with *TMP1[1] liquidity risk management*.

TMP9 MONEY LAUNDERING

Waverley Borough Council is alert to the possibility that it may become the subject of an attempt to involve it in a transaction involving the laundering of money. Accordingly, the Council will maintain procedures for verifying and recording the identity of counterparties and reporting suspicions, and will ensure that staff involved in this are properly trained. The present arrangements, including the name of the officer to whom reports should be made have been agreed by the Audit Committee.

TMP10 TRAINING AND QUALIFICATIONS

Waverley Borough Council recognises the importance of ensuring that all staff involved in the treasury management function are fully equipped to undertake the duties and responsibilities allocated to them. It will therefore seek to appoint individuals who are both capable and experienced and will provide training for staff to enable them to acquire and maintain an appropriate level of expertise, knowledge and skills. The Director of Finance and Resources will recommend and implement the necessary arrangements.

The Director of Finance and Resources will ensure that Members tasked with treasury management responsibilities, including those responsible for scrutiny, have access to training relevant to their needs and those responsibilities.

Those charged with governance recognise their individual responsibility to ensure that they have the necessary skills to complete their role effectively.

TMP11 USE OF EXTERNAL SERVICE PROVIDERS

Waverley Borough Council recognises that responsibility for treasury management decisions remains with the Council at all times. The Council recognises that there may be potential value in employing external providers of treasury management services, in order to acquire access to specialist skills and resources. When it employs such service providers, it will ensure it does so for reasons, which have been submitted to a full evaluation of the costs and benefits. The Council will also ensure that the terms of their appointment and the methods by which their value will be assessed are properly agreed and documented, and subjected to regular review. Where services are subject to formal tender or re-tender arrangements, legislative requirements will always be observed. The monitoring of such arrangements rests with the Director of Finance and Resources.

TMP12 CORPORATE GOVERNANCE

Waverley Borough Council is committed to the pursuit of proper corporate governance throughout its businesses and services, and to establishing the principles and practices by which this can be achieved. Accordingly, the treasury management function and its activities will be undertaken with openness and transparency, honesty, integrity and accountability.

The Council has adopted and has implemented the key principles of the Code. This action, together with the other arrangements detailed in this document, are considered vital to the achievement of proper corporate governance in treasury management, and the Director of Finance and Resources will monitor and, if and when necessary, report upon the effectiveness of these arrangements.

Annual Investment Strategy 2016-17

The Annual Investment Strategy is required under the Treasury Management code of Practice and statutory Investment Guidance issued by the Department of Communities and Local Government. Waverley's primary objective in relation to the investment of public funds remains the security of capital. The liquidity or accessibility of the Authority's investments and the yields earned on investments are important but secondary considerations.

The 2016/17 Strategy is framed against a backdrop of a long period of market stability. On a local level, the Strategy also recognises the significant levels of cash accumulated by Waverley, mainly due to the accumulated HRA funds which will be spent on delivering the HRA capital programmes.

The capital finance regulations require the Council to determine a number of limits and guidelines for its investment activity including 'specified' and 'non-specified' investments. Specified investments are those held in sterling with a maturity of no more than a year and must be with the UK Government, UK local authorities or "high" credit rated institutions. Non-specified investments are any investments that do not meet the above criteria.

To meet the requirements of the Regulations it is proposed that the following policy and limits apply to all of Waverley's investment activity in 2016/17:

- Cash investments only with UK Local Authorities and the UK Government and institutions assessed as having a 'high credit quality'
- 'High credit quality' means having AAA rating for sterling money market funds or a minimum rating of A- for any banks and building societies, and being considered to have high credit credentials after taking account of the factors listed below.
- Waverley will not make any non-specified cash investments, other than when the investment is non-specified by virtue of it being for a period of more than one year, subject to it being an approved counterparty and an assessment of risk.
- £10million is the maximum investment in any single specified organisation at any one time.
- £15m is the total investment with any group - £7.5m remaining the maximum with any single member of that group
- Up to date information gathered by officers, together with specialist advice if appropriate, will be used to ensure compliance with the strategy
- Every investment will have a ratings check on the day of the investment and a list of potential counterparties will be prepared and approved by the S151 Officer before 1st April each year and updated throughout the year
- The maximum total investment at any one time that can prudently be committed for more than one year is £10 million.
- If cashflow certainty can be demonstrated over a longer term, Waverley will consider investing in property provided that a business case is presented to Members including a risk and viability assessment.

- The Director of Finance and Resources can seek the approval of the Executive to change the above limits during the year if necessary, provided that it is in the best interests of the Council to do so.

The proposed boundaries set out above are unchanged from 2015/16. In practice, the continuing market conditions mean that day-to-day controls are actually tighter, but still within the bounds of the approved policy, in order to create as much security as possible for Waverley's investment portfolio. These measures include:

- The major objective of managing daily cash balances to meet cash flow commitments remains the priority although it is recognised that, to some extent, some stability has been evident so longer term investment decisions are potentially possible subject to consideration of capital spending plans
- In addition to the thresholds above, the maximum amount invested in any single specified organisation will generally be restricted to no more than 20% of the overall total external investments at that time
- Shorter term lending remains judged to generate the best balance of return to risk generally, and most of Waverley's investment will fall into this category, although any opportunities in the yield curve with longer term investments may be taken as above
- Investments are also monitored on a sector basis and judgments made as to the appropriate level within each sector taking into account appropriate treasury management information
- General Market information is also used to enable some targeting of investment partners and the objective views of the credit agencies still have a value and are monitored more regularly.
- Close monitoring of credit ratings at the point of transaction including consideration of the 'future outlook' assessment.
- Increased frequency of updating the list of preferred organisations for investment with reduced working maximum limits for lower rated counterparties.

A major problem in the current environment is acknowledged as finding a sufficient number of investment counterparties providing acceptable levels of counterparty risk. In order to diversify an investment portfolio largely invested in cash, investments will be placed with a range of approved investment counterparties in order to achieve a diversified portfolio of prudent counterparties, investment periods and rates of return. Maximum investment levels with each counterparty within the limits set out in this Strategy will be set to ensure prudent diversification is achieved.

In order to continually review the Council's counterparty list and to make a judgement about whether a counterparty has a 'high credit quality', officers will gather and consider information such as:

- Credit rating 'future outlook' assessments
- Published credit ratings for financial institutions
- Economic fundamentals (for example Net Debt as a percentage of GDP)
- Share Prices

- Corporate developments, news, articles, markets sentiment and momentum

Banking - Waverley banks with HSBC. At the current time, HSBC meets the minimum credit criteria of 'A' long term. The Council continues to monitor the credit rating of HSBC and would report to Members if any major concerns emerged. If the credit rating falls below the Authority's minimum criteria HSBC would have to be used in the short term for business continuity and liquidity requirements.

However, in practice, it would be impossible to restrict the Council's own bank, HSBC, to the same £limits as other investment counterparties because there are many instances when cash in excess of £10m is moving through the Council's HSBC bank accounts. Given also that it is likely that there will often be occasions when Waverley has more cash than the total of its approved counterparty limits, it is therefore necessary to specifically exclude HSBC's banking activities from the £10m limit. It should be noted that existing HSBC bank accounts are all instant access.

Training - CIPFA's Code of Practice requires the *responsible officer* to ensure that all members tasked with treasury management responsibilities, including scrutiny of the treasury management function, receive appropriate training relevant to their needs and understand fully their roles and responsibilities. Waverley's approach to training is set out in the schedule supporting Treasury Management Practice (TMP) 10.

Prudential Indicators

To fulfil the requirements of the Prudential Code, the Council must produce and maintain a specified set of 'Prudential Indicators'. In setting and revising these indicators, and more importantly in any decision on borrowing, the Council must take into account affordability, eg implications for Council Tax and housing rents and prudence and sustainability, eg implications for external borrowing. All of the required Prudential Indicators are included below. Explanatory text is included where necessary.

The prudential indicators are there to support decision-making and are not designed to be comparative performance indicators with other councils. The indicators which require future forecasts are rolling scenarios, not fixed for the three-year period. They can be reviewed at any time by the S151 Officer, subject to Council approval. The S151 Officer must monitor performance against each indicator during the year.

There are other major decisions for the Council in the next few years that may have a significant impact on capital financing decisions, such as the ongoing development of the HRA Business Plan and the Brightwells development. As these details become available, the indicators will be reviewed and, if necessary, reconsidered by Members.

Indicator 1 - Estimates of capital expenditure

| | 2014-15 £000 Actual | 2015-16 £000 Latest Estimate | 2016-17 £000 Estimate | 2017-18 £000 Estimate | 2018-19 £000 Estimate |
|--------------|------------------------------------|---|--------------------------------------|--------------------------------------|--------------------------------------|
| General Fund | 5,562 | 3,425 | 2,254 | 1,462 | 1,060 |
| HRA | 10,181 | 17,911 | 22,745 | 27,786 | 24,036 |
| Total | 15,743 | 21,336 | 24,999 | 29,248 | 25,096 |

These estimates are as included in the capital programme report and, in the case of the previous year's actuals, as shown in the Statement of Accounts.

Indicator 2 - Estimates of the ratio of financing costs to net revenue stream

| | 2014-15 Actual | 2015-16 Estimate | 2016-17 Estimate | 2017-18 Estimate | 2018-19 Estimate |
|--------------|---------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| General Fund | -2.42% | -2.48% | -2.49% | -2.59% | -2.69% |
| HRA | 20.14% | 19.95% | 20.16% | 18.51% | 17.73% |

The net revenue stream is the total net expenditure to be met from Government grant and local taxpayers or, in the case of the HRA, the net amount to be met from rent income. Financing costs are the net of any interest on borrowing, interest earned on investments and any amounts made as revenue provision to repay debt.

The estimates of financing costs include current commitments and the proposals in the budget report. At 31st March 2015, investments totalling £51.5 million were held, much of which represented balances and reserves, with the balance being held for cash flow purposes. The projected reduction in the General Fund ratio reflects

Annexe 4

estimates of the overall draw on capital receipts and other internal resources to fund the capital programme. The HRA figures are determined by Regulations and reflect the external borrowing rate on the self-financing debt.

Indicator 3 - Capital financing requirement

| | 2014-15 £000 Actual | 2015-16 £000 Estimate | 2016-17 £000 Estimate | 2017-18 £000 Estimate | 2018-19 £000 Estimate |
|--------------|--|--|--|--|--|
| General Fund | 2,056 | 00 | 0 | 0 | 0 |
| HRA | 192,187 | 192,187 | 192,187 | 192,187 | 192,187 |
| Total | 194,243 | 192,187 | 192,187 | 192,187 | 192,187 |

This indicator is a measure of the underlying need to borrow for capital purposes, it is not the level of actual borrowing held or required or of the actual level of other capital resources held. The requirement increases as capital expenditure is incurred or planned, and reduces when financing from capital receipts, grants or revenue is applied. The HRA self-financing debt is deemed to be capital expenditure under the regulations. The calculation of the CFR is taken from the amounts held in the Balance Sheet relating to capital expenditure and its financing.

Waverley intends to finance most of its General Fund routine capital programme from existing resources in the medium term. The programme will be reviewed as part of each year's General Fund budget setting process to match planned expenditure to the level of resources available.

Indicator 4 - Actual External Debt

| Actual External Debt as at 31/03/2015 | £m |
|--|--------------|
| Borrowing | 187.0 |
| Other Long-term Liabilities | 0 |
| Total | 187.0 |

This indicator is obtained directly from the Council's balance sheet. It is the closing balance for actual gross borrowing plus other long-term liabilities. This Indicator is measured in a manner consistent for comparison with the Operational Boundary and Authorised Limit. The HRA self-financing transaction included internal borrowing of £5m from the General Fund which is not included in the prudential indicators.

Indicator 5 - Authorised limit for external debt

| | 2015-16 Estimate | 2016-17 Estimate | 2017-18 Estimate | 2018-19 Estimate |
|--------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| General Fund | £5m | £5m | £5m | £5m |
| HRA | £188m | £188m | £188m | £188m |
| Total | £193m | £193m | £193m | £193m |

The Authorised Limit sets the maximum level of external borrowing on a gross basis (ie not net of investments) for the Council. It is measured on a daily basis against all external borrowing items on the Balance Sheet ie long and short term borrowing,

Annexe 4

overdrawn bank balances and long term liabilities. This Prudential Indicator separately identifies borrowing from other long term liabilities such as finance leases.

Whilst cash flows are currently managed using the investment portfolio, it is possible that short-term borrowing may be necessary. As the indicators in this report show, other than the £187m self-financing external debt on the HRA, a significant amount of borrowing for capital purposes is not currently expected to be necessary in the short term. However, it is sensible to have in place an authorised borrowing limit at a prudent level to enable treasury activity if necessary. In approving this limit, the Council is approving the limit as required under section 3(1) of the Local Government Act 2003.

The Authorised Limit has been set on the estimate of the most likely, prudent but not worst case scenario with sufficient headroom over and above this to allow for unusual cash movements.

Indicator 6 - Operational boundary for external debt

| | 2015-16 Estimate | 2016-17 Estimate | 2017-18 Estimate | 2018-19 Estimate |
|--------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| General Fund | £5m | £5m | £5m | £5m |
| HRA | £188m | £188m | £188m | £188m |
| Total | £193m | £193m | £193m | £193m |

The operational boundary for external debt is the most likely, prudent but not worst-case scenario, without the additional headroom allowed for in the authorised limit to allow for unusual cash movements. As the authorised limit for external debt is currently intended to cover mainly cash flow movements and the £187m HRA self-financing external borrowing, it is not necessary to set the operational boundary at a lower level. If a greater degree of borrowing for capital purposes is required in the future, both indicators will be reviewed.

Indicator 7 - Incremental impact of current capital investment decisions on the council tax

| | 2016-17 £000 Estimate | 2017-18 £000 Estimate | 2018-19 £000 Estimate |
|----------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|
| For Band D Council Tax | Nil | Nil | Nil |
| For average weekly housing rents | Nil | Nil | Nil |

This indicator shows the impact of the capital investment decisions on the Council Tax and rent levels. It allows the totality of the Council's plans to be considered at budget setting time. Whilst this is an indicator that Members must consider when taking decisions on borrowing, it doesn't necessarily follow that council tax or rent has actually been increased by the amount shown in the indicator.

In reality, due to the pressures on Waverley's budget, any net cost of borrowing will have to be offset by savings in other budgets, therefore the impact on the council taxpayer in cash terms would be zero. This is currently the intention with any future

Annexe 4

borrowing for General Fund capital schemes. The self-financing debt on the HRA does not impact adversely on housing rents as the HRA 30-year business plan is modelled to meet interest and principal repayments from the cessation of negative housing subsidy payments. If this position changes in the future, this indicator will be revised and reported to Members for approval.

Indicator 8 – Limits on Investments

| | 2016-17 Estimate | 2017-18 Estimate | 2018-19 Estimate |
|--|-----------------------------|-----------------------------|-----------------------------|
| The upper limit on fixed rate investments as a % of net outstanding principal sums | 100% | 100% | 100% |
| The upper limit on variable rate investments as a % of net outstanding principal sums* | 10% | 10% | 10% |

*Excludes money held in call or instant access deposit accounts

These indicators allow the Council to manage the extent to which it is exposed to changes in interest rates. The Council calculates these limits on net principal outstanding sums. The upper limit for variable rate exposure has been set to ensure that the Council is not exposed to interest rate reductions which could adversely impact on the revenue budget.

Indicator 9 – Maturity Structure of Borrowing

| The maturity structure of borrowing (as % of overall projected fixed rate borrowing) | 2016-17 Estimate | | 2017-18 Estimate | | 2018-19 Estimate | |
|--|-----------------------------|-------|-----------------------------|-------|-----------------------------|-------|
| | Upper | Lower | Upper | Lower | Upper | Lower |
| -under 12 months | 100% | 90% | 100% | 90% | 100% | 90% |
| -between 1 and 30 years | 100% | 100% | 100% | 100% | 100% | 100% |

This indicator highlights the existence of any large concentrations of fixed rate debt and is intended to help protect against excessive exposures to interest rate changes in any one period. All borrowing related to the HRA.

Indicator 10 – Upper Limits on Investments >364 days

| | 2015-16 Estimate | 2016-17 Estimate | 2017-18 Estimate | 2018-19 Estimate |
|--|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| The upper limit of principal sums invested for periods of more than 364 days | £10m | £10m | £10m | £10m |

The purpose of this limit is to contain exposure to the possibility of loss that may arise as a result of the Council having to seek early repayment of the sums invested.

Indicator 11 – Gross debt and the Capital Financing Requirement

| | 2016-17 Estimate | 2017-18 Estimate | 2018-19 Estimate |
|---|-----------------------------|-----------------------------|-----------------------------|
| Gross debt (Indicator 4) | £187m | £187m | £187m |
| Capital Financing Requirement (Indicator 3) | £193m | £193m | £193m |

In order to ensure that over the medium term debt will only be for a capital purpose, external debt should not, except in the short term, exceed the total of the capital financing requirement in the preceding year plus the estimates of any additional capital financing requirement for the current and next two financial years. Based on the definition of this indicator, Waverley's figures are showing a prudent position.

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| ORGANISATION | Grant Approved for 2015/16 (£) | Grant Applied for 2016/17 (£) | Grants Panel Proposals 2016/17 (£) | Grants Panel Comments on their proposals Notes Reference | O&S Grants Sub-Committee Comments on Grants Panel Proposals |
|--|--------------------------------|-------------------------------|------------------------------------|--|---|
| Community Themed Organisations | | | | | |
| Rowleys Centre for the Community (Age UK Waverley service) | 55,000 | 55,000 | 55,000 | 1 | ENDORSED |
| Brightwells Gostrey Centre | 55,000 | 65,000 | 55,000 | 2 | ENDORSED |
| Farnham Assist | 7,000 | 8,000 | 8,000 | 3 | ENDORSED |
| Age UK Surrey | did not apply | 18,738 | 15,000 | 4 | ENDORSED |
| Farnham Maltings (Arts & Elders Programme) | did not apply | 13,560 | 0 | 5 | ENDORSED |
| Voluntary Action South West Surrey | 7,500 | 28,900 | 7,500 | 6 | ENDORSED |
| St Marks Community Centre | 3,000 | 3,500 | 0 | 7 | ENDORSED |
| Wrecclesham Community Centre | 1,000 | 1,500 | 0 | 8 | ENDORSED |
| Jubilee Church - Community Development Worker | 1,000 | 1,000 | 0 | 9 | ENDORSED |
| Farncombe Community Centre | 1,000 | did not apply | did not apply | - | - |
| Guildford Action for Community Care - Waverley service (Action for Families service) | did not apply | 5,897 | 4,800 | 10 | ENDORSED |
| The Woodlarks Centre | did not apply | 7,980 | 0 | 11 | ENDORSED |
| Cranford Job Seekers Club | 750 | 1,000 | 500 | 12 | ENDORSED |
| Help In Elstead | 400 | 1,000 | 500 | 13 | ENDORSED |
| Sandy Hill Community Bungalow | 3,000 | did not apply | did not apply | - | - |
| 3 Counties Money Advice | 0 | 2,000 | 0 | 14 | ENDORSED |
| Surrey Welfare Rights Unit | did not apply | 5,000 | 0 | 15 | ENDORSED |
| Sub-Total | 134,650 | 218,075 | 146,300 | | |

NOTES ON PANEL'S COMMENTS

- Rowleys** - received a 16% increase in funding last year. The Panel recommended awarding the same level of funding for 2016/17 with a number of conditions attached. Further detail is provided in sections 7-11 of the Committee report.
- Brightwells** - The Council financially supports the service not only through the grant but by maintaining the building and paying for running costs of the building such as utility and water costs. Brightwells received a 10% increase in funding last year and the Panel recommended awarding the same level of funding for 2016/17.
- Farnham Assist** - deliver a high quality service and the application identified a number of new activities for 2016/17 and increased service delivery. The Panel felt that Farnham Assist should receive an increase in funding of £1,000 to meet the needs of older residents and in recognition of its high performance.
- Age UK Surrey** - proposes to develop, extend and enhance its existing provision to Waverley residents. The Council has started to build a strong partnership with Age UK Surrey. The Panel agreed to award funding of £9,000 towards this service and a further £6,000 to support the development of Age UK Surrey's partnership with the Council. Further detail on the Panel's proposals are provided in sections 12 of the Committee report.
- Farnham Maltings** - The application was for the Arts and Elders area of work and the Panel recognised that the Maltings are funded by the Council through an SLA towards the delivery of outreach, youth development and arts & elders activities. The application would therefore replicate some of these areas.
- VASWS** - The Panel felt that VASWS is delivering vital support to voluntary organisations, particularly small groups.
- 7, 8 and 9** - The Panel welcomed the work of these organisations with the Housing service and that they had a significant impact on those people living on Waverley estates. The Panel felt these organisations had been funded over a number of years and should be sustainable by now without funding from the grant scheme. It therefore recommended a nil grant for all three organisations and felt that consideration may also be given to funding these organisations through the Housing Revenue Account.
- Guildford Action** - The service provides support as part of the step-down process from the Council's Family Support Team. The Panel felt that Waverley residents have access to a limited number of family support services and recommended awarding funding for one year only.
- Woodlarks** - The application did not meet the criteria as the request for funding was to support individuals.
- Cranford Job Club** - Residents are securing jobs with the support of the Club and the Panel acknowledged this good work. However, the Panel felt that with the current level of reserves compared to other organisations, the Club could absorb a reduction in funding and should expect to receive a nil grant next year.
- Help in Elstead** - The Panel proposed awarding a reduced grant this year of £500 and that Help in Elstead should expect a possible reduction next year or a nil grant. It also suggested they approach their Surrey Councillor to seek funding through the Member's Local Allocation.
- 3 Counties Money Advice** - Citizens Advice Waverley, which the Council funds through an SLA, offers money and accredited debt advice to support residents across the borough.
- Surrey Welfare Rights Unit** - As above - the Council funds Citizens Advice Waverley through an SLA to provide support to residents.

| ORGANISATION | Grant Approved for 2015/16 (£) | Grant Applied for 2016/17 (£) | Grants Panel Proposals 2016/17 (£) | Grants Panel Comments on their proposals Notes Reference | O&S Grants Sub-Committee Comments on Grants Panel Proposals |
|--|-----------------------------------|----------------------------------|---------------------------------------|---|---|
| Environment & Leisure Themed Organisations | | | | | |
| Godalming Museum Trust | 3,700 | 3,700 | 1,850 | 16 | PARTLY ENDORSED. There was concern from some Members about the imbalance of funding between the museums in the Borough. Consequently, although some were in favour of the recommendations, others felt that the whole grant should not be cut for Haslemere but there should be a partial reduction only. |
| Haslemere Educational Museum | 1,900 | 2,900 | 0 | 17 | PARTLY ENDORSED (comments as above) |
| Haslemere Hall | 3,000 | 3,000 | 0 | 18 | PARTLY ENDORSED. Some Members felt that the whole grant should not be cut but there should be a partial reduction only. They also acknowledged the Council's offer of support to the Hall to seek alternative sources of funding for the heating system. |
| Rural Life Centre | 2,000 | 2,500 | 2,000 | 19 | REJECTED Members felt that the funding awarded should be half of what they received last year so should be awarded £1,000. |
| 40 Degreez | 3,400 | 14,000 | 0 | 20 | ENDORSED |
| Disability Challengers (youth, play services) | 7,500 | 17,360 | 7,500 | 21 | ENDORSED |
| High Sheriff of Surrey Youth Awards | 1,000 | 1,000 | 1,000 | 22 | ENDORSED |
| Cranleigh Youth Café (Cranleigh Parish Council) | 1,000 | did not apply | did not apply | - | - |
| A Place To Be Youth Group | 500 | 1,000 | 0 | 23 | ENDORSED |
| The Eikon Charity | did not apply | 9,720 | 0 | 24 | ENDORSED |
| Cranleigh Youth Council (C/o Cranleigh Parish Council) | did not apply | 1,795 | 0 | 25 | ENDORSED |
| Sub-Total | 24,000 | 56,975 | 12,350 | | |
| OVERALL TOTAL FOR YEAR | 158,650 | 275,050 | 158,650 | | |

NOTES ON PANEL'S COMMENTS (Cont.)

16. Godalming Museum - received an increase in funding for 2015/16 with £1,800 towards running costs and the remaining £2,160 ring-fenced for the Museum to reimburse volunteers' parking costs throughout the year. The Museum is unique in being supported towards parking as the Council no longer supports volunteer parking across the borough. The Panel recommended ceasing funding this element of grant support towards parking.

17. Haslemere Museum - has worked hard to secure its financial sustainability. It has achieved its Museum in a Million target quickly and also received an unrestricted legacy of £421,296 during 2014/15. The Panel felt that the Museum was in a more stable financial position to absorb a decrease or nil grant.

18. Haslemere Hall - The Panel recognised the Hall's good work in recent years. The Council has provided funding towards the roof project and had offered support to seek and apply for additional grant funding towards the new heating system although the Hall had not pursued this offer.

19. Rural Life Centre - The Panel felt this was a unique asset in Waverley that also supported activities for young people.

20. 40 Degreez - The grant funding was initially awarded to support the organisation with revenue funding whilst it established links with organisations that would hire space to deliver youth work and support its sustainability. In view of this 40 Degreez has been advised to expect a continual reduction in grant in future years. This grant has been reduced for the past 2 years.

21. Disability Challengers - provides play and leisure activities for disabled young people.

22. High Sheriff Youth Awards - The grant levers in funding for projects in Waverley.

23. A Place To Be - The Panel welcomed that the organisation was seeking other sources of funding. It felt that the service had been funded over a number of years and should be sustainable by now without funding from the grant scheme.

24. The Eikon Charity - This charity is funded through Surrey County Council Youth Service and the Panel felt that any award for funding would be duplicating the expenditure of Waverley taxpayers money.

25. Cranleigh Youth Council - The Panel felt the application for the first year running costs to support a new Youth Council should be funded by the Parish Council.

Overall Financial Assistance Provided to Organisations That Have Applied to the Waverley Community Grant Scheme 2016/17

ANNEXE 6

(Figures are for 2015/16 year to date)

| ORGANISATION | Waverley Community Grant Scheme 2015/16 (£) | Waverley Voluntary Partnership 2015/16 (#) | Discretionary Rate Relief 2015/16 (##) | Rent-Related Grant 2015/16 (*) (£) | Other Miscellaneous Financial Support 2015/16 (£) | Total Financial Support to Date (£) | Notes on Support |
|--|---|--|--|------------------------------------|---|-------------------------------------|--|
| Community Themed Organisations | | | | | | | |
| Rowleys Centre for the Community (Age UK Waverley service) | 55,000 | 8,090 | 1,533 | 0 | 0 | 64,623 | |
| Brightwells Gostrey Centre | 55,000 | 12,770 | 306 | 0 | 48,487 | 116,563 | The amount of miscellaneous support varies each year depending on necessary maintenance to the Centre. This is the amount spent in 2014/15 towards running costs for the centre and non-emergencies throughout the year. |
| Farnham Assist | 7,000 | 0 | 0 | 0 | 0 | 7,000 | |
| Age UK Surrey | did not apply | 0 | 0 | 0 | 0 | 0 | |
| Farnham Maltings (Arts & Elders Programme) | did not apply | 0 | 0 | 0 | 112,140 | 112,140 | The miscellaneous support is the amount allocated for 2015/16 for the SLA & PPP Funding, running of Museum & Museum insurance/ maintenance |
| Voluntary Action South West Surrey | 7,500 | 0 | 592 | 0 | 0 | 8,092 | |
| St Marks Community Centre | 3,000 | 0 | 0 | 0 | 0 | 3,000 | |
| Wrecclesham Community Centre | 1,000 | 0 | 0 | 0 | 0 | 1,000 | |
| Jubilee Church - Community Development Worker | 1,000 | 0 | 0 | 0 | 0 | 1,000 | |
| Farncombe Community Centre | 1,000 | 0 | 0 | 0 | 0 | 1,000 | |
| Guildford Action for Community Care - Waverley service (Action for Families) | did not apply | 0 | 0 | 0 | 0 | 0 | |
| The Woodlarks Centre | did not apply | 0 | 0 | 0 | 0 | 0 | |
| Cranfold Job Seekers Club | 750 | 0 | 0 | 0 | 0 | 750 | |
| Help In Elstead | 400 | 0 | 0 | 0 | 0 | 400 | |
| Sandy Hill Community Bungalow | 3,000 | 0 | 0 | 0 | 0 | 3,000 | |
| 3 Counties Money Advice | 0 | 0 | 0 | 0 | 0 | 0 | |
| Surrey Welfare Rights Unit | did not apply | 0 | 0 | 0 | 0 | 0 | |
| Sub-Total | 134,650 | 20,860 | 2,431 | 0 | 160,627 | 318,568 | |

| ORGANISATION | Waverley Community Grant Scheme 2015/16 (£) | Waverley Voluntary Partnership 2015/16 (#) | Discretionary Rate Relief 2015/16 (##) | Rent-Related Grant 2015/16 (*) (£) | Other Miscellaneous Financial Support 2015/16 (£) | Total Financial Support to Date (£) | Notes on Support |
|--|---|--|--|--|---|-------------------------------------|--|
| Environment & Leisure Themed Organisations | | | | | | | |
| Godalming Museum Trust | 3,700 | 0 | 1,533 | 2,380 (Museum charged rent of £4,600) | 52,000 | 57,233 | The miscellaneous support is the approx overall support which includes building maintenance, insurance & costs associated with employing the Curator |
| Haslemere Educational Museum | 1,900 | 0 | 306 | 0 | 0 | 2,206 | |
| Haslemere Hall | 3,000 | 0 | 0 | 0 | 0 | 3,000 | |
| Rural Life Centre | 2,000 | 0 | 0 | 0 | 0 | 2,000 | |
| 40 Degreez | 3,400 | 0 | 0 | 0 | 0 | 3,400 | |
| Disability Challengers (youth, play services) | 7,500 | 0 | 592 | 0 | 0 | 8,092 | |
| High Sheriff of Surrey Youth Awards | 1,000 | 0 | 0 | 0 | 0 | 1,000 | |
| Cranleigh Youth Café (Cranleigh Parish Council) | 1,000 | 0 | 0 | 0 | 0 | 1,000 | service suspended, did not reapply |
| A Place To Be Youth Group | 500 | 0 | 0 | 0 | 0 | 500 | |
| The Eikon Charity | did not apply | 0 | 0 | 0 | 0 | 0 | |
| Cranleigh Youth Council (C/o Cranleigh Parish Council) | did not apply | 0 | 0 | 0 | 0 | 0 | |
| Sub-Total | 24,000 | 0 | 2,431 | 2,380 | 52,000 | 80,811 | |
| OVERALL TOTAL FOR YEAR | 158,650 | 20,860 | 4,861 | 2,380 | 212,627 | 399,378 | |

NOTES

(#) Waverley Voluntary Partnership - The amount shown is the funding from the pooled arrangement with Surrey County Council. Funding is for specific activities that meet the health and wellbeing needs of the community.

(##) Discretionary Rate Relief - the amount of grant-aid is reviewed at the time of rent review and organisations must reapply for grant-aid upon renewal of their lease.

(*) Rent-Related Grants - organisations must complete for rate relief and satisfy certain criteria.

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Date of Policy: January 2015~~6~~Review Date: Annual review and approval
by Council

Date uploaded to website:

WAVERLEY PAY POLICY 201~~5~~/1~~7~~6**PUBLISHED AS AN ANNUAL STATEMENT FROM 2012/13**

In line with the Government's principles of pay accountability set out in the Localism Act 2011, Waverley has an open and transparent approach to the salaries and payments of all our staff. The Council publishes the salaries of the Executive Director, Directors and Heads of Service with a description of each role and responsibility within the authority. This means that all our senior salaries are easily accessible by members of the public who can see exactly what is paid for particular roles and responsibilities. Full Council will vote on any new appointment with a salary package of £100,000 or more. From April 2014, in line with the revised Code of Recommended Practice for Local Authorities on Data Transparency, the number of staff whose remuneration (including benefits) exceeds £50,000 and a list of their responsibilities, has been published on the website.

The Council's organisational structures are also published on its website with the job descriptions for our senior staff. We are committed to ensuring that our salaries and payments are subject to the principles of fairness, openness and consistency and these can be tested against value for money and equal pay. The salary structure is published on our website and this shows that salaries are linked to particular grades. Grades are determined by job evaluation giving each job description a relative value. The current salary structure was agreed by the full Council in December 2010 after consultation with staff representatives through the Council's Joint Negotiating Committee (JNC), this was last updated in April 201~~5~~4 and continues to apply the the UK Living Wage as the minimum evaluated salary grade . The [Joint Negotiating Committee meets annually to review the salary structure](#)~~Council considers whether to give a pay award each year. If a pay award is agreed, it is applied to the salary structure with effect from 1 April.~~

The grading structure covers a wide range of jobs. The differentials between the salary grades for these jobs is objectively justified by our job evaluation system which takes account of equal pay for work of equal value and evaluates each job based on the level of skills, knowledge, problem solving and accountability required. The pay multiple (ratio between the Executive Director's salary and the median salary of the authority's workforce) is 1:4.

More details can be found at www.waverley.gov.uk/spend.

The Council has ~~adopted~~—tight controls on workforce costs including salaries and payments. Any newly appointed or promoted staff start at the bottom of the grade (the "starting salary"). In exceptional circumstances, where salary benchmarking and recruitment experience demonstrates the impact of salary competitiveness on the ability to recruit suitably qualified staff, the Corporate Management Team may authorise recruitment to a higher point within the grade [and/or additional payments to support the recruitment process](#). Except in exceptional circumstances, Waverley is also committed to 'clean pay' for newly recruited staff and only pays staff an allowance where it is absolutely necessary such as for election duties or when overtime needs to be worked, and the Council no longer pays any market supplement or responsibility allowance to newly appointed staff.

The role of Returning Officer ~~and Electoral Registration Officer~~ is a separate responsibility and is remunerated separately after each election in accordance with the appropriate Statutory Fees and Charges Order.

The Council does not have performance related pay or bonuses. The Council does not employ any staff through personal service companies, except in exceptional circumstances agreed by the Executive Director and Portfolio Holder for Strategic HR.

The Council has 12 grades on the pay scales, plus the grades for the Directors and Executive Director. Each has 5 salary increments which progressively go up from the lowest pay point to the highest, except for that of Executive Director which is a spot salary. The Council has also approved, from November 2013, a professional planners salary scale with 5 grades and 5 salary increments. This incremental progression applies to all staff on the pay grades until they reach the top pay point. The progression is dependent on satisfactory performance and would normally be applied in April each year.

As a result of careful financial management and budgetary planning, the Council endeavours to avoid making compulsory redundancies and our policy is to minimise any job loss wherever possible. We only consider applications for early retirement and voluntary redundancy if there is a business case which can be justified under the principles of public interest and value for money. If a redundancy is necessary, the Council's policy is to pay at a rate of 1.5 weeks for each completed year of service. In accordance with this policy, in exceptional circumstances, the Council may decide to make a one-off termination payment in the interests of the efficiency of the Council's services. This will normally be no more than the person concerned would have received under the redundancy policy. Any proposal to make a termination payment of ~~£95,000~~ ~~100,000~~ or more would only be proposed if it complied with any Government regulations in place at that time and will need approval ~~be approved~~ by full Council, with a detailed breakdown of the components of the package (for example pay in lieu of notice, redundancy, pension, outstanding holiday) provided to Councillors.

The Council's flexible retirement policy can allow a smoother transition between work and retirement and as a way of transferring skills and knowledge within the workforce and supporting succession planning. This applies where there is no financial or service detriment for Waverley. Requests for early retirement, for example in the interests of the efficiency of the service, are considered on a case by case basis by ~~full Council~~ the Executive. If the request balances the needs of the service, tax payer and individual then it may be granted.

The Council's usual policy is not to re-employ staff who have left the Council's employment on the basis of redundancy or early retirement or for some other reason and receives compensation will not normally be re-engaged in any capacity, including as consultants or agency staff, for a period of two years from their leaving date. Any re-employment within the two year period will be determined by the Executive Director, in partnership with the Strategic HR Manager, on an exceptional basis and will comply with all Government regulations in place at that time. ~~and are in receipt of a pension.~~

The Council continues to invest in successful apprenticeship and Graduate trainee schemes. We also invest in the learning and development identified through the appraisal process of all our managers and staff so that we can continuously improve the quality of service to Council Tax payers and customers.

Waverley has held Investors in People accreditation since 2004 and has again been awarded the Investors in People standard following a rigorous assessment. Waverley demonstrates key features of a “High Performing Workplace” such as the development of a high performing, highly engaged staff team, a clear appraisal system linked to structured service plans and a measurement and celebration of individual and service success.

Investors in People is a national award which recognises organisations that improve performance through the effective management and development of their people.

The Council considers that everyone should be able to understand how this Pay Policy applies in practice and therefore the salary and staff information will be updated when changes occur and at the start of each financial year following approval by full Council.

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Corporate Plan 2016-2019

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Our vision is to make Waverley a Better Place to Live and Work

Introduction by Leader and Executive Director

Page 2

Our Achievements

Over the life of our previous Corporate Plan we:

- delivered a brand new leisure centre in Godalming and refurbished centres in Farnham, Haslemere and Cranleigh at an overall cost of £9.5m which has increased the usage at our centres by nearly 20%
- launched a new garden waste service which has doubled the amount of green waste collected and trebled the number of customers using this service
- introduced a new street cleaning fleet and achieved much improved standards of street cleanliness across the Borough working closely with our contractor Veolia.
- invested £33.7 in refurbishing our housing stock and have delivered 156 affordable homes over the past four years
- prevented 1,798 households from becoming homeless and continue to have the lowest use of temporary accommodation for homeless households in Surrey.
- undertook a robust and successful emergency response to the Christmas floods in 2013 and continue to work with different agencies to ensure a better defence against flooding in the future.
- protected funding to the voluntary sector by providing annual grants of £3/4 million to maintain citizens advice and day centre facilities and other services which support the needs of vulnerable people.
- successfully created a brand new facility for Brightwells Tennis Club in 2015 including a new club house and tennis courts as part of our on-going plans for the redevelopment of the Brightwells area in Farnham
- refurbished 11 play areas throughout the Borough and two skate parks.
- secured the future of Godalming Football Club on its present site by granting the Club a new 30 year lease
- made savings on our office space in Godalming and enabled the co-location of essential front-line services from other organisations.

Page 3

Our Borough

Waverley is a beautiful place to live and work. It has good quality housing, good transport connections, first class schools, active communities, good health facilities, and a diverse range of leisure and recreational opportunities

Situated in south west Surrey it covers 345 square kilometres of predominantly rural countryside, much of which is designated Green Belt and an Area of Outstanding Natural Beauty with extensive areas of heath and woodland. Waverley is shaped by four distinct settlements; Godalming, Farnham, Haslemere and Cranleigh which bring with them a rich mix of historical perspective and identity. The local economy has shown itself to be relatively resilient through the recent economic difficulties and the Borough has an above average level of economic activity. Although the Borough is relatively affluent and has been voted on a number of occasions one of the best places to live in the country, it is not without its challenges. These challenges present the Council with opportunities to constantly reassess the best and most effective way to deliver services.

Our Council

Waverley Borough Council provides over 110 local services to a population of around 121,000. These services include housing, planning, refuse collection, recycling, leisure and recreational facilities, countryside management and regulatory services such as Environmental Health and Licensing. The Council provides essential services to support older people and vulnerable families and works with other agencies to enhance the wellbeing of residents. Our services are delivered either directly by the Council or in partnership with a range of organisations including the private sector, other public sector partners, charities and local and community groups.

Despite the pressure on spending across the public sector nationally, Waverley's robust financial platform enables us to continue to invest in the future and improve our service delivery. We are now developing the Borough blueprint for the future in the form of the Council's Local Plan setting out how we will support the success of our communities and businesses over the coming years.

Page 4

Local and National Pressures

Whilst Waverley is a large rural borough it is highly constrained in planning terms as much of the area is designated as Green Belt. This results in pressure for development land which in turn leads to high house prices. The rural nature of the Borough also gives rise to issues relating to aspects of social isolation and proximity to services.

The major demographic pressure facing Waverley is the aging population. With 20% of the current population being over 65 this will inevitably present a challenge to our services for the future and all support providers.

The high cost of housing makes it difficult for first time buyers and for employers looking to recruit local employees. Although there are good rail and transport links running north south through the Borough there are rural transport and infrastructure issues especially for those who do not have easy access to transport.

National pressure on public sector finances means that Waverley will see its funding from central government being withdrawn over the next three years. Waverley will therefore need to seek ways of becoming independent of Government funding within this time.

Page 5

What we want to achieve in the next four years

We are an ambitious Council seeking to deliver top class services. In the next four years we will continue to ensure our services are accessible, designed for residents and customers and delivered in an efficient and cost effective way.

As part of the Government's deficit reduction plans we will receive more funding cuts in the next few years and this will further test our initiative and skill in delivering essential services to our residents. Nevertheless, we have high expectations that we will find ways of delivering more with less.

We will embrace new technology and look to deliver services in ways that best suit our residents in this increasingly digital age. However we recognise our diverse population and we will continue to provide a variety of communication channels being very aware that not everyone has access to the internet.

Waverley's aging population poses a number of challenges to our services. It also presents us with opportunities for delivering new services in the areas of leisure, recreation, telecare, housing and initiatives in the area of independent living for older residents. We will need to work collaboratively with other organisations to make this happen and to make the best use of diminishing resources. In the next four years we will be exploring the best ways to work in partnership for the benefit of Waverley residents.

Page 6

Our Priorities

Customer Service

We will strive to make continuous improvement in customer service and engage, listen to and understand the needs of our residents.

Priority 1

We aim to deliver excellent, accessible services which meet the needs of our residents by

- consulting and engaging our customers to ensure services are designed and delivered appropriately
- ensuring high standards and quality of care and professionalism in dealing with customer enquiries
- ensuring our services are accessible and our response to customers is fair and meets our equality standards

- maintaining a range of communication channels to ensure we provide maximum access to information about Council services
- focusing on new and improved processes to enhance customer service

Page 7 & 8

Community Wellbeing

The wellbeing and prosperity of our varied communities is at the heart of everything we do. Through the provision of affordable housing, leisure and recreational facilities, support for older people and vulnerable families as well as support for local businesses we will endeavour to secure the wellbeing of our communities.

Priority 2

We will support the wellbeing and vitality of our communities by -

- providing community leadership to champion the local issues that most affect our residents
- continuing to invest in the council's housing stock to maintain decent homes and to deliver affordable housing across the Borough, including a major development project at Ockford Ridge in Godalming
- preventing homelessness and giving people housing options
- investing in the delivery of new community facilities on the Farnham Memorial Hall site including day centre services
- implementing a Health and Wellbeing Strategy and action plan to deliver activities and services to improve the lives of Waverley residents
- implementing an Aging Well Strategy which will support older people to lead healthy and independent lives
- implementing a Leisure Strategy which identifies the needs and demands for leisure services in the next 10 years
- providing high quality public protection services such as Licensing, Building Control and Environmental Health to maintain the health and safety of our residents
- implementing a Cultural Strategy to plan effectively for culture and the arts in Waverley for the next 10 years
- supporting young people to train and further their potential through Waverley Training Services

Environment

Waverley is a beautiful place to live and work and we want to make it even better. The Council has an important role in the stewardship of the land we own and manage on behalf of others. Through the Planning service we can influence and support the aspirations for development in our towns and villages. We will also continue to invest in making Waverley a clean and sustainable place.

Priority 3

We will strive to protect and enhance the environment of Waverley by -

- delivering a Local Plan which will support good development in Waverley, achieve sustainable housing needs for the future and contribute to the wellbeing of our communities
- continuing to encourage our residents to improve the quality and rate of recycling to 55%
- reducing the amount of household waste that is mistakenly put into recycling to under 5% by 2019.
- increasing the number of customers of the garden waste scheme by 20% by 2019 so as to reduce the amount of garden waste in household and recycling collections
- improving street cleanliness by ensuring 95% of streets cleaned are carried out to the top two grades of cleanliness measured against average yearly figures
- supporting the preparation of Neighbourhood Plans to deliver locally led growth
- managing our green spaces to ensure they offer biodiversity, remain attractive and continue to be safe for our communities to enjoy
- bring forward proposals for a new. visitor centre at Waverley's flagship attraction at Frensham Ponds

Value for Money

The Council faces enormous financial challenges over the next four years. We want to maintain and enhance our service delivery and will do this by careful financial management and planning.

Priority 4

We will continue to provide excellent value for money that reflects the needs of our residents by -

- taking a sustainable and robust approach to our financial planning in order to continue to deliver excellent services and to live within our means
- seeking ways to be independent of Government funding within five years
- using and investing in assets to enhance service delivery and to maximise value and income
- supporting the needs of businesses and the local economy to enhance the prosperity of our Borough
- identifying other groups who can use our services and thus share the cost base
- maximise commissioning opportunities associated with new and renewed contracts to improve working relationships and thus improve services

Page 11

Our Approach

Within the Council we have made major strides in developing a culture based on inclusion and communication, placing a strong emphasis on objectives, performance and outcomes. Any organisation needs good teamwork to achieve great outcomes. We asked our teams what values were important to them in order to be able to deliver good customer service. These are the values our staff told us were important to them and they have become our organisational values:-

Openness

In Waverley we value **openness and honesty** where **communication** is **clear and constructive** and actions are **transparent**.

Excellence

In Waverley we value **excellence**, working in a **consistent** and **professional** way to achieve the highest standards possible, taking the time to recognise and **celebrate success**.

Fairness

In Waverley we value **fairness and respect**, working with **integrity** to ensure that everyone is treated well and has **equal access** to the **opportunities** available.

Team Work

In Waverley we value **team work and collaboration**, with **approachable** staff **actively contributing** to our shared corporate goals.

Taking Ownership

In Waverley we value taking **ownership**, where everyone feels **personally committed** to issues at hand and is working towards a **positive outcome**.

Legislation Changes Affecting Private Rented Sector

Background

The Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc.) Order 2014 places a duty on the Council to take enforcement action to ensure that lettings agents and property management agents have joined one of three Government approved schemes, except where their work is wholly covered by the exclusions in the Order. This now means that tenants and landlords with agents in the private rented sector, and leaseholders and freeholders dealing with residential property managers, will be able to complain to an independent person about the service they have received. The Council may also impose a monetary penalty for non-compliance, which must not exceed £5,000. The Order came into force on 1 October 2014.

The Smoke and Carbon Monoxide Alarm Regulations 2015 place a duty on the Council to take enforcement action to ensure that in all rented properties:

1. a smoke alarm is provided on each storey on which there is a room used as living accommodation;
2. a carbon monoxide alarm is provided in any room used as living accommodation and contains a solid fuel burning combustion appliance;
3. checks are made by or on behalf of the landlord to ensure that each prescribed alarm is in proper working order on the day the tenancy begins if it is a new tenancy.

Note: The Regulations do not apply to registered providers of social housing, licensed houses in multiple occupation, live-in landlords, leases of seven or more years, student halls of residence, hostels and refuges or NHS accommodation.

The Council may also impose a penalty charge for non-compliance, which must not exceed £5,000. The Regulations came into force on 1 October 2015.

Amendment to Scheme of Delegation

The new legislation will require a change to the Council's Scheme of Delegation to enable Council Officers to take the necessary enforcement action and to impose the charges for non-compliance.

It is proposed that the following additional provisions are added to the Council's Scheme of Delegation:

Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme) Order 2014

1. Private Sector Housing Manager to exercise powers and duties to take enforcement action under the Order.
2. Head of Strategic Housing and Delivery and Private Sector Housing Manager to determine the level of monetary penalty to impose on agents who do not comply with the provisions of the Order.

Smoke and Carbon Monoxide Alarm Regulations 2015

1. Private Sector Housing Manager to exercise powers and duties to take enforcement action under the Regulations, including the duty to carry out the remedial action with the occupier's consent.
2. Head of Strategic Housing and Delivery and Private Sector Housing Manager to apply the penalty charge for non-compliance in accordance with the Council's Statement of Principles.

The Smoke and Carbon Monoxide Alarm (England) Regulations 2015

Statement of Principles for determining financial penalties

November 2015

Summary

This statement sets out the principles that Waverley Borough Council (the Council) will apply in exercising its powers to require a relevant landlord to pay a financial penalty.

Introduction

The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 (the regulations) introduces the following requirements for landlords during any period beginning on or after 1st October 2015 when the premises are occupied under a tenancy:

- (i) a smoke alarm is equipped on each storey of the premises on which there is a room used wholly or partly as living accommodation;
- (ii) a carbon monoxide alarm is equipped in any room of the premises which is used wholly or partly as living accommodation and contains a solid fuel burning combustion appliance; and
- (iii) checks are made by or on behalf of the landlord to ensure that each prescribed alarm is in proper working order on the day the tenancy begins if it is a new tenancy.

Note: The Regulations do not apply to registered providers of social housing, licensed houses in multiple occupation, live-in landlords, leases of seven or more years, student halls of residence, hostels and refuges or NHS accommodation.

Where the local housing authority has reasonable grounds to believe that:

- there are no or an insufficient number of smoke alarms or Carbon Monoxide detectors in the property as required by the regulations: or
- the Smoke Alarms or Carbon Monoxide detectors were not working at the start of a tenancy of licence.

Then the Authority must serve on the landlord (this may include the letting agent if they are the immediate landlord) in a method prescribed by the Regulations, a Remedial Notice detailing the actions the landlord must take to comply with the Regulations. It is a statutory duty on the Council to serve the Remedial Notice.

If the local authority is satisfied, on the balance of probabilities, that a landlord has breached the duty to comply with the Remedial Notice within 28 days, the authority must arrange for remedial action to be taken (where the occupier consents).

Under Regulation 8, the Council may also require the landlord to pay a penalty charge if the Council is satisfied on the balance of probabilities that the landlord on whom it has served a Remedial Notice (the notice) has failed to take the remedial action specified in the notice within the period specified.

Background

Regulation 13 of the regulations requires the Council to prepare and publish a statement of principles, which it proposes to follow in determining the amount of a penalty charge.

Where a penalty charge is made, the Council must have regard to the statement of principles published and in place at the time when the breach in question occurred, when determining the amount of the penalty charge.

The aim of financial penalties will be to:

- deter non-compliance;
- eliminate any financial gain or benefit from non-compliance with the regulations;
- reimburse the costs incurred by the Council in undertaking works in default.

Charging a Financial Penalty

Under Regulation 8, a failure to comply with the requirements of a Remedial Notice allows the Council to require payment of a penalty charge.

Where the Council is satisfied on the balance of probabilities that the landlord on whom it has served a Remedial Notice has failed to take the remedial action specified in the notice within the period specified, the landlord will be required to pay a penalty charge.

Procedure for Charging a Financial Penalty

Under the regulations, the Council is required to follow a number of procedural steps before requiring a financial penalty to be paid.

The penalty can only be charged where a Remedial Notice has been served, which will give 28 days to take action (for example, to install alarms).

The Council must, within a period of six weeks from the point at which it is satisfied that the landlord has failed to comply with the requirements of the Remedial Notice, serve a Penalty Charge Notice setting out the following:

- the reasons for the penalty charge;
- the premises to which the penalty charge relates;
- the number and type of prescribed alarms (if any) installed at the premises;
- the amount of the penalty charge;
- the obligation to pay that penalty charge or to give written notice of a request to review the penalty charge;
- how payment of the charge must be made; and
- the name and address of the person to whom a notice requesting a review may be sent.

The Financial Penalty

Regulation 8(2) states the penalty charge must not exceed £5,000.

In determining the level of the penalty charge, the Council has considered the following factors:

- The penalty needs to be at a level which is significant to deter non-compliance ;
- The cost of compliance with the regulations is minimal;
- The consequences of non-compliance can be fatal for tenants;
- The landlord should already have complied with the requirements of the Regulations prior to service of the Remedial Notice:
- The landlord will have been given the opportunity to comply with the Regulations following service of the Remedial Notice;
- There is a defence under the Regulations that the landlord has taken all reasonable steps to comply with the duty.

However in the interests of proportionality, the Council considers that a lesser penalty will be merited on a first offence only and that prompt payment of the penalty on that first occasion should attract a reduced penalty in recognition of early admission of liability.

It has been decided that the penalty charge shall be set at £2,500 for the first offence, which shall be reduced to £2,000 if payment is made within 14 days of service of the Notice. For further offences by the same landlord the level of charge shall be £5,000 with no reduction for prompt payment.

The period within which the penalty charge is payable is 28 days beginning with the day on which the Penalty Charge Notice is served.

The Council may, in exceptional circumstances, exercise discretion where the landlord gives written notice to the Council that the landlord wishes the authority to review the Penalty Charge Notice. This request must be made within 28 days beginning on the day on which the Penalty Charge Notice was served.

In conducting the review, the Council will consider any representations made by the landlord, and serve notice of its decision whether to confirm, vary or withdraw the penalty charge to the landlord.

A landlord who is served with a notice confirming or varying the Penalty Charge Notice may appeal the Council's decision to the First-tier Tribunal.

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WAVERLEY BOROUGH COUNCIL

MINUTES OF THE LICENSING AND REGULATORY COMMITTEE - 28 JANUARY 2016

SUBMITTED TO THE COUNCIL MEETING – 16 FEBRUARY 2016

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

Present

| | |
|-------------------------------------|----------------------|
| Cllr Simon Inchbald (Chairman) | Cllr Peter Isherwood |
| Cllr Patricia Ellis (Vice Chairman) | Cllr Anna James |
| Cllr Kevin Deanus | Cllr Carole King |
| Cllr Tony Gordon-Smith | Cllr Bob Upton |
| Cllr Mike Hodge | |

Apologies

Cllr Libby Piper

21. MINUTES (Agenda item 1.)

The Minutes of the Meeting held on 26 November 2015 were confirmed and signed.

22. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS (Agenda item 2.)

Apologies had been received from Cllr Libby Piper.

23. DECLARATIONS OF INTEREST (Agenda item 3.)

There were no interests declared under this heading.

LICENSING ACT 2003 ITEMS

There were no items to report under this heading.

OTHER LICENSING ITEMS

PART I - RECOMMENDATIONS TO THE COUNCIL

24. HACKNEY CARRIAGE AND PRIVATE HIRE POLICY REVIEW CHANGES TO LEGISLATION (Agenda item 7.)

The Committee received a report and draft policy, a copy of which is at Annexe 1, that enabled members to consider representations following the consultation on the review of a number of conditions in Taxi and Private Hire Licensing Policy with a view to amending them if appropriate.

On 24 September 2015 the Committee had considered the draft policy and agreed the consultation timetable. There had been seven written responses and two late responses, which were tabled at the meeting. Officers also recommended a small number of non-material amendments to the policy to further clarify the wording in some areas.

Members took into account the contents of the representations made and then made proposals for minor amendments to the policy as follows:

- i. To include a Fixed Penalty Notice and Speed Awareness Course as reportable matters.
- ii. Part 3 Licences for Vehicles
Delete the bullet point referring to the age limit.
- iii. Annexe 6 4. Drunkenness
4.a. driving when unfit through drink **or drugs**.

RESOLVED that the final revised version of the Hackney Carriage and Private Hire Licensing Policy for Waverley be agreed subject to the minor amendments i.-iii. above; the Committee further

RECOMMENDS that

5. **the final revised and amended version of the Hackney Carriage and Private Hire Licensing Policy for Waverley, at Annexe 1, be approved by the Council and formally adopted in order for the new Policy to be in place by 1 March 2016.**

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.

25. FINANCIAL STRATEGY 2016/2017 - 2018/2019 - LICENSING BUDGET 2016/2017 (Agenda item 8.)

Members received the report which sought the Committee's agreement to its draft Revenue Estimate and Fees and Charges for 2016/17 as part of the budget process. The report updated the Committee on the latest position regarding the draft General Fund Budget for 2016/17.

Members considered the Committees 2016/17 Estimates together with the analysis of Licensing Costs and Income for 2016/17 that showed the estimate recovery rates.

Members noted that fees and charges were reviewed annually as part of the budget process and that those that were not statutory a comprehensive exercise had been undertaken to analyse the fees and ensure that they equated to the costs of the service provided. Any anomalies would be presented to the Committee in due course. Meanwhile the proposed fees and charges for the Licensing Service had been attached to the report and Members noted the amendment required for the Unit of Charge for Personal Licences which was indefinite and not 10-yearly.

RESOLVED that the Committee

1. agrees its draft Revenue Estimates for 2016/17; and

2. approves the level of fees and charges for 2016/17 in accordance with the schedule at Annexe 3 for recommendation to the Council, noting that various fees will be subject to advertisement prior to implementation.

26. MINUTES OF THE MEETING OF THE LICENSING (GENERAL PURPOSES) SUB-COMMITTEE (Agenda item 8.)

RESOLVED that the Minutes of the Meeting of the Licensing (General Purposes) Sub-Committee held on 26 November 2015 be noted.

27. MINUTES OF THE MEETING OF THE LICENSING ACT 2003 SUB-COMMITTEE B (Agenda item 9.)

RESOLVED that the Minutes of the Meeting held on 9 November 2015 be noted.

The meeting commenced at 10.00 am and concluded at 10.21 am

Chairman

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Hackney Carriage and Private Hire Licensing
Policy and Application Process



2015 REVIEW OF POLICY

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PART 1

INTRODUCTION AND GENERAL INFORMATION

Hackney carriages (often called taxis) and private hire vehicles, and their drivers and private hire operators, must hold the appropriate licences to work. Waverley Borough Council licenses these activities for its own area. This licensing is covered principally by two acts of parliament and licences have been the norm for hackney carriages, which are now usually called taxis, since early in the 19th century.

There is a great deal of legal history to the licensing of taxis. The current licensing system uses mainly the Town Police Clauses Act 1847 and the Local Government (Miscellaneous Provisions) Act 1976. The 1976 Act introduced private hire licensing and amended and updated parts of the 1847 Act. Other legislation also comes into play from time to time in licensing these activities, for example, the Transport Acts, the Human Rights Act 1998, Disability Discrimination Act 1995, to name a few.

This policy gives information about hackney carriage (taxi) and private hire licensing. The policies for licensing vehicles, drivers and private hire operators in the Waverley area have been agreed by Waverley Borough Council. The policies guide those within the Council responsible for taxi and private hire licensing and enforcement in the discharge of their functions, and guide applicants/licensees. These policies and the conditions of licences are individually set by Waverley to reflect circumstances in the Borough and may be different from the policies of other district or borough councils in the surrounding area.

Sometimes extra conditions may be added to licences where there are specific reasons for them (on disabled adapted vehicles, seating layout, drivers' medical conditions, etc). Personal or vehicle-specific conditions will be discussed with the person concerned before being added to the licence. These are not covered in this booklet.

Licences for drivers, vehicles and private hire operators may be issued provided all of the relevant criteria laid down by the Council have been met. Each licence will be subject to conditions, which the licence holder must understand and abide by, unless a special exemption has been formally issued.

Every vehicle and every driver must hold separate licences from the Council.

The Council's licensing section may be contacted by telephone on 01483 523219 or by email taxi@waverley.gov.uk.

Passengers have the right to know what fares may be charged for their journey. This is managed by private hire operators making an agreement with hirers at the time of booking. For taxis, the fare chart (the tariff) shows the way that fares are assessed, giving the maximum amount that may be charged for a journey. Passengers are entitled to see the tariff on display in any taxi and the taxi meter will always be visible to the passenger. The driver's details (photo card badge and licence number) must be worn by the driver and be visible. Passengers are advised to make a note of them, and the vehicle licence number.

What is the difference between a Hackney Carriage and a Private Hire vehicle?

Hackney carriages (commonly known as 'taxis')

Hackney carriages are public transport vehicles which are licensed to 'ply for hire'.

They can:

- carry passengers for hire or reward
- be hailed by prospective passengers in the street
- park on a rank to await the approach of passengers

Hackney carriage vehicles can be found at the ranks and they can be hailed in the street. These vehicles have a roof light with the word TAXI on them. They have a blue/white plate affixed to the rear and a smaller version affixed to the windscreen which carry details of the expiry date, licence number and vehicle registration.

Private hire vehicles (commonly known as 'minicabs')

Private hire vehicles (or minicabs) are public transport vehicles. However, a private hire vehicle cannot ply for hire or stand in a rank. It must be pre-booked with a private hire operator e.g. through the operator, usually by telephone.

They have a red/white plate affixed to the rear and a smaller version affixed to the windscreen which carry details of the expiry date, licence number and vehicle registration.

Both taxis and private hire vehicles have a maximum of eight passenger seats and must be driven by a licensed driver from the same licensing authority as the vehicle.

Waverley Borough Council issues licences for both Hackney Carriage and Private Hire Vehicles.

The table below highlights some of the key differences between the two types of vehicle

| | <u>Hackney Carriage Vehicle</u> | <u>Private Hire Vehicle</u> |
|---|---------------------------------|-----------------------------|
| <u>Can be hailed in the street</u> | <u>✓</u> | <u>✗</u> |
| <u>Can stand and be hired at a taxi rank</u> | <u>✓</u> | <u>✗</u> |
| <u>Can be pre-booked</u> | <u>✓</u> | <u>✓</u> |
| <u>Must display a fare meter in the vehicle</u> | <u>✓</u> | <u>✗</u> |
| <u>Must display a 'taxi' top light on the vehicle</u> | <u>✓</u> | <u>✗</u> |
| <u>Must work for a Private Hire Operator</u> | <u>✗</u> | <u>✓</u> |

1. Information sharing

Information which is given or obtained by the Council in processing a licence may be shared with certain other authorities, including the Police, Revenue and Customs, Benefits authorities and other departments of the Council, among others. All applicants for licences will sign a declaration which includes acceptance of information sharing.

2. Hackney carriage and private hire drivers

People wishing to drive licensed hackney carriages (taxis) or private hire vehicles must themselves be licensed by the Council. Applicants for drivers' licences must undergo background checks which are designed to ensure the applicant is 'a fit and proper person' to hold a licence, as stated in legislation. The Council's primary interest is to ensure the safety of the public.

Background driver checks include:

- a criminal records check through the Disclosure and Barring Service (DBS) ~~and/or certificate of good conduct if the applicant has lived abroad during the past five years,~~
- Previous convictions - your application may be referred to the Council's Licensing (General Purposes) Sub-Committee for determination if you have previous convictions. Please contact the Licensing Office if you have any doubt about the relevance of convictions before applying for a licence.
- right to work check
- a medical to Group 2 standards, applied by the DVLA with your own GP (at your own expense),
- a Driving Standards Agency pass certificate for hackney carriage and private hire drivers, or Blue Lamp Trust (BLT) equivalent
- a DVLA data subject enquiry report
- a check on the DVLA driving licence-
- ~~three written character referenc_ two written references,~~
- a knowledge test for journeys

The applicant will have a meeting/interview with the officers to clarify and advise on how a licensed driver should act and what the licences involve. At this meeting there is a local knowledge test of roads and landmark places in the Waverley area, which will also include some longer journeys. The knowledge test is more detailed for taxi applicants, who must be able to carry their passengers via the shortest route to their destination. The knowledge test for private hire drivers is more basic, as there is an opportunity to check the route that is to be used before picking up the passengers.

Applicants with criminal or certain other records may also have to be interviewed by the appropriate Licensing Sub-Committee before a decision is made on the application. When there is sufficient reason, it is the Council's right to refuse the

grant of a licence. In such cases, the applicant has the right to appeal to the magistrates' court, where the application may be considered afresh.

How long do I have to complete my application?

It can take up to 12 weeks from submitting your application to being granted a licence providing there are no delays with your DBS form, you do not have to attend a Committee hearing and you pass the knowledge test first time. However your application will remain open providing there is regular activity happening.

Your application will be cancelled and destroyed approximately 6 months from the date of submission if within the last 3 months you have not been in contact with Taxi Licensing, not completed the relevant modules or passed the knowledge test. This is because your documentation will be out of date or expired.

A refund of outstanding fees is only available upon written request. Documents length of time provided during the application process will remain valid for 6 months during initial application otherwise you will need to re-apply.

More detail on drivers' licences is shown in Part 2.

3. Taxis (hackney carriages) and Private Hire Vehicles

Taxis (hackney carriages) are operated by people who run them as a business and they may make their own business decisions within the licences granted by the Council. Taxis may charge the fares shown on the valid Waverley-approved fare chart as a maximum, but the proprietor of the vehicle or the driver, depending on their own arrangements, can choose to make lower charges. The fitted taxi meter (the meter) is tested for accuracy at each Council inspection. The driver must never charge more than the fares shown on the valid chart. All Waverley licensed vehicles must hold 'hire and reward' insurance, and they may be driven only by a Waverley licensed driver. Most vehicle proprietors set a fixed fee for longer journeys, such as to airports and ports for example.

Private hire vehicles (PHVs) are booked and operated under a private hire operator licence. The operator may set his/her own fares for journeys, and the car does not need to have have a meter fitted. If a meter is fitted in a private hire vehicle, the current fare/tariff chart used for this meter must be submitted in advance to the Council, and the meter will be tested as part of the Council's vehicle inspection.

Both taxis and PHVs may be licensed if they are suitable, fit for purpose and within the Council's policy for licensing. ~~This includes the age of the vehicle, which is set out in detail in Part 3 of this booklet. In addition, any vehicle which has been converted to dual-fuel use (combining Liquid Petroleum Gas (LPG) with the original fuel) must comply with the conditions shown at Annex 7. If a licensee wishes to convert an existing taxi or private hire vehicle to LPG he/she must first contact the Licensing Office to discuss the arrangements for this.~~

Any changes/modifications to the manufacturers original construction of the vehicle including modification, adaption, fixtures, fittings, stickers, decals or decorative painting must be applied for and authorised by the Council. Tariff meters, Waverley Licensed plates, and correct taxi roof signs are exempt and do not apply ..

More detail on vehicle licences is shown at Part 3.

4. Private Hire Operators' licences

Any person wishing to run a business taking bookings for private hire vehicles must hold a Waverley Private Hire Operator (PHO) licence. Applicants for a PHO licence are subject to a 'fit and proper' test, so will need to have a criminal record check in the same way as a licensed driver would, unless they held both licences, in which case one check might serve for both licences.

A private hire operator is a person, partnership or company licensed to take bookings and send licensed vehicles and drivers to undertake the prebooked work. He or she must have an office in the Waverley area and will keep detailed records of all bookings, including information on the licensed private hire vehicle and driver who took the passengers to their destination.

Private hire operator records are subject to occasional unannounced visits and checks by officers of the Council. More detail on operators' licences is shown in Part 4.

5. Fees are Payable for the Various Elements of All Licences

The Council usually sets its own fees and charges annually. ~~This includes the fees for licences and any associated administration. Fee setting takes place in around December/January of each year and t~~The Council must advertise certain licence fees, as required by the 1976 Act. Representations may be made to the advertisement of the proposed fees, and these must then be considered by the Licensing ~~(General Purposes) Sub and Regulatory and Regulatory~~ Committee and Council. Licensees are notified of changes to fees once they have been confirmed.

Waverley has a scale of fees for all of the following:

- all driver licences
- all vehicle licences
- 6-monthly vehicle tests for 5-year-old vehicles (as a second instalment)
- Surrender & replacementtransfer of licence to a new vehicle
- missed appointments at the test centre
- retests if a vehicle fails its test
- private hire operator licences
- Disclosure and Barring Service application (collected by the Council for the DBS)
- Vehicle plate bracket etc
- Knowledge test and failure to attend for knowledge test

Other costs for applicants, paid direct, are:

- ❑ the medical fee, payable to the applicant's own GP surgery
- ❑ DSA (or equivalent BLT) test fee, paid to the Driving Standards Agency or Blue Lamp Trust on booking the test
- ❑ Fitting and maintenance of the taximeter if applicable
- ❑ The taxi roof sign

6. Hackney Carriage Fares (Tariff)

The Hackney Carriage fares are reviewed by the Licensing (General Purposes) Sub-Committee, usually upon request from licensees for an increase or other amendment. The process involves all licensees having the opportunity to comment on the proposed changes (a consultation with them) and a report to the Committee including comments made and a comparison with neighbouring councils' fares. Any increase approved by the Committee is then advertised in the public notices section of the local press. Any representations made are brought back to the Committee to consider. The finally agreed increase is then put into place on a set date. The current fares approved are shown in every taxi and in some private hire vehicles if they have a taxi meter allied to the same fare chart or any other set tariff.

7. Byelaws for hackney carriages

Byelaws for hackney carriages were confirmed in 1980. The main body of the byelaws is set out at Annexe 8. Some of the byelaws are also set out in the 'Important Notes' attached to hackney carriage licences.

8. Hackney Carriage Stands (Taxi Ranks)

Taxi ranks are provided in Waverley's main population areas, and can be located as shown below. Any licensed Waverley taxi may use any of these ranks (also known as stands). In addition, Farnham, Godalming and Haslemere stations provide ranks on their own land and will, for a set fee, give a permit to licensed vehicles to work from these ranks on the basis of one permit per vehicle. Waverley licensed vehicles may never, in any circumstances, use ranks outside the Waverley area, and vehicles licensed by other councils likewise may never use Waverley ranks. Waverley's own ranks can be found at;

- ❑ Village Way, Cranleigh
- ❑ High Street/Bank Buildings Road West, Cranleigh (by the war memorial)
- ❑ West Street, Farnham
- ❑ Castle Street Farnham
- ❑ Crown Court Car Park, Godalming
- ❑ High Street, Haslemere (by Georgian House Hotel, as part of bus stop lay-by)
- ❑ (Application in progress for Bridge Street, Godalming)

PART 2

LICENCES FOR DRIVERS

Hackney Carriage and Private Hire Drivers - Waverley's Driver Licensing Policy

~~As of 01 October 2015 a new dDriver's licences will be issued for 3 years as standard -following changes to taxi legislation made by the Deregulation Act 2015, or for a lesser period agreed by the Council for exceptional circumstances.~~

New applicants should make an appointment with the Licensing Section. They will be given a checklist of documents, certificates, reports, etc which must be completed or supplied for a new application to be considered. Identification documents must be brought to the first appointment so that a Criminal Records check through the Disclosure and Barring Service (DBS) can be started (see below). The list below shows what the applicant must do:

~~Application form must be fully completed at the first appointment. This form is supplied on arrival for the appointment.~~

Disclosure and Barring Service (DBS) check: This must be filled in and the fee paid at first appointment, with supporting documents. This is explained to applicants, and they are reminded about what papers they will need to supply/show. [Please note that the DBS check is at the 'enhanced' level, which will disclose all criminal records. Applicants are advised that the Council may take all convictions and cautions, including those 'spent' under the Rehabilitation of Offenders legislation, into account for this type of work]. The form must be completed in black ink and the Licensing Administrator will need to see ~~the following~~ documents~~ation~~, so that the Council can verify the information supplied~~;~~
for example

- Passport (if you hold one)
- Driving Licence
- Marriage certificate (if married)
- Printed National Insurance number (on a P45/P60)
- Proof of address - (utility bills or statements from bank, for instance, not more than three months old)
- The Licensing Administrator can advise on documentation required.

The Council's policy in respect of criminal convictions~~s~~ (which also explains how cautions will be considered) is set out at Annexe 6. When the ~~applicant has filled in his/her~~ personal information on the form has been completed, the Licensing Administrator will take details from the documents provided to complete and send off the DBS request. The application cannot proceed until the DBS Disclosure is issued. ~~One copy of the Disclosure is sent to the Licensing Officer, and another A~~ copy is sent direct to the applicant. This can take several weeks. When

the DBS Disclosure is received, the applicant should call the licensing office (01483 523219) to make an appointment for interview. The Council will hold a DBS disclosure for three months. After this and if no contact has been made by the applicant, the disclosure will be destroyed. Once a driver is licensed, a DBS check is required every three years.

A Certificate of Good Conduct (*for people who have not lived in the UK for all of the past 5 years*). It will be necessary to contact the relevant home/resident country's Consulate/Embassy in Britain to obtain a certificate of good conduct. The Licensing Administrator may be able to offer a contact number, if required.

Medical Report to Group 2 standard, will be completed by the applicant's own General Practitioner surgery using the Waverley form. The doctor/surgery will make its own charge for the medical. Applicants are advised to check with the Council (tel: 01483 523219) before proceeding with the medical. The Council will provide the Group 2 form to take to the GP. Unless the result of the medical is completely satisfactory, it may have to be referred to the Council's consultant doctor for a second opinion. **The consultant doctor's fee has to be paid by the licence applicant.**

The Licensing section must receive this report within 3 months of the Doctor signing the report.

Unless there are special circumstances in an individual case, medicals for licensed drivers are required every 35 years, (prior to the renewal of their 3 year licence), up to 65 years of age and then annually. If any serious illness occurs, an extra medical may be required, on the Council's Doctor's advice.

DVLA Check or Data Subject Enquiry Report - New applicants and existing licensees, on renewal, are required to undertake a DVLA online check and share of their drivers licence or a DVLA data subject enquiry report on application, having completed a mandate form.

The mandate should be refreshed every three years as part of the renewal process.

~~and~~ Officers may request a further check/report at any time in between if it is felt it is required.

Any refusal to grant authorisation for such a check/report will lead to refusal to grant/renew a Hackney Carriage and/or Private Hire driver's licence.

Remove the need for references

~~References -- the applicant has to supply three written references. These will be provided by people who have known him/her for at least 2 years. All new applicants must supply three up to date references with their application. References will be from three persons of suitable standing, such as an employer (or business associate if you have been previously self-employed), magistrate, doctor, minister of religion, bank~~

~~official, accountant, civil servant, local government officer or person of similar status. The writers should have known the applicant for at least two years, they will not be related to him/her and they must not be hackney carriage or private hire proprietors or drivers (other than previous employers).~~

~~Anyone who gives references for an applicant should be aware of any issues, such as a criminal record, which may show up within the application, if they knew the applicant at the time of the offence(s). These references will be written by the persons standing as the referees and must be submitted with the application. They will be verified by the Council.~~

Valid DVLA driving licence - a full driving licence, with the current correct home address, held for a minimum of 2 years (No photocopies are accepted).

~~It is not possible to consider an application for a licence from any person until they have held a full This will be a Department of Transport or equivalent EU driving licence, for at least 2 years. You may be required to convert your (foreign) licence to a DVLA licence, or to obtain a paper counterpart to a card-only licence.~~

Four passport size photos (for the driver's badge) which are deemed acceptable by officers or attend offices for a digital photograph to be taken by officers.

~~**Application Fee** depending on licence (subject to annual increase). Methods of payment are by Credit/Debit card or cheques payable to Waverley Borough Council — NO CASH is accepted at Council Offices). Applications paid for by cheque will not be processed until the cheque has been cleared by the bank. This will take approximately 12 working days.~~

~~-PLEASE NOTE NO CASH IS ACCEPTED AT COUNCIL OFFICES~~

Waverley believes that the general role and responsibilities of a hackney carriage and/or private hire driver demands high standards in driving and customer service. It also believes that such competencies can impact on both public safety, comfort and passenger experience; particularly for the vulnerable, those with disabilities and other medical conditions. Paid/professional drivers therefore require relevant knowledge, skills and experience to safely and effectively discharge their role and responsibilities to their passengers and others.

For these reasons Waverley requires that all new driver applicants provide a Driving Standards Agency (DSA) pass certificate (TPH10 or equivalent). ~~for~~ hackney carriage/private hire drivers. Waverley will accept the BLUE LAMP TRUST taxi driver assessment package as a suitable alternative/equivalent. No new licence application can be considered without this pass certificate. The fee will be advised by the

the relevant assessment centre, DSA. The certificate will be produced to the Council to show that the driver has undertaken and passed the Driving Standards Agency (DSA) certificate of competence for hackney carriage and private hire vehicles or Blue Lamp Trust equivalent.

If you intend to drive a disabled accessible vehicle you would have to pass an extra part of the test specific to using a disabled accessible vehicle. (WTA10 or equivalent)

–Applicants can book the DSA taxi test on-line via the website booking at www.dsa.gov.uk, or contact the Agency by telephone (0870 0101 372) to arrange this.

Blue Lamp Trust on-line at www.bluelamptrust.org.uk, or telephone 0300 777 0157.

Right to Remain and work in the United Kingdom

Applicants for the Grant of a Licence will be required to produce documentary evidence of a right to remain and work in the UK. If an applicant has an expiry date on their right to work, any licence that may be granted will not be valid past the said expiry date unless further evidence of a right to remain or work is produced. If there is a restriction regarding the number of hours allowed to work then if a licence is granted a condition will be added to reflect said restriction.

Application Fee depending on licence (subject to increase). Methods of payment are by Credit/Debit card or cheques payable to Waverley Borough Council – (NO CASH is accepted at Council Offices). Applications paid for by cheque will not be processed until the cheque has been cleared by the bank. This will take approximately 12 working days.

PLEASE NOTE NO CASH IS ACCEPTED AT COUNCIL OFFICES

The Next Steps for New Applicants

Interview as a New Applicant, including test of knowledge The applicant will contact the Licensing Office (01483 523219) when he/she has received the DBS disclosure, (and certificate of good conduct, if required) to arrange for an interview with Council's officers. At this time the applicant will be required to produce all the above papers/certificates. He/she will be asked to explain what they understand about driving a taxi or a private hire vehicle. The officers will help with advice on this, if necessary. The applicant will take and have to pass a written and/or verbal knowledge test of the Waverley area, its boundaries and the town where you intend to work. Questions will cover landmarks, places of interest and journeys. You will be asked to clearly and understandably describe local journeys and also journeys to a wider area (other towns, ports and airports for instance). You will be told at

the end of the interview whether the licence is to be granted, and if not, what you can do next.

If the applicant fails the initial knowledge test they can arrange a further test for which an additional fee will be charged.

Please note that any application may be referred to the Council's Licensing (General Purposes) Sub-Committee for consideration. This will be explained at interview, if needed. See also Part 5 of this book which deals with the Council and its Committees.

Renewals Once A Licence Has Been Granted: **Vehicle** Licences last for one year, **Driver Licences last for three years & Operator Licences last for five years,** and can only be renewed while they are still 'live'. Renewal invitations may be sent by email about 6 weeks before expiry to those who have agreed to receive correspondence by email. The responsibility to ensure that a licence is renewed rests solely with the licensee. Whilst the Council may choose to remind existing licensees that their licence is about to expire and needs renewing, there is no duty on the Council to do so. The licence-holder must apply **at least 10 days prior to the expiry of the licence in good time.** It is important to allow time for the renewal to be processed. Last minute renewal applications may result in the licensee being unable to work whilst the paperwork is processed and the new licence badge issued. If there is any difficulty with this, licensees should contact the Licensing Administrator to explain the situation, and it may be that a solution can be agreed.

If you make a late application when the licence has expired, it **may not** ~~cannot~~ be accepted as a renewal. A complete new application **may** ~~will~~ be required. This can cause a delay during which the applicant is unable to work, and involves extra costs. See also **Important Note** below.

Renewals And Subsequent Criminal Records Checks - These **are** ~~may be~~ dealt with at the Waverley main offices at Godalming.

The expiry date is printed on the paper licence and on the licence badge (which must be worn and visible to passengers while working). Licences must be renewed prior to expiry. If the licence is allowed to expire, you **may** ~~will~~ be required to apply for a licence as though you had not been previously licensed.

Important Note: If a licence has expired, even by one day, then it is no longer valid, and therefore there is nothing to renew. The applicant **may** ~~would~~ have to start the full process from the beginning, and can not work as a licensed driver while this process takes place, and there are costs for the 'start again' process. Therefore it is important to apply for renewal while the licence is still live, in order to avoid having to undergo the full 'new applicant' process as above for any further licence to be considered. There is also a higher cost to the 'start-again' process.

Hand in or return the renewal application and supporting paperwork to the Licensing Section, Waverley Borough Council, Council Offices, The Burys, Godalming, Surrey, GU7 1HR. If you have any questions, please contact the Licensing Section on **01483 523219**. Please use this number to make any appointment needed, when you are ready.

Conditions applied to drivers' licences: These are shown at Annexe 1 for hackney carriage/private hire driver licences and at Annexe 2 for private hire driver licences. Specific conditions may be applied in certain special cases. These will be discussed and explained to the individual licensee as required.

PART 3

LICENCES FOR VEHICLES

Hackney Carriage (Taxi) and Private Hire Vehicle policy

Hackney carriage licences are issued to various types of vehicles, purpose built, saloon and some MPV style vehicles and occasionally 4x4 vehicles if appropriate. provided that they are fit for purpose.

Private hire vehicle licences are issued for saloon, some MPV style vehicles and occasionally 4x4 vehicles if appropriate. Private hire vehicles must not look like taxis, therefore may not be purpose-built taxi style nor may they have a roof sign.

A vehicle may be licensed provided

- it is fit for the purpose (it must pass the licence vehicle condition test),
- it is suitable for the purpose (see licence conditions overleaf and consult the Licensing Office for advice before you purchase any vehicle)
- ~~it is within the age limit set out at paragraph 15 overleaf (it must be under 4 years old when first licensed).~~

Age of the vehicle

As from ~~1 March 2016~~ 20th July 2010, there will be no age limit for a new vehicle submitted for a licence will provided the vehicle is fit for purpose. However be under 4 years old. Once licensed a vehicle may continue to be licensed up to the 10th anniversary of first registration. if at the date of first licenesing or renewal date, the vehicle is 5 years or older then ~~Once any vehicle reaches 5 years of age,~~ it becomes subject to 6-monthly tests.

What happens next

The applicant will submit an application form and payment to the Council (Credit/Debit Card or Cheque payable to Waverley Borough Council – NO CASH is accepted at Council Offices) so that a vehicle test can be arranged. Applications paid for by cheque will not be processed until the cheque has been cleared by the bank. This will take approximately 12 working days.

A licence is issued for a vehicle after it has taken and passed an Ministry of Transport vehicle test (MOT) within 30 days of the renewal date, the Council test (vehicle external and interinal suitability test) and where required a metered mile test ~~mechanical and condition inspection~~, which shows that the vehicle is fit for the purpose intended. No licence is issued unless it is covered by full hire and reward insurance, which will give continuous cover while the licence is in force. A licensed vehicle may be driven only by a driver who holds the right matching licence. Insurance is

not accepted if it includes an extra person who does not hold a licence from Waverley to drive the vehicle. The applicant for the licence will produce

- ❑ Firstly a fully completed application form, MOT certificate and payment, (and the licensing office will arrange a time and day for the vehicle test - ~~normally on a Wednesday~~)
- ❑ Before any licence or licence plate is issued, ~~sight of the test pass paper~~ sight of test pass paper
- ❑ Evidence of current hire and reward insurance
- ❑ Sight of the registration document (or bill of sale, if newly bought).
- ❑ ~~MOT Certificate (at one year old for taxis, three years old for PHVs)~~

Most of the information detailed below is also contained in the vehicle licence as conditions of the licence or as legislation and other information. The following is a quick check of what is expected for a licensed taxi:

- both the vehicle and the driver should be presentable and they must carry evidence of the licences (plate, window sticker, driver badge) in a visible position as defined in the licence conditions, unless they carry an authority to do otherwise;
- the vehicle licence number plate (white/blue for a taxi, white with a red/white-edge for a private hire vehicle) is affixed to the back exterior of the vehicle and a window sticker must be displayed in the front window;
- for taxis and PHVs with a meter, the vehicle licence number is repeated on the fare chart, and the fare chart will be clearly visible to the passengers in the vehicle;
- a taxi will carry an illuminated 'taxi' -roof sign;
- a private hire vehicle will not look like a taxi, nor will it have any roof sign;
- the driver of the vehicle will wear on the lapel or on a neck cord the licence badge issued by the Council, which includes his/her photograph and driver licence number. A cord is provided for this purpose, and a clip is available for those who prefer it. This licence badge must be visible to passengers.

Applying for or renewing a vehicle licence

To renew an application for a vehicle licence for a taxi or a private hire vehicle, the licence must still be 'live'. A lapsed licence of any sort ~~may~~ not be renewed as it will have ceased to exist. A car with a lapsed or out-of-date licence may not be used for taxi or private hire work.

The Council has set a policy as to what is required in a licensed vehicle and it is the duty of the licence holder to ensure that the vehicle is well looked after, clean and properly insured. The Council's officers are entitled to see evidence of documents as required. ~~As stated in Part I of~~

~~this booklet, any vehicle which has been converted to dual fuel use (combining Liquid Petroleum Gas (LPG) with the original fuel) will comply with the conditions shown at Annexe 7.~~

Policy Requirements for the vehicle licence:

General

1. A fully completed application form must be submitted with payment of the appropriate licence fee
2. Evidence of ownership (registration document, or invoice if newly purchased, followed by the updated log book within 6 - 8 weeks)
3. Current valid MOT certificate (~~after one year for taxis, after three years for private hire vehicles~~)
4. Appropriate and continuing 'Hire and Reward' type insurance for the vehicle
5. The vehicle must pass the Council's vehicle inspection test
6. ~~From 1st February 2012, a~~All licensed vehicles must carry a first aid kit, indelibly identified to the licence plate of the vehicle, which complies with the suggested list of contents included within the Approved Code of Practice and Guidance: First Aid at Work – The Health and Safety (First-Aid) Regulation 1981 L74.
7. ~~From 1st February 2012, a~~All licensed vehicles must carry a multi-purpose dry powder or foam (AFFF) spray extinguisher conforming to British Standard EN3, minimum weight 1kg, indelibly identified to the licence plate of the vehicle.
8. Waverley Borough Council hackney carriage plates are white/blue and displayed on the rear exterior of the vehicle, issued annually unless there are special circumstances
9. Waverley Borough Council Private Hire vehicle plates are white/red (edged) and displayed on the rear exterior of the vehicle, issued annually, unless there are special circumstances
10. All licensed vehicles, without exception, must display the internal licence (front window) sticker
11. Licensed vehicles shall have not less than four passenger doors
12. Convertible vehicles shall not be licensed, but those with not more than 50% sunroof area are permitted
13. The minimum engine capacity shall be 1575 cc. Applications to licence a hybrid/electric vehicle, or any other type of vehicle with an engine capacity of less than 1575cc shall be made to the Licensing Manager in writing. Officers shall have discretion to consider the grant of a licence, provided they are satisfied with the efficiency, size, design and safety standards of the vehicle
14. Seating Capacity is determined by Road Traffic Regulations and further defined by the seatbelt provision in the vehicle offered for licensing.
- ~~15. Subject always to the vehicle being fit for the purpose and passing its test, commencing from 1 March 2016 [DATE TO BE INSERTED] 20th July 2010, there will be no maximum age limit for-of vehicles presented to be licensed for the first time, shall not be more older than 4 years old at first registration. This is~~

~~assessed by the date in the vehicle's logbook (registration document) when it is ready for its test. The vehicle may continue to be licensed until its 10th anniversary, by which time it will need to be replaced. However if on the date of first licensing or renewal date, the vehicle is 5 years or older then it becomes subject to 6-monthly tests~~

~~15.~~

~~Age Limits. It is perfectly possible for an older vehicle to be in good condition. So the setting of an age limit beyond which a local authority will not license vehicles may be arbitrary and inappropriate. But a greater frequency of testing may be appropriate for older vehicles – for example, twice-yearly tests for vehicles more than five years old.~~

~~16. Any replacement vehicle or licence transferred to another vehicle must meet the Council's policy.~~

~~17. Mechanical Inspections - Licences are annual and an MOT is required each year (except see 19 below)~~

~~18. Interior & exterior inspections – vehicle interior & exterior inspections will be carried out on renewal inspections and may also be carried out on an ad hoc basis by council officers.~~

~~19. When a vehicle reaches five (5) years old, it shall be required to undergo an interim vehicle test (MOT & inspection by officers) 6 months after licence renewal. Vehicles in this age bracket will be issued with six-month duration plates.~~

~~20. In the event of a space saver tyre, run flat tyre (when punctured) or puncture repair kit being used it is only to complete a fare and must comply precisely with the manufacturers' recommendations. Any such defective tyre should be replaced before taking another fare to ensure passenger safety. All other licensed vehicles must carry a spare wheel matching those fitted to the vehicle, and an appropriate means of changing the wheel.~~

~~21. No taxi or private hire vehicle may be dual-licensed (i.e. it shall not be accepted for licence by Waverley if it is licensed by any other licensing authority).~~

~~22. Mechanical inspections are carried out in accordance with the Council's contracted agreement (currently with the Guildford Borough Council at its depot in Slyfield, Guildford).~~

Vehicle Testing

There is considerable variation between local licensing authorities on vehicle testing, including the related question of age limits. The following can be regarded as best practice:

~~23. Vehicles run on Liquid Petroleum Gas or dual fuel are subject to special conditions and may be licensed on request, subject to approval.~~

~~24-22.~~ A meter must be fitted, tested and illuminated - taxis and specified private hire vehicles only

~~25-23.~~ The Council may charge reasonable fees to cover the issue of licences and require the production of the licence and any other documents at any reasonable time.

~~26-24.~~ The Licensing Officer is authorised to refuse applications to license any left-hand-drive vehicles. Any dispute may be brought to the appropriate Licensing Committee in the first instance. There may also be an option for further appeal to the Courts against the Council's decision in some cases.

~~27-25.~~ There shall be no additional tint (darkening) of windows beyond the legal limit of light transmission to minimum 75% for front and side front windows, and light transmission of minimum 70% for all other windows, or the manufacturer's specification, whichever is the lesser.

Taxis (hackney carriages) only

~~28-26.~~ The TAXI roof sign must be displayed on the roof (taxis only)

Private Hire Vehicles only

~~29-27.~~ Private Hire vehicles shall be of a suitable type, size and design. They should be safe and comfortable and must not appear in any way to look like a hackney carriage vehicle.

~~30-28.~~ Private hire vehicles may carry no signs, illuminated or otherwise, unless approved by the Council (see the conditions to the private hire vehicle licence)

~~31-29.~~ A meter need not be fitted in a private hire vehicle, but if a meter is fitted, it must be tested with the private hire operator's scale of charges, which must be supplied to the licensing authority with the licence application (see also 26 above).

~~32-30.~~ Should an application be made to license a stretch limousine of less than 9 passenger seats and right hand drive, this will be referred to the appropriate Licensing Committee in the first instance, prior to arranging any other aspect of the licence, such as the vehicle test.

~~31.~~ Private Hire Vehicles may be saloon cars, multi purpose vehicles (MPVs), some 4x4 vehicles such as Range Rover and similar high base vehicles. Applicants are advised to refer to the Licensing Office before committing to purchase any vehicle for licensing purposes, to ensure that no unnecessary outlay is made on a car which may not be suitable for licensing as a taxi or private hire vehicle.

~~32.~~ The Council may, following written application, exempt the need for an operator to display the licence plate on the rear of the vehicle or the need for the driver to wear their personal badge. Where this exemption is granted the vehicle operator shall be issued with a letter of exemption which shall be retained with the vehicle plate inside the vehicle at all times. The driver must also have their badge on their person although

not required to have it displayed. NOTE: The internal licence (front window) sticker must be displayed at all times.

Conditions applied to vehicle licences are shown at Annexe 3 (hackney carriage licence) and Annexe 4 (private hire licence). Vehicle specific conditions may be applied in certain special cases. These will be discussed and explained to the individual licensee as required.

PART 4

LICENCES FOR PRIVATE HIRE OPERATORS

Any person who wishes to take bookings for Waverley-licensed private hire vehicles and their drivers must hold a Waverley private hire operator's licence. The vehicles and the drivers themselves must also be licensed separately by Waverley. The Council has a duty to ensure that Private Hire Operators are fit and proper persons before considering the grant of the licence. New applicants may be required to take a knowledge test and Criminal Records Bureau check, if not already in place. More information on this is set out in Part 2 above.

Applicants will be asked to state whether the business is to be operated by an individual, a company, or a partnership, and to answer questions about whether they have been or still are company director or Secretary.

Duty of licence holder to comply with other legislation: All applicants have a duty to comply with all other legal requirements relating to the running of a business, for example, it may be necessary to obtain planning permission for the use of the premises from which the business operates, particularly where there is an office where vehicles may gather outside. It is unlikely that planning permission would be needed for a very small operator's business when it is run from home, for instance. The Licensing Section is not able to offer advice on planning matters. Council departments and others may share the information you give, if necessary, and as the law permits.

New applicants will provide references from three persons of suitable standing for each partner named. New applicants may also be required to have a Criminal Records Bureau (DBS) check, repeated every three years. If the applicant is already licensed by Waverley, the officers will advise whether these checks (the fit and proper test) will be needed, since the driver will already have provided the information.

All applicants are reminded that the Council requires under the provisions of the Local Government (Miscellaneous Provisions) Act 1976 that Private Hire Operator licences may be granted only for businesses carried on at addresses within the Waverley boundaries. Accordingly, all records must be kept at the

licensed address. Licensed operators are subject to unannounced inspections of their records at any time by an authorised officer of the Council.

Applications have to be fully and honestly completed or they may not be accepted for processing. As stated above in relation to other licences, a private hire operator's business may have to close for a period if he/she is late in renewing an existing licence.

Conditions applied to private hire operators' licences are shown at Annexe 5. Specific conditions may be applied in certain special cases. These will be discussed and explained to the individual licensee as required.

PART 5

THE COUNCIL'S LICENSING COMMITTEES

As part of the democratic process, members are elected to serve on the Council every four years. These elected councillors are appointed to committees to manage the various types of work that they handle, and they permit the officers to have certain authority to deal with specific matters (known as delegated authority).

All meetings of the Council, and its Committees and the Executive, are open to the public. Where a matter for discussion or decision may be sensitive or affect an individual there are rules which allow the meeting to exclude the press and public while it deals with that business.

The Council and its committees have regular meetings. The **Licensing and Regulatory Committee** deals with a variety of general licensing business. This Committee will usually consider such things as changes to licensing policies, income and expenditure, and the setting of fees for licences.

Changes to taxi and private hire licensing policies will normally be subject to consultation with licensees, which is usually both face to face at a meeting, and by email, giving opportunity for all to make comment. There are twice yearly liaison meetings between the Chairman of the Committee and the licence-holders. All licence-holders are invited by email to attend these meetings.

The Council also has a **Licensing (General Purposes) Sub-Committee**, which often follows on after the meetings of the Licensing and Regulatory Committee on the same date. It will normally deal with individual applications which need a decision, where the issues involved are beyond the scope of matters which the officers are allowed to deal with. Among other things, issues such as new or existing drivers where there may be criminal or driving convictions to deal with, complaints of a serious nature and similar situations will be considered by this Sub-Committee. Such issues are not generally considered in the open meeting, so the press and public will be excluded.

The Licensing (General Purposes) Sub-Committee will also consider requests for increases in the taxi fare scale and some miscellaneous matters.

[N.B. There are also **Licensing Sub-Committees** which deal specifically with the Licensing Act 2003 and the Gambling Act 2005 and deal with pubs, clubs and gambling matters. These meetings are normally held in the morning, starting at 10.00 am.]

PART 6

COMPLAINTS, DISCUSSIONS AND INTERVIEWS

On occasions, such as when a complaint is received, officers may request a licensee to attend the Council offices for discussion. The information notes at Annex 10 outline the nature of the discussion.

If a licensee is invited to attend a formal interview (rather than an informal discussion), the licensee will be informed of his legal rights with regard to the interview.

PART 7

PENALTY POINTS SYSTEM

Hackney Carriage and Private Hire Operators, Drivers and vehicles are principally governed by the Local Government (Miscellaneous Provisions) Act 1976, Town Police Clauses Act 1847, Conditions and the Council's Byelaws.

The aim of a penalty point scheme is to work in conjunction with other enforcement options. It provides a formalised stepped enforcement plan. The purpose of the scheme is to record misdemeanours and to act as a record of licence holder's behaviour and conduct so as to ascertain whether they are a fit and proper person. It does not prejudice the Council's ability to take other actions.

The primary objective of the penalty points scheme is to improve the levels of compliance and help improve the standards, safety and protection of the travelling public.

Where there is good evidence that a breach covered by the scheme has occurred (usually where this has been witnessed by a Council Officer) a Penalty Points Notice will be issued to the licensee.

Penalty points may be awarded against the proprietor of a vehicle or anyone holding a Hackney Carriage driver's licence, a Private Hire driver's licence or a Private Hire Operator's licence issued by Waverley Borough Council

Penalty Points will remain current for 3 years from the date the penalty points were issued. Points issued to either the proprietor of a vehicle or a driver will be confirmed in writing within 10 working days from the discovery of the contravention.

In the event that a driver/owner/operator commits an offence or breaches a condition as listed in the penalty points table attached at Annexe 7, he/she shall be awarded the number of points applicable to the circumstances as shown in the table for the breach/offence shown in the table.

Where a licence holder accumulates more than 12 penalty points or more in any three year period, the matter will be referred to the Council's Licensing (General Purposes) Sub-Committee to decide whether the licence holder is a fit and proper person. The Licensing-Sub Committee may then suspend or revoke a licence, or issue a warning to the licence holder, depending on the circumstances. Periods of suspension of a licence by a Sub-Committee will be dependant on the nature of the breaches of the legislation/conditions and the compliance history of the individual.

Any disputes regarding the issuing of penalty points should be made in writing and will be referred by the Licensing Team to the Head of Policy and

Governance. who will have the discretion to award a greater number of points than displayed on the tariff, if the complaint is upheld.

If points are issued to a proprietor/driver for a matter which is also a criminal offence, eg bald tyres, no badge, those person(s) will not then be the subject of a prosecution by the Council regarding the same matter.

Officers will not normally issue points for any offence/breach that has been dealt with or reported for prosecution etc.or any other enforcement action taken,

The system will operate without prejudice to the Council's ability to take other action that it is entitled to take under legislation, byelaws and regulations.

Following a revocation (due to accumulation of penalty points in this scheme) a new licence application will not usually be entertained granted by the Council for a minimum period of twelve (12) months.

The Council's Penalty Points Table is set out at Annexe 7

ANNEXE 1

CONDITIONS OF LICENCE TO DRIVE A HACKNEY CARRIAGE OR PRIVATE HIRE VEHICLE (A DUAL LICENCE)

Town Police Clauses Act 1847

Local Government (Miscellaneous Provisions) Act 1976

Conditions subject to which Licence is granted:

1. The licence holder shall at all times
 - (a) Conduct himself/herself in a civil and orderly manner and comply with the reasonable requests of passengers in the vehicle.
 - (b) Take all reasonable precautions to ensure the safety of persons conveyed in or entering or alighting from the vehicle.
 - (c) Be well dressed, neat and clean.
 - (d)
 - (i) Convey a reasonable quantity of luggage if so required by the person hiring the vehicle;
 - (ii) Give reasonable assistance in loading and unloading the luggage;
 - (iii) Give reasonable assistance in removing luggage to or from the entrance of any place at which he may take up or set down a passenger.
 - (e) A Licensed vehicle must not carry in the vehicle more than the number of passengers, of whatever age, specified in the vehicle licence. NOTE: Every child over 3 years of age must have his/her own designated seat in the vehicle and the vehicle must accord with the seatbelt requirements set by the Road Traffic Acts in force.
 - (f) Not carry any person in the vehicle during a hiring without the express permission of the person who has first hired the vehicle
2. When the vehicle has been hired to be present at an appointed time and place the driver shall, unless delayed by some sufficient cause, punctually attend with the vehicle at that time and place.

3. After every hiring the driver shall search the vehicle for any article which may have been accidentally left in the vehicle and, if any such article is found, shall within 48 hours (unless sooner claimed by the owner) deliver the article to the nearest convenient office of the Council.
4. The licensee shall at all times comply with the instructions of the Council or of its authorised Officers concerning any matter relating to his occupation as a Hackney Carriage or Private Hire vehicle driver.
5. When operating as a Private Hire driver the licensee shall not display signs, call out, stand with the vehicle at a taxi rank or do anything else whatsoever which is likely to give any person the impression that the vehicle is available for hire as if it is a Hackney Carriage.
6. The licensee shall notify the Council in writing as soon as possible and, in any event, within fourteen days of any:
 - (a) Change of name, change of address, change of telephone number(s); N B any telephone number given to the Council for licensing purposes shall be capable of receiving withheld numbers;
 - (b) Illness or injury affecting his fitness to drive in any way;
7. The licensee shall report to the Council in writing as soon as possible, and in any event within 7 days, details of any:
 - (a) convictions or formal police cautions;
 - (b) motoring offences or endorsements of any type, including speed awareness courses;
 - (c) charges/summons/postal requisitions/fixed penalty notices brought against him or her in respect of any criminal offence;
 - (d) arrest or interview under caution for any alleged offence
 - (e) any communication notifying of any alleged offence.

and the licensee is advised to contact the Licensing Administrator (01483 523219) if in any doubt of his/her duties under this condition.

IMPORTANT NOTES

1. The above conditions are **additional** to the requirements of the Town Police Clauses Act 1847, the Local Government (Miscellaneous Provisions) Act 1976 and the Disability Discrimination Act 1995, the more important of which are summarised below:
 - (i) A vehicle may not be used as a private hire vehicle unless there is a vehicle licence in force for it and the person inviting or accepting hiring's has an operator's licence (1976 Act, Section 46).

- (ii) This licence must be produced within five days at the request of an authorised Officer of the Council or a Police Officer (1976 Act, Section 53).
 - (iii) The driver must at all times when acting under this licence wear the driver's badge issued by the Council in such position and manner as to be plainly visible (1976 Act, Section 54).
 - (iv) The driver shall not without reasonable cause unnecessarily prolong, in distance or in time, any journey for which the vehicle has been hired (1976 Act, Section 69).
2. When operating as a **hackney carriage (taxi) driver** the licensee must observe the provisions of the **byelaws** and the above mentioned Acts, among the more important of which are the following:
- (i) If the hackney carriage is standing at a rank or in a street the driver must not without reasonable excuse refuse to drive to any place within the 'prescribed distance' (i.e. the Waverley Borough) (1847 Act, Section 53).
 - (ii) The authorised fare scale must be used at all times for journeys within the Borough (however the hiring is effected) and may only be dispensed with for journeys ending outside the Borough **IF** the hirer agreed **BEFORE** the journey commences (1847 Act, Section 58; Waverley Borough Council byelaws; 1976 Act, Section 66). (It is however at the discretion of the proprietor/driver to charge **less than** the metered fare in a hackney carriage.)
 - (iii) If a hackney carriage is used for a 'private hire contract' the fare is calculated from the point at which the hirer starts the journey. A 'private hire contract' for this purpose is one made either with some person other than the driver, or when the hackney carriage is not at a rank or plying for hire (1976 Act, Section 67).
 - (iv) A hackney carriage **must not be left unattended** in a street or place of public resort or entertainment; and if it is one of the first two on a rank the driver must be ready to be hired at once (1847 Act, Section 62 and Byelaws).
 - (v) The hackney carriage/private hire driver's badge provided by the Council must be worn in a plainly visible position, i.e. on the driver's lapel, at all times when plying for hire or hired (Byelaws).
 - (vi) As a hackney carriage/private hire driver, you must be civil and orderly and give reasonable assistance with passengers' luggage (Byelaws).
 - (vii) The following condition is attached to all **hackney carriage vehicle licences** and shall be complied with by the hackney carriage

driver, unless he/she holds and displays an Exemption Certificate, which must be clearly exhibited, facing outwards, on the windscreen, or in a prominent place on the dashboard:

The licence holder/driver of the vehicle shall ensure that any disabled person wishing to travel as a passenger in the vehicle, and who is accompanied by an assistance dog, shall be accepted as a passenger together with the assistance dog, which shall remain with the passenger and be carried at no extra charge, in accordance with Section 37 A of the Disability Discrimination Act 1995.” (1995 Act, Section 37).

3. Children in taxis and private hire vehicles: If child restraints are not available in a licensed taxi or a licensed private hire vehicle, then:
 - Children under three years old may travel unrestrained, but this must be in the rear of the vehicle only
 - Those aged three years and above **MUST** use an adult seatbelt, and in the rear seat only
 - Any child up to 135 cms in height (4 foot 4 inches approx) in the front seat of **any** vehicle must use the correct child seat or booster seat.
 - The driver of the vehicle is responsible for seat belt wearing by children under 14 years (except in taxis with fixed partitions).



ANNEXE 2

CONDITIONS OF LICENCE TO DRIVE A PRIVATE HIRE VEHICLE

Local Government (Miscellaneous Provisions) Act 1976

Conditions subject to which Licence is granted:

1. The licence holder shall at all times when acting as a driver of a Private Hire vehicle:
 - (a) Conduct himself/herself in a civil and orderly manner and comply with the reasonable requests of passengers in the vehicle.
 - (b) Take all reasonable precautions to ensure the safety of persons conveyed in or entering or alighting from the vehicle.
 - (c) Be well dressed, neat and clean.
 - (d)
 - (i) Convey a reasonable quantity of luggage if so required by the person hiring the vehicle;
 - (ii) Give reasonable assistance in loading and unloading the luggage; and
 - (iii) Give reasonable assistance in removing luggage to or from the entrance of any place at which he may take up or set down a passenger.
 - (e) Not display signs, call out, stand with the vehicle at a Hackney Carriage rank or do anything else whatsoever which is likely to give any person the impression that the vehicle is available for hire as if it were a Hackney Carriage.
 - (f) Not carry in the vehicle more than the number of passengers, of whatever age, specified in the vehicle licence. N B every child must have his/her own designated seat in the vehicle and the vehicle must accord with the seatbelt requirements set by the Road Traffic Acts in force.
 - (g) Not carry any person in the vehicle during a hiring without the express permission of the person who has first hired the vehicle

2. When the vehicle has been hired to be present at an appointed time and place the driver shall, unless delayed by some sufficient cause, punctually attend with the vehicle at that time and place.
- 3 After every hiring the driver shall search the vehicle for any article which may have been accidentally left in the vehicle and, if any such article is found, shall within 48 hours (unless sooner claimed by the owner) deliver the article to the nearest convenient office of the Council.
4. The licensee shall at all times comply with the instructions of the Council or of its authorised Officers concerning any matter relating to his occupation as a Hackney Carriage or Private Hire vehicle driver.
5. The licensee shall notify the Council in writing as soon as possible and, in any event, within fourteen days of any:
 - (a) Change of name, change of address, change of telephone number(s); N B any telephone number given to the Council for licensing purposes shall be capable of receiving withheld numbers;
 - (b) Illness or injury affecting his fitness to drive in any way;
6. The licensee shall report to the Council in writing as soon as possible, and in any event within 7 days, details of any:
 - (a) convictions or formal police cautions;
 - (b) motoring offences or endorsements of any type, including speed awareness courses;
 - (c) charges/summons/postal requisitions/fixed penalty notices in respect of any criminal offence;
 - (d) arrest or interview under caution for any alleged offence
 - (e) any communication notifying of any alleged offence.
 - ~~convictions or formal police cautions;~~
 - ~~motoring offences or endorsements of any type;~~
 - ~~charges brought against him or her in respect of any criminal offence;~~

and the licensee is advised to contact the Licensing Administrator (01483 523219) if in any doubt of his/her duties under this condition.

IMPORTANT NOTES

The above conditions are **additional** to the requirements of the Local Government (Miscellaneous Provisions) Act 1976, the more important of which are summarised below:

- (i) A vehicle may not be used as a private hire vehicle unless there is a vehicle licence in force for it and the person inviting or accepting hiring's has an operator's licence (Section 46).

- (ii) This licence must be produced within five days at the request of an authorised Officer of the Council or a Police Officer (Section 53).
- (iii) The driver must at all times when acting under this licence wear the driver's badge issued by the Council in such position and manner as to be plainly visible (Section 54).
- (iv) The driver shall not without reasonable cause unnecessarily prolong, in distance or in time, any journey for which the vehicle has been hired (Section 69).

The licence holder/driver of the vehicle shall ensure that any disabled person wishing to travel as a passenger in the vehicle, and who is accompanied by an assistance dog, shall be accepted as a passenger together with the assistance dog, which shall remain with the passenger and be carried at no extra charge, in accordance with Section 37 A of the Disability Discrimination Act 1995." (1995 Act, Section 37).

- (v) Children in taxis and private hire vehicles: If child restraints are not available in a licensed taxi or a licensed private hire vehicle, then:
 - Children under three years old may travel unrestrained, but this must be in the rear of the vehicle only
 - Those aged three years and above **MUST** use an adult seatbelt, and in the rear seat only
 - Any child up to 135 cms in height (4 foot 4 inches approx) in the front seat of **any** vehicle must use the correct child seat or booster seat.
 - The driver of the vehicle is responsible for seat belt wearing by children under 14 years (except in taxis with fixed partitions).



ANNEXE 3

HACKNEY CARRIAGE LICENCES - STANDARD CONDITIONS OF THE LICENCE

1. The maximum permitted number of passengers is **xxxx**
2. The vehicle shall at all times when available for hire carry a roof sign and this shall be capable of illumination and connected to the taximeter, bearing the word 'TAXI'.
3. The plate supplied by the Council shall be clearly displayed on the rear exterior of the vehicle, using the bracket fixing provided, or an acceptable substitute exterior fixing method, such substitute to be agreed with the licensing enforcement officer; and the Council's fare chart and notice of the Licence Number shall be clearly displayed inside the vehicle using the window sticker and fare chart provided.
4. The vehicle shall at all times be maintained in sound and roadworthy mechanical condition and serviced according to the manufacturer's recommendations.
5. No alteration to the manufacturer's specification for the vehicle shall be carried out except with the approval of the Council.
6. The licence holder/driver of the vehicle shall ensure that any disabled person wishing to travel as a passenger in the vehicle, and who is accompanied by an assistance dog, shall be accepted as a passenger together with the assistance dog, which shall remain with the passenger and be carried at no extra charge, in accordance with Section 37A of the Disability Discrimination Act 1995.
7. The vehicle shall be kept properly taxed and insured for the purpose for which it is used (insurance shall be continuous - without breaks during the period of the licence - and shall cover hire and reward use) and the provisions of the Road Traffic Acts and all other relevant legislation shall be observed.
8. ~~From 1st February 2012, t~~he vehicle shall carry a first aid kit and fire extinguisher, the minimum standard for which is as follows:

First Aid Kit

The first aid kit must comply with the suggested list of contents for travelling first aid kits as included within the Approved Code of Practice and Guidance: First Aid at Work - The Health and Safety (First-Aid) Regulation 1981 L74. These contents include:

- A leaflet giving general guidance on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 4 individually wrapped triangular bandages
- 6 safety pins

All drivers are responsible for ensuring that items within the first aid kit that are marked with 'best before dates' are replaced by the dates given. All other items should be checked regularly by the driver/operator, and any damaged items should be replaced.

Fire Extinguisher

The vehicle shall carry a multi-purpose dry powder or foam (AFFF) spray extinguisher conforming to British Standard EN3. The minimum weight should be 1kg.

All first aid kits and fire extinguishers must be marked with the current licensed vehicle plate number, to be written in indelible ink

SPARE/EMERGENCY TYRE

9. In the event of a space saver tyre, run flat tyre (when punctured) or puncture repair kit being used it is only to complete a fare and must comply precisely with the manufacturers' recommendations. Any such defective wheel should be replaced before taking another fare to ensure passenger safety.

All other licensed vehicles must carry a spare wheel matching those fitted to the vehicle, and an appropriate means of changing the wheel

10. The proprietor may advertise his taxi company by one of the following:-
 - (a) the name and telephone number of the taxi company operating the vehicle, on the rear of the 'TAXI' sign on the roof of the vehicle; or

- (b) on the rear windscreen of the vehicle using a form of sign which does not affect visibility either in or out of the vehicle; or
- (c) on the front and/or rear doors of the vehicle or,
- (d) as authorised in writing by the Council following written application

11. No signs (including those of a campaigning nature) or advertisements whatsoever which are visible from the outside or inside of the vehicle shall be displayed other than as mentioned in (2 & 10 above), unless applied for and authorised by the Council.

~~The proprietor may carry commercial advertising on the sides of the vehicle.~~

12. The interior and exterior of the vehicle shall be maintained in a clean and proper manner to the satisfaction of the Council.

13. Subject also to condition 5 above, there shall be no additional tint (darkening) of the windows of the licensed vehicle beyond the legal limit specified (to minimum 75% light transmission for front and front side windows, and minimum 70% light transmission for rear side windows and rear windows, or the manufacturer's specification, whichever is the lightest).

14. The proprietor of the vehicle shall report to the Council any damage or accident affecting the safety, performance or appearance of the vehicle or the comfort or convenience of its passengers as soon as possible and, in any case, within 72 hours of the accident/damage occurring. This is in addition to any obligation to notify the Police.

~~————~~ Six-monthly inspections for vehicles of 5 years and older:

Commencing on 1st March 2008, licensed vehicles of 5 years and older are subject to a six-monthly vehicle inspection. You will receive a licence plate of 6 months duration if this applies to you, and a reminder may will be sent to you to arrange to have the vehicle tested in good time for issue of a plate for the further 6-month period of the licence year, once the inspection has been passed.

IMPORTANT NOTES

The above conditions are **additional** to the relevant requirements of the Town Police Clauses Act 1847 and the Local Government (Miscellaneous Provisions) Act 1976, the more important of which are summarised as follows:

1. The proprietor(s) must not employ as a driver any person who does not hold a Hackney Carriage Driver's Licence (1847 Act, Section 47).

2. If the proprietor of a hackney carriage transfers his/her interest in it to another person he/she must within fourteen days give to the Council written notice of the name and address of the new proprietor (1976 Act, Section 49).
3. The proprietor must present the vehicle for mechanical inspection within such period and at such place as the Council by notice reasonably require (1976 Act, Section 50).
4. The proprietor of the vehicle involved in an accident affecting the safety, performance, or appearance of the vehicle or the comfort or convenience of its passengers **shall report the accident to the Council** as soon as possible and, in any case, **within 72 hours**. This is in addition to the normal obligation to notify the Police (1976 Act, Section 50).
5. The vehicle licence and insurance certificate must be produced to an authorised officer of the Council on request (1976 Act, Section 50).
6. Authorised officers of the Council (or Police Officers) may carry out 'spot checks' and may require further examination of the vehicle (1976 Act, Section 68).
7. A hackney carriage must not be left unattended in any street or place of public resort or entertainment (1847 Act, Section 62).



ANNEXE 4

PRIVATE HIRE VEHICLE LICENCES - STANDARD CONDITIONS OF THE LICENCE

Private Hire Vehicle Conditions

1. The maximum permitted number of passengers is **shown on the vehicle plate and vehicle's paper licence.**
2. The plate supplied by the Council shall be clearly displayed on the rear exterior of the vehicle, using the bracket fixing provided, or an acceptable substitute exterior fixing method, such substitute to be agreed with the licensing enforcement officer; and notice of the Licence Number shall be clearly displayed inside the vehicle using the window sticker provided.
3. The vehicle shall at all times be maintained in sound and roadworthy mechanical condition and serviced according to the manufacturer's recommendations.
4. No alteration to the manufacturer's specification for any vehicle licensed or to be licensed shall be carried out except with the approval of the Council.
5. The interior and exterior of the vehicle shall be maintained in a clean and proper manner to the satisfaction of the Council.
6. The vehicle shall be kept properly taxed and insured for the purpose for which it is used (insurance shall be continuous - without breaks during the period of the licence - and shall cover hire and reward use) and the provisions of the Road Traffic Acts and all other relevant legislation shall be observed.
7. No signs (including those of a campaigning nature) or advertisements whatsoever which are visible from the outside or inside of the private hire vehicle shall be displayed other than as mentioned in (2 above), unless applied for and authorised by the Council.
8. The Licence holder shall ensure that neither he/she nor any person employed by him/her does anything in connection with the private hire vehicle which might lead members of the public to believe that the vehicle is standing or plying for hire in a street or acting in any way as a hackney carriage might do.

9. A taximeter need not be provided on a private hire vehicle but if one is fitted:
- (a) the taximeter shall not be altered or tampered with except with the approval of the Council, and must be retested by the Council if it is altered or if the seal/s affixed by the Council are broken;
 - (b) the fare shall be recorded on the taximeter in plainly legible figures, and the word 'FARE' shall be clearly displayed so as to apply to such figures;
 - (c) the taximeter shall be kept securely fixed in such a position that the fare recorded is visible to all passengers within the vehicle at all times, and the figures shall be illuminated for this purpose whenever necessary.
10. ~~From 1st February 2012, t~~he vehicle shall carry a first aid kit and fire extinguisher, the minimum standard for which is as follows:

First Aid Kit

The first aid kit must comply with the suggested list of contents for travelling first aid kits as included within the Approved Code of Practice and Guidance: First Aid at Work - The Health and Safety (First-Aid) Regulation 1981 L74. These contents include:

- A leaflet giving general guidance on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 4 individually wrapped triangular bandages
- 6 safety pins

All drivers are responsible for ensuring that items within the first aid kit that are marked with 'best before dates' are replaced by the dates given. All other items should be checked regularly by the driver/operator, and any damaged items should be replaced.

Fire Extinguisher

The vehicle shall carry a multi-purpose dry powder or foam (AFFF) spray extinguisher conforming to British Standard EN3. The minimum weight should be 1kg.

All first aid kits and fire extinguishers must be marked with the current licensed vehicle plate number, to be written in indelible ink.

SPARE/EMERGENCY TYRE

11. In the event of a space saver tyre, run flat tyre (when punctured) or puncture repair kit being used it is only to complete a fare and must comply precisely with the manufacturers' recommendations. Any such defective wheel should be replaced before taking another fare to ensure passenger safety. All other licensed vehicles must carry a spare wheel matching those fitted to the vehicle, and an appropriate means of changing the wheel.
12. The licence holder/driver of the vehicle shall ensure that any disabled person wishing to travel as a passenger in the vehicle, and who is accompanied by an assistance dog, shall be accepted as a passenger together with the assistance dog, which shall remain with the passenger and be carried at no extra charge, in accordance with Section 37A of the Disability Discrimination Act 1995.
13. Subject also to condition 3 above, there shall be no additional tint (darkening) of the windows of the licensed vehicle beyond the legal limit specified (to minimum 75% light transmission for front and front side windows, and minimum 70% light transmission for rear side windows and rear windows, or the manufacturer's specification, whichever is the lightest).
14. The proprietor of the vehicle shall report to the Council any damage or accident affecting the safety, performance or appearance of the vehicle or the comfort or convenience of its passengers as soon as possible and, in any case, within 72 hours of the accident/damage occurring. This is in addition to any obligation to notify the Police.

Six-monthly inspections for vehicles of 5 years and older:

~~Commencing on 1st March 2008,~~ Licensed vehicles of 5 years and older are subject to a six-monthly vehicle inspection. A licence plate of 6 months duration will be provided in these circumstances, and a reminder will be sent to the proprietor to arrange to have the vehicle tested in good time for issue of a plate for the further 6-month period of the licence year, once the inspection has been passed

IMPORTANT NOTES

The above conditions are **additional** to the relevant requirements of the Local Government (Miscellaneous Provisions) Act 1976, the more important of which are summarised as follows:

- (i) No proprietor of a private hire vehicle may employ for the purpose of any hiring a person who does not hold a Private Hire Driver's Licence, and no bookings may be invited or accepted for a private hire vehicle in the course of business unless the person inviting or accepting the bookings has an operator's licence (Section 46).

- (ii) If the proprietor of a private hire vehicle transfers his/her interest in it to another person he/she must within fourteen days give to the Council written notice of the name and address of the new proprietor (Section 49).
- (iii) The proprietor must present the vehicle for mechanical inspection within such period and at such place as the Council by notice reasonably requires (Section 50).
- (iv) The proprietor of the vehicle involved in an accident affecting the safety, performance, or appearance of the vehicle or the comfort or convenience of its passengers shall report the accident to the Council as soon as possible and, in any case, within 72 hours. This is in addition to the normal obligation to notify the Policy (Section 50).
- (v) The vehicle licence and insurance certificate must be produced to an authorised officer of the Council on request (Section 50).
- (vi) Authorised officers of the Council (or Police Officers) may carry out 'spot checks' and may require further examination of the vehicle (Section 68).
- (vii) If a taximeter is fitted it must be tested by the Council (Section 71).

In addition it should be noted that it is unlawful to stand or ply for hire in any street within the Waverley Borough without a Hackney Carriage Licence.

ANNEXE 5

PRIVATE HIRE OPERATOR - STANDARD CONDITIONS OF THE LICENCE

1. The operator shall keep in a form similar to that set out in Appendix A (overleaf) a record of all the particulars prescribed therein in respect of every booking of a private hire vehicle operated by him/her, whether the booking is effected directly with the hirer or undertaken at the request of another operator.
2. The operator shall keep in a form similar to that set out in Appendix B (overleaf) a record of the particulars prescribed therein in respect of every private hire vehicle operated by him/her.
3. The operator shall notify the Council of any material change in the circumstances on the basis of which the Licence was granted, in particular the operator must inform the Council of:-
 - (a) any change of address;
 - (b) any change in the nature of the business carried on by him/her;
 - (c) any change in the composition of the firm, if a partnership;
 - (d) any convictions, formal police cautions, motoring offences or endorsements, fixed penalty notices, charge/summons/postal requisition, arrest or interview under caution and any communication notifying of any alleged offences recorded against the operator or a partner of the operator or a company of which the operator is a director or secretary;
 - (e) any other change in the information given by the operator to the Council at the time of granting the current Licence.

Notification must be given in writing within 14 days of the event.

4. No advertising material, letter headings or other stationery, or any business name used by the operator, shall include the words 'taxi' or 'cab' whether in the singular or plural and whether they form part of another word or not, unless the proprietor is the holder of a Hackney Carriage Licence issued by the Council.
5. The operator shall ensure that neither he/she nor any person employed by him/her causes or permits anything to be done which could lead a member of the public to believe that a private hire vehicle operated by him/her is standing or plying for hire in a street.
6. When a booking is accepted for a private hire vehicle to be present at a particular time and place, the operator shall take all reasonable steps to ensure that such a vehicle is so present.

.IMPORTANT NOTE

The above conditions are **additional** to the requirements of the Local Government (Miscellaneous Provisions) Act 1976, the more important of which are summarised below:-

- (i) No operator shall operate any vehicle in a controlled district as a private hire vehicle unless both vehicle and driver are correctly licensed under the Act (Section 46).
- (ii) An operator who accepts a booking for a private hire vehicle is liable under the contract for its hire, whether or not he/she provides the vehicle (Section 56(1)).
- (iii) The particulars required to be kept under conditions (i) and (ii) must be produced to an authorised Officer of the Council or to a Police Officer when required (Section 56(2) and (3)), as must this Licence (Section 56(4)).

In addition note:-

- (a) to 'operate' a private hire vehicle is to make provision in the course of business for the invitation or acceptance of bookings for it;
- (b) this Licence is granted to a particular person and cannot be sold or transferred. Therefore, for example, a new owner of the business must apply for a new licence;
- (c) the carrying on of a business may need planning permission for the building from which the business operates, registration of a business name, etc. Operators must comply with all relevant legislation.

APPENDIX A

| Date of Booking | Time of Booking | Place(s) where passengers collected from | Place or places where passengers set down | PHV licence number of vehicle | PHD licence number of driver | Fare | Meter used (Y/N) |
|-----------------|-----------------|--|---|-------------------------------|------------------------------|------|------------------|
| | | | | | | | |

APPENDIX B

| Private Hire Vehicle licence number | Registration Number | Make and Model | Proprietor of vehicle | Council issuing the vehicle licence | Date of vehicle licence expiry | Remarks |
|-------------------------------------|---------------------|----------------|-----------------------|-------------------------------------|--------------------------------|---------|
| | | | | | | |

ANNEXE 6

STATEMENT OF POLICY ABOUT RELEVANT CONVICTIONS

When submitting an application for a licence to drive a hackney carriage or private hire vehicle or to be a Private Hire Operator you must declare any convictions or cautions you may have, including any “spent” convictions under the Rehabilitation of Offenders Act 1974. This Act has been amended so that Local Authorities may take into account spent convictions for the purpose of considering applications for these licences. The information received will be treated in confidence and will only be taken into account in relation to your application.

~~You should be aware that t~~The licensing authority is unable to consider applications for such licences until a check has been made with the Criminal Records Bureau (DBS) for the existence and content of any criminal record held in the name of an applicant. Information received from the DBS will be kept in strict confidence and will only be retained as long as necessary. The DBS will, upon an application, send copies of information (called ‘the Disclosure’) to ~~you~~the applicant and to the Council. The check will take the form of an “enhanced” check and the fee should be made to Waverley Borough Council. *[For your information, the Criminal Records Bureau is a Government agency, independent from the Council, and deals with applications nationwide for a variety of purposes. It sets the fees for checks and the fees collected by Waverley are subsequently paid on to the DBS on an account basis.]*

The disclosure of a criminal record or other information does not ~~will not~~ debar you an applicant from gaining a licence unless the authority considers that ~~your~~ the conviction means that ~~you are the applicant is~~ not a fit and proper person. In making its decision, the Council will consider the nature of the offence, how long ago and what age the applicant was ~~you were~~ when it was committed and any other factors which may be relevant. Any applicant refused a licence on the ground that he/she is not a fit and proper person to hold such a licence has a right of appeal to a Magistrates’ Court.

Applicants who ~~If you~~ would like to discuss what effect a conviction might have on ~~your~~ their application ~~you~~ may telephone the Licensing Administrator on 01483 523219, in confidence, for advice.

Please note, however, that the officers are not authorised to approve any application which shows convictions for offences which might affect the suitability of a person to hold a licence *[Waverley Borough Council’s Scheme of Delegation of Functions]* and applications will have to be submitted to a meeting of the Licensing (General Purposes) Sub-Committee.

The Council will have regard to the following guidelines. (Please note, the offences referred to in the guidelines are not exhaustive and applicants/licensees convicted of other offences may be refused licence or have their licence suspended or revoked if not fit and proper to hold a licence due to the nature/circumstances/number of such offences).

1. The Guidelines Traffic Offences

a. Traffic Offences, New Applicants

Convictions/fixed penalties for traffic offences should not prevent a person from proceeding with an application. However, the number, type and frequency of offences will be taken into account. In some cases it may be appropriate to issue a licence together with a strong written warning as to future driving conduct.

If a significant history of offences is disclosed, refusal of an application may result.

Any new applicant who has a total of 9 penalty points, and/or 6 or more penalty points for a single offence) on his driving licence should expect their application to be heard at a hearing of the Council's Licensing Regulatory Sub-Committee. The Sub-Committee will then decide the application on its own merits, and may:

- a) Issue the licence with or without a written warning
- b) Refuse the application.

A Licence may only be granted if the Sub-Committee are satisfied that the applicant is a fit and proper person.

For any minor offences totalling 8 or fewer points or less than 6 points for a single offence on an applicant's licence, a licence may be granted by the Licensing Manager with words of advice with regards to future conduct.

b. Traffic Offences – Existing Licence Holders

Private hire and hackney carriage drivers are professional drivers and must be aware of the safety of their passengers and the safety of their vehicles at **all** times.

Convictions for traffic offences should not prevent a person from proceeding with a renewal of their licence. However, the number, type and frequency of an offence will be taken into account. In some cases it may be appropriate to issue a licence together with a strong warning as to future driving requirements

Any existing licence holder who has 9 penalty points or more and/or 6 penalty points for a single offence on his driving licence will be expected to go before the Sub-Committee to explain their offences. The Licensing ~~(General Purposes) Regulatory~~ Sub-Committee will decide the case on its own merits, and may

- a) Take no further action
- b) Take informal action
- c) Suspend the Licence for a period of time
- d) Revoke the licence
- e) (in the case of a renewal application) renew the licence
- f) (in the case of a renewal application) refuse to renew the licence

Licensees who are sentenced by a court to a discretionary disqualification in place of penalty points may be referred to the Sub-Committee.

Existing hackney carriage/private hire driver's licence holders at the date of implementation of this policy will not be referred to the Sub-Committee/have their licence suspended/revoked solely on the basis of convictions/cautions/endorsements existing at the date of implementation of this policy provided the same were declared on application/renewal and notified to the Council as required by condition 6 of their private hire driver's licence or condition 7 of their private hire/hackney carriage (dual) driver's licence).

C, "Traffic Offences – New Applicants and Existing Licence Holders.

In calculating the total number of penalty points on a person's driving licence/record, any points in respect of offences committed more than three years before another will be disregarded."

2. Insurance Offences

The Council takes a serious view of convictions for using/permitting use of a vehicle without insurance. An isolated incident in the past should not necessarily debar an applicant from being issued a licence. More than one conviction for these offences should raise serious doubts as to an applicant's suitability to hold a hackney carriage or private hire licence. In this instance, at least 3 years should elapse (after restoration of the DVLA driving licence) before an applicant who has been disqualified from driving in connection with an insurance offence, is considered for a hackney carriage or private hire licence.

Existing licence holders convicted of using/permitting use of a vehicle without insurance will be referred to Committee.

~~3.~~ 3. Sexual Offences

As hackney carriage and private hire drivers often carry unaccompanied passengers, any new applicants with convictions or cautions for any sexual offence, will not be granted a licence ~~should expect their application~~

~~to be heard at a hearing of the Regulatory Sub-Committee. New applicants will normally be refused a licence until they can show a substantial period (usually minimum 5 years) free from any such conviction. A strict warning as to future conduct should be issued to any applicant who is granted a licence.~~

A licensee should expect to have his licence revoked/~~suspended~~ if convicted of any sexual offence or suspended with immediate effect if being investigated/charged etc for any sexual offence.

4. Drunkenness

This section has been divided into two separate sections: drink driving and drunkenness without a motor vehicle. Both sections apply to new applicants as well as existing licence holders

a. With a Motor Vehicle

The Council views driving or being in charge of a vehicle whilst under the influence of drugs or alcohol as a serious offence.

The offences that apply to this section include:

- Driving or attempting to drive with alcohol above the limit
- In charge of a vehicle, driving or attempting to drive when unfit through drink
- Refusal to provide a specimen of breath//blood/urine for analysis

New Applicants

Although an isolated incident will not necessarily debar an applicant, a single conviction for any drink driving offence will require a period of 2 year to elapse after the restoration of their DVLA licence, before being considered for a licence

More than one incident should raise grave doubts as to future behaviour and the applicant's fitness to hold a licence. At least 5 years should elapse (after restoration of the DVLA licence) before an application is considered.

Existing Drivers

A driver found guilty of driving passengers for hire or reward whilst under the influence of drink or of refusing to provide a specimen of breath or blood for analysis should expect to have his hackney carriage or private hire drivers licence revoked **IMMEDIATELY and a further application should not normally be considered until a period of 5 years has elapsed after restoration of the DVLA licence.**

If a driver's licence has been revoked by the DVLA for offences relating to drink-driving, but not when driving for hire or reward, then any application to renew a hackney carriage or private hire vehicle licence should not be considered until a period of 2 years has elapsed after restoration of their DVLA licence.

b. Without a Motor Vehicle

Conviction(s)/caution(s) for drunkenness not associated with a motor vehicle may result in referral to the Sub-Committee for consideration both for new applicants and existing licence holders.

In both cases

More than one conviction/caution of drunkenness or refusal to provide a specimen may indicate a medical problem and the applicant may be asked to submit to a medical examination by a medical practitioner nominated by the Council, before the application is entertained. If the results of the examination show the applicant to be an alcoholic, the applicant must undertake treatment and a period of 5 years should elapse after treatment is complete and the Sub-Committee must agree that they are a fit and proper person to hold such a licence before a further application is granted.

5. Drug Offences

A serious view is taken of any drug-related offence. An applicant with a conviction/caution for a drug-related offence should be required to show a period of at least 3 years free from conviction/caution before an application is entertained. If the applicant was required to undergo detoxification treatment, a period of 5 years free from conviction/caution after the end of treatment is required. In both instances, before a further application is entertained, a specialist medical examination will be required with negative urine screen for drugs or drug abuse.

An existing licensee convicted of/ cautioned for a drug offence can expect to have their licence revoked/suspended.

6. Violence

As hackney carriage and private hire drivers maintain close contact with the public, any previous convictions for violence will be treated seriously.

(a) An application/licence will normally be refused or revoked for the following offences, regardless of the period of time elapsed after the date of conviction:

- Murder
- Manslaughter
- Causing death by reckless/careless/dangerous driving

(b) An application/licence should be refused, revoked or suspended where the applicant has a conviction for one of the following offences and (in the case of an application) where the conviction is **less than 10 years** prior to the date of application:

- Arson
- Malicious wounding or grievous bodily harm which is racially aggravated
- Actual bodily harm which is racially aggravated

(c) An application/licence should be refused, revoked or suspended where the applicant has a conviction for one of the following offences and (in the case of an application) where the conviction is **less than 5 years** prior to the date of application:

- Grievous bodily harm with intent
- Unlawful wounding with intent
- Grievous bodily harm
- Unlawful wounding
- Robbery

(d) An application/licence should be refused, revoked or suspended where the applicant/licensee has a conviction/caution for one of the following offences and (in the case of an application) where a conviction/caution is

less than 3 years prior to the date of application:

- Assault, including common assault/battery
- Affray
- Possession of offensive weapon
- Possession of firearm
- Criminal damage
- Violent disorder
- Resisting arrest
- s.4 Public Order Act 1986 offence (fear or provocation of violence)
- s.4A Public Order Act 1986 offence (intentional harassment, alarm or distress)
- harassment

7. Dishonesty

Drivers of hackney carriage and private hire vehicles are expected to be persons of trust. It is comparatively easy for a dishonest driver to defraud the public, for example, by demanding more than the legal fare or giving incorrect change.

Overseas visitors can be confused by the change in currency and become “fairgame” for an unscrupulous driver. Similarly, any customer can be defrauded by a driver taking them by any other than the shortest route or by them retaining any lost property left in their vehicle.

Members of the public entrust themselves to the care of drivers both for their own safety and for fair dealing. The Council also expects licensees to be open and honest in their dealings with the Council. For these reasons a serious view is taken of any convictions involving dishonesty.

An application/licence should be refused/revoked/suspended where the applicant /licensee has a conviction/caution for one of the following

offences and (in the case of an application) where a conviction/caution is less than 3 years prior to the date of application:

- Theft
- Burglary
- Fraud
- Benefit fraud
- Handling or receiving stolen goods
- Forgery
- Conspiracy to defraud
- Obtaining money or property by deception
- Other deception
- Making off without payment

8.Cautions

An applicant/ licensee who has/receives a caution for any offence may be referred to the Sub-Committee, who will consider the nature and circumstances of the offence in determining its relevance to an applicant's/licensee's fitness and propriety to hold a licence.

Existing hackney carriage/private hire driver's licence holders at the date of implementation of this policy will not be referred to the Sub-Committee/have their licence suspended/revoked solely on the basis of convictions/cautions/endorsements existing at the date of implementation of this policy provided the same were declared on application/renewal and notified to the Council as required by condition 6 of their private hire driver's licence or condition 7 of their private hire/hackney carriage (dual) driver's licence.

ANNEXE 7

PENALTY POINTS SCHEME

| | <u>Offence/Breach of Condition</u> | <u>Maximum Points Applicable</u> | <u>Driver</u> | <u>Vehicle Owner or Operator</u> |
|-----------|---|----------------------------------|---------------|----------------------------------|
| <u>1</u> | <u>Providing false or misleading information on licence application form/failing to provide relevant information or the relevant fee (including dishonoured cheques)</u> | <u>6</u> | <u>✓</u> | <u>✓</u> |
| <u>2</u> | <u>Failure to produce relevant documents within timescale when requested by an authorised officer</u> | <u>4</u> | <u>✓</u> | <u>✓</u> |
| <u>3</u> | <u>Failure to notify, in writing, the Council of change of address within 14 calendar days</u> | <u>3</u> | <u>✓</u> | <u>✓</u> |
| <u>4</u> | <u>Failure to report, in writing, within 72 hours accident or damage to licensed vehicle, which would cause the vehicle to breach in accordance with licence conditions</u> | <u>4</u> | <u>✓</u> | <u>✓</u> |
| <u>5</u> | <u>Failure to notify the Council, in writing, of any motoring offences/endorsements or criminal convictions/cautions or charges brought against them within 7 days</u> | <u>4</u> | <u>✓</u> | <u>✓</u> |
| <u>6</u> | <u>Failure to submit renewal application within at least 10 days of before expiry</u> | <u>4</u> | <u>✓</u> | <u>✓</u> |
| <u>7</u> | <u>Littering</u> | <u>3</u> | <u>✓</u> | <u>✓</u> |
| <u>8</u> | <u>Failure to provide proof of insurance cover when requested</u> | <u>4</u> | <u>✓</u> | <u>✓</u> |
| <u>9</u> | <u>Failure to notify, in writing, within fourteen days a change in medical circumstances</u> | <u>4</u> | <u>✓</u> | |
| <u>10</u> | <u>Failure to notify transfer of licence Private Hire or Hackney Carriage vehicle licence</u> | <u>4</u> | | <u>✓</u> |
| <u>11</u> | <u>Failure to carry an assistance dog without requisite exemption</u> | <u>12</u> | <u>✓</u> | |
| <u>12</u> | <u>Failure to wear driver's badge or have prominently displayed so a customer can see it</u> | <u>4</u> | <u>✓</u> | |
| <u>13</u> | <u>Driver not holding a current/valid DVLA Licence</u> | <u>4-12</u> | <u>✓</u> | |

| | <u>Offence/Breach of Condition</u> | <u>Maximum Points Applicable</u> | <u>Driver</u> | <u>Vehicle Owner or Operator</u> |
|-----------|--|----------------------------------|---------------|----------------------------------|
| <u>14</u> | <u>Unsatisfactory appearance of driver</u> | <u>3</u> | <u>✓</u> | |
| <u>15</u> | <u>Refusal to accept hiring without reasonable cause eg drunk or rude customer</u> | <u>6</u> | <u>✓</u> | |
| <u>16</u> | <u>Using a non approved or non-calibrated taximeter</u> | <u>4</u> | | <u>✓</u> |
| <u>17</u> | <u>Failure to display fare card</u> | <u>3</u> | <u>✓</u> | |
| <u>18</u> | <u>Hackney Carriage vehicle unattended on a rank not available for immediate hire</u> | <u>4</u> | <u>✓</u> | |
| <u>19</u> | <u>Failure to observe rank discipline. (Hackney Carriage)</u> | <u>3</u> | <u>✓</u> | |
| <u>20</u> | <u>Unreasonable prolongation of journeys or any misconduct regarding the charging of fares</u> | <u>6</u> | <u>✓</u> | |
| <u>21</u> | <u>Using unlicensed vehicle or vehicle without insurance</u> | <u>12</u> | <u>✓</u> | <u>✓</u> |
| <u>22</u> | <u>Using a vehicle subject to a suspension order issued by an authorised officer or a police officer</u> | <u>12</u> | <u>✓</u> | |
| <u>23</u> | <u>Using a vehicle for which the licence has been suspended or revoked</u> | <u>12</u> | <u>✓</u> | |
| <u>24</u> | <u>Unsatisfactory condition of vehicle, interior or exterior</u> | <u>4</u> | <u>✓</u> | <u>✓</u> |
| <u>25</u> | <u>Failure to display external/internal licence plate or signs in accordance with Policy</u> | <u>4</u> | <u>✓</u> | <u>✓</u> |
| <u>26</u> | <u>Carrying more passengers than stated on the vehicle licence</u> | <u>6</u> | <u>✓</u> | |
| <u>27</u> | <u>Failure to return vehicle licence plate within 7 days after due notice following revocation or suspension of such licence</u> | <u>6</u> | | <u>✓</u> |
| <u>28</u> | <u>Dashboard warning light illuminated</u> | <u>4</u> | <u>✓</u> | |
| <u>29</u> | <u>Failure to carry fire extinguisher in accordance with Policy</u> | <u>3</u> | <u>✓</u> | <u>✓</u> |
| <u>30</u> | <u>Failure to carry first aid kit in accordance with Policy</u> | <u>3</u> | <u>✓</u> | <u>✓</u> |
| <u>31</u> | <u>Displaying unsuitable, unauthorised or inappropriately sited signs or advertisements in or on the vehicle</u> | <u>36</u> | | <u>✓</u> |

| | <u>Offence/Breach of Condition</u> | <u>Maximum Points Applicable</u> | <u>Driver</u> | <u>Vehicle Owner or Operator</u> |
|-----------|--|----------------------------------|---------------|----------------------------------|
| <u>32</u> | <u>Obstruction of an authorised officer or police officer wishing to examine a licensed vehicle</u> | <u>8</u> | <u>✓</u> | <u>✓</u> |
| <u>33</u> | <u>Smoking or strong evidence of smoking in vehicle</u> | <u>6</u> | <u>✓</u> | |
| <u>34</u> | <u>Plying for hire in a Private Hire vehicle</u> | <u>9</u> | <u>✓</u> | |
| <u>35</u> | <u>Parking/Stopping a Private Hire Vehicle on a rank</u> | <u>9</u> | <u>✓</u> | |
| <u>36</u> | <u>Parking/Stopping a Private Hire Vehicle within 100 meters of a rank without a booked fare</u> | <u>6</u> | <u>✓</u> | |
| <u>37</u> | <u>Displaying any feature on private hire vehicle that may suggest that it is a taxi</u> | <u>6</u> | <u>✓</u> | <u>✓</u> |
| <u>38</u> | <u>Misleading use of the words 'Taxi' or 'Cab' on advertising materials</u> | <u>6</u> | <u>✓</u> | <u>✓</u> |
| <u>39</u> | <u>Failure to produce on request records of drivers work activity</u> | <u>4</u> | | <u>✓</u> |
| <u>40</u> | <u>Failure to keep or produce records of Private Hire bookings or other documents required to be kept or produced</u> | <u>6</u> | | <u>✓</u> |
| <u>41</u> | <u>Abusive behaviour to Council Officer</u> | <u>5</u> | <u>✓</u> | <u>✓</u> |
| <u>42</u> | <u>Unsatisfactory behaviour or conduct of driver</u> | <u>1-12</u> | <u>✓</u> | <u>✓</u> |
| <u>43</u> | <u>Failure to give assistance with loading/unloading when requested</u> | <u>3</u> | <u>✓</u> | |
| <u>44</u> | <u>Failure to carry legal spare wheel or repair kit and tools if run flat tyres are not fitted</u> | <u>3</u> | <u>✓</u> | <u>✓</u> |
| <u>45</u> | <u>Minor vehicle defects e.g. blown exhaust, ineffective/broken windscreen wiper/washer</u> | <u>3</u> | <u>✓</u> | |
| <u>46</u> | <u>Urinating or defecating in a public place</u> | <u>5</u> | <u>✓</u> | |
| <u>47</u> | <u>Failure to comply with any other licensed conditions</u> | <u>3</u> | <u>✓</u> | <u>✓</u> |
| <u>48</u> | <u>A licensed vehicle with a bald tyre or other major defect</u> | <u>5 per tyre</u> | <u>✓</u> | <u>✓</u> |
| <u>49</u> | <u>Minor contravention of a section of the Road Traffic Act or other legislation relating to vehicle, driver or operator licensing</u> | <u>3</u> | <u>✓</u> | |

| | <u>Offence/Breach of Condition</u> | <u>Maximum Points Applicable</u> | <u>Driver</u> | <u>Vehicle Owner or Operator</u> |
|-----------|---|----------------------------------|---------------|----------------------------------|
| <u>50</u> | <u>Parking in contravention of public highway parking restrictions</u> | <u>3</u> | <u>✓</u> | |
| <u>51</u> | <u>Parking/stopping or picking up or dropping passengers on zigzags of a pedestrian crossing or school entrance</u> | <u>3</u> | <u>✓</u> | |
| <u>52</u> | <u>Waiting or stopping on a double yellow line area, bus stop or private land (without the owner's permission) unless requested by a paying customer present in the vehicle</u> | <u>3</u> | <u>✓</u> | |
| <u>53</u> | <u>Use of hand held mobile device (eg mobile phone) whilst driving licensed vehicle</u> | <u>36</u> | <u>✓</u> | |
| <u>54</u> | <u>Eating or drinking whilst driving a licensed vehicle</u> | <u>3</u> | <u>✓</u> | |
| <u>55</u> | <u>Points awarded by Licensing Sub-Committee where matters referred to them for decision</u> | <u>1-12</u> | <u>✓</u> | <u>✓</u> |

LIQUID PETROLEUM GAS (LPG) ADAPTATIONS
POLICY AND LICENCE CONDITIONS
AGREED BY THE COUNCIL ON 23RD JULY 2002

~~1. THE COUNCIL'S POLICY ON LIQUID PETROLEUM GAS (LPG)~~
ADAPTATIONS

~~1.1 The Council has considered the issues involved in adaptation of licensed taxis and private hire vehicles for use with Liquid Petroleum Gas (LPG). The Council has concluded that it would be appropriate and beneficial, both for proprietors of these vehicles and for the environment, to permit alteration to vehicle specification in appropriate cases to allow conversion to LPG for dual fuel use. Proprietors may ask the Council to approve any vehicle in their ownership (or which they are considering buying) for adaptation to LPG use. Once a vehicle has been authorised for this adaptation it will be subject to additional conditions and these shall be added to the vehicle licence~~

~~1.2 The Council's policy guidelines for proprietors who wish to have their vehicles approved for adaptation are set out at A and B below:~~

~~A. Only suitable vehicles (approved for such installation) and which are less than **five years** from the date of first registration and which have covered **less than 150,000 miles** shall be approved for alteration to the manufacturer's specification to allow conversion to LPG use.~~

~~(Where a proprietor is dissatisfied with this policy, he/she shall be entitled to produce justification for an exception to the policy, for consideration by the Licensing and Regulatory Committee, which shall make its own decision on the application and whether the information provided is sufficient, taking into account any other advice it may receive.)~~

~~———— B. ——— Any previously unlicensed vehicle presented for a hackney carriage or private hire licence and which has already been adapted for LPG use shall be subject to the above conditions upon licensing, except that the Council shall accept the adaptation without regard to the age or mileage of the vehicle in this regard.~~

~~———— [Vehicles newly put forward for licensing must in any case be comply with the revised age policy.]~~

~~2. ——— CONDITIONS TO BE ADDED TO LICENCE FOR AN ADAPTED VEHICLE~~

~~———— The following conditions will be added to the vehicle licence where it is or is to be adapted for use with LPG and the applicant will need to be aware of the conditions before carrying out the adaptation and discuss these with the LPG Association authorised fitter:~~

~~———— 1. ——— Subject to **the Council first approving the conversion** of any licensed vehicle this shall be carried out by a currently authorised LPG Association fitter and the certificate of conversion be produced to the officers, together with an annual inspection certificate thereafter.~~

~~———— 2. ——— The type of fuel tank fitted to the vehicle shall be either:~~

~~———— (i) ——— cylindrical, bolted to the chassis in a safe and secure manner to the satisfaction of the Council so as to avoid any danger to passengers in the vehicle in the event of an accident; or~~

~~———— (ii) ——— ring shape, fitted in the spare wheel space. If this ring type tank is used, the proprietor shall ensure that the spare wheel continues to be carried at all times and is safely secured and attached, and not placed loose in the vehicle;~~

~~_____ and the proprietor shall make suitable arrangements to ensure that there is no detriment to passengers and that they are aware of the vehicle's space limitations before agreeing to a booking which includes carriage of luggage.~~

~~3. _____ Stickers shall be provided by the proprietor and shall be displayed on the front and rear windows at all times to indicate clearly to emergency services and others that the vehicle has been adapted to use LPG.~~

~~_____ GENERAL ADVICE~~

~~3. _____ You are advised that you must follow the policy guidelines set out above and ensure that the vehicle, when adapted, can comply with the above conditions. The first point of contact at the Council for applications of this and all types to do with taxi and private hire licensing is the Licensing Administrator, telephone 01483 523219; email: licensing@waverley.gov.uk~~

~~7~~

ANNEXE 8

NOTE: By virtue of a Charter, Waverley District Council was granted Borough status from 21st February 1984 and these Byelaws remain in force in respect of the area now known as Waverley Borough.

BYELAW NO 17 - STANDS FOR HACKNEY CARRIAGES

Pursuant to Section 63 of the Local Government (Miscellaneous Provisions) Act 1976, the Waverley District Council has appointed each of the several places specified in the following list as a stand for such number of Hackney Carriages as is specified in the list (*the latest list of hackney carriage stands is set out at page 6? of this booklet*)

WAVERLEY DISTRICT COUNCIL

BYE-LAWS

made under Section 68 of the Town Police Clauses Act 1847, and Section 171 of the Public Health Act 1875 by the Waverley District Council with respect to Hackney Carriages in the Waverley District.

Interpretation

1. Throughout these bye-laws “the Council” means the Waverley District Council and “the district” means the whole Waverley District.

Provisions regulating the manner in which the number of each Hackney Carriage corresponding with the number of its licence, shall be displayed

2. (a) The proprietor of a Hackney Carriage shall cause the number of the licence granted to him in respect of the carriage to be legibly painted or marked on the outside and inside of the carriage, or on plates affixed thereto:
- (b) A proprietor or driver of a Hackney Carriage shall:
 - (i) not wilfully or negligently cause or suffer any such number to be concealed from public view while the carriage is standing or plying for hire;
 - (ii) not cause or permit the carriage to stand or ply for hire with any such painting, marking or plate so defaced that any figure or material particular is illegible.

Provisions regulating how

**Hackney Carriages are to be
furnished or provided**

3. The proprietor of a Hackney Carriage shall:
 - (a) provide sufficient means by which any person in the carriage may communicate with the driver;
 - (b) cause the roof or covering to be kept watertight;
 - (c) provide any necessary windows and a means of opening and closing not less than one window on each side;
 - (d) cause the seats to be properly cushioned or covered;
 - (e) cause the floor to be provided with a proper carpet, mat, or other suitable covering;
 - (f) cause the fittings and furniture generally to be kept in a clean condition, well maintained and in every way fit for public service;
 - (g) provide means for securing luggage if the carriage is so constructed as to carry luggage;
 - (h) provide an efficient fire extinguisher which shall be carried in such a position as to be readily available for use;
 - (i) provide at least two doors for the use of persons conveyed in such carriage and a separate means of ingress and egress for the driver.

4. The proprietor of a Hackney Carriage shall cause the same to be provided with a taximeter so constructed, attached and maintained as to comply with the following requirements, that is to say
 - (i) It the taximeter is fitted with a flag or other device bearing the words "**FOR HIRE**":
 - (a) The words "**FOR HIRE**" shall be exhibited on each side of the flag or other device in plain letters at least one inch in height and the flag or other device shall be capable of being locked in a position in which the words are horizontal and legible;
 - (b) when the flag or other device is so locked the machinery of the taximeter shall not be in action and the means of bringing it into action shall be by moving the flag or other device so that the words are not conveniently legible;
 - (c) when the flat or other device is so locked that the aforesaid words are horizontal and legible no fare shall be recorded on the face of the taximeter.

- (ii) If the taximeter is not fitted with a flag or other device bearing the words **“FOR HIRE”**:
 - (a) the taximeter shall be fitted with a key or other device the turning of which will bring the machinery of the taximeter into action and cause the word **“HIRED”** to appear on the face of the taximeter;
 - (b) such key or device shall be capable of being locked in such a position that the machinery of the taximeter is not in action and no fare is recorded on the face of the taximeter.
 - (iii) When the machinery of the taximeter is in action there shall be recorded on the face of the taximeter in figures clearly legible and free from ambiguity a fare not exceeding the rate or fare which the proprietor or driver is entitled to demand and take in pursuance of the bye-law in that behalf for the hire of the carriage by distance.
 - (iv) The word **“FARE”** shall be printed on the face of the taximeter in plain letters so as clearly to apply to the fare recorded thereon.
 - (v) The taximeter shall be so placed that all letters and figures on the face thereof may be at all times plainly visible to any person being conveyed in the carriage, and for that purpose the letters and figures shall be capable of being suitably illuminated during any period of hiring.
 - (vi) The taximeter and all the fittings thereof shall be so affixed to the carriage with seals or other appliances that it shall not be practicable for any person to tamper with them except by breaking, damaging or permanently displacing the seals or other appliances.
5. The proprietor of a Hackney Carriage provided with a taximeter not fitted with a flag or other device bearing the words **“FOR HIRE”** shall cause the carriage to be provided with a sign so constructed as to comply with the following requirements, that is to say:
- (i) The sign will bear the words **“FOR HIRE”** in plain letters at least one inch in height;
 - (ii) The sign shall be capable of being so operated that it indicates clearly and conveniently to persons outside the carriage whether or not the carriage is for hire.
 - (iii) The requirements specified in byelaws 4(i) (a) and 5(i) shall not apply to a hackney carriage provided with a taximeter which bears the sign of European Economic Community pattern approval or the mark of European Economic Community partial verification mentioned in regulation 2 of, and described in Schedule 1 to, the Measuring Instruments (European Economic Community Requirements) Regulations 1975 or any other regulations

replacing those regulations or containing provision for the same purpose, and for the time being in force.

Provisions regulating the conduct of the Proprietors and Drivers of Hackney Carriages plying within the district in their employments and determine whether such Drivers shall wear any and what badges

6. The driver of a Hackney Carriage shall
 - (i) if the taximeter is fitted with a flag or other device bearing the words "**FOR HIRE**"
 - (a) when standing or plying for hire keep such flag or other device locked in the position in which the words are horizontal and legible;
 - (b) before commencing the journey, bring the machinery of the taximeter into action by moving the flag or other device so that the words are not conveniently legible and so that the word "**HIRED**" is legible on the face of the taximeter, and keep the machinery of the taximeter in action until the termination of the hiring.
 - (ii) If the taximeter is not fitted with a flag or other device bearing the words "**FOR HIRE**"
 - (a) when standing or plying for hire keep the taximeter locked in the position in which no fare is recorded on the face of the taximeter and operate the sign provided in pursuance of bye-law 5 so that the words "**FOR HIRE**" are clearly and conveniently legible by persons outside the carriage;
 - (b) as soon as the carriage is hired by distance, and before commencing the journey, bring the machinery of the taximeter into action by moving the key or other device fitted for the purpose so that the word "**HIRED**" is legible on the face of the taximeter in action until the termination of the hiring.
 - (iii) Cause the dial of the taximeter to be kept properly illuminated throughout any part of a hiring which is during the hours of darkness as defined for the purpose of the Road Traffic Act 1972 and also at any other time at the request of the hirer.
7. A proprietor or driver of a Hackney Carriage shall not tamper with or permit any person to tamper with any taximeter with which the carriage is provided, with the fittings thereof, or with the seals affixed thereto.
8. The driver of a Hackney Carriage shall, when plying for hire in any street and not actually hired:
 - (a) proceed with reasonable speed to one of the stands fixed by the bye-law in that behalf;

- (b) if a stand, at the time of his arrival, is occupied by the full number of carriages authorised to occupy it, proceed to another stand;
 - (c) on arriving at a stand not already occupied by the full number of carriages authorised to occupy it, station the carriage immediately behind the carriage or carriages on the stand and so as to face in the same direction;
 - (d) from time to time when any other carriage immediately in front is driven off or moved forward cause his carriage to be moved forward so as to fill the place previously occupied by the carriage driven off or moved forward.
9. The drivers of the first two Hackney Carriages standing upon a stand appointed by the Council shall be in constant attendance in or adjacent to their carriages or in a shelter provided at that stand ready to be hired at once.
 10. A proprietor or driver of a Hackney Carriage, when standing or plying for hire, shall not, by calling out or otherwise, importune any person to hire such carriage and shall not make use of the services of any other person for the purpose.
 11. The driver to a Hackney Carriage shall behave in a civil and orderly manner and shall take all reasonable precautions to ensure the safety of persons conveyed in or entering or alighting from the vehicle.
 12. The proprietor or driver of a Hackney Carriage who has agreed or has been hired to be in attendance with the carriage at an appointed time and place shall, unless delayed or prevented by some sufficient cause, punctually attend with such carriage at such appointed time and place.
 13. The driver of a Hackney Carriage when hired to drive to any particular destination shall, subject to any directions given by the hirer, proceed to that destination by the shortest available route.
 14. A proprietor or driver of a Hackney Carriage shall not convey or permit to be conveyed in such carriage any greater number of persons (excluding the driver) than the number of persons specified on the plate affixed to the outside of the carriage. Provided that for the purpose of this bye-law two children under the age of twelve years shall be regarded as one person and children under the age of three years shall not be reckoned.
 15. If a badge has been provided by the Council and delivered to the driver of a Hackney Carriage he shall, when standing or plying for hire, and when hired, wear that badge in such position and manner as to be plainly visible.
 16. The driver of a Hackney Carriage so constructed as to carry luggage shall, when requested by any person hiring or seeking to hire the carriage;
 - (a) convey a reasonable quantity of luggage;

- (b) afford reasonable assistance in loading and unloading;
- (c) afford reasonable assistance in removing it to or from the entrance of any building, station, or place at which he may take up or set down such person.

Provision fixing the stands of Hackney Carriages

17. Each of the several places specified in the following list shall be a stand for such number of Hackney Carriages as is specified in the list:-

Description of Stand

Number of Carriages

[As designated by the Waverley Borough Council from time to time pursuant to Section 63 of the Local Government (Miscellaneous Provisions) Act 1976]

Provisions fixing the rates or fares to be paid for Hackney Carriages within the district, and securing the due publication for such fares

18. The proprietor or driver of a Hackney Carriage shall be entitled to demand and take for the hire of the carriage the rate or fare prescribed by the following table, the rate or fare being calculated by distance unless the hirer expresses at the commencement of the hiring his desire to engage by time.

Provided always that where a Hackney Carriage furnished with a taximeter shall be hired by distance the proprietor or driver thereof shall not be entitled to demand and take a fare greater than that recorded on the face of the taximeter, save for any extra charges authorised by the following table which it may not be possible to record on the face of the taximeter.

Fares for Distance

(inclusive of V.A.T.)

As determined by Waverley Borough Council from time to time pursuant to Section 65 of the Local Government (Miscellaneous Provisions) Act 1976.

(Copy of current fare tariff available on demand and on the Council's web site)

- (b) The proprietor or driver of a Hackney Carriage bearing a statement of fares in accordance with this bye-law shall not wilfully or negligently cause or suffer the letters or figures in the statement to be concealed or rendered illegible at any time while the carriage is plying or being used for hire.

Provisions securing the safe custody and re-delivery of any property accidentally left in Hackney Carriages, and fixing the charges to be made in respect thereof

20. The proprietor or driver of a Hackney Carriage shall immediately after the termination of any hiring or as soon as practicable thereafter carefully search the carriage for any property which may have been accidentally left therein.
21. The proprietor or driver of a Hackney Carriage shall, if any property accidentally left therein by any person who may have been conveyed in the carriage-
- (a) carry it as soon as possible and in any event within 48 hours, if not sooner claimed by or on behalf of its owner, to the office of the Council, and leave it in the custody of the officer in charge of the office on his giving a receipt for it;
- (b) be entitled to receive from any person to whom the property shall be re-delivered an amount equal to five pence in the pound of its estimated value (or the fare for the distance from the place of finding to the office of the Council, whichever be the greater) but not more than five pounds.

Penalties

22. Every person who shall offend against any of these bye-laws shall be liable on summary conviction to a fine not exceeding fifty pounds and in the case of continuing offence to a further fine not exceeding five pounds for each day during which the offence continued after conviction therefor.

Repeal of Bye-Laws

23. The bye-laws relating to Hackney Carriages which are referred to in the Schedule attached to these bye-laws are hereby repealed.

Schedule

| Date of Bye-Laws | By Whom Made | Date of Confirmation | By Whom Confirmed |
|------------------|----------------------------------|----------------------|--------------------------------|
| 28.9.1964 | Farnham Urban District Council | 25.1.1965 | Secretary of State Home Office |
| 27.1.1972 | Farnham Urban District Council | 30.3.1972 | Secretary of State Home Office |
| 25.9.1972 | Haslemere Urban District Council | 16.4.1973 | Secretary of State Home Office |
| 15.1.1974 | Haslemere Urban District Council | 26.2.1974 | Secretary of State Home Office |

Made under the Common Seal of the Waverley District Council on the 25th day of March 1980.

The **COMMON SEAL** of the)
WAVERLEY DISTRICT COUNCIL) (Sgd) M C V ALLCHIN
was hereunto affixed in the) Member
presence of: -)

(Sgd) E D RICHENS
Assistant Secretary

L.S.

The foregoing byelaws are hereby confirmed by the Secretary of State and shall come into operation on 1st day of July 1980.

L.S.

R F D SHUFFREY
An Assistant Under
Secretary of State,
Home Office

12th June 1980

Hackney Carriage/Private Hire Trade Offences**Town Police Clauses Act 1847**

| Section | Offence | Maximum Penalty |
|----------------|--|------------------------|
| 40 | Giving false information on application for HC(V) proprietor's licence | Level 1 |
| 44 | Failure to notify change of address of HC(V) proprietor | Level 1 |
| 45 | Plying for hire without HC(V) proprietors licence | Level 4 |
| 47 | Driving a HC (V) without HC drivers' licence. | Level 3 |
| 47 | Lending or parting with HC drivers' licence | Level 3 |
| 47 | HC(V) proprietor employing unlicensed driver | Level 3 |
| 48 | Failure of HC(V) proprietor to hold HC drivers' licence | Level 1 |
| 48 | Failure of HC(V) proprietor to produce HC drivers' licence | Level 1 |
| 52 | Failure to display HC(V) plate | Level 1 |
| 53 | Refusal to take a fare | Level 1 |
| 54 | Charging more than the agreed fare | Level 1 |
| 55 | Obtaining more than the legal fare | Level 3* |
| 56 | Travelling less than the lawful distance for the agreed fare | Level 1 |
| 57 | Failing to wait after a deposit to wait has been paid | Level 1 |

| | | |
|----|--|---------|
| 58 | Charging more than the legal fare | Level 3 |
| 59 | Carrying another person than the hirer without consent | Level 1 |
| 60 | Driving HC(V) without proprietor's consent | Level 1 |
| 60 | Allowing another to drive HC(V) without proprietors' consent | Level 1 |
| 61 | Drunken driving of HC(V) | Level 1 |
| 61 | Wanton / furious driving / wilful misconduct causing injury / danger | Level 1 |
| 62 | Driver leaving HC(V) unattended | Level 1 |
| 64 | HC driver obstructing other HC(V)'s | Level 1 |

• This incurs a level 3 penalty and 1 months' imprisonment until the excess is refunded.

Local Government (Miscellaneous Provisions) Act 1976

| Section | Offence | Maximum Penalty |
|---------|--|-----------------|
| 49 | Failure to notify transfer of HC(V) proprietors' licence | Level 3 |
| 50(1) | Failure to present HC(V) for inspection as required | Level 3 |
| 50(2) | Failure to inform local authority where HC(V) is stored if requested | Level 3 |
| 50(3) | Failure to report an accident to local authority | Level 3 |
| 50(4) | Failure to produce HC(V) proprietors' licence and insurance certificate | Level 3 |
| 53(3) | Failure to produce HC driver's licence | Level 3 |
| 57 | Making false statement or withholding information to obtain HC drivers licence | Level 3 |
| 58(2) | Failure to return a plate after expiry of notice, revocation or suspension of HC(V) proprietor's licence | Level 3 |
| 61(2) | Failure to surrender driver's licence after suspension, revocation or refusal to renew | Level 3 |

| | | |
|----------|---|---------|
| 64 | Permitting any vehicle other than HC(V) to wait on HC Level 3 stand | |
| 66 | Charging more than the meter fare for a journey ending outside the district without prior agreement | |
| 67 | Charging more than the meter fare when HC(V) used as private hire vehicle | |
| 69 | Unnecessarily prolonging a journey | Level 3 |
| 71 | Interfering with a taximeter | Level 3 |
| 73(1)(a) | Obstruction of an authorised officer or constable | Level 3 |
| 73(1)(b) | Failure to comply with requirements of authorised officer or constable | Level 3 |
| 73(1)(c) | Failure to give information or assistance to authorised officer or constable | Level 3 |

Private Hire Trade Offences

Local Government (Miscellaneous Provisions) Act 1976

| Section | Offence | Maximum Penalty |
|----------------|---|------------------------|
| 46(1)(a) | Using an unlicensed PH(V) | Level 3 |
| 46(1)(b) | Driving a PH(V) without a PH driver's licence | Level 3 |
| 46(1)(c) | Proprietor of a PH(V) using an unlicensed driver | Level 3 |
| 46(1)(d) | Operating a PH(V) without a PH operator's licence | Level 3 |
| 46(1)(e) | Operating a vehicle as a PH(V) when the vehicle is not licensed as a PH(V) | Level 3 |
| 46(1)(e) | Operating a vehicle as a PH(V) when the driver is not licensed as a PH driver | Level 3 |
| 48(6) | Failure to display PH(V) plate | Level 3 |
| 49 | Failure to notify transfer of PH(V) licence | Level 3 |
| 50(1) | Failure to present PH(V) for inspection as required | Level 3 |

| | | |
|----------|---|--------------------------|
| 50(2) | Failure to inform local authority where PH(V) is stored if requested | Level 3 |
| 50(3) | Failure to report an accident to local authority | Level 3 |
| 50(4) | Failure to produce PH(V) licence and insurance certificate | Level 3 |
| 53(3) | Failure to produce PH drivers licence | Level 3 |
| 54(2) | Failure to wear PH driver's badge | Level 3 |
| 56(2) | Failure by PH operator to keep records of bookings | Level 3 |
| 56(3) | Failure of PH operator to keep records of vehicles operated by him | Level 3 |
| 56(4) | Failure to produce PH operator's licence on request | Level 3 |
| 57 | Making false statement or withholding information to obtain PH driver's or operator's licence | Level 3 |
| 58(2) | Failure to return plate after expiry of notice, revocation or suspension of PH(V) licence | Level 3 + £10 daily fine |
| 61(2) | Failure to surrender driver's licence after suspension, revocation or refusal to renew | Level 3 |
| 67 | Charging more than the meter fare when HC used as PH vehicle | Level 3 |
| 69 | Unnecessarily prolonging a journey | Level 3 |
| 71 | Interfering with a taximeter | Level 3 |
| 73(1)(a) | Obstructing of authorised officer or constable | Level 3 |
| 73(1)(b) | Failure to comply with requirement of authorised officer or constable | Level 3 |
| 73(1)(c) | Failure to give information or assistance to authorised officer or constable | Level 3 |

Transport Act 1980

| Section | Offence | Maximum Penalty |
|---------|---------|-----------------|
|---------|---------|-----------------|

64(2)(A) Driving a PH(V) with a roof sign which contravenes Level 3 s64(1)

64(2)(b) Causing or permitting a PH(V) to be driven with a roof Level 3 sign which contravenes s64(1)

Disability Discrimination Act 1995

| Section | Offence | Maximum Penalty |
|---------|---|-----------------|
| 37 | Refusing to carry a guide dog and hearing dogs | Level 3 |
| 37A | Refusing to carry a assistance dogs in private hire vehicle | Level 3 |

Standard Scale of Fines

Fine 'levels' refer to the concept of the standard scale of fines, which was introduced in 1982. The amount equating to each level may be increased from time to time, allowing fine levels to maintain a sensible level relative to inflation. The current fine levels are shown below.

Standard scale of Fines

| Level | Maximum Fine |
|-------|--------------|
| 1 | £200 |
| 2 | £500 |
| 3 | £1,000 |
| 4 | £2,500 |
| 5 | £5,000 |

The Use of Mobile Phones and Other Devices Whilst Driving

It is a specific offence to use a hand-held phone, or similar device, when driving, incurring a £60 fixed penalty fine or up to £1,000 on conviction in court (£2,500 for drivers of goods vehicles, buses or coaches). Three penalty points will also be imposed on your licence, and while penalty points can mean higher insurance costs, if you get six points within two years of passing your test, your licence will be revoked and you will need to re-sit the test. However, drivers can still risk prosecution (for failure to have proper control) if they use hands-free phones when driving.

**LICENSING TEAM
Discussion Format**

INFORMAL DISCUSSION

Date -----

~~Interview~~ with-----

1. Introduce staff present and job titles
2. The discussion is for the purpose of information gathering
3. Notes will be taken. The discussion will not be audio and/or video recorded. A copy of the notes will be provided on request.
4. The licensee is not under arrest and is free to leave at any time. If during this discussion an offence is admitted, officers may caution the licensee and stop the discussion so that a more formal interview may take place under caution at a later date.
5. The information gathered will be considered by the Head of Service, who may decide that the matter should be reported to the Licensing & Regulatory Committee or Sub-Committee for them to decide what action is appropriate, or the Head of Service may take action in consultation with the Chairman and Vice-Chairman without referral to Committee.
6. If the matter is reported to Committee or Sub-Committee you will be notified of the date of the meeting at least two weeks in advance. You will be asked to attend the meeting and may bring a representative with you.

Signed

Date