

WAVERLEY BOROUGH COUNCIL

MINUTES OF THE MEETING OF THE EXECUTIVE – 8 JULY 2008

SUBMITTED TO THE COUNCIL MEETING – 22 JULY 2008

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

- |                                   |                           |
|-----------------------------------|---------------------------|
| * Cllr R J Gates (Chairman)       | Cllr Ms D Le Gal          |
| * Cllr M H W Band (Vice-Chairman) | * Cllr B J Morgan         |
| * Cllr Mrs C Cockburn             | * Cllr J R Sandy          |
| * Cllr Mrs C A King               | * Cllr R J Steel          |
| * Cllr R A Knowles                | * Cllr A E B Taylor-Smith |

\* Present

Cllr K T Reed was also in attendance

38. DAVID JANUARY

The Leader of the Council welcomed David January, Strategic Director for Housing and Community to his last Executive meeting and paid tribute to his 21 years service to the borough, many of which had been difficult times for the housing service. Mr January thanked members and said he had enjoyed working to provide affordable housing in the borough which he felt was even more important now and for the future.

Cllr Reed also added his thanks.

RESOLVED that the Executive record its thanks to David January in recognition of his 21 years excellent service to the Council.

39. MINUTES (Agenda Item 2)

The Minutes of the Meeting of the Executive held on 10 June 2008 were confirmed and signed.

40. APOLOGY FOR ABSENCE (Agenda Item 3)

An apology for absence was received from Cllr Ms D Le Gal.

41. DISCLOSURES OF INTEREST (Agenda Item 4)

Cllr R J Steel declared a personal interest in Agenda Item 7 relating to the Medium Term Financial Strategy and its references to capital investment in the Farnham Maltings, as a Farnham Town Councillor and the Waverley representative on the Farnham Maltings.

Cllr K T Reed declared a personal interest in Agenda Item 20 as a member of the Cranleigh Initiative.

42. QUESTIONS (Agenda Item 5)

At the meeting, the Leader of the Council informed the Executive that Mrs Sandars had withdrawn her question.

**PART I - RECOMMENDATIONS TO THE COUNCIL**

43. FINANCIAL STRATEGY 2008/09 - 2010/11 - UPDATE (Agenda Item 7; Appendix B)

43.1 The Financial Strategy is well established in Waverley and the key policies and issues are presented to Members each year in the Finance Seminar in October. The primary purpose of the Strategy is to demonstrate that Waverley's funds are managed in an effective and sustainable way and to ensure that sufficient funds exist to deliver Waverley's current and future Corporate Plan objectives and priorities.

43.2 The document at Annexe 1 considers the period of Waverley's current Corporate Plan to 2010/11 and builds on the budget decisions agreed by the Council in February 2008. The impact of the outturn position in 2007-08 is also included in the Strategy. The Strategy includes the main headline figures that show Waverley's overall financial position in the Medium Term and it highlights the key pressures and opportunities currently facing the Council.

43.3 The Financial Strategy is a living document and, over the coming year, it will be updated in the light of the following significant areas for which there is currently a degree of uncertainty:

- The impact of rising inflation and energy costs
- Fluctuations in interest rates
- The financial impact of the leisure capital improvement programme
- The extent of service pressures arising from service plans
- Opportunities for efficiency gains and further cost savings
- The outcome of the value for money review programme
- The outcome of the Government's review of the housing subsidy system
- The extent of planning development tariff income

43.4 The Leader reported that he and the Chief Executive were continuing to lobby for recognition by the government of the adverse impact of negative housing subsidy on Waverley's Housing Revenue Account.

43.5 The latest position would be presented to Members at the 2008 Finance Seminar in late October. The Executive

**RECOMMENDS that**

5. **the Financial Strategy Update be approved and the financial issues facing the Council be noted.**

Background Papers (DCEx)

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

44. EQUALITIES AND DIVERSITY ACTION PLAN (Agenda Item 9; Appendix D)
- 44.1 Waverley Borough Council is currently assessed as having achieved only Level 1 of the National Equalities Standard for local government, and has received criticism in the past from the Audit Commission for lack of progress in this area.
- 44.2 The strategic equalities and diversity strategy set out in Annexe 2 is a crucial element in Waverley's efforts to achieve Level 2 of the Standard. This strategy sets out the most important areas for action across the three dimensions of our role:
- As an employer
  - As a service provider
  - As a community leader.
- 44.3 Sitting under this strategy, each service area is required annually to undertake an Equalities Impact Assessment, and to identify actions to address any discrimination or inequalities that service users might suffer.
- 44.4 An important aspect of the Council's work to improve its performance in tackling equalities issues has been the establishment of a Waverley disability forum, made up of disabled people and their carers from across the community. This forum, supported by Waverley, has developed its own action plan to combat problems that disabled people experience in accessing public services.
- 44.5 The Executive

**RECOMMENDS that**

**6. the Equality and Diversity Strategy be adopted.**

Background Papers (CEx)

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

45. ENVIRONMENTAL SERVICES WASTE/RECYCLING TEAM RESTRUCTURE (Agenda Item 15; Appendix J)
- 45.1 The Council's Principal Recycling Officer left the employment of the Council on 31st March 2008. This has provided the opportunity to restructure the Waste and Recycling Team to achieve clearer lines of responsibility and reporting and a more rational structure. It is proposed that the Section be re-structured with the appointment of an Environmental Services Waste Manager and a Recycling Manager who has deputising powers for the Waste

Manager. There will be clear lines of reporting to those posts by the other Waste, Recycling and Environmental Cleaning Officers. It is proposed that existing team members be eligible for the re-titled posts and revised salary structures be determined through the normal Job Evaluation procedure.

- 45.2 The proposed re-structure and re-alignment of salary scales enables the establishment of a part-time (20 hours per week) Customer Services Adviser within the overall existing Manpower Budget provisions. There are, therefore, no financial implications in this proposal. However, the increase in establishment requires Council authority in accordance with its agreed policy on staffing.
- 45.3 There is currently only one dedicated full-time officer responding to customer calls. The other members of the team assist with this task but have other duties in recycling initiatives, schools' projects, green waste initiatives, on-site customer liaison, performance indicator monitoring and street-scene matters. The constant interruption to other staff to assist with routine call-handling is not the most efficient use of their time on project-related work and contract monitoring and management.
- 45.4 The greater proportion of customer calls is normally received in the early part of the day. An additional resource, mornings only, would be of great benefit in relieving project and contract management staff at the time of greatest demand and would enable the full-time call-handler to be relieved periodically to assist in project-related work. The on-site Liaison Officer would also be able to conduct more calls in the morning.
- 45.5 The appointment of a Customer Services Adviser for 20 hours per week can be accommodated within the existing overall Manpower Budget allocation for this Section of Environmental Services. There is, therefore, no additional burden on that budget. The Executive

**RECOMMENDS that**

- 7. the Environmental Services Team establishment be increased by one part-time post of Customer Services Adviser for 20 hours per week, to be met from existing staff budgets, and the revised staffing structure be endorsed.**

Background Papers (CEX)

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

46. PREVENTION OF HOMELESSNESS STRATEGY FOR WAVERLEY 2008 - 2013 (Agenda Item 17; Appendix L)
- 46.1 The Homelessness Act 2002 requires that Local Authorities produce a Homelessness Strategy every 5 years. Waverley's last Strategy was published in July 2003.

- 46.2 The Strategy should be the result of partnership working and in particular should involve liaison with Social Services. It should include a review of the current levels of homelessness in Waverley and the services and accommodation available to meet the needs of those who are homeless or threatened with homelessness.
- 46.3 It should also take into account Government priorities in term of tackling homelessness as well as link in with the Council's own Strategies and the Strategies of its partner agencies.
- 46.4 Officers are still consulting with customers and stakeholders in regard to the content of the attached draft Strategy. The Strategy highlights the progress the Council and its partners have made in tackling homelessness by adopting a proactive, preventative approach – known as a Housing Options approach. This means that resources are targeted at preventative housing advice and measures such as mediation and negotiation, to help people remain in suitable accommodation.
- 46.5 Where prevention is not appropriate or achievable, the Council has worked very hard at helping people access alternative housing options such as accommodation in the private sector or supported accommodation. This new approach has meant that the number of households formally applying as homeless to the Council and being accepted as homeless has dropped considerably. This in turn has meant the Council has already met the Government's 2010 target of reducing the number of homeless households in temporary accommodation by 50%.
- 46.6 This success has delivered financial benefits to the Waverley in that the Council has been able to reduce its portfolio of privately leased properties from around 50 properties in 2004 to 5 in March 2008. The Strategy stresses, however, that the Council and its partners have by no means eliminated homelessness in Waverley. The numbers of people approaching the Council for help in regard to their housing and the threat of homelessness is in fact increasing. What has changed is how the Council is actually dealing with these cases.
- 46.7 The Strategy outlines the areas for improvement and gaps in provision highlighted by the Homelessness Review that forms Annexe 1\_of the Strategy. The Homelessness Review is available as a separate document in the members' room and will be placed on the Council's website.
- 46.8 A key part of the Homelessness Review was customer and stakeholder consultation. From the review 4 key priorities dominate:
- The need to improve multi agency working to prevent homelessness
  - The need for increased supply of affordable and supported housing
  - The need to build on and improve the work of the housing options service
  - The need for increased support and assistance for vulnerable and hard to reach groups.

- 46.9 The Strategy at Annexe 3 includes an Action Plan to help the Council and its partners monitor and achieve these priorities. Whilst the Council and its partners have made excellent progress in tackling homelessness in Waverley there is still much to be done. The anticipated economic slow down and the 'credit crunch' is likely to increase the demands on the Council's and its partner's services. The Council's Prevention of Homelessness Strategy seeks to build on the excellent progress to date.
- 46.10 The Community Overview and Scrutiny Committee considered and endorsed this report at its meeting on 16 June 2008. The Executive

**RECOMMENDS that**

**8. the Prevention of Homelessness Strategy for Waverley for 2008-2013 be adopted.**

Background Papers (SD(CS))

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

47. WAVERLEY BOROUGH COUNCIL HOUSING STRATEGY 2005 - 2010  
(Agenda Item 18; Appendix M)
- 47.1 A copy of the draft Housing Strategy is available as a separate document in the Members' Room and on the Website. Copies are circulated as a separate document to councillors. It should be noted that this is still in draft form and some final revisions/amendments are yet to be made.
- 47.2 The strategy runs from 2005-10 and has been assessed as achieving 'Fit for Purpose' status by the Government Office for the South East (GOSE). Fit for Purpose status has been developed by the Department of Communities and Local Government.
- 47.3 The strategy has been informed by a wide range of studies and sources including
- A West Surrey Strategic Housing Market Assessment
  - The Council's Housing Needs Register, lettings and vacancy information
  - Information collected from local housing associations holding stock in the borough
  - Data from across Waverley Borough Council services, departments, plans and strategies
  - A Gypsy and Traveller Housing Needs Assessment
- 47.4 As Waverley is an area of high house prices with first time buyer accommodation and affordable housing in short supply, facilitating the provision of affordable housing is the strategy's number one priority. Waverley is also committed to ensuring all residents have a good quality home to live in, through working to meet the Government's Decent Homes targets, as well as improving energy efficiency.

- 47.5 The aims of the Strategy are wider reaching than simply bricks and mortar, with commitments to enhance the local environment, improve community safety and protect the disadvantaged and vulnerable through better use of housing. The action plan encompasses the work of officers in Housing, Planning, Finance and Environment and Leisure.
- 47.6 The Strategy sets out a plan for action for the duration of the strategy, which shows how each action will contribute towards corporate, housing and service priorities. Each item demonstrates resource implications, how progress against the action will be monitored, shows progress made, nominates a lead officer and designates a timescale. The action plan feeds directly into individual service plans and the Corporate Plan.
- 47.7 The document has been created on the Council's 'Limehouse' publishing system and includes contributions from across Council services, including officers in Housing, Finance, Planning and Environmental Services.
- 47.8 Carrying out an update in April 2008 has a number of advantages:
- End of year information can be provided about performance across housing services.
  - The action plan can be updated with progress reports and achievements
  - Information about new initiatives, strategies and policies can be considered to give an up to date context for the strategy.
  - The update can take account of changes including a new administration, a new Chief Executive and new staffing structures
  - The exercise will assist with preparations for an inspection to the Housing Service (October 2008)
  - This exercise is in line with good practice
- 47.9 The 2008 update also includes information about the 66 newly built affordable homes which were completed in 2007-08:
- 3 x homes for rent at Grove Road (Hindhead) in partnership with A2 Housing
  - 9 x New Build Homebuy houses at Sherrydon (Cranleigh) in partnership with Pavilion Housing Group
  - 14 x houses for rent and 6 x New Build Home Buy flats for local people at Dorlcote (Witley) in partnership with TVHA
  - 12x New Build Homebuy Flats and 8 x houses for rent at Admiral Way (Godalming) in partnership with Mount Green Housing Association
  - 14 x houses for rent on the Midhurst Road (Haslemere) in partnership with Peerless Housing Group
- 47.10 22 new affordable homes have been created within existing stock in the borough:
- Pavilion Housing Association completed the purchase and repair of 5 x 3 bed houses in the Sandy Hill area of Farnham
  - Ability Housing Association completed the purchase and repair of 4 existing street properties in Farnham, as move-on accommodation for people with a learning difficulty leaving supported housing

- 13 x households were assisted to buy a home in Waverley using Open Market Homebuy, with Thames Valley Housing Association.

47.11 Members are asked to approve the proposed updates to the Housing Strategy, as outlined above. The Community Overview and Scrutiny Committee supported this report at its meeting on 16 June 2008 but had no particular observations to make to the Executive.

47.12 The Executive accordingly

**RECOMMENDS that**

**9. the update to the Housing Strategy 2005-2010 be approved.**

Background Papers (SD (CS))

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

48. CRANLEIGH VILLAGE DESIGN STATEMENT (Agenda Item 20; Appendix O)

48.1 A key desire that came out of the Cranleigh Healthcheck was for an improvement in the appearance and appreciation of the natural and built environment, which would help develop a sense of belonging to the community. Therefore it was decided that a Village Design Statement should be undertaken for the village.

48.2 The Cranleigh Initiative, working in partnership with the Borough Council, began work on the Cranleigh Village Design Statement in 2005. Much of the work was carried out by members of the Cranleigh History Society, working with the Cranleigh Co-ordinator.

48.3 The purpose of the document, attached as Annexe 4, is to give guidance to residents, architects and builders on extensions and alterations. It is also intended to assist the Parish Council on commenting on planning applications and the Borough Council on determining applications. There is also guidance on caring for the setting of the village and for the trees, open spaces, commons and hedges.

48.4 The structure of the document is :

Introduction  
Why is the Statement required  
Planning designations  
Who should use this Statement  
Geology and landscape  
The history of the Parish of Cranleigh  
Cranleigh today  
Public consultation results and findings  
How has the task been approached  
Sustainability Assessment  
The character of the village



Design guidelines  
Settlement areas  
Property characteristics  
Building design  
The structure of buildings  
Open spaces and woodland  
Nature and heritage conservation  
Roads  
Conclusion

- 48.5 The VDS has to be subject to a comprehensive consultation process for it to be adopted as a Supplementary Planning Document. From January to February 2005 a questionnaire called "Do You Care What Cranleigh Looks Like?" was sent out to all the Cranleigh residents and landowners, and it was available in public places. 230 responses were received.
- 48.6 The document states: "Large number of residents remarked on the friendly atmosphere of the village. Despite its size, they felt it had retained its community spirit and they enjoyed the wide range of cultural, sporting and leisure activities available. The relatively unspoilt centre of the village with so many independent retailers, the Library, Health Centre and Post Office were particularly valued."
- 48.7 The design guidelines which form the main outcome of the document have been formulated having regard to the views of residents. A Community Day was held in January 2005 which publicised the VDS and the questionnaire and a further meeting looking at the responses to the questionnaire was held in June 2005, which was attended by over 300 people. The responses to the questionnaire have been incorporated in the document. It can be said that a comprehensive consultation procedure has been carried out and it meets the requirements for consultation.
- 48.8 The Executive

**RECOMMENDS that**

- 10. the Cranleigh Village Design Statement be adopted as a material planning consideration when considering planning applications.**

Background Papers (CEX)

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

49. FRENESHAM VILLAGE DESIGN STATEMENT (Agenda Item 20A)

At the Executive meeting on 20 May 2008 (Minute No. 7 refers), the Frensham Village Design Statement was recommended for adoption by the Council as a Supplementary Planning Document (SPD). However, for the time being it is not possible to designation the document as an SPD and therefore the Executive has agreed to replace the previous recommendation and now

**RECOMMENDS that**

- 11. the Frensham Village Design Statement be adopted as a material planning consideration when considering planning applications.**

Background Papers (CEx)

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

50. WAVERLEY BOROUGH COUNCIL AIR QUALITY ACTION PLAN (Agenda Item 14; Appendix I)

50.1 The Environment and Leisure Overview and Scrutiny considered a draft of the Air Quality Action Plan in January this year. A period of public and targeted consultation followed, during which time the draft Plan has also been considered by the Waverley Local Committee and the Local Strategic Partnership. Comments received have been incorporated into the recommended final version of the Action Plan.

50.2 The final recommended Air Quality Action Plan for Waverley is attached as Annexe 5. This document, in particular chapter three, has been updated from the original draft, which outlined a range of projects that can have a role in improving air quality. Following consultation, the final recommended Air Quality Action Plan has accorded greatest priority to those measures that are considered to have the greatest impact on improving air quality within the three air quality management areas. Where appropriate these measures will be subject to further assessment in order to ascertain that they will deliver the improvements required without introducing new exceedences of air quality standards. This is explained in the relevant section of chapter three.

50.3 Annexe 6 comprises the background, and recommendations of the Final Report of the Farnham Review of Movement Studies and Major Schemes. Surrey County Council commissioned this report and it was published in March 2008. The report outlines measures likely to have a major influence on improving air quality (and traffic movement) in central Farnham. Also attached at Annexe 7 is Surrey's response to the Air Quality Action Plan consultation.

50.4. Other measures that are likely to have limited impact on improving air quality are included, but are given a lower priority in terms of timescale and delivery. For completeness, measures that are already underway that may have an impact on improving air quality are also listed in chapter 3 of the recommended Air Quality Action Plan.

50.5 The Environment and Leisure Overview and Scrutiny Committee considered the Air Quality Action Plan at its meeting on 17 June 2008. The Committee raised the following comments and observations:

- (a) The Committee noted and supported the Action Plan in principle, but suggested that the Leader of the Council approached the Leader of Surrey County Council asking for input to help Waverley achieve the targets, specifically around timescales and costs especially in view of the health implications;

- (b) The Committee would support clarification on timescales and information on broad costings in the final report to the Executive;
  - (c) The Committee would like officers to look at where to monitor and measure air quality along Flambard Way, as there is potential site next to Meadow School;
  - (d) The Committee expressed disappointment to Surrey that the measures in Godalming would take until 2011 before implementation;
  - (e) The Committee endorsed a further study into the impact of reducing road space in central Farnham, with the additional impact of the canyon effect and additional waiting time; and
  - (f) The Committee questioned whether the selection of sites for monitoring air quality should be reviewed in due course.
- 50.6. As a result of the observations above and in particular 49.5 (b), the Air Quality Action Plan has been revised to include broad costings. Other additional actions requested by ELOS and the Executive will be undertaken by officers, in particular investigating the possibility of undertaking further monitoring in accordance with paragraphs (c) and (f). The Executive thanked ELOS for its comments and agreed to submit the Plan to the Surrey Local Committee. It also authorised the Chief Executive, in consultation with the Leader, to express support for Surrey's application to the Government for funding for its school bus projects in Farnham.

50.7 The Executive accordingly

**RECOMMENDS that**

**12. the Air Quality Action Plan be adopted.**

Background Papers (SD(CS))

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

51. SOCIAL INCLUSION STRATEGY (Agenda Item 10; Appendix E)

51.1 Waverley first adopted '*Opportunities for All – A Social Inclusion Strategy for Waverley*' in 1997. Since then a lot has happened through the Council's own work, working in partnership and through enabling others. The 2008 Strategy, included at Annexe 8, is a 'refresh' and many of the issues identified in the Strategy ten years ago are still relevant today. This new Strategy highlights the progress made dealing with these issues, but recognises that there is still much more work to be done.

51.2 This Strategy brings together information and ideas from many of the Council's services. A number of external groups and organisations that play a role in Waverley in ensuring social inclusion were involved in the production of this Strategy.

- 51.3 At an event held on 3 June 2008, representatives of partners and community organisations were asked to help the Council develop its understanding of the social exclusion factors in Waverley, and to determine whether the objectives identified in the draft Strategy are the right ones to benefit our residents. Partners were also asked about their own work to combat social exclusion, and to consider potential threats and opportunities for this work in the future. This was a very successful event and has helped to finalise the attached draft of the Strategy and will help to inform the action plan going forward.
- 51.4 This Strategy aims to ensure that Waverley is focuses on the right issues, in the right places at the right time. It aims to do this in a joined-up way with partners who have expertise or access that will enable an improved outcome for the community. Through this Strategy, the Council aims to:
- Understand factors in Waverley that could lead to Social Exclusion
  - Increase awareness throughout the Borough
  - Support the achievement of Waverley's Corporate Plan 2008-11 priorities, particularly *'Improving Lives'*
  - Set objectives to work towards Social Inclusion through the Council's own work, partnership working and by enabling others
  - Highlight current areas of work delivering these objectives, and identify further actions that are necessary
  - Monitor and review progress in delivering Social Inclusion.
- 51.5 To ensure that the Strategy delivers against the objectives, it is proposed that officers produce a 'SMART' action plan to sit under the Strategy based on the factors and objectives raised in the draft Strategy, and the issues raised at the event on 3 June 2008.
- 51.6 This Strategy underpins the achievement of a number of Waverley's corporate priorities and will help meet the Council's targets and the wider Local Area Agreement required outcomes. The Strategy supports a number of other key policy areas that the Council is focussing on such as:
- Debt management
  - Homelessness and Housing
  - Leisure
- 51.7 The Community Overview and Scrutiny Committee considered this report at its meeting on 16 June and commended officers for the clarity of the Strategy and made the following observations:
- There was particular concern regarding the impact of the prevailing 'credit crunch' on the residents of Waverley, especially on tenants' and the Council's own finances. It was suggested that Waverley might issue a press release signposting sources of advice on financial matters, and the steps to take if personal financial circumstances became unsustainable.
  - Whilst the Social Inclusion Strategy highlighted the areas in Waverley that were well-known areas of multiple deprivation, it was felt that there was a danger of missing pockets of deprivation if too much emphasis was put on a small number of indices. Councillors were pleased to hear of the Waverley

'heat map' initiative being developed by Surrey County Council but hoped that their local knowledge of their wards might also contribute to identifying localities in need of focused help.

- o Councillors were concerned about the low level of take-up of benefits, and suggested that more could be done to encourage those who might be entitled to receive them to apply.

51.8 The Committee requested that officers produce a 'SMART' action plan to sit under the Strategy, to be reported to a future meeting of the Community Overview & Scrutiny Committee. The Executive accordingly

### **RECOMMENDS that**

#### **13. the Social Inclusion Strategy be approved.**

##### Background Papers (DCEX)

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

#### 52. REPORT OF THE CONSTITUTION SIG (Agenda Item 25; Appendix T)

52.1 The Executive received the report of the Constitution Special Interest Group and had a detailed discussion about the role of individual councillors in asking for officer-delegated decisions to be referred to Committees.

52.2 It was noted that for any planning applications that might be decided by Officers under delegated authority, the current *convention* was that a Ward Member could ask the Head of Planning for such an application to be brought before a Committee. However, a Town/Parish Council in agreement with the respective Ward member had a *right* to require an application to be referred to a Committee rather than decided under delegation.

52.3 The SIG agreed to recommend that the Scheme of Delegation should be amended as follows (amended text shown in *italics*):

#### AREA PLANNING COMMITTEES

It was agreed by Council (25th October and 13th December 2005) that delegated items shown below which are emboldened (also marked with an asterisk) may be subject to reference to an Area Planning Committee.

##### (a) *With Town or Parish Support*

Where within three weeks following the notification of the Waverley Weekly List of Planning Applications, a Ward Councillor (for the Ward including *all or part of* the planning application site) makes a request to that effect, supported in writing by the relevant Town or Parish Council, the application will be placed on the agenda for the next appropriate Area Planning Committee. This is provided that the Town or Parish Clerk has written to confirm that the Town or Parish Council has

recommended it to the Ward Councillor for consideration by an Area Planning Committee of Waverley Borough Council.

(b) Member proposal to refer an application

*Where within three weeks following the notification of the Waverley Weekly List of Planning Applications, a Ward Councillor (for the Ward including all or part of the planning application site) requests that an item be referred to a committee, and puts forward matters that are relevant planning grounds, officers will normally not exercise their delegated powers and instead submit the application to the appropriate committee.*

52.4 The SIG also discussed a range of other issues, including a clarification to the Special Interest Group protocol and the Executive accordingly

**RECOMMENDS that**

**14. the amendments to the Scheme of Delegation, as set out in minute 52.3 above be approved; and**

**15. the Special Interest Group Protocol be amended as follows:**

**“5. Membership of SIGs...by the appropriate Portfolio Holder. The appropriate Portfolio Holder will convene and normally chair a SIG, ~~but may delegate the chairmanship at his/her discretion unless they choose to delegate the Chairmanship. Substitutes are not permitted~~”.**

Background Papers (CEx)

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

53. CORPORATE OVERVIEW AND SCRUTINY COMMITTEE - TERMS OF REFERENCE (Agenda Item 26)

At its meeting on 23 June 2008 the Corporate Overview and Scrutiny Committee reviewed its Terms of Reference and recommended the following amendments to the Executive:-

- a. that Customer Service be added;
- b. Best Value be replaced with Value for Money; and
- c. Implementing Electronic Government be deleted.

The Executive accordingly

**RECOMMENDS that**

- 16. the amendments to the Terms of Reference for the Corporate Overview and Scrutiny Committee be agreed and the constitution amended accordingly.**

Background Papers (CEx)

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

54. AMENDMENTS TO SCHEME OF DELEGATION (Agenda Item 27)

As a result of the recent restructuring in the Housing Department and the creation of the Community Services Department, authority is sought to amend the Scheme of Delegation and constitution to ensure that following the departure of the Strategic Director for Housing at the end of July, the relevant officers are authorised to undertake any actions necessary.

The Executive

**RECOMMENDS that**

- 17. references to job titles in the Scheme of Delegation and the constitution be amended to reflect the re-designations of the Strategic Director: Community Services and Head of Housing.**

Background Papers (CEx)

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

**PARTS II AND III - MATTERS OF REPORT**

Background Papers

The background papers relating to the following items in Parts II and III are as specified in the agenda for the meeting of the Executive.

**Part II – Matters Reported in Detail for the Information of the Council**

There were no matters falling within this category.

**Part III – Brief Summaries of Other Matters Dealt With**

55. EXECUTIVE FORWARD PROGRAMME (Agenda Item 6; Appendix A)

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

56. LOCAL AREA AGREEMENT FOR SURREY (Agenda Item 8; Appendix C)

RESOLVED that the Surrey Local Area Agreement be approved and the Executive agreed to work pro-actively through our Local Strategic Partnership to delivery the priority results for our local communities.

57. WAVERLEY BOROUGH COUNCIL WORKFORCE PLAN (Agenda Item 11; Appendix F)

RESOLVED that the Workforce Plan be approved.

58. SECONDMENT OF POLICY OFFICER FROM GOSE (Agenda Item 12; Appendix G)

RESOLVED that the secondment opportunity for up to 12 months be agreed, with the cost to be met from existing staffing budgets on terms to be agreed with the Deputy Chief Executive.

59. CLIMATE CHANGE STRATEGY - PROGRESS REPORT (Agenda Item 13; Appendix H)

RESOLVED that the following be endorsed:

1. the general approach to developing a Waverley Climate Change Strategy;
2. the prospect of working with WWF;
3. the proposed 'Big Issues' for consideration as an ingredient part of Waverley's Climate Change Strategy;
4. the Environment and Leisure Overview and Scrutiny Committee being invited to submit any views or comments on the report; and
5. the proposed Waverley Energy Use Plan and Waverley Corporate Transport Plan set out in this report be adopted, and that further reports on their implementation and effects be submitted annually to the Executive.

60. DEVELOPING A HOUSING REVENUE ACCOUNT ASSET MANAGEMENT STRATEGY (Agenda Item 16; Appendix K)

RESOLVED that the HRA Asset Management Strategy for the period 2008-2011 be approved.

61. ASBESTOS POLICY (HOUSING STOCK AND RELATED ASSETS) (Agenda Item 19; Appendix N)

RESOLVED that the updated Asbestos Policy be approved.



62. INTERIM SUBSIDISED AFFORDABLE HOUSING POLICY (Agenda Item 21; Appendix P)

RESOLVED that

1. officers be instructed to commence work on the preparation of a Supplementary Planning Document (SPD); and
2. officers report further on the anticipated programme for the SPD and on the advisability of adopting an interim approach.

63. PLANNING RESTRUCTURE UPDATE (Agenda Item 22; Appendix Q)

RESOLVED that the report be noted and the new structure endorsed.

64. CENTRAL OFFICES - BOILER REPLACEMENT (Agenda Item 23; Appendix R)

RESOLVED that

1. a Condensing Boiler with a four panel solar collector to be used to pre-heat water using solar power be installed;
2. the cost of £72,000 be met from the 2008/09 specific capital programme provision of £70,000 with the balance of £2,000 vired from the capital programme provision for Central Offices Maintenance; and
3. a first resolution in accordance with Regulation 3 of the Town and Country Planning (General) Regulations 1992 be approved to
  - a. allow a planning application to be submitted for a four panel solar collector to be installed; and
  - b. allow a planning application to be submitted for the installation of 14 photo voltaic panels to the Central Offices to provide electricity and further reduce carbon emissions from the Central Offices, to be funded from the Central Offices capital programme budget and Carbon Trust grant.

65. IT INFRASTRUCTURE RATIONALISATION - SERVER VIRTUALISATION PROGRAMME (Agenda Item 24; Appendix S)

*[This report 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 Part I of Schedule 12A to the Local Government Act 1972, viz:-*

*Information relating to the financial or business affairs of any particular person (including the authority holding that information).]*

RESOLVED that the virtualisation project be approved, subject to the cost being contained within the funding limits set out in the (Exempt) Annexe to the report.

66. LAND OFF CENTRAL CAR PARK, FARNHAM (Agenda Item 28; Appendix U)

*[This report 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 Part I of Schedule 12A to the Local Government Act 1972, viz:-*

*Information relating to the financial or business affairs of any particular person (including the authority holding that information).]*

RESOLVED that Capital Holdings Limited be granted

1. an easement for pedestrian access and for services from Victoria Road, as shown by a black line to the development site on the plan at Annexe 1 to the report;
2. a temporary construction licence of 19 spaces within Central Car Park, as shown hatched on the plan at Annexe 1 to the report, but with payment at the start of the scheme;

on terms and conditions as amended above, as set out in the (Exempt) Annexe, other terms and conditions to be negotiated by the Head of Customer and Office Services.

67. WAVERLEY STAFF CAR PARK - THE WHARF, GODALMING (Agenda Item 29)

RESOLVED that a further planning permission be sought for a temporary use of the land at the former Godalming Ford garage site for staff parking.

68. ACTION TAKEN SINCE LAST MEETING (Agenda Item 30)

There was no action to report.

69. EXCLUSION OF PRESS AND PUBLIC (Agenda Item 31)

At 8.42 p.m. 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 in the following paragraph of the revised Part I of Schedule 12A to the Act, namely:-

Information relating to the financial or business affairs of any particular person (including the authority holding that information) (paragraph 3).

70. UPDATE ON INSURANCE CLAIM (Agenda Item 32; (Exempt) Appendix V)

RESOLVED that

1. the updated position on the Council's involvement in the "employers' liability policy trigger litigation" arising from the original employers' liability claim be noted;
2. the legal expenses be met from the housing uninsured loss provision; and
3. a further report be received when the High Court judgement has been made.

**The meeting commenced at 6.45 p.m. and concluded at 8.46 p.m.**

Chairman