

To: All Members of the EXECUTIVE

When calling please ask for:

Fiona Cameron, Interim Democratic Services  
Manager

**Legal and Democratic Services**

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Date: 24 February 2023

**Membership of the Executive**

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

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

Dear Councillors

A meeting of the EXECUTIVE will be held as follows:

DATE: TUESDAY, 7 MARCH 2023

TIME: 6.00 PM

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

The Agenda for the Meeting is set out below.

Yours sincerely

STEPHEN RIX

Executive Head of Legal & Democratic Services (Interim) & Monitoring Officer

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## **NOTES FOR MEMBERS**

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

**Prior to the commencement of the meeting, the 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. **APOLOGIES FOR ABSENCE**

To receive apologies for absence.

2. **MINUTES**

To confirm the Minutes of the Meeting held on 7 February 2023..

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 28 February 2023.

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 28 February 2023.

6. LEADER'S AND PORTFOLIO HOLDERS' UPDATES

7. RECOMMENDATIONS FROM THE OVERVIEW AND SCRUTINY COMMITTEES

An Extraordinary meeting of the Overview & Scrutiny Committee – Resources was held on Monday 20 February 2023 to consider the proposals for the Ockford Ridge Refurbishment Phase 4.

The observations and recommendations of the Overview & Scrutiny Committee – Resources are set out in the report at agenda item 8 and will be addressed as part of the consideration of that report.

8. OCKFORD RIDGE REFURBISHMENT PHASE 4 - DEEP RETROFIT - GREEN TECHNOLOGY PILOT (Pages 7 - 46)

[Portfolio Holder: Portfolio Holder for Housing (Delivery)]

Purpose and summary of the report:

- To update members on the progress made with delivery of the pilot project to deep retrofit seven properties at Ockford Ridge. A pilot project that will contribute to the Council's environmental and sustainability objectives and aim to become a net zero-carbon council by 2030 through the delivery of affordable homes which are more sustainable and energy efficient than they are at present. At the same time improving quality of life and reduce fuel poverty for future tenants by using renewable energy sources (air source heat pump / photovoltaic cells (PV's)) and reducing the overall heat demand through the provision of additional external wall and internal floor and roof insulation and modern A+ rated double glazed windows. Electric vehicle charging points will be installed where the properties have off street parking.
- Advise members on:
  - the outcome of the procurement process to identify a build contractor
  - background to the request for additional budget to complete the proposed pilot and
  - options considered to reduce the costs
- Seek Executive approval to enter into contract to deliver the pilot project.

**Recommendation**

**The Executive, after considering the report and annexes and comments of the O&S Resources Committee as detailed in the Consultation and Engagement section of this report,**

1. **Recommend to Full Council that an additional budget allocation of £784,000 is agreed for Phase 4 of the Ockford Ridge Regeneration Project, bringing the total allocated budget to £1.765m, to enable the deep retrofit of seven homes, piloting the use of green**

**renewable energy sources and enhanced fabric, to proceed according to the previously approved specification as detailed in Exempt Annexes 1 – 4; and**

- 2. Subject to the agreement of Full Council of the additional budget allocation, approves:**
  - i. Entering into a contract with the preferred contractor for the delivery of the works;**
  - ii. Entering into any related contractual documentation (including collateral warranties or agreements) relating to the project; and**
  - iii. Giving delegated authority to the Executive Head of Legal and Democratic Services to approve the final form of legal agreements.**

9. **AFFORDABLE HOUSING SUPPLEMENTARY PLANNING DOCUMENT**  
(Pages 47 - 160)

[Portfolio Holder: Portfolio Holder for Housing (Delivery), Portfolio Holder for Planning and Economic Development]

The purpose of this report is to seek the Executive's approval for the updated Affordable Housing Supplementary Planning Document (SPD) to be recommended to Full Council for formal adoption as a material planning consideration.

**Recommendation**

**It is recommended that the Executive recommends to Full Council that the updated Affordable Housing Supplementary Planning Document be adopted.**

10. **DRAFT UPDATED AIR QUALITY ACTION PLAN AND DRAFT CLEAN AIR STRATEGY FOR WAVERLEY** (Pages 161 - 248)

[Portfolio Holder: Portfolio Holder for Environment and Sustainability]

To review feedback from the public consultation and consider the draft updated Air Quality Action Plan (AQAP) February 2023 for the Air Quality Management Areas (AQMAs) and draft Clean Air Strategy for Waverley (CAS) February 2023.

To seek approval of the draft updated Air Quality Action Plan (AQAP) February 2023 and draft Clean Air Strategy for Waverley (CAS) February 2023, prior to submitting the AQAP to Defra for approval.

**Recommendation**

**It is recommended that the Executive note the feedback from the public consultation, and recommend that Council adopt the draft updated AQAP February 2023 and draft CAS February 2023, which align with the Climate Change and Sustainability Strategy (CCSS), the Carbon Neutrality Action Plan (CNAP) and the work underway on the Farnham Infrastructure Plan (FIP).**

11. COMMUNITY INFRASTRUCTURE LEVY (CIL) BIDDING CYCLE 2022/23  
(Pages 249 - 262)

[Portfolio Holder: Portfolio Holder for Housing (Delivery)]

As per the approved CIL governance arrangements, the Executive is delegated to approve bids for the allocation of Strategic CIL Funding, on the recommendation of the CIL Advisory Board, subject to an upper limit of £2.5m per individual award, above which approval reverts to Full Council.

This report seeks approval from the Executive for the allocation of Strategic CIL funding to the projects recommended for funding by the CIL Advisory Board in relation to the Strategic CIL Bidding Cycle 2022/23.

**Recommendation**

- 1) It is recommended that the Executive agree the recommendations of the CIL Advisory Board and approve the allocation of Strategic CIL funding to the projects as set out in this report. This is subject to the completion of the final relevant checks and the signing of funding agreements, the details of which are delegated to the Strategic Director in consultation with the Portfolio Holder for Housing (Delivery).
- 2) It is recommended that the Executive agree the recommendation of the CIL Advisory Board to remove the 'Community CIL' from future Strategic CIL Bidding Cycles, for the reasons as set out within this report.

12. REQUEST FOR SUPPLEMENTARY ESTIMATE - DEVELOPMENT MANAGEMENT (Pages 263 - 268)

[Portfolio Holder: Portfolio Holder for Planning and Economic Development]

The purpose of this report is to seek approval for a supplementary estimate to cover the costs associated with various pending and upcoming appeals and to further fund legislation required advertising costs. The report sets out that the Service does not have sufficient budget to meet the costs being claimed.

**Recommendation**

**It is recommended that the Executive approves a supplementary estimate totalling £97,990 for the following costs:**

- £15,000 for planning application advertising fee overspend (statutory requirement) and
- £82,990 for pending and forthcoming appeals costs.

13. CRANLEIGH LEISURE CENTRE - NEW BUILD TENDER (Pages 269 - 274)

[Portfolio Holder: Portfolio Holder for Planning and Economic Development]

This report provides an update on the current position of the Cranleigh Leisure Centre new build project and presents recommendations for approval to award

contracts for the design team (as specified in 3.6) following completion of the procurement process.

### **Recommendation**

**It is recommended the Executive:**

- 1. Approve the award of contracts to the design team and other professional services required to reach RIBA stage 5, following completion of the procurement processes; and**
- 2. Delegate authority to the Strategic Director for Transformation & Governance to complete all required contractual documentation and approve execution of the contract documentation.**

14. 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.

15. 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  
Fiona Cameron, Interim Democratic Services Manager, on 01483  
523226 or by email at [fiona.cameron@waverley.gov.uk](mailto:fiona.cameron@waverley.gov.uk)**