

WAVERLEY BOROUGH COUNCIL

MINUTES OF THE MEETING OF THE EXECUTIVE  
9 APRIL 2013

SUBMITTED TO THE COUNCIL MEETING ON 23 APRIL 2013

(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

Cllrs Jim Edwards and Simon Thornton were also in attendance

193. MINUTES

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

194. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Bryn Morgan and Stephen O'Grady.

195. DISCLOSURE OF INTERESTS

There were no interests raised under this heading.

**PART I - RECOMMENDATIONS TO THE COUNCIL**

196. TENANCY POLICY

196.1 The Regulatory Framework for Social Housing in England from April 2012, published by the Homes and Communities Agency (HCA) in March 2012, requires social landlords to publish a Tenancy Policy.

196.2 The Tenancy Policy, attached at Annexe 1, sets out:

- The type of tenancies that Waverley Borough Council can grant;
- The type of tenancies that will be granted to different household types;
- The granting of introductory tenancies for all new tenants for the first 12 months, followed by a flexible tenancy for a fixed term or a secure tenancy;
- The circumstances in which flexible tenancies may or may not be reissued at the end of the tenancy term;
- The exceptional circumstances in which the Council will grant flexible tenancies for a term of less than five years;
- The way in which a prospective tenant may appeal against or complain about the length and type of tenancy offered;

- The way in which a tenant can appeal against a decision not to grant another flexible tenancy on expiry of a fixed term;
- The advice and assistance given to tenants whose tenancies are not being renewed; and
- How the needs of vulnerable customers are taken into account

196.3 A copy of the Council's standard flexible tenancy agreement will be attached to the Tenancy Policy. The Tenancy Policy was considered by the Housing Improvement Sub-Committee on 4 March 2013 and Corporate Overview and Scrutiny Committee, before being presented to Executive for approval.

196.4 The Tenancy Policy has had due regard to the Council's adopted Tenancy Strategy, which was developed in consultation with elected Members, statutory stakeholders, local housing associations, Town and Parish Councils, Tenants Panel and existing tenants and applicants.

196.5 To implement the new Tenancy Policy, a new tenancy agreement will be prepared. This will differ from the current agreement in the following ways:

- Combines an Introductory Tenancy Agreement with a Flexible Tenancy
- Explains the type of tenancy and legal basis for issuing each type
- Explains the rights and responsibilities for each type of tenancy
- Clarifies succession rights as varied by recent legislation
- Includes space for photograph(s) of the tenant(s) to help combat tenancy fraud

196.6 The revised Tenancy Agreement will be presented to the Housing Improvement Sub-Committee in June 2013. Prior to the implementation of the Tenancy Policy, the following actions will need to be taken:

Action	Target date
Identify system changes required to Orchard to enable new tenancy information to be record	April 2013
Detailed procedure note and process mapping in place to ensure that the new tenancies are correctly issued and key dates are recorded against each property address	May 2013
New tenancy agreements are prepared and prescribed notices ready to use	May 2013
Clear information is available for tenants to ensure that they understand the new arrangements	May 2013
Orchard system changes implemented	June 2013
Tenancy Policy introduced	1 July 2013

196.7 The Executive

**RECOMMENDS that**

**112. the Tenancy Policy be approved and implemented on 1 July 2013.**

*[Reason: the Council is required to publish a tenancy policy].*

### Background Papers

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

#### 197. SAFEGUARDING CHILDREN AND VULNERABLE PEOPLE CORPORATE POLICY

197.1 Waverley Borough Council, like all public authorities, has a statutory duty under the Children Act 2004 to help safeguard children and young people and to assist its partners, particularly the County Council in doing so. The same statutory duty is not placed on the Council in respect of vulnerable adults; however, it is part of this Council's ethos to want to serve everyone in our community so they can live happy, healthy, safe and fulfilled lives.

197.2 Our Corporate Plan and other policy documents outline how we do this in terms of service provision and improvement and community leadership. In 2011, the Council endorsed the revised Safeguarding Children Policy from 2007 which addressed safeguarding vulnerable adults and was renamed Safeguarding Children and Vulnerable Adults Policy.

197.3 Section 11 of the Children Act 2004 places a duty on key persons and bodies to make arrangements to ensure that in discharging their functions they have regard to the need to safeguard and promote the welfare of children, and that the services they contract out to others also provide these arrangements. The Council is expected to complete a mandatory self assessment tool for the Local Safeguarding Children's Board on an annual basis which monitors the effectiveness of the organisations implementation of their duties.

197.4 A Section 11 self-assessment tool was completed in May 2012 and highlighted the following key areas that need to be addressed to ensure that the Council is fulfilling its safeguarding responsibilities. An action plan has been developed which addresses each area highlighted and the appropriate course of action. The key areas are:

- (i) A consistent approach to reporting and recording safeguarding concerns;
- (ii) A single point for recording and monitoring concerns and actions taken;
- (iii) Review effectiveness of the corporate safeguarding training;
- (iv) Governance structure and safeguarding working group;
- (v) Revise the 'Safeguarding Children and Vulnerable People Policy' to include updated reporting, recording and monitoring procedures (see Annexe 2).

197.5 In relation to the Council's responsibilities for overseeing and monitoring the safeguarding within the organisation it is proposed that the following governance structure is endorsed by the Executive:

1. That the overall responsibility for Safeguarding sits with the Chief Executive and Portfolio Holder for Children and Young People.

2. An appropriate Head of Service is identified oversee the delivery of the day-to-day functions of Safeguarding (including reporting and monitoring procedures), completing the annual Section 11 Audit and implementation of the annual Section 11 Action Plan. The Head of Service will report to Head of Service Team meetings (HoST) on a quarterly basis.
3. Set up a '*Safeguarding Tactical Working Group*' which convenes when a safeguarding issue arises to decide the most appropriate course of action. This group will be overseen by the Head of Service responsible for Safeguarding.

197.6 Keeping children, young people and vulnerable adults safe is everybody's responsibility. Whilst Surrey County Council has a lead role in this area of work, the Council has a statutory duty to safeguard children and young people. The original policy document focused primarily on the Council's safeguarding responsibilities for children and young people due to the changes within the Children Act 2004. This updated document incorporates the Council's duty of care to safeguard vulnerable people and highlights to members and staff the updated reporting and monitoring procedures. These updated and monitoring procedures will be cascaded through HoST, Connectors, team meetings, one-to-ones and annual appraisals.

197.7 The Executive RESOLVED that

1. the implementation of the actions in the Section 11 Action Plan – 2012 be approved; and
2. the governance procedures be endorsed; and now

**RECOMMENDS that**

**113. the revised Waverley 'Safeguarding Children and Vulnerable Adults Policy' be recommended to the Council for adoption.**

*[Reason: The Council has a legal obligation under the Children Act 2004 to work with Surrey County Council as the lead authority to promote the safeguarding of children]*

Background Papers

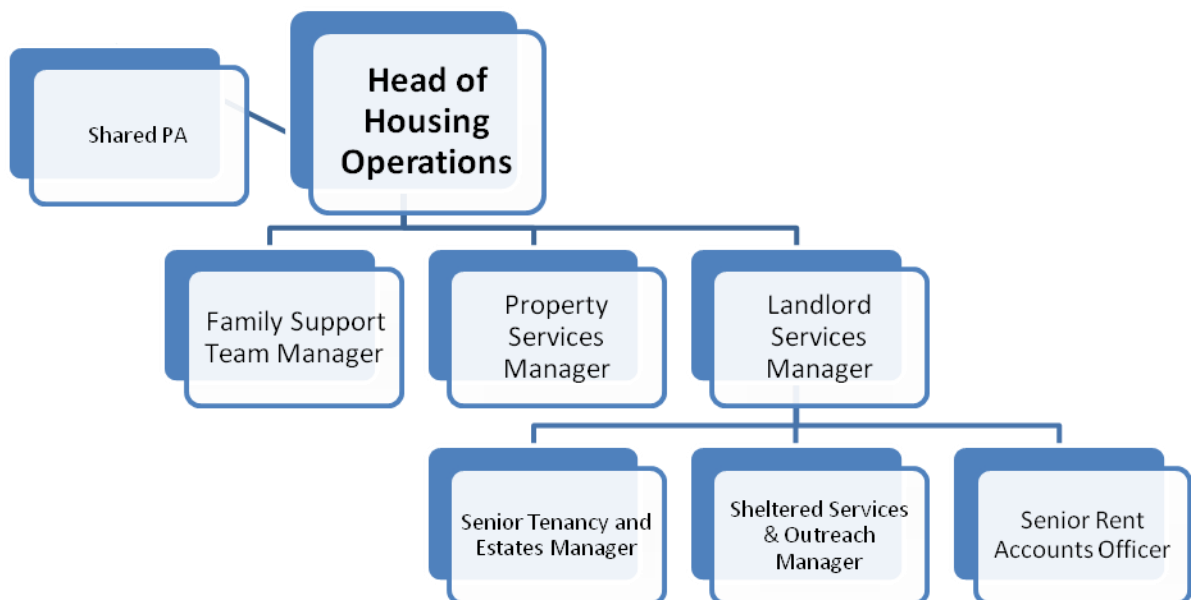
There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

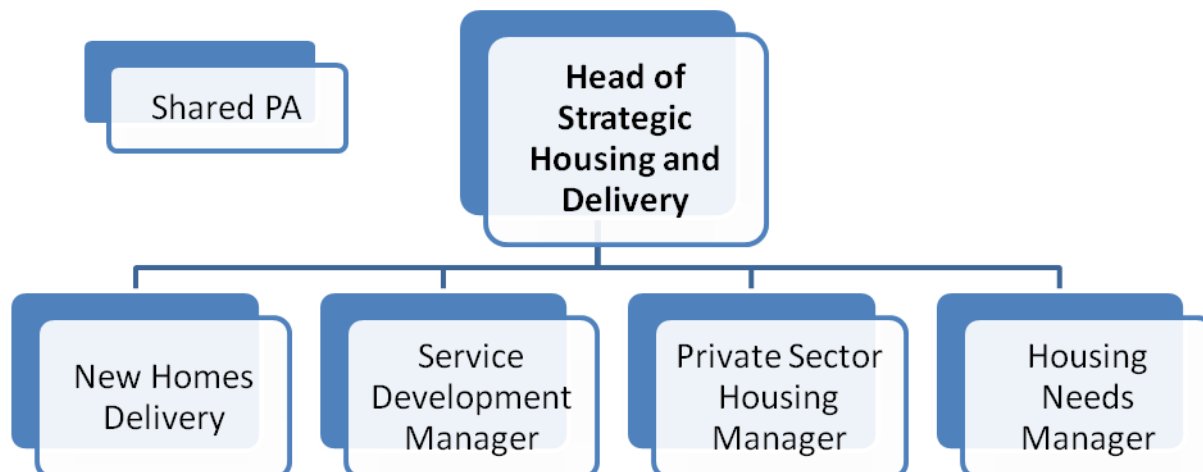
198. SENIOR HOUSING POSTS

198.1 The post of Head of Housing has been vacant since February 2013. Since the post was first established, the challenges and scope of Housing Services in Waverley has increased significantly. This has primarily arisen from the new Housing Revenue Account Business Plan, agreed earlier this year, which has led to the establishment of a large on-going programme of investment in the Council's existing housing stock and an unprecedented investment programme for new Council homes. Government Policy has also developed over this time, giving Councils much greater responsibility for influencing the

market for Social Housing in the local area, working more closely with other social housing providers to influence local policies through the Council's Tenancy Strategy. The national Welfare Reforms that are being introduced progressively this year, impacts disproportionately on working age Council tenants who are more likely to be accessing welfare benefits, and adds a further dimension that will need careful management and co-ordination.

198.2 The scale of the different housing functions in Waverley, together with the significant new investment opportunities (and associated risk) arising from the Housing Revenue Account Business Plan, and the changes in national policy, placing greater responsibilities on Council Housing providers, it is no-longer possible to accommodate all the duties within a single Service Head post. It is therefore proposed to establish two posts – one with operational responsibility for all aspects of the landlord function, and the other with responsibility for the Council's strategic housing role, for managing homelessness and for the delivery of the Council's new homes building programme. This is illustrated in the following structure charts. It is proposed that an external recruitment process will be undertaken.





198.3 The estimated costs to Waverley are set out below.

Head of Housing Operations (Level 1)	£79,840	
Head of Strategic Housing and Delivery (Level 2)		£67,670

198.4 There is an approved salary budget of £80,750 for the existing Head of Housing post leaving a shortfall of £66,760 to fund the proposed new structure. However, the structure chart shows that a large part of the Head of Strategic Housing post is concerned with new homes delivery. The additional resources of £66,760 required to fund the proposed 2-post structure could be met 30% from HRA balances and 70% from the New Affordable Homes Fund to reflect the work load in that area.

198.5 The Executive

**RECOMMENDS that**

- 114. the vacant post of Head of Housing be deleted from the Council's staffing establishment;**
- 115. the two new posts of Head of Housing Operations and Head of Strategic Housing and Delivery be added to the Council's staffing establishment;**
- 116. a supplementary estimate of £66,760 be approved to fund the estimated shortfall in 2013-14, £20,000 from HRA balances and £46,760 from the New Affordable Homes fund; and**
- 117. from 2014-15 the two posts be incorporated into the Housing staffing budget.**

*[Reason: the change in structure is needed to reflect a significant increase in scope, scale of investment and complexity across the service].*

## Background Papers

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

### 199. WAVERLEY FAMILIES SUPPORT TEAM

- 199.1 A disproportionate amount of public funds are spent each year on a relatively small number of families who have multiple or complex problems. The challenge is that these families (and the individuals within them) often find themselves stuck, with their problems resulting in a significant call on Council and other public funds and a huge impact on neighbours and the local community. Unfortunately this impact can sometimes span many years and sometimes through multiple generations. This is most often seen through the Council's Housing, Community Safety and Environmental Services as well as by Ward Members.
- 199.2 On 5 February, the Executive reviewed the positive progress made by Waverley in turning around the lives of some of the most vulnerable families in the borough. In particular, the work undertaken by officers in Housing to co-ordinate the input of different agencies and in delivering intensive outreach work.
- 199.3 Waverley has taken a pragmatic approach that has not been driven by the expectation of Government funding but rather the improvements in the lives of some of Waverley's most vulnerable families, ensuring that agencies operating in the area are providing the services that are required, and in securing a reduced burden on a range of local Council services including Housing, Environmental Health, Community Safety etc that occurs when families move out of chaos and regain control of their lives.
- 199.4 External Government "troubled families" funding has now been made available to Waverley to further support the Council's work. Nationally, the Government has made a commitment to help turn around the lives of 120,000 families. The funding to Waverley is provided by the Department of Communities and Local Government (DCLG) but distributed through Surrey County Council.
- 199.5 In 2012, Waverley Council successfully ran its own Troubled Families Programme: The Waverley Families Support Project. The Families Support Team successes included:
- i. Getting children back into school
  - ii. Reducing youth crime and anti-social behaviour
  - iii. Reducing the high costs these families placed on the public sector
- 199.6 The results achieved by:
- i. Joining up and better co-ordinating local services
  - ii. Dealing with each family's problems as a whole rather than responding to each problem or person separately
  - iii. Appointing a single key worker (co-ordinator) to get to grips with the family's problems and work intensively with them

- iv. Using a mix of methods that support families and challenge poor behaviour.

199.7 £80,000 per annum has been made available to Waverley through the DCLG Troubled Families Funding which will be paid in advance for the lifetime of the programme. This item seeks to establish two additional co-ordinator posts using the DCLG funding. With this additional staffing resources the Families Support Team will be able to turnaround the lives of 55 families that meet the Government's troubled families criteria.

199.8 The staffing cost for a Family Co-ordinator is approximately £32,000 rising to £35,000 each with increments, excluding mileage and other variable staffing costs. There is an approved budget for 2013/14 for the service unit running costs and, in accordance with Council policy, a provision will be made to offset any redundancy costs should the external funding be withdrawn.

199.9 The Executive

**RECOMMENDS that**

**118. 2 Family Co-ordinator posts be established, funded from DCLG funding to Waverley, specifically earmarked for the delivery of the national 'Troubled Families' programme; and**

**119. the posts be reviewed at the point the DCLG grant comes to an end in relation to their achievements during the programme and any alternative funding available.**

*[Reason: following confirmation of funding, to obtain authority to establish two posts within the Families Support Team].*

Background Papers

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

200. PART-TIME SYSTEMS ADMINISTRATOR

200.1 The purpose of this item is to seek approval to increase Waverley's staffing establishment with a part-time systems administrator within the HR/Payroll team in the Organisational Development service that was discussed at the Organisational Development Star Chamber in November 2012. There are no financial impacts on the 2013/14 budget as a result of this report – it is purely to seek authority to amend the establishment.

200.2 The post of 'Training and Systems Adviser' (covering Learning & Development at Waverley, together with the system administrator role for Waverley's HR systems) within the Organisational Development Service has been vacant since the end of 2012. At the Organisational Development Star Chamber it was agreed in principle to replace this vacancy with the post of 'Organisational Development Officer' – delivering Learning & Development, support for Waverley's Foresight Improvement and Efficiency Programme and



Staff Engagement Projects. This role is currently being recruited and will sit in the Communications Team as part of the delivery of the new PR Strategy (approach agreed by Members at Full Council in February 2013). Due to the grading of the new post it generates a saving on the previous budget of £5,000 per annum.

- 200.3 Following discussions at the 'Connectors' Middle Managers Group and the IT Strategy Group, a new post of 'IT Trainer' was created as part of the 2013/14 budget. This is being funded from Waverley's Corporate Training budget which has delivered an underspend in the last few years, therefore with no increased cost. This in-house IT trainer will ensure staff are fully equipped to work efficiently and effectively with Waverley's technology, and will help ensure Waverley maximises the use of its IT systems.
- 200.4 The remaining area of work is the Systems Administrator role for Waverley's HR systems. The iTrent HR & Payroll system is already being used by all staff to manage annual leave and claim mileage & expenses. The next phase of the system will be the Learning & Development module to manage training, training needs and development of staff. The FirstCare absence management system has proved an invaluable tool for managing sickness absence at Waverley. Sickness levels at Waverley are very low, with an average below 5 days per year, per head (compared to a public sector average of 7.9 days published by the CIPD).
- 200.5 The proposal is to deliver this support through a more junior part-time post reporting to the HR Administration and Payroll Manager, who would take the lead for the management of the systems. The cost of the additional post is £10,000 per annum – based on a part time post of 15 hours per week at Grade 9e (FTE starting salary £20,915). This will be funded from existing budgets - £5,000 from the existing Training & Systems Advisor Vacancy and £5,000 from the Corporate Training Budget. Two successful apprentice placements have been delivered in the HR Administration/Payroll team which further supports this work and it would be the intention to bid for a further apprentice in the next recruitment round in Autumn 2013. The Executive

**RECOMMENDS that**

- 120. a new post of HR Systems Administrator at 15 hours per week be created within the Organisational Development Service, and the virement to part-fund the post be agreed at £5,000 from the Corporate Training Budget (noting that there is no additional overall funding required to deliver the post.)**

*[Reason: To seek approval to increase the establishment within the organisational development service]*

Background Papers

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

## 201. PLAYING PITCH STRATEGY

201.1 Last year, approval was given by the Executive to release Planning Infrastructure Contributions (PIC) funds to help pay towards the costs of producing an updated Playing Pitch Strategy to replace the previous strategy carried out in 2003. Following a tender process, the Council employed a consultant, Ploszajski Lynch Consulting Ltd (PLC) to undertake the research required and write a new playing pitch strategy.

201.2 The aims of updating the Playing Pitch Strategy were:

- Produce a playing pitch strategy for Waverley Borough Council to replace the previous adopted strategy of 2003.
- Develop policy options, an action plan and the establishment of local standards.
- Provide a carefully quantified and documented assessment of current and future need for pitches within the borough area (for the period 2012 to 2028).
- Ensure the integration of the developed strategy within the Council's draft Open Space (PPG 17) Strategy, and also the emerging Core Strategy.
- Enable a direct link to be made with Section 106 contributions, Planning Infrastructure Contributions and also the forthcoming Community Infrastructure Levy charges (CIL) arising from increased development, in order that these funds can be used to cope with increased demand on playing pitches and associated facilities.

201.3 The strategy has been prepared in accordance with Sport England's '*Towards a Level Playing Field: A guide to the production of playing pitch strategies*' and has also used their suggested Playing Pitch Model to analyse the data produced. A full audit of playing pitches (Football, Rugby, Cricket and Artificial) in the Borough was undertaken in town areas and also the more rural areas found in Waverley, including pitches not currently available for community use, e.g. school playing fields or private clubs.

201.4 Consultation was undertaken by PLC with the following organisations: Sports clubs, leagues, schools, county/regional governing bodies, LA officers (leisure, planning, parks and education), adjoining local authorities (to explore cross-boundary issues), Sport England's regional office, town and parish councils, other providers of sports pitches. An appropriate mix of consultation methods was used, including postal questionnaires, telephone interviews, face-to-face interviews and focus groups.

201.5 The findings from the work undertaken have enabled an action plan to be drawn up, a copy of which is attached at Annexe 3, that addresses current needs and also future needs in regard to the provision of sports pitches and associated facilities and quality improvements. The details of this action plan will enable a direct link to be made to the Council's justification for spending PIC, s106 and CIL monies on sports pitch facility improvements. The full Playing Pitch Strategy can be read on Waverley's [website](#).

201.6 The current need to find sites for thousands of new households up to the year 2028 is likely to increase pressure for the development of all land in and around urban areas, and green spaces (including playing fields) may be particularly vulnerable. Within the Borough there are a number of significant developments proposed which could affect the future of existing sports fields and playing areas, as follows:

- Housing targets of 3614 dwellings between 2012-2028
- Forthcoming Community Infrastructure Levy charges (April 2014) will provide opportunities to upgrade pitches and create new facilities, directly linked to new developments

201.7 As part of the Council's 'Growth Agenda' and the necessity to increase housing and deal with the growing population, it is imperative that there is an associated increase in open spaces and facilities to support this process. The emerging draft Open Space Strategy and Play Space Strategy, in addition to the Playing Pitch Strategy, are all referred to in the Council's submitted Core Strategy. Policy CS14 states that in considering planning applications:

- "Support will be given to the aims identified in the Cultural Strategy High Level Action Plan 2009-2014 and the emerging Open Space Strategy 2012 and subsequent updates.
- The Council will encourage the provision of new open space, sports, leisure and recreation facilities and the promotion of outdoor recreation and access to the countryside, taking account of the evidence in the Open Space, Sport, Leisure and Recreation (PPG17) Study 2012, the emerging Open Space Strategy 2012, Playing Pitch Strategy 2012 and Play Area Strategy 2012, provided they accord with relevant national and local planning policies."

201.8 Therefore the publication of the Playing Pitch Strategy will assist the implementation of this policy in the Core Strategy. If the Community Infrastructure Levy is to be introduced successfully in Waverley, the Council needs be able to clearly express what infrastructure is required and how much it will cost. Unless the Council can highlight the long-term leisure infrastructure projects it believes are required to support the Core Strategy, it will have to rely on the Surrey County Council elements and the Farnham Park SANG.

201.9 The supporting documents such as Open Space, Playing Pitch and Play Space Strategies will provide a basis to identify that there is a need for leisure infrastructure improvements that can feed into the CIL spending plans. The Council needs to identify projects, cost, funding gap and timescales. Any Section 106 planning obligation is subject to negotiation. Under CIL Regulation 122, it is unlawful for the Council to seek a contribution if the obligation does not meet all of the following tests:

- a) Necessary to make the development acceptable in planning terms;
- b) Directly related to the development; and
- c) Fairly and reasonably related in scale and kind to the development.

201.10 This has been tested at a number of planning appeals. Some Inspectors have not been satisfied that the projects identified have met the tests above which has led to the contribution not being achieved, such as in the following example:

“(WA/2011/0294 - Tattinstone, 70 Frensham Road, Farnham – Appeal allowed 10/4/12) Playing Pitches (£1,827.70). This contribution is to be pooled to fund playing pitch improvements at the Bourne Recreation Ground. However it is not explained why such improvements are needed to support this development. The Appellant accordingly disputes the need and the necessary justification has not been provided in terms of the CIL Regulations.”

201.11 The adoption of the Playing Pitch and forthcoming Open Space Strategies would provide supporting evidence to help justify the need for such contributions. Adopting the Playing Pitch Strategy and its action plan will put the Council in an ideal position to use existing accumulated funds towards sporting infrastructure and to continue to argue for future contributions via PIC and Section 106 funds.

201.12 In particular, the Council will be prepared and have sound justifications for seeking developer contributions when the Community Infrastructure Levy contributions become available from 2014. These funds can be used towards maintenance, quality improvements, additional pitch provision and other facility improvement works in relation to increasing demand from development on playing pitches and associated facilities.

201.13 Should this strategy not be adopted, the Council would be without a document that sets out a robust justification for spending s106, PIC and CIL monies on the Council’s own sports pitches, and also on those pitches managed by other organisations. This would create the possibility of challenge from developers where the Council requests financial contributions when considering development. The Executive

**RECOMMENDS that**

**121. the action plan of the Playing Pitch Strategy be approved and recommended to the Council for adoption.**

*[Reason: to adopt the findings of the Playing Pitch Strategy to enable the contents to be used as a basis to seek developer contributions towards future sports facility improvements].*

**Background Papers**

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

202. EXCLUSION OF PRESS AND PUBLIC

At 7.32 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:-

Minute 203

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

203. SALE OF PROPERTIES

The Executive considered a report on this matter, attached as (Exempt) Annexe 4 and now

**RECOMMENDS that**

**122. the recommendation set out in (Exempt) Annexe 4 be agreed.**

**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**

204. EXECUTIVE FORWARD PROGRAMME

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

205. BUDGET MANAGEMENT REPORT – FEBRUARY 2013

RESOLVED that

1. £11,000 funding within the General Fund Capital Programme be allocated to cover the additional expenditure required within the Pavilions budget, as detailed at paragraph 12 of the report;
2. the purchase of a Parker Bath for assisted bathing at Bowring Community Centre / Sheltered Scheme be approved, as detailed in paragraph 13 of the report;

3. the Disabled Adaptation in Talbot Road and slippage from the 2012/13 savings to the 2013/14 budget for this work be approved, as set out in paragraph 19 of the report; and
4. approve HRA Capital slippage of £1,417,442 from 2012/13 into the 2013/14 HRA Capital budget.

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

206. SCC PERSONALISATION AND PREVENTION PARTNERSHIP FUND

RESOLVED that

1. the initial payment of £150,000 from Surrey County Council be accepted for the personalisation and Prevention Partnership initiative;
2. the proposed *Activity List* be agreed;
3. the establishment of a Project Coordinator Post for 2 years be agreed, financed through (PPP fund) to coordinate the delivery of the projects; and
4. delegated authority be given to the Strategic Director, in consultation with the Portfolio Holder for Older Peoples Services and the Project Board, to spend the funds on the activities listed in the report.

*[Reason: to ensure arrangements are in place for the development of the activities and spending of the funds that will comply with Surrey County Council monitoring requirements]*

207. AREA PLANNING COMMITTEES – PROPOSED ADJUSTMENT TO EASTERN/SOUTHERN AREA BOUNDARY

RESOLVED that the proposed boundary to the Southern and Eastern Area Planning Committees be agreed.

*[Reason: adjusting the boundaries will help applications relating to Dunsfold Park to be dealt with in a more coherent way]*

208. SERVICE PLAN ACTION PLANS

RESOLVED that

1. the special Joint Meeting of the Overview and Scrutiny Committees be thanked for their observations; and
2. the Service Plan Action Plans for 2013-14 be endorsed, including the proposed actions and amendments set out in paragraph 6 of the report.

*[Reason: to approve the service plan action plans which form part of the Council's Performance Management Framework]*

209. PERFORMANCE MANAGEMENT EXCEPTION REPORT – QUARTER 3 (OCTOBER – DECEMBER) 2012

RESOLVED that

1. the performance figures for Quarter 3 2012/13 (October-December 2012) as set out at Annexe 1 and the Planning Briefing Note and its Annexe, as set out in Annexe 2 and Annexe 3 be noted;
2. the Overview & Scrutiny Committees be thanked for their observations regarding the Quarter 3 performance as detailed in the report;
3. the recommendations of the Overview and Scrutiny Committees be considered and an action plan be requested setting out improvements for the planning and enforcement performance, to be presented to the next meeting of the Executive.

210. WEY COURT HOUSE – PERMISSION TO DEMOLISH

*[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

1. approval be given to the submission of a planning application to demolish Wey Court House, Meadow, Godalming ahead of the redevelopment of the site for new affordable housing; and
2. funding for the demolition, of the amount set out in the (Exempt) Annexe to the report, be approved from the New Affordable Homes Fund.

*[Reason: demolishing the property reduces the council tax liability and facilitates building on the site]*

211. HOUSING DELIVERY BOARD FRAMEWORK FOR THE PURCHASE OF LAND AND PROPERTY

The Executive agreed to defer this item until its next meeting.

212. MAJOR STRUCTURAL AND ADAPTATION WORKS 2013/14

*[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

1. the major works to the 18 properties identified in the green column R on (Exempt) Annexe 1 be approved, to be funded from the budget provision for 2013/14;
2. the major works to be undertaken for the remaining 6 properties (amber column S) be approved, subject to the Housing Delivery Board being satisfied that it is cost-effective to do so, given these properties' development potential; and
3. authority be delegated to the Strategic Director, in consultation with the Housing Delivery Board, to agree a model for remodelling properties to ensure they meet with modern day family aspirations.

*[Reason: to seek approval to undertake structural and adaptation works required to 24 properties]*

213. PROPERTY MATTERS

*[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

1. the proposed new lease to Broadwater Sports Club Limited be extended from 35 to 50 years;
2. a new 30 year lease be granted to Badshot Lea Tennis Club, on the terms and conditions set out in the (Exempt) Annexe 1, other terms and conditions to be agreed by the Estates and Valuation Manager; and
3. Waverley enters into a new lease with Surrey County Council for the Car Park in Tanners Lane, shown outlined on the plan at Annexe 1, on terms and conditions set out in the (Exempt) Annexe 2, other terms and conditions to be negotiated by the Estates and Valuation Manager.  
*[Reason: to deal with a number of property related issues in the borough]*

214. EXCLUSION OF PRESS AND PUBLIC

At 7.32 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.

215. STAFFING MATTERS

The Executive considered two reports on staffing matters, the decisions for which are set out in the (Exempt) Annexe 5 to these minutes.

The meeting commenced at 6.45 p.m. and concluded at 7.44 p.m.

Chairman