

To: All Members of the EXECUTIVE  
(Agenda pages to other  
Members for Information)

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Date: 9th May 2008

### **Membership of the Executive**

**\*\*To be confirmed at the Annual Council Meeting on 13th May 2008\*\***

Dear Councillor

A Meeting of the EXECUTIVE will be held as follows:-

DATE: TUESDAY, 20TH MAY 2008

TIME: 6.45 P.M. \*

PLACE: COUNCIL CHAMBER, COUNCIL OFFICES, THE BURYS,  
GODALMING

Yours sincerely

MARY ORTON

Chief Executive

\*This meeting will be webcast and can be viewed by visiting  
<http://www.waverley.ukcouncil.net/>

## **NOTE FOR MEMBERS**

Contact Officers are shown at the end of each report and members are welcome to raise questions, make observations etc. in advance of the meeting with the appropriate officer.

## **AGENDA**

### 1. **APPOINTMENT OF CHAIRMAN**

To confirm the appointment of the Leader of the Council as Chairman of the Executive for the Council Year 2008/2009.

### 2. **APPOINTMENT OF VICE-CHAIRMAN**

To confirm the appointment of the Deputy Leader of the Council as Vice-Chairman of the Executive for the Council Year 2008/2009.

### 3. **INFORMAL QUESTION TIME**

The Chairman to receive any informal questions from members of the public (for a maximum of 15 minutes).

### 4. **MINUTES**

To confirm the Minutes of the Meeting held on 8th April 2008 and of the Special Meeting held on 22nd April 2008 (to be laid on the table half-an-hour before the meeting).

### 5. **APOLOGIES FOR ABSENCE**

To advise the Executive of any apologies for absence.

### 6. **DISCLOSURE OF INTERESTS**

To receive from members, declarations of personal and prejudicial interests in relation to any items included on the agenda for this meeting, in accordance with the Waverley Code of Local Government Conduct.

### 7. **QUESTIONS**

The Chairman to respond to any questions received from members of the public of which notice has been given in accordance with Procedure Rule 10.

### 8. **EXECUTIVE FOUR-MONTH ROLLING PROGRAMME**

To adopt the four-month rolling programme of key decisions for Waverley Borough Council, attached at Appendix A for all Members of the Council [N.B. the format will be amended to reflect the new Executive portfolios].

9. NATIONAL HOUSING SUBSIDY

[Wards Affected: All]  
[Portfolio Holder: Cllr R J Gates]

The report at Appendix B seeks Executive approval for the actions taken by the Chief Executive to initiate a national debate on the National Housing Subsidy system, and to agree that Waverley should lead and co-ordinate a joint local government project to seek changes to the current system.

Recommendation

**It is recommended that the Executive;**

- 1. agree to lead and co-ordinate a national project aimed at changing the Housing Subsidy system; and**
- 2. approve a supplementary estimate of up to £20,000 to finance this project from the Housing Revenue Reserve.**

10. WASTE MANAGEMENT - JOINT WORKING

[Wards Affected: All]  
[Portfolio Holder: Cllr J R Sandy]

The report at Appendix C describes current partnership working on waste management issues and seeks approvals for continuing these projects. In particular, approval is sought for:

1. Signing the 'Memorandum of Understanding for the Implementation of the Joint Municipal Waste Management Strategy'. The memorandum is an operational document. It is not a formal or legally binding contract. It sets out the way that all the Surrey authorities will work together on waste management; and
2. Contributing 50% of the anticipated Performance Reward Grant payment arising from the Glass Recycling LPSA project to an emerging programme of joint working.

In addition, the report provides a brief update on:

- Existing joint working projects;
- Waste targets in the emerging Local Area Agreement; and
- The Government consultation [DEFRA] on the proposed power to set up a Joint Waste Authority.

Recommendation

**It is recommended that:**

- 1. Waverley Borough Council support and become a signatory to the proposed Memorandum of Understanding for the implementation of the Surrey Joint Municipal Waste Management Strategy; and**

2. **JMWMS Advisory Board be informed that Waverley will agree to 50% of its anticipated Glass Recycling LPSA Reward Grant to be committed to further partnership projects; and**
3. **Officers be requested to report further on the potential use of the remaining 50% of the Reward Grant.**

11. WASTE MANAGEMENT - FOOD WASTE MINIMISATION

[Wards Affected: All]

[Portfolio Holder: Cllr J R Sandy]

The purpose of the report at Appendix D is to consider the Council's strategy for taking forward the waste minimisation agenda with particular reference to the management of food waste.

Recommendation

**It is recommended that the Executive**

1. **strongly support the objective to divert domestic food waste from landfill and accordingly instructs officers to investigate a fully costed proposal for a limited dedicated fortnightly kerbside food waste collection using the maximum productivity of a 7.5 tonne dedicated vehicle and crew, and that the Environment and Leisure Overview and Scrutiny Committee be requested to participate fully in this investigation; and**
2. **approve an immediate budget of up to £20,000 for a one-off promotion of the sale of Green Cones at £10 each and Green Johannas at £20, in addition to existing offers, and on the basis of one item per household in Waverley.**

12. COMMUNITY PARTNERSHIPS FUND - EWHURST PAVILION PROJECT, VILLAGE & COMMUNITY HALLS ADVICE SERVICE AND FARNHAM CASTLE KEEP

[Wards Affected: All]

The purpose of the report at Appendix E is to consider whether the remaining balance of £24,400 of the Community Partnership Fund be used to:

1. consider a request from Ewhurst Parish Council for a grant towards its pavilion project from the Community Partnerships Fund;
2. consider a request from Surrey Community Action for a grant to continue funding the Village & Community Halls Adviser post in 2008/09; and
3. consider a request from Farnham Castle for a grant towards its project to repair the Castle Keep.

Recommendation

It is recommended that:

1. a grant of £9,900 be offered towards the Ewhurst pavilion project, to be funded from the balance of the Community Partnerships Fund, subject to the other identified sources of funding being successful;
2. the request for a £2,000 grant to Surrey Community Action for 2008/09 be agreed, to be met from the balance of the Community Partnerships Fund, and the organisation be advised that they should apply for consideration as a Sponsored Organisation in future years; and
3. a grant of £12,500 be offered towards the Farnham Castle Keep project, to be funded from the balance of the Community Partnerships Fund, dependent on the successful outcome of the HLF application.

13. MEMBERS' ALLOWANCES

[Wards Affected: N/A]

In December 2003, the Council agreed that the Independent Panel's report on Members' Allowances undertaken in 2003 should not be accepted. In 2004 the Council decided not to request the Independent Panel to undertake a further review in 2005. In June 2005 the Council again decided not to request a review from the Independent Panel. The report at Appendix F recommends that a review be undertaken in 2008.

Recommendation

**That the Executive recommend to Council to request the Independent Panel to undertake a review of Waverley's scheme of Members' allowances in 2008.**

14. INCREASING OPPORTUNITIES FOR THEATRE IN WAVERLEY

[Portfolio Holder for Leisure and Culture: Cllr R J Steel]

[Wards Affected: All]

The report at Appendix G, which was considered by the Environment and Leisure Overview and Scrutiny Committee at its meeting on 28th April 2008, considers options to improve the range of opportunities for Waverley residents to access theatre-making and theatrical performances in the Borough. It identifies ways in which the Council may support theatre companies and venues address this aim.

Recommendation

**It is recommended that the Executive endorses the report and the comments received from the Environment and Leisure Overview and Scrutiny Committee.**

15. FARNHAM TOWN COUNCIL - OFFICE ACCOMMODATION

The purpose of the report at Appendix H is to seek approval from the Executive to enter into negotiations with the Farnham Town Council into the management of the Farnham Council Offices building in South Street, Farnham.

Recommendation

**It is recommended that the proposal to negotiate the transfer of management responsibility for the Farnham Council Offices be endorsed and that a further report on the negotiations, including the financial implications, be submitted in due course.**

16. NEW COMMITTEE ROOMS AND IMPROVED MEMBER FACILITIES

[Wards Affected: N/A]

The purpose of the report at Appendix I is to seek approval from the Executive to a scheme to provide new Committee Rooms that meet the requirements of the Disability Discrimination Act 2005 and improvements to member facilities including access improvements.

Recommendation

**It is recommended that the scheme to provide new accessible Committee Room facilities and improved Member facilities be approved.**

17. DISPOSAL OF A HOUSING REVENUE ACCOUNT PROPERTY

[Current Portfolio Holder for Housing: Cllr Mrs Frost]

[Wards Affected: Cranleigh West]

The report at Appendix J proposes the open market sale of a Housing Revenue Account dwelling house in Cranleigh and seeks authority to dispose of the property. The proceeds arising from the sale would be applied towards meeting the Decent Homes Standard in the rest of the Council's housing stock.

Recommendation

**It is recommended that:**

- 1. the disposal of the dwelling house owned by the Council at 1 Elmbridge Cottages, Cranleigh on the open market on terms to be negotiated by the Council's Estates and Valuation Manager; and**
- 2. the capital receipt from the sale of this property be applied to contribute toward achieving the Decent Homes Standard in the remaining Council housing stock.**

18. REVIEW AND APPROVAL OF ANTI FRAUD AND CORRUPTION STRATEGY AND WHISTLEBLOWING POLICY

[Wards Affected: All]

[Portfolio Holder: Cllr M H W Band]

The Council currently has both an Anti-Fraud and Corruption Strategy and a Whistleblowing Policy. Both have been in place since 2004, and with the passage of time changes have been identified. The report at Appendix K presents the revised documents for the Executive's approval.

Recommendation

**The Executive is invited to adopt the documents (subject to any amendments that members wish to make) as Council strategy and policy regarding fraud and corruption.**

19. HINDHEAD CONCEPT PLAN

[Wards Affected: All]

[Portfolio Holder for Planning: Cllr B A Ellis]

The Hindhead Together Joint Advisory Committee has produced a Concept Plan for Hindhead. The report at Appendix L explains the need for a Concept Plan, how it has been produced, the proposals and its status.

Recommendation

**It is recommended that the assets and principles in the Concept Statement produced by the Hindhead Together Joint Advisory Committee, be adopted as the planning policy of the Council for the London Road area of Hindhead for the purposes of development control.**

[For the avoidance of doubt, the diagram illustrating the arrangements of building and spaces is not included as part of the Council's policy.]

20. FRENSHAM VILLAGE DESIGN STATEMENT

[Ward Affected: Frensham]

The purpose of the report at Appendix M is to recommend that the Frensham Village Design Statement (VDS) be adopted by the Council as a Supplementary Planning Document. The document has been prepared by Frensham Parish Council.

Recommendation

**It is recommended to the Council that the Frensham Village Design Statement be adopted as a Supplementary Planning Document.**

21. BIODIVERSITY – IMPLICATIONS OF STATUTORY DUTY

[Portfolio Holders: Cllrs J R Sandy and R J Steel]  
[Wards Affected: All]

The purpose of the report at Appendix N is to advise Members on the implications, for the work of the Council, of the statutory duty for biodiversity.

Recommendation

**It is recommended that Waverley recognises the implications of the biodiversity duty and asks officers to identify actions required to comply with the duty in all relevant considerations of the authority.**

22. 1 RODBOROUGH HILL COTTAGES, PORTSMOUTH ROAD, MILFORD - SURRENDER OF EASEMENT AND RECEIPT OF RIGHTS OVER ADJOINING LAND

[Wards Affected: Witley and Hambledon]

The report at Appendix O seeks authority to relinquish the reserved land shown hatched on the plan at Annexe 1 to the report and take an easement from Surrey County Council to park on its adjacent land for the purposes of emptying and maintaining the septic tank shown cross-hatched.

Recommendation

**It is recommended that:**

1. **Waverley obtain a deed from Surrey County Council to enter onto and park on Surrey's land adjacent to 1 Rodborough Hill Cottages; and**
2. **Waverley releases its right to park on the reserved land shown hatched on the plan annexed on terms and conditions to be negotiated by the Head of Legal and Estates Services.**

23. RE-APPOINTMENT OF SPECIAL INTEREST GROUPS (SIGS) AND EMPLOYERS NEGOTIATING TEAM 2008/2009

23.1 Special Interest Groups

The Special Interest Group (SIG) Protocol has been adopted as part of the Constitution and, under the protocol, it is necessary to determine whether or not it is necessary to appoint all or some of the Special Interest Groups listed below for the new Council year (number of members on each SIG shown in brackets).

- i. Landlord Services Partnership SIG (previously known as Member/Tenants' SIG (8 Waverley).
- ii. Planning Policy SIG (9)
- iii. Healthcare SIG (7)



- iv. Restructuring SIG (8 + 1 co-opted) - to meet to review restructure after one year's operation
- v. Constitution SIG (yet to be appointed/meet)
- vi. Leisure and Culture SIG (10)
- vii. Member Development SIG (6)
- viii. New Affordable Subsidised Housing SIG (8)
- ix. Human Resources SIG (5 + 1 Staffside rep)

*[Following the submission of any names from Group Leaders, the proposed membership of SIGs for 2008/2009 will be set out at Appendix P - To Follow.*

Recommendation

**The Executive is recommended to review the above named Special Interest Groups and to consider the re-appointment of those it decides are still needed in 2008/2009.**

23.2 Joint Negotiating Committee (JNC) for Pay and Conditions - Employers Negotiating Team

To appoint the Members of the Employers' Negotiating Team whose role is to conduct negotiations with the staff through the Waverley Joint Negotiating Committee for Pay and Conditions and all matters concerning local pay and conditions of service. The meetings of the Joint Negotiating Committee are usually held in November/December each year. The Employers' Negotiating Team comprises 6 members.

If any names are submitted by Group Leaders before the meeting, these will be separately circulated.

Recommendation

**That the appointment of members to the Employers' Negotiating Team for 2008/2009 be determined.**

24. APPOINTMENT OF REPRESENTATIVE ON SURREY LOCAL GOVERNMENT ASSOCIATION (SLGA) AND NOMINATIONS TO OTHER BODIES

[Wards Affected: N/A]

24.1 This Council is entitled to appoint one representative plus a reserve to serve on the Surrey Local Government Association (SLGA). In 2007/2008, the Council was represented by the Leader and Deputy Leader. **These appointments should be confirmed at this meeting.**

24.2 Appointments to a number of external bodies for which the SLGA is responsible are reserved to District/Borough Councils on a rota basis. Waverley is able to **nominate** one candidate (unless otherwise indicated) for consideration for appointment to each of those bodies.

24.3 The SLGA has now advised that vacancies exist on the following outside bodies:-

| <u>Three Year Term (2008-2011)</u>  | <u>Nominees (if any)</u> |
|---|--------------------------|
| Surrey Historic Buildings Trust   | tba                      |
| SCC Health Scrutiny Select Committee (cannot be members of the Council's Executive) | tba                      |
| Supporting People Commissioning Body  | tba                      |

Annual Appointments

|  |     |
|--|-----|
| Countryside Access Forum                           | tba |
| High Sheriff's Award                               | tba |
| Mental Health Foundation Trust                     | tba |
| Progress through Partnership                       | tba |
| SCC Pension Fund – Investment Advisors Group       | tba |
| Surrey Economic Partnership                        | tba |
| South East Reserve Forces' and Cadets' Association | tba |

Two-year Appointment

|   |     |
|---|-----|
| Surrey Compact Implementation Group (new appointment) | tba |
|---|-----|

24.4 ***If any names are put forward for the outside bodies listed above, these will be reported as an addendum to this item.***

Recommendation

**It is recommended that:-**

- 1. the appointment of the Borough Council's representative (and reserve) on the Surrey Local Government Association in 2008/2009 be determined; and**
- 2. any nominations for consideration for appointment by the Association to external bodies be determined.**

Background Papers

Letter from SLGA dated 25th April 2007.

25. ACTION TAKEN SINCE LAST MEETING

To note any decisions taken by the Chief Executive after consultation with the Chairman and Vice-Chairman since the last meeting. The Register of Decisions will be laid on the table half an hour before the meeting.

26. EXCLUSION OF PRESS AND PUBLIC

To consider the following recommendation on the motion of the Chairman:-

Recommendation

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 appropriate paragraph(s) of the revised Part I of Schedule 12A to the Act (to be identified at the meeting).

27. FLEXIBLE RETIREMENT REQUEST

To consider the report at (Exempt) Appendix Q.

28. ANY OTHER ISSUES TO BE CONSIDERED IN EXEMPT SESSION

To consider matters (if any) relating to aspects of any reports on this agenda which, it is felt, may need to be considered in Exempt session.

**For further information or assistance, please telephone Robin Pellow,  
Head of Democratic Services, on extension 3222 or 01483 523222.**