

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

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Date: 14 January 2011

### **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, 25 JANUARY 2011

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 7 December 2010 (postponed from 30 November 2010) and of the Special Meeting held on 7 December 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 from members of the public of which notice has been given in accordance with Procedure Rule 10.

### 6. **FORWARD PROGRAMME [Page 7]**

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

### 7. **FINANCIAL STRATEGY 2011/12 – 2014/15**

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

The reports at Appendix B are circulated as a separate document.

8. WAVERLEY COMMUNITY PARTNERSHIP – APPLICATIONS FOR REVENUE FUNDING 2011/12 [Page 11]

[Portfolio Holders: Cllrs David Munro & Mike Band]

[Wards Affected: All]

The purpose of the report at Appendix C is to consider the applications to the Waverley Community Partnership for revenue funding in 2011/12. The report has been considered by the Community and Environment and Leisure Overview and Scrutiny Committees and their comments are set out as an annexe to the report. The report details the assessment of applications against the approved Waverley Community Partnership scheme criteria and provides the proposals for funding.

Recommendation

**It is recommended that the Executive**

1. **considers the Waverley Community Partnership applications for 2011/12 and the allocations proposed in Annexe 1 and, having regard to the comments of the Overview and Scrutiny Committees, recommends grant levels for each organisation to the Council; and**
2. **recommends to the Council that the level of Waverley contribution to the Waverley Voluntary Grants Partnership in 2011/12 should be £48,600.**

9. PRUDENTIAL CODE FOR CAPITAL FINANCE [Page 91]

[Portfolio Holder for Finance: Cllr Mike Band]

[Wards Affected: N/A]

The purpose of the report at Appendix D is to seek approval for the capital finance prudential indicators, as required by the Chartered Institute of Public Finance and Accountancy's (CIPFA's) Prudential Code. The report must be considered in conjunction with the budget setting report and the Investment Strategy report also on this agenda.

Recommendation

**It is recommended that the Executive approve the Prudential Indicators set out in the report.**

10. ANNUAL INVESTMENT STRATEGY 2011/2012 [Page 99]

[Portfolio Holder for Finance: Cllr Mike Band]

[Wards Affected: N/A]

The report at Appendix E reviews the arrangements and approved limits for the coming year for the operation of Waverley's Treasury Management Policy.

Recommendation

**It is recommended that the Executive recommends to the Council that:**

1. **the Annual Investment Strategy, as set out in paragraph 9 of the report be approved; and**
2. **the prudential indicators in paragraph 11 of the report be approved.**

11. TREASURY MANAGEMENT PERFORMANCE 2010/2011 [Page 103]  
[Portfolio Holder for Finance: Cllr Mike Band]  
[Wards Affected: N/A]

The purpose of the report at Appendix F is to advise Members of Waverley's investment performance at the end of the third quarter of 2010/2011.

Recommendation

**It is recommended that the quarter 3 Treasury Management Performance for 2010/11 be noted and the approach to managing investment activity be endorsed.**

12. FOOD WASTE COLLECTION IN WAVERLEY [Page 107]

The purpose of the report at Appendix G is to report back to Members on progress relating to the food waste collection service and the extension of this service to an additional 2,400 properties, and to provide a summary of collection tonnages, participation rates, operational issues and lessons learned.

Recommendation

**It is recommended that**

1. **the team be congratulated on their excellent work so far; and**
2. **the Executive agree to extend the food waste round in the future, as and when resources become available.**

13. CITIZENS' ADVICE OFFICES, CRANLEIGH [Page 117]  
[Portfolio Holder: Cllr Mike Band]  
[Wards Affected: All Cranleigh Wards]

The report at Appendix H proposes that the Council should surrender its lease of the Citizens' Advice Offices in Cranleigh to Cranleigh Parish Council.

Recommendation

**It is recommended that the Executive:**

1. **agree to surrender its leasehold interest (without payment) to Cranleigh Parish Council in respect of the premises at Village Way, occupied by Waverley Citizens' Advice; and**

2. **agree to undertake works to put the premises in good order prior to the lease being surrendered to the Parish Council.**

14. CHARGING FOR DISCRETIONARY PLANNING ADVICE [Page 121]

[Portfolio Holder: Councillor Adam Taylor-Smith]

[Wards Affected: All]

The Council introduced discretionary charging in April 2009. It was reviewed in March 2010 and further changes were made to the schedule of charges. The report at Appendix I proposes additional areas of charging and refinements to the existing scheme. These changes will contribute towards the £5,000 increase in income included in the Star Chamber proposals list.

Recommendation

**It is recommended that the Executive agrees the revisions to the Council's discretionary charging scheme, as set out in the Annexe 1, for implementation from 1 April 2011.**

15. DRAFT CALENDAR OF MEETINGS 2011/2012 [Page 127]

To approve the calendar of meetings for 2011/2012, attached as Appendix J, agreed in principle last year but now updated to include the amended pattern of planning meetings agreed last year and the inclusion of a provisional date for a Joint Planning Committee approximately every 2 months.

The dates of the Overview and Scrutiny Committees will be considered at the next meeting of the Executive.

Recommendation

**It is recommended that the Calendar of Meetings for 2011/2012 be approved, and the Overview and Scrutiny Committee dates be added after the next meeting of the Executive.**

16. REVIEW OF HASLEMERE POLLING PLACES

[Ward Affected: Haslemere East and Grayswood]

The Chief Executive as Returning Officer keeps the location and suitability of polling places, which can contain up to three polling stations, under regular review. Following the Parliamentary elections in May 2009, there were only two comments on polling stations from voters. One related to parking for disabled voters which will be dealt with by improved signage. There have also been comments on use of schools as polling places, but alternatives have been explored and in some areas there is no reasonable and accessible alternative.

There have been some issues about congestion at High Lane Community Centre in Haslemere, which is a very good venue, but not suitable for more than one polling station. At the last election it had to be used for two polling districts because of long-running problems finding a suitable place in

Haslemere Town Centre. Officers have explored alternatives and hope to be able to use a room at the Georgian Hotel, High Street, Haslemere.

Recommendation

**The Executive is recommended to recommend the Council to designate The Georgian Hotel, Haslemere as a polling place for the Central Haslemere polling district, CE.**

17. COMMUNITY SERVICES RESTRUCTURE PROPOSAL

[Portfolio Holders: Cllrs David Munro, Roger Steel,  
Mrs Carole King and Stephen O' Grady]  
[Wards Affected: All]

To consider the report at Appendix K – To Follow.

18. CHIEF EXECUTIVE'S ACTION

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.

19. 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).

20. 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.**