

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

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Date: 20 March 2009

**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 31 MARCH 2009

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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print or an audio version, 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 March 2009 (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 questions received from members of the public in accordance with Procedure Rule 10.

### 6. **LEADER UPDATE ON RENTS**

The Leader/Portfolio Holder for Housing to make a statement on recent developments regarding rents.

### 7. **EXECUTIVE FORWARD PROGRAMME**

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

### 8. **PAY AWARD 2009**

To consider the report at Appendix B - To Follow.

9. WAVERLEY CORPORATE EQUALITY SCHEME

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

The Corporate Equality Scheme sets out Waverley Borough Council's approach to ensuring equal life chances for all, in service delivery, community shaping and developing, and in employment matters.

The Equality Standard for Local Government is a nationally recognised voluntary Best Value Performance Indicator to show the progress a Council has made to integrate age, disability, gender, race, religion or belief and sexual orientation into council policy and practice at all levels. The report at Appendix C refers.

Recommendation

**It is recommended that**

- 1. the Corporate Equality Scheme be formally adopted; and**
- 2. the Executive formally self-certifies Waverley Borough Council as having achieved Level 2 of the Equality Standard for Local Government.**

10. RISK MANAGEMENT FRAMEWORK

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

The report at Appendix D considers the continued effectiveness of the current Risk Management Policy and Process Document. Summaries of the key risks currently facing the Council are also shown for Members to consider. The report was considered by the Audit Committee and its comments are set out at the end of the report.

Recommendation

**It is recommended that the Executive:**

- 1. approve the Risk Management Policy and Process Document set out in Annexe 1; and,**
- 2. consider the risk matrix included at Annexe 2 for the Key Business Risks and pass any comments or instructions to officers; and**
- 3. support the view of the Audit Committee in relation to the Housing Revenue Account key business risk concerning the achievement of the Decent Homes Standard, as detailed at paragraph 8a of the report, and instruct officers to commence the necessary action to commence a housing options appraisal process.**

11. PLACE SURVEY 2008 - RESULTS

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

The 'Place Survey' was carried out by Waverley and all other Local Authorities in England in Autumn 2008. The standard survey methodology and questionnaire were set by central Government. The survey sought to collect data to inform some of the new National Indicators introduced by the Government in 2008/09. In addition, the survey asked for residents' perceptions of the place they lived, and their satisfaction with various public services.

The purpose of the report at Appendix E is to present the results of the survey to the Executive, along with comparisons of the National Indicator results with other Surrey authorities. Unfortunately national comparisons, which were due to be published by the Audit Commission on 9 March, have been delayed. Officers will share national figures with Members when they are available to put them into context.

Recommendation

**It is recommended that the Executive**

- 1. notes the results of the 2008 Place Survey for Waverley, attached at Annexe 1, and uses this information to help inform target setting against these indicators for future years; and**
- 2. requests that the Waverley Strategic Partnership consider the results of the Place Survey in relation to the Sustainable Community Strategy objectives and the Local Area Agreement targets and identifies any future actions necessary.**

12. SURREY RURAL PARTNERSHIP – CONSULTATION ON ISSUES TO BE ADDRESSED BY THE NEW SURREY RURAL STRATEGY

[Portfolio Holder: Cllr Bryn Morgan]  
[Wards Affected: All Rural Wards]

The report at Appendix F sets out Waverley's response to an interim consultation by Surrey Rural Partnership (prior to a draft Rural Strategy being published in the summer) seeking views on the issues affecting rural areas. The Waverley response includes comments made at the Towns and Parishes meeting on 2 March 2009.

Recommendation

**It is recommended that the Waverley response to Surrey Rural Partnership be endorsed, as set out in Annexe 1.**

13. SOUTH WEST SURREY FARMERS' MARKETS CO-OPERATIVE

[Portfolio Holder: Cllr Robert Knowles]  
[Wards Affected: All]

The report at Appendix G sets out progress to date in creating the new co-operative to run the Farmers' Markets established by Waverley. The Co-operative is keen to maintain relationships with Waverley and will be inviting the Council to nominate a representative onto the Co-operative's new Stakeholder Group.

Recommendation

**It is recommended that the Executive**

- 1. welcomes the creation of the new South West Surrey Farmers' Markets Cooperative and wishes it every success in continuing and developing farmers' markets in the Borough;**
- 2. agrees to transfer the balance of funds held on behalf of the Producer Committee to the new Cooperative once its rules have been signed off by the Financial Services Authority and Cooperatives UK, and its bank account created;**
- 3. endorses the proposal to continue to provide administration and advice to the new cooperative in its first year under a Service Level Agreement; and**
- 4. agrees to Waverley appointing a Member to serve on the South West Surrey Farmers Market Co-operative Stakeholder Group.**

14. WEBCASTING REVIEW

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

The report at Appendix H reviews the success of Waverley's webcasting activity to date and sets out how the service should evolve after the completion of the European Webcasting Project *eParticipate*.

Recommendation

**It is recommended that**

- 1. the successful partnership achieved through the *eParticipate* project and Waverley's contribution to this successful European project be welcomed;**
- 2. officers review elements of the webcast contract with the technology provider, the possibility of upgrading the audio facilities in the Council Chamber to improve the 'listening experience' both in the Chamber and on the webcast and make suggestions for optimising use of the system in the future; and**

3. **the financial implications of continuing the webcasting project beyond March 2010 be examined as part of the next budget review.**

15. CULTURAL STRATEGY

[Portfolio Holder: Cllr Roger Steel]  
[Wards Affected: All]

The purpose of the report at Appendix I is to consider the revised Cultural Strategy which has been updated and refreshed by the Leisure Special Interest Group.

Recommendation

**It is recommended to the Council that**

1. **the refreshed Cultural Strategy be adopted; and**
2. **the approach of continuous consultation via the website be supported to ensure that the strategy remains current and relevant.**

16. NEW POWERS FOR OVERVIEW AND SCRUTINY COMMITTEES

To consider the report at Appendix J - To Follow.

17. TEMPORARY FUNDED POST - SUSTAINABILITY ASSISTANT

[Portfolio Holder: Cllr John Sandy]  
[Wards Affected: All]

The purpose of the report at Appendix K is to consider the proposal for a temporary part-time sustainability post to be created to support the Sustainability Co-ordinator.

Recommendation

**It is recommended that a temporary part-time Sustainability Assistant be appointed at a salary level to keep total costs within the funding available of £67,500 for the three year period.**

18. AUDIT COMMISSION ANNUAL AUDIT LETTER

[Portfolio Holders: Cllr Richard Gates and Cllr Mike Band]  
[Wards Affected: N/A]

The purpose of the report at Appendix L is to receive the Annual Audit and Inspection Letter from 2007/2008, produced by the Audit Commission, and to endorse the actions proposed to address the recommendations.

Recommendation

**It is recommended that the actions proposed for addressing the recommendations contained within the Annual Audit and Inspection Letter be endorsed.**

19. AUDIT COMMISSION - INSPECTION OF LANDLORD SERVICES - AUTUMN 2008

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

The report at Appendix M, which was considered by the Community Overview and Scrutiny Committee at its meeting on 9 March 2009, provides a summary of the outcomes of the Audit Commission's recent inspection of some of housing's landlord services.

Recommendation

**It is recommended that:**

- 1. the content of this report and the Audit Commission's Inspection Report on Housing Management Landlord Services 2008 be received;**
- 2. the recommendations set out by the Audit Commission be implemented; and**
- 3. a progress report on the implementation of the Audit Commission's recommendations be presented to each meeting of the Community Overview and Scrutiny Committee and items drawn to the attention of the Executive where appropriate.**

20. DISPOSAL OF HOUSING REVENUE ACCOUNT PROPERTY AT OCKFORD RIDGE

[Portfolio Holder: Cllr Richard Gates]  
[Wards Affected: Godalming Central and Ockford]

The report at Appendix N proposes the open market sale of two Housing Revenue Account dwelling houses in Godalming 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 two dwelling houses owned by the Council at 106 Ockford Ridge and 189 Ockford Ridge, Godalming on the open market be agreed, on terms to be negotiated by the Council's Estates and Valuation Manager; and**

2. **the capital receipt from the sale of these properties be applied to contribute toward achieving the Decent Homes Standard in the remaining Council housing stock, having particular regard to Ockford Ridge.**

21. UPDATE ON THE PLANNING INFRASTRUCTURE CONTRIBUTIONS: SUPPLEMENTARY PLANNING DOCUMENT (SPD)

[Portfolio Holder: Cllr Mrs Carole Cockburn]

[Wards Affected: All]

Members will recall that in April last year the Council adopted the Planning Infrastructure Contributions Supplementary Planning Document (SPD), which has applied to all qualifying planning applications submitted since then (i.e. since 22 April 2008). It was also agreed that the system be reviewed after 6 months to assess progress with the process. This review was subsequently deferred, because after 6 months there had not been sufficient planning applications approved, that were subject to the S106 tariff, to be able to assess the progress with the process. The purpose of the report at Appendix O is to provide an update on the application of the tariff and how the process is operating.

Recommendation

**It is recommended that the update on the application of the Planning Infrastructure Contributions SPD be noted.**

22. REVISED LOCAL DEVELOPMENT SCHEME

[Portfolio Holder: Cllr Mrs Carole Cockburn]

[Wards Affected: All]

The Local Development Scheme (LDS) sets out the 3-year programme of the documents that the Council will be producing as part of its Local Development Framework (LDF). The Council's current LDS was approved by the Government Office (GOSE) in January last year. The purpose of the report at Appendix P is to seek approval to a revised LDS, which will set out the LDF programme for the next 3 years.

Recommendation

**It is recommended that**

1. **the revised Local Development Scheme, as set out in Annexe 1 to the report, be approved; and**
2. **the Head of Planning be authorised, in consultation with the Portfolio Holder, to make the necessary revisions and updating to the text of the Local Development Scheme document prior to formal submission to the Government Office.**

23. THAMES BASIN HEATHS SPECIAL PROTECTION AREA (SPA)  
[Portfolio Holder: Cllr Mrs Carole Cockburn]  
[Wards Affected: All]

To consider the report at Appendix Q - To Follow.

24. EAST STREET REDUNDANT BUILDINGS - HEALTH CENTRE, 1 AND 2 BRIGHTWELLS COTTAGES AND CASA MIA BUNGALOW  
[Portfolio Holder: Cllr Adam Taylor-Smith]  
[Wards Affected: All Farnham Wards]

The purpose of the report at Appendix R is to gain approval for the demolition of the Health Centre, 1 and 2 Brightwells Cottages and Casa Mia bungalow at East Street Farnham.

Recommendation

**It is recommended that the Executive agrees to the demolition of Casa Mia, 1 and 2 Brightwells Cottages and the Health Centre and approves the expenditure, as set out in Annexe 1, to be met from the 2009/10 reserve contribution to the Revenue Reserve Fund.**

25. WAVERLEY'S AIR QUALITY ACTION PLAN PROGRESS REPORT  
[Portfolio Holder for Environment: Cllr John Sandy]  
[Wards Affected: All]

Waverley is required to submit an annual Progress Report on its Air Quality Action Plan by 30 April 2009. A draft version of the report is submitted to the Executive for information and comment at Appendix S.

Recommendation

**It is recommended that**

- 1. the Executive notes the content of the draft Annual Progress Report to date and submits any observations on the final version that will be submitted to DEFRA; and**
- 2. the Head of Service, with the agreement of the Portfolio Holder, is able to make further amendments arising from consultation with partners as necessary.**

26. PERFORMANCE MANAGEMENT REPORT (Q3) (OCTOBER - DECEMBER) 2008/09 AND REVIEW OF PERFORMANCE INDICATORS AND TARGETS  
[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 T details performance, at Annexe 1, for the third three-month period of 2008/09.

The list of indicators and targets for the following three years were agreed in June 2008. This report also contains, at Annexe 2, a review of the list of indicators, with officers' proposed additions, deletions and amendments to the indicators and targets for 2009/10 onwards.

The three Overview & Scrutiny Committees have considered this report, and their observations and recommendations are detailed within this report for the Executive to consider.

#### Recommendation

**It is recommended that the Executive:**

- 1. considers the performance figures at Quarter 3 as set out in Annexe 1 and the observations of the Overview & Scrutiny Committees set out in Annexe 3;**
- 2. considers the recommendations made by the Overview & Scrutiny Committees in paragraph 5 of the report and approves the list of proposed performance indicators and targets for 2009/10 onwards at Annexe 2; and**
- 3. notes that it will review the future targets, particularly for indicators reported only on an annual basis, when it considers the 2008/09 performance report at its meeting in July.**

#### 27. ELECTIONS - INSURANCE ARRANGEMENTS

With the forthcoming local and European elections, the report at Appendix U reviews the insurance arrangements in place covering elections to ensure that they are adequate.

#### Recommendation

**It is recommended that, in relation to the insured events covering parliamentary and local elections, the Executive agree to indemnify the Returning Officer and Deputy Returning Officer up to the value of the excess amount on the Council's insurance policies.**

#### 28. MEMBER DEVELOPMENT SPECIAL INTEREST GROUP

[Portfolio Holder: Cllr Ms Denise Le Gal]

[Wards Affected: N/A]

The notes of the meeting of the Member Development Special Interest Group are attached as Appendix V.

#### Recommendation

**It is recommended that**

1. **the notes of the Special Interest Group meeting be agreed; and**
2. **the Member Development Policy be recommended to the Council for adoption.**

29. GUILDFORD COLLEGE CORPORATION (GOVERNING BODY)

Councillor John Sandy's term of office as Waverley's representative on the Guildford College Corporation expires at the end of March 2009. Councillor Sandy has served two terms as a member of the Corporation.

The College will be seeking a further nomination for Waverley in the near future. This is a key body for Further Education in Waverley particularly since Farnham College was incorporated into the College.

Recommendation

**The Executive is recommended to authorise the Chief Executive, in consultation with the Leader, to agree a nomination of a Councillor to the Corporation.**

30. 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.

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. STAFFING MATTER - CARELINE

To consider the report at (Exempt) Appendix W.

33. STAFFING MATTER

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

34. 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 and Legal Services, on 01483 523222.**

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