

WAVERLEY BOROUGH COUNCIL

MINUTES OF THE MEETING OF THE EXECUTIVE – 4 OCTOBER 2011

SUBMITTED TO THE COUNCIL MEETING – 11 OCTOBER 2011

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

- |                                  |                        |
|----------------------------------|------------------------|
| * Cllr Robert Knowles (Chairman) | * Cllr Stephen O’Grady |
| * Cllr Mike Band (Vice-Chairman) | * Cllr Stefan Reynolds |
| * Cllr Carole King               | * Cllr Roger Steel     |
| * Cllr Bryn Morgan               | Cllr Adam Taylor-Smith |
| * Cllr David Munro               | * Cllr Keith Webster   |
- \* Present

61. MINUTES (Agenda Item 2)

The Minutes of the Meeting of the Executive held on 6 September 2011 were confirmed and signed.

62. APOLOGIES FOR ABSENCE (Agenda Item 3)

An apology for absence was received from Cllr Adam Taylor-Smith.

63. DISCLOSURE OF INTERESTS (Agenda Item 4)

There were no interests raised under this heading.

64. QUESTIONS (Agenda Item 5)

The Executive received the following question from Mr Patrick Haveron in accordance with Procedure Rule 10:-

“Regarding Robert Knowles’s recent letter to the Telegraph in which he states “It is no good the minister spinning a line that everyone wants more building, it is simply not what locally elected representatives hear.”

Does he not agree that he has a responsibility for the many thousands of households currently on the Waverley Council housing waiting list and not just the small minority which participated in the housing consultation?”

The Leader of the Council responded as follows:-

“The letter covered several different things. You refer to my letter to the Daily Telegraph with reference to claims that every village and community were “clamouring for development”. I have to say that is certainly not our experience, some people would like development but not every town and village is clamouring, some are absolutely opposed to it.

Then you go on with regard to the housing waiting list in Waverley and the thousands of people on that list. The number of households on the housing needs register for both housing need and local connection and who are not already living in social housing as at last week was 1,529, so not thousands. I will accept there are hundreds.

Seeking to meet full demand for housing in an area like Waverley would have serious consequences on the impact of the character of the area, the loss of the countryside and the strain on the local infrastructure. There has to be a balance between seeking to meet the need and demand for new homes whilst recognising the limitations of the area to accommodate this growth in a sustainable way. It is unrealistic to suggest that the full demand can be identified in a robust way. We will always take into account the needs of those on the housing list.”

### **PART I - RECOMMENDATIONS TO THE COUNCIL**

65. **MID-YEAR BUDGET REVIEW** (Agenda Item 7; Appendix B)
- 65.1 This item provides a projection of total General Fund and Housing Revenue Account expenditure and income in 2011/12 compared to the budget. It summarises the estimated position for 2011/12 based on the latest projections. The Finance Seminar was held for all councillors on 14 September which set out the key strategy issues for the medium term including financial pressures and opportunities going forward.
- 65.2 The monitoring position for service income and expenditure as at the end of August shows a modest £70,000 underspend. The latest monitoring of the achievement of the Star Chamber and Foresight savings agreed by the Council and incorporated in the 2011/12 budget shows that officers have delivered almost all of the savings target totalling £2.1million. The budget includes a £250,000 allowance for non-delivery/partial delivery of these savings targets in the year. The latest projection indicates that £239,000 of this allowance will not need to be drawn-down in the year.
- 65.3 The projected variations from the General Fund Revenue Budget are detailed in the schedule at Annexe 1.
- 65.4 The Budget includes an Inflation Provision of £255,000. The Council's contracts have been increased in line with the agreed indexation arrangements at 1 April 2011. The amount allowed in the inflation provision was based on these figures and CMT has authorised the allocation to services of the appropriate amounts from this provision. The balance of the provision remaining is £137,000, which is considered adequate to meet anticipated requirements during the year, including utilities bill increases.
- 65.5 Waverley will receive £311,000 grant from the Government in the current year under the New Homes Bonus scheme. This is not included in the Budget and will be credited to the General Fund Revenue account in the first instance.

- 65.6 With regard to income, based on current levels and if favourable market conditions continue, land charges income is set to exceed budgeted levels. Overall, Car Park Income is forecast to be £40,000 above budget. This is due to good enforcement performance. There has also been an upward trend in the number of Planning Applications received in the first half of 2011 and the total number is significantly higher than last year. However, nearly all of these have been householder applications, with very few larger applications. Consequently, planning income is significantly below budget for the first four months of the year. Projections on a proportionate basis indicate a shortfall of £140,000 for the year. However, experience has shown that planning income is extremely unpredictable and the position could improve with receipt of several larger applications.
- 65.7 There is currently a significant shortfall in Building Control income, representing an under-recovery of costs of around 15%. However, the proposed increase in charges will improve this position and the Executive has asked for an updated business plan to achieve a break-even position.
- 65.8 In recent months several investments have been made at relatively favourable terms. It is forecast that by the year-end the Investment Income budget of £350,000 will be exceeded by £40,000.
- 65.9 The General Fund Staff Vacancy Target for 2011-12 is £200,000, plus £30,000 for savings on Agency Staff and £26,000 for savings recognising the contribution of Apprentices. At the end of August, it was estimated that all the required savings have or will be identified and indeed the target should be exceeded by £50,000. The projections show the target being exceeded by this amount at the year-end, including the funding of the new Elections post as agreed by the Executive in July.
- 65.10 The Budget for 2011-12 does not provide for a contribution from the General Fund working balance. Revenue Carry Forwards from 2010-11 amount to £29,260. The outturn position for 2010/11 was positive, with £800,000 being returned to the General Fund Balance. In July the Council agreed that the 2010/11 underspend should be earmarked within the working balance for the following high-priority spending proposals:

• Disabled Facilities Grants potential additional demand	£150,000
• Grants to community organisations – potential future adjustments following the in-depth review	£43,000
• Freedom parade	£10,000
• Central Offices Roof Repairs	£85,000
• Migration of e-mail and other facilities to Microsoft	£55,000
• Provision for future Restructuring costs	£140,000
• Future invest to save projects	£317,000

- 65.11 The Council also agreed that the approved minimum level of General Fund balance set out in the Financial Strategy be increased from £3million to £3.1million to provide for additional legislative uncertainties.
- 65.12 Overall, a positive position is emerging in 2011/12 with a projected available budget surplus of £700,000 identified which includes the New Homes Bonus (£311,000), the Star Chamber contingency (£239,000) and other savings and additional income (£150,000). This position gives the Council a one-off investment opportunity and the Executive has identified high-priority spending proposals to recommend to Council for approval, as set out at Annexe 2. Members may wish to finance the initial purchase of the wheeled bins for the new recycling service in this year from this saving. In which case, the saving could be 'topped up' from the earmarked invest to save budget identified above.
- 65.13 Any ongoing effect of these savings will be identified in the Medium Term Financial Strategy and included in future years' budget proposals.
- 65.14 The Housing Revenue Account (HRA) staff savings target of £70,000 has already been exceeded by a significant amount. The new post of Treasury Management Officer to support the new HRA self-financing regime was approved at Council on 19 July will be funded from the additional vacancy savings in 2011/2012.
- 65.15 However, at this stage a shortfall of £113,300 is forecast on service budgets. The budget for home loss and related payments is coming under considerable pressure due to the high level of void activity in the first quarter and from tenants at various sites accepting alternative accommodation following formal decommissioning of several sites. With many tenants still to be re-housed, it is estimated that expenditure from this budget will remain high in the remainder of the year and the budget could be overspent by as much as £70k. A virement of £30k is being sought from the responsive repairs budget to fund some of the decant costs. Housing management staff will continue to stringently assess the entitlement of each individual case to compensation and other financial support. The projected variations from the HRA Budget are detailed in the schedule at Annexe 3.
- 65.16 The total Capital programme in 2011/12 is £12.1 million. Detailed monitoring reports are considered by the Executive throughout the year showing progress against each scheme/project. Also officers work closely with the Finance Portfolio Holder to ensure that spending is on track and to identify and respond to any issues or opportunities arising.
- 65.17 The latest monitoring position indicates that on both the General Fund and Housing Revenue Account, good progress is being made to deliver the approved Capital Programme and there is no action that the Executive needs to take at this stage. The largest scheme on the General Fund in 2011/12 is the construction of the new leisure centre at Godalming and work is well underway on this project. On housing projects, many areas of decent homes work are subject to the letting of new contracts and therefore major programmes of work will not be in place until the final quarter of the year.

65.18 The 2011/2012 Capital Programme includes a budget of £185,000 for urgent schemes arising in the year. The Capital Monitoring Group has identified three projects for capital works that need to be undertaken this year that could be funded from this budget and the Executive is requested to recommend approval to Council.

- Specific essential maintenance and plant replacements at the Farnham, Cranleigh and Haslemere leisure centres - £48,000
- Budget to meet contractual repairs and replacements across all four leisure centres throughout the remainder of the financial year to ensure that the facilities are fully operational and continue to meet the required health and safety standards - £20,000
- Installation of a photovoltaic system above the Borough Hall roof at the Burys for electricity generation - £30,000.

65.19 Waverley's Medium Term Financial Strategy has been revised to take account of Waverley's latest financial position and the emerging financial pressures and opportunities in the coming years.

65.20 The following are the key financial strategy issues arising from the annual Finance Seminar held on the 14 September:

- £5.5million saving in last 4-years' Budgets including £2.6m staff costs
- Further reduction in Government grant in 2012/13 and uncertainty about level in future years due to review of grant system and benefits framework
- Budget shortfall £1.2m in 2012/13 >£4m over next 4-years
- Some savings identified already from contracts and additional income
- New housing self-financing framework requires Waverley to take on £189million debt in March 2012
- £12m housing repairs backlog identified

65.21 In July 2011 the Government published two key consultation papers that underpin its Local Government Resource Review:

- Localising support for council tax in England
- Proposals for business rates retention – a further 8 technical consultation papers were published on the 19th August covering a range of complex associated issues

65.22 The first paper sets out the Government's plans, under the Local Government Finance Bill, to localise what is currently referred to as council tax benefit with effect from 1<sup>st</sup> April 2013. This change would have significant implications for Waverley. The Council currently spends £7million on council tax benefits and the Government has announced that 10% of the overall funding will be reduced immediately and that some claimant groups will be protected from any reductions. Officers are currently researching the implications and preparing a response to the 45 questions to meet the submission date of 14 October. This is a very technical area and we are still awaiting the publication of guidance on how the grants and funding will work under this system.

65.23 The business rates papers concern the future of Waverley's government grant funding, focussing on the local retention of business rates. Officers are currently preparing a response to the 96 questions to meet the submission date of 24 October. Given the amount of detailed work involved in assessing the impact on Waverley and producing a comprehensive response to these consultation papers, the Executive is requested to delegate the task of submitting the response to the Chief Executive and Deputy Chief Executive in conjunction with the Leader and Finance Portfolio Holder.

65.24 The Executive agreed to continue to closely monitor the Budget during the remainder of 2011-12 and RESOLVED that

1. the mid-year budget projection be noted and acknowledged that no immediate action is required at this stage;
2. the updated Medium Term Financial Strategy be updated as set out at Annexe 5 to the report;
3. the update on the Local Government Resource Review be noted and authority be delegated to the Chief Executive and Deputy Chief Executive, in conjunction with the Leader and Finance Portfolio Holder, to prepare and send Waverley's response to the consultation documents; and
4. the Head of Community Services, in consultation with the Deputy Chief Executive and Portfolio Holder for Economic Development and Community, should be authorised to agree the final allocation of up to the £43,000 additional grant funding.

The Executive also

**RECOMMENDS that**

- 16. the high-priority spending proposals to utilise the projected one-off budget surplus in 2011/12, as set out in Annexe 2, be approved; and**
- 17. funding be allocated from the urgent schemes provision included in the 2011/12 Capital Programme for the three capital schemes outlined in paragraph 65.18 of the minute above.**

Background Papers

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

66. HRA FINANCING STRATEGY UPDATE (Agenda Item 8; Appendix C)

66.1 Since the Government launched its HRA self-financing proposals, which will replace the current housing subsidy system, Members have received a number of reports which explain the potential impact for Waverley. The key financial headline is that Waverley will have to take around £189million of

external debt under the new requirements. Members have been alerted to the need to adequately resource the initial debt acquisition and the ongoing management of the debt.

- 66.2 The Leader reminded Members of the significance of this issue in his budget speech at the February Council meeting. The Council's external auditors, The Audit Commission, have recognised this as being one of the key challenges going forward.
- 66.3 In July, the Council approved the procurement of treasury and debt management advisors to support the implementation of the self-financing framework and the ongoing management of Waverley's investment and debt activity. The Council also approved the creation of a new treasury management and housing accountancy post.
- 66.4 An officer project team has been created to oversee the preparation of the 30-year HRA Business Plan. This document is critical to the determination of the borrowing needs throughout the period. Three companies that provide treasury/debt advice to local authorities were invited to submit proposals and, following interviews with each one, Arlingclose has been appointed.
- 66.5 The details of the treasury and housing accountant post have been prepared and an advertisement placed. It is hoped that an appointment will be made later in October.
- 66.6 Late in July, the Government issued further guidance on planning the transition to self-financing including clarification to the key milestones which are summarised below:

End August 2011	Submit property data for self-financing which will inform determination of debt level
End October 2011	Auditors submit report on Waverley's data
November 2011	Consultation on self-financing determinations
January 2012	Final determination published
February 2012	Set budgets and agree borrowing
28 March 2012	Payment to Government – currently estimated to be £189million
1 April 2012	Self-financing goes live

- 66.7 Arlingclose was appointed as Waverley's treasury management advisors primarily on the strength of their proposed work coverage, their understanding of Waverley's needs and their knowledge of the appropriate technical aspects of treasury activity. Arlingclose will also be advising the Council on the implementation of HRA self-financing framework and, critically, the raising of the required debt.
- 66.8 The HRA Financing Strategy will need to include:
- The type of debt and choice of lenders, including internal borrowing
  - The duration of debt and flexibility to restructure
  - Matching debt requirements to key cashflows over Business Plan period

- The appropriate interest basis of the debt

66.9 Officers will be working with Arlingclose to develop the Financing Strategy and this will be reported to Members for approval in November. The Financing Strategy will need to be partly driven by the 30-year Business Plan. This is currently being prepared and will be reported to Members in the coming months. The Business Plan will identify the critical cashflows and profile of capital investment required to maintain and operate Waverley's 4,900 dwellings.

66.10 In order for Waverley to implement its borrowing Strategy when the Localism Act is passed, the Council must increase its legal borrowing limit. In approving this limit, the Council is approving the limit as required under section 3(1) of the Local Government Act 2003. This limit is normally set each February as part of the Prudential Indicators at a relatively low level to give officers the ability to borrow small amounts for short periods as part of day to day treasury activity. As the General Fund currently has no long-term borrowing requirements, there is no need to set a different operational boundary figure from the authorised limit. The following changes are proposed:

**Indicator 4 - Authorised limit for external debt**

	<b>2011-12 Current</b>	<b>2011-12 Revised</b>	<b>2012-13 Estimate</b>	<b>2013-14 Estimate</b>
General Fund	£5m	£5m	£5m	£5m
HRA	£3.2m	£189m*	£189m*	£189m*
<b>Total</b>	<b>£8.2m</b>	<b>£194m</b>	<b>£194m</b>	<b>£194m</b>

**Indicator 5 - Operational boundary for external debt**

	<b>2011-12 Current</b>	<b>2011-12 Revised</b>	<b>2012-13 Estimate</b>	<b>2013-14 Estimate</b>
General Fund	£5m	£5m	£5m	£5m
HRA	£3.2m	£189m*	£189m*	£189m*
<b>Total</b>	<b>£8.2m</b>	<b>£194m</b>	<b>£194m</b>	<b>£194m</b>

\* If the final determination shows a different figure, the Council will be requested to revise the limit accordingly

66.11 The Executive RESOLVED that:

1. officers be requested, in conjunction with Waverley's advisors, to prepare a detailed HRA Financing Strategy alongside the 30-year HRA Business Plan and to report back to the Executive; and
2. the timetable and the actions to date to prepare for the implementation of the HRA self-financing framework be noted.

66.12 The Executive also

**RECOMMENDS that**



**18. the revised borrowing limits set out in paragraph 66.10 above be approved.**

Background Papers

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

67. RESPONSE TO CONSULTATION ON PROPOSED NATIONAL PLANNING POLICY FRAMEWORK (Agenda Item 9; Appendix D)

- 67.1 The Government is consulting on its proposed National Planning Policy Framework (NPPF), which is intended to replace the current national policy, which is set out in Planning Policy Statements (PPSs) and Planning Policy Guidance Notes (PPGs), with a single streamlined document. The consultation, which runs until 17 October, has received widespread media attention and represents a significant shift in the national approach to planning policy.
- 67.2 The draft NPPF sets out the Government's economic, environmental and social planning policies. At its heart is the proposed 'presumption in favour of sustainable development'. The Government has identified three strands of sustainable development:-
- Planning for prosperity (an economic role);
  - Planning for people (a social role); and
  - Planning for places (an environmental role).
- 67.3 The draft NPPF says that planning must operate to encourage growth and not act as an impediment to it. Therefore, it says that significant weight should be placed on the need to support economic growth through the planning system. It also says that decision-takers at every level should assume that the default answer to development proposals is 'yes', except where this would compromise the key sustainable development principles in the NPPF.
- 67.4 Whilst the draft NPPF proclaims a commitment to sustainability, it is clearly aimed at delivering growth in all economic sectors, and in particular growth in the housing supply, through the relaxation of policy constraints. The key issues raised in the NPPF that have implications for Waverley include:
- The introduction of the presumption in favour of sustainable development;
  - The need for an up-to-date 'local plan' consistent with the NPPF.
  - The requirement to plan to meet objectively assessed development needs, unless the adverse impacts of doing so would 'significantly' and 'demonstrably' outweigh the benefits, when assessed against policies in the NPPF.
  - The removal of national targets for the use of previously developed land and the absence of any indication that priority should be given to the development of previously developed land in preference to undeveloped land.

- The key housing objective is to increase significantly the delivery of new homes. There is an expectation that an evidence base will be used to ensure that local plans meet the full requirements for market and affordable housing in housing market areas.
- The requirement for the five year supply of deliverable sites to include an additional 20% over and above existing targets.
- Removal of the requirement that rural exception sites can only be permitted where they deliver 100% affordable housing. Local authorities are now expected to consider whether allowing some market housing would facilitate the provision of significant additional affordable housing.
- Planning policies should avoid long term protection of employment land or floorspace.
- A duty to cooperate with other authorities on cross boundary issues will now be one of the tests on which local plans will be examined. This includes an expectation that local authorities will work together to meet development requirements that cannot wholly be met within their own areas.
- Various changes to Green Belt policy. These include allowing development to be considered on all previously developed land in the Green belt (previously such land had to be identified and allocated in advance); the potential to alter/replace all buildings (not just residential); allowing community 'right to build' schemes; changing the criteria for applying or 'washing over' Green Belt in relation to villages; and relaxing the tests for buildings proposed to support existing outdoor activities.
- There is no reference to protecting the countryside for its own sake.

67.5 The Executive has endorsed the consultation response set out in Annexe 4. There are some aspects of the NPPF that can be supported. These include the principle of concentrating national policy into a single document and the aims of creating a simpler planning system. The extent to which the NPPF advocates a continuation of current policy in seeking to protect the openness and permanence of the Green Belt; to allow alteration of Green Belt boundaries in exceptional circumstances; and the protection of the Green Belt against inappropriate development, are also welcome.

67.6 However, officers have strong objections to some elements of the proposed NPPF together with concerns and comments on other aspects. The proposed response addresses some of the broad principles that underpin the NPPF and that have serious implications for Waverley, as well as commenting on details. The Officers' concerns and objections relate not only to what is in the proposed NPPF, but also where the NPPF is silent on important issues.

67.7 In summary the key concerns/objections are as follows:-

- A fundamental objection that the NPPF is contrary to the principles of localism and local choice/decision-making.
- A fundamental objection that the proposed policy is a charter for unfettered, inappropriate and unsustainable housing growth.
- A concern that whilst the principles of sustainable development cover social and environmental issues as well as economic ones, the broad thrust of the NPPF suggests that where a balance needs to be struck, the

economic considerations will prevail with minimal consideration of the impact on the environment and other relevant considerations.

- The absence of the general presumption that development on previously developed land is preferable to development on undeveloped land and the lack of protection for the countryside for its own sake.
- The emphasis on meeting the demands for market and affordable housing in their entirety, with only minimal regard for the practical consequences for character, environment and amenity of the area, or the pressures that will be placed on local infrastructure.
- An objection to the proposal to identify an additional 20% of housing sites for the five year period. The justification for this is weak, but the consequences would be significant.
- A concern that the NPPF does not adequately deal with cross boundary issues. In Waverley's case, there are serious concerns about the impact on local infrastructure such as roads and schools arising from major developments planned in neighbouring authorities. Notwithstanding the duty to cooperate, this issue is not adequately dealt with in the NPPF.
- Waverley is concerned about the approach in the NPPF to employment land. Balanced communities need employment land as well as land for housing. Given the need to plan over a 15 year period it is necessary to ensure that there is sufficient land for both uses over the long term and this objective may not be achieved if short term market signals only are used to determine whether employment land should be protected.
- There is a serious concern that planning through the NPPF, with its emphasis on housing growth, will mean that there will not be the funds to deliver the infrastructure required to support development.

67.8 The Executive therefore

### **RECOMMENDS that**

**19. Waverley's formal response in objection to the draft National Planning Policy Framework, as set out at Annexe 4, be approved.**

#### Background Papers

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

68. CAR PARK REVIEW 2011 (Agenda Item 12; Appendix G)

*[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 1 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).]*

68.1 This item presents a review of the Council's off-street car parking operation and seeks approval of the recommendations contained within that review.

The Council's car parks are important assets that benefit the community as a whole. With available town centre car parking space becoming increasingly scarce the 36 car parks operated by Waverley provide the motorist with a range of different parking options to suit their needs.

- 68.2 The availability of parking space is vital to the town centres, local shops and to thriving communities. Good management of this parking space is the key to this. It can influence the length of stay and traffic movement, and help to reduce the level of congestion in a town centre.
- 68.3 In line with recognised good practice, a thorough review of off-street parking in the borough has been undertaken. This review looks at the use of the car parks, customer expectations, the demand for parking space, charges and charging period, as well as the condition of the car parks. It makes a number of recommendations in light of its findings. The full report can be found at Annexe 5.
- 68.4 An accompanying document setting out in detail the changes to the current tariff structure being proposed in the report is at Annexe 6. The last review of car park charges took place during 2007, effective from 1<sup>st</sup> April 2008. The increases proposed are therefore the first in four years.
- 68.5 An illustration of the revenue implications of tariff changes suggested for each car park is contained at (Exempt) Annexe 7. A sum of £2,500 is provided annually in the Revenue Estimates for Car Parks, specifically for the cost of tariff changes. The costs of advertising, revised tariff boards and reprogramming of machines can be contained within this sum.
- 68.6 The Executive accordingly

**RECOMMENDS that**

- 20. the findings of the car park review at Annexe 5 be endorsed and adopted as the Council's Car Parking Strategy;**
- 21. the following recommendations A-Q be approved, contained within the review as follows:-**
- a. To plan for the future parking needs of the main centres and protect existing stock as a minimum;**
  - b. To make provision in the Parking Order to extend the charging period to 7pm at all pay and display car parks;**
  - c. For charging days of Monday – Saturday to remain unchanged;**
  - d. To change the designation of High Street, Haslemere and Waggon Yard, Farnham car parks to 'Prime Site' and Town Centre Site respectively. Also to change the designation of Chestnut Avenue, Haslemere and Stocklund Square, Cranleigh car park to medium stay. The relative charges to apply in each case;**

- e. To address capacity issues and provide a greater opportunity for a motorist to find a short stay parking space by increasing charges at High Street, Haslemere; Mint Street, Godalming; North Street, Farncombe; South Street, Godalming; Mill Lane, Godalming; Lower Hart, Farnham; Central, Farnham and Weydown Road, Haslemere in line with the revised tariff sheet at Annexe 6;
  - f. Apply a maximum stay limit of three hours to each bay reserved for use by a blue badge holder;
  - g. To introduce a payment scheme that permits parking of a small (up to 14 seats) community transport vehicle or mini bus;
  - h. Remove Contract Parking Space at Queen Street to make this space more generally available. Introduce Season Tickets for use at this car park;
  - i. To increase the charge of a season ticket for use at Crown Court, Godalming; Chestnut Avenue, Haslemere; North Street, Godalming; Stocklund Square, Cranleigh; Village Way, Cranleigh; Waggon Yard, Farnham; and Weydown Road, Haslemere;
  - j. To restrict the use of a Season ticket to a single car park;
  - k. To seek permission to operate a pay and display car park at Lucks Green;
  - l. To convert the area of recreational land at Village Way Car Park, Cranleigh to a surfaced pay and display parking facility and relocate the multi use games area to a more appropriate site;
  - m. To reduce the daily and season ticket charges at Meadow car park;
  - n. To reduce the charge at North Street Car Park, Farncombe on a Saturday;
  - o. To install a pay and display facility at Station Lane, Milford and implement a charge for parking at this car park;
  - p. Reduce the charges at Weydown Road, on a Saturday;
  - q. To refurbish the car parks at Weyhill and introduce charges for both long and short stay parking; and
22. a new Off-Street Parking Order be made to enable the Council to adopt the new tariff structure set out in Annexe 6 with effect from February 2012 or at the earliest time thereafter.

Background Papers

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

69. POLLING DISTRICT AND POLLING STATION REVIEW (Agenda Item 17; Appendix L)
- 69.1 The Electoral Administration Act 2006 requires that a polling district and polling station review be carried out every 4 years and for our polling stations to be kept under constant review. The last review was carried out in 2007. The review ensures that the Council responds to any changes or difficulties with polling stations with the aim of encouraging turnout at all types of elections.
- 69.2 Polling Station Inspectors visit polling stations on all election days and complete a polling station suitability checklist which identifies any issues that need addressing. Presiding Officers are also asked to check that stations are accessible on polling day and any issues reported.
- 69.3 The consultation process required under the review has now been carried out and all interested parties and organisations have been consulted. Housing forecasts from Planning have been obtained and there are no very large residential developments proposed in the Borough over the next four years which could produce distortions to polling districts or the need for new polling places.
- 69.4 There have been no observations from members of the public, political parties or Councillors.
- 69.5 There are three polling places where there have been continual issues, which are Charterhouse Scouts Hut, Godalming and Beacon Hill Primary School, Hindhead, where parking is an issue for both and St Peter's School, Farnham which has to be used for both Boundstone and Shortheath voters as there is no suitable venue in Boundstone. All of these are long established polling places in areas where there are no alternative venues, despite officers researching alternatives.
- 69.6 However, the Returning Officer had previously been asked to find an alternative to St Mary's School in Frensham by the Headteacher of the school. Frensham now has a new community shop which includes the Parish Council office and meeting room above and the Parish Clerk has offered Waverley the use of this room for election purposes. The room is fully accessible for disabled electors, with a lift to take them to the first floor and there is adequate parking to the front and side of the building.
- 69.7 The Executive now

**RECOMMENDS that**

23. **the Frensham Parish community building be designated as the polling place for the Frensham polling district; and**
24. **as there are no suitable alternatives for the other stations identified in the report, no other changes be made but officers keep them under review in case new alternative buildings become available.**

#### Background Papers

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

70. DUNSFOLD PARK APPEAL: REQUEST FOR SUPPLEMENTARY ESTIMATE (Agenda Item 18; Appendix M)

- 70.1 In April 2011, the Council received an application for a certificate of lawful use or development relating to Dunsfold Park (WA/2011/0520). On 6 July 2011 the application was refused.
- 70.2 An appeal has been lodged against the Council's refusal. The appeal will be determined by way of Public Inquiry on a date to be agreed. Whilst the Planning Service budget includes sums for both consultants and legal expenses, it would not cover the cost of an Inquiry of this size. It is therefore necessary to seek additional funding to support the inquiry.
- 70.3 Members would wish to be assured that the Council's position is robustly defended with appropriate advocacy and planning expertise. The potential costs of leading counsel for a ten day inquiry have been estimated at £50,000. The likely costs of external planning witness with appropriate expertise in the specialised area of lawful development certificates and airport planning is likely to be around £15,000. The Executive therefore

#### **RECOMMENDS that**

25. **a supplementary estimate of £65,000 be approved to meet the costs of the professional and other costs, with a further £10,000 being approved but only spent subject to the agreement of the Chief Executive and Portfolio Holders for Finance and Planning.**

#### Background Papers

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

71. EXCLUSION OF PRESS AND PUBLIC (Agenda Item 21)

At 7.48 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 paragraphs of the revised Part I of Schedule 12A to the Act, namely:-

Information relating to any individual (paragraph 1);

Information which reveals the authority proposes:-

- a. to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
- b. to make an order or direction under any enactment (paragraph 6).

72. URGENT ITEM: DIRECT ACTION ((Exempt) Appendix O)

The Executive has considered a report on this matter, as set out at (Exempt) Annexe 8 and

**RECOMMENDS that**

26. **a supplementary estimate of £30,000 be approved to meet the costs of the proposed direct action.**

**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**

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

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

74. GRANTS REVIEW SPECIAL INTEREST GROUP – FINAL REPORT (Agenda Item 10; Appendix E)

RESOLVED that

1. the Grants Review Special Interest Group be thanked for their hard work;
2. the principle of moving towards Service Level Agreements between Waverley and the voluntary organisations funded by the Council be agreed;



3. Waverley CAB and HOPPA be invited to negotiate SLAs for 2012-2015 as pilots for this new way of working;
4. the success of the pilot SLAs be monitored and their impact reviewed before rolling out the approach to other funded organisations; and
5. a follow-up report from officers be requested with recommendations to resolve the outstanding issues with Waverley's day centres.

75. WAVERLEY COMMUNITY PARTNERSHIP AND VOLUNTARY GRANTS PARTNERSHIP FUNDING ROUND 2012/13 (Agenda Item 11; Appendix F)

RESOLVED that

1. for budget planning purposes, the total amount of the Waverley Community Partnership grants pot be reduced by 12% and the contribution to the Waverley Voluntary Grants Partnership pot be reduced by 12%; and
2. the overall funding process be agreed, as detailed within the report.

76. SCC PROPOSED INTRODUCTION OF ON-STREET PARKING CHARGES IN WAVERLEY (Agenda Item 13; Appendix H)

RESOLVED that the following observations made by the Joint Overview and Scrutiny Committee be supported:-

1. the Council should continue to monitor SCC's future plans for on-street parking and encourage local members to provide SCC with any recommendations as to the most appropriate approach to on-street parking for their local area in the future; and
2. the County Council be advised that there are flaws in the current proposals and that in future consultations, the Borough Council should be fully briefed and consulted on any plans at the earliest opportunity and no assumption be made that the Waverley Local Committee represents the Borough's views.

77. CHRISTMAS CLOSURE (Agenda Item 14; Appendix I)

RESOLVED that

1. the Council Offices are closed on the three working days between Christmas and New Year each year and that staff are granted a Goodwill Day to be taken on day two of this period; and
2. all staff members be issued with revised terms and conditions of employment to reflect this policy.

78. HOUSING MAINTENANCE CONTRACT PROCUREMENT – CONTRACT/S AWARD (Agenda Item 15; Appendix J)

*[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 1 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

1. authority be delegated to the Deputy Chief Executive in consultation with the Strategic Director and the Portfolio Holder for Housing to resolve any issues arising from the outcome of the 10 day standstill period, the responses of the successful Tenderer/s and the 30 day leaseholder consultation period; and
2. authority be delegated to the Deputy Chief Executive in consultation with the Strategic Director and the Portfolio Holder for Housing to conclude the procurement process as outlined in paragraphs 27 to 33 and, subject to Recommendation 1 of the report, award the contracts in accordance with the procurement process and the evaluation outcomes set out in (Exempt) Annexe 1 to the report.

79. HASLEMERE LOCAL OFFICE SHARED ACCOMMODATION – SURREY POLICE (Agenda Item 16; Appendix K)

RESOLVED that the proposed lease to Surrey Police be agreed, on the terms and conditions as set out in the (Exempt) Annexe to the report, with any other terms and conditions to be agreed by the Estates and Valuation Manager.

80. PERFORMANCE MANAGEMENT REPORT, QUARTER 1 (APRIL – JUNE) 2011-12 (Agenda Item 19)

This item was deferred to the next meeting of the Executive.

81. ESTABLISHMENT OF OVERVIEW AND SCRUTINY SUB-COMMITTEE

RESOLVED that a Sub-Committee consisting of Cllrs Brian Ellis, Michael Goodridge, Nicholas Holder, Peter Isherwood, Diane James, Julia Potts and Andrew Wilson be established to undertake the in-depth review of Policing in Waverley, and to ask the Overview and Scrutiny Committee to consider appointing a Haslemere Ward Councillor to the Sub-Committee in view of concerns about response times to emergency calls in Haslemere.

82. PARKING SERVICES CONTRACT – OPTIONS FOR RENEWAL (Agenda Item 22; (Exempt) Appendix N)

*[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 1 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 Parking Services Contract with NSL be extended for a further two years to April 2014.

The meeting commenced at 6.45 p.m. and concluded at 7.52 p.m.

Chairman