

WAVERLEY BOROUGH COUNCIL

MINUTES OF THE EXECUTIVE - 1 NOVEMBER 2016

SUBMITTED TO THE COUNCIL MEETING – 13 DECEMBER 2016

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

**Present**

Cllr Julia Potts (Chairman)	Cllr Jim Edwards
Cllr Tom Martin (Vice Chairman)	Cllr Jenny Else
Cllr Brian Adams	Cllr Carole King
Cllr Andrew Bolton	Cllr Ged Hall
Cllr Kevin Deanus	

**Also Present**

Councillor John Gray

75. MINUTES (Agenda item 1)

The Minutes of the Meeting held on 27 September 2016 were confirmed and signed as a correct record.

76. DECLARATIONS OF INTERESTS (Agenda item 3)

There were no declarations of interest raised under this heading.

77. FORWARD PROGRAMME (Agenda item 5)

RESOLVED that the Executive Forward Programme be approved.

**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.

78. BUDGET MANAGEMENT AND MID-YEAR BUDGET REVIEW (Agenda item 6)

78.1 The Executive has considered the budget management and mid-year review report for the general Fund and Housing Revenue Account against the budget forecast to 31 March 2017. The Executive

RESOLVED that

1. a supplementary estimate of £11,000 be agreed to cover the cost of waste collection on New Years' Eve;
2. a supplementary estimate of £30,000 be agreed for external legal costs regarding the Development Control appeal;

3. the current Council Tax Support Scheme remains unchanged for 2017/18;
4. a revision to Annexe 3 of the Annual Investment Strategy be agreed to increase the total investment limit for any approved group from £15m to £20m, with £10m becoming the maximum with any single member of that group;
5. a virement from the Ockford Ridge demolition budget into the Ockford Ridge Show homes budget of £49,000 be approved; and
6. £25,000 of the Fire Walls budget be rescheduled into 2017/18.

78.2 The Executive went on to consider a number of items that require Council approval, the details of which are set out below. The General Fund Capital programme is monitored each quarter. The total capital programme budget for 2016/17 is made up as follows:

<b>Capital Programme for 2016/17</b>		<b>£'000</b>
Original budget approved by Council in February 2016		2,588
Carry forward from 2015/16 approved during 2015/16		2,218
Carry forward from 2015/16 approved by Executive in June 2016		972
New schemes and additional budget approved during 2016/17		1,014
- Manfield Park Industrial Units	917	
- Other approvals e.g. S106 projects	97	
		<b>6,792</b>

78.3 The table below summarises current performance to date:

<b>Current Performance against Capital Programme for 2016/17</b>					
	<b>Current Budget</b>	<b>Forecast Outturn</b>	<b>Reschedule</b>	<b>(Underspend) /Overspend</b>	<b>Comment</b>
<b>Service</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	
Community	1,238	1,238	0	0	
Customer & Corporate	755	523	172	(60)	See a. below
Environment	374	304	0	(70)	See b. below
Other Projects	372	372	0	0	
Memorial Hall	2,177	2,177	0	0	
Manfield Industrial Unit	917	17	900	0	See c. below
Frensham Common	849	69	780	0	See d. below
Urgent schemes budget	110	110	0	0	
<b>Total programme</b>	<b>6,792</b>	<b>4,810</b>	<b>1,852</b>	<b>(130)</b>	

a. Customer & Corporate

- i. Farnham Museum works will not take place this year as temporary fix works have been undertaken and the works can now be deferred. Therefore it is suggested that this project should take place next financial year and that the budget of £92,000 is rescheduled to allow the works to be completed.
  - ii. The project at Gostrey Meadow Pavilion will not take place this financial year. Preparation for this project is taking place however it is foreseen that spend on this project will not be incurred before March 2017 and it is therefore requested that the full £80,000 budget is rescheduled into 2017/18.
  - iii. It is suggested that the Document Management project should no longer be undertaken. After further review it has been determined that there is currently no business case for this investment and the full budget of £60,000 will be a saving. The team is focussing on clearing other scanning projects.
- b. Environment
- i. High Street, Haslemere car park works are reaching completion at a saving to budget of circa £70,000.
  - ii. However, a retaining wall in Central car park has been deemed unsafe and needs rebuilding at a likely cost of £25,000. Additional maintenance works in our car parks have also been recognised. Consequently, it is requested that the £70,000 saving on the High Street, Haslemere is vired to the Car Park Rolling Maintenance Programme to allow this work to be undertaken.
  - iii. Cranleigh Leisure Centre requires a whole heating system replacement. This is part of the lifecycle costs; however, the costs of replacing the system are higher than forecast. Work is currently taking place to design the most cost effective replacement approach. The works will be partially funded by already approved budgets but additional budget may be required. Therefore, to be prudent, it is requested that budgets for Office Lighting replacement (£62,000) and Electricity meter installation (£5,000) are vired to allow the heating system replacement to take place. The new boiler will offer a significant energy saving and therefore revenue savings going forward.
- c. Manfield Park industrial units are unlikely to start on site this financial year. Work is being undertaken by the developer in preparation and a planning application is to be submitted, however it is requested that the £900,000 budget is rescheduled into 2017/18 as works will not start this financial year. Some budget will be needed this year for fees and preparatory work.
- d. Due to delays in the consultation and design process, the Frensham Common Site Re-development project will not start construction works this financial year. Some redesign work will be undertaken in the meantime. To enable to works to be carried out next year it is requested that £780,000 of the 2016/17 budget is rescheduled into 2017/18.
- 78.4 The total Housing Revenue Account capital programme approved budget for 2016/17 is made up as follows:
- Approved Budget for 2016/17**

	<b>£'000</b>
Original budget approved by Council in February 2016	8,619
Carry forward from 2015/16 approved during 2015/16	810
Carry forward from 2015/16 approved by Executive in June 2016	800
<b>Total</b>	<b>£10,229</b>

78.5 Pressures on the Responsive Repairs and Voids budgets, and as a result of the Housing and Planning Act 2016, will bring about out significant reductions in funding available to the Council for future capital investment. As a result, officers have started to look for opportunities to scale back requirements for capital spending in year in all but the most essential areas. At the same time work has taken place during the year to identify Housing Revenue Account property and land assets that are no longer economic to maintain and therefore can be earmarked for disposal. The capital receipts from the sale of these assets will provide an additional source of capital funding that can be reinvested back into the housing service in future years. The table below summarises the capital spend and committed work to date.

Work Stream	Approved Budget as at 30/09/16 for 2016/17 £'000	Forecast Outturn £'000	Reschedule £'000	(Underspend) /Overspend £'000	Comment
Kitchen & Bathrooms	3,327	3,327	0	0	
Windows & Doors	822	512	250	(60)	See paragraph 78.6 below
Roofing & Associated Work	1,174	654	100	(420)	See paragraph 78.7 below
Aids & Adaptions	200	200	0	0	
Structural & Damp Work	1,094	844	0	(250)	See paragraph 78.8 below
Health & Safety	575	515	25	(35)	
Building Services	2,542	2,542	0	0	
Communal & Estate Work	315	315	0	0	
Professional Fees & Miscellaneous.	380	165	0	(215)	See paragraph 78.8 below
Target Savings					Included in above
Core Capital Programme	(200)	0	0	200	underspend
<b>Grand Total</b>	<b>£10,229</b>	<b>£9,074</b>	<b>£375</b>	<b>(£780)</b>	

78.6 As previously reported to the Executive, the main windows and door replacement contract specification has been finalised however, the delay in

getting a contract in place has led to works being delayed. It is therefore requested that £250,000 budget is rescheduled into 2017/18. Additionally replacement windows and associated works at Hillcroft, Haslemere are not due to be as extensive as originally expected, therefore a saving of circa £60,000 will be achieved.

78.7 With regard to roofing and associated works, £200,000 for porches & canopies and £250,000 of the Roofline & Surface Water budget is unlikely to be spent this financial year. It is requested that £100,000 of the porches budget is rescheduled into 2017/18 to enable this work to be completed. The remaining budget will be a saving this financial year.

78.8 For structural and damp works, savings have been achieved on the structural projects budgeted for this financial year. It is requested that £250,000 is vired into revenue to fund the additional works being undertaken on responsive repairs. Survey work is being completed; therefore works on pre-1945 properties is unlikely to be undertaken in 2016/17 and will be encompassed in the 2017/18 budget. It is requested that £215,000 is vired into revenue to fund the additional repairs works being undertaken on void properties.

78.9 The total stock remodelling capital programme approved budget for 2016/17 is made up as follows:

Work Stream	Approved Budget 2016/17 as at 30/09/16	Forecast Outturn as at 30/09/16	Reschedule	(Underspend) /Overspend	Comment
	£'000	£'000	£'000	£'000	
Approved Schemes	253	253	0	0	
Potential Schemes	4,169	3,538	50	(581)	See para 42. below
<b>Total</b>	<b>£4,422,422</b>	<b>£3,791,791</b>	<b>£550</b>	<b>(£581)</b>	

78.10 The housing projects at Cranleigh Day Centre and 8 Elmbridge Cottages will not be continuing. Therefore a £631,000 saving was due to be achieved. To enable works to be undertaken at Cranleigh Day Centre so it is brought back into community use, it is requested that £50,000 of this saving is built into the 2017/18 budget.

78.11 The Executive therefore

**RECOMMENDS that**

**57. £92,000 for Farnham Museum be rescheduled into 2017/18, as detailed in paragraph 78.3 a;**

**58. £80,000 for Gostrey Meadow Pavilion be rescheduled into 2017/18, as detailed in paragraph 78.3 a;**

59. a virement from High Street Haslemere car park for Car Parks Rolling Maintenance of £70,000 be approved, as set out in paragraph 78.3 b;
60. a virement from Office Lighting replacement (£62,000) and Electricity meter installation (£5,000) to Installation of heating system at Cranleigh Leisure Centre be approved, as set out in paragraph 78.3 b;
61. £900,000 for Manfield Park Industrial Units be rescheduled into 2017/18, as detailed in paragraph 78.3 c;
62. £780,000 for Frensham Common Site Redevelopment be rescheduled into 2017/18, as detailed in paragraph 78.3 d;
63. £250,000 for Windows & Doors be rescheduled into 2017/18, as detailed in paragraph 78.6;
64. £100,000 for Roofing and Associated works be rescheduled into 2017/18, as set out in paragraph 78.7;
65. a virement from Structural & Damp works of £250,000 for Responsive Repair works be approved, as set out in paragraph 78.8;
66. a virement from Professional fees of £215,000 for Void Repair works be agreed, as set out in paragraph 78.8; and
67. the rescheduling of £50,000 for Cranleigh Day Centre be approved, as set out in paragraph 78.10.

*[Reason: to consider the mid-year budget review and agree any necessary actions resulting]*

79. EWHURST CONSERVATION AREA APPRAISAL (Agenda item 10)

- 79.1 Ewhurst is one of 43 Conservation Areas (CAs) in Waverley. In 2011, the Executive agreed a programme for the commencement of CAAs which has been extended to 2020. Prior to the programme 4 CAAs had been adopted. Since the programme has commenced, 9 CAAs have been adopted, Ewhurst will be the 10th to be adopted in the programme alongside Ewhurst Green.
- 79.2 The need to undertake CAAs is set out in the Planning (Listed Building and Conservation Areas) Act 1990 (Section 71) and is supported through saved policy HE8 of the Waverley Local Plan and Emerging Local Plan Policy HA1.
- 79.3 CAAs are undertaken to identify and explain the character of the Conservation Area (CA). This document will identify the specific qualities of the Cranleigh CA and thereby help to manage change within the area. The Management Plan section also identifies a variety of projects that should be implemented to preserve and enhance the area.

- 79.4 It is considered pertinent for Waverley to undertake CAAs and this process allows for a review of the boundary and an assessment of adjacent areas to evaluate whether the boundary should be extended.
- 79.5 Four extensions were proposed to the existing CA boundary and formed part of the consultation. Additionally three areas were proposed to be removed from the CA. These are detailed within the CAA document, which is attached at Annexe 1.
- 79.6 Once the document is adopted, it will be fully published to incorporate additional photographs and be published on the Waverley website.
- 79.7 Ewhurst CAA has been subject to a robust consultation process to ensure residents and interested stakeholders had the opportunity to comment. A walkabout was conducted with the Local Councillor and representatives from the Parish Council. A public consultation was undertaken to support the development of the CAA and to ask the public's views of the proposed extensions. 8 responses were received to the consultation and were summarised in the Consultation Statements considered by the Executive. The Executive now

**RECOMMENDS that**

**68. the Conservation Area Appraisal (CAA) for Ewhurst be adopted as a material planning consideration, to include the following amendments to the boundary:**

- **Extension: Ewhurst Burial Ground, Village Hall and surrounding properties**
- **Extension: Curtilage of The Old Rectory**
- **Extension: Properties to the south west of Garlands**
- **Extension: Garden of Mundy's Hill**
- **Removal: Field to the west of Shere Road**
- **Removal: Field at High Edser Farm**
- **Removal: Ballindyne, Ockley Road**

*[Reason: to recommend adoption of a Conservation Area Appraisal as a material planning consideration]*

**80. EWHURST GREEN CONSERVATION AREA APPRAISAL (Agenda item 11)**

- 80.1 Ewhurst Green is one of 43 Conservation Areas (CAs) in Waverley. In 2011, the Executive agreed a programme for the commencement of CAAs which has been extended to 2020. Prior to the programme 4 CAAs had been adopted. Since the programme has commenced, 9 CAAs have been adopted, Ewhurst Green will be the 11th to be adopted in the programme alongside Ewhurst.
- 80.2 The need to undertake CAAs is set out in the Planning (Listed Building and Conservation Areas) Act 1990 (Section 71) and is supported through saved Policy HE8 of the Waverley Local Plan and Emerging Local Plan Policy HA1.

- 80.3 CAAs are undertaken to identify and explain the character of the Conservation Area (CA). This document will identify the specific qualities of the Cranleigh CA and thereby help to manage change within the area. The Management Plan section also identifies a variety of projects that should be implemented to preserve and enhance the area.
- 80.4 It is considered pertinent for Waverley to undertake CAAs and this process allows for a review of the boundary and an assessment of adjacent areas to evaluate whether the boundary should be extended.
- 80.5 Two extensions were proposed to the existing CA boundary and formed part of the consultation. Additionally three areas were proposed to be removed from the CA. These are detailed within the CAA document, which is attached at Annexe 2. Once the document is adopted, it will be fully published to incorporate additional photographs and be published on the Waverley website.
- 80.6 Ewhurst Green CAA has been subject to a robust consultation process to ensure residents and interested stakeholders had the opportunity to comment. A walkabout was conducted with the Local Councillor and representatives from the Parish Council. A public consultation was undertaken to support the development of the CAA and to ask the public's views of the proposed extensions.
- 80.7 14 responses were received to the consultation and were summarised in the separate Consultation Statements which were considered by the Executive. Following consultation and consideration of the responses, one area (land at Chanrossa) originally proposed for exclusion is proposed to be retained in the Conservation Area. The Executive now

**RECOMMENDS that**

- 69. the Conservation Area Appraisal (CAA) for Ewhurst Green be adopted as a material planning consideration, to include the following amendments to the boundary:**

- **Extension: Garden of Burstowes Croft**
- **Extension: Curtilage of Rumbeams Farm**
- **Removal: Garden of Rumbeams Cottage**
- **Removal: Southern tip on Horsham Road and land at Hilltop View**

*[Reason: to recommend adoption of a Conservation Area Appraisal as a material planning consideration]*

**PART II - MATTERS OF REPORT**

The background papers relating to the following items are as set out in the reports included in the original agenda papers.



81. FUTURE PROVISION OF THE PAYROLL SERVICE (Agenda item 7)

RESOLVED that

1. the payroll service be transferred to MidlandHR following the Epsom and Ewell termination of the payroll bureau shared service;
2. the hosting of the iTrent system be transferred from Tandridge to MidlandHR; and
3. the authority enters into a contract with Midland HR to provide the payroll function at Waverley BC.

*[Reason: to consider options and agree the way forward for the future provision of the payroll service]*

82. STRATEGIC REVIEW 2016/17 (Agenda item 8)

RESOLVED that a supplementary estimate of £12,000 be agreed to fund the appointment of an external consultancy to complete a Strategic Review by the end of December 2016, to be funded from the Revenue Reserve.

*[Reason: to seek authority to commission and fund a strategic review]*

83. FIXED PENALTY NOTICE FINE LEVELS UNDER NEW FLY-TIPPING LEGISLATION (Agenda item 9)

RESOLVED that the level of the fine for fixed penalty notices for fly-tipping be set at £400, with a discount to £300 if paid within 10 days.

*[Reason: to determine fixed penalty notice fine levels for fly-tipping in the Borough]*

84. DEVELOPMENT OF AFFORDABLE HOMES AT NURSERY HILL, SHAMLEY GREEN (Agenda item 12)

RESOLVED that the appointment of the preferred Contractor 3 be approved, following the successful completion of the second stage of the tender process in accordance with the Council's Contract Procedure Rules, subject to the final contract sum being within the approved budget and in consultation with the Director of Resources and the Portfolio Holders for Housing and Finance.

*[Reason: to seek approval for the appointment of a build contractor]*

85. DEVELOPMENT OF AFFORDABLE HOMES AT SHERRYDON, CRANLEIGH (Agenda item 13)

RESOLVED that

1. the appointment of the preferred build contractor following the successful completion of the tender process be approved, in accordance with the Council's Contract Procedure Rules, subject to the contract sum being within

the approved budget, and in consultation with the Director of Finance and Resources and the Portfolio Holders for Housing and Finance; and

2. the rescheduling of £60,000 budget from 2017/18 forward into 2016/17 to allow construction works to begin be agreed.

*[Reason: to seek approval to appoint a build contractor]*

86. EXECUTIVE DIRECTOR'S ACTIONS (Agenda item 14)

The Executive noted the following action taken by the Executive Director after consultation with the Chairman and Vice-Chairman since its last meeting:

i. Appointment of Examiner for the Farnham Neighbourhood Plan

To authorise the appointment of Intelligent Planning and Examinations (IP) Ltd to undertake the examination of the Farnham Neighbourhood Plan, with Mr Derek Stebbing as the examiner, on the terms and conditions set out in the appointment letter dated 15 September 2016, at an estimated cost of £15,000 to be met from the Neighbourhood Planning Grant.

**The meeting commenced at 6.45 pm and concluded at 7.09 pm**

**Chairman**