

To: All Members of the EXECUTIVE

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Date: 24 June 2011

Membership of the Executive

Cllr Robert Knowles (Chairman)
Cllr Mike Band (Vice-Chairman)
Cllr 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, 5 JULY 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 1 June 2011 (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 questions received from members of the public for which notice has been given in accordance with Procedure Rule 10:-

i. **From Mr Patrick Haveron of Godalming**

"Why is Waverley promoting a Housing figure well below the total allocated for the Borough in the South East Plan and which is markedly less than the level of need indicated by the Council's Strategic Housing Market Assessment (SHMA). Given the repeated statements by Government ministers that housing numbers must be based on a robust evidence base such as the SHMA and which has resulted in the suspension of the Core Strategy in Surrey Heath for similar reasons, should we expect Waverley to do the same, as soon as possible, to save Council taxpayers more wasted costs?"

ii. **From Mrs Celia Sandars of Farnham**

"Following up on my formal question to the Executive Committee on 29 March, Councillor Knowles wrote on 15 April to Councillor Ian Lake, Surrey County Council Cabinet Member for Transport. Waverley's Leader criticised Surrey's failure to properly recognise the Borough's

air quality problems and pointed to the fact that there was little recent evidence of Surrey's commitment to any work on this issue.

Councillor Lake replied on 6 May 2011, saying simply "Thank you for your letter and I, too, look forward to working with you and Waverley Borough Council in the future."

So, would Councillor Knowles please now tell us:

What, if any, work has been done to bring forward air quality improvements in the Borough, in collaboration with Surrey County Council, since he wrote to Councillor Lake in April and what collaborative work with Surrey, particularly in respect of progress with air quality improvements in Farnham, for any time in the future, has been planned as a result of that exchange of letters."

6. EXECUTIVE FORWARD PROGRAMME [Page 11]

- a. To adopt the forward programme of key decisions for Waverley Borough Council, attached at Appendix A.
- b. Community Overview and Scrutiny Committee – In-Depth Review of Policing in Surrey

The Executive is extremely concerned about the level of policing in the Borough especially with regard to burglary, break-ins and malicious damage to property, as well as cover of the Borough at night. In the light of this, the Executive would like to commission the Community Overview and Scrutiny Committee to undertake an in-depth review of policing in the Borough and report back its findings in due course.

7. WASTE MANAGEMENT - CONTRACT RENEWAL 2012 [Page 15]

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

Appendix B presents a report on the future of the Council's environmental contracts (Refuse, Recycling and Street Cleaning) and seeks Executive approval on the proposed specification and procurement route.

Recommendation

It is recommended that the Executive

1. **agree the headline specification for Waste Management beyond 2012, of alternate weekly collection, comingled recycling and weekly food waste collections, as set out in Annexe 1;**
2. **note the latest position regarding funding from Surrey County Council, as set out in paragraph 14 of (Exempt) Annexe 2; and**

3. **delegate authority to the Strategic Director and Deputy Chief Executive, in consultation with the Portfolio Holder for the Environment, to proceed with the procurement of waste, recycling and street cleaning services, as set out in paragraphs 13&14 of (Exempt) Annexe 2, and in line with the timetable set out in (Exempt) Annexe 5.**

8. PROPOSAL TO RE-TENDER OR EXTEND GROUNDS MAINTENANCE CONTRACT [Page 29]

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

The purpose of the report at Appendix C is to highlight two potential options available to the Council with regard to re-tendering or negotiating an extension to the grounds maintenance contract.

Recommendation

The Executive is asked to consider the recommendations set out in (Exempt) Annexe 1 to the agenda report.

9. LOCAL GOVERNMENT RESOURCE REVIEW [Page 33]

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

The report at Appendix D gives Members background to the Government's ongoing Local Government Resource Review into the way local authorities are funded and details the key questions arising from Phase 1 of the review and the Council's current position on these questions.

Recommendation

It is recommended that the Executive support the localisation of business rates discussed in the Government Review of Local Government Resources and subsequent phases of the review.

10. TREASURY MANAGEMENT – PREPARING FOR HRA SELF-FINANCING [Page 39]

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

The purpose of the report at Appendix E is to inform Members of the technical treasury management support needed to prepare for the implementation of the new HRA self-financing framework and to request a supplementary estimate of £25,000 to enable the support to be acquired.

Recommendation

That the Executive:

1. **recommend to Council to approve a supplementary estimate of £25,000 in 2011/12 to fund the provision of external treasury management advice and support necessary to undertake and manage the debt required under the new HRA self- financing rules, to be funded from the HRA working balance;**
2. **delegate authority for the selection and appointment of the advisors to the Deputy Chief Executive in conjunction with the Portfolio Holder for Finance;**
3. **recommend to Council to approve a new post of Treasury Management Officer with the 2011/12 cost of £25,000 being financed from salary savings in the year; and**
4. **note that the ongoing cost will be included within the 2012/13 Budget proposals.**

11. SURREYSAVE CREDIT UNION – PAYMENT OF WAVERLEY’S BUDGET CONTRIBUTION

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

Waverley has been working with other authorities and organisations to support the creation of a Credit Union in Surrey. The FSA is expecting to approve the creation of SurreySave very shortly; however, they require supporting organisations to have paid their contributions into the SurreySave bank account prior to granting their approval. If the FSA approval is not forthcoming, SurreySave will refund Waverley’s contribution.

Recommendation

The Executive agree the release of £20,000 budget contribution to SurreySave Credit Union, noting that it will be refunded if FSA approval is not forthcoming.

12. HINDHEAD CONCEPT STATEMENT AVOIDANCE STRATEGY [Page 43]

[Portfolio Holder for Planning: Cllr Adam Taylor-Smith]
[Wards Affected: Hindhead]

In July 2008, the Council adopted the Hindhead Concept Statement as a material consideration for planning purposes. The Council commissioned a Habitat Regulations Assessment of the Concept Statement which was completed in December 2010. This concluded that new development in central Hindhead has the potential to have an adverse impact on the Wealden Heaths Phase II Special Protection Area (SPA). It went on to say, however, that if specific avoidance measures are put in place then there would not be an adverse impact. One of the key concerns is the impact of regular dog walking on the SPA from people living in close proximity. The purpose of the report at Appendix F is to seek approval for the proposed Avoidance Strategy and associated legal agreement, which deals with the arrangements for collecting and distributing the new tariff.

Recommendation

The Executive recommends to Council that:-

- 1. the Hindhead Avoidance Strategy attached as Annexe 1 to the agenda report be adopted; and**
 - 2. the Head of Planning Services be authorised to enter into a Section 106 Agreement with the National Trust to manage the collection and distribution of the required financial contributions.**
13. CONSULTATION ON CLG DRAFT PLANNING POLICY STATEMENT ON PLANNING FOR TRAVELLERS [Page 67]
[Portfolio Holder: Cllr Adam Taylor-Smith]
[Wards Affected: All]

The report at Appendix G sets out Waverley's proposed response to a consultation by the Department for Communities and Local Government on a new Planning Policy Statement (PPS) on Planning for Travellers.

Recommendation

It is recommended that the Executive respond to the consultation setting out its concerns on the guidance note and the issues that impact on Waverley's communities as set out in Annexe 1 to the report.

14. CARBON MANAGEMENT PLAN – ANNUAL PROGRESS REPORT
[Page 79]
[Portfolio Holder: Cllr Bryn Morgan]
[Wards Affected: All]

The report at Appendix H is the annual report on the progress of the Carbon Management Plan which was adopted in April 2010. At the end of the 2010/11 we have achieved a 2% reduction in CO₂ emissions from Waverley operations against our 25% reduction target to be achieved by 2015.

In order to reinforce our commitment to becoming a low carbon authority an Energy and Carbon Policy has been drafted and is proposed for adoption. The policy clearly states Waverley's commitment to becoming a low carbon authority and highlights our leadership role. It is important to have all officers, councillors and partners on board. Everyone has a role to play in identifying efficiency saving through energy reductions within their service area that will contribute to the overall target.

Recommendation

It is recommended that:

- 1. this progress report be noted and attention drawn to the reduction in our carbon emissions; and**
- 2. the Energy and Carbon Policy be endorsed and adopted as Council policy.**

15. REVIEW OF FARNHAM LOCALITY OFFICE [Page 121]
[Portfolio Holder: Cllr Stefan Reynolds]
[Wards Affected: All Farnham Wards]

The report at Appendix I sets out proposals for a revised model of service at the Council's local office in Farnham following a review as part of the Council's Foresight Programme.

Recommendation

It is recommended that:

1. **the revised operational arrangements for the permanent staffing establishment at Farnham Locality Office be reduced from three full time equivalent posts to one full time equivalent post, providing a full year budget saving of approximately £50,000;**
 2. **the existing Locality Office post holders who are not appointed to the remaining permanent full time post at the Farnham Local Office be redeployed within Waverley; and**
 3. **approval be given to the provision of specialist service staff providing an appointment/surgery based service for Planning, Benefits and Housing in line with the Council's other local offices.**
16. LEASING PART OF THE LAMMAS LANDS [Page 125]
[Portfolio Holder: Cllr Roger Steel]
[Wards Affected: Godalming Charterhouse,
Godalming Farncombe & Catteshall]

The purpose of the report at Appendix J is to seek authority for Waverley to take a 10 year lease of 2.73 hectares of the Lammas Lands, owned by the Henry Smith Charity and Loseley Park Estate, to tie in with the Council's application for a 10 year environmental grant scheme (Higher Level Stewardship).

Recommendation

To authorise the Deputy Chief Executive to negotiate 10 year leases with the Henry Smith Charity and Loseley Park Estate.

17. FUTURE OF THE SURREY LOCAL GOVERNMENT ASSOCIATION
[Page 129]
[Portfolio Holder: Cllr Robert Knowles]
[Wards Affected: All]

The Surrey Local Government Association (SLGA) was established in 1997. It comprises all twelve principal authorities in Surrey and has twenty-two members – one member from each Borough and District and eleven County Councillors. At its last meeting members of the Association agreed that the time was right to change the nature of the SLGA and replace it with a new group called the Surrey Leaders' Group.

This new group would comprise the Leaders of all the Boroughs and Districts and the Leader and Deputy Leader of Surrey County Council.

The constitution of the SLGA requires the approval of all its constituent authorities for any change to its purpose and objectives. The Executive is, therefore, asked to approve the proposal to dissolve the Surrey Local Government Association and to agree that the assets and monies of the SLGA be transferred to the Surrey Leaders' Group on its formation – the report at Appendix K refers.

Recommendation

The Executive is requested to:

- 1. approve the dissolution of the Surrey Local Government Association;**
- 2. endorse the intention to establish a Surrey Leaders' Group in accordance with the draft constitution attached;**
- 3. authorise the Chief Executive to agree any minor amendments to the constitution of the Surrey Leaders Group that may arise following consideration by all Councils;**
- 4. approve the transfer of the assets and monies of the SLGA to the Surrey Leaders' Group; and**
- 5. amend the schedule of approved duties in the Scheme of Members' Allowances to reflect this change.**

18. APPOINTMENTS TO OUTSIDE BODIES 2011/2013 [Page 139]

At the meeting on 1 June 2011, the Executive agreed some appointments to outside bodies (detailed in bold). The Executive is now invited to agree the remaining appointments for the two-year period (2011-2013). All councillors have been invited to put their names forward for any appointments that interest them and all names are listed in Appendix L (names will be updated as being submitted until noon on 5 July 2011).

Recommendation

It is recommended that the appointments to Outside Bodies for 2011/2013 be agreed, as set out at Appendix L.

19. BUSBRIDGE PARISH COUNCIL

To ask the Council to appoint one of the ward councillors for Bramley, Busbridge and Hascombe to Busbridge Parish Council, in accordance with Section 91 of the Local Government Act 1972.

20. TEMPORARY LICENCE FOR ACCESS AND COMPOUND AT HIGH STREET CAR PARK, HASLEMERE [Page 145]

[Portfolio Holder: Cllr Mike Band]

[Ward Affected: Haslemere East and Grayswood]

The purpose of the report at Appendix M seeks authority to grant the developer of 14-18 Lower Street, Haslemere temporary access over the Council's car park and for a small compound area on the car park in connection with his development.

Recommendation

It is recommended that Waverley grant the developer of 14-18 Lower Street, Haslemere, a temporary licence to access the development site and to store materials within a designated area on High Street Car Park, Haslemere with terms and conditions as set out in the (Exempt) Annex to the report and the details to be agreed by the Deputy Chief Executive.

21. 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.

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 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 following paragraphs of the revised Part I of Schedule 12A to the Act, as follows:-

Information relating to an individual (Paragraph 1); and

Information relating to the financial or business affairs of any particular person (including the authority holding that information) (Paragraph 3).

23. ELECTIONS TEAM RECONFIGURATION

To consider the report at (Exempt) Appendix N.

24. REQUEST FOR FLEXIBLE RETIREMENT

To consider the report at (Exempt) Appendix O.

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 and Legal Services, on 01483 523222.**