

WAVERLEY BOROUGH COUNCIL

MINUTES OF THE MEETING OF THE EXECUTIVE – 2 OCTOBER 2012

SUBMITTED TO THE COUNCIL MEETING – 16 OCTOBER 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 Carole King	* Cllr Adam Taylor-Smith
* Cllr Bryn Morgan	* Cllr Keith Webster

* Present

Cllr Jim Edwards was also in attendance and spoke on Minute No. 72
Cllr Mike Band chaired the meeting

62. MINUTES

The Minutes of the Meeting of the Executive held on 4 September 2012 were confirmed and signed.

63. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Robert Knowles, Stephen O’Grady and Stefan Reynolds.

64. DISCLOSURE OF INTERESTS

There were no interests raised under this heading.

65. QUESTIONS

The Executive received the following question from Mr Beaman of Farnham:

“I have received a number of complaints regarding the standard of road and street cleaning from residents of the ward that I represent on Farnham Town Council and from residents of other areas of Farnham. Despite passing details of these complaints on to WBC there appears to have been no improvement. Could you please give details of the monitoring that is undertaken of the external contractors that are responsible for road and street cleaning and if such monitoring is undertaken whether the standards expected are being achieved in the Farnham area.”

In his absence, the Vice-Chairman confirmed that the following response would be sent to Mr Beaman in writing:-

“Waverley Borough Council's Environmental Services team has two dedicated Contract Monitoring Officers, who are employed specifically to manage and monitor the performance of the Council's Waste Management Contract with Veolia Environmental Services. Their

activities are evenly split between waste & recycling and street cleaning, and they work to a strict regime of scheduled and ad-hoc performance inspections. In the six months between April and September this year, over 550 such street cleaning inspections were carried out, 150 of which were in Farnham.

The Council has a stretching performance target of achieving an 85% 'pass-rate' across all streets we inspect; and this target was achieved in Farnham on three of the six months in question, with an average pass rate in the town of 82% across the 6-month period. Only 27 of the inspections carried out in Farnham failed- which equates to approximately 6%.

Monitoring information is reported to the Council on a quarterly basis, and our Ward Councillors, Cllrs Stephen O'Grady, Donal O'Neill and Julia Potts, work very closely with our staff to ensure that high standards are maintained, as well as to promote local community clean-up events, which are run frequently and very successfully in many villages and neighbourhoods across the Borough.

I'm sure Cllr Beaman will be pleased to see the in-depth street cleaning review which is on the agenda tonight. This report looks in detail at all aspects of street cleaning, and puts forward a series of recommendations as to how the service might be improved going forward, including proposals to make further investments in front-line cleaning activities, to improve the ways in which the council gathers and acts upon issues raised by our residents, and to develop a more robust approach to monitoring and managing the performance of the contractor.

We always welcome, and act upon any feedback we receive, and for this reason we are sorry that Cllr Beaman feels we have fallen short on this occasion. We would encourage him always to report problems he comes across - as in fact our street cleaning team only has one record of a complaint from him, and that was in October 2011. Complaints can be received either by telephone to the office, by email to environment@waverley.gov.uk, or by using the "Report It" facility on our website www.waverley.gov.uk."

PART I - RECOMMENDATIONS TO THE COUNCIL

66. ADDITIONAL FRAUD/RECOVERY RESOURCES

- 66.1 The Government is implementing major changes to local government funding in 2013/14 including the creation of local council tax reduction schemes, to replace the national council tax benefit system (the Executive considered a report on this at its last meeting on 4 September), and the introduction of business rates retention. The Government is also making other changes to council tax including a range of council tax exemptions and discounts, including empty and second homes, and a requirement to offer 12 instalments as well as the current statutory 10.

- 66.2 Depending on the final decisions taken by the Council in December, these changes are likely to have major implications for the collection of council tax and business rates in the future. The new changes will transfer major income risks from central government to local authorities and it will be more important than ever for Waverley to protect its income base and maintain high collection rates. The table below shows the key activities of Waverley's revenues team in a year.

	Council Tax	Business rates
Number of accounts	Approx 51,000	Approx 3,800
Income collected	Approx £85m	Approx £33m
Number of bills issued*	Approx 80,000	Approx 5,000
Number of reminders sent	18,000	2,000
Number of court summons	1,800	300
Number of bailiff actions	520	50
Collection rate – current year's bills collected in year	99%	98.2%

*Annual billing plus bills sent in year due to movers, benefit changes etc.

- 66.3 In addition to council tax and business rates, the recovery team process actions for sundry debtors who fail to pay following the issue of a final notice. In a year, approximately 200 sundry debt accounts are referred to the recovery team for pursuing. The majority of unpaid accounts relate to housing benefit overpayments that have arisen due to a late or non-declaration of a change in circumstances such as increased income or capital. Other accounts include former tenant arrears, property rents and various fees and charges.
- 66.4 Currently, Waverley acts as an agent of the Government for the billing and collection of business rates. The Council pays all of the business rates collected to the Government. The Government takes the full risk of any reductions in the business rate base and of any non-payment of debts. Currently the Government pay an admin grant to councils to cover the costs of the staff, systems and running costs of administering business rates.
- 66.5 When the Government's new business rates retention scheme is introduced on 1 April 2013 Waverley will take a share of the risks which equate to 40% of any reductions or losses. For example, if Waverley experienced a £1m reduction in business rates collected (or 3% of the total), Waverley's council taxpayers would have to foot the bill for £400,000. Conversely, Waverley would be able to keep a proportion of any business rate growth in future but this is estimated to be around 7% of the total growth amount. It is assumed that the admin grant will continue, but this is unclear.
- 66.6 Under the retention scheme, there is a much greater incentive for Waverley to maintain/grow its business rate base and maximise recovery. The current rate of collection is 98.2%. This means that over £0.5m of each year's bills remains uncollected at the end of the year, some of which will be collected over time but some will be written off. Additional recovery resources would enable additional inspections to ensure that all business premises in the Borough are being sent bills and it would help increase the collection rate beyond 99%.

- 66.7 The current national council tax benefit scheme is being replaced from 1 April 2013 by locally determined schemes set by each local authority. Currently, Waverley administers council tax benefit under a nationally set government scheme and the Government reimburses the costs of the benefit and pays a grant for admin costs.
- 66.8 Under the new local reduction scheme rules, from next year the Government will provide a fixed grant which is at least 10% less than the current council tax benefit cost. Councils will take the full risk and cost of increasing caseloads in future. This makes it even more important to do all we can to detect and prevent fraud occurring. One way to do this is to routinely investigate a higher volume of claims to ensure that all changes of the claimant's circumstances, i.e. higher pay or savings, have been correctly notified and processed.
- 66.9 Members are currently consulting on a draft local council tax reduction scheme. The new scheme could increase the council tax bills for between 1,500 and 3,000 households due to the measures required to reduce the budgetary impact of the Government grant cut. A large number of these households could be required to pay council tax for the first time having previously had 100% benefit.
- 66.10 The revenues recovery team currently has to take action in around 10% (5,000) of accounts each year due to late or non-payment. This action is the main reason why Waverley maintains high collection rates at 99%. However, the new local reduction scheme will present new challenges in terms of an increased caseload and more difficult cases as all of the claimants affected by the new scheme will be working age people on low or no income. If only 50-70% of this additional liability is recovered in the year, this could lose £300,000 of council tax or 0.5% reduction in the overall collection rate. Some authorities are modelling a lower collection rate than 50%.
- 66.11 Additionally in 2013, the Government is introducing the Universal Credit which will replace housing benefit and a range of other benefits. At any time, Waverley will be pursuing a large number of housing benefit (HB) 'overpayment' debts. These generally arise when a claimant has a change in income/employment or a change in other Government benefits which reduces their entitlement to HB and there is a delay in Waverley being notified. Overpayments can also arise from a fraudulent deliberate withholding of information. If the debtor is still in receipt of HB, we can deduct the overpayment from ongoing benefit. However, we have a large number of debts where the debtor is no longer on HB and many of these have moved out of the area. In these cases, the recovery team have to pursue these debts on a case-by-case basis.
- 66.12 With the introduction of Universal Credit, the ability to recover overpayments from ongoing housing benefit will end. Whilst the Government has not made the position clear yet, it is likely that these accounts would have to be pursued by the recovery team in future. We currently have around 1,000 housing benefit accounts where deductions from ongoing benefit are being made for overpayments.

- 66.13 The Government is giving local authorities more flexibility to decide the levels of certain council tax discounts and exemptions from 1 April 2013. These are mainly in the areas of empty homes and second homes. Detailed reports will be considered by Members in the autumn. Waverley is likely to need to make changes which reduce the current statutory exemptions and discounts in these areas in order to mitigate the costs of the council tax benefit funding cut and/or as a general budget setting measure.
- 66.14 If such changes are made, there is a strong incentive to increase the inspection activity in the Borough to ensure that all properties are accurately included on Waverley's council tax records and are receiving a bill. In particular, ensuring that all new homes are registered for council tax promptly and all empty homes are charged according to the Council's approved scheme.
- 66.15 The revenues team currently comprises a revenues manager, two revenues officers, two recovery assistants, five revenues assistants and one property inspector. Waverley also employs two fraud officers who cover a caseload of nearly 7,000 housing and council tax benefit claimants. It is proposed that the following additional resources are required to meet the demands of the changes described in this report

	Estimated Cost Incl. on-cost
Convert two recovery assistant to recovery officers	20,000
Add new post of recovery assistant	30,000
Add new post of fraud/inspection officer	45,000
Mileage allowances and running costs	10,000
Total	£105,000

- 66.16 The approach would be to consider using more targeted recovery methods including evening phone calls and home visits. Also, increased coverage for inspections and closer working with the Valuation office on domestic and business premises.
- 66.17 This item sets out the justification for strengthening the revenues team resources in response to a range of government changes in 2013/14. These resources will help protect Waverley's revenue base, maximise income and further reduce fraud and error. This impact of this decision has significant financial advantages for all the other precepting organisations for which Waverley collects council tax and funding is currently being sought towards the additional costs necessary.
- 66.18 Because of the Government's legislative timetable, there is still some uncertainty about the impact of some of the proposals and indeed about how Waverley will decide to set its policy. However, it is a very competitive job market in this area and many other authorities could be recruiting at the same time, therefore it is crucial that Waverley is fully prepared with the appropriate approvals in place to enable the necessary recruitments to take place as soon

as possible. The proposal is to make an early appointment of an additional fraud/inspection officer to start making an impact ahead of the start of the next financial year. This will also benefit Surrey County Council and Surrey Police.
The Executive

RESOLVED that

1. the potential impact of the imminent government changes be noted;
2. the immediate appointment of the fraud/inspection officer post be agreed, to be funded from a supplementary estimate of £15,000 in 2012/13 in the first instance, pending confirmation of the external funding with the full year cost being included in the 2013/14 budget; and
3. the detailed decisions around timing and terms of appointment of the other additional staffing resources be delegated to the Deputy Chief Executive in conjunction with the Finance Portfolio Holder.

66.19 The Executive now

RECOMMENDS that

- 34. in advance of final decisions being taken on the council tax reductions scheme in December, the resource measures proposed in paragraph 66.15, with the additional costs to be funded from contributions from major precepting bodies be approved; and**
- 35. the following changes be made to the staff establishment:**
 - a) to convert the two recovery assistant posts to recovery officer posts and establish a new post of recovery assistant, both subject to confirmation of funding from Surrey County Council and Surrey Police Authority; and**
 - b) to establish a new post of fraud/inspection officer.**

[Reason: The Council has to prepare for legislative changes to the Council Tax collection scheme and this decision has significant financial advantages for all precepting organisations for which Waverley collects Council Tax. An early appointment of an additional fraud/inspection officer would enable Waverley to start making an impact ahead of the start of the next financial year.]

Background Papers

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

67. FARNHAM TOWN CENTRE CONSERVATION AREA MANAGEMENT PLAN
- 67.1 The Farnham Town Centre Conservation Area Appraisal was adopted as a supplementary planning document in 2005; however this was not accompanied by a management plan. Given the adoption of the Farnham Town Design Statement, it was considered both appropriate and timely to produce a management plan for the Conservation Area. The proposed document will also build on the aspirations outlined within the existing conservation area appraisal.
- 67.2 Furthermore, there is a legislative duty under the Planning (Listed Buildings & Conservation Areas) Act 1990, Section 71 for Local Authorities to draw up and publish proposals for the preservation and enhancement of conservation areas in their districts and to consult the local community about these proposals.
- 67.3 Farnham Town Centre is one of 45 Conservation Areas (CA) within Waverley Borough Council. Originally designated in 1970 it has been extended and revised twice (in 1979 and 2005). In 2005 the Farnham Town Centre Conservation Area Appraisal (CAA) was adopted by Waverley Borough Council as a supplementary planning document (SPD). The appraisal outlines the special architectural and historic interest of the area and provides an assessment of its character and appearance. In order to protect and enhance the aspects that make the area worthy of designation, active management is also required.
- 67.4 A steering group was formed to produce the document, including representatives of Surrey County Council, Waverley Borough Council, Farnham Town Council, the Farnham Society and Farnham Castle. Local retailers and the Chamber of Commerce have also been invited to attend each meeting. The Farnham Conservation Area Management Plan (FCAMP) document is attached at Annexe 1. This management plan outlines a framework for future action, which are primarily the responsibility of the Borough Council, although successful implementation will also depend on the continued co-operation and enthusiasm of the other local authorities (Surrey County Council and Farnham Town Council), local people and local organisations (including the Farnham Society).
- 67.5 The management plan will enable improved communication and cooperation between all the key stakeholders when considering proposals for the public realm (in Farnham). [Please note that the FCAMP does not currently include any diagrams or photographs. These will be added to the final document after adoption but prior to being fully published.]
- 67.6 Whilst the document will not be adopted as a supplementary planning document, it is considered pertinent to ensure that it is subject to an equally robust consultation process to ensure that it carries sufficient weight as a material planning consideration both in decision making by the Borough Council, as the Local Planning Authority, and at any appeal (if the need ever arises).

67.7 A formal consultation was undertaken for a period of two months commencing on 8 May and closing on 9 July 2012. Each residential property within the CA was sent a letter about the consultation and each business premises was hand delivered a leaflet giving an overview of the document.

67.8 The consultation resulted in 29 responses being made by key stakeholders, local organisations, local businesses and residents. The issues raised included:

- Public Art
- Traffic
- Shared Space
- Adverts
- Planning Policy
- Trees & Open Space
- Environmental Enhancements
- Retail (general comments)
- Funding
- Designations
- Celebration
- General Matters

67.9 A number of changes have been made to the proposed Management Plan in response to the consultation. These include:-

- Decluttering – a note added about consideration being given to putting overhead wires underground.
- Shared spaces – identification of a third potential area at the junction of Castle Street and The Borough.
- Short sections added about historic painted signs and street name plates.
- Note added about potential public realm enhancements at Harts Yard.
- Trees – note added to encourage tree planting in the Conservation Area.
- Advertisements – note added about investigating whether the Conservation Area could be designated as an Area of Special Control of Advertisements.
- Note added about consideration being given to the enhancement of car parks in the Conservation Area.
- Public Art – note added regarding consideration being given to how public art is commissioned by public bodies.
- Recent implementation of the Farnham Greenways noted and note added regarding improvement of cycling and pedestrian facilities.
- Action Plan – amended to indicate whether projects are short, medium or long term.
- Some re-ordering of sections for clarity.

67.10 Many of the issues raised during the consultation are not within the remit of the FCAMP group; however they will be forwarded to the relevant Officers, Services or organisations. Those matters which are relevant have, where appropriate, been addressed in the document.

67.11 The Executive

RECOMMENDS that

36. the Farnham Town Centre Conservation Area Management Plan be adopted as a material planning consideration.

[Reason: The document provides a much needed framework for the long-term management and enhancement of the Farnham Town Centre Conservation Area.]

Background Papers

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

68. PARKING PROVISION GUIDELINES

- 68.1 The provision of appropriate levels of car parking and cycle parking is an important consideration when assessing proposals for new development. In the past the Council used the Surrey County Council Parking Guidelines from 2003 as the starting point for assessing the level of parking provision, albeit that these Guidelines were not formally adopted by the Council.
- 68.2 There are various reasons why it is appropriate to review the situation and for the Council to adopt new parking guidelines:-
- Surrey County Council has recently issued new parking guidelines (January 2012) and recommended that the districts in Surrey use these within their own Local Development Framework (LDF) documents;
 - In relation to residential parking there has been a move away from maximum standards and a recognition that local circumstances need to be considered when assessing the right level of parking in new residential developments.
- 68.3 In March/April this year, the Community Overview and Scrutiny Committee and the Executive considered the draft Parking Guidelines. The Executive agreed the proposed parking guidelines as the basis for consultation. In essence the proposed Guidelines comprised the parking guidelines produced by the County Council for non-residential development, which it was proposed should be adopted without change, and the proposed parking guidelines for residential development. These were based on the County Council's guidelines, but amended to reflect local circumstances in Waverley. The changes made to the County guidelines were in recognition of the fact that car ownership in Waverley is high and the opportunities to utilise other forms of transport are limited, particularly in the more remote locations in the Borough. The proposed residential guidelines are an indication of the minimum level of parking provision that would normally be expected in new residential developments having regard to the size of the dwellings and their location.
- 68.4 The County Council's guidelines, which it is proposed should be adopted, set a range of maximum parking levels for various forms of non-residential development, as well as for residential institutions like care homes and for sheltered housing developments. The County parking guidelines recognise that Surrey is a county of contrasts, which produces varying demands for travel, car use and its resultant parking requirements. Therefore, the County Council says that it would be inappropriate to apply a single standard across the entire county, so the intention is to apply a pragmatic and flexible approach.

- 68.5 Although the proposed guidelines for non-residential development are recommended maximum levels of parking, in a number of cases they are a guideline figure, providing for individual assessment/justification. This provides a degree of flexibility.
- 68.6 In its own Guidelines the County Council has also indicated the circumstances in which it could object to a development on parking related grounds. In terms of residential development, therefore, it says that it is only likely to object on the grounds of inadequate parking if the shortfall would lead to danger on the adjoining highway. It says it is unlikely to object to residential development on the grounds of excessive parking being provided. However it has said that in relation to non-residential uses, objections could be made on policy grounds to parking above the recommended maximum, although this would clearly depend on the circumstances, including the location of the site.
- 68.7 A consultation on the Draft Parking guidelines took place between 25 May and 5 July 2012. Those invited to comment included the Highways Agency, Surrey County Council, adjoining local authorities, town and parish councils, transport operators and residents' associations. Comments were received from 12 respondents. A range of views were expressed from those considering that the parking guidelines do not provide for enough parking, to those who consider that in some locations the guidelines are too prescriptive and may require provision of more parking than is necessary.
- 68.8 In relation to parking for residential developments, these are expressed as the minimum that would normally be required. However, the guidelines also say that where space permits, it may be appropriate to consider an increased provision above this minimum. Officers consider that this provision addresses the concerns that more parking may be required than the indicated minimum.
- 68.9 In relation to non-residential uses, the guidelines are generally expressed as a maximum. However, this does not mean that this cannot be exceeded. However, the expectation would be that any additional provision would need to be justified. In considering the level of parking provision in such cases, it would be necessary to consider factors such as the location of the site and access to other forms of transport.
- 68.10 In terms of town centre/edge of centre locations, one comment is that the proposed guidelines are not flexible enough to take account of factors such as access to public transport. This is addressed in the proposed Guidelines. Whilst the residential guidelines are expressed as the minimum that would normally be expected, there is still provision for an applicant to put forward a justification in the event that parking provision is below this minimum.
- 68.11 The proposed Parking Guidelines are attached as Annexe 2, having been amended in response to the consultation. Officers have taken careful note of the responses received to the consultation and believe that the guidelines will provide for an appropriate level of car parking to reflect local circumstances. The Executive

RECOMMENDS that

37. the Parking Provision Guidelines be adopted as a material consideration in the assessment of planning applications.

[Reason: The Executive took careful note of the responses received to the consultation and believe that the guidelines will provide for an appropriate level of car parking to reflect local circumstances in Waverley which has particularly high levels of car ownership and only limited public transport.]

Background Papers

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

69. AIR QUALITY OFFICER AND ENVIRONMENTAL HEALTH STAFFING

69.1 Dialogue between Waverley Borough Council and a neighbouring Council has been underway in recent months, regarding the potential for Waverley to provide some specialist support to them on an ongoing basis. The specific Environmental Health functions that have been discussed are PPC (Pollution Prevention and Control), PWS (Private Water Supplies) and AQ (Air Quality).

69.2 Waverley's existing specialist Air Quality Officer will be leaving the part-time (0.7fte) post in mid-October. The duties, skills and knowledge required to undertake this role are key elements of the shared services discussions. Of this post, currently 0.5fte is allocated to air quality work and 0.2fte to pollution control, contaminated land work.

69.3 It is proposed to increase the establishment by 0.8fte, or just over 29 hours per week, to 1.5 posts and utilise the increased capacity to develop the sustainability and air quality agendas, to undertake PPC work (a function which is currently contracted out), and duties resulting from the neighbouring authority or incumbent through existing legislation. These proposals will also provide the basis for increased growth if shared service demands continue to develop.

69.4 The Environmental Health Service's Environmental Protection (EP) Team carries out a number of functions, including the Council's responsibilities for the control of pollution. This in turn comprises: Air Quality Management, Pollution Prevention and Control (through a permitting process), the Contaminated Land Strategy and Private Water Supply functions.

69.5 Air Quality Management is a specialised role that requires considerable technical knowledge and skills. Local Authorities are legally obliged to provide local air quality monitoring and approximately half of a post is employed on this function. There is scope to provide a wider service by increasing the capacity of this post.

69.6 Sustainability and carbon reduction duties are undertaken by the Council's Sustainability Manager. In the past, common ground has been identified and initiatives meeting both agendas (Schools projects on lesson plans for pollution reduction and a pollution reduction art competition) have been delivered jointly by the Sustainability Manager and the Air Quality Officer.

- 69.7 Waverley is also obliged to ensure Permitted Processes (premises where polluting processes are controlled through issuing a Permit with operating conditions). This is currently managed internally with inspections undertaken by an external contractor. Under this proposal, it is recommended that this function be brought back in-house and the income from Permits used to resource this rather than using it to meet contractor costs.
- 69.8 Waverley's Contaminated Land Strategy is the subject of a report to be considered at the Executive's November meeting (due to recent changes in central government guidance); this function is covered through the 0.2fte of the air quality officer and a further 0.8 FTE Pollution Control Officer post.
- 69.9 Private Water Supply duties are the subject of recently-revised legislation (since January 2010) whereby all such supplies within Waverley must be risk-assessed within a 5-year period. The highest risk locations in Waverley are either assessed or nearing completion – this includes sources such as springs, wells and boreholes which provide drinking water to a variety of premises. The regime also requires all PDNs (Private Distribution Networks) to be risk assessed within the 5 year period.
- 69.10 PDNs are water supplies that enter premises through a piped distribution network that is privately owned, even if the source water is from the mains. Premises such as hospitals, schools, shopping centres, industrial estates and similar may have PDNs. Thames Water has identified networks in Waverley that are potential PDNs, and these must be programmed for assessment. A programme covering 18 additional assessments per annum would generate an income of around £9,000 and help to meet the current deadline. There may be some external costs associated with this service.
- 69.11 These existing and newly identified duties support the establishment of 1.5 FTEs, as follows
- 1 FTE- Air Quality, Contaminated Land, PPC and PWS
 - 0.5FTE- Air Quality & Sustainability Officer
- 69.12 The successful outcome of discussions with neighbouring authorities could generate further work and income – these options will depend on the technical skills being present within the Team and being properly supported. The net cost of the creation of these two posts in the place of the existing 0.7FTE is £16,400. Clearly, should these proposals be endorsed, both new roles would be subject to job evaluation. However, based on current experience it is anticipated that a combined Air Quality/ PPC/ PWS & Contaminated Land role is likely to attract a scale 6 salary, whilst the 0.5 FTE sustainability role is expected to be evaluated at a scale 8. Based on these assumptions, a comparison between the current position and the potential financial implications of the change are set out in the tables below:

Current – Air Quality Officer

Post Functions	FTE	Scale	Budget (Incl. oncosts)
Air Quality	0.5	8	16,400
Contaminated Land	0.2	8	6,600
Total	0.7		£23,000

Proposed – 1.5 FTE- Air Quality/ Sustainability/ PPC/ PWS

Post Functions	FTE	Scale	Costs (Incl. oncosts)
Air Quality	0.5	6	18,000
Contaminated Land	0.2	6	7,200
Waverley PPC element	0.2	6	7,200
Waverley PWS element	0.1	6	3,600
Sustainability functions	0.5	8	16,400
Potential additional costs of PPC/PWS work			3,000
Total	1.5		£55,400
Less – estimated income:			
-PPC			-7,000
-PWS			-9,000
Total			£39,400
Net additional Cost			£16,400

69.13 If an element of the above (e.g. some PPC or AQ work alone) is subject to shared services it should be possible to absorb this in the new establishment; if all elements come through in the future the resources will need reviewing in light of this. If the proposals contained in this report are endorsed, it is proposed that new job descriptions are drafted and evaluated, and that the recruitment process commences as soon as possible. The Executive

RESOLVED that

1. a virement of up to £10,000 from the overall underspend for part-year and start-up costs in 2012/13 be approved; and
2. ongoing funding of £16,400 for the staff changes in subsequent years be approved, to be achieved through savings identified in the budget-setting process.

69.14 The Executive also

RECOMMENDS that

38. **the establishment be increased to 1.5FTE posts in the place of the existing 0.7FTE Air Quality Officer post, covering the duties of air quality, environment, PPC, PWS and contaminated land.**

[Reason: To support the objective to improve air quality in the Borough, the Executive agreed that the scope and duties of the posts be enhanced by joining up sustainability and carbon reduction functions and providing increased staffing resources.]

Background Papers

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

70. EXCLUSION OF PRESS AND PUBLIC

At 8.11 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 the financial or business affairs of any particular person (including the authority holding that information) (paragraph 3); and

Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings (paragraph 5).

71. HOME SAFETY CONTRACT

The Executive considered a report on this matter, as set out at (Exempt) Annexe 3 to these minutes and now

RECOMMENDS that

39. the recommendation set out in (Exempt) Annexe 3 to these minutes be agreed.

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

72. CAR PARK REVIEW 2011 – OUTSTANDING ISSUES

72.1 A petition containing 1,000 signatures was presented to the Executive by Julianne Evans, with the following prayer:-

“We, the undersigned, petition Waverley Borough Council to reverse the decision to extend charging hours in Haslemere Car Parks from 6pm to 7pm.”

- 72.2 The Executive took the petition into account along with the other feedback to the actions implemented as a result of the review and

RESOLVED that:

Station Lane, Car Park, Milford

- a) Officers write to the County Council to seek a review of the traffic regulation orders (waiting parking restrictions on the roads) in the centre of Milford including Ockfields and Church Road at the earliest opportunity:
- b) The use of the car park is reviewed again in twelve months time.

Chestnut Avenue

No change is made to the current tariff or charging hours but the use of the car park is reviewed again in twelve months time.

Season Tickets

That the Council increases the cost of a season ticket when the Waverley Off-Street Parking Order 2012 is next amended and no earlier than 1 April 2013 at the following car parks to:

Crown Court - £1080.00pa
Queen Street, - £1080.00pa
Waggon Yard - £1080.00pa.

High Street, Haslemere

That the tariff increase at High Street Haslemere should be implemented with effect from 1 April 2013.

[Reason: The Executive considered further the outstanding issue arising from the car parking review across Waverley and made the decisions above to help keep a flow of traffic in the busiest car parks and to utilise them effectively.]

73. STREET CLEANING REVIEW

RESOLVED that the following recommendations contained within the Street Cleaning Review 2012 be endorsed:-

1. Officers to work with Veolia to revisit current mechanical sweeping frequencies, to bring them up-to-date and explore the possibility of ‘zoning’ street cleaning activities, to ensure the most efficient use of resources and higher visibility of the service;

2. Officers to work with Veolia to refine proposals for an additional 'community cleaning crew' within the allocated additional budget of £80,000, and to agree an appropriate package of high-impact work for this crew;
3. The currently effective 'responsive' approach to fly tipping should continue, with the current challenging removal targets remaining. The Council should continue to actively engage in education and persuasion campaigns where appropriate, and keep the issue of enforcement under review;
4. Develop a more professional, effective, responsive and cost-effective approach to dealing with graffiti removal across Waverley; work with Veolia on developing an improved model and explore alternative options such as partnership working with neighbours/exposing the work to competition;
5. Work with SCC, GBC and the Highways Agency to develop better partnership working and a more coordinated approach to the maintenance of the A3 and A31 in order to improve the standards of cleanliness;
6. Vary the Veolia contract to remove the Sandy Hill Caretaker Service, and enter into a new financial arrangement with First Wessex Housing Association to provide an enhanced service, at a lower cost, across both the Sandy Hill Estate and The Chantrys;
7. Protect current levels of expenditure on street cleaning to reflect the high priority the service is given by local residents;
8. Extend use of comment cards to cover all street cleaning activities, and require Veolia operatives to target 10% properties on routine street cleaning rounds. Include email address/link to online form/text option to encourage feedback;
9. Introduce and promote an improved and reinvigorated 'street watch' programme across the borough using a range of communication channels to maximise participation;
10. use an element of the unallocated 'Cleaner Safer Greener' funding to purchase litter picks, high-visibility jackets, and other equipment, to provide free to regular 'clean-up' groups to further encourage their activities;
11. Street Cleanliness measures to be reported regularly to Corporate Management Team as part of a suite of performance measures;
12. Explore technologies and develop a broad range of methods for encouraging more informal feedback on the street cleaning service, and ensure this is routinely analysed and acted upon;

13. Work with Veolia to ensure that MIMS is introduced across the street cleaning fleet, and that it is integrated as far as possible with WBC's back office systems and publicly-accessible street cleaning schedules;
14. Introduce regular 'walkabouts' with appropriate WBC officers, Veolia operatives, borough councillors, town/parish representatives to identify issues and agree local street-cleaning priorities;
15. Officers to work with Veolia to ensure an appropriate fleet of vehicles, with strong WBC branding is procured to deliver the street cleaning service between 2012 and 2019;
16. Monitor the success of the new recycling litter bin scheme and source funding for further bins if it proves successful; and
17. Introduce manual segregation of litter-picking in town-centre areas and monitor the success of the scheme.

[Reason: The review had outlined some areas for improvement and as the Executive were committed to maintaining a high level of service in the Borough, agreed to implement the recommendations set out in the report].

Part III – Brief Summaries of Other Matters Dealt With

74. EXECUTIVE FORWARD PROGRAMME

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

75. MID-YEAR BUDGET REVIEW

RESOLVED that

1. the mid-year Budget projection be noted and the Executive acknowledged that no immediate action is required at this stage;
2. the updated Medium Term Financial Strategy included at Annexe 4 of the report be noted;
3. a virement of £10,000 of the overall underspend be agreed to cover the proposed additional staffing costs in the current year for Air Quality Monitoring and Sustainability, in accordance with the decision to be taken at Recommendation 38;
4. a one-off sum of £1,500 be allocated in the current financial year to finance the submission of an application for the refurbishment of Weyhill Car Park under S38 of the Commons Act 2006, and £20,000 of the overall underspend be earmarked in recognition of the potential for further costs should the consultation process lead to a public inquiry, in accordance with the decision at Minute No. 81;

5. £30,000 of the underspend be earmarked against potential loss of Planning Fee income;
6. authority be delegated to the Deputy Chief Executive in conjunction with the Finance Portfolio Holder regarding the pooling of Business Rates; and
7. the Budget continue to be monitored closely during the remainder of 2012/13.

[Reason: *The Mid-Year Budget Review provided the Executive with reassurance that the 2012-13 Budget was realistic and robust and made adjustments to ensure the budget strategy remained on course for achievement.]*

76. WAVERLEY COMMUNITY PARTNERSHIP AND WAVERLEY VOLUNTARY GRANTS PARTNERSHIP 2013/14

RESOLVED that

1. for budget planning purposes, the total amount of the Waverley Community Partnership grants pot be reduced by 10% and the contribution to the Waverley Voluntary Grants Partnership pot be reduced by 10%;
2. the overall funding process be agreed, as detailed within the report; and
3. discussions should continue with the organisations receiving larger grants around the possibility of moving to a Service Level Agreement, with recommendations on the way forward being reported to the Executive in November 2012.

[Reason: *The Executive agreed to open the grant-funding round for 2013-14 to coincide with the budget-setting process and as a precaution to plan for a reduction in resources because of uncertainty about the final grant settlement.]*

77. HRA CAPITAL PROGRAMME MONITORING 2012-13

[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. the progress of HRA capital spending in 2012/13 be noted;

2. the latest estimated capital programme to be delivered in 2012/13 will now be £9,433,866, made up of £4,956,500 for Decent Homes, and £4,477,366 for Other Capital Works, leaving £1,625,000 of delayed spend;
3. officers be asked to concentrate on spending the full revised programme totalling £9 million, but should opportunities arise which allow for further schemes to be brought forward and delivered in 2012/13, officers report back at future meetings to provide the scheme details; and
4. the advice of the Corporate Overview and Scrutiny Committee be sought on the appropriate specification for bathrooms and associated equipment.

[Reason: The programme of works is one of the most important the Council has undertaken in terms of value and quality of tenants homes. The Executive was concerned that the bathroom programme was behind the set targets because the current specification might not meet tenants' needs and agreed to ask the Overview and Scrutiny Committee to review this.]

78. DELIVERING NEW AFFORDABLE HOMES

[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. the use of £62,000 from the New Affordable Homes reserve in 2012-13 to fund estimated pre-development and preliminary costs be approved; and
2. the Head of Housing be authorised to establish a standing list of contractors for the provision of pre-development services in accordance with Section 9 of Contact Procedure Rules.

[Reason: The provision of affordable homes is one of the top five priorities in Waverley's Corporate Plan and these arrangements will progress preparing to build new affordable homes].

79. STATION ROAD, GODALMING

RESOLVED that the submission of an application for advertisement consent for the hoarding at Station Road, Godalming be approved.

[Reason: To use the hoarding around the site to show local residents the affordable housing scheme that will be delivered and provide important information on the development].

80. GODALMING LEISURE CENTRE CAR PARK

[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. Waverley takes a lease of the land on Broadwater School on Summers Road, Farncombe from Surrey County Council on terms and conditions to be agreed by the Portfolio Holders for Leisure and Finance; and
2. Under Contract Procedure Rule 2.1 (f) the contract with ISG be extended to include the car park and associated works, to commence upon completion of lease arrangements with Surrey County Council.

[Reason: To ensure the car park is constructed as quickly as possible to help accommodate the increased usage of the new leisure centre.]

81. WEYHILL CAR PARK, HASLEMERE

RESOLVED that a one-off sum of £1,500 be allocated in the current financial year, in accordance with the Mid-Year Budget Review report at Minute No. 75, to finance the submission of an application for the refurbishment of Weyhill Car Park under S38 of the Commons Act 2006, and the potential for further costs of up to £20,000 should the consultation process lead to a public inquiry be noted.

[Reason: To provide funding to progress the proposed project which will contribute towards the achievement of a balanced budget in future years and seeks to improve parking provision within Haslemere.]

82. LEASES OF DEPOTS – BOURNE MILL, GUILDFORD ROAD, FARNHAM AND NANHURST, ELMBRIDGE ROAD,

[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. Waverley takes leases of the depots at Guildford Road, Farnham and Nanhurst, Cranleigh, from Surrey County Council on terms and conditions as set out in the (Exempt) Annexe to the report;
2. Waverley sublets the above depots to Glendale on terms and conditions in the (Exempt) Annexe;
3. a maximum of £20,000 towards access improvements and overall site improvement works to the depot sites, be funded by the Council through the urgent unallocated schemes from the capital programme; and
4. other terms and conditions be negotiated by the Head of Community Services and the Estates and Valuation Manager subject to the authorisation of the Chief Executive after consultation with the Portfolio Holders.

[Reason: by entering into the leases with SCC, Waverley would make significant savings on the cost of the grounds maintenance contract and help increase service efficiency for residents.]

83. 17A FARNHAM TRADING ESTATE

[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 authorisation be granted for:

1. a surrender of the existing lease to Kinetrol Limited of Plot 17a Farnham Trading Estate; and
2. a grant of a lease of 125 years of the same site on terms and conditions as set out in the Exempt Annexe to the report, with any rent review to be upwards only on a regular basis,

with other terms and conditions to be negotiated by the Estates and Valuation Manager.

[Reason: The grant of a long lease would enable the lessee to invest in the property and provide a better return to Waverley.]

84. PERFORMANCE MANAGEMENT EXCEPTION REPORT – QUARTER 1 (APRIL-JUNE) 2012

RESOLVED that:

1. the performance figures for Quarter 1 2012/13 (April-June 2012) be noted, including Action Plans to address areas where performance was not meeting target, as set out at Annexes 1 and 2 of the report;
2. the Overview and Scrutiny Committees be thanked for their observations and recommendations regarding the Quarter 1 performance as detailed in the report.

[Reason: Waverley's Performance Management Framework and the active management of performance information help to ensure that Waverley can deliver its corporate priorities and enable members to monitor performance and take action to improve this where necessary].

85. COMPLAINTS HANDLING IN WAVERLEY 2011/12

RESOLVED that the observations from the Corporate Overview and Scrutiny Committee be received and the Committee be asked to review and analyse the issues regarding complaints in more detail and come back to the Executive with a more detailed report.

[Reason: Investigating complaints from members of the public provides Waverley with an opportunity to keep under review the quality of its services to the community and is a key part of understanding residents' needs.]

86. OMBUDSMAN INVESTIGATIONS INTO COMPLAINTS MADE ABOUT WAVERLEY'S SERVICES IN 2011/12

RESOLVED that the observations from the Corporate Overview and Scrutiny Committee be received and the Executive agreed that it would like a more detailed report on the range of complaints to the Ombudsman and the lessons learnt.

[Reason: Investigating complaints from members of the public provides Waverley with an opportunity to keep under review the quality of its services to the community and is a key part of understanding residents' needs.]

87. DON'T LOSE YOUR HOME OR BUSINESS UPDATE

RESOLVED that

1. the important contribution the Don't Lose Your Home or Business project makes to Waverley's work in providing housing advice, preventing homelessness and keeping the number of homeless households needing temporary accommodation to a minimum, be noted;
2. the project's wider advocacy role in helping people access benefits and grants that they are entitled to and in signposting to other sources of assistance be noted;

3. the success so far be recognised and the Executive supports the continuation of the project going forward;
4. the strengthening of the links between the Don't Lose Your Home or Business project and SurreySave be supported and that the project acts as a 'champion' for the credit union; and
5. the Communications team be invited to come forward with a publicity campaign to bring this scheme to the attention of the community and raise awareness of the work being carried out in this area.

[Reason: The service has made a significant contribution to the lives of residents by helping to prevent further financial hardship and offer support to members of the community with financial problems, and the Executive wanted to raise its profile within the community].

The meeting commenced at 6.45 p.m. and concluded at 8.18 p.m.

Chairman