

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

Robin Pellow

Head of Democratic Services

When calling please ask for: Emma McQuillan

Direct line: 01483 523351

Switchboard number: 01483 523333

Calls may be recorded for training or monitoring

E-mail: emma.mcquillan@waverley.gov.uk

Fax No: 01483 523475

DX: 58303 Godalming 1

Date: 27 June 2008

Membership of the Executive

Cllr R J Gates (Chairman)

Cllr M H W Band (Vice-Chairman)

Cllr Mrs C Cockburn

Cllr Mrs C A King

Cllr R A Knowles

Cllr Ms D Le Gal

Cllr B J Morgan

Cllr J R Sandy

Cllr R J Steel

Cllr A E B Taylor-Smith

Dear Councillor

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

DATE: TUESDAY, 8 JULY 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/>

If you would like a copy of this agenda or the attached papers in another format, e.g. large print, on tape or in another language, please call
01483 523351

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. **INFORMAL QUESTION TIME**

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

2. **MINUTES**

To confirm the Minutes of the Meeting held on 10 June 2008 (to be laid on the table half-an-hour before the meeting).

3. **APOLOGIES FOR ABSENCE**

To advise the Executive of any apologies for absence.

4. **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.

5. **QUESTIONS**

The Chairman to respond to the following question received in accordance with Procedure Rule 10:-

i. **from Mrs C Sandars of Farnham**

“It would appear from the Air Quality Action Plan presented to the Environment & Leisure Overview & Scrutiny Committee on 17 June that this plans depends for its implementation on planning permission being granted for the currently proposed East Street Development Scheme, submitted by Crest Nicholson Sainsbury. Does this AQAP not, in fact, assume predetermination of the CNS planning applications and unfairly bias Council Members to allow the applications in order to secure the Air Quality Action Plan?”

6. **EXECUTIVE FORWARD PROGRAMME**

To adopt the forward programme of key decisions for Waverley Borough Council, attached at **Appendix A - for all Members of the Council.**

7. MEDIUM TERM FINANCIAL STRATEGY

[Portfolio Holder for Finance: Cllr M H W Band]
[Wards Affected: All]

The Council's Financial Strategy was updated as part of the 2008/09 budget process. The 2007/08 draft Final Accounts have now been reported to Council and allow for initial consideration of the Financial Strategy for 2008/09 – 2010/11 (Appendix B).

Recommendation

It is recommended that the Executive note the Financial Strategy update and the financial issues facing the Council.

8. LOCAL AREA AGREEMENT FOR SURREY

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

The report at Appendix C presents to the Executive the final agreed set of Local Area Agreement targets for Surrey.

Recommendation

It is recommended that the Executive approves the Surrey Local Area Agreement, and resolves to work pro-actively through our Local Strategic Partnership to delivery these priority results for our local communities.

9. EQUALITIES AND DIVERSITY ACTION PLAN

[Portfolio Holder for Equality and Diversity: Cllr Ms D Le Gal]
[Wards Affected: All]

Waverley is committed to achieve Level 2 of the National Equalities Standard for Local Government during this financial year. A crucial element of this target is the requirement to have a strategic equalities strategy. The report at Appendix D presents a new, overarching strategy for Waverley for recommendation by the Executive to Council.

Recommendation

The Executive is recommended to commend this strategy to the Council for adoption.

10. DRAFT SOCIAL INCLUSION STRATEGY

[Portfolio Holder for Equality and Diversity: Cllr Ms D Le Gal]
[Wards Affected: All]

The report at Appendix E presents Members with a refreshed version of Waverley's Social Inclusion Strategy. The Strategy has been updated following work undertaken by a number of officers and a range of partners and other outside organisations whose work impacts on or is affected by Waverley's approach to social inclusion in the community.

Recommendation

It is recommended that the Executive approves the draft Social Inclusion Strategy.

11. WAVERLEY BOROUGH COUNCIL WORKFORCE PLAN

[Portfolio Holder for HR: Cllr Ms D Le Gal]
[Wards Affected: N/A]

The Local Government Workforce Strategy was launched in 2003 by the then Office of the Deputy Prime Minister, the Local Government Association (LGA) and the Employers' Organisation for local government. Following extensive consultation a 2007 edition of the strategy has now been published. The report at Appendix F seeks the Executive's approval for the adoption of the Workforce Plan.

Recommendation

It is recommended that the Executive approves the Workforce Plan.

12. SECONDMENT OF POLICY OFFICER FROM GOSE

[Portfolio Holder for HR: Cllr Ms D Le Gal]
[Wards Affected: N/A]

The purpose of the report at Appendix G is to set out the proposal to accept a secondee from GOSE to assist the Chief Executive in her achievement of corporate objectives and policy matters.

Recommendation

It is recommended that the Executive agrees to the secondment opportunity and that the cost be met from existing staffing budgets on terms to be agreed with the Deputy Chief Executive.

13. CLIMATE CHANGE STRATEGY - PROGRESS REPORT

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

The purpose of the progress report at Appendix H is to give an update on the work in progress to develop of a Climate Change Strategy for Waverley. It contains a proposal to work in partnership with World Wildlife Fund (WWF) and identifies the 'Big Issue' areas. A Corporate Energy Use Plan and a Corporate Travel Plan are also proposed for Waverley Council. Finally, an update on implementation of the Carbon Reduction Management Action Plan is also included.

Recommendation

It is recommended that the Executive approves and endorses:

- 1. the general approach to developing a Waverley Climate Change Strategy;**

2. **the prospect of working with WWF;**
3. **the proposed 'Big Issues' for consideration as an ingredient part of Waverley's Climate Change Strategy;**
4. **the Environment and Leisure Overview and Scrutiny Committee being invited to submit any views or comments on the report; and**
5. **the proposed Waverley Energy Use Plan and Waverley Corporate Transport Plan set out in this report be adopted, and that further reports on their implementation and effects be submitted annually to the Executive.**

14. WAVERLEY BOROUGH COUNCIL AIR QUALITY ACTION PLAN

[Portfolio Holder for Climate Change: Cllr J R Sandy]
 [Wards Affected: All - particularly Farnham, Godalming, Hindhead]

In 2005 Waverley declared three Air Quality Management Areas (AQMAs) in Hindhead, Godalming and Farnham as a result of emissions of Nitrogen Dioxide exceeding the national permitted standards. Following declaration of the AQMAs Waverley is required to produce an Air Quality Action Plan outlining how it is addressing the issues that led to the declaration of the Air Quality Management Areas. The Environment and Leisure Overview and Scrutiny Committee (ELOS) considered the draft Action Plan in January and its comments were noted. A final version of the Action Plan is now being presented at Appendix I, which incorporates feedback and comments from a public consultation process and those from ELOS.

Recommendation

It is recommended that the Executive approves the adoption of the Air Quality Action Plan.

15. ENVIRONMENTAL SERVICES WASTE/RECYCLING TEAM RESTRUCTURE

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

The purpose of the report at Appendix J is to seek authority to increase the establishment of Environmental Services by one part-time post.

Recommendation

It is recommended that the increase in the establishment of the Environmental Services Team by one part-time post of Customer Services Adviser for 20 hours per week be approved and met from existing staffing budgets.

16. DEVELOPING A HOUSING REVENUE ACCOUNT ASSET MANAGEMENT STRATEGY

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

The Council holds significant assets in its Housing Revenue Account. It is good practice to have a clear Asset Management Strategy. Over the years the Council has managed its HRA assets effectively and in a planned manner. The draft HRA Asset Management Strategy brings together in one document the range of issues and factors that will influence how the Council will take decisions in relation to its HRA assets over the coming years.

The report at Appendix K, which has been considered by the Community Overview and Scrutiny Committee and the Landlord Services Partnership SIG, provides a short overview and summary. The draft Asset Management Strategy covers some 80-odd pages and so, in the interests of efficiency and minimising the use of paper a copy of the draft is available on the Council's Website; by email from Pat Hatmil (pat.hatmil@waverley.gov.uk) or can be provided in hard copy on request (01493 – 523129). Hard copies have been placed in the Members' Room.

Recommendation

It is recommended that the HRA Asset Management Strategy for the period 2008-11 be approved.

17. PREVENTION OF HOMELESSNESS STRATEGY FOR WAVERLEY 2008 - 2013

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

It is a statutory requirement for local authorities to produce a Homelessness Strategy at least every 5 years. The draft 'Prevention of Homelessness Strategy for Waverley' at Appendix L outlines the steps the Council and its partners will take to tackle homelessness over the next 5 years.

Recommendation

It is recommended that the Prevention of Homelessness Strategy for Waverley be recommended to the Council for adoption.

18. WAVERLEY BOROUGH COUNCIL HOUSING STRATEGY 2005-2010

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

The report at Appendix M recommends that the Executive approves the update to the Waverley Borough Council Housing Strategy. As this is a lengthy document copies have been placed in the Members' Room and a copy is on the Council's Website. A hard copy is available on request to Alice Baxter 01483 523096 alice.baxter@waverley.gov.uk.

Recommendation

It is recommended that the Executive approves the update to the Housing Strategy 2005-2010.

19. ASBESTOS POLICY (HOUSING STOCK AND RELATED ASSETS)
[Portfolio Holder for Housing: Cllr R J Gates]
[Wards Affected - All]

The purpose of the report at Appendix N is to update our current asbestos policy following recent changes in legislation and working practise.

Recommendation

It is recommended that the updated Asbestos Policy be approved.

20. CRANLEIGH VILLAGE DESIGN STATEMENT
[Portfolio Holder for Planning: Cllr Mrs C Cockburn]
[Wards Affected: Cranleigh]

The purpose of the report at Appendix O is to recommend that the Cranleigh Village Design Statement (VDS) be adopted by the Council as a material consideration when considering planning applications, pending the enactment of the new Planning Bill. The VDS has been prepared as part of the Healthcheck which was commissioned by the Cranleigh Initiative, in partnership with Waverley Borough Council. Much of the work on the VDS has been carried out by the Cranleigh History Society.

Recommendation

It is recommended that the Executive recommends the Cranleigh Village Design Statement for adoption by the Council.

21. INTERIM SUBSIDISED AFFORDABLE HOUSING POLICY
[Portfolio Holder: Cllr Mrs C Cockburn]
[Wards Affected: All]

The purpose of the report at Appendix P is to present the potential options for realising an increase in the proportion of subsidised affordable housing that can be delivered through appropriate planning applications.

The report seeks approval to investigate the development of interim subsidised affordable housing guidance and to commence work on the preparation of a Supplementary Planning Document (SPD).

Recommendation

It is recommended that the Executive:

- (a) instructs officers to commence work on the preparation of a Supplementary Planning Document (SPD); and**

(b) report further on the anticipated programme for the SPD and on the advisability of adopting an interim approach.

22. PLANNING RESTRUCTURE UPDATE

[Portfolio Holder for HR: Cllr Ms D Le Gal and
Portfolio Holder for Planning: Cllr Mrs C Cockburn]
[Wards Affected: N/A]

The purpose of the report at Appendix Q is to update the Executive on the implementation of the planning restructuring.

Recommendation

The Executive is asked to note the report.

23. CENTRAL OFFICES - BOILER REPLACEMENT

[Portfolio Holder: Cllr Ms D Le Gal]
[Wards Affected: All]

To consider the report at Appendix R - To Follow.

24. IT INFRASTRUCTURE RATIONALISATION – SERVER VIRTUALISATION PROGRAMME

[Portfolio Holder for IT: Cllr Mr A E B Taylor-Smith]
[Wards Affected: All]

Appendix S is an update report on plans to rationalise and replace the Council's physical IT servers with a virtualised infrastructure allowing multiple service based applications to share a single physical host virtual server.

Recommendation

It is recommended that the Executive approves the virtualization project set out above, subject to the cost being contained within the funding limits set out in the (Exempt) Annexe to this report.

25. REPORT OF THE CONSTITUTION SIG

The SIG met on 19 June 2008 and the report is attached as Appendix T.

Recommendation

It is recommended that the Executive approves the detailed recommendations set out in the report and recommends to the Council accordingly.

26. CORPORATE OVERVIEW AND SCRUTINY COMMITTEE - TERMS OF REFERENCE

At the meeting of the Corporate Overview and Scrutiny Committee on 23 June 2008, the Committee reviewed its Terms of Reference and in order to

maintain topicality, agreed to recommend the following amendments to the Executive:

- (i) Adding *Customer Service* - the Council will shortly begin considering its vision for customer service, and it would be appropriate for the Corporate Overview and Scrutiny Committee to review the Customer Service Strategy;
- (ii) Replacing *Best Value* with *Value for Money* - to update terms of reference to correspond with current terminology; and
- (iii) Deleting *Implementing Electronic Government* - no longer an overview and scrutiny issue.

Recommendation

It is recommended to the Council that the Terms of Reference for the Corporate Overview and Scrutiny Committee be updated to reflect the changes above, and the constitution amended accordingly.

27. AMENDMENTS TO SCHEME OF DELEGATION

As a result of the recent restructuring in the Housing Department and the creation of the Community Services Department, authority is sought to amend the Scheme of Delegation and constitution accordingly to ensure that, following the departure of the Strategic Director for Housing at the end of July, the relevant officers are authorised to undertake any actions necessary.

Recommendation

It is recommended to the Council that references to job titles in the Scheme of Delegation and the constitution be amended to reflect the re-designations of the Strategic Director: Community Services and Head of Housing.

28. LAND OFF CENTRAL CAR PARK, FARNHAM

[Portfolio Holder for Property: Cllr Ms D Le Gal]
[Wards Affected: Farnham Castle]

The report at Appendix U seeks authority for the grant of an easement of pedestrian access and for services, as shown by a black line on the plan at Annexe 1 to the report, to a proposed development rear of 47/49 Downing Street, Farnham. Authorisation is also sought for a temporary construction licence for 19 spaces, as shown hatched, within Central Car Park.

Recommendation

It is recommended that Capital Holdings Limited be granted:

- 1. **an easement for pedestrian access and for services from Victoria Road, as shown by a black line to the development site on the plan at Annexe 1 to the report;**

2. **a temporary construction licence of 19 spaces within Central Car Park, as shown hatched on the plan at Annexe 1 to the report;**

on terms and conditions as set out in the (Exempt) Annexe, other terms and conditions to be negotiated by the Head of Customer and Office Services.

29. WAVERLEY STAFF CAR PARK – THE WHARF, GODALMING

In granting planning permission for the temporary use of the land at the former Godalming Ford garage site for staff parking in 2003, the Council granted temporary planning permission on the assumption that the key site proposals would be finished during that five-year period. The Executive now needs to seek a new consent.

Members will be aware that consideration of the Key Site scheme has been more protracted than anticipated, consequently officers are recommending

that the Council seek a further planning permission for a temporary period for continuation of this use.

There are no other changes in circumstances.

30. 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.

31. 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).

32. UPDATE ON INSURANCE CLAIM

To consider the report at (Exempt) Appendix V.

33. 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.**

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