

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

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Date: 18 June 2010

### **Membership of the Executive**

Cllr Robert Knowles (Chairman)  
Cllr Mike Band (Vice-Chairman)  
Cllr Mrs Carole King  
Cllr Bryn Morgan  
Cllr David Munro

Cllr Stephen O'Grady  
Cllr Stefan Reynolds  
Cllr Roger Steel  
Cllr Adam Taylor-Smith  
Cllr Keith Webster

Dear Councillor

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

DATE: TUESDAY, 29 JUNE 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.gov.uk>

## 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 25 May 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 any questions received from members of the public of which notice has been given in accordance with Procedure Rule 10.

6. EXECUTIVE FORWARD PROGRAMME [page 13]

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

7. PROPOSED IMPROVEMENTS TO STREET CLEANING IN WAVERLEY  
[page 17]

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

The purpose of the report at Appendix B is to present proposals for the improvement of street cleaning in Waverley, and to seek approval for the allocation of funds to enable this initiative to take place.

Recommendation

**It is recommended that the Executive**

- 1. approve the proposals detailed within the report; and**

2. **agree to the allocation of £73,000 LPSA funding to finance this scheme in the current financial year.**

8. ANNUAL ACCOUNTS 2009/10 OVERALL REVENUE OUTTURN [page 21]  
[Portfolio Holder: Cllr Mike Band]  
[Wards Affected: All]

The report at Appendix C provides a summary of the 2009/10 General Fund revenue outturn and the 2009/10 revenue outturn for the Housing Revenue Account. The Statement of Accounts, which contains the detailed figures in a format compliant with Audit requirements will be presented for approval by the Audit Committee on 22nd June.

Recommendation

**It is recommended that the Executive:**

1. **notes the Outturn position for 2009/10;**
2. **approves Revenue Carry Forwards of £139,880 on the General Fund from 2009/10 to 2010/11 as detailed at Annexe 3, with £104,880 met from the General Fund Balance and £35,000 from the Revenue Reserve Fund; and**
3. **agrees to transfer the balance of the LPSA revenue grant of £177,027 from the general fund balance to a new earmarked fund to finance one-off initiatives;**
4. **agrees that £73,000 of this new fund be allocated to street cleaning improvements in Waverley in 2010/2011; and**
5. **agrees that the balance of the capital grant of £177,027 be used for priority projects including the provision of better Borough-wide signage, to be agreed by the Executive on a project by project basis.**

9. ANNUAL ACCOUNTS 2009/10 CAPITAL PROGRAMME OUTTURN  
[page 33]  
[Portfolio Holder: Cllr Mike Band]  
[Wards Affected: All]

The report at Appendix D presents the outturn for the Council's 2009/10 Capital Programme. It also seeks approval to add rescheduled expenditure and minor slippage from the 2009/10 Programme to the 2010/11 Programme.

Recommendation

**It is recommended that the Executive approves:-**

1. **the transfer of budgets totalling £1,369,040, as detailed in Annexe 1, from the 2009/10 General Fund Capital Programme to the 2010/11 General Fund Capital Programme; and**
2. **the transfer of budgets totalling £216,660, as detailed in Annexe 1, from the 2009/10 Housing Revenue Account Capital Programme to the 2010/11 Housing Revenue Account Capital Programme.**

10. INTERIM BUDGET UPDATE [page 49]

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

The report at Appendix E provides an update on the Council's financial position in the light of the outturn figures and recent announcements from the new coalition ahead of the formal mid-year review of the budget in September.

Recommendation

**The Executive is asked to:**

1. **consider the interim budget update set out in the report and ask officers to prepare the mid-year Budget Review for the September meeting of the Executive;**
2. **request that officers analyse the detail of the Chancellor's emergency budget and its impact on Waverley and report to Members as soon as possible; and**
3. **endorse the proposed actions included at paragraph 10 of the report.**

11. HOUSING REVENUE ACCOUNT SUBSIDY SYSTEM – THE GOVERNMENT'S SELF-FINANCING PROPOSALS [page 55]

[Portfolio Holder: Cllr Keith Webster]  
[Wards Affected: All]

The report at Appendix F invites the Executive to agree a response to the Government's Consultation Prospectus, '*Council Housing: A Real Future*', which was issued by the Department of Communities and Local Government (DCLG) on 25 March 2010. The proposals contained within the Prospectus have significant financial implications for the Council. Annexe 1 to this report is the draft response to the Self-financing consultation for the Executive to consider and approve and Annexe 2 outlines the key business risks for the Council in respect of self-financing.

Recommendations

**It is recommended that the Executive:**

1. **considers the proposals contained in the Government's Consultation Paper entitled 'Council Housing: a real future', as outlined in this report;**
  2. **notes the business risks associated with the Self-financing proposals, which are outlined in Annexe 2;**
  3. **considers the draft response to the consultation paper at Annexe 1; and**
  4. **subject to any amendments and revisions to the consultation response, approves the response and authorises the Housing Portfolio-holder to reply on behalf of the Council.**
12. TREASURY MANAGEMENT PERFORMANCE 2009/2010 [page 75]  
[Portfolio Holder for Finance: Cllr Mike Band]  
[Wards Affected: N/A]

The purpose of the report at Appendix G is to summarise Waverley's investment performance for the year 2009/2010 in accordance with Waverley's Treasury Management Policy and the Code of Practice on Treasury Management in Local Authorities.

Recommendation

**It is recommended that the Treasury Management Performance for 2009/10 be noted and the approach to managing investment activity be endorsed.**

13. POST-IMPLEMENTATION REVIEW OF THE PAYMENT RECEIPTING SERVICE [page 81]  
[Portfolio Holder: Mike Band]  
[Wards Affected: All]

The report at Appendix H, which will be considered by the Corporate Overview and Scrutiny Committee on 21 June 2010, sets out the findings of a post-implementation review of the replacement of the Council's cash counters with a payment collection service provided by the Post Office and PayPoint retail outlets.

The report includes the findings of a public consultation, undertaken as part of the review, which found that there was a very high level of satisfaction with the new service from customers and from the new payment outlets.

The review also found that the project has delivered a greater level of ongoing savings than anticipated and that the new payment collection service was implemented on time and within budget. The changes have also unlocked the potential to make customer service improvements to the Council's offices.

Recommendation

**It is recommended that the Executive:**

1. **commends the project team on the successful delivery of this project within the agreed timescale, acknowledging the very high**

**level of customer satisfaction and the significant cost savings achieved; and**

- 2. endorses the work being undertaken in response to the customer feedback received in the consultation exercise.**

14. EAST STREET REGENERATION PROJECT, FARNHAM [page 99]  
[Portfolio Holder: Cllr Adam Taylor-Smith]  
[Wards Affected: All]

The purpose of the report at Appendix I is to describe the current market conditions in relation to the East Street regeneration project at Farnham, and consider the length of time required for the project to proceed in the light of the current economic circumstances.

Recommendation

**It is recommended that**

- 1. the Council agrees that the Portfolio Holder working with the Chief Executive will seek to negotiate with CNS to extend the Long Stop Date under the Development Agreement to 31 December 2012; and**
- 2. subject to satisfactory negotiations, the Council enters into a further deed of variation with CNS to extend the Longstop Date to 31<sup>st</sup> December 2012.**

15. FARNHAM DESIGN STATEMENT [page 105]  
[Portfolio Holder: Cllr Adam Taylor-Smith]  
[Wards Affected: All Farnham Wards]

The purpose of the report at Appendix J is to recommend that the Farnham Design Statement (FDS) be adopted by the Council as a material consideration when determining planning applications and other information and comments in the document be taken into account when developing future planning policy related to the town. The document has been prepared by Farnham Town Council.

Recommendation

**It is recommended to the Council that the Farnham Design Statement be adopted as a material planning consideration.**

16. AVOIDANCE STRATEGY FOR THE THAMES BASIN HEATHS SPECIAL PROTECTION AREA – REVISED TARIFF FOR STRATEGIC ACCESS MANEGEMENT AND MONITORING [page 109]  
[Portfolio Holder: Adam Taylor-Smith]  
[Wards Affected: Farnham]

In December 2009, the Council resolved to adopt a new Avoidance Strategy for the Thames Basin Heath's Special Protection Area (SPA). That included

the identification of additional Suitable Alternative Natural Greenspace (SANG), in Farnham Park. However, it was also agreed that the new SANG would not become available until either the adoption of the Farnham Design Statement as supplementary planning guidance, or the 31<sup>st</sup> July 2010, whichever is sooner. The new Avoidance Strategy also includes an additional tariff relating specifically to the Strategic Access Management and Monitoring of the SPA. On the advice of Natural England that tariff was set at £630 per dwelling. Following legal advice, it has been decided that a proportionate tariff, based on occupancy, should be used instead of the flat rate. The purpose of the report at Appendix K is to seek approval to amend the Avoidance Strategy accordingly. It is also to seek agreement to Waverley signing the associated legal agreement, along with the other affected authorities, which deals with the arrangements for collecting and distributing the new tariff.

### Recommendation

**It is recommended that the Executive:**

- 1. agree to the revised tariff for the SAMM project as an amendment to the Avoidance Strategy previously agreed; and**
  - 2. agree to sign the associated legal agreement as set out in Annexe 1 to the report.**
17. PETITIONS SCHEME FOR WAVERLEY BOROUGH COUNCIL [page 137]  
[Portfolio Holder: Cllr Robert Knowles]  
[Wards Affected: All]

The purpose of the report at Appendix L is to seek the Executive's approval for the adoption and publication of a new Petitions Scheme, which is attached at Annexe 1 to the report.

The Scheme has been created to meet the statutory requirements of Section 11 (1) of the Local Democracy, Economic Development and Construction Act, 2009, which the previous Government brought into effect (with a statutory instrument) just before the General Election, to a very unrealistic timetable

The Executive is also requested to:

- Authorise the Chief Executive to determine whether petitions are vexatious, abusive or otherwise inappropriate, as laid out in the Scheme.
- Authorise officers to amend the Council's Constitution at Article 3a and to amend Council Procedure Rules 10.9-10.17 to take account of the Scheme and to further authorise him to amend the terms of reference of all Overview and Scrutiny Committees to take account of their additional responsibilities, as laid out in the Scheme.
- Approve the list of officers who can be called to account by a petition with the requisite number of signatures, attached at Annexe 2.

Members are advised that the e-petitions facility, which is a further requirement of Section 11 (1) of the Act, is in the process of being set up in partnership with other Surrey authorities. By law, this has to be implemented by 15 December 2010, which we are on track to achieve.

Recommendation

**It is recommended that the Executive approves the introduction of the Petitions Scheme set out at Annexe 1 to the report, authorises the Chief Executive to determine what constitutes an inappropriate petition and authorises officers to make appropriate changes to the Council Constitution and Procedure Rules.**

18. STATION ROAD, GODALMING - HOUSING PROJECT [page 149]  
[Portfolio Holder: Cllr Keith Webster]  
[Ward Affected: Godalming Central and Ockford]

The purpose of the report at Appendix M is to gain approval from the Executive for a planning application to be submitted by Waverley Borough Council for the development of 15 dwellings at the Station Road site, Godalming for affordable housing.

Recommendation

**That approval is given by the Executive for a planning application to be submitted for the erection of 15 dwellings for affordable housing at the site at Station Road, Godalming.**

19. REVIEW OF THE WEBSITE AND EFFECTIVE COMMUNICATION [page 157]  
[Portfolio Holder: Cllr Stefan Reynolds]  
[Wards Affected: All]

The Waverley website was re-launched in May 2008 and has seen a considerable increase in visitors. Since the website was launched visitors have increased by 23 per cent and the number of pages viewed has gone up by 16 per cent.

Website statistics suggest that rather than coming to the site to browse, people visit with the objective of finding a particular piece of information, to answer a specific question or to complete a task. The most popular pages of the website are related to planning, refuse and recycling and recruitment.

The purpose of the report at Appendix N is to demonstrate the improvements that have been made to the website and what is planned for the future.

Recommendation

**The Executive is asked to:**

- 1. note the report and to endorse the future direction of travel; and**



2. **recommend to the Council that**
  - a. **post number TAF04 is made permanent within the establishment and that this is met from within the existing budget during the current year; and**
  - b. **post number BB02 be deleted from the establishment as the Freedom of Information role has been integrated into existing roles within the Communications Team.**

20. FARNHAM MUSEUM REVIEW [page 165]

[Portfolio Holder: Cllr Roger Steel]

[Ward Affected: All Farnham Wards]

As part of the budget review process for the 2009/10 financial year, it was agreed to reduce the current financial support of the Museum of Farnham, improve operational efficiency and bring consistency to the way Waverley supports museums across the Borough. The report at Appendix O refers.

Recommendation

**That the Executive:**

1. **agree the timescales of management change;**
2. **authorise the Portfolio Holder for Leisure, Head of Leisure and a project team of officers to begin the process of change from Waverley ownership and management to a Trust status based on the principles of the Godalming Museum Agreement;**
3. **authorise the project team to explore the financial and legal requirements of such management change including set up costs and projected savings, and report back to the Executive on the costs of establishing the arrangements, proposed heads of terms and a delivery programme; and**
4. **authorise the project team to approach potential Trustees and Management Board members.**

21. ANNUAL PERFORMANCE MANAGEMENT REPORT 2009/10 [page 171]

[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 P details performance, at Annexe 1, for the fourth three-month period of 2009/10, and for the full year of 2009/10.

The Overview and Scrutiny Committees, and their respective Sub-Committees, have all considered this report. Their observations and comments on the indicators and targets have been incorporated into Annexe 1. The specific recommendations of the Overview and Scrutiny Committees in relation to future targets are included at paragraph 5 of the report for the Executive to consider.

Recommendation

**It is recommended that the Executive:**

- 1. notes the performance figures for quarter 4 and the full year as set out in Annexe 1;**
- 2. thanks the Overview & Scrutiny Committees for their observations regarding the quarter 4 and full year 2009/10 performance as set out in Annexe 1; and**
- 3. considers the recommendations of Overview and Scrutiny Committees at paragraph 5 of the report.**

22. DEVELOPMENT CONTROL PERFORMANCE TARGETS 2010/2011 [page 205]

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

The purpose of the report at Appendix Q is to obtain the Executive's view on Performance Targets for determining planning applications.

Recommendation

**The Executive is asked to agree the revised targets for determining planning applications set out in the report.**

23. 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.

i. Government Ends Free Swimming Funding

Following the announcement on 17th June by the Secretary of State for Culture, Olympics, Media and Sport, on behalf of the five funding departments, that the resource funding for the Government's Free Swimming Programme would cease on 31 July 2010, the Chief Executive has taken action to give notice to DC Leisure that the scheme will cease in Waverley on 1 August 2010.

ii. 98 Great George Street, Godalming

To authorise entering into a lease of part of the above premises on detailed terms.

24. 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 items 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 these items 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).

25. REORGANISING HOUSING OPTIONS SERVICE [page 209]

To consider the report at (Exempt) Appendix R.

26. SUCCESSION PLANNING IN ENVIRONMENTAL SERVICES [page 221]

To consider the report at (Exempt) Appendix S.

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.**