

To: All Members of the EXECUTIVE

When calling please ask for:

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**Policy and Governance**

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Date: 7 January 2022

**Membership of the Executive**

Cllr Paul Follows (Chairman)  
Cllr Peter Clark (Vice Chairman)  
Cllr Andy MacLeod  
Cllr Penny Marriott  
Cllr Mark Merryweather

Cllr Kika Mirylees  
Cllr Nick Palmer  
Cllr Liz Townsend  
Cllr Steve Williams

Dear Councillors

A meeting of the EXECUTIVE will be held as follows:

DATE: TUESDAY, 18 JANUARY 2022

TIME: 6.00 PM

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

The Agenda for the Meeting is set out below.

Yours sincerely

ROBIN TAYLOR  
Head of Policy and Governance

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**Please note that due to current Covid restrictions, seating in the public gallery is extremely limited. The meeting can be viewed remotely via Waverley Borough Council's [YouTube channel](#) or by visiting [www.waverley.gov.uk/webcast](http://www.waverley.gov.uk/webcast).**

## **NOTES FOR MEMBERS**

Contact Officers are shown at the end of each report and members are welcome to raise questions, make observations etc. in advance of the meeting with the appropriate officer.

**Prior to the commencement of the meeting, the Leader, Deputy Leader or an appropriate Portfolio Holder to respond to any informal questions from members of the public, for a maximum of 15 minutes.**

*[Questions will be taken in the order in which questioners register with the Democratic Services Officer prior to the start of question time. When read out, each question must be concluded within 2 minutes. In the event that it is not possible to give a verbal response, a written response will be provided following the meeting.]*

## **AGENDA**

1. **MINUTES**

To confirm the Minutes of the Meeting held on 14 December 2021.

2. **APOLOGIES FOR ABSENCE**

To receive apologies for absence.

3. **DECLARATIONS OF INTERESTS**

To receive from members, declarations of interest in relation to any items included on the agenda for this meeting, in accordance with the Waverley Code of Local Government Conduct.

4. **QUESTIONS FROM MEMBERS OF THE PUBLIC**

The Chairman to respond to any questions received from members of the public for which notice has been given in accordance with Procedure Rule 10.

The deadline for receipt of questions is 5pm on Tuesday 11 January 2022.

5. **QUESTIONS FROM MEMBERS OF THE COUNCIL**

The Chairman to respond to any questions received from Members in

accordance with Procedure Rule 11.

The deadline for receipt of questions is 5pm on Tuesday 11 January 2022.

6. LEADER'S AND PORTFOLIO HOLDERS' UPDATES

7. AFFORDABLE HOMES DELIVERY STRATEGY - TO APPROVE STRATEGY FOR CONSULTATION (Pages 7 - 34)

[Portfolio Holder: Councillor Anne-Marie Rosoman]

Officers are seeking Executive approval for the draft Affordable Homes Delivery Strategy and supporting evidence studies to be published for public consultation between 27 January and 24 February 2022.

**Recommendation**

It is recommended that the Executive Committee approves the draft Affordable Homes Delivery Strategy and supporting evidence studies to be published for public consultation between 27 January and 24 February 2022.

8. HOUSING REVENUE ACCOUNT PROGRESS REPORT APRIL - NOVEMBER 2021 (Pages 35 - 42)

[Portfolio Holder: Councillor Anne-Marie Rosoman]

To share the Landlord Service Advisory Board HRA progress report and request virements to balance the budget. The report was shared with the Board on 2 December and updated by Finance on 13 December to reflect the November budget monitoring information.

The report will provide the Executive with a status update on the income and expenditure of the HRA Revenue and Capital Accounts for the first seven months of 2021/22. Informing the Executive of the financial performance of the service with information on the balance of the account, any underspends and overspends and requested virements.

**Recommendation**

It is recommended that the Executive approves virements<sup>1</sup> of budgets within the HRA to realign the budget to need as detailed in Annexe 1.

9. HOUSING MAINTENANCE PROCUREMENT OUTCOME REPORT (Pages 43 - 48)

[Portfolio Holder: Councillor Anne-Marie Rosoman]

To update Executive Members on the outcome of the Housing Maintenance, Responsive Repairs, Void Refurbishment and Disabled Adaptations Contract procurement. The Executive resolved to the procurement exercise on 7

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<sup>1</sup> To move funds from one budget to another

January 2020 (*minutes EXE 52/19 52.2.3*). To confirm that following the tender evaluation process Ian Williams Ltd achieved the highest combined scores for price and quality.

### **Recommendation**

It is recommended that Members:

- note this report as true reflection of the procurement process undertaken for the housing maintenance service, and note that following the tender evaluation process Ian Williams Ltd achieved the highest combined scores for price and quality
- instruct officers to report to the Landlord Services Advisory Board within nine months on the outcome of the mobilisation of the new contract and the performance of the contractor.

10. WAVERLEY BOROUGH COUNCIL DRAFT TREE & WOODLAND POLICY  
(Pages 49 - 122)

[Portfolio Holder: Councillor Liz Townsend]  
[Wards Affected: All Wards]

Following incorporation of comments from the Services Overview & Scrutiny Committee of the 24<sup>th</sup> of November, at Annexe 1 is the final draft of the Council's Tree and Woodland Policy for approval by Executive.

### **Recommendation**

It is recommended that the Executive approves the Tree and Woodland Policy attached at annexe 1 to the report.

11. CAPITAL PROJECTS (Pages 123 - 132)

[Portfolio Holder: Councillor Mark Merryweather, Councillor Liz Townsend]

To approve the list of projects for some of the remaining capital funds for 2021-22 funds.

### **Recommendation**

It is recommended that the Executive:

- 1.Note the Asset Management Plan (AMP) produced by the Engineers for pavilions across the Borough and the RAG rating to prioritise works that are now critical
- 2.Approve the value of up to £76,080\* from the 2021-22 capital budget  
[\*full amount subject to clarification of approved works with Bourne Community Group].

12. TAX STRATEGY 2022-24 (Pages 133 - 142)

[Portfolio Holder: Councillor Mark Merryweather]

The purpose of this report is to demonstrate that the Council acknowledges its

responsibilities with regard to tax by preparing and submitting for approval a Tax Strategy.

### **Recommendation**

It is recommended that the Executive approves the Tax Strategy 2022-24 at Annexe 1.

#### 13. EXCLUSION OF PRESS AND PUBLIC

To consider the following recommendation on the motion of the Chairman:-

##### Recommendation

That, pursuant to Procedure Rule 20, and in accordance with Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of the following item(s) on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during these items, there would be disclosure to them of exempt information (as defined by Section 100I of the Act) of the description specified at the meeting in the revised Part 1 of Schedule 12A to the Local Government Act 1972.

#### 14. ANY OTHER ISSUES TO BE CONSIDERED IN EXEMPT SESSION

To consider matters (if any) relating to aspects of any reports on this agenda which, it is felt, may need to be considered in Exempt session.

**For further information or assistance, please telephone  
Louise Fleming, Democratic Services & Business Support Team  
Manager, on 01483 523517 or by email at  
louise.fleming@waverley.gov.uk**