

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

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Date: 19 February 2010

### **Membership of the Executive**

Cllr Richard Gates (Chairman)  
Cllr Mike Band (Vice-Chairman)  
Cllr Mrs Carole King  
Cllr Robert Knowles  
Cllr Ms Denise Le Gal

Cllr Stefan Reynolds  
Cllr John Sandy  
Cllr Roger Steel  
Cllr Adam Taylor-Smith  
Cllr Keith Webster

Dear Councillor

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

DATE: TUESDAY, 2 MARCH 2010

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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## **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 February 2010 (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 from Mrs Sandars of which notice has been given in accordance with Procedure Rule 10:-

“We have been hearing from various sources that, instead of the 2013 start date for the East Street scheme, put to a recent meeting of Farnham Town Council in a presentation from Mr Greg Vincent of Crest Nicholson, there is now an expectation of a start on site during 2011. This brings into more urgent focus the question of parking provision for the duration of the construction and the start date for the new Riverside Car Parking facility and also the question of re-provisioning of the Brightwell Tennis Club. So, I'd be grateful if the Leader or Portfolio Holder could tell me when work will start on these two facilities and also when it is expected to be completed?”

### 6. **EXECUTIVE FORWARD PROGRAMME** [page 11]

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

7. BUDGET MONITORING - JANUARY 2010 [page 15]  
[Portfolio Holder: Cllr Mike Band]  
[Wards Affected: All]

The report at Appendix B provides details of the expenditure and income position to the end of January 2010 compared with budget for the General Fund and the Housing Revenue Account. It also gives an update on the Capital Programme for the General Fund and Housing Revenue Account.

Recommendation

**It is recommended that**

- 1. the position as at 31 January 2010 be noted; and**
- 2. the Budget continue to be monitored closely during the remainder of 2009/10.**

8. DISCUSSION PAPER – THE FUTURE SHAPE OF THE RECYCLING AND WASTE SERVICE IN WAVERLEY [page 31]  
[Portfolio Holder: Cllr John Sandy]  
[Wards Affected: All]

The report at Appendix C sets out the main issues and considerations facing the Council in deciding on the future shape of the recycling and waste service in Waverley, with a particular focus on minimising waste and maximising recycling across the borough.

Recommendation

**It is recommended that:-**

- 1. officers be requested to make arrangements for an all member conference on recycling and waste services, in consultation with the portfolio holder for the Environment; and**
- 2. the Leader, Deputy Leader and Portfolio Holder for the Environment be delegated to consider the contractual issues involved in the future delivery of our service and to report back to the Executive in due course.**

9. SERVICE PLAN ACTION PLANS 2010/11 [page 47]  
[Portfolio Holder: Cllr Mike Band]  
[Wards Affected: All]

The report at Appendix D presents to the Executive the draft Service Plan Action Plans for all of the Council's services for 2010/11. These set out strategic actions for each service, delivering the Council's corporate priorities, for 2010/11. A special joint meeting of the Overview and Scrutiny Committees was held on 26 January 2010 where Members received short presentations from each Head of Service regarding the main elements of their plan. Observations from the meeting are attached. The Executive is requested to endorse the Service Plan Action Plans, together with additional targets to

contribute towards the Council's commitment to reducing its carbon emissions.

Recommendation

**The Executive is requested to**

1. **endorse the Action Plans for 2010/11, subject to the addition of the Carbon Management targets for all services outlined at Annexe 2, in support of Waverley's commitment to reducing its carbon emissions; and**
  2. **invite the officers to respond to the observations of the joint Overview and Scrutiny Committees at Annexe 1.**
10. CORPORATE PLAN 2008-11 PROGRESS REPORT [page 59]  
[Portfolio Holder: Cllr Richard Gates]  
[Wards Affected: All]

The report at Appendix E shows progress made against the priorities agreed in the Council's Corporate Plan 2008-11, two years after the approval of the Plan.

Recommendation

**It is recommended that**

1. **the Executive receive the report;**
  2. **Members recognise the excellent progress made so far across the Corporate Plan targets; and**
  3. **officers report back to the Executive on the small number of outstanding matters.**
11. FRENESHAM PARKING AND KIOSK - NEW ARRANGEMENTS FROM EASTER 2010 [page 91]  
[Portfolio Holder: Cllr Roger Steel]  
[Wards Affected: Frensham, Dockenfield & Tilford]

The report at Appendix F seeks authorisation for revised arrangements for parking charges and kiosk operation at Frensham Great Pond, following recommendations from an internal audit report.

Recommendation

**It is recommended that**

1. **the proposed new arrangements be agreed, including the extension to parking charges; and**

2. **officers be authorised to put in place new arrangements and negotiate the new kiosk lease.**

12. PACKAGE OF CHANGES TO DISABLED FACILITIES GRANTS PROGRAMME [page 93]

[Portfolio Holder: Cllr Keith Webster]

[Wards Affected: All]

The report at Appendix G was considered by the Community Overview and Scrutiny Committee at its meeting on 11 January 2010. Local Authorities are under a duty to provide Disabled Facilities Grants (DFGs) for certain types of property adaptations for the benefit of disabled residents in the private or Registered Social Landlord (RSL) sector in their area. The details of grant provision are set out in the Housing Grants, Construction and Regeneration Act 1996 and have remained relatively unchanged since that time.

In 2008 the Department of Communities and Local Governments introduced a package of changes to the DFG programme. The five main changes relate to: increasing the grant maximum, changes in the test of resources, increasing the scope of grant, changes to the funding of disabled adaptations and the introduction of a property charge on completion of certain types of works.

Recommendation

**It is recommended that**

1. **the changes to the DFG programme outlined in the report be endorsed;**
2. **the Head of Environmental Health and the Environmental Health Manager be given delegated authority to approve payments of up to £5,000 for urgent adaptations and fees associated with disabled adaptations using capital funding for DFGs;**
3. **the Council introduce the property charge system for DFGs as set out in Annexe 2 of the agenda report;**
4. **the Head of Environmental Health and the Environmental Health Manager be given delegated authority to operate the property charge system for DFGs; and**
5. **the policy setting out the property charge system for DFGs be included in the revised Home Improvement Policy.**

13. WAVERLEY'S LOCALITY OFFICES [page 101]

[Portfolio Holder: Cllr Adam Taylor-Smith]

[Wards Affected: All]

The report at Appendix H sets out revised operational arrangements for the Council's locality offices at Cranleigh and Haslemere to deliver front-line face to face services on a surgery/appointment basis.

Recommendation

**It is recommended that:**

- 1. the revised operational arrangements for the provision of locality offices at Cranleigh and Haslemere be approved; and**
  - 2. a review of the effectiveness of the revised arrangements for Haslemere and Cranleigh be undertaken in December 2010.**
14. REQUEST FOR WAIVER TO CONTRACT PROCEDURE RULES [page 109]  
[Portfolio Holder: Cllr Mike Band]  
[Wards Affected: All]

The report at Appendix I asks the Executive to consider approving a waiver to Contract Procedure Rules to allow a further extension to a contract for the provision of internal audit resources.

Recommendation

**It is recommended that a waiver of CPRs in accordance with CPR W101 be granted to allow officers to further extend the two contracts for internal audit resources for an additional year beyond the three years allowed in CPR Q101 (a).**

15. REVIEW OF CHARGING FOR PRE-APPLICATION ADVICE [page 113]  
[Portfolio Holder: Councillor Richard Gates]  
[Wards Affected: All]

In April 2009, the Council commenced charging for pre-application planning advice. The Executive requested that the scheme be reviewed six months after its implementation. The report at Appendix J reviews the scheme and suggests changes to the quality and system of the advice given and the schedule of charges.

Recommendation

**It is recommended that:**

- 1. the system of charging for pre application advice be continued;**
- 2. from 1<sup>st</sup> April 2010, affordable housing and the Council's own development be subject to pre application charging on the basis of a concessionary rate of 15% of the normal tariff;**
- 3. from 1<sup>st</sup> April 2010, the charge for written enquiries for significant proposals should be raised to £900 for each enquiry to include 3 stages of enquiry each at a rate of £300 (as set out in Annexe 3);**
- 4. from 1<sup>st</sup> April 2010, the target timescales for written enquiries should be set at 80% of enquiries to be agreed within the relevant approved timescales (as set out in Annexe 3). Officers shall retain**

**discretion, as at present, to negotiate a mutually acceptable alternative timescale with customers if appropriate;**

- 5. advice on Listed Buildings and Validation should continued to be provided without charge.**
- 6. the concessions for local businesses should for the time being continue, as set out in Annexe 3.**

16. PROPOSED ADDITIONS TO THE LOCAL LIST OF HISTORIC BUILDINGS  
[page 129]

[Portfolio Holder: Cllr Richard Gates]

[Wards Affected: in Haslemere, Cranleigh and Farnham]

The report at Appendix K seeks endorsement for a programme of surveys of buildings to be added to the Local List of Buildings of Architectural or Historic Importance and the setting up of a Local Listing Review Panel to assess them.

Recommendation

**That the Executive be recommended to set up a Local Listing Review Panel to assess the proposed lists as they are produced.**

17. SAFEGUARDING CHILDREN [page 135]

[Portfolio Holder: Cllr Carole King]

[Wards Affected: All]

The report at Appendix L reminds members of the Council's role and responsibilities in relation to safeguarding children and its duties under the Children Act 2004. The recommendations invite the Executive to confirm the arrangements outlined in this report.

Recommendation

**It is recommended that the Council:**

- 1. affirms its commitment to safeguarding children;**
- 2. confirms that:**
  - the Portfolio-holder for Children, Young People and Community Safety, Cllr Mrs Carole King, is the lead councillor for safeguarding children;**
  - the Chief Executive, Mary Orton, is the Council's named lead officer for safeguarding children; and that the Head of Housing, John Swanton, acts as deputy in this area;**
- 3. endorses the work being undertaken by the Council to help keep children safe, and will actively support colleagues, staff and contractors where they believe there is a need to make a referral to Social Services; and**

**4. supports the work of the Surrey Children's, Young People and Families Alliance.**

18. LEASE OF HEATH END RECREATION GROUND, UPPER WEYBOURNE LANE, FARNHAM [page 143]

[Portfolio Holder: Cllrs Mike Band & Roger Steel]

[Wards Affected: Farnham Hale & Heath End]

The report at Appendix M seeks authorisation to enter into a ten year lease with Weybourne Football Club on terms and conditions set out in the (Exempt) Annexe) for the recreation ground, pavilion and store shown outlined on the plan annexed to the report, which is public open space land. Apart from the pavilion and store, the lease would not prevent use of the land for general recreational purposes except during games.

Recommendation

**Subject to the provisions of Section 123(2A) of the Local Government Act 1972, it is recommended that Heath End Recreation Ground be leased to Weybourne Football Club for a period of ten years, on the terms and conditions set out in the (Exempt) Annexe, other terms and conditions to be negotiated with the Estates and Valuation Manager.**

19. EASEMENT OF ACCESS TO PROPOSED DWELLING, REAR OF POPLARS, PORTSMOUTH ROAD, MILFORD [page 147]

[Portfolio Holder: Cllr Mike Band]

[Wards Affected: Milford Ward]

The report at Appendix N asks for authorisation of the grant of an easement to the site of a new dwelling to be erected rear of Poplars, Portsmouth Road, Milford, on terms and conditions set out in the (Exempt) Annexe 1. The land to benefit from the easement is shown outlined on the plan at Annexe 2 and the easement is shown cross-hatched.

Recommendation

**It is recommended that an easement of access be granted to benefit the land rear of Poplars on terms and conditions as set out in the (Exempt) Annexe, other terms and conditions to be agreed by the Estates and Valuation Manager.**

20. MEMBERS' ALLOWANCES SCHEME 2010/2011

The Council agreed in Feb 2009 when it considered the report of the last Independent Panel on Members' Allowances not to accept the proposals for increases in allowances, but to continue with the policy of linking allowance increases to any annual staff pay award.

As the Council has resolved because of current economic circumstances that it is not able to pay any annual increase to staff, members' allowances accordingly will not increase for the next financial year.



The Executive needs to confirm that the current Members' allowance scheme will continue at the present levels for the 2010/11 financial year.

21. ACTION TAKEN SINCE LAST MEETING

To note the following 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:-

The Chief Executive has agreed, following work at the Surrey Local Government Association on progressing the proposed Surrey First Partnership Programme to sign a memorandum of understanding and agree a financial contribution of £5,000. The programme is exploring potential for shared services which should lead to efficiency and cost savings. It includes Surrey County Council and all eleven Borough and District Councils in Surrey.

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 £5,000)

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

24. STAFFING MATTER - COMMUNITY WORK [page 159]

To consider the report at (Exempt) Appendix P.

25. STAFFING MATTER - HOUSING [page 165]

To consider the report at (Exempt) Appendix Q.

26. REDUNDANCY PAYMENTS - LOCALITY OFFICES

To receive the report at (Exempt) Appendix R - To Follow.

27. 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.**