



**Waverley Borough Council**  
Council Offices, The Burys,  
Godalming, Surrey  
GU7 1HR  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

To: All Members of the Council

Emma McQuillan, Democratic Services  
Manager

**Policy and Governance**

E-mail: [emma.mcquillan@waverley.gov.uk](mailto:emma.mcquillan@waverley.gov.uk)

Direct line: 01483 523351

Calls may be recorded for training or monitoring

Date: 8 April 2016

Dear Councillor

**COUNCIL MEETING - TUESDAY, 19 APRIL 2016**

A MEETING of the WAVERLEY BOROUGH COUNCIL will be held in the COUNCIL CHAMBER, COUNCIL OFFICES, THE BURYS, GODALMING on **TUESDAY, 19 APRIL 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](http://www.waverley.gov.uk/committees)**

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## AGENDA

1. MINUTES (Pages 7 - 24)

To confirm the Minutes of the Council meeting held on 16 February 2016 (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. LOYAL ADDRESS FOR HER MAJESTY THE QUEEN'S 90TH BIRTHDAY

The Leader of the Council has proposed that the Council should agree the following resolution and forward it to Buckingham Palace:-

May it please your Majesty,

We, the Mayor, Freeman and Citizens of the Borough of Waverley (at a Council meeting on 19 April 2016) wish to offer your Majesty our most loyal and hearty best wishes on your 90th birthday.

We hope that you enjoy the planned birthday activities this year and hope that they represent a celebration of your life, reflecting your love of the United Kingdom, dedication to the commonwealth and international affairs and your deep involvement with the Navy, Army and Air Force, together with your love of the countryside and horses..

We earnestly pray that your Majesty will enjoy good health and we look forward to your continued service in future years.

6. 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 Jerry Hyman of Farnham

Mr Mayor. Waverley has issued a "Concluding Statement" regarding the £233,000 fraud incident. However, important questions remain regarding how the matter was dealt with.

Under the heading of "Matters relating to fraud" requiring communication, Grant Thornton's Audit Findings Report for 2013-14 stated that, "*We have previously discussed the risk of fraud with the Audit Committee and been made aware of an external fraud affecting the Council in April 2014.*" No other information was provided.

As Members are no doubt aware, Waverley deals with numerous external fraud incidents, mostly relating to benefits fraud. Any backbencher or member of the public would assume the matter to have been of no public interest, because the nature, extent and significance of the fraud incident was completely hidden. With hindsight, many might say that it rather looks like a cover-up.

Indeed, last year's 2014-15 Audit Findings Report states at page 15 that "*We have previously discussed the risk of fraud with the Audit Committee. We have not been made aware of any incidents in the period*". That statement by the Auditor is clearly false.

Furthermore, at page 22 the Report, under the heading of 'Financial Control', the Auditor adds, "*Our review of Internal Audit's reports identified that no significant issues were identified in respect of your key financial systems ...*", and it goes on to say that, "*We have identified strong arrangements in place to ensure robust financial governance*". In the circumstances, such statements by the Auditor would appear to be quite inappropriate.

Mr Mayor, there is a clear need to instil a culture of accountability and transparency at Waverley, in order that such falsehoods in the Council's and the Auditors' reports do not occur. What effective action could Members and the public take to ensure that standards are improved as necessary? Thank you."

**[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].**

7. QUESTION TIME

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

8. MOTIONS

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

9. MINUTES OF THE EXECUTIVE

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

9.a Meeting of 1 March 2016 (Pages 25 - 58)

9.b Meeting of 5 April 2016 (Pages 59 - 68)

10. MINUTES OF THE LICENSING AND REGULATORY COMMITTEE (Pages 69 - 70)

To receive the minutes of the Licensing and Regulatory Committee held on 24 March 2016 (coloured bright green).

11. MINUTES OF THE AUDIT COMMITTEE (Pages 71 - 80)

To receive the minutes of the Audit Committee held on 15 March 2016 (coloured lilac).

12. 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.

18

MINUTES of the WAVERLEY  
BOROUGH COUNCIL held in  
the Council Chamber, Council  
Offices, The Burys, Godalming  
on 16 February 2016 at 7.00  
pm

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- \* Cllr Mike Band (Mayor)
- \* Cllr Chris Storey (Deputy Mayor)

- |                          |                          |
|--------------------------|--------------------------|
| * Cllr Brian Adams       | * Cllr Carole King       |
| * Cllr Paddy Blagden     | * Cllr Robert Knowles    |
| * Cllr Andrew Bolton     | Cllr Martin Lear         |
| * Cllr Maurice Byham     | * Cllr Denise Le Gal     |
| * Cllr Carole Cockburn   | * Cllr Denis Leigh       |
| * Cllr Kevin Deanus      | * Cllr Andy MacLeod      |
| * Cllr Jim Edwards       | Cllr Peter Martin        |
| * Cllr Brian Ellis       | * Cllr Tom Martin        |
| * Cllr Patricia Ellis    | * Cllr Kika Mirylees     |
| * Cllr David Else        | * Cllr Stephen Mulliner  |
| * Cllr Jenny Else        | * Cllr David Munro       |
| * Cllr Mary Forszewski   | * Cllr Nabeel Nasir      |
| * Cllr John Fraser       | * Cllr Libby Piper       |
| * Cllr Pat Frost         | * Cllr Julia Potts       |
| * Cllr Michael Goodridge | * Cllr Sam Pritchard     |
| * Cllr Tony Gordon-Smith | * Cllr Wyatt Ramsdale    |
| * Cllr John Gray         | * Cllr Stefan Reynolds   |
| * Cllr Ged Hall          | * Cllr David Round       |
| Cllr Jill Hargreaves     | * Cllr Richard Seaborne  |
| * Cllr Val Henry         | * Cllr Jeanette Stennett |
| * Cllr Christiaan Hesse  | * Cllr Stewart Stennett  |
| * Cllr Stephen Hill      | Cllr Simon Thornton      |
| * Cllr Mike Hodge        | Cllr Bob Upton           |
| * Cllr Nicholas Holder   | * Cllr Ross Welland      |
| * Cllr David Hunter      | * Cllr Liz Wheatley      |
| * Cllr Simon Inchbald    | * Cllr Nick Williams     |
| * Cllr Peter Isherwood   | Cllr John Williamson     |
| * Cllr Anna James        |                          |

\*Present

## Apologies

Cllr Jill Hargreaves, Cllr Martin Lear, Cllr Peter Martin, Cllr Simon Thornton, Cllr Bob Upton  
and Cllr John Williamson

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

39/14 MINUTES (Agenda item 1.)

The Minutes of the Meeting of the Council held on 15 December 2015 were  
confirmed and signed.

#### 40/14 APOLOGIES FOR ABSENCE (Agenda item 2.)

Apologies for absence were received from Cllrs Jill Hargreaves, Martin Lear, Peter Martin, Simon Thornton, Bob Upton and John Williamson.

#### 41/14 DECLARATIONS OF INTEREST (Agenda item 3.)

Cllr Mike Hodge declared a non-pecuniary interest in Executive Minute No. 117 from its meeting on 5 January 2016, as Secretary of the Hale Recreation Ground Management Committee. There being no discussion on the item, Cllr Hodge remained in the meeting.

#### 42/14 MAYOR'S ANNOUNCEMENTS (Agenda item 4.)

The Mayor reported on the engagements he had carried out since the last Council meeting which had included presenting congratulations to a local lady on her 105th birthday. He also congratulated the Council's team of four officers who had won the 2016 Pancake race against Guildford Borough Council in Guildford High Street.

The Mayor was pleased to announce that his charity concert before Christmas had successfully raised over £33,000 and invited councillors to contact the Mayor's Secretary if they wished to buy tickets for his next charity concert at St Catherine's School on 19 March 2016, in aid of Dan's Fund for Burns.

#### 43/14 QUESTIONS FROM MEMBERS OF THE PUBLIC (Agenda item 5.)

Three questions were received from members of the public in accordance with Procedure Rule 10. With regard to the first question from Mr H Alexander of Hambledon, at the commencement of this agenda item, the Mayor informed the questioner that he would not be invited to read out his question. He explained that it was not possible to deal with the question because the case referred to was being progressed by the Police and the Council's legal advice was that no comment could be made at that time because it may prejudice any future proceedings.

The Mayor moved on to receive the following two questions:

i. 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".



Cllr Brian Adams, Portfolio Holder for Planning, replied as follows:-

“Planning applications for significant housing schemes are accompanied by a Transport Assessment. We rely on the expert advice of Officers at Surrey County Council to consider these - they typically cover a range of issues including impact on the highway network, the availability of public transport, walking and cycling routes. The assessment will also assess the opportunities that development may offer in terms of improvement to transport infrastructure. The planning assessment will also take into account the wider social and economic benefits that new housing can bring such as meeting unmet local housing need.

Where changes to bus services are planned then that would be a matter for the Officers at the County Council to consider in their response as one of many factors affecting the sustainability of a development. This might include the positive impact new development will have on the viability of an existing bus service by increasing demand generated from additional residents.

Also, thanks to Waverley’s generous grants, Hoppa operates a Dial-a-ride scheme which offers free membership and everyone can take advantage of this for specific trips.”

- ii. from Charles Orange on behalf of Alfold, Busbridge, Chiddingfold, Dunsfold, Hambledon, Hascombe, Shalford and Womersley 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?”

Cllr Adams, Portfolio Holder for Planning, gave the following reply:-

“The Council has consulted extensively on the planning application for 1800 houses and related infrastructure at Dunsfold Park.

Any impacts of the development and the means to mitigate them will be assessed in the normal way. This will include assessment by the Council’s professional officers of the submitted application and taking advice as necessary from statutory consultees such as the County Council and where necessary additional expert advice. You make reference to three reports:

Firstly the emerging spatial strategy in the Local Plan. The weight to be attached to this will be dependant on the stage it has reached when the application is decided. Secondly – the Mott MacDonald report – which will be published prior to a decision being made on the application. This report’s main purpose is to inform progress on the Local Plan rather than individual planning applications. The developer has submitted a transport assessment of the scheme which is currently being considered by the County Council and which will inform the outcome of the planning application.

Thirdly - the Surrey Infrastructure Study is a high level document produced by the County Council of limited relevance to this planning application. Any infrastructure impacts of the proposed new settlement are clearly very important and will be assessed in the normal way taking into account the views of the relevant infrastructure providers

You make reference to lack of pre application discussions – I’m afraid this is incorrect as the developer did receive advice from Officers prior to the submission of the planning application and also discussions with councillors in that area. I am confident that the Council has at its disposal access to the appropriate advice to ensure that its assessment of the planning application is undertaken in a timely manner, together with a detailed and thorough assessment of the relevant planning considerations. If third parties have yet to submit their comments on the planning application, I would encourage them to do so as soon as possible so that they can be properly considered by the Council.”

#### 44/14 BUDGET 2016/2017 (Agenda item 8.)

The Chairman of the Executive presented the reports at Agenda Item 8a-8d, and following this, both the Chairman of the Executive and the Portfolio Holder for Finance delivered Budget Statements to the Council, copies of which are attached as Annexe 1 to these minutes.

#### General Fund Revenue Budget 2016/17 (Agenda Item 8a)

An updated Annexe 2 was tabled. The Chairman of the Executive then went on to clarify that the wording of recommendation 1 should be revised to read as follows:-

1. an increase for Waverley's element of council tax for 2016/2017 be agreed as £5 for the Band D equivalent charge;

It was then moved by the Chairman of the Executive and seconded that recommendation 2 be amended by the addition of the following words at the end of the existing recommendation:

- "2. .... with the exception of the proposed saving of £10,000 identified from cancelling the LGA subscription, with the impact of this change on the draft budget being met from the Government's transitional grant."

Upon being put to the vote, this amendment was CARRIED.

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

RESOLVED that the report of the Executive at Agenda Item 8a. be approved and recommendations 1-10, as amended, contained therein be adopted.

#### General Fund Capital Programme 2016/17 (Agenda Item 8b)

It was moved by the Deputy Leader of the Farnham Residents' Group and seconded that the following words be added to the end of the existing recommendation 2 that

- "2. ....with the exception that the £800,000 allocated to the Frensham Visitor Centre be reviewed with a view to using a lesser amount for a substantial refurbishment."

Upon being put to the vote, this amendment was LOST.

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

RESOLVED that the report of the Executive at Agenda Item 8b be approved and recommendations 1-4 contained therein adopted.

#### Housing Revenue Account Business Plan, Revenue Budget and Capital Programme 2016/17 (Agenda Item 8c)

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

RESOLVED that the report of the Executive at Agenda Item 8c be approved and recommendations 1-13 contained therein be adopted.

#### Council Tax Setting 2016/17

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

RESOLVED that

- 28.1 the following amounts have been calculated for the Council for 2016/2017 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992:

- (a) £74,616,830 being the aggregate of the amounts that the Council estimates for the items set out in Section 31A 2 (a) to (f) of the Act taking into account all precepts issued to it by Parish Councils;
- (b) £62,900,308 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A (3) (a) to (d) of the Act;
- (c) £11,716,522 being the amount by which the aggregate at (a) above exceeds the aggregate at (b) above, calculated by the Council, in accordance with Section 31A (4) of the Act, as its council tax requirement for the year;
- (d) £218.41 being the amount at (c) divided by 53,645.9, calculated by the Council in accordance with Section 31B (1) of the Act and rounded for administrative purposes, as the basic amount of its Council Tax for the year;
- e) £2,762,522 being the aggregate amount of all special items referred to in Section 34 (1) of the Act;
- (f) £166.91 being the amount at (d) above less the result given by dividing the amount at (e) above by 53,645.9 calculated by the Council in accordance with the Section 34 (2) of the Act and rounded for administrative purposes, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no special item relates;
- (g) Part of Council's area

	£	
Alfold	215.89	being the amounts given by adding
Bramley	189.81	to the amount at (f) above the
Busbridge	192.45	special item or items relating to
Chiddingfold	253.40	dwellings in those parts of the
Churt	216.84	Council's area mentioned above
Cranleigh	220.60	divided in each case by the amount
Dockenfield	189.32	calculated by the Council, in
Dunsfold	228.70	accordance with Section 34(3) of the
Elstead	196.89	Act, as the basic amounts of its
Ewhurst	224.14	Council Tax for the year for dwellings
Farnham	226.74	in those parts of its area to which one
Frensham	215.88	or more special items relate.

Godalming	224.74
Hambledon	193.03
Hascombe	211.18
Haslemere	201.63
Peper Harow	171.27
Thursley	207.85
Tilford	235.81
Witley	224.33
Wonersh	188.67

(h)

Valuation Bands

<u>Part of the Council's Area</u>	<u>Band A</u>	<u>Band B</u>	<u>Band C</u>	<u>Band D</u>	<u>Band E</u>	<u>Band F</u>	<u>Band G</u>	<u>Band H</u>
	£	£	£	£	£	£	£	£
<b>Alfold</b>	143.92	167.91	191.90	215.89	263.86	311.84	359.81	431.78
<b>Bramley</b>	126.54	147.62	168.72	189.81	231.99	274.17	316.35	379.62
<b>Busbridge</b>	128.30	149.67	171.06	192.45	235.22	277.98	320.75	384.90
<b>Chiddingfold</b>	168.93	197.08	225.24	253.40	309.71	366.02	422.33	506.80
<b>Churt</b>	144.56	168.64	192.74	216.84	265.03	313.21	361.40	433.68
<b>Cranleigh</b>	147.06	171.57	196.08	220.60	269.62	318.64	367.66	441.20
<b>Dockenfield</b>	126.21	147.24	168.28	189.32	231.39	273.46	315.53	378.64
<b>Dunsfold</b>	152.46	177.87	203.28	228.70	279.52	330.34	381.16	457.40
<b>Elstead</b>	131.26	153.13	175.01	196.89	240.64	284.39	328.15	393.78
<b>Ewhurst</b>	149.42	174.32	199.23	224.14	273.95	323.76	373.56	448.28
<b>Farnham</b>	151.16	176.34	201.54	226.74	277.13	327.51	377.90	453.48
<b>Frensham</b>	143.92	167.90	191.89	215.88	263.85	311.82	359.80	431.76
<b>Godalming</b>	149.82	174.79	199.76	224.74	274.68	324.62	374.56	449.48
<b>Hambledon</b>	128.68	150.13	171.58	193.03	235.92	278.82	321.71	386.06
<b>Hascombe</b>	140.78	164.24	187.71	211.18	258.11	305.04	351.96	422.36
<b>Haslemere</b>	134.42	156.81	179.22	201.63	246.44	291.24	336.05	403.26

<b>Peper Harow</b>	114.18	133.20	152.24	171.27	209.33	247.39	285.45	342.54
<b>Thursley</b>	138.56	161.65	184.75	207.85	254.04	300.23	346.41	415.70
<b>Tilford</b>	157.20	183.40	209.60	235.81	288.21	340.61	393.01	471.62
<b>Witley</b>	149.55	174.47	199.40	224.33	274.18	324.03	373.88	448.66
<b>Wonersh</b>	125.78	146.73	167.70	188.67	230.60	272.52	314.45	377.34

being the amounts given by multiplying the individual amounts contained within (g) above by the number which, in the proportion set out in Section 5 (1) of the Local Government Finance Act 1992, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36 (1) of the Local Government Finance Act 1992 as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands. Waverley and Parish/Town charges are calculated separately then added together;

- 28.2 that it be noted that for 2016/2017 the Surrey County Council and the Police and Crime Commissioner for Surrey have stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below.

Valuation Bands

	A £	B £	C £	D £	E £	F £	G £	H £
Surrey County Council	845.52	986.44	1,127.36	1,268.28	1,550.12	1,831.96	2,113.80	2,536.56
Surrey P.C.C	146.79	171.26	195.72	220.19	269.12	318.05	366.98	440.38

- 28.3 that, having calculated the aggregate in each case of the amounts at 28.1 (h) and 28.2 above, the Council, in accordance with Section 30 (2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of Council Tax for the financial year commencing on 1st April 2016 for each of the categories of dwellings shown below:-

Part of the Council's Area

Valuation Bands

	A £	B £	C £	D £	E £	F £	G £	H £
<b>Alfold</b>	1,136.23	1,325.61	1,514.98	1,704.36	2,083.10	2,461.85	2,840.59	3,408.72
<b>Bramley</b>	1,118.85	1,305.32	1,491.80	1,678.28	2,051.23	2,424.18	2,797.13	3,356.56

<b>Busbridge</b>	1,120.61	1,307.37	1,494.14	1,680.92	2,054.46	2,427.99	2,801.53	3,361.84
<b>Chiddingfold</b>	1,161.24	1,354.78	1,548.32	1,741.87	2,128.95	2,516.03	2,903.11	3,483.74
<b>Churt</b>	1,136.87	1,326.34	1,515.82	1,705.31	2,084.27	2,463.22	2,842.18	3,410.62
<b>Cranleigh</b>	1,139.37	1,329.27	1,519.16	1,709.07	2,088.86	2,468.65	2,848.44	3,418.14
<b>Dockenfield</b>	1,118.52	1,304.94	1,491.36	1,677.79	2,050.63	2,423.47	2,796.31	3,355.58
<b>Dunsfold</b>	1,144.77	1,335.57	1,526.36	1,717.17	2,098.76	2,480.35	2,861.94	3,434.34
<b>Elstead</b>	1,123.57	1,310.83	1,498.09	1,685.36	2,059.88	2,434.40	2,808.93	3,370.72
<b>Ewhurst</b>	1,141.73	1,332.02	1,522.31	1,712.61	2,093.19	2,473.77	2,854.34	3,425.22
<b>Farnham</b>	1,143.47	1,334.04	1,524.62	1,715.21	2,096.37	2,477.52	2,858.68	3,430.42
<b>Frensham</b>	1,136.23	1,325.60	1,514.97	1,704.35	2,083.09	2,461.83	2,840.58	3,408.70
<b>Godalming</b>	1,142.13	1,332.49	1,522.84	1,713.21	2,093.92	2,474.63	2,855.34	3,426.42
<b>Hambleton</b>	1,120.99	1,307.83	1,494.66	1,681.50	2,055.16	2,428.83	2,802.49	3,363.00
<b>Hascombe</b>	1,133.09	1,321.94	1,510.79	1,699.65	2,077.35	2,455.05	2,832.74	3,399.30
<b>Haslemere</b>	1,126.73	1,314.51	1,502.30	1,690.10	2,065.68	2,441.25	2,816.83	3,380.20
<b>Peper Harow</b>	1,106.49	1,290.90	1,475.32	1,659.74	2,028.57	2,397.40	2,766.23	3,319.48
<b>Thursley</b>	1,130.87	1,319.35	1,507.83	1,696.32	2,073.28	2,450.24	2,827.19	3,392.64
<b>Tilford</b>	1,149.51	1,341.10	1,532.68	1,724.28	2,107.45	2,490.62	2,873.79	3,448.56
<b>Witley</b>	1,141.86	1,332.17	1,522.48	1,712.80	2,093.42	2,474.04	2,854.66	3,425.60
<b>Wonersh</b>	1,118.09	1,304.43	1,490.78	1,677.14	2,049.84	2,422.53	2,795.23	3,354.28

The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014 make it mandatory for Councils to conduct a recorded vote at budget-setting Council meetings. Recorded votes were therefore taken on Recommendations 1-27 and 28, with the voting for each as follows:-

Voting for (51)

Cllr Brian Adams, Cllr Mike Band, Cllr Patrick Blagden, Cllr Andrew Bolton, Cllr Maurice Byham, Cllr Carole Cockburn, Cllr Kevin Deanus, Cllr Jim Edwards, Cllr Brian Ellis, Cllr Patricia Ellis, Cllr David Else, Cllr Jenny Else, Cllr Mary Forszewski, Cllr John Fraser, Cllr Pat Frost, Cllr Michael Goodridge, Cllr Tony Gordon-Smith, Cllr John Gray, Cllr Ged Hall, Cllr Val Henry, Cllr Christiaan Hesse, Cllr Stephen Hill, Cllr Mike Hodge, Cllr Nicholas Holder, Cllr David Hunter, Cllr

Simon Inchbald, Cllr Peter Isherwood, Cllr Anna James, Cllr Carole King, Cllr Robert Knowles, Cllr Denise Le Gal, Cllr Denis Leigh, Cllr Andy MacLeod, Cllr Tom Martin, Cllr Kika Mirylees, Cllr Stephen Mulliner, Cllr David Munro, Cllr Nabeel Nasir, Cllr Libby Piper, Cllr Julia Potts, Cllr Sam Pritchard, Cllr Wyatt Ramsdale, Cllr Stefan Reynolds, Cllr David Round, Cllr Richard Seaborne, Cllr Jeanette Stennett, Cllr Stewart Stennett, Cllr Chris Storey, Cllr Ross Welland, Cllr Liz Wheatley, Cllr Nick Williams.

Voting Against (None)

Abstentions (None)

45/14 MINUTES OF THE EXECUTIVE (Agenda item 9.)

46/14 MEETING OF 5 JANUARY 2016 (Agenda item 9.a)

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

RESOLVED that the Minutes of the Executive Meeting held on 5 January 2016 be approved and the recommendations contained therein adopted.

47/14 MEETING OF 2 FEBRUARY 2016 (Agenda item 9.b)

It was moved by the Chairman of the Executive and duly seconded that the minutes of the meeting of the Executive held on 2 February 2016 be approved and adopted.

(i) Corporate Plan 2016-2019 (Minute No. 127)

Councillors John Fraser, Christiaan Hesse, Andy Macleod and Kika Mirylees asked that their abstention from the vote be recorded.

(ii) Property Matter – Cranleigh (Minute No. 132)

Councillor Mary Forszewska asked that her vote against the recommendation be recorded.

RESOLVED that the Minutes of the Meeting held on 2 February 2016 be approved and the recommendations contained therein adopted.

48/14 MINUTES OF THE LICENSING AND REGULATORY COMMITTEE (Agenda item 10.)

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

RESOLVED that the Minutes of the Licensing and Regulatory Committee held on 28 January 2016 be approved and the recommendation contained therein adopted.

The meeting concluded at 8.35 pm

Mayor



**SPEECH FROM THE LEADER OF THE COUNCIL-  
COUNCILLOR ROBERT KNOWLES  
WAVERLEY'S ANNUAL BUDGET 2016/17**

It is my pleasure to propose the Annual Budget for Waverley Borough Council. I have a Secunder, who will doubtless wish to speak.

This annual meeting is about the finances of the Council and the budgets without which we would be unable to operate to support our residents.

When this Administration was returned at the Election in 2011 and again in 2015 we promised to continue to run a balanced budget and maintain our front line services. Despite huge cuts in grant from Central Government I am really pleased to report that we have done what we promised.

The Draft Finance Settlement for 2016/17 was even more severe than all previous settlements, culminating in an overall reduction of 152% in our Revenue Support Grant by 2019/20. In other words, from 2019/20 we will start paying the Government negative grant. However, members will be aware that I met the Secretary of State on the first Monday in January and made representations on behalf of this Council. We also responded strongly to the consultation, and I am pleased to inform members that in the final settlement statement last week, the Secretary of State announced changes which give Waverley a total of £304,000 in transitional relief over the next two years. In addition, he has withdrawn the proposed negative grant in 2018/19 which would have cost us £350,000. Despite these positive changes, and the greater reduction in Revenue Support Grant in 2016/17 than we expected the net result means that we reluctantly need to increase council tax, by £5 for a Band D property. Whilst this would not be our first choice, this increase represents under 2p per day extra for our tax payers. This members, is excellent value for the 110 services that this Council provides after the past six years when we froze council tax.

During 2015 Waverley Borough Council has a number of achievements to be proud of

January Haslemere Leisure Centre opened in January 2015 after £3.9m investment and the number of visitors to the centre has continued to increase throughout the year. This saw the completion of the final upgrade of our leisure centres, with Haslemere fully in operation this has been a huge success with much increased useage of our facilities. Not only do they improve health and offer better leisure facilities, but they have allowed us to reduce the running costs of our leisure centres. Our capital spend has been part of the Council's farsighted policy of "Investing to Save".

Rolston House was completed in January 2015 to provide 25 new self-contained flats and 5 studio flats.

February February 2015 – Annual Greenspace survey showed increased satisfaction with the standards of grass cutting, cleanliness of parks and the wildlife value of parks and countryside sites.

March	<p>First new build council homes completed on land between Warren and Perrior Road and at Badgers Close, Godalming</p> <p>In March 2015 planning permission was given for two new show homes on the estate at Ockford Ridge in Godalming where we are undertaking a major development of <b>99</b> new homes.</p>
March	<p>Haslemere Skate Park refurbished with the design being developed in consultation with the regular users.</p>
April	<p>The end of the first year of the new Garden Waste scheme saw a trebling in the number of people signing up to the scheme and the amount of green waste we collect double. The Customer Satisfaction Survey showed nearly 80 per cent of people responding would definitely recommend the service.</p>
June	<p>Brightwells Tennis Club opened June 2015 with 5 new courts and a purpose-built tennis clubhouse.</p> <p>Surrey Youth Games - we provided free training for around 400 young people for 8 weeks and 180 young people represented Waverley at the games.</p> <p>Farnham Park and Broadwater Park were recognised as being among the best parks in the UK being awarded Green Flags in July 2015</p>
August	<p>The garden clearance scheme was officially launched in August 2015, having successfully transformed 45 tenant's gardens in the lead up to the launch.</p> <p>Plans to convert the Memorial Hall in Farnham into a state-of-the-art multi-use community centre were agreed.</p>
September	<p>Waverley won two golds in the South and South East In Bloom awards for Gostrey Meadow and Phillips Memorial.</p>
September	<p>Flexible tenancies were introduced for all new Council tenants from 1 September 2015.</p>
September	<p>We recruited 4 new apprentices to the Council, continuing our highly successful programme which has been running for 5 years. During this time we have provided training and qualifications for 31 local young people most of whom are now in secure permanent employment</p>
October	<p>Aging Well Strategy adopted with a five year action plan to support older residents living in the borough.</p>
December	<p>£124,000 government funding secured towards the cost of 6 new starter homes for young people in Godalming and Farnham.</p> <p>Throughout the year –</p>

- 2015 Five children's play areas were refurbished in the year at Holloway Hill (£49,000), Aaron's Hill ( £50,000), Phillips Memorial Park, Broadwater Park and Farnham Park. Residents were involved in voting for their favourite designs.
- 2015 We have made impressive gains in performance in planning services over 2015 consistently performing above target.
- 2015 In 2015 we delivered 71 affordable homes across a number of different sites around the Borough and we granted planning permission to develop 234 affordable homes.
- 2015 Waverley was a finalist for two national awards in Annual Service Awards 2015 - Best Health & Wellbeing Initiative for Easy Move and Best Community and Neighbourhood Initiative.
- 2015 In 2015 we prevented 513 people becoming homeless and we had the lowest number of people living in temporary accommodation compared with other local authorities in the south east.

In addition -

We are seeing exceptional weather, heavy rain and high winds, and our officers, staff and contractors are responding to the demands brought by the effects of the changing weather, be it rain, wind or snow. We continue to plan for the effects of climate change.

As we maintain front line services I am really proud that we have once again protected our funding for vital community organisations which include five day centres serving our elderly residents, Hoppa, Citizens' Advice and many more. In addition, the budget before you proposes to strengthen the work done by our planning and environmental enforcement services teams. I am sure the Finance Portfolio Holder will say more on these and many other areas of the Council's business.

Working with officers we continue to identify savings through the Star Chamber process as we look to obtain greater efficiencies and benefit from our invest to save projects. In the budget before you we have identified savings of £900,000. This builds on what we achieved in the last administration where this Conservative Administration has now saved over £5m in the last 5 years, including £0.5m in staff costs.

These are outstanding results.

***Turning now to the Housing Revenue Account.*** During the life of this Conservative Administration council housing has faced a period of major change. Despite this, our Housing stock has been much improved with many homes having new windows, kitchens and bathrooms. This has only been possible under the HRA Business Plan but changes imposed by government mean we will need to seriously review our Plan. We will be doing this over the summer. As part of that review we will need to consider how many much-needed homes we can still build, remembering that we still have a Government imposed mortgage of £189m to pay.

However, let me remind you that whilst we have been carefully managing the Government's debt of £189m since 2012, we have successfully cleared the Backlog on Decent Homes work and have delivered:-

1,570 new bathrooms

1,720 new kitchens

1,550 new boilers, and

new double glazing for 900 homes

at the same time as improving services to tenants.

We recognise the difficult times ahead for our country and will remain mindful of further cuts in grant announced for coming years, but Waverley's Conservatives have proved that we can manage and we will manage for the benefit of our residents now and in the future. It's not just us who recognise this. The Council's independent auditor Grant Thornton praised the financial management of this Council in their last Audit Letter.

Mr Mayor, colleagues, In the light of the Government's announcement on the final grant settlement last week, I have two changes to make to the recommendations from the Executive to Council on the budget.

The first one is to clarify for Council the position on the council tax increase. On page 17, recommendation 1 should be updated to read 'an increase for Waverley's element of council tax for 2016/2017 be agreed as £5 for the Band D equivalent charge'

The second is a proposed amendment to the savings list referred to in recommendation 2 on page 17. Specifically, the item shown on page 40 relating to Waverley's subscription to the Local Government Association. We have the LGA on rolling notice to withdraw and this option had been built into the budget proposals. However, given the LGA's work on the finance settlement and in coordinating collective legal action on the land charges litigation, I am proposing that we remain in the LGA in 2016/17. Therefore, my proposed amendment is to add the following words to the end of recommendation 2 on page 17

'with the exception of the proposed saving of £10,000 identified from cancelling the LGA subscription, with the impact of this change on the draft budget being met from the Government's transitional grant'

The budget proposals have been put together by Cabinet Members and Officers over recent months – a great deal of hard work has been put in by colleagues and I would like to thank them all, particularly Cllr Wyatt Ramsdale, our Executive Director, Paul Wenham, Finance Director, Graeme Clark and Operations Director Damian Roberts. It is this work, year after year which ensures that savings can be made without the loss of front line services.

In conclusion, this is a remarkable budget in these challenging times, one that continues to put Waverley first.

Members, I commend this Budget.

## **Portfolio Holder for Finance – Budget Speech**

Thank you Mr Mayor

Items 8a, 8b and 8c are the reports concerning our budgets for 2016/17:

- General Fund Revenue;
- General Fund Capital; and
- Housing Revenue Account.

8d is the mathematical calculation of the Council Tax charges

I should like to thank the Joint O&S Committees for looking at the detail and their comments are included. I should also like to thank members of the Executive and the Chairman of the Licensing Committee for their participation in reviews not least the Star Chambers. Plus I must thank all the officers involved particularly the Heads of Service. This has not been a straight-forward budget process; however we have managed to produce proposals for a balanced budget without cutting services. I must warn you that it will be yet more difficult next year. Finally I must thank my predecessors who established the Star Chambers and introduced the Invest to Save approach etc. without which we would not be in this financial position.

**Item 8a starting on p11** covers the General Fund Revenue budget –  
The headlines are:

1. A 52% cut in our Revenue Support Grant from the Government, with this funding all but wiped out in the following year. However we have had some increase in New Homes Bonus and most recently a Transitional Grant.
2. A proposal to increase Council Tax for the first time in six years up to the maximum level allowable by the Government. This is unavoidable in the light of the severe grant cut, to ensure that we can protect front line services and continue to respond to residents' needs.

Despite the major cut to our grant we are proposing a budget with some very good news items for Waverley's residents:

- There are no cuts to services from financial constraints.
- The budget maintains the overall amount of grants allocated to community organisations at the same level for the fourth year running.
- We have maintained full revenue funding to meet the cost of capital investment plans, and the majority of New Homes Bonus is to go on invest to save schemes.
- The budget increases the spending on the Planning Service to manage the significant additional demands.
- The budget includes an extra £48,000 to maintain Waverley owned ditches to help with flood resilience and to manage tree risk.
- The budget includes additional funding to strengthen our environmental enforcement and litter picking on key roads.
- We are conscious that we have recently implemented a catch-up inflationary increase in car park charges yet at the same time we have increased our

spending on maintenance and improvement of our car parks – with particular focus next year on High Street Haslemere.

The saving and growth proposals are included in annexe 4. (p39 – 48)

With regard to Council Tax increases. The Government initially announced that Councils cannot increase their Council Tax by 2% or more. However in the light of the severity of the Grant Reduction and our track-record, the Government has now reconsidered and allowed us as a Shire Borough Council a £5 increase for each band D equivalent property. This £5 option is recommended.

The Medium Term Financial Strategy is a key document that brings together all of the Council's financial plans and considers the future pressures, risks and opportunities. This document is set out at Annexe 1 from page 19. The page I would draw members' attention to is page 27. This sets out the forecast over the next 3 years for the General Fund. It shows that we have a significant budget deficit projected for 2017/18 of £1.3m which is mainly due to the further government grant cuts. However, we do now have a Transitional Grant of £152,000 to off-set in 2017/18. We will be starting work on meeting this 2017/18 budget challenge immediately, especially as many of the ideas going forward have long lead times.

The annexes provide the detail and the pack including the Detailed Budget Papers have been circulated to all members and included on the website. There is a range of recommendations on p17 and p18. I would point out recommendation 6 which is to earmark funds for potential land acquisitions. This proposal supports Waverley's Treasury Management and Asset Strategies.

I should also point out recommendation 3a on page 17: 'That the staff pay award of 1% from 1 April 2016 be approved.' And I'll take this opportunity to thank all staff for their efforts for Waverley.

**Item 8b, starting p51 concerning the General Fund Capital programme** sets out the Revenue Project and Capital Scheme proposals for 2016-17. The capital programme proposes a mixture of investment in existing assets and services and utilising the New Homes Bonus to provide new and improved facilities.

Headline items include:

- Budget approval for Broadwater Park improvements in Godalming.
- Commitment to deliver a scheme to develop the Frensham Common Visitors Centre.
- Continuing the playground replacement programme.
- Commitment to explore the potential for the development of a new pavilion at Gostrey Meadow in Farnham.
- Additional capital investment to improve Waverley's car parks and a major project for the car park in High Street, Haslemere.
- Continued provision of £350k pa for much needed disabled facilities grants.

### **Item 8c starting on p63 is the HRA Business Plan and Capital budgets**

This report covers the 30 year Business Plan and the revenue and capital budgets 2016/17 for the Housing Revenue Account. We take a longer term view with the HRA because of the certainty of the rent income going forward and the need to ensure that we can manage the long term debt and long term capital investment. It is particularly important that we have a robust business plan so that we adequately invest in the existing homes for our tenants, and are able to provide new homes for future generations.

The major issue in 2016/17 and beyond is the Government's unexpected announcement a few months ago that it will force social housing providers, like Waverley, to reduce their rents by 1% from 2016/17 for at least 4-years. This approach is completely at odds with the Government's previous policy of encouraging inflationary increases in rent each year, which was what we had projected in our 30 year business plan and set spending proposals accordingly. The Government's decision has created a £1.3million shortfall in the 2016/17 budget but, more importantly, this proposal will take away £170million of resource from Waverley's business plan projections over the next 25 years. On top of this, from 2017/18 the Government will be forcing Waverley to sell off its high value homes when they become empty and pass the money to the Government. This will lose us a further £130million. This money would have been spent on new affordable homes and on improving the existing stock, so it is a devastating blow.

The detailed budget sheets for the HRA are included in the annexes and Annexe 5 on p83 shows the proposed savings and growth in the budgets which were discussed at the Star Chamber meeting.

This report also sets out the draft capital programme for the HRA split over the three main elements. The core capital programme includes investment in the current houses including decent homes work. The other two programmes cover new homes building and the reconfiguration of existing stock. The estimated spend in 2016/17 is £21m. In the light of the Government's sudden decisions about social housing, as mentioned earlier, annexe 9 on p93 shows the impact on Waverley's plans to invest money in new and improved affordable housing in the Borough. Whilst 2016/17's capital spend can be funded, future years are less certain and fundamental reviews are needed.

In summary, the impact of the Government's changes on Waverley's HRA business plan is extremely significant and, whilst I can support the 2016/17 budget and capital spending proposals being recommended to Council, we need a fundamental review of all aspects of the Business Plan and every line of the HRA budget and this is what is proposed in the report.

### **Item 8d starting on page 295 in the supplementary pages is the Council Tax Setting.**

This is the mathematical application of our budget recommendations and the tax decisions by the County Council, the Police and the appropriate town or parish council. I would draw attention to the summary band D calculation on p301.

## **Recommendation**

Mr Mayor the recommendations for items 8a to 8c are recommendations 1 to 27 on pages 287 to 289 of the supplementary pages; and recommendation 28 for item 8d is the lengthy recommendation starting on page 296 of the supplementary papers.

I commend them all to Members.



## WAVERLEY BOROUGH COUNCIL

### MINUTES OF THE EXECUTIVE - 1 MARCH 2016

#### SUBMITTED TO THE COUNCIL MEETING – 19 APRIL 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 Wyatt Ramsdale  
Cllr Stefan Reynolds  
Cllr Simon Thornton

#### **Apologies**

Cllr Tom Martin

#### **Also Present**

Councillor John Williamson

139. MINUTES (Agenda item 1)

The Minutes of the Meeting held on 2 February 2016 were confirmed and signed as a correct record.

140. APOLOGIES FOR ABSENCE (Agenda item 2)

Apologies for absence were received from Cllr Tom Martin.

141. 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.

142. WEYDON LANE FORMER LANDFILL SITE - OPTIONS REVIEW (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)]*

142.1 The Weydon Lane SIG met on 3 occasions and considered and consulted on a number of options for the future use of the former landfill site.

1. The high level options considered were:
  - a. Do nothing;
  - b. The Brambleton Park proposals;
  - c. Park & Ride;
  - d. Housing development;
  - e. New location for Farnham Football Club (subject to funding);
  - f. Suitable Alternative Natural Green Space (SANGS);
2. Each of these options, or a combination of them, has been considered by the SIG with input from interested parties and expert witnesses where appropriate.

### **Option a. – Doing Nothing**

142.2 This option will still incur costs for the Council despite not being developed for an alternative use. This is because the Council has a duty of care to keep the site safe and also safe for persons who enter the site. There is a suggested cost of £71,000 for localised temporary clay-cap augmentation just to keep the current landfill cap viable for interim protection.

142.3 An alternative would be to reinstate the fence boundary using palisade fencing (to keep people out) along with minimal safety works, costs were estimated at £75,000. There is also an ongoing requirement to continue monitoring of the site, which presently costs approximately £21,000 per year. In the longer term, complete re-instatement of the clay cap will be necessary at significant cost. Estimates vary considerably but the range is indicated in (Exempt) Annexe 6.

142.4 Clearly the public have had access to the site for many years (dog walking and short cuts) despite there originally being a fence to keep people out, however the Council have not actively prevented access to site and informal access by the public has continued. So to actively prevent access now, would perhaps provoke a strong reaction from the local public

### **Option b. – The Brambleton Park Proposals**

142.5 The Brambleton Park proposals developed by members of the local community seek to develop the site as a natural park and recreation area, possibly including sports facilities for the local community (see Annexes 2 and 3). This would involve formalising the current informal use which would need planning permission. It would be an acceptable use in planning terms but would be subject to the Council being satisfied that the development would not affect the integrity of the clay cap or impede any subsequent works to maintain and augment the clay cap and monitoring of gas emissions set out in option a above.

142.6 Whilst the proposers estimate that the creation of a natural park would cost in the region of £150,000, this would only include the temporary, localised augmentation of the clay cap and minor landscaping work. Complete

augmentation of the clay cap and creation of a formal park to provide a long term solution is estimated to cost significantly more at around £2.75m. There is not, however, currently any source of funding identified for this proposed use of the site.

142.7 There are also concerns from technical advisers that, in view of the inconsistent and inadequate topsoil cover and the deteriorating condition of the clay cap, planting trees and shrubs would create an unacceptable risk of this penetrating the clay cap and releasing contamination.

### **Option c. – Park and Ride**

142.8 Given the restrictive covenants on the land, it would not be possible to dedicate the whole site to a park and ride facility. Any such facility would have to be combined with recreation facilities and/or public open space. The park and ride option has been considered in this context.

### **Strategic Transport and Traffic Management considerations.**

142.9 In a predominantly rural Borough such as Waverley, it has to be acknowledged that car travel is, and will probably remain, the most important form of transport. The car will continue to be the primary mode of travel for people visiting towns such as Farnham and the particular challenge is therefore to support the regeneration of Farnham whilst balancing the competing demands for a sufficient supply of parking for commuter, retail, leisure, tourist and business needs and at the same time keeping congestion and its related environmental problems in check.

142.10 Ensuring adequate parking supply is available within Farnham to meet demand is fundamental to support the local economy and future growth. The current level of provision in Farnham is 1,793 spaces and occupancy surveys indicate that apart from one or two of the car parks at peak periods, there is still some spare capacity in most of them which should be more than sufficient to meet increased demand from the predicted housing growth in the area for the foreseeable future (Annexe 4). Guidelines suggest there should be at least 10% spare capacity within each town to efficiently manage parking demand, limit search times and reduce unnecessary car use and that long-stay parking arrangements should be located further from the town centres to ensure short-stay parking supply for shoppers and visitors is easily accessible and available in the centre of the town. The current level of spare capacity exceeds 10% and the current charging regime supports this approach.

142.11 There is no obvious unmet demand for parking to serve people coming into Farnham. The only argument for considering the provision of park and ride facilities is about reducing congestion and the associated environmental impact of it.

142.12 Park and ride facilities are only normally provided where demand for parking exceeds supply for significant periods and where there is a need to accommodate more visitors etc. for economic reasons. To be effective in managing parking demand park and ride facilities need to be located on or

easily accessible from all of the primary roads leading into the town. Examples of this radial layout of park and ride sites around the perimeter of a town are seen with Guildford and Salisbury (Annexe 5) where a number of park and ride sites surround the town, capturing motorists as they approach the town from all directions.

142.13 It is also generally recognised that park and ride sites need to cater for 400+ spaces to be financially viable in terms of supporting park and ride bus services and that there needs to be effective access to the sites from various radial routes approaching the town. Such a significant increase in the volume of traffic would have a detrimental impact on the area. It is also generally acknowledged that clear and free flowing vehicle routes would need to be in place to enable an effective and efficient bus service to operate.

142.14 In terms of desirability, the routes taken by motorists travelling to Farnham have been evaluated.

- Traffic from the East arriving on the A31 would naturally enter Farnham via Guildford Road and East Street where there are several car parks available (Riverside 1, 2 and 3 and St James).
- Traffic arriving from the North via Castle Hill would have to enter the town and would have to cross the town and exit it onto the A31 to reach Weydon Lane. In doing so it would pass close to the Upper and Lower Hart, South Street, Central and Wagon Yard car parks most of which have spare capacity throughout most of the day.
- Traffic from the South and South East could access the Weydon Lane site but to do so would have to travel through narrow residential streets.
- Traffic arriving in Farnham from the West and South West would relatively easily access the site by exiting the A31 at the Coxbridge roundabout, travelling along Wrecclesham Road and into Weydon Lane.

142.15 In terms of the Shuttle bus route into and out of Farnham, the shortest route from the site into Farnham would be through the traffic light controlled single carriageway bridge over the railway line leading on to the A31 through a traffic light controlled junction and into a suitable dropping off point in Farnham Town Centre.

### **Capacity of potential Park and Ride Site**

142.16 On the basis that any park and ride facility would have to be subsidiary to recreational or public open space, a rough approximation of the area that could be made available for car parking is 3,060 sq.m. Taking into account the standard sizes for parking bays (disabled parking bays have not been included for this calculation) and also the minimum manoeuvring space required, the number of parking bays which could be accommodated is approximately 121 spaces. The proposed site would not, therefore, meet the recognised viability threshold of 400+ spaces.

### **Shuttle bus service charges and income**

142.17 Most park and ride sites operate on the basis of free parking with charges for using the buses to and from the town. In most cases a frequent service every

ten to fifteen minutes, as a minimum, is necessary to make park and ride an attractive alternative to parking in the town.

- 142.18 Indicative costs of providing a shuttle bus service are around £300 per day to operate. To provide a frequent enough service there would probably need to be a minimum of two minibuses operating which would mean a minimum cost of £600 per day.
- 142.19 The cost of the bus travel in Guildford and Salisbury ranges from £1.80 to £2.50 for an adult (although Salisbury offer a group ticket for £3.50 for up to four people travelling in one car). If full occupancy of the 121 spaces and an average of 2 persons per vehicle was assumed this could potentially generate an income of between £435 and £605 per day which would barely cover the cost of providing the shuttle bus service. Given that the existing car parks already have spare capacity, however, full occupancy seems unlikely and there could also be a reduction in income from the existing car parks if vehicles moved from one to the other. A more realistic figure is probably therefore closer to £250 per day.
- 142.20 At this level the shuttle bus service would have to be subsidised quite heavily and there would be no scope for recovering the construction and maintenance costs of the park and ride car park.

#### **Option d. – Housing Development**

- 142.21 The site lies within the urban area and may be acceptable in principle for housing. However this would be dependent on the site being remediated to a level where there would not be unacceptable risks in term of health impacts on future residents. The cost of extensive decontamination to enable the site to be used site for residential development would be so high as to make the site unviable for housing even though it would make a useful contribution to housing supply in an area of high housing need. If the site were to be considered for housing development, the land would also need to be “appropriated for planning purposes” in order to overcome the restrictions and covenants on the Land Registry title.

#### **Option e. – New Location for Farnham Football Club**

- 142.22 In planning terms, the use of the site for football pitches is likely to be acceptable, subject to the careful assessment of the siting and impact of floodlights and the decontamination of the site to an acceptable standard for this use. This option would include bringing together the senior Farnham team with the junior team, Bourne Blades that currently train in South Farnham and address the undersupply of playing pitches in the area. The site is big enough to allow for football pitches alongside informal recreation space for local people.
- 142.23 There is a significant cost implication of relocating Farnham Football Club to Weydon Lane which would be expected to be covered by the generation of a capital receipt from their existing site behind the Memorial Hall on West Street, Farnham. By moving the football club to a site that is suitable for recreation purposes, but unsuitable for housing for viability reasons,

potentially makes a suitable site on the edge of the town centre available for residential development.

- 142.24 For this option to proceed, it would be expected that Farnham Football Club would assist in securing funds in addition to the potential capital receipt from their present ground. They will be eligible to apply for external grants from Sport England, Football Foundation and other funders to assist in their relocation and construction of a new pitch, floodlights, stands, carpark and pavilion. The club would require a long term lease in order to meet some of the criteria from external funding partners.
- 142.25 There are significant costs involved in the relocation of the football club, remediation of the Weydon lane site and the provision of a park/open space area. Initial approximate cost proposals have been sought, however, much more detailed investigation and consultation into its feasibility and cost would need to be undertaken in order to accurately assess the financial viability.
- 142.26 The provision of a park/open space alongside the more formal sporting areas is certainly possible. It is difficult to assume the costs involved in the provision as there could be considerable variety of provision to choose from, such a formal areas for instance a playground, or, perhaps more informal such as a wildlife area/grass land. Irrespective of these cost, the remediation cost of the soil and clay cap would still need to be applied.

#### **Option f. – Suitable Alternative Natural Green Space (SANGS)**

- 142.27 The site does not meet the criteria for designation as SANG. Natural England's 'Site Quality Criteria for an Individual SANG' run to 19 in all (14 'must/should have's' + 5 'desirables'). The site is too small to accommodate the requirement for a (minimum) circular 2.3 km walk around the site. It would need to be around 12 ha for such a walk and would appear to be only around 4ha. A SANG should also be perceived as "semi-natural space", or provided as a "naturalistic space with areas of (non-wooded) countryside and dense and scattered trees and shrubs." This is not the case as the site is within the built up area with strong urban characteristics.

#### **Conclusion**

- 142.28 Doing Nothing (option a) will result in significant cost to the Council in augmenting the clay cap in both the short term and longer term or securing the site along with ongoing monitoring. The Brambleton Park proposal (option b) is not a viable proposal as there is currently no funding identified to meet the costs. In addition, there are concerns over the potential effect of such development and use of the site and its impact on the integrity of the clay cap which could significantly increase the future maintenance costs for the site.
- 142.29 There would not appear to be the demand for a park and ride facility for Farnham (option c), there is no business case to support it and the Weydon Lane site, on its own, would not provide a suitable location for such a facility either in terms of capacity or its strategic location in relation to the primary routes into the town. Development of the site for Housing (option d) is not a

viable proposition given that this would not generate sufficient funds to pay for the likely remediation costs to make the site suitable for this use.

- 142.30 Relocating the Football Club and redeveloping their existing site for Housing (including a proportion of affordable housing) (option e) would seem to provide a viable future for the site although further detailed work would be required to fully evaluate the works required, refine the cost estimates and test its viability further. The site does not meet the criteria for designation as a SANGS (option f). On the basis of these findings option 'e' (relocating the football club and using the existing club site for housing development would seem to offer the only viable way forward (subject to a further detailed feasibility study).
- 142.31 The Executive has considered the findings of the Weydon Lane Special Interest Group and now

**RECOMMENDS that**

- 74. a supplementary estimate of £50,000 be approved to undertake a detailed feasibility study into relocating the Farnham Football Club on to the Weydon Lane Site and making available their current site for housing; and**
- 75. Ward Councillors and Farnham Town Council be consulted on this option.**

*[Reason: to consider the various options for the site and agree a way forward]*

143. EXCLUSION OF PRESS AND PUBLIC (Agenda item 14)

At 7.26 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 items on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during these items, there would be disclosure to them of exempt information (as defined by Section 100I of the Act) of the description specified at the meeting in the revised Part 1 of Schedule 12A to the Local Government Act 1972:-

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

144. DISPOSAL OF LAND - FARNCOMBE (Agenda item 15)

The Executive has considered a report on this matter, attached as (Exempt) Annexe 7 and

**RECOMMENDS that**

**76. the recommendations set out in (Exempt) Annexe 7 be approved.**

*[Reason: to deal with a disposal of land in the Borough]*

145. DISPOSAL OF LAND - FARNHAM (Agenda item 16)

The Executive has considered a report on this matter, attached as (Exempt) Annexe 8 and

**RECOMMENDS that**

**77. the recommendations set out in (Exempt) Annexe 8 be approved.**

*[Reason: to deal with a disposal of land]*

## **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.

146. EXECUTIVE FORWARD PROGRAMME (Agenda item 5)

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

147. BUDGET MANAGEMENT REPORT (Agenda item 6)

RESOLVED that the report be noted and approval given to

1. the setting aside of £50,000 of the additional car park income generated from the new tariffs into an earmarked reserve at year end be approved to cover the cost of modifying the car park machines;
2. the rescheduling of £40,000 of the 2015/16 budget for Frensham Common Site Facilities Development into 2016/17 be approved, as set out in paragraph 14;
3. the rescheduling of £120,000 of the 2015/16 budget for The Philips Memorial project into 2016/17 be approved, as set out in paragraph 15;
4. the rescheduling for the Customer and Corporate Services projects set out in paragraph 16 be approved;
5. the rescheduling of £50,000 of the 2015/16 budget for the car park rolling programme into 2016/17 be approved, paragraph 17 refers; and
6. a virement of £50,000 from HRA Cyclical and Planned work into HRA Void work be approved, as set out in paragraph 19.

*[Reason: to review the 2015/16 budget against the General Fund and Housing Revenue Account forecast]*



148. THAMES BASIN HEATHS SPECIAL PROTECTION AREA (SPA) AVOIDANCE STRATEGY REVIEW: DRAFT FOR CONSULTATION (Agenda item 7)

RESOLVED that the draft Thames Basin Heath's Special Protection Area (SPA) Avoidance Strategy (Review) be approved for public consultation.

*[Reason: to approve the draft Strategy for the purposes of consultation]*

149. APPROVAL TO SUBMIT PLANNING APPLICATIONS FOR THE CONVERSION OF FOUR COMMUNITY ROOMS (Agenda item 8)

RESOLVED that approval be given to the submission of planning applications to enable the four community rooms at Griggs Meadow, Gorselands, Stonepit Close and Woodyers Close to be converted to provide 5 affordable homes to meet local housing need.

*[Reason: to seek approval to submit planning applications]*

150. FRENSHAM GREAT POND AND COMMON SITE AMENITIES UPGRADE PROJECT (Agenda item 9)

*[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

1. a Common Land consultation be undertaken and an application for Common land consent be submitted to the Planning Inspectorate (PINS) in September 2016;
2. a planning application be submitted for the construction of a new facility, carpark reconfiguration, new play area and the demolition of existing building following the application to PINS; and
3. subject to the above being approved and a satisfactory business case, delegated authority to undertake a construction tender process be given to the Director of Finance and Resources and Director of Operations in consultation with the Portfolio Holders for Finance and Community Services.

*[Reason: to seek various approvals to progress the project further]*

151. POST PAYMENT PARKING SCHEME PILOT (Agenda item 10)

*[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

1. officers be authorised to proceed with the bid for grant funding from the Surrey County Council Town Centre Revitalisation Fund (£250,000 to £350,000) and if unsuccessful proceed with a bid for grant from the Surrey County Council Local Centre Improvement Fund (up to £30,000);
2. subject to obtaining the required external funding, officers be authorised to proceed with the installation of the Post Payment Parking Scheme in Village Way and Stocklund Square car parks in Cranleigh for a trial period of one year; and
3. a review of the impact of the scheme on use and income be carried out at the end of the trial period of one year.

*[Reason: to seek approval to undertake a trial scheme in two car parks in Cranleigh]*

152. SURRENDER AND RENEWAL OF GROUND LEASE - FARNCOMBE WANDERERS CRICKET PAVILION (Agenda item 12)

*[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 Farncombe Wanderers be permitted to surrender its existing lease and be granted a new lease on terms and conditions set out in the (Exempt) Annexe to the report, with other terms and conditions to be negotiated by the Estates and Valuation Manager.

*[Reason: to determine property related matters in the borough]*

153. EXECUTIVE DIRECTOR'S ACTIONS (Agenda item 13)

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 £25,000 to supplement the tree safety budgets in Parks and Countryside and enable urgent tree works to be carried out.

**The meeting commenced at 6.45 pm and concluded at 7.36 pm**

**Chairman**

**Terms of Reference**

The Terms of Reference for the Weydon Lane SIG are set out below:

- a. To identify the scope of work, cost-range and time-scale required to bring the Weydon Landfill site from its present state to one at which its development for recreational purposes would be feasible.
- b. To identify the options for such development, as well as the technical, environmental and planning challenges involved, and the cost range for each such option;
- c. To identify the necessary timing and funding strategies that would be appropriate for the realisation of each development option;
- d. To consult other stakeholders and the local community on the issues identified.
- e. To report findings back to the Executive in September 2015 at the latest, alongside any recommendations for follow-up in the immediate term.

## Brambleton Park Proposals

### Brambleton Park Group

**Proposals for the Waverley Council Special Interest Group for the Weydon Lane landfill site, following Council SIG Meeting 13<sup>th</sup> Nov 2015, Waverley Council, Godalming.**

**Author: Jonathan Austen, 19<sup>th</sup> Nov 2015**

#### **General notes**

The site has been vacant and neglected for over 30 years, with no improvements made in that time, despite past promises to residents.

Many improvements, e.g to the perimeter, can be made without clay cap augmentation.

Corporate Overview & Scrutiny Committee was expected: *“To report findings back to the Executive in September 2015 at the latest, alongside any recommendations for follow-up in the immediate term”*

#### **Clay Cap**

The main dilemma is the impasse with regards to emissions and the clay cap at the site.

The site has a clay cap and venting trench and has been monitored since 1981 with no abnormal findings.

The key question is the integrity of the clay cap. It would appear (to the layman) that there is no problem at all with the cap as it stands – it has been in place for many years with no problems. We would like to suggest the council gains full assurance that the current cap will be viable for the foreseeable future once it has been partially augmented.

#### **Trees**

It was suggested at the meeting that tree-planting was not viable. There have been a number of studies showing that it is possible for trees to be planted and grow successfully on former landfill sites.

The Forestry Commission has restoration guidance for landfill sites, with *“with great potential to support woody vegetation as part of sustainable reclamation”*:

<http://www.forestry.gov.uk/fr/infd-5wqd6d>

Further information of tree-planting at landfill sites:

<http://www.merseyforest.org.uk/files/landfillreport1004.pdf>

Also, if trees were a problem, why have the existing trees not been removed?

Extract from CGL site description, 2013: *“The site is generally covered with grass and a variety of trees and shrubs. “*

### **Pond**

The underlying clay and its settlement over time has created seasonal ponds. Localised clay cap augmentation could create a central seasonal pond, filled by rainwater.

It cannot be raised above the site as suggested at the meeting as gravity dictates it must be lower than its surroundings. The clay cap augmentation should be designed to facilitate the pond-filling process.

### **CGL report**

The five options from the CGL report are:

1.	Do nothing. Leave everything as it is.	£0
2.	Close the site off completely from public access.	£75,000.
3.	Formalise current use with localised clay cap augmentation.	£71,000
4.	Create a formal park.	£2.75M
5.	Develop as a sports facility.	Over £3.5M

### **Our Proposals**

We propose option 3 from the CGL list as it is the most viable, cost effective and rapid choice to bring the area in to public use as it should be. Additional augmentation could be carried out to ensure the long term viability of the site, at a greater cost. This may increase the cost to approximately £150k(est), but this is still less than 10% of the cost of options 4&5 and should be considered.

The Brambleton Park Group opposes options 4&5 above (in the short term at least) on the grounds that:

1. The extra 1m of clay required for the site would cause major disruption to the area.
2. The existing grassland would be destroyed, along with new trees that have self-seeded in the last 30 years.
3. There is no evidence that there is any problem with the existing cap that could not be remedied with localised cap augmentation.
4. Residents, who have become accustomed to the area, would be upset by unnecessary destruction to wildlife.
5. Spending of such large sums purely on a clay cap are excessive and unnecessary.
6. Funding of approximately £3m for such work is unlikely to be available in the near future.

Therefore we consider a **two phase** approach to be the most sensible.

#### **Phase 1, completed before the end of 2016**

##### **Improvements that can be made regardless of the clay cap dilemma:**

- Removal of old fencing from the north and south sides.
- Rubbish bins. Required as the site is has been used as a rubbish dump due to its current appearance.
- Renaming of the area.
- Installing seating areas. The seats can be positioned in areas on the raised south side that would not be affected by any later cap augmentation.
- Creation of new public entrances. Currently the entrances are very poor and not official in any way. Clean, welcoming public entrances would, by themselves, improve the area.

#### **Phase 2, 2016-2017**

##### **Assuming the SIG makes a decision to go ahead with augmentation work**

- Clay cap augmentation where deemed appropriate after expert site survey.
- Circular path around the land – this path would be raised slightly, should not be tarmac. It should allow drainage and fit in with the naturalistic surroundings.
- Landscaping and grassing of part of the land so it can be walked on more easily.
- Planting of trees and shrubs to enhance the natural environment and add interest.
- Removal of some/all gas monitoring points. (How long does monitoring need to continue for?)
- Create a large central wildlife pond.
- Make the area accessible to the old and young. Older residents are deterred by the uneven surfaces.
- Installing Public Park signs.

#### **Questions for the SIG**

1. Could we be given an estimated date for the publication of an initial report from the SIG.
2. If there is a problem with the existing clay cap, why does option 3 from CGL, above exist?
3. Could we be provided with names of the SIG members.
4. Please provide historic and ongoing costs for site monitoring from CGL.
5. Is it necessary to continue monitoring with the existing high number of monitors? The site has been monitored for many, many years and a number of them must surely be superfluous to requirements.
6. Could we have estimated timescales for the consultation and for work to be approved, funded and commence?



## Brambleton Park Proposals

## Welcome to Brambleton Park

**Brambleton Park** is a 10 acre piece of land currently known as 'Weydon Lane Landfill site' in Farnham, Surrey. This website is for anyone interested in its future and contains all the facts and current status of the land.



MP Jeremy Hunt and Farnham Town Council and support the project. On 25th November 2014 Brambleton Park was discussed at Waverley Council's Corporate Overview & Scrutiny Committee. The Committee agreed to recommend the creation of a Special Interest Group to the Executive. The overwhelming response has been that the project should go ahead and would be of benefit to the local community.

**CGL report released** After a very long wait, the 49 page report from CGL was released in 2014. The purpose of the report was to give Waverley council options and costs for developing the area.

**Current Position** The Waverley Council

Special Interest Group(SIG) for Brambleton Park consulted with interested parties on proposals for the area on 19th Nov 2015. The Brambleton Park group presented their case. The SIG is due to report back with its findings and proposals in March 2016.

It is proposed that the aims of the Group are:

- a. To identify the scope of work, cost-range and time-scale required to bring the Weydon Landfill site from its present state to one at which its development for recreational purposes would be feasible.
- b. To identify the options for such development, as well as the technical, environmental and planning challenges involved, and the cost range for each such option;
- c. To identify the necessary timing and funding strategies that would be appropriate for the realisation of each development option;
- d. To consult other stakeholders and the local community on the issues identified.
- e. To report findings back to the Executive in September 2015 at the latest, alongside any recommendations for follow-up in the immediate term.

A number of local interest groups will be invited to participate in the SIG.

**Our Proposal** The 4.3 hectare (10 acre)

site could very easily be transformed from its current poor state into a beautiful natural park and recreation area, possibly including sports fields, for the local community. The site is perfectly positioned in an area of south Farnham surrounded by housing with no other parks in the immediate vicinity.

The options presented in the report are:

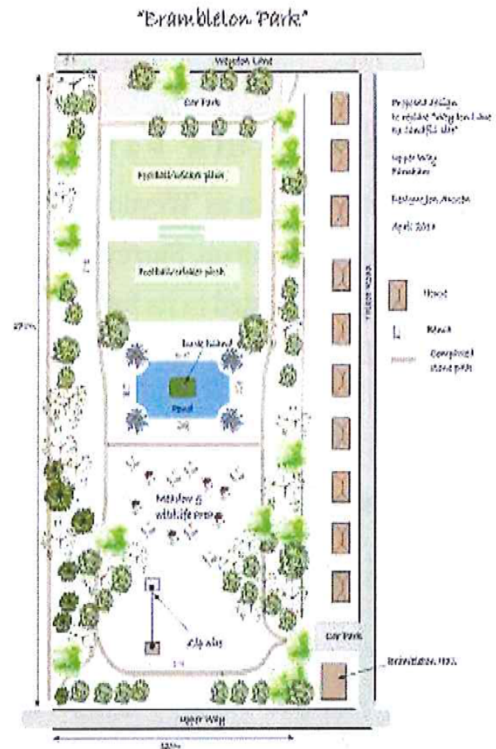
Cost

1. Do nothing. Leave everything as it is.  
£0
2. Close the site off completely from public access.  
£75,000.
3. Formalise current use with localised clay cap augmentation.  
£71,000
4. Create a formal park. No available funding.  
£2.75M
5. Develop as a sports facility. No available funding.  
Over £3.5M

Options 4 & 5 require full clay-cap augmentation by the importation of 36,000m<sup>3</sup> of clay and soil. All options have ongoing costs of between £10k and £20k per annum.

- We can clearly see that of the five options presented, numbers 1 and 2 are not options as something must be done with the site.
- Numbers 4 & 5 require millions of pounds and thousands of tons of soil and so are unfundable and unrealistic for many years.

**The only viable solution, as Goldilocks (who didn't need a 49 page report) said, "I'll have the one in the middle please, that's just right!"**



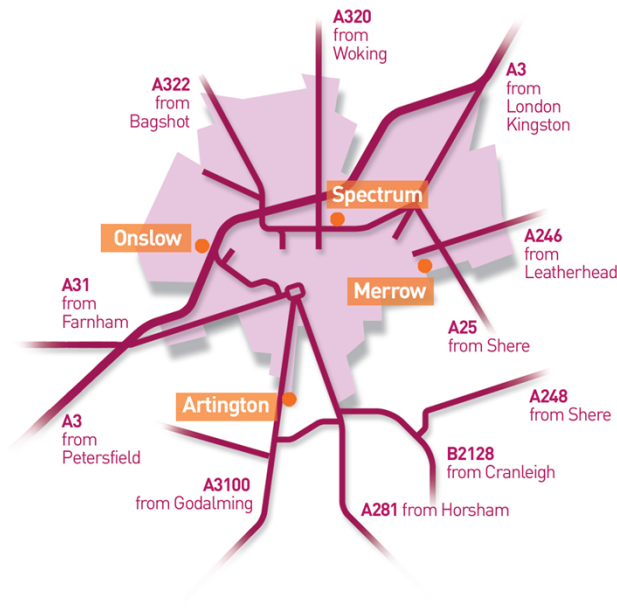
**History** The land was used previously as a rubbish dump. It was closed and covered over in 1976, and has been virtually untouched since. The area is mainly rough grass with some boggy areas, a few shrubs and a number of mature trees on the borders. The area is dotted with gas monitoring pipes. The land is not officially open to the public, though unofficially it is used mainly by dog walkers. Waverley Council have stated that no bins are provided as currently it is not recognised as a public space. The land was originally acquired by Farnham Urban District Council under the Physical Training and Recreation Act 1937 and there was a covenant contained in the transfer that the land was to be used as a public open space. No buildings can be built there so the tiny gas emissions are irrelevant to its use as a park.



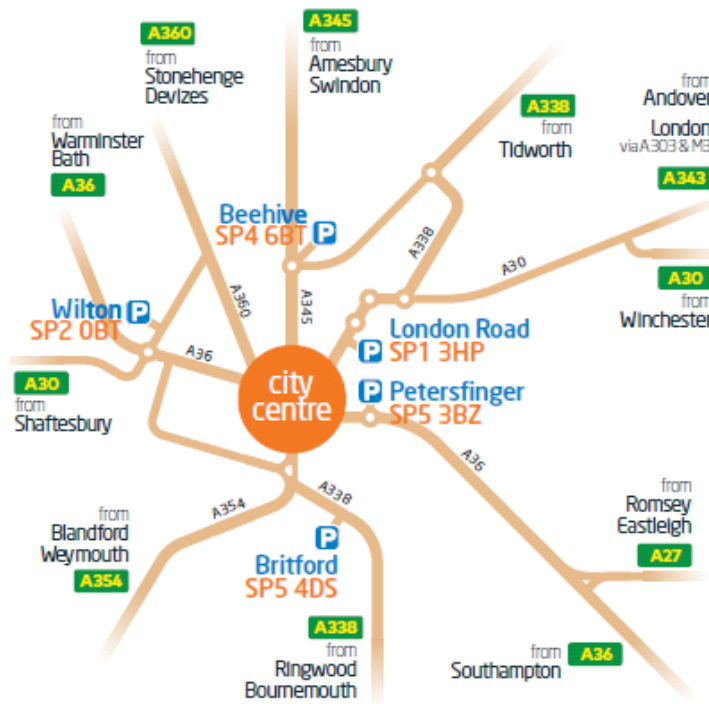
## Farnham Car Park Occupancy Rates

Farnham Car Parks - Occupancy Rates 2014/15												Appendix E	
Mon - Fri													
Time													
	9.00	10.00	11.00	12.00	13.00	14.00	15.00	16.00	17.00	18.00	19.00	Average	Capacity
Central	17%	56%	85%	95%	94%	92%	88%	76%	54%	26%	16%	64%	268
Dogflud	41%	79%	98%	98%	90%	86%	80%	77%	69%	47%	29%	72%	227
Farnham Leisure Centre	29%	90%	110%	82%	67%	57%	51%	49%	50%	48%	31%	60%	47
Lower Hart	23%	63%	94%	103%	100%	95%	93%	81%	60%	32%	18%	69%	236
Riverside 1	74%	74%	74%	74%	73%	73%	74%	74%	74%	73%	73%	74%	99
Riverside 2 & 3	40%	41%	42%	43%	43%	42%	42%	42%	40%	39%	39%	41%	102
South Street Farnham	14%	44%	68%	75%	71%	66%	64%	56%	43%	23%	12%	49%	210
St James	53%	58%	61%	61%	61%	59%	55%	54%	52%	51%	50%	56%	83
Upper Hart	35%	67%	88%	99%	97%	92%	87%	72%	55%	33%	14%	67%	325
Waggon Yard	25%	60%	79%	86%	81%	80%	82%	69%	49%	26%	14%	59%	236
													1793

### Radial car park locations in successful Park & Ride schemes



Guildford Park & Ride – car park locations



Salisbury Park & Ride – car park locations

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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## WAVERLEY BOROUGH COUNCIL

### MINUTES OF THE EXECUTIVE - 5 APRIL 2016

#### SUBMITTED TO THE COUNCIL MEETING – 19 APRIL 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 Andrew Bolton, Councillor Maurice Byham, Councillor James Edwards,  
Councillor John Gray and Councillor Richard Seaborne  
Councillor John Williamson attended to speak on Agenda Items 5-8 and 10

#### 154. MINUTES (Agenda item 1)

The Minutes of the Meeting held on 1 March 2016 were confirmed and signed as a correct record.

#### 155. DECLARATIONS OF INTERESTS (Agenda item 3)

Paul Wenham, Executive Director, declared an interest in Agenda Item 8, Staffing Changes, and left the Chamber during discussion and consideration of the item.

### **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.

#### 156. STAFFING CHANGES (Agenda item 8)

156.1 The Monitoring and Returning Officer took flexible retirement in 2013 and has announced his intention to fully retire from the Council in the week ending 1 July 2016. The postholder currently works 2 days a week throughout the year and increases his hours to prepare for and manage elections.

156.2 One of the aims of flexible retirement is to assist with the smooth transition when the employee retires fully. With this in mind, the Council, when advertising the post of Head of Democratic and Legal Services (now Head of Policy and Governance), stated its expectation that the Monitoring Officer role be transferred to the newly recruited postholder. In the light of this, the

Head of Policy and Governance has been appointed to the role of Monitoring Officer from 1 July 2016 as anticipated.

- 156.3 For the last twenty years at Waverley, and in common with many Councils, the roles of Electoral Registration and Returning Officer have been carried out by the Head of Paid Service. However, in December 2013, recognising the particular experience of the Monitoring Officer (then called the Head of Corporate Governance), these roles were allocated to that post, with the Head of Paid Services (Executive Director) taking the Deputy Returning Officer role. Following the full retirement of Monitoring and Returning Officer, it is proposed that the roles of Electoral Registration and Returning Officer revert back to the Head of Paid Service.
- 156.4 The role of Electoral Registration Officer is to manage the preparation and maintenance of Waverley's Electoral Register. The role of Returning Officer is to lead the electoral process for all levels of election in Waverley. It involves assuming personal responsibility for successful conduct of all elections.
- 156.5 In terms of the other aspects of the vacated role of the Monitoring and Returning Officer and the particular skills of staff across the Council, there is the opportunity to reallocate these tasks to other officers. These tasks are:
- Internal Audit
  - Corporate Complaints
  - Mayoralty Support
- 156.6 The Director of Finance and Resources, as the statutory Section 151 Officer, is required to make arrangements for the proper administration of the Council's financial affairs. A sound internal audit function is an essential part of those requirements. It is proposed that the Director of Finance and Resources becomes the line manager for the operational Internal Audit Client function. This was the arrangement that worked well until 2010 and is a relationship duplicated in many local Councils such as Elmbridge in Surrey. To further demonstrate the independence of internal audit from financial services, the new structure proposes a reporting relationship for the Internal Audit Client manager to the Executive Director and Monitoring Officer, represented by dotted line reporting, for use as required.
- 156.7 The proposed structure will continue to fulfil the Council's statutory requirements and further strengthen resilience, with the two Directors being designated Deputy Returning Officers as part of their core responsibilities. The key proposals are:

<b>Role</b>	<b>Postholder</b>
Electoral Registration Officer	revert to the Head of Paid Service (Executive Director)
Returning Officer	revert to the Head of Paid Service (Executive Director)
Deputy Returning Officers	Senior Manager - Elections and Corporate Projects (continuing) Director of Operations (new) Director of Finance and Resources (new)

156.8 The reallocated reporting lines will be as follows:

<b>Job title:</b>	<b>Reporting to:</b>
Senior Manager - Elections and Corporate Projects	Executive Director
Internal Audit Client Manager	Director of Finance and Resources*
Corporate Complaints Officer	Corporate Policy Manager
Mayor's Secretary	Democratic Services Manager

\* With a dotted line directly to the Head of Paid Service, the Executive Director.

156.9 The changes to the current structures are set out at Annexe 1, with changes shown in white boxes.

156.10 In preparing this report, the external auditor Grant Thornton and the Chairman and Vice-Chairman of the Audit Committee have been consulted about the Internal Audit proposals and their views are reflected in the report.

156.11 The principal aim of this report is to propose a robust, resilient structure to carry out the functions highlighted. The salary budget, including on-costs, for the Monitoring and Returning Officer post AI09 is £32,800. Due to the departure of this experienced senior officer, there will need to be a review of the staffing structure of the Elections Team and an assessment of any necessary training and job evaluations linked to these proposals. Therefore, whilst the whole salary cost will not be saved, the outcome of the review may identify a net saving in the 2017/18 Star Chamber. The immediate transferred costs agreed in December 2013 from the Monitoring and Returning Officer to the Executive Director would be:

Registration Officer	£3,990
Returning Officer	Statutory Returning Officer fees – vary according to the type of election as determined by the appropriate body. e.g. Electoral Commission. These fees are reimbursed in full by whichever body is holding the election i.e. Surrey CC, Towns & Parishes, Electoral Commission, Waverley's election fund, and the cost does not fall on Waverley's ongoing budget.

156.12 In addition, if Members agree to the changes in this report, pay details on the Council Website will be updated to reflect additional payments in accordance with the Waverley Pay Policy 2016/17.

156.13 The Executive now

**RECOMMENDS that, with effect from 1 July 2016:-**

**78. the post of Monitoring and Returning Officer (Post AI09) be deleted from the establishment;**

79. **the Head of Paid Service (Executive Director) be appointed to the statutory roles of Electoral Registration Officer and Returning Officer;**
80. **the Director of Operations and Director of Finance and Resources be appointed as Deputy Returning Officers; and**
81. **the following changes to reporting lines be approved:-**
  - i. **Senior Manager – Elections and Special Projects to report to Executive Director;**
  - ii. **Internal Audit Client Manager to the Director of Finance and Resources, with dotted reporting lines to the Executive Director and Monitoring Officer;**
  - iii. **Corporate Complaints Officer to the Corporate Policy Manager; and**
  - iv. **Mayor’s Secretary to the Democratic Services Manager.**

*[Reason: to make changes to the staffing and reporting structure]*

157. HEALTH AND WELLBEING OFFICER (Agenda item 9)

157.1 At it’s meeting on 16 February 2016 the Council approved and adopted Waverley’s new Corporate Plan 2016 -19 which has identified *Community Wellbeing* as a key priority. It was agreed that wellbeing and prosperity of our varied communities is at the heart of everything we do. The priority will be delivered through various mechanisms including:

1. providing community leadership to champion the local issues that most affect our residents;
2. investing in the delivery of new community facilities on the Farnham Memorial Hall site including day centre services;
3. implementing the Health and Wellbeing Strategy and action plan to deliver activities and services to improve the lives of Waverley residents; and
4. implementing the Ageing Well Strategy which will support older people to lead healthy and independent lives.

157.2 Prior to the adoption of the Corporate Plan, the Council approved the Ageing Well Strategy; 2015 -2020 and accompanying action plan at it’s meeting on 20 October 2015; and the Health and Wellbeing Strategy; 2016 - 2021 and action plan on 16 February 2016.

157.3 These strategies set the scene for how the Council will meet the health and wellbeing needs of an ageing population, address health inequalities across the borough and how we will work with our partners to deliver services. The Health and Wellbeing Strategy is the overarching document for the health and wellbeing agenda developed and delivered through the Council linking with other strategies such as the Leisure Development Plan, Ageing Well,

new Arts and Cultural Strategy and Parks and Countryside Open Space Strategy and will support the delivery of their action plans.

- 157.4 This Health and Wellbeing Officer post will be responsible for continuing and developing further the health and wellbeing agenda and opportunities that are currently being delivered through an externally-funded Post, and for delivering the Health and Wellbeing Strategy and accompanying Action Plan that have been developed via this current role.
- 157.5 As part of Communities Star Chamber proposals for 2016/17, it was agreed to use savings from the Communities staffing budget to fund a Health and Wellbeing post which will continue and develop further the health and wellbeing agenda and opportunities that are currently being delivered through the current Health and Wellbeing Officer post that is funded via the Better Care Fund, previously known as the Personalisation, Prevention Partnership Fund.
- 157.6 As this Post was not considered a growth item (funding already identified), it was not included as part of the budget-setting process for 2016/17, hence this report is required to approve incorporating a Health and Wellbeing Officer into the establishment. There is no additional cost to the Council for this Post as it will be funded through the staff savings identified from two part-time vacant posts HB07 and ED23.
- 157.7 The external funding for the current temporary post is coming to an end and the new Health and Wellbeing Officer post will continue with the same responsibilities as the current post and remain on the same pay scale. The post will be responsible for delivering the Health and Wellbeing Strategy and accompanying Action Plan that has been developed via this current role.
- 157.8 To conclude, Community Wellbeing is at the heart of Waverley's new Corporate Plan 2016-19 and Waverley is committed to working with both statutory and voluntary organisations, Clinical Commissioning Groups and the local community to ensure that everyone in Waverley has access to the advice and support they need to live full, active and healthy lives. The Health and Wellbeing Officer will play a key role in embedding this agenda further into the Council's services through the Health and Wellbeing Strategy which sets out how Waverley will continue to demonstrate its vision for and commitment to the health and wellbeing of local residents and communities.
- 157.9 The Executive now

**RECOMMENDS that**

- 82. a Health and Wellbeing Officer post be added to the establishment using the staff savings identified in the financial implications; and**
- 83. posts HB07 and ED23 be deleted from the establishment, as set out in the report.**

*[Reason: to seek approval for the addition of a post to the establishment]*

## **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.

158. FORWARD PROGRAMME (Agenda item 5)

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

159. WAVERLEY BOROUGH LOCAL PLAN UPDATE (Agenda item 6)

RESOLVED that the progress made with the local plan be noted and the amendment to the timetable be agreed, as set out at paragraph 4.2 of the report, that the draft plan should go through committee cycles in June/July, culminating in the Council agreeing the Plan for Publication in July 2016.

*[Reason: to update members on progress made with the local plan and agree future steps]*

160. TENANT INVOLVEMENT STRATEGY 2016-19 (Agenda item 7)

RESOLVED that the Tenant Involvement Strategy for 2016-19 be approved and adopted.

*[Reason: to approve the strategy that sets out the Council's aims for tenant involvement over the next three years]*

161. PERFORMANCE MANAGEMENT REPORT - QUARTER 3, 2015/16 (OCTOBER - DECEMBER 2015) (Agenda item 10)

RESOLVED that, having examined the performance figures for quarter three as set out in Annexe 1 to the report, and thanked the Overview and Scrutiny Committees for their proposals, the following be agreed, that:

- a. the target of *Processing of planning applications: Major applications - % determined in 13 weeks* be increased to 80%;
- b. due to concerns about the number of planning applications lost at appeal, mandatory training be arranged for all Planning Committee Members to focus on reasons for refusal and ensure robustness of the process;
- c. the *percentage of building control applications checked within 15 days* be adjusted to 10 days, with an 80% target rate;
- d. the *percentage of household waste sent for reuse, recycling and composting* target be adjusted to 54% as Waverley progresses towards achieving the joint Surrey recycling target of 60% by 2023;
- e. Cranleigh Leisure Centre target visits be increased to 75,000 per quarter;
- f. Godalming Leisure Centre target visits be increased to 92,000 per quarter; and

- g. Godalming Museum performance indicators continue to be provided to the Community O&S Committee for monitoring.

*[Reason: to review performance indicators and progress against targets].*

162. MAJOR WORKS TO A COUNCIL DWELLING (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

1. the funding of the major works of up to £50,000 to the council dwelling identified in (Exempt) Annexe 1 to the agenda report be approved and allocated from capital receipts from the disposal programme, with the vacant property being re-let for an affordable rent of up to 80% of open market value; and
2. the tendering of the refurbishment works for this property and the appointment of a contractor be delegated to the Head of Housing Operations, in consultation with the Portfolio Holder for Housing and the Director of Finance and Resources.

*[Reason: to seek approval for a budget to undertake major works to a council dwelling]*

163. BANK ARRANGEMENTS CONTRACT RENEWALS (Agenda item 12)

*[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 proposed contract with HSBC for the Council's banking facility, and a contract with Allpay for a transaction receipt handling facility via Post Offices and other outlets, be approved.

*[Reason: to approve contract renewals for banking arrangements]*

164. EXCLUSION OF PRESS AND PUBLIC (Agenda item 14)

At 7.33 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 items

on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during these items, there would be disclosure to them of exempt information (as defined by Section 100I of the Act) of the description specified at the meeting in the revised Part 1 of Schedule 12A to the Local Government Act 1972:-

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

165. REVIEW OF CLEANING SERVICES (Agenda item 15)

RESOLVED that approval be given to the development and launch of an in-house cleaning service, as set out in the (Exempt) report.

*[Reason: to consider an alternative model for the delivery of specific elements of the cleaning service].*

166. PROPERTY MATTER (Agenda item 16)

RESOLVED that approval be given to Waverley entering into a deed of easement across Dunsfold Common Road, on the terms and conditions as set out in the report, with the final agreement of other terms and conditions to be delegated to the Director of Finance and Resources in consultation with the Portfolio Holders for Finance and Customer and Corporate Services.

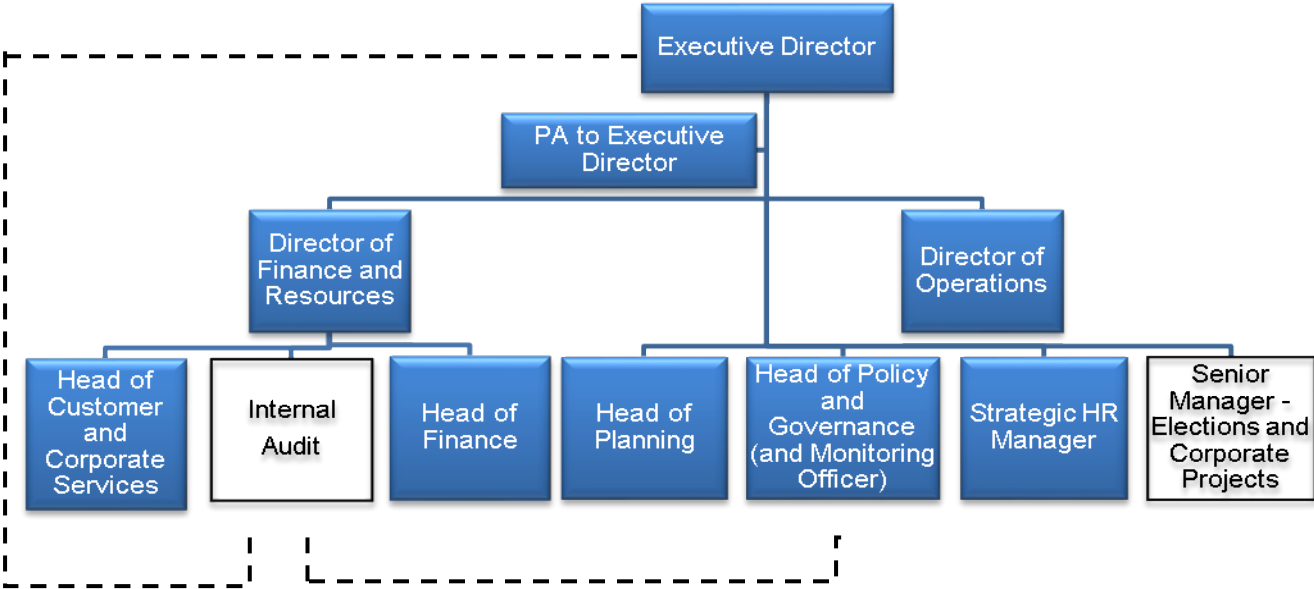
*[Reason: to consider a request for an easement]*

**The meeting commenced at 7.00 pm and concluded at 7.36 pm**

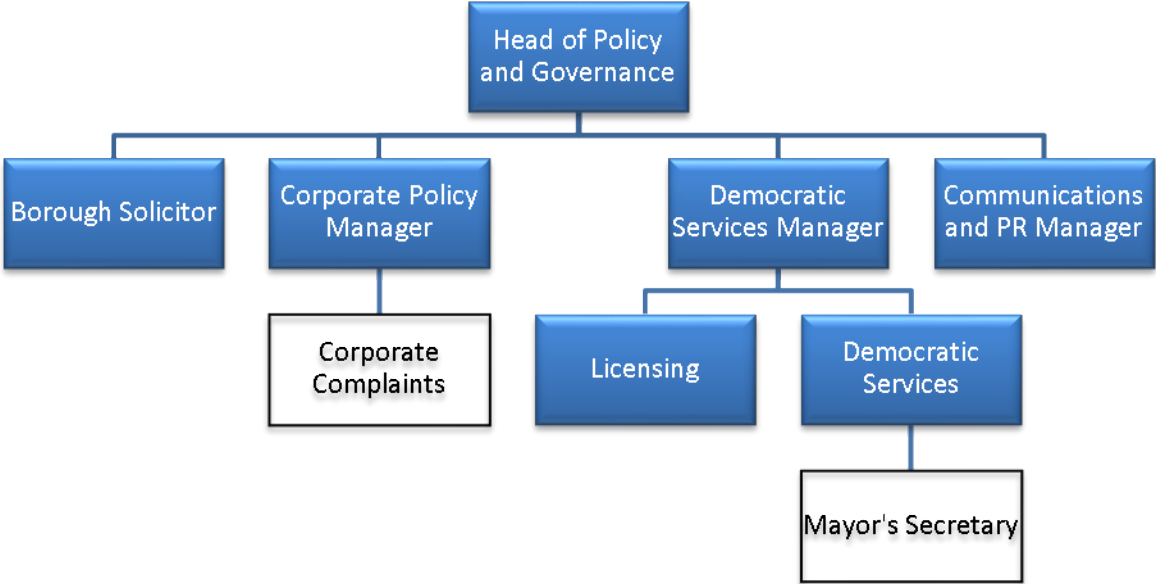
**Chairman**



Proposed New Structure – Executive Director



Proposed New Structure – Policy & Governance



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## WAVERLEY BOROUGH COUNCIL

### MINUTES OF THE LICENSING AND REGULATORY COMMITTEE - 24 MARCH 2016

#### SUBMITTED TO THE COUNCIL MEETING – 19 APRIL 2016

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

#### **Present**

Cllr Simon Inchbald (Chairman)	Cllr Mike Hodge
Cllr Patricia Ellis (Vice Chairman)	Cllr Libby Piper
Cllr Maurice Byham	Cllr Bob Upton
Cllr Kevin Deanus	

#### **Apologies**

Councillors John Fraser, Tony Gordon-Smith, Peter Isherwood Anna James and Carole King.

28. MINUTES (Agenda item 1.)

The minutes of the meeting held on 28 January 2016 were confirmed and signed.

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

Apologies for absence were received from Councillors John Fraser, Tony Gordon-Smith, Peter Isherwood Anna James and Carole King.

30. DECLARATIONS OF INTEREST (Agenda item 3.)

There were no declarations of interest.

31. HACKNEY CARRIAGE/PRIVATE HIRE FEES 2016/17 - OUTCOME OF ADVERTISEMENT (Agenda item 6.)

The Committee noted that following the Council meeting on 16 February 2016 which agreed proposed taxi fees for 2016/17, the proposed fees were advertised in the local press and all drivers and operators were written to. The Council had received no representations therefore the new fees for 2016/17, as agreed at the Council meeting, would come into effect from 1 April 2016.

32. PROPOSED TAXI RANK - GODALMING (Agenda item 7.)

The Committee was advised that a need had been identified for an additional taxi rank in Godalming. There had been repeated requests from hackney carriage drivers in the area and a petition had been submitted for an additional taxi rank in the town centre vicinity. Members received a report seeking approval from the Committee for the continued work into the designation of a new taxi rank comprising two strands in Bridge Street, Godalming.

The Committee noted that there was approximately 287 taxi vehicle licences issued by the council of which around 80 operated in the Godalming area. Currently, there was one taxi rank in the town centre, comprising two stands in the Crown Court Car Park to the rear of the High Street. There was also a rank for 4 taxis at Godalming Railway Station managed by South West Trains. Members were advised that the matter had been referred to the Local Committee's Godalming, Milford and Witley Task Group who gave consideration to three possible locations for an additional rank and, following advice from the Senior Engineer at Surrey County Council, and the Road Safety and Traffic Management Team of Surrey Police, agreed that Bridge Street was the preferred option.

The Committee asked about whether the site would need planning permission considering it was within the conservation area. Furthermore, there was some concern about the width of the pavement and if there would still be space for pedestrians walking by the side. Emma McQuillan, the Democratic Services Manager, confirmed that consent had been received from the Highways Authority in respect of the proposal, that the parking bays were situated adjacent to the carriageway and would leave enough space for pedestrians to walk freely behind. Officers were also currently researching whether there were any additional legal procedures required to ensure the validity of the taxi rank for the purposes of road traffic enforcement in the future. Members noted that, if agreed, a further report would be brought to the next meeting setting out the requirements for the designation of the taxi rank. Following this, there would be a public notice in the Surrey Advertiser with a consultation period of 28 days and any representations or objections received would be brought back to the Committee for consideration.

RESOLVED that the Committee supports the principle of a new taxi rank in Bridge Street, Godalming and asks officers to explore and progress the proposal further, with a view to a report being presented to the next meeting.

33. 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 28 January 2016 be noted.

34. MINUTES OF THE MEETINGS OF THE LICENSING ACT 2003 SUB-COMMITTEES (Agenda item 9.)

RESOLVED that the Minutes of the Meetings held on 18 and 21 January 2016 be noted.

**The meeting commenced at 10am and concluded at 10.07am**

**Chairman**

# Agenda Item 11.

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