

WAVERLEY BOROUGH COUNCIL

MINUTES OF THE MEETING OF THE EXECUTIVE
5 MARCH 2013

SUBMITTED TO THE COUNCIL MEETING ON 23 APRIL 2013

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

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| * 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 David Munro was also in attendance and spoke on Minute Number 189

175. MINUTES

The Minutes of the Meeting held on 5 February 2013 were confirmed and signed.

176. APOLOGY FOR ABSENCE

An apology for absence was received from Cllr Mike Band.

177. DISCLOSURE OF INTERESTS

There were no interests raised under this heading.

178. QUESTIONS

The following question was received from Farnham Town Councillor Jeremy Ricketts in accordance with Procedure Rule 10:-

"The House of Commons Environmental Audit Committee Report (2012) states "A public awareness campaign would be the most important tool in improving air quality". Farnham Town Council wishes to undertake such a campaign to give immediate, practical and obvious help to our people. For example, we would inform the 300 or so vulnerable people living in and around Farnham's hot spot area of the measures they can take to reduce their exposure to air pollution. This is essential since, according to the same report, the life expectancy of these vulnerable people can be reduced by up to 9 years.

Farnham people want urgent action to tackle air pollution and safeguard our vulnerable. We don't want any more traffic studies, modelling, meetings and platitudes that sound good but achieve nothing. With this in mind, would Waverley please either fund FTC air pollution awareness campaign or include it in your Air Pollution Action Plan?"

The Portfolio Holder for Climate Change responded as follows:-

“Thank you for your question, Mr Ricketts. It is indeed timely that you should raise the issue of the involvement of the Town Council with air quality in the centre of Farnham.

The maximum acceptable level of nitrous oxides is an annual mean of 40 ug/m³ or a 1-hour mean of more than 200ug/m³ on not more than 18 times per year at the kerbside. As the Waverley AQMA data clearly shows, the maximum measured concentration within Waverley in 2011 (awaiting figures for 2012) was 54ug/m³ on one occasion at a roadside location in Farnham.

This is not a dangerous level by any measure whatsoever, but Waverley consider any concentration above the minimum level must be taken seriously and remedied, and you will see from the detailed report annexed to Item 16 on the Agenda for tonight that Waverley, in partnership with the County Council, are in the process of dealing with the situation with financial backing from the Department for the Environment.

As far as the more cosmetic approach, such as you propose, is concerned, there have been earlier attempts to achieve behavioural changes and raise awareness of the public to this issue in Farnham, but although it is difficult to assess these quantitatively, the impact appears to have been negligible.

But I am keen to encourage Farnham Town Council to step up to the mark and undertake the public awareness campaign that they originally proposed and designed last year. Although Waverley invested a great deal of officer time to help Farnham Town Council prepare a bid for finance, central government declined to fund the scheme.

However, Farnham Town Council spends nearly £1 million every year, mostly precepted from Waverley, and has another near £1 million in reserves so, even if it were to devote a sum equal to only the gross profit from the Farmers' Market to the proposed scheme, there would be more than ample funding available to implement a very adequate public awareness campaign in Farnham of the kind you suggest. If the town council needs further technical help, I am sure that Waverley will assist.”

PART I - RECOMMENDATIONS TO THE COUNCIL

179. PROPOSED LIST OF BUILDINGS OF TOWNSCAPE, LANDMARK OR HISTORIC MERIT IN CRANLEIGH

- 179.1 The designation as Buildings of Local Merit (BLM) is intended to recognise the importance of buildings that, though not meeting the national criteria for statutory listing, are nevertheless of local historic or architectural interest. The identification of individual buildings 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.

- 179.2 The procedure for identifying and assessing potential BLM was agreed by the Executive in June 2011. The Executive resolved that:-
1. the Planning Projects Team support Parish and Town Councils in the identification, recording and consultation/notification process for the new Buildings of Local Merit (BLM); and
 2. all new buildings recommended to be placed on the BLM be presented through the normal Executive process for adoption by the Council.
- 179.3. Cranleigh is the first parish council to request that Waverley Borough Council agrees a list of local buildings to be adopted as BLM. This request is the result of a sixteen month project and builds on work already carried out by Cranleigh residents to identify buildings of local interest.
- 179.4 A working group made up of a Parish Council member and two local historians met regularly with Waverley officers. During these meetings discussion took place on the aims of the project, the criteria to be met for a building to be considered one of local merit and the process of identification, consultation and adoption. The project was then advertised to the wider community through the parish newsletter and the parish website. Local residents were invited to contact the working group with nominations and information on buildings they thought should be assessed.
- 179.5 The assessment of potential BLM followed the criteria that were agreed by the Executive in 2011. These identified the characteristics and qualities expected of a candidate building, depending in part on the age of the building and the extent to which it has been altered.
- 179.6 The consultation was carried out by Cranleigh Parish Council, which sent letters to the owners/occupiers of each suggested building, together with an information sheet, "What BLM status might mean for you". The consultation process began on Monday 16th July 2012 and ran for two months. Of the 171 letters sent, 28 responses were received. Of these responses, 23 were positive and 5 were negative. Those owners who replied negatively were written to again with answers to specific questions and provided with further information, with a view to alleviating any concerns.
- 179.7 Once the consultation period ended, the preliminary list of 150 buildings was reviewed. Based on the consultation responses, and further information coming forward from members of the public, it was decided to request that 130 buildings be adopted as BLM. This list can be seen at [Annexe 1](#). The list of the remaining 20 buildings not being proposed, with the reason why they are not put forward for adoption, is at [Annexe 2](#). The document containing the specific assessment for each of the proposed BLM is available in the Members' Room and on the Waverley website.

179.8 Ward Councillors were informed when the project began in September 2011. Once the finalised list was agreed by the working group and Waverley officers, ward members were given the opportunity to view the documents and comment on the project. The responses received were positive and supportive.

179.9 The project has been carried out successfully by the working group on behalf of the Parish Council, with the support of Waverley Borough Council officers. A thorough consultation process was undertaken. Officers are satisfied that the buildings proposed merit designation as BLM, in accordance with the agreed assessment criteria. The Executive now

RECOMMENDS that

111. the list of Buildings of Local Merit in Cranleigh be adopted.

[Reason: to enable the buildings of local merit designation to be a material consideration when planning applications are determined in the area].

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

There were no matters raised under this category.

Part III – Brief Summaries of Other Matters Dealt With

180. EXECUTIVE FORWARD PROGRAMME

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

181. BUDGET MANAGEMENT – JANUARY 2013

RESOLVED that, subject to the amendment of paragraph 12 of the report to read Weyhill **Informal** Consultation

1. the addition of £2,000 for a contribution to Aarons Hill skatepark equipment be agreed, to be met from savings identified within the overall General Fund Capital Programme; and
2. a contribution of £10,000 to the Hoppa Community Transport Service be agreed for a new vehicle, to be met from the Vehicle Replacement Fund within the Revenue Budget.

[Reason: To monitor the progress of revenue expenditure, income, capital expenditure and project the likely year-end position].

182. TREASURY MANAGEMENT PERFORMANCE

RESOLVED that the Treasury Management Performance for 2012/13 be noted and the approach to Treasury Management activity endorsed.

[Reason: to summarise Waverley's treasury management performance to date and endorse the ongoing approach]

183. 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 I of Schedule 12A to the Local Government Act 1972, namely:-

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

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

[Reason: to obtain approval for irrecoverable bad debts of more than a £7,500 individual value to be written off]

184. HOUSING REVENUE ACCOUNT 2013/14 DETAILED CAPITAL PROGRAMME

[This item contains exempt information by virtue of which the public is likely to be excluded during the item to which the report relates, as specified in Paragraph 3 of the revised Part I of Schedule 12A to the Local Government Act 1972, namely:-

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

RESOLVED that £733,000 be carried forward from the 2012/13 Capital Programme to the 2013/14 Programme.

[Reason: To seek approval to carry forward monies into the 2013/14 capital programme as the current year's works programme has slipped.]

185. SMALL DEVELOPMENT SITES IN BINSCOMBE AND FARNCOMBE: APPROVAL TO SUBMIT PLANNING APPLICATIONS

RESOLVED that approval be given to the submission of three planning applications for the sites at Badgers Close, Silo Drive and land at the corner of Warren Road and Perrior Road.

[Reason: to enable planning applications to be submitted for proposed affordable housing sites]

186. AVOIDANCE STRATEGY FOR THE THAMES BASIN HEATHS SPECIAL PROTECTION AREA – RELEASE OF ADDITIONAL SUITABLE ALTERNATIVE NATURAL GREENSPACE (SANG) AT FARNHAM PARK

RESOLVED that

1. a further 6.9 ha of land be released at Farnham Park for SANG; and
2. the Head of Planning Services, in consultation with the Planning Portfolio Holder, be authorised to make minor editorial changes to the Avoidance Strategy in the light of 1 above.

[Reason: To enable additional land to be released for SANG to be sufficient to meet the identified housing target for Farnham up to 2028]

187. TENANCY FRAUD POLICY

RESOLVED that the Tenancy Fraud Policy be approved and the submission to Communities and Local Government, set out at Annexe 1 to the report, be endorsed.

[Reason: To ensure the Council's commitment to tackling tenancy fraud is set out in an approved policy].

188. SHELTERED HOUSING SCOOTER POLICY AND PROCEDURE

RESOLVED that the Sheltered Housing Scooter Policy and Procedure be approved.

[Reason: to formalise current practice and put in place a consistent policy and procedure for all sheltered housing schemes].

189. AIR QUALITY – FARNHAM TRAFFIC MANAGEMENT AND LOW EMISSION FEASIBILITY STUDY REPORT

RESOLVED that

1. the report *Farnham Traffic Management and Low Emission Feasibility Study* be endorsed; and
2. the Executive agreed to support the further air quality projects funded by Defra:
 - a detailed modelling study of traffic circulation changes and diesel car use;
 - an economic and health impact assessment of the feasibility of this detailed modelling study; and
 - a Godalming traffic management and low emission feasibility study.

[Reason: to receive an update on progress with air quality projects and endorse the recommendations of the study undertaken in Farnham]

190. GREEN DEAL AND ECO (ENERGY COMPANY OBLIGATION) – OPTIONS FOR WAVERLEY

RESOLVED that:

1. Option 2 be approved as the way of supporting Green Deal and ECO, at a cost of £3k per annum for three years; and
2. the above cost be covered by the Personalisation and Prevention Partnership Fund be awarded by Surrey County Council.

[Reason: to seek approval to actively promote and support a Surrey Green Deal scheme in partnership with the other Surrey local authorities].

191. EXCLUSION OF PRESS AND PUBLIC

At 7.19 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 3 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).

192. PARKING SERVICES CONTRACT

RESOLVED that

1. the headline Parking Services Contract specification as detailed in Paragraphs 7 and 8 of the (Exempt) report be endorsed;
2. the proposed 5 year contract period with a 5 year potential extension and the procurement route for the Parking Services Contract be agreed; and
3. the procurement timetable be noted and authority delegated to the Head of Environmental Services and Strategic Director to proceed with tendering this work.

[Reason: to seek authority to proceed with the initial stages of procuring this work]

The meeting commenced at 6.45 p.m. and concluded at 7.21 p.m.

Chairman