

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  
Calls may be recorded for training or monitoring  
E-mail: emma.mcquillan@waverley.gov.uk  
Date: 21 November 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 2 DECEMBER 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 3 November 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**

To answer the following question received from Mr Hyman of Farnham in accordance with Procedure Rule 10:-

“Leader,  
The Joint Planning Committee that met on 29th October 2008 was presented with a lengthy Officer Update Report which contained an email from the applicant asking that new East Street Transport Assessment plans, i.e. new plans for roads and junctions, be included in the S278 agreement within the Heads of Terms.. Members and the public were not given time to read the Update, and the Officers' verbal report mentioned all the issues contained within the Update except for the changed plans. Thus Members unknowingly agreed to accept new roads plans to replace those agreed by that Committee on 3rd October, apparently without sight or knowledge of those plans, and without any public consultation upon them.

- (a) Please can you explain why the meeting was not informed of the changes to the roads plans to which Members were agreeing, and
- (b) Do WBC intend to make those plans available to the public, and if so, when?”

6. EXECUTIVE FORWARD PROGRAMME [page 11]

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

7. FINANCIAL STRATEGY 2009/2010 - 2012/2013

[Portfolio Holder: Cllr Mike Band]

[Wards Affected: All]

7.1 General Fund Revenue Budget 2009/10 [page 15]

The report at Appendix B outlines the General Fund Budget position for 2009/10. The Executive is reminded of the extent of the shortfall identified at the Finance Seminar and the need to achieve savings as indicated within the Financial Strategy. The current position regarding the shortfall is detailed in the report.

The provisional Revenue Support Grant Settlement is expected to confirm just a £30,000 increase in Government Grant in December. The Executive will be advised of the updated position following the announcement.

Recommendation

**It is recommended that:**

- 1. the Executive endorses the approach taken to the 2009/10 Budget process; and**
- 2. the Executive gives detailed consideration to the General Fund Budget, including suggestions from the Star Chamber, for 2009/2010 at its meeting on 6<sup>th</sup> January 2009**

7.2 Housing Revenue Account Budget 2009/10 [page 19]

As part of the budget process, the report at Appendix C informs the Executive about the draft Housing Revenue Account (HRA) subsidy determination for 2009/10. The report provides Members with a preliminary indication of the impact of these determinations.

Recommendation

**It is recommended that the Executive**

- 1. note the issues raised in the draft subsidy determinations and note that the determinations will not be confirmed until late December;**
- 2. asks the Community Overview and Scrutiny Committee to consider the detailed HRA budget papers for 2009-10 and identify spending priorities within the landlord service; and**
- 3. gives further consideration to the HRA budget for 2009/2010 at its meeting on 6 January 2009.**

7.3 Setting of Council Tax Base 2009/2010 [page 23]

The purpose of the report at Appendix D is to seek approval of the 2009/2010 council tax base which, under the provisions of the Local Government Finance Act 1992, the Council is required to determine prior to approval of the Council's budget for 2009/2010.

Recommendation

**It is therefore recommended that the Executive approves that, pursuant to the foregoing report and in accordance with the Local Authorities (Calculation of Tax Base) (Amendment) Regulations 2003, the council tax base for Waverley and for each of the Town/Parish Council areas for the year 2009/2010 shall be as shown in Annexe 1 to the report.**

7.4 BUDGET MONITORING OCTOBER 2008 – EXCEPTION REPORT [page 29]

The purpose of the report at Appendix E is to monitor on an 'exception' basis any significant items that will impact on the out-turn position at year-end. It supplements the Bi-monthly Budget Monitoring report submitted to Executive on 4 November 2008.

Recommendation

**It is recommended that**

- 1. the Corporate Management Team take action to eliminate the remaining potential shortfall as part of the Star Chamber process; and**
- 2. the Executive note that a full budget monitoring report will be presented to the January Executive meeting.**

8. CAPITAL PROGRAMME 2008/09 CRANLEIGH ARTS CENTRE [page 33]

[Portfolio Holder:Councillor Mike Band]

[Wards Affected: All Cranleigh Wards]

The report at Appendix F considers the request from Cranleigh Arts Centre to support a capital expenditure in 2008/09.

Recommendation

**The Executive is asked to consider this request and whether they would like to make any funds available.**

9. BANKING CONTRACT [page 35]

[Portfolio Holder: Cllr Mike Band]

[Wards Affected: All]

The purpose of the report at Appendix G is to consider a further the extension of Waverley's contract for the provision of banking services by up to 12-months in the light of the current conditions in the banking sector and to

enable the tender to reflect the impact of the recent decision to implement major changes to the Council's cash collection arrangements.

Recommendation

**It is recommended that, in accordance with the provisions of Contract Procedure Rule Q101a, the Executive approve the extension of the current banking contract to the 31 March 2010 to coincide with implementation of the changes to Waverley's cash collection arrangements.**

10. HOUSEHOLD FOOD WASTE COLLECTION - CALL-IN BY THE ENVIRONMENT AND LEISURE OVERVIEW AND SCRUTINY COMMITTEE  
[Portfolio Holder: Cllr John Sandy]  
[Wards Affected: All]

The report on the Household Food Waste Collection, which was approved by the Executive at its last meeting, was called-in by the Environment and Leisure Overview and Scrutiny Committee which met on 24 November 2008 to scrutinise the decision of the Executive. A report (Appendix H) will be attached after this meeting to set out the conclusions reached by the Committee and presenting them for consideration by the Executive.

11. WAVERLEY'S COMMUNITY ALARM SERVICE REVIEW - CARELINE  
[Portfolio Holder: Cllr Bryn Morgan]  
[Wards Affected: All]

To consider the report at Appendix I (To Follow).

12. PARKING STRATEGY [page 39]  
[Portfolio Holder for Car Parking: Cllr Robert Knowles]  
[Wards Affected: All]

The revised and updated Parking Strategy (attached as Appendix J) (that replaces the current strategy written in 2000) outlines Waverley's approach to the provision, control and management of parking in the Borough. It explains what is planned for the next three years, why it is being actioned and the benefits to be gained. It supports the Council's Corporate Plan priorities as well as national, regional and local transport policies.

Recommendation

**The Executive is asked to recommend to the Council that the revised Parking Strategy for Waverley be adopted.**

13. REVIEW OF AREA PLANNING COMMITTEES [page 51]  
[Portfolio Holder for Planning: Cllr Mrs Carole Cockburn]  
[Wards Affected: All]

The Council resolved to implement a new structure for the determination of planning applications from 1 January 2008, creating four Area Planning Committees and retaining a Joint Planning Committee. It was requested that a review of the system be carried out in September 2008 with a view to

making recommendations on any further improvements to the Council - the report at Appendix K refers.

Recommendation

**It is recommended that:**

- 1. no change be made to the structure or levels of membership of the four Area Planning Committees, but that a further review should be undertaken, with a report to the Executive within the next two years;**
- 2. a further series of training courses for Members on planning issues be developed for rolling-out within the next few months;**
- 3. Members agree to recommend the minor changes to the Scheme of Delegation to the Council, as set out in Annexe 1 to the report; and**
- 4. the start time of the second Committee meeting be amended to 7.30pm or at the conclusion of the first meeting, if later.**

14. LOCAL DEVELOPMENT FRAMEWORK - ANNUAL MONITORING REPORT 2007/2008 [page 59]

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

The report at Appendix L presents the Draft Local Development Framework Annual Monitoring Report 2007/2008 for consideration, prior to its submission to the Government Office of the South East (GOSE.)

Recommendation

**It is recommended that the Executive:**

- 1. notes the Annual Monitoring Report; and**
- 2. authorises the Head of Planning, after consultation with the Portfolio Holder for Planning, to agree any necessary drafting amendments to the Housing Trajectory prior to the submission of the Annual Monitoring Report.**

15. DUNSFOLD PARK APPEAL: REQUEST FOR SUPPLEMENTARY ESTIMATE [page 65]

[Portfolio Holder for Planning: Cllr Mrs Carole Cockburn]  
[Wards Affected: Chiddingfold & Dunsfold, all Cranleigh Wards, Bramley Busbridge & Hascombe, Witley & Hambledon]

The report at Appendix M requests a supplementary estimate to ensure that the Council can effectively defend the decision of the Joint Planning Committee at a Public Inquiry relating to land at Dunsfold Park (APP/R3650/A/08/2089143).

Recommendation

**It is recommended to the Council that a supplementary estimate of £150,000 be approved to meet the costs of the professional and other costs with a further £50,000 being approved but only spent subject to the agreement of the Chief Executive and Portfolio Holders for Finance and Planning.**

16. WAVERLEY TRAINING SERVICES [page 71]

[Portfolio Holder: Cllr Mrs Carole King]

[Wards Affected: All]

The report at Appendix N highlights the significant achievements of one of Waverley's lesser known services – Waverley Training Services (WTS), which this year celebrates 25 years of support for individuals and businesses from its base in Farnham. The report highlights changes to the funding for the activities of Waverley Training Services from 2010, and sets out the latest business plan for WTS.

Recommendation

**It is recommended that the Executive:**

- 1. Congratulates the staff at Waverley Training Services on reaching its milestone of celebrating 25 years of service at the Pump House;**
- 2. Congratulates the staff and learners for achieving outcomes above the regional average particularly in getting young people ready for work through the e2e and schools programmes;**
- 3. Endorses the WTS Business Plan and the proposed broadening of the service offered by WTS and in particular the intention to make the e2e provision available in the eastern, central and southern part of the borough;**
- 4. Notes the changes to the funding regime from 2010 with responsibility transferring from the Learning and Skills Council to Surrey County Council; and**
- 5. Welcomes the emphasis on improving relationships with business and focussing on the skills needs of employees, particularly at this difficult time of the economic downturn for Waverley's business community.**

17. HOUSING OPTIONS SUPPORT OFFICER POST [page 91]

[Portfolio Holder: Cllr Richard Gates]

[Wards Affected: All]

The report at Appendix O is recommending recruitment to a newly created Housing Options Support Officer post from January 2009 on a fixed term 2.25 year contract funded by Surrey Supporting People.

Recommendation

**It is recommended that a Housing Options Support Officer post be created, as described in the report, to be advertised and recruited to on a fixed term contract to be funded by Surrey Supporting People.**

18. SOCIAL INCLUSION STRATEGY 2008 - PROGRESS AND ACTION PLAN  
[page 95]

[Portfolio Holder: Cllr Denise Le Gal]  
[Wards Affected: All]

The Council adopted a Social Inclusion Strategy in July 2008. The Strategy had been refreshed 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.

The report at Appendix P details progress against the objectives set out in this Strategy and identifies areas of work still to be completed.

Recommendation

**The Executive are requested to:**

- 1. endorse the action plan and progress made to date attached at Annexe 1 to the report; and**
- 2. refer the action plan to the Community Overview and Scrutiny Committee for ongoing monitoring and review.**

19. PERFORMANCE MANAGEMENT REPORT, QUARTER 2 (JULY-SEPTEMBER) 2008/09 [page 103]

[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 Q - details performance for the second three-month period of 2008/09. The three Overview and Scrutiny Committees have reviewed these indicators, 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 2 2008/09 performance report.**



20. SALE OF ROADWAY ADJACENT TO 15 CHATSWORTH AVENUE, HASLEMERE [page 135]

[Portfolio Holder: Cllr Ms Denise Le Gal]  
[Ward Affected: Haslemere East and Grayswood]

The report at Appendix R seeks authority for the sale of the land shown hatched on the plan at Annexe 1 adjacent to 15 Chatsworth Avenue, Haslemere. The report was deferred at the last meeting of the Executive for clarification.

Recommendation

**It is recommended that the roadway shown hatched on the plan annexed be sold to the owner of the new bungalow to the rear of 15 Chatsworth Avenue on terms and conditions as set out in the (Exempt) Annexe, any other terms and conditions to be negotiated by the Legal Services Manager.**

21. 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.

22. 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).

23. OUTSTANDING DEBTS WRITE OFF FOR DECISION – OVERPAID HOUSING BENEFIT (OVER £5000) [page 139]

[Portfolio Holder for Finance: Cllr Mike Band]  
[Wards Affected: N/A]

To consider the report at (Exempt) Appendix S.

24. UNDERSHAW

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

25. 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.**