

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

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Date: 26 September 2008

Membership of the Executive

Cllr Richard Gates (Chairman)
Cllr Mike Band (Vice-Chairman)
Cllr Mrs Carole Cockburn
Cllr Mrs Carole King
Cllr Robert Knowles

Cllr Ms Denise Le Gal
Cllr Bryn Morgan
Cllr John Sandy
Cllr Roger Steel
Cllr Adam Taylor-Smith

Dear Councillor

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

DATE: TUESDAY, 7 OCTOBER 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/>

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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 2 September 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 any question(s) received in accordance with Procedure Rule 10.

6. **EXECUTIVE FORWARD PROGRAMME** [page 15]

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

7. **EAST STREET**

To receive an oral update on the latest position with regard to the East Street scheme.

8. **CAPITAL PROGRAMME 2008/09 FORECAST - UNDERSPEND & RELEASING NEW SCHEMES**

[Portfolio Holder: Cllr Mike Band]
[Wards Affected: All]

To consider the report at Appendix B - To Follow.

9. IMPACT OF THE ECONOMIC DOWNTURN - WAVERLEY ASSISTS PROJECT

[Portfolio Holder: Cllr Richard Gates]
[Wards Affected: All]

To consider the report at Appendix C - To Follow.

10. SURREY AND HAMPSHIRE IMPROVEMENT PARTNERSHIP (SHIP) - TACKLING FUEL POVERTY AND EMPTY HOMES IN WAVERLEY [page 19]

[Portfolio Holder: Cllr Richard Gates]
[Wards Affected: All]

The report at Appendix D asks the Executive to consider entering into a partnership to deliver new initiatives to tackle poor housing conditions and fuel poverty in privately owned properties in the Borough. These initiatives would compliment existing tools in the private sector home improvement policy.

Recommendation

It is recommended that the Executive:

- 1. agrees to enter into the Surrey and Hampshire Improvement Partnership to participate in the fuel poverty and empty homes elements of the project;**
- 2. authorises the Strategic Director of Community Services to sign the Memorandum of Understanding and associated contractual/framework agreements in consultation with the Head of Legal Services;**
- 3. agrees to recommend the Council to agree to the project at a total cost of £60,000 over 3 years, financed as follows:-**
 - (a) £10,000 to be met from the forecast underspend on the capital programme; and**
 - (b) £25,000 per year be included in the draft capital programme for 2009/10 and 2010/11; and**
- 4. requests officers to report back every six months on the success of the partnership.**

11. REVENUE FUNDING FOR COMMUNITY ORGANISATIONS IN 2009/10 - GRANT ELIGIBILITY, CRITERIA & TIMETABLE [page 57]

[Portfolio Holder: Cllr B J Morgan]
[Wards Affected: All]

The purpose of the report at Appendix E is to ask the Executive to agree the details of the scheme to provide revenue funding to community organisations in 2009/10 and to agree to continue to support the Waverley Voluntary Grants Partnership (WVGP).

Recommendation

The Executive is recommended to agree that:

1. for budget planning purposes, the total amount of the revenue grants pot and the contribution to the Waverley Voluntary Grants Partnership in 2009/10 be frozen at the 2008/09 level;
 2. the existing Sponsored Organisations be notified that the revenue grants fund will not be increased by inflation and requested to provide an impact analysis of no grant increase in 2009/10 and of potential grant reductions in future years;
 3. the 2009/10 bidding round should be open to new organisations;
 4. the application process, eligibility, grant criteria and timetable, revised to take account of the changes proposed in this report, be endorsed;
 5. Waverley's contribution to the Waverley Voluntary Grants Partnership in 2009/10 will be at the same amount as in 2008/09 with two nominated members on the panel and with the results of the grants being reported back to the Overview and Scrutiny Committees and the Executive;
 6. a Member/Link officer grants panel be formed to assess applications;
 7. officers provide organisations with increased support to help them identify additional sources of funding; and
 8. Members agree that the new name for the Sponsored Organisations Scheme is the Waverley Community Partnership.
12. GRANT INCOME AND FINANCIAL ASSISTANCE TO COMMUNITY ORGANISATIONS [page 69]

[Portfolio Holders: Cllrs Bryn Morgan and Mike Band]

[Wards Affected: All]

The report at Appendix F seeks the Executive's agreement to:

- endorse the proposals to extend the information and support service to community organisations in the Borough on external funding opportunities;
- endorse the proposals to identify and secure new funding opportunities to support the Council's own service provision; and
- request officers to report to the November meeting of the Executive on the proposed framework for utilising developers' contributions to deliver projects in partnership with community organisations.

The report links to the report elsewhere on the agenda on the future revenue funding for community organisations.

Recommendation

It is recommended that the Executive:

- 1. endorses the proposals to extend the advice and support service to community organisations in the Borough on external funding opportunities;**
- 2. endorses the proposals to identify and secure new funding opportunities to support the Council's own service provision, noting the need to acquire a system as requested in the capital report at Agenda Item 8 of this agenda; and**
- 3. requests officers to report to the November meeting of the Executive on the proposed framework for utilising developers' contributions to deliver projects in partnership with community organisations.**

13. VALUE FOR MONEY REVIEW OF THE PAYMENT RECEIPTING SERVICE
[page 79]

[Portfolio Holder: Cllr Mike Band]
[Wards Affected: All]

The report at Appendix G sets out the findings of the review of the Waverley's payment receipting service. The report recommends the replacement of the Council's cash counters with a payment collection service provided by a third party using bar-coded bills. The review evaluated the financial and staffing implications and the impact upon customer service of alternative methods of receipting payments.

The Executive is requested to:

- Consider the value for money achieved by the proposed change, in particular with respect to the impact on Waverley's customers;
- Consider the staffing and financial implications;
- Note the proposed timetable for the implementation of a new payment collection service

Recommendation

That the Executive recommends that the Council agree:

- 1. the implementation of a payment receipting system for customers that choose to pay the Council in person for council tax, housing rents, business rates or sundry debts, using bar-coded bills and a third party operator, noting the potential for up to 55 outlets being available in the Borough including post offices; and,**
- 2. that the procurement and agreement of contract terms be subject to the agreement of the Deputy Chief Executive and the Head of Legal Services; and**

3. that Waverley cease to operate its four cash counters with effect from 31 March 2010 on the basis that the service described in (1) above offers a cost-effective alternative to the current arrangements, noting in particular:
 - The timetable for implementation
 - The potential impact on customers
 - The potential revenue savings
 - The proposals for a major PR and information campaign
 - Improved customer choice of payment outlets
 - Opportunities for enhancing Waverley's customer service at its offices;
 4. that the Godalming cash counter be closed at 2.00pm each day from 1 April 2009;
 5. that as well as the proposed publicity during the transition period, there should be a telephone helpline service available during the implementation period; and
 6. to keep the Tenants' Panel fully involved and informed during the implementation period.
14. CUSTOMER SERVICE STRATEGY AND LOCALTY OFFICE SERVICE
[page 105]

[Portfolio Holder: Cllr Taylor-Smith]
[Wards Affected: All]

The report at Appendix H is in two parts. In the first part the Executive are asked to consider a proposed methodology for the production of a Customer Service Strategy for Waverley. The second part follows on from a report earlier on the agenda concerning the review of payment receipting services and the implications of this review on the future role for local offices.

Recommendation

It is recommended that the Executive approves

1. the Customer Service Strategy process outlined above;
2. the establishment of a Customer Service SIG, with a membership of seven and the membership to be authorised by the Chief Executive in consultation with the Portfolio Holder; and
3. the terms of reference for the SIG, as set out in the report.

15. PERFORMANCE MANAGEMENT REPORT, QUARTER 1 (APRIL-JUNE) 2008/09 [page 109]

[Portfolio Holder: Cllr Mike Band]
[Wards Affected: All]

Waverley's Performance Management Framework (PMF) contains a number of National Indicators (NI) and locally defined indicators that assist Members and officers in identifying current improvement priorities, and progress against the objectives set out in the Council's Corporate Plan.

The indicators in Waverley's PMF are reviewed quarterly by the Executive. The report at Appendix I details performance for the first three-month period of 2008/09. These indicators have been reviewed by the three Overview and Scrutiny Committees, and their observations and recommendations are included in the report.

Recommendation

The Executive is requested to note the observations of the Overview and Scrutiny Committees on the Quarter 1 2008/09 performance report.

16. LOCAL DEVELOPMENT FRAMEWORK UPDATE [page 123]

[Portfolio Holder for Planning: Cllr Mrs Carole Cockburn]
[Wards Affected: All]

The purpose of the report at Appendix J is to update ELOS on the progress of the Local Development Framework (LDF) The LDF will contain a suite of planning policy documents which, over time, will replace the existing Waverley Borough Local Plan. The report sets out the background to the LDF, progress to date and the next steps.

Recommendation

It is recommended that the Executive notes the progress on the LDF, including the Spatial Portrait, the list of Issues, the proposed Vision and the Core Strategy Objectives.

17. PROPOSED CHANGES TO THE DRAFT SOUTH EAST PLAN [page 143]

[Portfolio Holder for Planning: Cllr Mrs Carole Cockburn]
[Wards Affected: All]

The purpose of the report at Appendix K is to consider the Secretary of State's Proposed Changes to the draft South East Plan. The report seeks approval for the suggested responses to the Proposed Changes and to make any additional comments on them if required.

Recommendation

It is recommended that the Executive agree the suggested responses to the Secretary of State on her Proposed Changes to the draft South East Plan, set out in the table in Annexe 1 to the agenda report.

18. PROPOSED ADDITIONS TO THE LOCAL LIST OF HISTORIC BUILDINGS
[page 161]

[Portfolio Holder for Planning: Cllr Mrs Carole Cockburn]
[Wards Affected: Haslemere, Cranleigh and Farnham]

The purpose of the report at Appendix L is to seek agreement, in principle, to the addition of a number of buildings of architectural and historic interest to the Local List of Historic Buildings for Waverley, as a basis for consultation.

Recommendation

It is recommended that approval be given in principle to the buildings listed in Haslemere, Cranleigh and Farnham, as set out in Annexe 1, be the subject of consultation for their inclusion in the Waverley Local List of Buildings of Architectural or Historic Interest.

19. IN-DEPTH REVIEW – FEAR OF CRIME AND ANTI-SOCIAL BEHAVIOUR
[page 171]

[Portfolio Holder for Community Safety: Cllr Mrs Carole Cockburn]
[Wards Affected: All]

The report at Appendix M reviews the information gathered to date as part of the Committee's in-depth review of the fear of crime and anti-social behaviour in Waverley, and makes recommendations to the Executive.

Recommendation

It is recommended that the Executive considers the findings of the In-depth review and the recommendations of the Community Overview and Scrutiny Committee, as set out in paragraph 31.

20. IN-DEPTH REVIEW OF WAVERLEY'S DAY CENTRES - MEETING THE NEEDS OF OUR CHANGING COMMUNITIES [page 193]

[Portfolio Holder for Partnerships: Cllr Bryn Morgan]
[Wards Affected: All]

The report at Appendix N reviews the information gathered in the Community Overview and Scrutiny Committee's in-depth review of the potential changing role for day centres in Waverley, and puts forward proposals for the future direction and strategy for day centre services over the next ten years.

Recommendation

It is recommended that the Executive considers the findings of the In-depth review and the recommendations of the Community Overview and Scrutiny Committee, as set out in paragraph 75 of the report.

21. MEETING THE DECENT HOMES STANDARD - OCKFORD RIDGE, GODALMING [page 233]

[Portfolio Holder for Housing: Cllr Richard Gates]
[Wards Affected: Godalming Ockford]

The report at Appendix O identifies particular challenges with meeting the Decent Homes Standard at Ockford Ridge, Godalming. There are a number of approaches that could be taken to address the issues. The report suggests that, before any decisions are taken, a consultation exercise with the community should be undertaken to determine the aspirations of local residents. As there are wide ranging community issues potentially arising from this initiative, it is considered appropriate that the Local Strategic Partnership should be involved.

Recommendation

It is recommended that

1. **a community consultation exercise be undertaken with local residents on Ockford Ridge about how best the Council can help improve the estates and the homes on it, and what options are available;**
2. **a Steering Group, chaired by the Housing Portfolio, including the Waverley Ward Councillors, representatives from the Landlord Service Partnership and local community be created to oversee the consultation process; and**
3. **budget provision of £30,000 (in total) be identified, with £15,000 in 2008/09 and £15,000 in 2009/10 coming from the HA feasibility budget in the capital programme, with further details to be discussed with the Housing Portfolio Holder and the Steering Group.**

22. SUSTAINABLE COMMUNITIES ACT [page 241]

[Portfolio Holder for Partnerships and Community Engagement:
Cllr Bryn Morgan]
[Wards Affected: All]

The report at Appendix P sets out details of the new Sustainable Communities Act - one of a raft of activities in terms of engaging and empowering communities. The report proposes that Waverley adopts a light touch in taking forward the Act and assisting its local communities in making use of its provisions. The underlying principle of the Act is that local people know best what needs to be done to promote the sustainability of their area; something that has been powerfully demonstrated recently following threats to key services such as post offices, bank branches and community shops.

The report has been discussed at the recent Town and Parishes meeting and the Community Overview and Scrutiny Committee.

Recommendation

It is recommended that:

1. **the Executive concurs with the views from the Town and Parishes and Community O&S that Waverley should adopt a 'light touch' approach in taking forward the Sustainable Communities Act ; and**
 2. **officers review the guidance published in October to determine (i) the most practical way of generating and shortlisting any emerging ideas for consideration by the LGA and (ii) how this best fits into a wider community engagement approach for Waverley.**
23. SUPPORTING LOCAL BUSINESSES AFTER FOOT AND MOUTH
[page 249]

[Wards Affected: All]

[Portfolio Holder: Cllr Robert Knowles]

The report at Appendix Q looks at some of the work undertaken to minimise the impact of the 2007 Foot and Mouth (FMD) outbreak in Surrey drawing on collated reports by the Surrey Rural Partnership and Business Link Surrey and views of businesses affected by the 2007 outbreak. It describes some of the work undertaken by Waverley in partnership with other agencies and recommends that Waverley continues to work with organisations that support those affected by the outbreak and also presses the Government to settle the outstanding compensation claims as soon as possible.

Recommendation

It is recommended that the Executive:

1. **notes the partnership work that has been taking place to support those businesses affected by the FMD outbreak in Surrey;**
 2. **seeks to optimise support available for Waverley businesses by continuing to work with SEEDA, Business Link Surrey, Tourism South East, the Surrey Economic Partnership, Surrey Food Links, Surrey County Council and other appropriate partners; and**
 3. **expresses its concern that compensation payments are still outstanding one year on from the outbreak and urges Defra and the Government to resolve speedily the outstanding compensation claims for businesses affected by FMD.**
24. FREE SWIMMING - REPORT BACK

An oral update will be given at the meeting following the decisions taken at the September meeting of the Executive.

25. ROWLAND HOUSE [page 255]

[Portfolio Holder for Housing: Cllr Richard Gates]
[Wards Affected: All Cranleigh Wards]

The purpose of the report at Appendix R is to recommend to the Executive that approval be given to the setting up of a Special Interest Group with a specific task and finish programme to assess the submissions of two Housing Associations for the redevelopment of Rowland House, and recommend a single choice to the Executive.

Recommendation

It is recommended that

- 1. a Rowland House Redevelopment Special Interest Group be established to recommend to the Executive a preferred Housing Association and associated redevelopment proposal for redeveloping the Rowland House site; and**
- 2. the Chief Executive be authorised, in consultation with the Portfolio Holder, to determine the membership of the Special Interest Group.**

26. REDUNDANCY OF EXTERNALLY FUNDED POSTS [page 259]

[Portfolio Holder: Cllr Denise Le Gal]
[Wards Affected: N/A]

The purpose of the report at Appendix S is to consider and make recommendations on how Waverley agrees redundancies for externally funded posts and at what level redundancy payments should be made for those posts.

Recommendation

It is recommended that

- 1. the Executive agrees all new externally funded posts with clear agreement as to how potential redundancy costs are to be met;**
- 2. the redundancy payments for all new externally funded posts be calculated using statutory rates unless a different calculation basis is agreed by the funding body at the time the appointment is made; and**
- 3. the Executive gives delegated authority to approve redundancies for externally funded posts to the Chief Executive in consultation with the Portfolio Holders for Human Resources and the Service concerned.**

27. HASLEMERE CENTRAL AREA - ESTABLISHMENT OF SPECIAL INTEREST GROUP

An informal meeting took place at the end of August between Haslemere councillors and officers to discuss whether Waverley should progress with the project to redevelop the Haslemere Central Area, and if so, what would be the best way to take the project forward? The Mayor of Haslemere Town Council was also in attendance.

It was agreed that there was merit in proceeding with the project and that the agreement of the Executive should be sought to the establishment of a Special Interest Group (Task Group) with the following core membership, which would be supplemented on an ad hoc basis with co-optees from other relevant parties such as Surrey County Council and Haslemere Town Council:-

Cllr Mrs C Cockburn [Portfolio Holder for Planning and Major Projects]
Cllr Ms D Le Gal [Portfolio Holder for Property]
Cllr Dr N J Lee }
Cllr R A Knowles } Ward Councillors for Haslemere East and Grayswood
Cllr S Renshaw]

Recommendation

It is recommended that approval be given to the establishment of a Special Interest Group to take forward the Haslemere Central project and that the membership should include Cllrs Mrs Carole Cockburn, Ms Denise Le Gal, Dr Nicky Lee, Robert Knowles and Steve Renshaw, with other co-optees invited to attend as appropriate.

28. ACTION TAKEN SINCE LAST MEETING

To note any action 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.

29. 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).

30. UNDERSHAW

To consider the report at (Exempt) Appendix T - To Follow.

31. REDUNDANCY OF AN EXTERNALLY FUNDED POST [page 263]

To consider the report at (Exempt) Appendix U.

32. 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.**