

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

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Date: 22 June 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, 3 JULY 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. **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 29 May 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.

4. **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:-

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

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

6. **WAVERLEY BOROUGH CORE STRATEGY – PRE-SUBMISSION DRAFT AND REVISED LOCAL DEVELOPMENT SCHEME (LDS) [Page 15]**

[Portfolio Holder: Cllr Bryn Morgan]

The purpose of the report at Appendix B is to seek approval of the proposed submission version of the Core Strategy. It also seeks approval to an updated Local Development Scheme (LDS), which sets out the timetable for the production of the Core Strategy and the related Development Management and Site Allocations DPD. The report identifies the main issues arising from the recent consultation on the draft Core Strategy, which took place between February and April this year, and the issues arising from the publication of the National Planning policy Framework (NPPF) in March. The report also identifies the main changes proposed to the Core Strategy in response.

Recommendation

That, subject to any amendments required in response to the final Sustainability Appraisal Report, the Executive:-

- 1. recommends the Council to agree the Core Strategy for Publication; and**
 - 2. approves the revised Local Development Scheme.**
7. AFFORDABLE HOMES DELIVERY PLAN [Page 47]
[Portfolio Holders: Cllrs Keith Webster and Mike Band]
[Wards Affected: All]

The Delivery Plan at Appendix C forms part of the implementation of the 2012-41 HRA Self Financing Business Plan, with a focus on Council new build development. Therefore, this Plan is required to ensure that the Council has a clear agreed approach and programme of potential development opportunities. Given the level of resources available, it is estimated that the Council enable a significant increase of affordable housing within the borough, with Council new homes contributing additional affordable housing to existing supply, which will in turn support our local communities, services and businesses.

Recommendation

It is recommended to the Council that:

- 1. the strategic approach proposed in the attached Affordable Housing Delivery Plan and the Year 1 Action Plan be agreed;**
- 2. the action plan priorities for Year 1 be agreed, specifically:**
 - a. establishing governance for this delivery plan through a Delivery Board and SIG;**
 - b. noting the approach taken with RSL's;**
 - c. approving the establishment of an approved list of partners;**
 - d. approving a budget to assemble a staff team to take delivery forward, to be funded as first call on savings arising from the Housing restructure; and**
 - e. establishing a new post of a Development/Site Appraisal Officer; and**
- 3. a Housing Development Special Interest Group be established to oversee progress of the Delivery Board, with the membership consisting of the Housing, Planning, Finance and Property Portfolio Holders, as well as a ward member from each Planning Committee Area.**

8. SHELTERED HOUSING REVIEW [Page 53]

[Portfolio Holder: Cllr Keith Webster]

[Wards Affected: All]

A comprehensive review of the sheltered housing service has been undertaken. The remit included financial viability, quality of service, condition of accommodation and tenant satisfaction. Following the completion of the review an action plan has been developed to deliver improvements.

The report at Appendix D seeks to inform members of the current service and to advise on progress against the action plan.

Recommendation

It is recommended that

- 1. Option 1 set out in Annexe 1 be adopted;**
- 2. existing staffing levels be maintained to enable the progress plan at Annexe 2 to be adopted and implemented; and**
- 3. should the funding be reduced further in future years, officers report further on the implications of this for the service.**

9. STATION ROAD, GODALMING – DEVELOPMENT OF 14 AFFORDABLE HOMES [Page 79]

[Portfolio Holder: Cllr Keith Webster]

[Wards Affected: Godalming Central and Ockford Ward]

The Council has secured planning permission for 14 affordable homes on Station Road in Godalming. The report at Appendix E sets out options for implementing the planning permission through development either by a Registered Social Landlord or the Council, to bring these homes to fruition.

Recommendation

It is recommended to the Council that

- 1. the procurement of a Development Agent be approved to bring Station Road forward on the Council's behalf and to retain the 14 units within the Housing Revenue Account using the suggested framework, with 3 local partners; and**
- 2. the addition to the HRA Capital Programme of £1.9m (phased £1.2m 2012/13 and £0.7m 2013/14) be approved for the Station Road, Godalming development; to be funded from any available Section 106 Commuted Sums for affordable housing, with the balance from earmarked HRA capital receipts.**

10. WEYHILL CAR PARK, HASLEMERE [Page 93]
[Portfolio Holder: Cllr Carole King]
[Wards Affected: Haslemere Critchmere & Shottermill]

The purpose of the report at Appendix F is to provide an update on proposals to refurbish and introduce charging at Weyhill Car Park, Haslemere, and to seek authority to proceed with the submission of an application for Common Land Consent under Section 38 of the Commons Act 2006.

Recommendation

It is recommended that the Executive authorises the preparation and submission of a fresh application for common land consent for the refurbishment of Weyhill Car Park under Section 38 of the Commons Act 2006.

11. UPPER TUESLEY DEVELOPMENT BRIEF, SUPPLEMENTARY PLANNING DOCUMENT [Page 97]
[Portfolio Holders: Cllrs Bryn Morgan and Keith Webster]
[Wards Affected: Bramley, Busbridge & Hascombe
Witley & Hambledon, Milford, Godalming Holloway]

The purpose of the report at Appendix G is to recommend that the Upper Tuesley Development Brief Supplementary Planning Document (SPD) be adopted. This document seeks to set a framework for the future development of the site and to amplify the requirements of saved policy RD6 of the Waverley Borough Local Plan 2002.

Recommendation

It is recommended to the Council that:

- 1. the Upper Tuesley Development Brief Supplementary Planning Document be adopted and replace the 2002 SPG and 2006 update statement, and**
- 2. the findings of the Appropriate Assessment are approved.**

12. SERVICE PLAN OUTTURN REPORT 2011/12 [Page 101]

The report at Appendix H presents the outturn on the Service Plans for 2011/12 and highlights the achievements during the year.

Recommendation

The Committee is requested to

- 1. receive the Service Plan Outturn Report for 2011/12;**
- 2. receive any observations from the Overview and Scrutiny Committees; and**

3. **agree that a six monthly progress report against Service Plans will be presented to the Overview and Scrutiny Committees and the Executive alongside the Performance reports.**

13. PERFORMANCE MANAGEMENT REPORT QUARTER 4 JANUARY - MARCH) 2011/12 [Page 129]

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. The report at Appendix I details performance for the last three-month period and the end of year outturn for 2011/12. 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 4 and end of year outturn, including Action Plans to address areas where performance is not meeting target, as set out in Annexe 1;**
2. **thanks the Overview & Scrutiny Committees for their observations regarding the Quarter 4 and end of year outturn performance as detailed in the report; and**
3. **considers the recommendations of the Overview and Scrutiny Committees as detailed in the report.**

14. REVIEW OF ARRANGEMENTS FOR THE USE OF OUTDOOR SPORTS FACILITIES [Page 145]

[Portfolio Holders: Cllrs Stephen O'Grady and Mike Band
[Wards Affected: All]

The report at Appendix J presents the summary findings of the review of the Council's historic approach to the provision of outdoor sports facilities; recommend policy principles to change to this approach and to endorse and acknowledge community sports clubs.

Recommendation

It is recommended that the Executive:

1. **endorses the recommended policy principles; and**
2. **instructs officers and the portfolio holder to commence to deal with anomalies in funding and continue to negotiate leases based on the policy principles.**

15. CONTRACT COMPLIANCE AND MONITORING OFFICER [Page 151]
[Portfolio Holder: Cllr Stephen O'Grady]
[Wards Affected: All]

The purpose of the report at Appendix K is to seek approval to create a new full-time post to monitor both the Waverley Borough Council and Surrey County Council grounds maintenance contracts as a replacement for the existing part-time post.

Recommendation

It is recommended to the Council that the role of Contract Compliance and Monitoring Officer be increased from a part-time to full-time post and the establishment be amended accordingly.

16. THE 2012 AIR QUALITY UPDATE AND SCREENING ASSESSMENT [Page 155]
[Portfolio Holder: Cllr Bryn Morgan]
[Wards Affected: All]

Every third year there is a statutory requirement to provide an Updating and Screening Assessment (USA) for Air Quality. The USA, as submitted to Defra in April, independently assessed and ratified the data collection and monitoring carried out within Waverley. An annual review of progress is also required in respect of the overall air quality measures in place, as contained in the Air Quality Action Plan (AQAP). The report at Appendix L refers.

Recommendation

The Executive is asked to receive the observations from the Community Overview and Scrutiny Committee and endorse the report.

17. THE NEW STANDARDS FRAMEWORK [Page 239]
[Portfolio Holder: Cllr Robert Knowles]
[Wards Affected: All]

The Localism Act 2011 made fundamental changes to the ethical standards framework for Members. It abolished the detailed prescription set up under the Local Government Act 2000 and gives Councils much more discretion in setting a more appropriate and simplified standards regime. The operative date for the changes is 1 July 2012, although the final Regulation was only received from Government on 8 June 2012. The report at Appendix M refers.

Recommendation

The Executive is asked to RECOMMEND to the Council that

1. **The draft Code of Conduct at Annexe 1 be adopted as Waverley's Code of Conduct with immediate effect;**
 2. **The draft arrangements at Annexe 2 be adopted as Waverley's arrangements for investigating Standards Allegations with immediate effect, in accordance with Section 28(6) of the Localism Act 2011;**
 3. **The arrangements for appointing the Independent Members be approved and names of the proposed appointees be submitted to the Council meeting;**
 4. **It agrees the proposals in paragraph 5.1 for amending the Scheme of Members allowances;**
 5. **It appoints the Monitoring Officer as Proper Officer to deal with initial discussion on investigations, decisions on whether they should be formally investigated and all decisions on local resolution and dispensations and amend the Scheme of Delegation accordingly;**
 6. **Hearing Panels consist of three Councillors to be drawn from the Panel appointed at the Annual Council meeting on 8 May 2012;**
 7. **The two existing Town and Parish Council representatives be co-opted non-voting members on the Hearings Panel and be invited to attend Hearing Panels only when they involve matters of Town and Parish Council Member conduct as non voting Members; and**
 8. **The Monitoring Officer be instructed to draw up the Register of Interests to comply with the Localism Act for Waverley and for each Town and Parish Council.**
18. **SCHEME OF DELEGATION [Page 257]**

[Portfolio Holder: Cllr Robert Knowles]

[Wards Affected: N/A]

The report at Appendix N sets out proposed revisions to the scheme of delegation to officers for carrying out the Council's powers and duties in relation to environmental health functions, planning and other functions.

Recommendation

It is recommended that

1. **the Scheme of Delegation be amended as set out at Annexes 1 and 2 to the report and recommended to the Council for adoption; and**

2. **the Chief Executive be authorised to review the presentation and format of the scheme and to carry out any necessary formatting changes.**
19. **TERMS OF REFERENCE OF CORPORATE OVERVIEW & SCRUTINY SUB-COMMITTEE AND PARTNERSHIP WORKING WITH HOUSING TENANTS**
[Portfolio Holders: Cllrs Robert Knowles and Keith Webster]
[Wards Affected: All]

To consider the report at Appendix O – To Follow (to be circulated following the meeting of the Corporate Overview and Scrutiny Committee on 25 June 2012).

20. **PROPERTY MANAGEMENT SERVICE – STAFFING REVIEW** [Page 315]
[Portfolio Holder: Cllr Mike Band]
[Wards Affected: N/A]

The report at Appendix P considers an alternative proposal to a shared service solution with a partner authority. The option proposed is to expand Waverley's own internal Property team to address the requirement to build capacity and resilience in relation to the management of Waverley's operational and non-operational property asset portfolio.

Recommendation

It is recommended to the Council that:

1. **the staffing establishment be increased by the addition of the post of Trainee Estates Surveyor;**
 2. **the post of Property Surveyor be replaced by that of Estates Officer;**
 3. **the additional cost of the above proposal of £64,400 be met by the existing provision of £9,200 held in the staffing budget, £35,000 being met from the HRA and £20,200 from increased income; and**
 4. **the option of a shared service continues to be considered.**
21. **CALL-IN REPORT BACK – WESTFIELD LANE**

Following a call-in of this decision by four members of the Corporate Overview and Scrutiny Committee, a meeting of the Committee to scrutinise this report will take place on 2 July 2012. The outcome of the meeting will be reported orally.

22. **SPECIAL INTEREST GROUPS**

Further to the decision at the last meeting of the Executive to establish a Dunsfold Special Interest Group, the membership of the SIG has now been provisionally agreed and is as follows:-

Cllr Elizabeth Cable
Cllr Mary Forszewski

Cllr Bryn Morgan (Portfolio Holder)
Cllr Stewart Stennett

Cllr Christiaan Hesse

Cllr John Ward

The Terms of Reference for the SIG are currently being drafted.

Recommendation

It is recommended that the membership of the Dunsfold SIG be agreed as set out above.

23. 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. Transfer of Title of Farnham Museum

To authorise the transfer of Farnham Museum, 38 West Street, Farnham with limited title guarantee from Surrey County Council to Waverley Borough Council.

24. 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).

25. HOUSING RESTRUCTURING PROPOSALS

To consider the report at (Exempt) Appendix Q.

26. HOME SAFETY CONTRACT

To consider the report at (Exempt) Appendix R – To Follow.

27. 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.**

