

WAVERLEY BOROUGH COUNCIL

MINUTES OF THE MEETING OF THE EXECUTIVE – 29 MAY 2012

SUBMITTED TO THE COUNCIL MEETING – 17 JULY 2012

(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 Julia Potts       |
| Cllr Brian Adams                 | * Cllr Stefan Reynolds   |
| * Cllr Mrs Carole King           | * Cllr Adam Taylor-Smith |
| * Cllr Bryn Morgan               | * Cllr Keith Webster     |

\* Present

Cllr Diane James attended and spoke on Agenda Items 8 and 9  
(Minute Nos. 8 and 9 refer)

Cllr Jim Edwards was also in attendance

1. APPOINTMENT OF CHAIRMAN

RESOLVED that the Leader of the Council, Cllr Robert Knowles, be appointed Chairman of the Executive for the Council Year 2012/2013.

2. APPOINTMENT OF VICE-CHAIRMAN

RESOLVED that the Deputy Leader of the Council, Cllr Mike Band, be appointed Vice-Chairman of the Executive for the Council Year 2012/2013.

3. MINUTES

The Minutes of the Meeting of the Executive held on 27 March 2012 and of the Special Meeting held on 24 April 2012 were confirmed and signed.

4. APOLOGY FOR ABSENCE

An apology for absence was received from Cllr Brian Adams.

5. DISCLOSURE OF INTERESTS

With regard to a question from a member of the public under Agenda Item 7, Cllrs Stephen O’Grady and Julia Potts declared a personal interest relating to East Street as Farnham Town Councillors.

6. QUESTIONS

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

“If, within the next 6 months and without extending the long stop date, the Council decided to end the current contract for the East Street development by giving proper notice to the developer what is the estimate of the most likely level of costs that the Council incur as a direct result of that decision in relation to (a) payments made to the developer and (b) all other payments.”

The Portfolio Holder for East Street read out the following answer in the questioners absence:-

“It was overwhelmingly agreed at the Extraordinary meeting of this Council on 8 May 2012 that compulsory purchase powers would be used. I am pleased to confirm that a Compulsory Purchase Order has now been made and notices of the order have been posted on and around the site and a notice will also appear in the Farnham Herald on Thursday 31 May 2012.

This order is the next part in the process of acquiring the land within the development site that Waverley does not yet own and acquiring rights over other land needed to enable the development to proceed. Therefore there is no question whatsoever of the Council ending the contract within the next 6 months.”

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

### **7. HASLEMERE DESIGN STATEMENT**

- 7.1 A Town Design Statement is a published document that gives a detailed guide to the character of a town. It sets out the specific nature of the buildings and landscape which make the town distinctive, with recommendations on how to encourage new development that enhance and compliments what already exists. A Town Design Statement is similar in concept to a Village Design Statement but the scale and complexity of towns means that a carefully coordinated approach is required in its production (The Countryside Agency, March 2003).
- 7.2 Haslemere Town Council decided to prepare its own Design Statement to set out what makes the area distinctive and to ensure that future development sits comfortably within the town. The document is expected to give guidance to residents, developers and the Planning Service for consideration when preparing plans for development, for pre-application discussion and in the determination of planning applications.
- 7.3 It is intended that the HDS will serve a number of purposes. It contains specific design guidelines that are intended to be used in the consideration of proposed new development within the town. The specific aims of the HDS are to:
- Develop guidelines which have a positive influence on development throughout Haslemere and the surrounding area, and
  - Ensure a sustainable and attractive environment for future generations.

- 7.4 Haslemere Town Council began work on the HDS in 2010. A copy of the latest version of the document is available to view on the Waverley website ([www.waverley.gov.uk](http://www.waverley.gov.uk)) and printed copies are available on request from Democratic Services.
- 7.5 The HDS will directly relate to the Development Plan. In this case the policy to be amplified is Saved Policy D4 (Design and Layout) of the Waverley Borough Local Plan 2002. It also accords with the ambition of the National Planning Policy Framework to place a strong emphasis on good design which responds to the local character of an area. In addition the HDS will help support future developers discuss schemes with the local community, showing how the proposal accords with the community's long term vision for the area.
- 7.6 The document is split into a number of chapters, both thematic (i.e. landscape and natural environment) and based on character areas (i.e. Haslemere South of Town Centre etc.). This approach acknowledges the similarities and differences between the different areas and ensures that the design guidelines respond directly to an area's character, and is in addition to design guidelines that are relevant to the whole of Haslemere.
- 7.7 The HDS has been subject to a comprehensive consultation process, ensuring that it will be a robust document and stand up through the planning process. The following table outlines the key dates and events in the consultation process:

Key Date	Event
6 October – 1 December 2012	First (informal) consultation including: <ul style="list-style-type: none"> <li>• 3 interactive workshops,</li> <li>• publicity in local papers and magazines,</li> <li>• flyers and posters distributed.</li> </ul> Over 4,000 comments received.
September – December 2011	Discussions with Waverley Planning Services.
12 January 2012	Haslemere Town Council agrees to formal consultation.
16 January – 26 February 2012	Formal 6 weeks consultation including: <ul style="list-style-type: none"> <li>• a website,</li> <li>• document put on deposit in various locations throughout the town</li> <li>• formal adverts in The Haslemere Herald</li> <li>• 500+ flyers and posters distributed around the town, put in local newspapers and displayed in shops,</li> <li>• exhibitions at 3 locations in the town,</li> <li>• comment sheets.</li> </ul> Over 40 different respondents made comments.
April 2012	Haslemere Town Council give formal approval and agree to submit to WBC to request its adoption.
4 May 2012	Letter requesting adoption received by WBC.

Executive 4  
29.05.12

- 7.8 Haslemere Town Council has considered all of the responses (including from WBC), and where practicable accommodated changes in the document. This process has been supported by WBC Officers.
- 7.9 The Executive was very impressed with the document and, subject to an amendment to page 38 of the document relating to the statement about population numbers, which has subsequently been addressed, now

**RECOMMENDS that**

- 1. the Haslemere Design Statement be adopted as a material planning consideration.**

Background Papers

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

**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**

8. EXECUTIVE FORWARD PROGRAMME

RESOLVED that the forward programme of key decisions for Waverley Borough Council be adopted, subject to amending Strategic Review of IT as 'ongoing'.

9. ANNUAL ACCOUNTS 2011/2012

9.1 OVERALL REVENUE OUTTURN (GENERAL FUND AND HOUSING REVENUE ACCOUNT)

RESOLVED that

1. the Revenue Outturn position for 2011/2012 be noted;
2. Revenue Carry Forwards of £49,400 on the General Fund from 2011/2012 to 2012/2013 be approved, as detailed in Annexe 3 of the report;
3. £80,000 be held within the General Fund Working Balance for potential future loss of supporting people grant funding; and
4. a supplementary estimate of £20,000 be agreed for specialist legal advice to support the Council in an Employment Tribunal claim in respect of an unsuccessful applicant for a post, to be funded from the increased General Fund balances referred to in paragraph 12 of the report.

9.2 CAPITAL PROGRAMME OUTTURN (GENERAL FUND AND HOUSING REVENUE ACCOUNT)

RESOLVED that

1. the Capital Outturn position for 2011/2012 be noted; and
2. the transfer of budgets totalling £1,273,044 be approved, as detailed in Annexe 1 of the report, from the 2011/2012 to the 2012/2013 General Fund Capital Programme;
3. the transfer of budgets totalling £1,345,246 be approved, as detailed in Annexe 1 of the report, from the 2011/2012 to the 2012/2013 HRA Capital Programme; and
4. the Executive note the disappointing level of slippage on the HRA and that measures are being put in place to ensure improved delivery of the 2012/2013 HRA Programme.

10. PROPOSAL FOR A 2012 SURVEY OF TENANTS AND RESIDENTS (STAR)

RESOLVED that the proposal for a 2012/13 STAR survey be approved, subject to a review of the necessity of some of the personal questions to see if they can be removed or shortened.

11. WESTFIELD LANE, WRECCLESHAM

RESOLVED that

1. Option 2, Badshot Lea Football Club's proposal for Westfield Lane, be approved as the only viable option for the Council;
2. authority be delegated to the Head of Community Services in consultation with the Portfolio Holders and Property Services to negotiate lease arrangements with Badshot Lea Football Club;
3. the commitment of £50,000 of capital funds be approved to assist in the provision of a new 'Pay to Play' football pitch in the area and to improve the pavilion changing rooms and the grant paid subject to the other external funding being obtained by BLFC; and
4. the £50,000 is identified from the unallocated provision for urgent schemes budget in the first instance but offset by savings in the capital programme and planning infrastructure contributions that arise during the year.

***[Following this meeting, four members of the Corporate Overview and Scrutiny Committee called-in this decision for scrutiny and a meeting of the Committee was held on 2 July 2012, reporting back to the Executive on 3 July 2012. The decision was therefore put on hold to enable the scrutiny to take place].***

12. OUTSTANDING DEBTS WRITE-OFF FOR DECISION

*[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, under Financial Regulation D203, the debts put forward for write-off as listed in the (Exempt) Annexe to the report, be approved.

13. APPOINTMENT OF SPECIAL INTEREST GROUPS (SIGS)

RESOLVED that the Special Interest Groups set out in Annexe 1 be appointed for 2012/2013.

14. APPOINTMENT OF EMPLOYERS' NEGOTIATING TEAM 2012/2013

RESOLVED that the following members be appointed to the Employers' Negotiating Team for 2012/2013:-

Leader, Cllr Robert Knowles  
Deputy Leader, Cllr Mike Band  
Cllr Gillian Beel  
Cllr Peter Isherwood  
Cllr Stefan Reynolds  
Cllr Simon Thornton

15. APPOINTMENTS TO OUTSIDE BODIES 2012-2013

RESOLVED that the following appointments to Outside Bodies for 2012 - 2013 be made:-

		<b>Representative for 2012-2013</b>
A5a	Surrey Leaders' Group Surrey Waste Partnership	Cllr Brian Adams
A5b	Surrey Leaders' Group Surrey Climate Change Partnership Member Group	Cllr Bryn Morgan
A6	Local Government Association Rural Commission	Cllr Bryn Morgan

A7	Local Government Association Urban Commission	Cllr Stephen O'Grady [Reserve: Cllr Julia Potts]
B9	Waverley Voluntary Grants Panel	Cllr Brian Adams
NEW	SurreySave	Cllr Mike Band

16. SURREY LEADERS' GROUP – NOMINATIONS TO OUTSIDE BODIES

RESOLVED that the nominations for consideration by the Surrey Leaders' Group to external bodies for the three-year term 2012-2015 be as follows:-

- i. High Sheriff's Award – Cllr Carole Cockburn
- ii. South East Reserve Forces' and Cadets' Association – Cllr Stephen O'Grady
- iii. Active Surrey Sports Partnership Board – Cllr Diane James
- iv. Surrey Civilian Military Partnership Board – Cllr Richard Gates
- v. Supporting People Commissioning Body – Cllr Jenny Else

17. APPOINTMENTS TO SURREY COUNTY COUNCIL LOCAL COMMITTEE TASK GROUPS 2012/2013

RESOLVED that the appointments to the Waverley Local Committee Task Groups for 2012/2013 be as follows:-

Farnham Transportation Task Group

Cllrs Julia Potts, John Ward and Carole Cockburn

Godalming, Milford and Witley Transportation Task Group

Cllrs Simon Thornton and Denis Leigh

Haslemere and Western Villages Transportation Task Group

Cllrs Robert Knowles and Bryn Morgan

Cranleigh and Eastern Villages Transportation Task Group

Cllrs Brian Ellis and Brett Vorley

18. CHIEF EXECUTIVE'S ACTION

The Executive noted the action taken by the Chief Executive to retain Wragge and Co to defend an Employment Tribunal claim by an unsuccessful job applicant.

19. EXCLUSION OF PRESS AND PUBLIC

At 7.25 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 Paragraph 1 of the revised Part I of Schedule 12A to the Act, namely:-

Information relating to any individual.

20. STAFFING MATTER

RESOLVED that approval be given to the retirement of Postholder HI 14 in the interests of efficiency of the service, on the terms outlined at paragraph 5 of the report, subject to a satisfactory compromise agreement being signed between both parties.

The meeting commenced at 6.45 p.m. and concluded at 7.28 p.m.

Chairman