

WAVERLEY BOROUGH COUNCIL

MINUTES OF THE EXECUTIVE - 1 DECEMBER 2015

SUBMITTED TO THE COUNCIL MEETING – 15 DECEMBER 2015

(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 James Edwards, Councillor Jenny Else, Councillor Mary Foryszewski, Councillor John Gray, Councillor Peter Isherwood, Councillor Denis Leigh, Councillor Andy MacLeod, Councillor Liz Wheatley and Councillor John Williamson

84. MINUTES (Agenda item 1)

The Minutes of the Meeting held on 6 October 2015 were confirmed and signed as a correct record.

85. DECLARATIONS OF INTERESTS (Agenda item 3)

Cllr Kevin Deanus declared a non-pecuniary interest in Agenda Item 9 (NNDR Discretionary Rate Relief) as Chairman of Alfold Sports Club.

86. QUESTIONS FROM MEMBERS OF THE PUBLIC (Agenda item 4)

The Executive received the following questions in accordance with Procedure Rule 10:

i. from Mr Stewart Edge of Farnham

“Will the Executive member for planning identify what steps have been, or are being taken, to assess (in the transport assessments and in other respects) the practicality of building 4800 houses at Dunsfold Aerodrome - in order to accommodate the additional houses needed above those identified when the Housing Consultation was carried out?”

The Portfolio Holder for Planning replied as follows:-

“4,800 dwellings at Dunsfold Aerodrome are not considered as an option in the Local Plan. The transport assessments support the Local Plan and therefore do not cover the option of 4,800 at Dunsfold”.

ii. from Mr Jerry Hyman of Farnham

“Leader. The Council’s 2014 Local Plan Consultation provided a table of data specifying the amount and location of new housing for each of the 4 proposed ‘Scenarios’. Hence we might reasonably expect that the draft Spatial Strategy before us would now state the amount and location of new housing actually being proposed. It can only be assumed that if the Executive wanted Members to know what they are agreeing to, then you would have provided that information prior to the CommOS meeting. Hence in the absence of any numbers, locations and constraints the CommOS meeting was little more than a predetermined farce, culminating in the Chairman’s summary completely disrespecting Members’ views and proposing the very opposite to the position of the vast majority of the Members:”*I would propose that we say to the Executive, let’s go forward with the existing plans we have of 591 houses [sic] for 10 years, and during that period we will look again at Dunsfold Park ... a ten year review suggested would be the answer”. [See CommOS webcast at 1hr 9mins].*

It seems that Waverley is delaying consideration of Dunsfold for another decade, without taking any account of the overriding constraints upon the rest of the borough – and to avoid a third Local Plan failure, it is necessary to query the soundness of such an approach in terms of process. Will Members be given the opportunity to revise the Spatial Strategy after Christmas, when presented with the vital and determining evidence in the forthcoming Mott Macdonald (Transport) and Natural England (Habitats) Reports?”

The Portfolio Holder for Planning replied:-

“Thank you for your question. The purpose of today’s report is to request the Executive agree a strategy to enable it to complete the necessary testing of the Local Plan against the policies in the National Planning Policy Framework.

The published timetable for the preparation of the Local Plan anticipates that the Council will approve the plan for publication in April 2016. This will provide the opportunity for members to consider and debate the Plan. The emerging plan will be informed by all the relevant evidence including transport assessments and habitats regulation assessment.”

## **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.

87. BUDGET MANAGEMENT REPORT AND IN-YEAR BUDGET REVIEW (Agenda item 6)

87.1 Throughout 2015/16 all budgets are monitored on a monthly basis and performance against budget reported monthly after taking account of:

- Spend to date, including commitments
- Last year's outturn
- Variations to the budget based on forecast outturn that includes the effect of management action taken where required
- Consultation with managers and budget holders on service performance
- Virements identified where possible from existing budgets to cover budget pressures and budget approvals actioned as required
- Service managers review and sign off their budget forecasts and explanations

87.2 Financial position reporting will also focus on performance against financial targets such as income, establishment and Star Chamber savings. Financial risk is always inherent in service delivery and service managers will be assisted in identification, evaluation and mitigation of significant risks and these will be reported throughout budget management as necessary.

87.3 The General fund Capital Programme is on track and monitored closely each quarter. The table below summarises the current position:

	Current Budget	Forecast Outturn	Rescheduled	(Saving)/Overspend
Service	£'000	£'000	£'000	£'000
Community	3,892	2,800	1,100	8
Customer & Corporate	730	683	8	(39)
Environment	483	483		0
Other Projects	460	410		(50)
Urgent schemes budget	111	111		0
<b>Total programme</b>	<b>5,676</b>	<b>4,487</b>	<b>1,108</b>	<b>(81)</b>

87.4 The rescheduled amount includes £1million for the Memorial Hall project reported in June, as it is clear that the majority of contractor works will fall in the 2016/17 financial year. There are two separate budgets for agreed grants to Godalming Cricket Club of £50,000 and Badshot Lea Football Club of £50,000. It is requested that this funding be rescheduled into 2016/17 as the clubs involved are not expected to be claiming these grants this financial year as they are awaiting other external funding and new leases.

87.5 In the Environmental area there is a £55,000 budget for a new Air Handling Unit (AHU) for Cranleigh Leisure Centre. The AHU was repaired, so replacement is now not necessary or effective. It is therefore requested that this budget is transferred to the projects in paragraphs 87.6 and 87.7 below, both projects were approved in the original budget.

- 87.6 The first of the two projects is for an additional £23,000 for a new Combined Heat & Power (CHP) unit at Cranleigh Leisure Centre. There is already a budget of £88,000 but further budget is required as the original estimate from the energy audit undertaken last year was not representative of the actual cost.
- 87.7 The second project is for an additional £32,000 for LED lighting at the Central Offices to bring forward the project, thereby enabling the savings on energy usage at the offices to be achieved sooner. The delivery of this scheme will be subject to receiving greater clarity about the Council's intention to move from the Burys as its administrative base
- 87.8 The existing roof to the Farnham Leisure Centre is the original roof and the covering was overlaid 15 years ago to extend its life. Recently there have been several areas where water ingress has occurred causing damage to the internal fabric of the building and the situation has worsened in the last few weeks. The Council commissioned a condition survey of the roof and the recommended option is to overlay the existing roof with a new roof as this can be carried out safely and without affecting the running of the Centre, therefore minimising disruption to customers and avoiding closure costs. It is imperative that this work is carried out as soon as possible.
- 87.9 With regard to HRA core capital, the previous budget monitoring report included proposals to October Council for adjustments to the core capital programme. Following a review of the budget provision in light of the progressing work it is requested to reschedule £230,000 into 2016/17. Of this, £200,000 relates to the windows contract which is in the process of being procured but will not be in place long enough in this financial year to allow for a substantial replacement programme. The other £30,000 is for the garage budget which is unlikely to be spent this financial year.
- 87.10 For stock remodelling, The total capital programme budget originally approved in February 2015 was £1,280,010 and a further £55,000 was carried forward from 2014/15. During the year members have approved rescheduling to 2016/17 of £390,000 giving a current budget in 2015/16 of £945,000. A comprehensive exercise to assess each capital scheme for stock remodelling and new homes has been undertaken to take account of build cost inflation and contingencies. Also a reassessment of delivery timescales has been made. This has resulted in a number of proposed changes to capital budgets which are shown in the table below.

Work Stream	Latest Budget	2015-16 Expenditure including commitments	Budget Remaining	Realignment
	£'000	£'000	£'000	£'000
Scheme Design and Project Management	66	66	0	
Approved Schemes	89	42	47	
Potential Schemes	790	2	788	(405)
<b>Total</b>	<b>£945</b>	<b>£110</b>	<b>£835</b>	<b>(£405)</b>

87.11 The programme has been reviewed and updated to reflect progress on schemes to date and likely progress during the rest of the year. As a result work on the Ockford Ridge remodelling scheme, to the value of £720,000, has been rescheduled. However, two additional schemes have been added to the programme. This results in a net position of rescheduled expenditure for 2015/16 totalling £405,000.

87.12 For new build, the total capital programme budget originally approved in February 2015 was £11,457,000 and a further £4,859,000 was carried forward from 2014/15. The New Build Programme has also undergone a mid-year review and the approved budget has been rescheduled to more realistically reflect current and expected progress. It also reflects budget rescheduled from 2014/15 for land and asset purchase. Other main changes relate to the redevelopment of Wey Court, schemes at Middlefield and Nursery Hill with some £7.9million proposed to be rescheduled into 2016/17 and 2017/18.

87.13 The Executive noted the report and

RESOLVED that

1. the current Council Tax Support Scheme remains unchanged for 2016/17;
2. approval be given to the Employee Records Civica project at a cost of £25,000, to be funded from the Capital Urgent Schemes budget report;
3. approval be given to the rescheduling of £8,000 for the Aerial photography refresh into 2016/17; and
4. the mid-year budget projection be accepted and noted that no immediate action is required for 2015/16 at this stage.

87.14 The Executive now

**RECOMMENDS that**

- 33. approval be given to the rescheduling of £50,000 of the Godalming Cricket club grant budget into 2016/17, and Badshot Lea Football Club of £50,000;**
- 34. the transfer of £55,000 from the Cranleigh Leisure Centre AHU budget to the Cranleigh Leisure Centre CHP unit (£23,000) and LED Central Office Lighting Replacement (£32,000) be approved;**
- 35. approval be given to the rescheduling of £230,000 of HRA Capital budget into 2016/17;**
- 36. the rescheduling of £405,000 of the 2015/16 budget for Stock Improvement be approved;**

- 37. the rescheduling of £7,920,000 of the 2015/16 budget for New Affordable Homes be approved; and**
- 38. approval be given to a virement from the urgent capital schemes budget and savings in the general fund capital programme to undertake roof repair works at Farnham Leisure Centre at an estimated costs of £106,000.**

*[Reason: to monitor and manage the Council's budgets to ensure financial control over service delivery]*

88. NNDR DISCRETIONARY RATE RELIEF POLICY (Agenda item 9)

88.1 There are two types of business rate relief – Mandatory and Discretionary. The Local Government Finance Act 1988 requires local authorities to grant Mandatory rate relief to the following categories of Business Rates payer:

- Registered charities – 80%
- Registered Community Amateur Sports Clubs (CASCs)- 80%
- Village Post Offices, general stores, specialist food shops, public houses and petrol filling stations – where they are in a designated rural settlement. (Rural Rate Relief) - 50%

88.2 The Local Government Finance Act 1988 also gives local authorities the power to grant Discretionary rate relief as follows:

- To make a further award, a top up of Mandatory relief up to 100% (of rateable value) to those categories listed above; and also up to 100%:
- In respect of sports grounds and clubs;
- To other non-profit making organisations;
- To other rural businesses situated within a designated rural settlement.

88.3 The Discretionary rate relief policy is reviewed on a four-yearly cycle, following the election of a new Council. All organisations currently receiving discretionary business rate relief were given a year's notice in March 2015 that the existing relief terminates with effect from 31 March 2016 and they will need to reapply under the new policy guidelines.

88.4 Discretionary Rate Relief Guidelines operated by Waverley is given in Annexe 1 and a full list of the organisations currently receiving discretionary rate relief is included at Annexe 2. Waverley's policy is to grant discretionary rate relief as follows:

- i) Charities receiving 80% mandatory relief will not normally receive any additional discretionary relief, except for 58 organisations that currently receive 20% discretionary relief. The amount of discretionary relief given in 2015-2016 under this category is £66,177.

- ii) 80% discretionary relief is granted for non-profit making organisations whose objects are charitable, philanthropic or religious or concerned with education, social welfare, science, or for the purpose of recreation and who are not in receipt of mandatory relief. In 2007 the Council agreed to include Waverley's leisure centres under this heading as they are operated under a 'commercial trust' model by DC Leisure (now Places for People Leisure Partnerships) which meets the rate relief criteria. The amount of discretionary relief given in 2015-16 under this category is £474,148.
- iii) Where a sports club within Waverley is not allowed to register with the Inland Revenue as a Community Amateur Sports Club (CASC) and therefore be entitled to mandatory relief, the Council has awarded 50% discretionary relief (currently 5 in Waverley). The amount of discretionary relief given in 2015-16 under this category is £13,188.
- iv) Discretionary rate relief for properties in rural settlements is considered only for sole general stores, post offices or chemist shops. The amount of discretionary relief given in 2015-16 under this category is £10,874. Applications from a number of other businesses in rural settlements have been considered by Members, but no relief has been granted.

88.5 Community Interest Companies (CICs) are a type of limited company designed specifically for those wishing to operate for the benefit of the community rather than for the benefit of the owners of the company. This means that a CIC cannot be formed or used solely for the personal gain of a particular person, or group of people. CICs can be limited by shares, or by guarantee, and have a statutory 'asset lock' to prevent assets and profits being distributed, except as permitted by legislation. This ensures the assets and profits are retained within the CIC for community purposes, or transferred to another asset locked organisation, such as another CIC or charity. A company that is a charity cannot be a CIC, unless it gives up its charitable status.

88.6 A CIC is a limited company and is liable to pay Corporation Tax just like any other company. It is eligible for any reliefs which are available to all companies but there are no CIC specific tax exemptions/reliefs available.

88.7 There are a number of options available to the authority for discretionary business rate relief:

- a) To continue with the current policy and consider new requests for discretionary rate relief under the provisions in the Localism Act on a case by case basis including CIC's;
- b) To withdraw some categories of the existing discretionary rate relief policy;
- c) To withdraw the discretionary rate relief to those organisations receiving a 20% top-up to mandatory relief they receive – this would save Waverley £13,235;

88.8 In considering the options, Members are asked to consider a number of factors:

- Other financial and service pressures
- Consistency of application of the Council's discretion across organisations
- The need for clear and robust policy guidelines that enable the Director of Finance and Resources to fulfil his delegated authority to consider applications for relief, minimising the risk of challenge and objection
- Waverley's aims, objectives and priorities

88.9 With regard to an appeals process, it is proposed that delegation will continue to be requested for the Director of Finance and Resources, in conjunction with the Finance Portfolio Holder, to make discretionary award decisions and that any objections will be considered by the Executive.

88.10 The Executive now

**RECOMMENDS that**

- 39. the policy for the granting of discretionary rate relief for the period 2016/17 to 2019/20 remains the same as the current policy;**
- 40. the policy on the use of the provision for granting discretionary rate relief to any body other than those currently included in the approved policy is to do so on a case by case basis, provided that any proposed reductions are clearly in the wider interests of all Waverley's council tax payers;**
- 41. in relation to 40 above, delegation be given to the Director of Finance and Resources, in consultation with the Finance Portfolio Holder, to make decisions about such applications and only if an objection is received would the Executive be asked to consider the case, and the Scheme of Delegation be amended accordingly;**
- 42. in relation to Community Interest Companies, each case should be taken on its merits in the same manner as cases under Section 69 of the Localism Act 2011 (delegation to the Director of Finance and Resources, in consultation with the Finance Portfolio Holder, and only if an objection is received would the Executive be asked to consider the case); and**
- 43. in relation to 42 above, consideration be based on the condition that relief can only be granted where it would be reasonable to do so having regard to the interests of all Waverley's council taxpayers.**

*[Reason: to periodically review the discretionary rate relief policy]*



89. CAR PARKING REVIEW 2015 - RESPONSE TO CONSULTATION AND REVIEW OF TARIFF STRUCTURES (Agenda item 12)

- 89.1 At its meeting on 6 October 2015, the Executive considered a report on the Review of Car Parking. That report made a number of recommendations which were considered by the Executive and the Executive resolved to:
- a. Authorise officers to commence the formal consultation process on the proposal to provide an additional 30 minutes free parking each day in all of Waverley's car parks by reducing the charging hours to 8am to 6.30pm in line with the requirements of the Road Traffic Regulation Act 1984.
  - b. Agree that officers report back to the Executive in December on the results of that consultation.
  - c. To note the contents of the review and agreed for a report back to the Executive in December on the proposed recommendations arising out of the review.
  - d. Endorse the decision of the Executive Director to continue to offer free Thursday afternoon parking from 3pm to the end of the charging period across all car parks throughout December 2015.
- 89.2 The proposed reduction in charging hours was advertised in the Surrey Advertiser and Farnham and Haslemere Heralds on 16 October and the consultation period ended on 13 November 2015. Two responses were received by the closing date, one from the Farnham Chamber of Commerce and the other on behalf of Fabulous Farnham who also represent retailers and small businesses in Farnham.
- 89.3 Both respondents indicated that they would prefer the charging period to reduce from 7.00pm to 6.00pm rather than 6.30pm. This would result in a further reduction in income of £40,000 and cannot be recommended as a financially sustainable way forward. Other comments in the responses did not relate to the formal consultation and will be followed up separately by officers.
- 89.4 A further response was received after the closing date from Haslemere Town Council which advised that the Haslemere Town Council's Planning and Highways meeting on 12 November had considered the proposed amendment and had no objection and fully supported the proposal.
- 89.5 The Review of Car Parking 2015 made two recommendations in respect of tariff structures which officers were requested to report back on:

Recommendation 2: An RPI-linked tariff uplift should be applied in all Waverley car parks.

Recommendation 3: The daily charge at the long stay premium (with short stay option) and long stay (with short stay option) car parks should be increased from £4.00 to £5.00, and the charge at Meadow should rise from £1.50 to £2.00 per day. One hour and two hour short stay options be introduced in the long stay premium (with short stay option) and long stay (with short stay option) car parks.

89.6 Tariff structures have been compared with those of other nearby boroughs and districts and the results are set out in Annexe 3. In view of these comparisons, recognising the continued investment in Waverley car parks and recognising the fact that the tariff structure in Waverley has remained largely at the same level since at least February 2012 (and in many cases since 2008), a tariff increase to reflect inflation (and allowing for rounding up to the nearest 10p) is recommended.

89.7 The proposed tariff structure to implement the recommendations made to the Executive on 6 October is set out in Annexe 4 (with increases rounded up to the nearest 10p). Season Ticket charges have similarly remained largely unchanged since 2012 and are heavily discounted compared to hourly and daily charges. It is therefore considered appropriate to apply an inflation increase to these also (rounded up to the nearest £1). The proposed tariff structure for season tickets is set out in Annexe 5.

89.8 The Review of Car Parking 2015 also made the following recommendations:

**Managing limited capacity in shoppers car parks**

Recommendation 1: - Existing parking stock in Waverley to be protected as a minimum, and the Council should continue to actively seek ways to increase capacity where the need is greatest.

89.9 Officers are keeping the occupancy rates and demand for parking in shoppers carparks under review and will seek to identify opportunities to increase capacity wherever possible.

**Free car parks**

Recommendation 5: Carry out a usage and condition survey of Waverley's free car parks and report back with findings and recommendations in February 2016.

89.10 This review has begun and will continue over the next three months and the report will be presented in February 2016 as requested.

**Free / Concessionary Parking**

Recommendation 6: - To continue with the provision of free Thursday afternoon parking from 3pm to the end of the charging period across all Waverley car parks throughout December.

89.11 Members were advised that this recommendation had been implemented via an Executive Director's Action, reported to the Executive on 6 October 2015. Posters will be displayed in all car parks to promote the concession from the beginning of December.

### **Maintenance of car parks**

Recommendation 7: - Continue to invest in the Council's car parking sites in accordance with ongoing condition surveys, to ensure sites remain attractive and safe, and fit for users and local businesses.

- 89.12 The Capital programme includes funding for a 10 year rolling programme of repair and maintenance of car parks totalling £2.5m.

### **Disabled Parking Provision**

Recommendation 8: Carry out a review of the current level of provision of dedicated disabled (Blue Badge) parking spaces in line with current best practice and report back with findings and recommendations in December 2015.

- 89.13 The review has been completed and a report is being prepared which will be presented as part of the budget process in the New Year.

- 89.14 The Executive now

### **RECOMMENDS that**

- 44. the making of the Waverley Borough Council (Off-Street Parking Places) Order 2015 be authorised to implement the reduction in charging hours (reduced from 08.00-19.00 to 08.00-18.30); and**
- 45. the proposed revised tariff structures set out in Annexes 4 and 5 and the publication of a Notice of Variation to implement the changes to the tariff structure with effect from 11 January 2016 be approved.**

*[Reason: to consider the responses to the consultation on a reduction in charging hours and approve revised tariff structures].*

## **90. REVIEW OF POLLING STATION PROVISION (Agenda item 13)**

- 90.1 The next scheduled elections will be the Police and Crime Commissioner Elections to be held on Thursday 5 May 2016. The UK Government has introduced legislation which, if passed, will provide for a referendum on the UK's membership of the European Union to take place by the end of 2017. While the EU Referendum Bill in its current form provides that the poll at the referendum cannot be combined with the Police and Crime Commissioner Elections on 5 May, it could still take place at some time in 2016. The Returning Officer must ensure that polling places are in place in all polling districts for all scheduled and unscheduled elections in 2016.

### **Farnham Castle Ward**

- 90.2 Farnham Castle ward is divided into the BC Farnham Castle polling district and the BD Farnham Castle polling district. The designated polling place for the BC polling district is Farnham Memorial Hall, West Street and there are 2 polling stations run from this venue. The designated polling place for the BD polling district is the United Reformed Church, South Street with a single

polling station run from this venue. This place is not suitable for a multiple polling station.

- 90.3 Farnham Memorial Hall is likely to close late March or early April 2016 for refurbishment work. The venue will not be available for polling station use for the May 2016 elections. As a result a suitable alternative venue must be identified.
- 90.4 The Garden Gallery behind Farnham Museum, West Street, GU9 7DX has been identified as a potential venue and a suitability visit has been conducted. Whilst this is an excellent venue, parking is on-street only and limited. This venue is considered not to be suitable.
- 90.5 Daniel Hall, Long Garden Walk, GU9 7HX has been considered although this falls just outside the BC polling district and into the BD polling district. A suitability visit has been conducted. There is no parking on site and it is not possible to provide a disabled parking place at the venue. The nearest parking provision can be found at the Lower Hart or Upper Hart car parks. The room that would accommodate a double polling station is upstairs and those unable to use the stairs would need to manage the stair lift. The venue is not considered to be suitable.
- 90.6 St. Andrews Parish Church, Upper Church Lane, GU9 7PW has been considered and a suitability visit conducted. The Church would provide ample space for a double polling station and good facilities including ramps into the building for disabled access. However Middle Church Lane would be the nearest location for possible disabled parking spaces and the nearest pay and display parking provision is at Wagons Yard and thus this venue is not considered to be suitable.
- 90.7 Farnham Library, 28 West Street, GU9 7DR has been considered as a potential venue. However the public car parks at Wagons Yard and the Lower and Upper Hart car parks would be the nearest parking locations and thus this venue is not considered to be suitable.
- 90.8 The University for the Creative Arts Farnham, Falkner Road, GU9 7DS has been considered as a potential venue. However the University have advised that they are not able to accommodate our request for the use of their site as a polling station.
- 90.9 Farnham Baptist Church, The Hart, GU9 7HA has been considered as a potential venue. However the booking clerk has advised that they are not able to accommodate our request for the use of the Church hall as a polling station.
- 90.10 The facilities at Farnham Town Football Club, Babbs Mead, GU9 7DY have been considered as a potential venue but no suitable parking provision will be available once the works at Farnham Memorial Hall commence.
- 90.11 Potters Gate Sure Start Children's Centre, The Chantry's Community Centre, GU9 7AL has been considered as a potential venue. However the

Information Officer at the Centre has advised that they are not able to accommodate our request for the use of the Centre as a polling station.

- 90.12 The Potters Gate C of E Primary School, GU9 7BB was used as a polling station in the past. The School were not happy with use of their premises as a polling station previously and there was an issue regarding disabled access. The Head Teacher has been informed that Waverley is considering reusing it on a temporary basis. Requiring use of the School is expected to be unpopular with the school, parents and governors, taking into account complaints received regarding polling station provision at schools across the Borough. Every effort is being made to identify a suitable alternative that would not require use of the school as a temporary measure while the building works at the Memorial Hall are completed. However, ultimately if no suitable alternative can be found, the Returning Officer can by law require use of Local Authority-maintained Schools.
- 90.13 In the absence of any suitable alternative, it is recommended that The Potters Gate C of E Primary School be designated for temporary use as a polling place once the Farnham Memorial Hall becomes unavailable, and that the length of the use be for 2016 or until the building works at Farnham Memorial Hall have been completed.

#### **Haslemere East and Grayswood ward**

- 90.14 Grayswood C of E Primary School, Lower Road, is the designated polling place for the Grayswood CD polling district. The school was not available for use as a polling station in May 2015 because of extensive building works. Council Members approved the use of Grayswood Village Hall for the May 2015 elections. The Village Hall proved to be a very suitable venue.
- 90.15 The building works at the School are due to be completed by the end of October 2015 and the Head Teacher has advised that the School would be able to be used as a polling station in May 2016.
- 90.16 In light of the suitability of Grayswood Village Hall and continued efforts to move away from using Schools as polling stations where a suitable alternative venue can be identified, it is recommended that Grayswood Village Hall be permanently designated as the polling place for the Grayswood CD polling district.

#### **Witley and Hambledon**

- 90.17 The Chandler Junior School, Middlemarch, Roke Lane is the designated polling place for the HA Witley polling district. Prior to the elections this year a complaint was received from a parent of children at Chandler School regarding its continued use as a polling station. After the elections Jeremy Hunt MP requested that alternatives to the School be identified following receipt of a complaint from a Governor at the School. The Returning Officer and his staff recognise the disruption that can be caused to schools, children and parents when a school is used as a polling station.
- 90.18 The Chichester Hall in Witley has been visited and assessed as a suitable venue. The large hall could accommodate a double polling station, there is

level access into the building, good off-road parking provision with security lighting and good facilities for polling station staff. A-frame signs could be placed next to the road to indicate parking at the hall would be for voters only. Parking is reserved on site in this way for people attending other events at the hall. The booking clerk advised that local people and those travelling from further away to walk in the area are used to parking on the grass verge outside the site as necessary.

- 90.19 The ward councillors have been approached for their views on polling station provision in Witley. Councillor James has advised that some electors would be happy with the Hall, others would prefer the School. Councillor James felt that overall Chandler School would suit more people but those with young children walk to the infant school which is nearer to the Hall than Chandler School. Her view is that the School is the most suitable but the hall would be acceptable. Councillor Holder's view is the site of Chandlers School makes it readily accessible by foot for a large proportion of the Witley electorate who live in the immediate vicinity of the school. Those people, if they wished to vote at Chichester Hall, would have to drive there and with limited parking at the Hall would need to park on the grass verge opposite. He has pointed out that the road is the A283 and the Hall is situated on a bend. In summary Councillor Holder's first choice would be Chandler School and Chichester Hall second.
- 90.20 On balance it is recommended that The Chichester Hall be designated as the polling place for the HA Witley polling district.
- 90.21 The Leader updated the Executive that officers would be starting preparatory work to begin an Electoral Review of Waverley Borough Council Wards, and approaching the Local Government Boundary Commission again following the Council decision in February 2013 to request a Boundary Review of Borough Wards. At the time the Commission could not offer a practical timescale for the Review.
- 90.22 If the Council agrees to change boundaries, there is an extensive public consultation process, which could be completed in time for the next Borough Council elections in May 2019.
- 90.23 The Executive

**RECOMMENDS that**

- 46. the Potters Gate C of E Primary School be designated for temporary use as the polling place for FC Farnham Castle polling district once the Farnham Memorial Hall becomes unavailable, and that the length of the use be for 2016 or until the building works at Farnham Memorial Hall have been completed;**
- 47. Grayswood Village Hall be designated as the polling place for the CD Grayswood polling district; and**
- 48. the Chichester Hall be designated as the polling place for the HA Witley polling district.**

*[Reason: to propose the designation of alternative polling places in three polling districts]*

91. GAMBLING ACT 2005 - PUBLIC CONSULTATION ON REVIEW OF THE COUNCIL'S STATEMENT OF GAMBLING POLICY (Agenda item 14)

91.1 The Gambling Act 2005 requires the Council to have a Statement of Gambling Policy that it keeps under review, and that it must completely review and republish the Policy every three years. The Policy must include information stipulated within the Gambling Commission's statutory Guidance to Licensing Authorities in England and Wales.

91.2 The Council's current Policy has been in place since 31 January 2013 and in accordance with legislation must this year undergo a full review and public consultation. The policy has been reviewed by officers and was sent to external Counsel for consideration before being published for a six-week public consultation, which commenced 9 October and ended 20 November 2015.

91.3 The Council's Statement of Gambling Policy was first adopted by the Council in December 2006, published on 3 January 2007 and came into effect on 31 January 2007. It has been reviewed and updated several times with the last updated policy coming into effect on 31 January 2013. The draft revised Statement of Gambling Policy must be published at least 28 days before it comes into effect in January 2016.

91.4 A draft revised Statement of Gambling Policy, incorporating the changes/amendments from the existing Statement of Gambling Policy and reflecting revised Government Guidance issued in October 2015, is attached at Annexe 6. The tracked changes are shown in red type.

91.5 The consultation has been conducted through a written process to all Responsible Authorities, bodies representing existing licence holders, representatives of registered clubs, Citizens Advice Centres, Chambers of Commerce, Town and Parish Councils and via the Council's website. The Policy has worked well for Council (the Licensing Authority) and no adverse comments have been made by the Responsible Authorities designated under the legislation. There was only one response received which related to a correct email address for one of the statutory consultees.

91.6 The Council's Statement of Gambling Policy must promote the three licensing objectives of the Gambling Act 2005, which are:

- Preventing gambling from being a source of crime and disorder
- Ensuring that gambling is conducted in a fair and open way
- Protecting children and vulnerable persons from being harmed or exploited by gambling.

91.7 Since the introduction of the Gambling Act 2005, Waverley Borough Council has experienced no issues with any of its licensed gambling premises.

Waverley has nine betting premises and one regular yearly Occasional Use Notice for a point to point race at Peperharow.

- 91.8 The Licensing and Regulatory Committee supported the document and commended it for adoption and the Executive now

**RECOMMENDS that**

- 49. the revised version of the Statement of Gambling Policy for Waverley be approved and adopted in order for the new Policy to be published on 3 January 2016 and in place by 31 January 2016.**

*[Reason: to carry out a three-year review of the Council's Statement of Gambling Policy]*

92. BUILDING CONTROL ESTABLISHMENT (Agenda item 19)

*[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 1 of the revised Part I of Schedule 12A to the Local Government Act 1972, namely:-*

*Information relating to an individual]*

- 92.1 The Building Control team delivers a regulatory service for the Local Authority, using Building Regulations and associated legislation it monitors construction to ensure the safety and energy efficiency of each project. The Local Authority Building Control Team is a not-for-profit service required to show a budget neutral position at the end of each year. Building Control works within a competitive market with Approved Inspectors marketing their service for the fee earning element in direct competition to Local Authorities. Approved Inspectors currently hold between 25-30% of the business in the Waverley area.
- 92.2 The service is threatened by increasing competition and, with individuals having left not being replaced, this has created cost savings, however, there is no capacity to develop new business or improve the service.
- 92.3 The administration team supports the delivery of the service which is heavily paper based at the moment, we are now working towards upgrading technology and becoming agile in alignment with other Waverley services. Two P/T Administrators having left the business provides the opportunity to reassess the structure with the intention to support the integration of technology and develop new business opportunities, ultimately providing an 'outward looking' customer-focused service.
- 92.4 It is proposed to create a Business Support role to support the Business Manager with the implementation of new technology and new processes and to lead and support the remaining two Administrators in developing a first class, customer focused building control service. This is anticipated as a 'first step' with the requirement to also fill the vacant Surveyor post in this financial year and the Trainee post in 2016/17.



92.5 The Building Control Team is working in a competitive environment with Approved Inspectors and needs to manage and develop the service in an effective way to take full advantage of the construction industry recovery, developing systems and processes alongside customer relationships and providing a 'one stop' shop to become the 'preferred' option and not an option of last resort and thereby an onerous cost on the Council.

92.6 The Executive

**RECOMMENDS that**

**50. the two part-time Administrator posts (post numbers CB13 and CB08a) be deleted and a Business Support Officer post be created within the Building Control team.**

*[Reason: to make changes to the team that will release budget to create a new post more appropriate to the needs of the team going forward]*

93. ACCOUNTANCY SERVICES ESTABLISHMENT (Agenda item 20)

93.1 The Accountancy team staffing has been stable and resilient for many years. A number of staff will be retiring in the near future presenting opportunities to review the service to ensure capacity is utilised appropriately across the technical, professional and transactional aspects of service delivery.

93.2 The position of Principal Accountant (part-time 3 days per week) predominantly supports the Housing Service at a technical level and will become vacant at the end of December 2015 following the retirement of the post holder. A review of the needs of the service has identified that the Housing Service requires significantly more support across all aspects of its finances.

93.3 It is proposed that a more effective way to support the Housing Service and increase capacity within the Accountancy team is to delete the Principal Accountant post, and use the budget released to create a new full-time Accountancy Assistant post.

93.4 The Accountancy Team will already be delivering savings in 2016/17 as a result of the retirement of the Chief Accountant in August 2015 and the subsequent replacement with a Financial Services Manager, creating a saving of £10,000. The changes proposed will be contained within the existing budget whilst also leaving the Accountancy Team adequately resourced. The Executive

**RECOMMENDS that**

**51. the post of Principal Accountant (post number BD05) be deleted and a post of Accountancy Assistant be created within the accountancy team.**

*[Reason: to review the staffing arrangements of the accountancy team going forward].*

94. APPOINTMENT OF INDEPENDENT PERSONS (Agenda item 24)

- 94.1 As part of Waverley's arrangements for dealing with standards allegations and complaints about councillors under the Localism Act 2011, Waverley is required to appoint at least one Independent Person to support the process. The views of the Independent Person must be sought before the Council takes a decision on an allegation which it has decided shall be investigated, or at any other stage.
- 94.2 Waverley is part of a consortium with Guildford, Spelthorne and Mole Valley Councils and has previously appointed two independent persons jointly who will fulfil this role for Waverley. Vivienne Cameron and Tony Allenby were appointed for an initial term of three years, from 2012 – 2015. The Executive is now being asked to reappoint these two individuals as Waverley's Independent Persons for a further period of 4 years to coincide with the new Council term which commenced in May 2015.
- 94.3 In addition, during the reappointment exercise undertaken recently by the Consortium, it is also proposed that a third Independent Person be appointed, Mr Bernard Quorroll. The Monitoring Officer recommends him for the appointment as he has an excellent background in very senior officer positions in Local Government across a range of Councils. Details of his background are available to members, if required.
- 94.4 The Executive

**RECOMMENDS that**

- 52. Ms Vivienne Cameron and Mr Tony Allenby be re-appointed as Independent Persons for Waverley until the elections in May 2019; and**
- 53. Mr Bernard Quorroll be appointed as a third Independent Person until the elections in May 2019.**

*[Reason: to comply with Waverley's requirements to appoint at least one Independent Person under the Localism Act 2011]*

95. EXCLUSION OF PRESS AND PUBLIC (Agenda item 26)

At 8.08pm 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 item 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 this item, 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).

96. STAFFING REPORT (Agenda item 28)

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

**RECOMMENDS that**

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

*[Reason: to make adjustments to the staffing 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.

97. FORWARD PROGRAMME (Agenda item 5)

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

98. TREASURY MANAGEMENT ACTIVITY - YEAR TO DATE 2015/2016 (Agenda item 7)

RESOLVED that

1. the Treasury Management Performance for 2015/16 to date be noted; and
2. the approach to Treasury Management activity be endorsed.

*[Reason: to receive the current investment activity and performance]*

99. SETTING OF COUNCIL TAX BASE AND BUSINESS RATE BASE FOR 2016/17 (Agenda item 8)

RESOLVED that

1. the council tax base for Waverley be approved for the year 2016/17, as shown in Annexe 1; and
2. the business rate estimates for 2016/17 be approved, as set out in Annexe 2, and that authority be delegated to the Director of Finance and Resources, in conjunction with the Finance Portfolio Holder, to make any final changes necessary before the NNDR1 return is submitted to the Government on 31 January 2016.

*[Reason: to seek approval for the council tax base and the business rate forecast required under the provisions of the Local Government Finance Act 1992]*

100. OUTSTANDING DEBTS WRITE-OFF FOR DECISION (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 under Financial Regulation D203, the Executive has agreed to approve the debts put forward for write-off as listed in the (Exempt) Annexe to the report.

*[Reason: to approve irrecoverable bad debts to be written off in accordance with the Council's Financial Regulations.]*

101. WAVERLEY BOROUGH LOCAL PLAN: EMERGING SPATIAL STRATEGY (Agenda item 11)

During consideration of the report, the Head of Planning amended some of the figures in Table 1 of the emerging Spatial Strategy, as follows:

**Table 1: Dwellings completed since 2013 and outstanding planning permissions**

	<b>Completions 2013-2015</b>	<b>Outstanding planning permissions as at 1st April 2015</b>	<b>TOTAL</b>
<b>Farnham</b>	111	447	<b>558</b>
<b>Godalming</b>	107	582	<b>689</b>
<b>Haslemere</b>	60	243	<b>303</b>
<b>Cranleigh</b>	44	173	<b>217</b>
<b>Rest of Waverley</b>	45	259	<b>304</b>
<b>TOTAL</b>	<b>367</b>	<b>1,704</b>	<b>2,071</b>

RESOLVED that, having taken into account the observations made at the Community Overview and Scrutiny Committee, the Emerging Spatial Strategy at Annexe 1 of the report be approved.

*[Reason: to set out and approve the Emerging Spatial Strategy for the new Local Plan Part I]*

102. REVIEW OF HOUSING-RELATED SUPPORT SERVICES FOR VULNERABLE ADULTS IN THE BOROUGH (Agenda item 15)

The Portfolio Holder for Housing thanked the Overview and Scrutiny Committee for its comments on this report.

RESOLVED that approval be given to the implementation plan and recommendations following the review of housing related support services and it be noted that there are no resulting changes to the staffing arrangements.

*[Reason: to receive the outcomes of the review and the proposed approach for taking the recommendations forward].*

103. APPROVAL TO SUBMIT PLANNING APPLICATION: PART OF VILLAGE GREEN, OCKFORD RIDGE (Agenda item 16)

RESOLVED that approval be given to the submission of a planning application for the development of the land at the Green, Ockford Ridge, Godalming to support the redevelopment and refurbishment programme on the estate.

*[Reason: to seek approval to submit a planning application]*

104. PERFORMANCE MANAGEMENT REPORT: QUARTER 2 (JULY - SEPTEMBER 2015) (Agenda item 17)

RESOLVED that the Overview and Scrutiny Committees be thanked for their observations and the performance figures for quarter 2, as set out in Annexe 1, be noted.

*[Reason: to provide an analysis of the Council's performance in the second quarter of 2015/16]*

105. SERVICE PLANS - SIX MONTH PROGRESS REPORT (Agenda item 18)

RESOLVED that having given consideration to the observations of the Overview and Scrutiny Committees, the six month progress on Service Plans and the performance to date be noted, as set out in Annexe 1.

*[Reason: to monitor progress of the 2015/16 service plans]*

106. PROPERTY MATTER: EASEMENT OF ACCESS AT ACRES PLATT, CRANLEIGH (Agenda item 21)

*[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 easement of access across land at Acres Platt, Cranleigh be granted upon the terms and conditions as set out in the (Exempt) Annexe to the report, with other terms and conditions being agreed by the Estates and Valuation Manager.

*[Reason: to seek authorisation for an easement of access]*

107. SPECIAL INTEREST GROUPS (Agenda item 22)

RESOLVED that the following Special Interest Groups be established:-

1. Health SIG

A SIG to look at the South East Coast Ambulance Service and Royal Surrey County Hospital merger and relocation of Surrey Air Ambulance.

2. Constitution SIG

To re-establish a Constitution SIG to

- a. carry out the annual review of the constitution and
- b. review specifically and decide upon the optimum process for 'calling-in' planning applications for major sites to the Joint Planning Committee.

108. CALENDAR OF MEETINGS 2016/2017 (Agenda item 23)

RESOLVED that the Calendar of Meetings for the Council year 2016/2017 be approved.

109. PROPERTY MATTER: NEW LEASE (Agenda item 27)

*[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 a new lease be granted to Haslemere Border and Athletics Club at Woolmer Hill Sports Ground, Haslemere upon the terms set out in the (Exempt) Annexe to the report.

*[Reason: to deal with property matters in the Borough]*

**The meeting commenced at 7.00 pm and concluded at 8.25 pm**

**Chairman**