

To: All Members of the EXECUTIVE

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Date: 16 March 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, 27 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 6 March 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**

"Could you please advise how much of the £744,530 which Waverley Borough Council has allocated for the forthcoming 2012/2013 financial year for grants to be paid through the Waverley Community Partnership, Waverley Voluntary Grants Panel and Service Level Agreements remains unallocated and advise of the procedure and timing involved of how and when any remaining provisions will be allocated".

ii. **from Patrick Haveron of Godalming**

"As acknowledged in the draft core strategy which is currently out for public consultation, much of the new housing in Waverley traditionally comes forward on small sites. Assuming that a target of 230 new houses per annum is adopted and that policy CS5 relating to the minimum provision of affordable housing is adopted and taking account

of the estimated contribution of windfall sites of 1-4 dwellings in settlements and around villages:-

1) what is the average number of new affordable dwellings per annum which the Council estimates will come forward in any one year in the period from now until 2028; and

2) does this estimate include the anticipated contribution to new affordable housing units from the i) the East Street development in Farnham and ii) the redundant land at Milford Hospital and iii) the Key Site Godalming and if it does include any or all of these sites how many affordable housing units is each of these sites expected to contribute?"

6. EXECUTIVE FORWARD PROGRAMME [Page 11]

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

7. SURREY WASTE PARTNERSHIP – FUTURE FUNDING AND WASTE ACTION PLAN FOR WAVERLEY 2011-14 [Page 15]

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

The report at Appendix B is to provide an update to the Executive on the funding arrangements agreed by the Surrey Waste Partnership (SWP) in December 2011, and to ask the Executive to approve the 2012 Waste Action Plan for Waverley, taking into consideration any observations from the Community Overview and Scrutiny Committee, in order to enable business cases to be developed for SWP 'New Initiatives' funding.

Recommendation

It is recommended that the 2012 Waste Action Plan for Waverley be approved.

8. WASTE CONTRACT OUTSTANDING ITEMS - BRING SITES [Page 31]

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

The report at Appendix C details proposals for the rationalisation and re-definition of Waverley's bring site network following the launch of the new doorstep recycling service and to seek the Executive's approval of these proposals.

Recommendation

It is recommended that the Executive endorses the proposal to close the ten bring sites identified in Annexe 1 as part of the rationalisation and redesign of the bring site network in Waverley detailed in this report.

9. TREE GUIDELINES [Page 37]

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

The purpose of the report at Appendix D is to seek approval for the proposed guidelines setting out the Council's approach to making tree preservation orders (TPOs) and to the consideration of applications for works to protected trees.

Recommendation

It is recommended that the Executive gives approval to the Tree Guidelines, as set out in Annexe 1 to the report.

10. PARKING GUIDELINES [Page 47]

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

The purpose of the report at Appendix E is to seek approval of the proposed guidelines for the provision of vehicular and cycle parking in new developments.

Recommendation

The Executive is asked to agree to adopt the County Council Guidelines for all commercial developments as a basis for consultation with the Chamber of Commerce and local industry and any Waverley specific guidelines for residential developments.

11. ENFORCEMENT POLICY FOR THE ENVIRONMENTAL HEALTH SERVICE
[Page 77]

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

The report at Appendix F proposes adoption of a comprehensive Enforcement Policy for the Environmental Health Service. This will result in efficiencies and improved clarity when dealing with Environmental Health enforcement matters.

Recommendation

It is recommended that the Environmental Health Enforcement Policy relating to Environmental Health matters annexed to the report be approved.

12. PROPOSED PARTNERSHIP ARRANGEMENTS WITH FARNHAM MALTINGS [Page 95]

[Portfolio Holders: Cllrs Julia Potts and David Munro]
[Wards Affected: All]

The report at Appendix G summarises the Council's relationship with the Farnham Maltings in the following three areas:

1. Three year Service Level Agreement for the delivery of Farnham Maltings Outreach Programme;
2. The future of Farnham Maltings' Capital Projects; and
3. The management of the Museum of Farnham.

Recommendation

It is recommended that the Executive agrees:

1. **the Service Level Agreement for 2012 – 2015;**
2. **the 2012/13 Grant for the Farnham Maltings at £32,490, being a 5% reduction from the 2011/12 level;**
3. **to maintain the current capital funding ratio of 2:1 for the identified Maltings restoration work, ending this commitment at the end of the financial year 2014/15;**
4. **to the transfer of the management of the Museum of Farnham to The Maltings for a three year period starting 1 April 2012 under the terms of specification detailed in Appendix 2 of the SLA; and**
5. **to request officers to identify savings to offset the residual indirect costs and to report back in a future budget monitoring report.**

13. WEBSITE STRATEGY AND ACTION PLAN [Page 119]

[Portfolio Holder: Cllr Stefan Reynolds]
[Wards Affected: All]

The purpose of the report at Appendix H is to seek Executive approval for the website strategy and action plan.

Recommendation

The Executive is asked to endorse the website strategy and action plan.

14. FARNHAM TOWN CENTRE CONSERVATION AREA MANAGEMENT PLAN
[Page 137]

[Portfolio Holder: Cllr Adam Taylor-Smith]
[Wards Affected: Farnham Castle Ward]

The purpose of the report at Appendix I is to gain authorisation to undertake a formal public consultation on the draft Farnham Town Centre Conservation Area Management Plan (FCAMP). The long term objective is to adopt the document as a material consideration in the determination of planning applications and to amplify the requirements of saved policy D4 of the Waverley Local Plan 2002.

Recommendation

It is recommended that the Executive approves the Farnham Town Centre Conservation Area Management Plan for the purposes of public consultation.

15. WHEELERSTREET, WITLEY CONSERVATION AREA APPRAISAL
[Page 173]

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

The purpose of the report at Appendix J is to gain authorisation to undertake a formal public consultation on the draft Conservation Area Appraisal (CAA) for the Conservation Area (CA) of Wheelerstreet, Witley. The long term objective is that the appraisal will be adopted as a material consideration and used in the determination of any application for planning permission, listed building consent and conservation area consent within the CA.

Recommendation

It is recommended that the Executive approves the draft CAA for Wheelerstreet, Witley for consultation.

16. PERFORMANCE MANAGEMENT REPORT, QUARTER 3 (OCTOBER – DECEMBER) 2011-12 [Page 191]

[Portfolio Holder: All]
[Wards Affected: All]

Waverley's Performance Management Framework (PMF) contains a number of indicators that assist Members and officers in identifying current improvement priorities and progress against targets. The indicators in Waverley's PMF are reviewed quarterly by the Executive on an exceptions basis (only significant under or over performance is reported).

The report at Appendix K details performance for the third quarter of the 2011/12 financial year. The Performance Indicators (PIs) are listed on an exceptions basis, where performance has been particularly good or where it has fallen significantly under target. The Overview and Scrutiny Committees and their respective Sub-Committees have considered the full list of indicators. Their comments on the indicators in this report and their recommendations are included.

Recommendation

It is recommended that the Executive:

- 1. notes the performance figures for quarter 3 as set out in Annexe 1 to the report; and**
- 2. thanks the Overview & Scrutiny Committees for their observations regarding the quarter 3 performance, however recommends that the performance in these highlighted areas continues to be monitored for at least one more quarter before making a decision to change targets.**

17. TERMS OF REFERENCE FOR OVERVIEW AND SCRUTINY COMMITTEES [Page 203]

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

Members have previously discussed rebalancing the workload on Overview and Scrutiny Committees and the report at Appendix L sets out a proposal for revising the terms of reference and membership.

Recommendation

It is recommended to the Council that the Terms of Reference of the Overview and Scrutiny Committees be amended to transfer housing into the remit of the Corporate Overview and Scrutiny Committee and the Constitution be amended accordingly.

18. AREA PLANNING COMMITTEES – PROPOSED ADJUSTMENT TO WESTERN/SOUTHERN AREA BOUNDARY [Page 209]

[Wards Affected: All Southern and Western Wards]

The purpose of the report at Appendix M is to seek approval of the proposals to adjust the Western and Southern Planning Committee area boundary.

Recommendation

The Executive is asked to recommend to the Council that the proposed Southern and Western Area Planning Committee boundary and membership changes be endorsed.

19. POLICE AND CRIME PANEL – ESTABLISHMENT OF A JOINT COMMITTEE
[Page 215]

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

Waverley has to agree formally to establish a joint committee with Surrey County Council and the other District and Borough Councils in Surrey to act as the Police & Crime Panel in Surrey (in accordance with the Police Reform and Social Responsibility Act 2011) and agree to nominate a representative to the Panel. The report at Appendix N refers.

Recommendation

The Executive is recommended to RECOMMEND to the COUNCIL that

- 1. the establishment of the joint committee to act as the Police & Crime Panel in accordance with the Police Reform and Social Responsibility Act 2011 be approved;**
- 2. the arrangements for the Panel, including the process for appointing co-opting members, shall be as set out in Annexe 1;**
- 3. Surrey County Council will act as the host authority, providing administrative support for the Panel; and**
- 4. a representative from the authority be nominated to the Panel, having regard to the person specification attached at Annexe 2, at a future meeting.**

20. 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:-

Appointments to Outside Bodies

To authorise the appointment of Cllr Julia Potts to the following outside bodies as the new Portfolio Holder for Leisure following the resignation of Cllr Roger Steel from this position:-

Surrey Museums Consultative Committee
Cranleigh Arts Centre
Farnham Maltings Council of Management
Farnham Park Advisory Group

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 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 appropriate paragraph(s) of the revised Part I of Schedule 12A to the Act:-

Item 22

Information relating to any individual (Paragraph 1)

Item 23

To be identified at the meeting, as appropriate.

22. STAFFING MATTER [Page 227]

To consider the report at (Exempt) Appendix O.

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.**