

To: All Members of the EXECUTIVE

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Date: 23 September 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, 4 OCTOBER 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 6 September 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 question received from Mr Patrick Haveron for which notice has been given in accordance with Procedure Rule 10:-

“Regarding Robert Knowles's recent letter to the Telegraph in which he states "It is no good the minister spinning a line that everyone wants more building, it is simply not what locally elected representatives hear."

Does he not agree that he has a responsibility for the many thousands of households currently on the Waverley Council housing waiting list and not just to the small minority which participated in the housing consultation?”

6. **EXECUTIVE FORWARD PROGRAMME [Page 11]**

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

7. MID-YEAR BUDGET REVIEW 2011-12 [Page 15]

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

The report at Appendix B provides a projection of total General Fund and Housing Revenue Account expenditure and income in 2011/12 compared to the Budget. The projection is based on the position to the end of August 2011 and provides an important mid-year Budget review. The report also updates Members on the key Financial Strategy issues and the latest developments in the review of local government funding.

Recommendation

It is recommended that the Executive:

1. **notes the mid-year budget projection and acknowledges that no immediate action is required at this stage;**
2. **notes the updated Medium Term Financial Strategy included at Annexe 5;**
3. **notes the update on the Local Government Resource Review and delegates authority to the Chief Executive and Deputy Chief Executive, in conjunction with the Leader and Finance Portfolio Holder, to prepare and send Waverley's response to the consultation documents;**
4. **agrees high-priority spending proposals to utilise the projected one-off budget surplus in 2011/12 and recommends these to the Council for approval, as set out in Annexe 2;**
5. **recommends to the Council that funding be allocated from the urgent schemes provision included in the 2011/12 Capital Programme for the three capital schemes outlined in paragraph 22 of the report; and**
6. **continues to monitor the Budget closely during the remainder of 2011-12.**

8. HRA FINANCING STRATEGY UPDATE [Page 59]

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

The purpose of the report at Appendix C is to update Members on the preparations for the implementation of the new HRA self-financing framework and to request an increase in the Council's statutory borrowing limit to enable officers to respond quickly to funding opportunities when the legislation is enacted.

Recommendation

That the Executive:

1. **recommends to Council that the revised borrowing limit set out in paragraph 12 of the report be approved;**
2. **requests officers in conjunction with Waverley's advisors to prepare a detailed HRA Financing Strategy alongside the 30-year HRA Business Plan and to report back to the Executive; and**
3. **notes the timetable and the actions to date to prepare for the implementation of the HRA self-financing framework.**

9. RESPONSE TO CONSULTATION ON PROPOSED NATIONAL PLANNING POLICY FRAMEWORK [Page 65]

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

The Government has recently consulted on the draft of the proposed National Planning Policy Framework (NPPF). In essence, the Government proposes to replace the current plethora of national planning policy guidance contained in Planning Policy Statements (PPSs) and Planning Policy Guidance Notes (PPGs) with a single streamlined document. The purpose of the report at Appendix D is to agree the Council's formal response to this consultation.

Recommendation

That the Executive recommends to the Council that Waverley's formal response in objections to the draft National Planning Policy Framework as set out in Annexe 1 be approved.

10. GRANTS REVIEW SPECIAL INTEREST GROUP – FINAL REPORT [Page 97]

[Portfolio Holder: Cllr David Munro]
[Wards Affected: All]

At its meeting on 25 January 2011, the Executive agreed that a detailed review of Waverley's grants be undertaken in preparation for the 2012/13 budget. A Member Special Interest Group has met 6 times and completed its work.

The report at Appendix E summarises the work of the SIG to date and makes observations on the way in which Waverley funds voluntary and community groups.

Recommendation

Members of the Executive are asked to note the report and work of the SIG and that their observations and identified areas for future work should be taken forward as recommendations for consideration.

11. WAVERLEY COMMUNITY PARTNERSHIP AND VOLUNTARY GRANTS PARTNERSHIP FUNDING ROUND 2012/13 [Page 107]

[Portfolio Holder: Cllr David Munro]

[Wards Affected: All]

The purpose of the report at Appendix F is to seek the Executive's approval to continue to support the Waverley Community Partnership scheme and the Waverley Voluntary Grants Partnership in 2012/13.

Recommendation

It is recommended that

- 1. for budget planning purposes, the total amount of the Waverley Community Partnership grants pot be reduced by 12% and the contribution to the Waverley Voluntary Grants Partnership pot be reduced by 12%;**
- 2. the overall funding process be agreed, as detailed within the report.**

12. CAR PARK REVIEW 2011 [Page 125]

[Portfolio Holder: Cllr Carole King]

[Wards Affected: All]

The purpose of the report at Appendix G is to present a review of the Council's off-street car parking operation and to seek approval of the recommendations contained within that review.

Recommendation

It is recommended that the Executive:-

- 1. endorses the findings of the car park review at Annexe 1;**
- 2. agrees to the recommendations A-Q, contained within the review as follows:-**
 - a. To plan for the future parking needs of the main centres and protect existing stock as a minimum**
 - b. To make provision in the Parking Order to extend the charging period to 7pm at all pay and display car parks**
 - c. charging days of Monday – Saturday to remain unchanged.**
 - d. Change the designation of High Street, Haslemere and Waggon Yard, Farnham car parks to 'Prime Site' and Town Centre Site respectively. Also change the designation of Chestnut Avenue, Haslemere and Stocklund Square, Cranleigh car park to medium stay. The relative charges to apply in each case.**
 - e. To address capacity issues and provide a greater opportunity for a motorist to find a short stay parking space by increasing charges at High Street, Haslemere; Lower Hart, Farnham; Mint**

Street, Godalming; North Street, Farncombe; South Street, Godalming; and Weydown Road, Haslemere

- f. Apply a maximum stay limit of three hours to each bay reserved for use by a blue badge holder
 - g. To introduce a payment scheme that permits parking of a small (up to 14 seats) community transport vehicle or mini bus.
 - h. Remove Contract Parking Space at Queen Street to make this space more generally available. Introduce Season Tickets for use at this car park.
 - i. To increase the charge of a season ticket for use at Crown Court, Godalming; Chestnut Avenue, Haslemere; North Street, Godalming; Stocklund Square, Cranleigh; Village Way, Cranleigh; Waggon Yard, Farnham; and Weydown Road, Haslemere
 - j. Restrict the use of a Season ticket to a single car park.
 - k. To seek permission to operate a pay and display car park at Lucks Green.
 - l. Convert the area of land to a surfaced pay and display parking facility and relocate the multi use games area to a more appropriate site.
 - m. Reduce the daily and season ticket charges at Meadow car park.
 - n. To reduce the charge at this car park on a Saturday
 - o. To install a pay and display facility at Station Lane, Milford and implement a charge for parking at this car park.
 - p. Reduce the charges at Weydown Road, on a Saturday.
 - q. To refurbish the car parks at Weyhill and introduce charges for both long and short stay parking; and
3. agrees to the making of a new Off Street Parking Order to enable the Council adopt the new tariff structure set out in Annexe 2 with effect from February 2012 or at the earliest time thereafter.

13. SCC PROPOSED INTRODUCTION OF ON-STREET PARKING CHARGES IN WAVERLEY [Page 181]

[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.

This matter was considered by the Joint Overview and Scrutiny Committee on 30 August when their decision was to adjourn the meeting until 26 September to enable more information to be forthcoming. Any observations from the Joint Committee will be circulated separately. The report at Appendix H refers.

Recommendation

It is recommended that the Executive considers any observations made by the Joint Overview and Scrutiny Committee and agrees an appropriate response to be sent to Surrey County Council.

14. CHRISTMAS CLOSURE [Page 199]

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

The Council is asked to agree the closure of the Council offices on the three working days between Christmas and New Year each year, with key services maintained during the period – Appendix I refers.

Recommendation

It is recommended that

- 1. the Council Offices are closed on the three working days between Christmas and New Year each year and that staff are granted a Goodwill Day to be taken on day two of this period; and**
- 2. all staff members be issued with revised terms and conditions of employment to reflect this policy.**

15. HOUSING MAINTENANCE CONTRACT PROCUREMENT – CONTRACT/S AWARD [Page 201]

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

Following a report to the Executive on 10 November 2010, a major contract procurement exercise has been undertaken for housing maintenance contracts and the report at Appendix J summarises the process and the outcomes. Members are asked to approve the preferred contractors list, as set out in (Exempt) Annexe 1 to the report and to delegate authority to the Deputy Chief Executive, in consultation with the Strategic Director and Portfolio Holder for Housing, to enter into negotiations with the preferred contractors and proceed with the award of contracts.

Recommendation

It is recommended that:

- 1. authority is delegated to the Deputy Chief Executive in consultation with the Strategic Director and the Portfolio Holder for Housing to resolve any issues arising from the outcome of the 10 day standstill period, the responses of the successful Tenderer/s and the 30 day leaseholder consultation period; and**
 - 2. authority is delegated to the Deputy Chief Executive in consultation with the Strategic Director and the Portfolio Holder for Housing to conclude the procurement process as outlined in paragraphs 27 to 33 and, subject to Recommendation 1 above, award the contracts in accordance with the procurement process and the evaluation outcomes set out in (Exempt) Annexe 1.**
16. HASLEMERE LOCAL OFFICE SHARED ACCOMMODATION - SURREY POLICE [Page 211]

The Executive, at Appendix K, is being asked to approve arrangements for the lease of office space at the Haslemere Local Office, Shottermill to Surrey Police.

Recommendation

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

17. POLLING DISTRICT AND POLLING STATION REVIEW [Page 219]
[Portfolio Holder: Cllr Robert Knowles]
[Wards Affected: All]

The Electoral Administration Act 2006 requires a polling district and polling station review be carried out every 4 years and for our polling stations to be kept under constant review. The last review was carried out in 2007. The report at Appendix L refers to the results of the latest review undertaken in 2011.

Recommendation

The Executive is asked to recommend to the Council that:

- 1. the Frensham Parish community building be designated as the polling place for the Frensham polling district; and**
- 2. as there are no suitable alternatives for the other stations identified in paragraph 6 of the report, no other changes be made but officers keep them under review in case new alternative buildings become available.**

18. DUNSFOLD PARK APPEAL: REQUEST FOR SUPPLEMENTARY ESTIMATE [Page 223]

[Portfolio Holder: Cllr Adam Taylor-Smith]
[Wards Affected: Chiddingfold and Dunsfold; All Cranleigh Wards;
Bramley, Busbridge and Hascombe;
Witley and Hambledon]

The purpose of the report at Appendix M is to request a supplementary estimate to ensure that the Council can effectively defend the decision of the Council at a Public Inquiry relating to land at Dunsfold Park.

Recommendation

It is recommended to the Council that a supplementary estimate of £65,000 be approved to meet the costs of the professional and other costs with a further £10,000 being approved but only spent subject to the agreement of the Chief Executive and Portfolio Holders for Finance and Planning.

19. PERFORMANCE MANAGEMENT REPORT, QUARTER 1 (APRIL – JUNE) 2011-12

[Wards Affected: All]

This report is being considered by the Overview and Scrutiny Committees on 26 and 27 September. Any areas which need to be highlighted will be reported to the Executive on an exception basis – To Follow.

20. 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.

21. 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(s) 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 item(s), there would be disclosure to them of exempt information (as defined by Section 100I of the Act) of the description specified in the following paragraph(s) of the revised Part I of Schedule 12A to the Act, to be identified as appropriate.

22. PARKING SERVICES CONTRACT – OPTIONS FOR RENEWAL [Page 239]
[Portfolio Holder: Cllr Carole King]
[Wards Affected: All]

To consider the report at (Exempt) Appendix N.

23. 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.**