

To: All Members of the EXECUTIVE

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Date: 24 February 2012

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 Julia Potts
Cllr Stefan Reynolds
Cllr Adam Taylor-Smith
Cllr Keith Webster

Dear Councillor

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

DATE: TUESDAY, 6 MARCH 2012

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 7 February 2012 (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 David Beaman of Farnham**

"In order to identify the true feelings of the residents of Farnham before the East Street scheme progresses any further, would WBC and CNS be prepared to arrange an exhibition of the current proposals in a suitable location in Central Farnham lasting at least one week so that as many local residents as possible can have the opportunity of finding out what exactly is proposed following which a household survey can be undertaken to see whether the residents of Farnham wish the current scheme to proceed with the results of any survey being binding on all parties."

ii. **from Mr Jerry Hyman of Farnham**

"Is it your position that the EIA legislation allows development of the East Street scheme to commence before a satisfactory assessment of the main impact has been conducted, such that a consent exists sufficient to allow Crest to move on site, under s237 of TCPA'90 ?"

iii. from Mr David Savage of Farnham

“In certain circumstances the contract relating to the East Street Development may be extended beyond the Long Stop Date. What, precisely, are those circumstances?”

6. EXECUTIVE FORWARD PROGRAMME [Page 9]

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

7. JANUARY BUDGET MONITORING 2011-2012 [Page 13]

[Portfolio Holder: Cllr Mike Band]

[Wards Affected: All]

The report at Appendix B provides an update of the expenditure and income position as at January 2012 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 January 2012 be noted;**
2. **Section 106 monies be allocated as follows:**
 - **£12,500 towards the Bishop’s Steps, Farnham on a matched-funding basis; and**
 - **£4,000 towards the Clockhouse improvement project;**
3. **approval be given to rolling forward HRA capital resources as outlined in paragraph 22 of the report; and**
4. **the General Fund and HRA Budgets continue to be monitored closely during the remainder of 2011/12.**

8. BANK CONTRACT [Page 39]

[Portfolio Holder: Cllr Mike Band]

[Wards Affected: All]

The purpose of the report at Appendix C is to update Members on the latest position with Waverley’s bank contract and to request an extension to the contract with HSBC.

Recommendation

It is recommended that the Executive approve the extension of the HSBC banking contract on the Terms set out in the (Exempt) Annexe.

9. SERVICE PLAN ACTION PLANS 2012/13 [Page 43]
[Portfolio Holder: Cllr Mike Band]
[Wards Affected: All]

The report at Appendix D is to present the draft Service Plan Action Plans for all of the Council's services for 2012/13. These set out strategic actions for each service, delivering the Council's corporate priorities, for 2012/13. A special joint meeting of the Overview and Scrutiny Committees was held on 13 February 2012 to allow Members to receive short presentations from each Head of Service regarding the main elements of their plan, and to make any observations on the plans to the Executive. These observations are set out at the end of the report.

Recommendation

The Executive is asked to consider the draft Service Plan Action Plans and the observations from the special Joint meeting of the Overview and Scrutiny Committees and endorse the Action Plans for 2012-13.

10. EAST HAMPSHIRE DISTRICT LOCAL PLAN: JOINT CORE STRATEGY
[Page 117]
[Portfolio Holder: Cllr Adam Taylor-Smith]
[Wards Affected: All]

The report at Appendix E seeks approval to the proposed response to the consultation from East Hampshire District Council and the South Downs National Park Authority on the proposed East Hampshire District Local Plan: Joint Core Strategy.

Recommendation

It is recommended that the Executive agrees the proposed response set out in Annexe 1 to the report.

11. REPLACEMENT TELEPHONE SYSTEM [Page 125]
[Portfolio Holder: Cllr Stephen O'Grady]
[Wards Affected: All]

The report at Appendix F seeks approval to the replacement of the Council's main telephone system.

Recommendation

It is recommended that the Microsoft Lync telephony solution be implemented at the capital cost set out in (Exempt) Annexe 1 to be met from the capital programme provision of £25,000 in 2011/12 and from within the provision of £250,000 included in the 2012/13 capital programme.

12. SERVICE LEVEL AGREEMENTS – NOMINATED PILOT PROJECT
[Page 129]

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

In 2011 a Grants Review Special Interest Group carried out a detailed review of Waverley's grants in preparation for the 2012/13 budget. At its meeting on 4 October 2011 the Executive agreed the principle of moving towards Service Level Agreements (SLA) between Waverley and the voluntary organisations funded by the Council.

The report at Appendix G summarises the progress of negotiations to fund two nominated organisations through a Service Level Agreement for 2012-2015 as pilots for this new way of working. The report seeks the Executive's endorsement of the Service Level Agreement documents for Citizens' Advice Waverley and Waverley Hoppa Community Transport and the levels of funding for 2012/13.

Recommendation

It is recommended that the Executive:

- 1. agrees the content of the SLA for each of the 2 nominated pilot organisations; and**
- 2. agrees the level of funding for the two nominated pilot organisations for 2012/13.**

13. LOCALISM ACT – CONSULTATION WITH HOUSING APPLICANTS REGARDING FLEXIBLE TENANCIES [Page 165]

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

The purpose of the report at Appendix H is to seek the Executive's permission to consult with applicants regarding flexible tenancies for new tenants at the same time as the consultation regarding proposed changes to the allocation scheme to limit eligibility to the Housing Register.

Recommendation

It is recommended that:

- 1. as part of the Council's consultation with applicants regarding restricting access to the Housing Register, the Council also consults regarding the idea of introducing flexible tenancies for new Council tenants, as set out at Annexe 1;**
- 2. in the work to produce a Tenancy Strategy, officers will further explore the merits of introducing flexible tenancies in Waverley taking into account feedback from housing applicant consultation; and**

3. a draft Tenancy Strategy will be presented to members in July 2012 that will include proposals for introducing flexible tenancies and the timescales within which they could be introduced in Waverley.

14. AMENDMENTS TO FINANCIAL LIMITS AND THE CONSTITUTION
[Page 171]

[Portfolio Holders: Cllrs Mike Band and Robert Knowles]
[Wards Affected: N/A]

The purpose of the report at Appendix I is to consider a proposal to raise the financial limits that give the Executive the authority to approve supplementary estimates without reference to the Council.

Recommendation

It is recommended to the Executive and Council that

1. the financial limits for the Executive to approve for supplementary estimates be increased from £20,000 to £50,000, subject to the qualifications set out in the report; and
2. the Constitution and Scheme of Delegation be amended accordingly.

15. OUTSTANDING DEBTS WRITE-OFF FOR DECISION [Page 181]

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

The report at Appendix J is to request approval for irrecoverable bad debts of more than a £7,500 individual value to be written off in accordance with the Council's Financial Regulations.

Recommendation

It is recommended that, under Financial Regulation D203, the Executive approve the debts put forward for write-off as listed in the Exempt Annex to the report.

16. SURREY COMMUNITY COVENANT AND SURREY CIVILIAN - MILITARY PARTNERSHIP BOARD [Page 183]

[Portfolio Holder: Cllr Robert Knowles]
[Wards Affected: All]

The report at Appendix K sets out a proposal from Surrey County Council that Waverley commits to a countywide Community Covenant with the Armed Forces community and asks the Executive if it would like to put forward a nomination for the proposed Surrey Civilian – Military Partnership Board.

Recommendation

The Executive is recommended to:

1. **agree to endorse and sign the Surrey Community Covenant;**
2. **ask the officers to investigate further where particular needs of members of the service community could be met or responded to better and to report back to a future meeting of the Executive; and**
3. **decide if it wishes to appoint to the Surrey Civilian - Military Partnership Board.**

17. LEASE FOR TENNIS COURTS, HOLLOWAY HILL RECREATION GROUND, GODALMING [Page 197]

[Portfolio Holders: Cllrs Julia Potts and Mike Band]
[Wards Affected: All Godalming Wards]

The report at Appendix L seeks authority for a 25 year lease to Busbridge Tennis Association of the tennis courts on terms and conditions set out in the (Exempt) Annexe.

Recommendation

It is recommended that Waverley grants a lease to Busbridge Tennis Association for 25 years on terms and conditions set out in the (Exempt) Annexe, other terms and conditions to be agreed by the Estates and Valuation Manager.

18. INDEPENDENT REMUNERATION PANEL AND REVIEW OF ALLOWANCES FOR TOWN AND PARISH COUNCILS

Farnham Town Council has asked if Waverley's Independent Remuneration Panel would conduct a review into payment of allowances to Parish and Town Councillors. Waverley has to designate formally its Panel as the Parish Remuneration Panel. All Town and Parish Councils will then be canvassed for their views and the Panel will consider these and make a recommendation.

Recommendation

That the Executive designate Waverley's Independent Remuneration Panel as the Parish Remuneration Panel.

19. APPOINTMENT TO STRATEGIC DIRECTOR POST

The Chief Executive to report the outcome of the Member Panel Interviews for the Strategic Director Post.

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 appropriate paragraph(s) of the revised Part I of Schedule 12A to the Act (to be identified as appropriate at the meeting).

22. 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.**