

To: All Members of the EXECUTIVE

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Date: 26 August 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, 6 SEPTEMBER 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>

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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 5 July 2011 and of the Special Meeting held on 30 August 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 any questions received from members of the public for which notice has been given in accordance with Procedure Rule 10.

6. EXECUTIVE FORWARD PROGRAMME [Page 9]

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

7. SCC PROPOSED INTRODUCTION OF ON-STREET PARKING CHARGES IN WAVERLEY (FROM SPECIAL JOINT O AND S COMMITTEES ON 30.8.11) [Page 13]

[Portfolio Holder: Cllr Carole King]
[Wards Affected: All]

At the Council Meeting of 19 July 2011 a motion was brought forward by Cllr Diane James, as follows:-

“As members will be aware Surrey County Council (SCC) proposes to introduce parking charging to areas in our 4 key towns where currently visitors and residents are able to park free of charge. Members may also be aware that certain Surrey areas have managed to achieve

exemption from these plans thus protecting the business and economic health of the communities served. It is my view that Waverley should support its 4 key business areas in the same way and that a formal communication be sent to the Leader of SCC requesting that Cranleigh, Godalming, Farnham and Haslemere should be excluded from the parking charges introduction”.

In response to this motion, and in accordance with Procedure Rule 12.3a, Council agreed to refer the matter via a Special Joint Meeting of the Overview and Scrutiny Committees on 30 August 2011, to the next scheduled meeting of the Executive on 6 September 2011. The Surrey County Council proposals are set out at Appendix B.

Recommendation

The Executive is recommended to take into account any observations made at the Special Joint Overview and Scrutiny Committee meeting held on 30 August 2011 and agree the response to the consultation to be passed to the Surrey Local Committee for consideration at its meeting on 16 September 2011.

8. TREASURY MANAGEMENT PERFORMANCE 2011/2012 [Page 61]
[Portfolio Holder: Cllr Mike Band]
[Wards Affected: All]

The purpose of the report at Appendix C is to summarise Waverley's investment performance for the year to date 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 2011/12 be noted and the approach to Treasury Management activity be endorsed.

9. BUDGET MONITORING – JULY 2011-12 [Page 67]
[Portfolio Holder: Cllr Mike Band]
[Wards Affected: All]

The report at Appendix D provides details of the expenditure and income position to the end of July 2011 compared with the 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 July 2011 be noted and that no immediate action is required at this stage; and**

2. **the Budget continue to be monitored closely during the remainder of 2011-12.**

10. BUILDING CONTROL CHARGES [Page 83]

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

The report at Appendix E proposes an increase in Building Control charges from 3 October 2011 and asks officers to prepare a Business Plan for the Building Control service to achieve a breakeven position for the Executive meeting on 29 November.

Recommendation

It is recommended that

1. **Building Control charges are increased by 10% from 3 October 2011 to £63 per hour; and**
2. **Officers prepare a Business Plan for the Building Control service to achieve a breakeven position for the Executive meeting on 29 November 2011.**

11. TENANCY VARIATION FOR SOLAR PV PANEL PROJECT [Page 87]

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

The report at Appendix F requests approval of the variations to the Council's Secure Tenancy Agreement to permit the Solar PV Panel project to progress. Officers have drafted a Solar Agreement that will be an addendum to the secure tenancy agreement and carried out the statutory consultation with tenants. The variation is required for the installation, management and maintenance of the systems.

Recommendation

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

1. **the secure tenancy variations held in the Solar Agreement be approved; and**
2. **formal Notice of Variation be served (under Section 103 of the Housing Act 1985) on tenants whose properties are suitable for Solar PV Panel installation.**

12. REVIEW OF TELECOMS AND COMMUNICATION SYSTEMS [Page 105]

[Portfolio Holder: Cllr Stephen O'Grady]
[Wards Affected: All]

To receive the report at Appendix G on the causes of the communications failure suffered at the Council's main offices on 5 and 6 July 2011 and of actions to be taken to mitigate against any recurrence.

Recommendation

It is recommended that

- 1. the report and actions outlined be endorsed; and**
 - 2. a further report be brought back to the Executive in November on the options for replacing or upgrading the Council's main telephone system.**
13. CENTRAL OFFICES SHARED ACCOMMODATION – SURREY POLICE
[Page 109]

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

The Executive is being asked to approve arrangements for the further lease of Central Office accommodation to Surrey Police and to vary the existing lease to take into account changes to the parking area. The lease would be on the same general terms as those previously approved with Surrey Police in 2010. The report at Appendix H refers.

Recommendation

It is recommended that the Executive agree the proposed lease on the terms and conditions as set out in the (Exempt) Annexe which is in line with the lease already granted to Police, with any other terms and conditions to be agreed by the Estates and Valuation Manager.

14. PROPERTY MATTERS [Page 115]
[Portfolio Holders: Cllrs Mike Band and Roger Steel]
[Wards Affected: All]

The purpose of the report at Appendix I is to consider a number of property-related issues in the Borough.

Recommendation

It is recommended that

- 1. the owners of Benalla and Oakley Lodge be granted a lease of the land outlined on the plan at Annexe 1;**
- 2. the outbuilding shown coloured black on the plan at Annexe 2 be sold to the owner of 16 Weyhill;**
- 3. authorisation be granted for a surrender of the existing lease to Plascoat UK Limited and a grant of a lease of 125 years for Plot 14 Farnham Trading Estate;**
- 4. a lease be granted for the land shown on the plan at Annexe 4 to Rowledge Cricket Club for 41 years;**

5. **the rent for the tennis courts and pavilion at the Wrecclesham Recreation Ground be agreed, as set out in (Exempt) Annexe 5B, with Waverley's financial contribution being as set out in (Exempt) Annexe 5C; and**
6. **all subject to the terms and conditions set out in the (Exempt) Annexes and with other terms and conditions being negotiated by the Estates and Valuation Manager.**

15. CHIEF EXECUTIVE'S ACTION

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. Woolmer Hill School, Haslemere – Academy Status and new Governing Body

To authorise Cllr Carole King and Catie Hipgrave, Licensing Enforcement Officer at Waverley, to become members of the new Governing Body of Woolmer Hill School following the School's application for Academy Status. Both are currently Governors at the School and would like to continue but needed authorisation from Waverley because they fall within the definition of a "Local Authority Associated Person".

ii. Confirmation of Membership of Special Interest Groups 2011/2012

To confirm the membership of the following Special Interest Groups for 2011/12:-

- i. Grants Review SIG
- ii. Landlord Services Partnership
- iii. Culture SIG.

16. 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).

17. REQUESTS FOR FLEXIBLE RETIREMENT

To consider the report at (Exempt) Appendix J.

18. 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.**