

To: All Members of the EXECUTIVE

When calling please ask for:

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Manager

**Legal and Democratic Services**

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Calls may be recorded for training or monitoring

Date: 24 July 2023

**Membership of the Executive**

Cllr Paul Follows (Chair)  
Cllr Peter Clark (Vice Chair)  
Cllr Tony Fairclough  
Cllr Victoria Kiehl  
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, 1 AUGUST 2023

TIME: 6.00 PM

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

The Agenda for the Meeting is set out below.

Yours sincerely

Susan Sale

Executive Head of Legal & Democratic Services & 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 4 July 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 25 July 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 25 July 2023.

6. LEADER'S AND PORTFOLIO HOLDERS' UPDATES

7. RECOMMENDATIONS FROM THE OVERVIEW AND SCRUTINY COMMITTEES

There are no Overview and Scrutiny recommendations to the Executive.

8. NEW BUILD HOUSING DELIVERY - CHIDDINGFOLD (Pages 7 - 20)  
[Portfolio Holder: Co-Portfolio Holder for Housing (Delivery)]

The purpose of this report is to seek formal approval to enter into a contract for the demolition of existing and delivery of 26 new homes across five sites in Chiddingfold.

Members have already considered and approved the business cases for and delivery of these homes and full project budget at a meeting of Full Council on 13 December 2022. However, progression of construction design, the provision of information from the utility companies and other work to de-risk the project, additional budget is required to ensure that the contingency is in place when we enter into contract. The scheme remains financially viable.

**Recommendation to Executive**

It is recommended that the Executive approves:

- i. Entering into a contract with the preferred contractor Feltham Construction Limited for the delivery of the works.
- ii. Giving delegated authority to the Executive Head of Legal and Democratic Services to approve the final form of any legal agreements and to Strategic Director (Place) to enter into the JCT Contract.
- iii. Giving delegated authority to the Strategic Director (Place) to approve pre contract agreements with the preferred contractor to enable the development of the project and authorise spend in accordance with the budget.
- iv. Giving delegated authority to the Strategic Director (Place) to enter into any related contractual documentation (including collateral warranties or agreements) relating to the project.
- v. Giving delegated authority to the Strategic Director (Place) to enter into any ancillary agreements related to the project provided that these are within the project budget.
- vi. The sale of five shared ownership homes to be delivered on the Chiddingfold sites with the Executive Head of Housing Services in consultation with Portfolio Holders for Housing (Delivery and Operations) to approve the final terms of such sales having regard to market value and giving the Executive Head of Legal and Democratic Services authority to approve the final form of the sale agreements and any ancillary related legal agreements.
- vii. Giving delegated authority for Executive Head of Housing Services in consultation with Portfolio Holders for Housing (Delivery and Operations)

to approve the future sale of percentage shares.

**It is recommended that Executive recommends to Council that:**

- i. An allocation of an additional £402,332 budget from reserves is approved.

9. NEW BUILD HOUSING DELIVERY, EWHURST (Pages 21 - 28)  
[Portfolio Holder: Co-Portfolio Holder for Housing (Delivery)]

The purpose of this report is to seek Executive approval to buy back an ex-council home in Ewhurst and to demolish six existing properties ahead of approval of a full business case to deliver a development with a net gain of sustainable homes to meet local housing need.

**Recommendation**

It is recommended that the Executive approves:

- i. The buyback of one leasehold maisonette on best terms, legally required and reasonably obtainable and the use of the buyback reserve for this, together with any related professional costs and Stamp Duty Land Tax.
- ii. The demolition of existing properties in advance of submission of a full planning application, to mitigate the risk associated with properties with significant movement due to subsidence.
- iii. Giving delegated authority to the Executive Head of Housing in consultation with Executive Head of Finance (S151 Officer) to approve the final terms of the purchase.
- iv. Giving delegated authority to the Executive Head of Legal and Democratic Services to approve the final form of any legal agreements relating to purchase.
- v. The allocation of an £100k budget from reserves to commission consultant services and demolition contractor to demolish the existing properties and associated works. This budget allocation will be included within financial viability appraisal that will accompany the business case for the new build scheme when it is bought forward later in the year.
- vi. Giving delegated authority to the Strategic Director (Place) to enter into any related contractual documentation relating to this demolition stage of this project.
- vii. Giving delegated authority to the Strategic Director (Place) to enter into any ancillary agreements related to the project provided that these are within the allocated budget.

10. HOUSING DELIVERY - LOCAL AUTHORITY HOUSING FUND (Pages 29 - 52)  
[Portfolio Holder: Co-Portfolio Holder for Housing (Operations & Services)]

The purpose of this report is to brief members on the purpose and details of funding allocated to the Council from the Local Authority Housing Fund and

how the homes will be acquired or re-allocated under this scheme.

### **Recommendation**

It is recommended that the Executive:

- i. Approves the principles of the Council using the Local Authority Housing Funding Scheme, and forward financing the acquisition or allocation of property under this scheme.
- ii. Approves the principle of purchasing properties in the terms set out in the report and Exempt Annexe 1 and delegates to the Executive Head of Housing in consultation with the Portfolio Holder of Housing (Delivery and Operation) to approve the purchase of properties to deliver this project.
- iii. Approves the principle of allocation of the 11 homes as set out in 'Allocations' (Section 10) of this report. With the additional wording for the Allocation scheme to be approved by Executive Head of Housing and Housing Portfolio Holder (Operations) in line with Waverley's Allocations Scheme for housing applicants.
- iv. Delegates to the Executive Head of Housing the authority to tender and enter into any contract to repair or bring up to standard any property purchased under this project in accordance with the principles set out in the Exempt Annexe 1
- v. Grants delegated authority to the Executive Head of Legal and Democratic Services to approve the final form of wording of any legal agreement related to the project.
- vi. Approves the reallocation of 4 two bed shared ownership homes at Ockford Ridge, Site C to allocation as homes for affordable rent for use within this scheme.

11. 69 HIGH STREET, GODALMING

[Portfolio Holder: Portfolio Holder for Finance, Assets and Property]

Report to follow.

12. 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.

13. 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)**