

To: All Members of the EXECUTIVE
(Agenda pages to other
Members for Information)

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Date: 18 May 2012

Membership of the Executive

Cllr Robert Knowles (Chairman)
Cllr Mike Band (Vice-Chairman)
Cllr Brian Adams
Cllr Mrs Carole King
Cllr Bryn Morgan

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, 29 MAY 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>

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. **APPOINTMENT OF CHAIRMAN**

To confirm the appointment of the Leader of the Council as Chairman of the Executive for the Council Year 2012/2013.

2. **APPOINTMENT OF VICE-CHAIRMAN**

To confirm the appointment of the Deputy Leader of the Council as Vice-Chairman of the Executive for the Council Year 2012/2013.

3. **INFORMAL QUESTION TIME**

The Chairman to receive any informal questions from members of the public (for a maximum of 15 minutes).

4. **MINUTES**

To confirm the Minutes of the Special Meeting held on 24 April 2012 (to be laid on the table half-an-hour before the meeting).

5. **APOLOGIES FOR ABSENCE**

To advise the Executive of any apologies for absence.

6. **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.

7. **QUESTIONS**

The Chairman to respond to the following question(s) received from members of the public for which notice has been given in accordance with Procedure Rule 10:-

i. **from Mr David Savage of Farnham**

“If, within the next 6 months and without extending the long stop date, the Council decided to end the current contract for the East Street development by giving proper notice to the developer what is the estimate of the most likely level of costs that the Council incur as a direct result of that decision in relation to (a) payments made to the developer and (b) all other payments.”

8. EXECUTIVE FORWARD PROGRAMME [Page 9]

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

9. ANNUAL ACCOUNTS 2011-2012

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

9.1 OVERALL REVENUE OUTTURN (GENERAL FUND and HOUSING REVENUE ACCOUNT) [Page 13]

The report at Appendix B.1 provides a summary of the 2011/12 General Fund revenue outturn and the 2011/12 revenue outturn for the Housing Revenue Account. The Statement of Accounts, which contains the detailed figures in a format compliant with Audit requirements will be presented for approval by the Audit Committee later in the year.

Recommendation

It is recommended that the Executive:

- 1. notes the Revenue Outturn position for 2011/2012;**
- 2. approves Revenue Carry Forwards of £49,400 on the General Fund from 2011/2012 to 2012/2013 as detailed at Annexe 3; and**
- 3. agrees to hold £80,000 within the General Fund Working Balance for potential future loss of supporting people grant funding.**

9.2 CAPITAL PROGRAMME OUTTURN (GENERAL FUND and HOUSING REVENUE ACCOUNT) [Page 25]

The report at Appendix B.2 presents the outturn for the Council's 2011/12 Capital Programme. It also seeks approval to add rescheduled expenditure and minor slippage from the 2011/12 Programme to the 2012/13 Programme.

Recommendation

It is recommended that the Executive:-

- 1. notes the Capital Outturn position for 2011/12;**
- 2. approves the transfer of budgets totalling £1,273,044, as detailed in Annexe 1, from the 2011/12 General Fund Capital Programme to the 2012/13 General Fund Capital Programme;**
- 3. approves the transfer of budgets totalling £1,345,246 as detailed in Annexe 1, from the 2011/12 HRA Capital Programme to the 2012/13 HRA Capital Programme; and**

4. **notes the disappointing level of slippage on the HRA and that measures are being put in place to ensure improved delivery of the 2012/13 HRA Programme.**

10. HASLEMERE DESIGN STATEMENT [Page 39]

[Portfolio Holder: Cllr Bryn Morgan]
[Wards Affected: Haslemere Critchmere and Shottermill,
Haslemere East and Grayswood and Hindhead]

The purpose of the report at Appendix C is to recommend that the Haslemere Design Statement (HDS) be adopted by the Council as a material consideration when determining planning applications. The document has been prepared by Haslemere Town Council.

Recommendation

It is recommended to the Council that the Haslemere Design Statement be adopted as a material planning consideration.

11. PROPOSAL FOR A 2012 SURVEY OF TENANTS AND RESIDENTS (STAR)
[Page 43]

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

The purpose of the report at Appendix D is to propose a 2012 STAR Survey with the aim of producing a comprehensive and accurate picture of the satisfaction levels of Waverley's tenants. The data received can be benchmarked against comparable organisations to assess performance and value for money (via HouseMark).

Recommendation

It is recommended that the Executive considers the draft proposals outlined in the report and approves the proposals for a 2012/13 STAR survey.

12. WESTFIELD LANE, WRECCLESHAM [Page 75]

[Portfolio Holders: Cllrs Julia Potts and Stephen O'Grady]
[Wards Affected: Farnham Wrecclesham & Rowledge]

The purpose of the report at Appendix E is to agree the most appropriate future management vehicle for the Westfield Lane Recreation Ground, to explore potential uses of the site and propose the option that offers the greatest value for money for the Council.

Recommendation

It is recommended that

- 1. Option 2, Badshot Lea Football Club's proposal for Westfield Lane, be approved as the only viable option for the Council;**

2. authority be delegated to the Head of Community Services in consultation with the Portfolio Holders and Property services to negotiate lease arrangements with Badshot Lea Football Club;
3. the commitment of £50,000 of capital funds be approved to assist in the provision of a new 'Pay to Play' football pitch in the area and to improve the pavilion changing rooms and the grant paid subject to the other external funding being obtained by BLFC; and
4. the £50,000 is identified from the unallocated provision for urgent schemes budget in the first instance but offset by savings in the capital programme and planning infrastructure contributions that arise during the year.

13. OUTSTANDING DEBTS WRITE-OFF FOR DECISION [Page 85]

[Portfolio Holder for Finance: Cllr Mike Band]

[Wards Affected: N/A]

The purpose of the report at Appendix F is to obtain 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) Annexe to the report.

14. APPOINTMENT OF SPECIAL INTEREST GROUPS (SIGS) [Page 87]

The Special Interest Group (SIG) Protocol has been adopted as part of the Constitution and, under the protocol, it is necessary to determine whether to re-appoint all or some of the Special Interest Groups for the new Council year. The Special Interest Groups which are proposed for 2012-13 are detailed at Appendix G.

Recommendation

It is recommended that the Special Interest Groups set out at Appendix G be established for the Council year 2012-13.

15. APPOINTMENT OF EMPLOYERS NEGOTIATING TEAM 2012/2013

To appoint the Members of the Employers' Negotiating Team whose role is to conduct negotiations with the staff through the Waverley Joint Negotiating Committee for Pay and Conditions and all matters concerning local pay and conditions of service. The meetings of the Joint Negotiating Committee are usually held in November/December each year. The Employers' Negotiating Team comprises 6 members and the proposed membership is as follows (6 councillors):-

Leader
Cllr Peter Isherwood
Cllr Simon Thornton

Deputy Leader
Cllr Stefan Reynolds
Cllr Gillian Beel

Recommendation

It is recommended that the appointment of members to the Employers' Negotiating Team for 2012/2013 be agreed as set out above.

16. APPOINTMENTS TO OUTSIDE BODIES 2012-2013

16.1 Appointments to outside bodies were agreed last year for a two-year period (2011-2013) at the July meeting of the Executive but there are some appointments which need to be agreed on an annual basis at this meeting, and some which are affected by portfolio holder changes. The proposed representatives for 2012-13 are identified below:-

		Proposed representative(s) for 2012-13
A5	Joint Waste Strategy Consultative Board	<i>Cllr Brian Adams</i>
A5a	Surrey Leaders' Group Surrey Waste Partnership	<i>Cllr Brian Adams</i>
A5b	Surrey Leaders' Group Surrey Climate Change Partnership Member Group	<i>Cllr Bryn Morgan</i>
A6	Local Government Association Rural Commission	<i>Cllr Bryn Morgan</i>
A7	Local Government Association Urban Commission	<i>Cllr Stephen O'Grady (reserve Cllr Julia Potts)</i>
B9	Waverley Voluntary Grants Panel	<i>Cllr Brian Adams</i>
NEW	SurreySave	<i>Cllr Mike Band</i>

Recommendation

It is recommended that the appointments to Outside Bodies for 2012-2013 be agreed, as set out in the table above.

16.2 Surrey Leaders' Group – Nominations to Outside Bodies

Appointments to a number of external bodies for which the Surrey Leaders' Group is responsible are reserved to District/Borough Councils on a rota basis. Waverley is able to **nominate** one candidate (unless otherwise indicated) for consideration for appointment to each of those bodies.

The Surrey Leaders Group has now advised that vacancies exist on the following outside bodies:-

<u>Three Year Term</u> (2012-2015)	<u>Nominees</u> (if any)
Surrey Historic Buildings Trust	tba
High Sheriff's Award	Cllr Carole Cockburn
SCC Pension Fund: Investment Advisors Group	tba
South East Reserve Forces' and Cadets' Association	Cllr Stephen O'Grady
Active Surrey Sports Partnership Board	tba
Surrey Compact Implementation Group	tba
Surrey Civilian Military Partnership Board	Cllr Richard Gates
Supporting People Commissioning Body	Cllr Jenny Else

If any further names are put forward for nomination to the outside bodies listed above, these will be reported as an addendum to this item.

Recommendation

It is recommended that any nominations for consideration for appointment by the Association to external bodies be agreed.

17. APPOINTMENTS TO SURREY COUNTY COUNCIL LOCAL COMMITTEE TASK GROUPS 2012-2013

The County Council has requested that Waverley nominates to a number of Task/Sub-Groups of the Waverley Local Committee and the proposed membership of each is as follows:

Farnham Transportation Task Group (3 members)

Cllrs Julia Potts, John Ward and Carole Cockburn

Godalming, Milford and Witley Transportation Task Group (2 members)

Cllrs Simon Thornton and Denis Leigh

Haslemere and Western Villages Transportation Task Group (2 members)

Cllrs Robert Knowles and Bryn Morgan

Cranleigh and Eastern Villages Transportation Task Group (2 members)

Cllrs Brian Ellis and Brett Vorley

Recommendation

It is recommended that the nominations to the Waverley Local Committee Task Groups be agreed.

18. 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.

19. 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, (to be identified at the meeting).

20. STAFFING MATTER

To consider the report at (Exempt) Appendix H - To Follow.

21. 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.**