

WAVERLEY BOROUGH COUNCIL

MINUTES OF THE MEETING OF THE EXECUTIVE – 3 JULY 2012

SUBMITTED TO THE COUNCIL MEETING – 17 JULY 2012

(To be read in conjunction with the Agenda for the Meeting)

Cllr Robert Knowles (Chairman)	* Cllr Stephen O’Grady
* Cllr Mike Band (Vice-Chairman)	* Cllr Julia Potts
* Cllr Brian Adams	* Cllr Stefan Reynolds
* Cllr Mrs Carole King	* Cllr Adam Taylor-Smith
* Cllr Bryn Morgan	* Cllr Keith Webster

* Present

Cllr Mike Band was in the Chair

Cllr Adam Taylor-Smith left the meeting at 7.14 p.m.

21. MINUTES

The Minutes of the Meeting of the Executive held on 29 May 2012 were confirmed and signed.

22. APOLOGY FOR ABSENCE

An apology for absence was received from Cllr Robert Knowles.

23. DISCLOSURE OF INTERESTS

There were no interests raised under this heading.

PART I - RECOMMENDATIONS TO THE COUNCIL

24. WAVERLEY BOROUGH CORE STRATEGY – PRE-SUBMISSION DRAFT AND REVISED LOCAL DEVELOPMENT SCHEME (LDS)

24.1 The Core Strategy sets out the key policies and overall strategy for managing and directing future development in Waverley over the next 15 years. In February 2012, the Council approved the Core Strategy Revised Preferred Options and Draft policies for consultation. That consultation took place between February and April 2012. Officers have reviewed the outcome from that consultation and taken account of the recently published National Planning Policy Framework (NPPF). As a result, some amendments are proposed to the Core Strategy, in preparation for the formal Publication and Submission stages.

24.2 In total some 1418 comments were received from 281 respondents. These ranged from very specific comments on the wording of policies to comments supporting or opposing the broad strategy. Attached as Annexe 1 is a summary of the main issues arising from the consultation, the response to these, and the proposed changes to the Plan. As with earlier consultations, the chapter attracting most comments was that dealing with the number and broad location of new homes. This was followed by the chapter setting out

the overall Spatial Strategy (i.e. the strategic policy on where new development generally should go). Clearly there is an overlap between the Spatial Strategy (Policy CS1) and the policy on housing numbers and location (Policy CS2).

- 24.3 The NPPF was published in March, during the consultation on the draft Core Strategy. The NPPF has replaced the extensive national policy that was set out in the various Planning Policy Statements etc. with a single, slimmed-down document, centred on the 'presumption in favour of sustainable development'. The Local Development Framework terminology, including 'Core Strategies' and 'Area Action Plans' has been replaced by a simple reference to 'Local Plans'. It contains detailed guidance on what the Government considers should be included in a Local Plan.
- 24.4 If the Council were starting from scratch with a new plan then, having regard to the NPPF, the content would be likely to be different to the present Core Strategy. In particular, it is likely that the Council would include all site allocations and all development management policies required to replace the current Local Plan. However, given the advanced stage that the Core Strategy has reached, the proposal is that the replacement of the current Waverley Borough Local Plan 2002 with a new 'Local Plan' should be a two-stage process, with the Core Strategy (i.e. Local Plan part 1) followed by the Development Management and Site Allocations document (i.e. Local Plan part 2). The timetable for the production of both documents is set out in the revised Local Development Scheme (LDS), a copy of which has been circulated separately.
- 24.5 The NPPF represents a major change in national policy and given that it has only recently been published, there is still only limited evidence of how Inspectors are dealing with it when considering Core Strategies/local Plans, particularly in the context of Plans that reached an advanced stage before the NPPF was published.
- 24.6 One of the main challenges for the Examination of the Core Strategy is the extent to which it seeks to meet objectively assessed development needs. In this respect, housing remains a major issue, given the evidence of unmet need/demand. Added to this is the fact that the Plan is also being published at a time when the South East Plan remains in force and, notwithstanding the Government's intention to abolish regional plans, it is still not clear when the South East Plan will disappear, particularly as the intention to abolish regional plans is still subject to the outcome of environmental assessments.
- 24.7 Other issues will include whether the plan is sufficiently positive in its approach generally, and particularly where employment and economic growth are concerned. A further matter will be the extent to which factors such as the rural character of Waverley and the impact this has on access to services etc. and environmental and other constraints, justify an approach that does not seek to address future needs based on population/household projections.

24.8 Annexe 1 also contains a summary of the main changes that have been made to the Core Strategy. These changes are mainly in response to the issues raised in the consultation and the publication of the NPPF. Two particular changes that affect the whole document are:

- Changing the national policy context to include references to the NPPF as appropriate; and
- Removing the text from the Preferred Options document that referred to other options that were considered etc. It was reasonable to include those when explaining why a particular approach was favoured. However, the Plan has now moved beyond that stage.

24.9 There are a number of tests of soundness that the appointed Inspector will consider when examining the Core Strategy. Some of these are legal tests, as follows:-

- **Has the Plan been prepared in accordance with the Local Development Scheme?** This is the document that sets out the timetable for producing the Core Strategy and other development plan documents.
- **Has the Plan had regard to the sustainable community strategy for the area?** The Council has adopted the Surrey Sustainable Community Strategy. This is the document now known as the *Surrey Strategic Partnership Plan 2010 – 2020*.
- **Does the document comply with the Statement of Community involvement?** The Statement of Community Involvement (SCI) was adopted in July 2006. It sets out the different ways in which the community will be involved in the production of the Core Strategy and other development plan documents.
- **Has the Core Strategy been subject to Sustainability Appraisal?** (See separate section in this report)
- **Is the Core Strategy in general conformity with the regional spatial strategy (i.e. the South East Plan 2009)? If not, is there a local justification?** Although the Government intends to abolish regional plans through provisions in the Localism Act, they remain part of the 'development plan' until this happens. The revocation of regional plans will be subject to the outcome of environmental assessments that are currently being undertaken.

24.10 In addition to the above, the Localism Act introduces an additional legal test regarding the new 'duty to co-operate'. The Inspector will have to consider at the outset whether the cross-boundary work the Council has undertaken has met this legal test. In addition, the Inspector will be considering other tests of soundness, namely:-

- Has the Core Strategy been **positively prepared?** The expectation is that the Plan will be based on a strategy that seeks to meet objectively assessed development and infrastructure requirements and is consistent with achieving sustainable development.
- Is the Plan **justified?** This means demonstrating that the Plan is the most appropriate strategy, when considered against reasonable alternatives, based on proportionate evidence.

- Is the Plan **effective**? This means demonstrating that the Plan is deliverable over its period and based on effective joint working on cross-boundary strategic priorities.
- Is the Plan **consistent with national policy**? The Plan is expected to enable the delivery of sustainable development in accordance with the NPPF.

24.11 Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA) are key parts of the preparation of Core Strategy. The SA is the tool to appraise the economic, social and environmental sustainability of the Core Strategy. In this case the SA has informed various stages in the production of the Core Strategy. This includes using the SA to appraise the different options and alternatives that have been considered during the evolution of the Plan. The Core Strategy is consistent with the findings of the SA. The final SA report, which will include a review of the most recently proposed changes to the Core Strategy policies, is being finalised. When complete, this will be published on the website. It is also necessary to ensure that the Core Strategy complies with the European Directive on Strategic Environmental Assessment (SEA). This matter has also been addressed through the SA report which identifies the relevant SEA requirements and how these have been dealt with in the preparation of the Core Strategy.

24.12 There is a legal requirement through the Conservation of Habitats and Species Regulations 2010 (referred to as the Habitat Regulations) to consider whether the Core Strategy is likely to have a significant effect on European sites of nature conservation importance prior to the Plan being given effect (S102). A Habitats Regulations Assessment (HRA) was commissioned to review the Preferred Options Draft Core Strategy which concluded that the Core Strategy would have no likely significant effect on European sites subject to a number of changes, in particular:-

- New policy to require new housing within 400m of Wealden Heaths Phase I and II SPA to undertake project specific HRA as part of planning application.
- The Council should commit to working with other authorities to develop an air quality monitoring framework for European sites
- Rewording to Policy CS19 on Renewable Energy Development

24.13 The Housing Chapter considers options of avoiding development within 5km of the Thames Basin Heaths SPA and concluded that there are appropriate avoidance and mitigation measures in place to allow new housing to be built within the zone of influence of the SPA. The implication of directing development away from the Thames Basin Heaths SPA is that there would be increased pressure on the countryside and Green Belt, in less suitable locations in terms of access to services etc. and this would fail to meet the local need for housing in Farnham.

- 24.14 Prior to publication, the HRA is being updated to assess the Revised Preferred Options Core Strategy and the Publication Draft. This will assess the amended housing provision proposals and the amendments to the policies which have been made following recommendations in the earlier draft of the HRA. It is not expected that the revised HRA will identify any major new issues.
- 24.15 Other key documents that will be produced for publication alongside the Core Strategy will include the Consultation Statement. This will set out the details of who was invited to comment on the Plan during its production; how these bodies/individuals were invited to comment; a summary of the main issues raised by those making comments; and how these main issues have been addressed in the Plan. A copy of the consultation statement will be made available to Members. Officers will also be preparing a statement to amplify what the Council has done to address the 'duty to co-operate'.
- 24.16 Some of the existing evidence is also being updated in readiness for the Publication of the Plan. This includes an updated Strategic Housing Land Availability Assessment (SHLAA) with a base date of April 2012, and updates to the Infrastructure Delivery Plan and the related Transport Assessment.
- 24.17 The Publication will trigger the formal pre-submission consultation, the responses to which will be considered by the appointed Inspector. Following this, the next formal stage is the Submission itself, which is expected to be in December. Officers expect the Examination hearings to take place in Spring 2013 with adoption, following receipt of the Inspector's report, expected around September 2013.
- 24.18 The Core Strategy has reached a major milestone. In essence Publication is the stage when the Council has finalised what it believes to be a 'sound' Core Strategy ready for submission, together with the relevant supporting documents, such as the final Sustainability Appraisal. Amendments have been made to the Core Strategy in response to the consultation and the publication of the NPPF and Members must now decide if the Plan, with its amendments, is ready for formal Publication.
- 24.19 At the same time, Members are asked to approve the updated Local Development Scheme, setting out the timetable for the production of the Core Strategy and related Development Management and Site Allocations DPD. A copy of the proposed timetable is attached, with the full revised LDS document to follow.
- 24.20 The Executive now

RECOMMENDS that:

- 2. the Core Strategy be agreed for publication; and**
- 3. the revised Local Development Scheme be approved.**

Background Papers

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

25. AFFORDABLE HOMES DELIVERY PLAN

[This item contains exempt information by virtue of which the public is likely to be excluded during the item to which the report relates, as specified in Paragraph 3 of the revised Part 1 of Schedule 12A to the Local Government Act 1972, namely;-

Information relating to the financial or business affairs of any particular person (including the authority holding that information).]

- 25.1 The Council is committed to increasing the availability of affordable homes for Waverley residents, with Government policy endorsing this approach. Changes in the housing finance regime have created the opportunity for the Council to invest in building new Council houses. The Council building new homes will have the advantage of the Council maintaining control over its land and provision of an income stream for the long term.
- 25.2 The priority is to ensure that the Council is able to achieve its target number of best value new homes for local residents in the shortest period of time. No one route is likely to be able to deliver this entirely by itself, but by pursuing a number of approaches the Council will maximise the opportunity to achieve this. These options include:
- a. New affordable homes on Council land/sites, to be developed, owned and managed by Waverley
 - b. New homes on Council land developed through a Registered Social Landlord where the Council retains on-going nomination rights
 - c. Enabling new affordable homes through planning powers e.g. s.106 sites
 - d. Open market land and properties inc RTB re-sales, open market sites listed in Strategic Housing Land Availability Assessment
 - e. Other public sector owned land and properties
 - f. Developing new homes outside the borough
- 25.3 Criteria for assessing each site have been put forward, using a 5 case appraisal to evaluate the Strategic, Economic, Commercial, Financial and Management implications of development.
- 25.4 At this stage, the inclusion of sites for appraisal in Year 1 of the Action Plan is not an indication that they will be developed, only that they will be included in this exercise and so subject to further investigation as to whether they should be developed, retained for their current use or considered for another use so as to help to ensure the Council is making best use of its land and assets. For example, parking and garage sites will require parking surveys, rural exception sites will require Housing Needs Surveys to demonstrate local housing need and all will need to be financially appraised and subject to thorough searches, investigations and consultation in terms of the specific issues on each individual site. Sites appraised in Year 1 with development potential can then be costed and incorporated into an action plan for years 2-5.

25.5 Action Plan priorities for year 1 include:

- a. Appointing a Development Agent with the private sector or RSLs and appointing appropriately qualified staff to take forward sites on the Council's behalf, primarily Station Road which already has a planning permission for 14 affordable homes. Many local authorities no longer have the in-house expertise or capacity in respect of new build. The up-front costs of Development Agent services would then be capitalised against the overall development costs.
- b. Bringing in extra capacity to take this programme forward through the appointment of a Development/ Site Appraisal Officer. Their role would include ongoing assessments of sites to ensure a continuous programme and assisting in meeting the Council's aspirations to develop new homes. Additional funding sources will also be sought for the provision of new affordable homes, in addition to utilising commuted sums and disposal proceeds.
- c. Creating efficiencies by establishing a standard procurement list of contractors, e.g. local architects and surveyors to assist the Council with its new development role. Waverley's Contract Procedure Rule 4 provides for this approach and sets out the requirements.
- d. Setting up governance for the Delivery Plan through a Delivery Board, comprising of the Strategic Director and Heads of Housing, Planning and Finance. Progress of the Delivery Board will be overseen by a Special Interest Group and Corporate Management Team.

25.6 From April 2012, new legislation introduced through the Localism Act (2011) came into force to give the Council as a landlord greater freedoms and flexibility to manage its housing stock according to local needs and priorities. This new Council housing finance regime replaces the Housing Revenue Account Subsidy System, under which the Council returned more than half its rental income (around £12.8m pa), to the Treasury. The new self financing system required the Council to take on debt of £189m. Loan repayments on our debt will cost around £6m pa initially, leaving the Council with a projected annual resource for new affordable homes of between £3m and £5m in the first 10 years with a total of £261m over the 30-year Business Plan. Contributions then continue over the remaining period of the 30-year Business Plan. The Council has committed £18.98m in years one to five, £20.7m in years six to ten and £221.8m in years 11-30 towards developing new affordable homes (see Table 1).

1	Year One to Five (April 2012-March 2017)	1/2 of investment into stock improvement £18.98m	1/2 of investment into new affordable homes £18.98m	
2	Year Six to Ten (April 2017- March 2022)	1/3 of investment into stock improvement £20.7m	1/3 of investment into new affordable homes £20.7m	1/3 of investment into debt repayment £20.7m
3	Year Eleven to Thirty (April 2022- March 2041)	1/4 of investment into stock improvement £221.8m	1/4 of investment into new affordable £221.8m	1/2 of investment into debt repayment £171.3m (debt repaid after 25 years)

Table 1: Council policy on agreed apportionment of investment funds 2012-2041 as per Housing Revenue Account 2012-2041

25.7 In addition to the valuable housing objective of building new council housing there is an important strategic financial benefit that arises, namely the New Homes Bonus (NHB) which was introduced in 2011/12 and forms part of the overall General Fund grant funding framework. It is paid to local authorities that see a net increase in homes in their area year on year. Payment is based on a national average of the council tax band of new homes and those brought back into use, with a premium for affordable homes and it is paid for the following six years. NHB aims to incentivise local authorities to promote housing growth. Whilst the grant is un-ringfenced and can be spent on either revenue or capital projects, the Council's financial strategy assumes that the New Homes Bonus will replace declining Revenue Support Grant and therefore does not create a new funding stream at this stage. For each new Band D home, Waverley receives a NHB amount of around £1,200 plus an additional £280 if it is an affordable home, paid for a six year period.

25.8 The Executive

RECOMMENDS that

4. the strategic approach proposed in the Affordable Housing Delivery Plan and the Year 1 Action Plan be agreed;
5. 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
6. 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.

Background Papers

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

26. STATION ROAD, GODALMING – DEVELOPMENT OF 14 AFFORDABLE HOMES

26.1 Station Road is one of the Council's largest owned sites with strongest potential for development, with permission for a high quality, attractive scheme set in a desirable town centre location, in a context of high local housing need. Permission has been granted for the following mix of bed sizes and types of affordable homes, with 1:1 parking, in line with local housing need.

NUMBER OF UNITS	NUMBER OF BEDS	NUMBER OF PEOPLE	TYPE OF UNIT
2	2 bed	4 person	Maisonettes
6	2 bed	4 person	Flats
2	2 bed	4 person	Houses
4	3 bed	5 person	Houses

Table 1: Mix of bed and units sizes at Station Road

26.2 The scheme could be developed, owned and managed by the Council or a Housing Association. The strengths and weaknesses of each option are outlined in Table 2:

APPROACH	STRENGTHS	WEAKNESSES
For the Council to develop, own and manage these new homes.	Changes in Housing Finance regime have created the opportunity for the Council to invest in building new Council houses.	The Council does not currently have the necessary skills in-house to undertake early implementation of the development, though this is proposed elsewhere on the

	<p>Maintains maximum control over land and assets</p> <p>Already landowner so more cost and time effective</p> <p>Secure, provides a rental income stream for the long term</p> <p>£3m pa has been put aside for developing new affordable homes, which would cover the £1,933,000¹ (approx) required to develop Station Road.</p> <p>Would assist the Council deliver aspiration to achieve its target number or best value new homes for local residents.</p> <p>Would provide the opportunity for additional community benefits such as employing local firms and contractors to assist local economy</p>	<p>agenda.</p> <p>This could be mitigated by the Council buying in such expertise through 'Development Agreements' with the private sector or RSLs and appoint appropriately qualified staff. The up front costs of Development Agent services would then be capitalised against the overall development costs</p>
<p>For the Council to transfer the land to an Affordable Housing Provider, with the new homes developed, owned and managed by an RSL.</p>	<p>Utilising development expertise that already exists in the market but are not available in-house</p> <p>Council would retain ongoing nomination rights</p> <p>Should enable efficient and timely delivery of new homes.</p> <p>Could secure the Council a capital receipt of approx £600,000 if the scheme was developed for shared ownership and £350,000 if the scheme was developed for affordable rents.</p>	<p>Fewer resources available to Registered Social Landlords to help develop out sites e.g. HCA funding</p> <p>Would not assist the Council in achieving ambitions to develop 30 Council owned and managed new homes a year, as contained in the Delivery Plan.</p> <p>No RSL stock surrounding site or opportunities for achieving efficiencies in housing management</p>

Table 2: Advantages and disadvantages of Council and RSL new build

26.3 The financial costs and benefits of each approach are outlined in Table 3.

OPTION	COST	NET RENT	NET	TENURE MIX
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¹ Assumes nil land cost, works cost: £1,665,000, Development agent and on costs £265,000. £3,000 to terminate existing garage licences. Cost per unit £138,000. Assessed on basis of Target rents, with an interest rate assumption of 4% and a positive Net Present Value at year 35 of approx £15,000 per unit. Final tenure mix has yet to be agreed which will impact on these figures.

		STREAM 35 YEARS/CAPITAL RECEIPT	PRESENT VALUE OF FINANCIAL BENEFIT TO WAVERLEY	
	£'000	£'000	£'000	
For the Council to develop, own and manage these new homes.	1,930	1,629 (net rental stream for WBC over 35 years)	872	14 homes for social rent
For the Council to transfer the land to an Affordable Housing Provider, with the new homes developed, owned and managed by an RSL.	NA	600 (capital receipt from RSL)	600	14 homes for shared ownership
	NA	350 (capital receipt from RSL)	350	Nomination rights to 14 homes for affordable rent

Table 3: Financial costs and benefits of each approach

26.4 The benefits outlined in Tables 2 and 3 show Council development, ownership and management of the site as the preferred option. Therefore, officers have approached 3 local development partners with specific expertise of delivery in the Waverley context to appraise the site, using the following approach:

- a. An invitation to quote.
- b. Evaluation of quotes in line with the Council's Contract Procedure Rules (CPRs).
- c. Any appointed agent would need to comply with the Council's Contract Procedure Rules and OJEU requirements.

26.5 This site provides the Council with an opportunity to develop, own and manage 14 affordable homes, which could be achieved by appointing a Development Agent to act on the Council's behalf to contract an Employers Agent and tender the works to suitable contractors. A start on site in October 2012 would enable a scheme completion in approximately 12 months time.

26.6 The Executive now

RECOMMENDS that

- 7. 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**
- 8. 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.**

Background Papers

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

27. UPPER TUESLEY DEVELOPMENT BRIEF, SUPPLEMENTARY PLANNING DOCUMENT

- 27.1 This item recommends 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.
- 27.2 The Development Brief is circulated separately (and the supporting Sustainable Transport Options study available on request). The intention of the document is to set out a clear framework for the future development of the site, including specifying the indicative quantum of development, addressing transport issues and highlighting key design standards to which a future planning application will be assessed. It is not the intention of the document to stifle innovative design, but to provide a clear framework for consideration by all potential applicants when developing a scheme for consideration. The SPD also takes into account the development constraints of and surrounding the site, including access and transport.
- 27.3 The site is identified in the Waverley Borough Local Plan 2002 as a Major Developed Site within the Green Belt (saved policy RD6). The policy sets criteria for the consideration of redevelopment proposals on the site. The accompanying text states that the Council considers that the site is suitable primarily for housing purposes. Supplementary Planning Guidance (SPG) to support Local Plan Policy RD6 was adopted in 2003. Following this, an update statement was prepared in 2006.
- 27.4 The draft development brief has been commissioned by the HCA through their accelerated delivery programme; part of the criteria for the HCA tapping into this funding is that the site is delivered expediently. The development brief should facilitate this aim. The document is also accompanied by a Transport Study and Appropriate Assessment.

- 27.5 A formal consultation was undertaken between 5 March and 16 April 2012. Over 1,200 local properties as well as key stakeholders received a letter inviting them to participate. An exhibition was also held in Milford where residents could look at the draft SPD, ask questions and make comments. Full details of the consultation can be found in the Consultation Statement, also circulated separately.
- 27.6 Over 80 responses were received to the consultation from stakeholders, local organisations and residents. A summary of these can be found in the Consultation Statement. However, the issues raised included:
- Planning policy
 - The principle of development
 - The consultation
 - Transport
 - Green Belt issues
 - Affordable housing
 - Alternative uses
 - Design
 - Retention of buildings on site
 - Environmental issues
 - Sustainability
 - Landscape
 - Schools
 - Health provision
 - Milford Hospital
 - The Crescent
 - A number of other matters
- 27.7 The principal area of concern for respondents related to transport. There were two key issues. Firstly, the impact of the anticipated number of new dwellings on the existing highway network and secondly the sustainability of the location of the site.
- 27.8 With regard to the first point, Surrey County Council (the Highway Authority) is satisfied that the methodology used is the most appropriate for the site. In essence the methodology takes account of the lawful use of the site, and the potential to bring it back into use. Having regard to the lawful use of the site, and the level of traffic that could potentially be generated by that use, the Highway Authority has not raised any objection to the principle of 120 dwellings on the site. However, it is important to note that the SPD is in place to provide a high level framework and specifically explains that the 120 units is indicative and can only be positively supported if a full Transport Assessment, which would accompany a planning application, concludes that this is appropriate.
- 27.9 With regard to the second point, the sustainability of the location of the site, it is accepted that the site is relatively isolated. However, the site does have existing use rights and it is an allocated Major Developed Site within the Green Belt, as supported by Saved Policy RD6 of the Local Plan and paragraph 89 of the National Planning Policy Framework (NPPF).
- 27.10 In both of the above instances, appropriate mitigation measures would be needed to improve transport choice and encourage future residents to minimise car use and to also improve the traffic situation (for example by deterring cars from using Tuesley Lane). A number of mitigation measures were suggested in the supporting Sustainable Transport Study, however this list was not exhaustive and additional measures will need to be considered. It is expected that the full Transport Assessment will consider this in greater detail at the planning application stage.

- 27.11 The concerns related to transport and access were also raised at Community Overview and Scrutiny Committee on 12 March 2012. The minutes of that meeting are included within the Consultation Statement. The capacity at local schools was also a key issue raised by residents. Surrey County Council (Education) has been consulted and is satisfied that sufficient capacity can be achieved through appropriate planning contributions. A number of amendments have been made to the document as a result of the consultation, notably with the publication of the NPPF (to which the SPD complies). A full list can be found within the Consultation Statement.
- 27.12 Under the Conservation of Habitats and Species Regulations 2010 (Habitat Regulations), a Screening Assessment (SA) was undertaken. Whilst Natural England agreed with the findings of the SA, they recommended that an Appropriate Assessment (AA) was undertaken. The AA (available on request), identifies that there is the potential for increased recreational pressure on the four European sites within 7km of the development. However, the AA also concludes that significant adverse effects on the integrity of the European sites through recreational pressure is unlikely to result as this can be mitigated through the provision of open space on the site.
- 27.13 The Development Brief will provide a robust framework to bring forward a high quality development for the site. It is not the purpose of the Development Brief to resolve all the detailed issues. These matters including a full transport assessment will need to be addressed through a future planning application.
- 27.14 The Executive

RECOMMENDS that

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

Background Papers

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

28. CONTRACT COMPLIANCE AND MONITORING OFFICER

- 28.1 This item seeks 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.
- 28.2 The current part-time contract monitoring post (12.5 hours/week) was established in May 2010 and has led to significant benefits in monitoring the grounds maintenance contract. The post has enabled an increase in the number of monitoring visits across the borough (from 60 visits/month to 250 visits/month), leading to an increase in the performance of the grounds maintenance contractor, Glendale and also a reduction in number of

complaints received at the offices. The benefits of this post cannot be overstated and it is through the improvements seen in contract performance that the Council has actually considered the extension of the grounds maintenance contract, rather than a re-tendering process.

- 28.3 In April the Council agreed to take over Surrey County Council's (SCC's) highways horticultural contract function from their previous contractor. The Council will be able to improve upon the performance of this contract and provide an improved service to our residents. However, to achieve this, regular monitoring of Glendale's performance on the new SCC contract is required alongside the existing monitoring of the WBC grounds maintenance contract.
- 28.4 The proposed new post of full-time Contract Compliance and Monitoring Officer is an expansion over the previous part-time role. Presently the current part-time monitoring role does not have enough capacity to monitor fully the SCC highways horticultural contract nor assist the Green Spaces Contract Officer in arranging ad-hoc works because of the time constraints (12.5 hours/week) imposed by the part-time nature of the position. With the expansion of the role to a full time position (37 hours/week), the Council will be able to monitor adequately both aspects of the grounds maintenance contract, ensuring contract compliance and good performance of the contract.
- 28.5 The new role will assist the Green Spaces Officer and provide improvements in the following areas:
- Monitoring of SCC highways horticultural work, ensuring contract compliance and that the service level agreement is met
 - Re-mapping of SCC highways horticultural areas (data anomalies found), feeding back of these anomalies to the GIS mapping assistant to ensure accurate data records are kept
 - Assisting in the amalgamation of SCC highways contract areas into the WBC grounds maintenance contract regimes, to ensure efficient and effective use of contract resources and to provide excellent customer service to residents
 - Investigating complaints made by members of the public, elected members and others. They will be required to resolve effectively these complaints and clearly communicate the findings with customers and the contractors
 - Organising, commissioning and directing contractors (other than main contractor) in undertaking ad-hoc improvement works on the Council's open spaces
 - The checking of 'permits to play' in addition to our contractor's responsibilities and also ensuring that organisations/personal trainers/ice cream vans are authorised to operate from the Council's sites.
 - Assisting both the Council and Contractor by making recommendations to improve service delivery and operational efficiency.
- 28.6 The proposed full-time post will ensure that regular contract monitoring continues and that contract performance is maintained at acceptable levels so that the Council continues to provide excellent customer service to residents. The expansion of the role into a full-time position will provide much needed

assistance to the Green Spaces Contract Officer and enable them to focus more on the running of the contract and the organising of other contractors and works associated with projects. The creation of a full-time role will also provide resilience for the Parks and Countryside service, when individuals are on leave or absent from work due to sickness.

- 28.7 The Executive commented about improving the co-ordination between grounds maintenance and street cleaning and asked officers to take these comments into account when scheduling works in the future. The Executive now

RECOMMENDS that

- 11. the role of Contract Compliance and Monitoring Officer be increased from a part-time to full-time post and the establishment be amended accordingly.**

Background Papers

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

29. THE NEW STANDARDS FRAMEWORK

- 29.1 The Localism Act gives Councils an explicit duty to promote and maintain high standards of Member conduct and the current statutory model Code of Conduct is abolished. However, it is replaced with an obligation on the Council to adopt a Code dealing with the high standard of conduct that is expected of Members when acting in their official capacity. The Code must include such provision as the Council considers appropriate for the registration and disclosure of pecuniary and other interests. It sets up a new category of disclosable pecuniary interests which involve very strong sanctions, and make failure to disclose a criminal offence.

- 29.2 The Government has not prescribed what local Codes must contain, other than stipulating that they must be consistent with the following principles of holding public office first set out by Lord Nolan's Committee on Standards in Public Life in the 1990s: -

- selflessness
- integrity
- objectivity
- accountability
- openness
- honesty
- leadership

- 29.3 A draft Code recommended to Members is attached as Annexe 2. The Code will apply to both elected councillors and co-opted members when they act in their official capacity (paragraph 1(1)). The seven principles of public life are given prominence in paragraph 1(3).

- 29.4 Officers considered it appropriate to include some general obligations of good conduct. Transposed from the template code provided by the Minister for Local Government, these include: -
- treating other persons with respect;
 - not breaching confidences except in limited circumstances; and
 - only using the resources of the Council for proper purposes.
- 29.5 The Code cautions against the acceptance of excessive gifts or hospitality but there is no requirement to register individual items. However, officers feel that continuing to require registration of gifts or hospitality if estimated value exceeded £25 would help maintain public confidence in Waverley's high standards.
- 29.6 The Code has to make provision for the registration and disclosure of pecuniary interests. The annexe to the Code sets out the definition of these. The obligation will be on a newly-elected Member to notify the Monitoring Officer of all disclosable pecuniary interests within 28 days of taking office. A Member with a disclosable pecuniary interest in a matter to be considered at a Council, Cabinet or Committee meeting cannot participate in any discussion or vote at the meeting. The draft Waverley Code also requires existing Members to register their interests.
- 29.7 Officers also think it appropriate to make provision for a limited number of non-pecuniary interests to be registered. These will cover membership of or occupation of a position of general control or management of the following bodies: -
- bodies to which the Member has been nominated by the Council;
 - bodies exercising functions of a public nature;
 - bodies directed to charitable purposes; and
 - bodies whose principal purpose includes the influence of public opinion
- 29.8 Paragraph 7 of the draft Code takes account of the legislative position taken by the Government so far as allegations of bias or predetermination are concerned. Section 25 of the Localism Act 2011 provides that a Member is not to be taken as having had a closed mind when making a decision "just because" he/she had previously expressed a view in relation to the matter. This is given effect in paragraph 7(1) of the new Code. It also warns against accepting obligations to outside individuals. The intention is to cover conduct, interests and bias in one comprehensive Code that Members can follow.
- 29.9 The Council has to appoint at least one Independent Person whose views must be sought by the Council before it takes a decision on an allegation which it has decided shall be investigated, or at any other stage. The Member against which an allegation has been made can also consult them. Officers are working jointly with Guildford, Spelthorne and Mole Valley Councils to select two independent persons jointly who can be recommended to the Council for appointment. Interviews took place on 4 July 2012.

- 29.10 The intention here is to provide for arrangements that are substantially simpler and clearer than the procedures that exist at present. The now defunct former processes reflected the requirements of the former statutory regime and Standards for England. Annexe 3 sets out much simpler processes for dealing with allegations that a Member has breached the Code and, when necessary, proceeding to investigation and decision.
- 29.11 The Monitoring Officer will, as now, be the first contact for all complaints. The arrangements will permit an initial review and consultation with the Independent Person. If the complaint is trivial or a breach of the Code is not specified, the process may end there with the complainant being given reasons. If a complaint alleges the commission of a criminal offence relating to a declarable pecuniary interest, the police will need to be informed. The early stage also provides for the possibility of informal resolution without formal investigation. However, if an investigation is necessary, that sets in train a particular process.
- 29.12 The investigative procedure is set out in paragraph 5 of the note. It will involve the investigator speaking with or writing to the parties and eventually writing a draft report. The parties will have the opportunity to comment on the draft before it is sent to the Monitoring Officer.
- 29.13 If the investigator concludes that there has been no evidence of a failure to comply with the Code, and the Monitoring Officer is satisfied that the report is sufficient, that will be the end of the matter, the parties will be advised and a final copy of the report will be provided. If there is evidence of a breach of the Code, the matter is likely to proceed to a hearing conducted by a panel of three Members from the Standards Panel appointed at Annual Council, although there is still the possibility of some other local resolution.
- 29.14 The procedure for a Panel Hearing is set out in paragraph 7.2 of the note. A summary of possible actions, if a breach of the Code is established, is provided in paragraph 8.
- 29.15 The role of the Independent Person has been advertised on the Waverley and the other three partner Council's websites. It is proposed not to pay a set allowance, although, the Council will reimburse occasional expenses. Officers propose that appointment should be for an initial term of three years.
- 29.16 Currently the Chairman and Vice Chairman of the Standards Committee receive a Special Responsibility Allowance and co-opted and appointed Members an allowance of £200. The total cost in a full year is approximately £1,800. Members may wish to allocate an allowance to the Chairman of the new Standards Panel, of the current level of £525 and amend the Allowances scheme accordingly.
- 29.17 Officers have been working through the Surrey Secretaries Group to aim to have broadly consistent Codes of Conduct across Surrey. It is not, for example, ideal for Surrey councillors participating in Surrey County Council Local Committees to owe different obligations to Surrey County Council as they might under their Borough Codes of Conduct. Councillors who serve at both or all three tiers could be subject to different obligations in different

spheres. Each authority is responsible for the adoption of its own Code, and local circumstances will differ, so it has not been possible to achieve total uniformity across Surrey. However, officers have explored the potential for harmonising Codes, on the basis of if not identical provision then at least by a common approach. The draft Code recommended for adoption is not dissimilar from Surrey County Council's emerging Code. It is based on the Codes already adopted by Elmbridge and Woking Boroughs. The Act permits revision of the Code at any time. The Executive suggest that the operation of the Code and arrangements should be reviewed in six months time.

29.18 Currently requests for dispensations are dealt with by the Standards Committee. Officers propose that in future these be dealt by the Monitoring Officer in the following circumstances –

- (i) That so many Members of the decision-making body have disclosable pecuniary interests in a matter that it would “impede the transaction of the business”. In practice this means that the decision-making body would be inquorate as a result;
- (ii) That, without the dispensation, the representation of different political groups on the body transacting the business would be so upset as to alter the outcome of any vote on party lines on the matter, in which case, it would be inappropriate to grant a dispensation to enable them to participate;
- (iii) That the authority considers that the dispensation is in the interests of persons living in the authority's area;
- (iv) That, without a dispensation, no member of the Executive would be able to participate on this matter; or
- (v) That the Council considers that it is otherwise appropriate to grant a dispensation. This will inevitably be fact-specific.

29.19 Any grant of a dispensation must specify how long it lasts for, up to a maximum of 4 years.

29.20 The current constitution reflects the previous standards regime. The very short timescale given by the Government from finalising regulations has meant that it has not been possible to discuss these fully yet with Councillors.

29.21 Accordingly the Monitoring Officer and Deputy Monitoring Officer have arranged training sessions for all Members on 3 and 19 September 2012 on the new framework and the Executive recommends that all Members should attend.

29.22 The Executive accordingly

RECOMMENDS that

- 12. the draft Code of Conduct at Annexe 2 be adopted as Waverley's Code of Conduct with immediate effect;**

13. the draft arrangements at Annexe 3 be adopted as Waverley's arrangements for investigating Standards Allegations with immediate effect, in accordance with Section 28(6) of the Localism Act 2011;
14. the arrangements for appointing the Independent Members be approved and names of the proposed appointees be submitted to the Council meeting by the Monitoring Officer for approval;
15. the proposals in paragraph 29.16 for amending the Scheme of Members allowances be agreed;
16. the Monitoring Officer be appointed 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 the Scheme of Delegation be amended accordingly;
17. Hearing Panels should consist of three Councillors to be drawn from the Panel appointed at the Annual Council meeting on 8 May 2012;
18. the two existing Town and Parish Council representatives be co-opted non-voting members on the Hearings Panel and one of them be invited to attend Hearing Panels only when they involve matters of Town and Parish Council Member conduct as non-voting Members;
19. 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; and
20. the new framework be reviewed after six months.

[Subsequent to the Executive meeting, the interviews for Independent Person took place and the Monitoring Officer now recommends that Vivienne Cameron and Tony Allenby be appointed. Details of the candidates will be provided for members at the meeting.]

Background Papers

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

30. SCHEME OF DELEGATION

- 30.1 This item proposes amendments to the Scheme of Delegation and has enabled officers to review the existing scheme against current legislation and also to make provision for new delegations required under the Localism Act.

- 30.2 The proposed amendments are attached as Annexe 4. The delegation to officers for the Environmental Health and Private Sector Housing functions has been re-worked and is attached as Annexe 5. References to these powers within the current scheme have been deleted and will be replaced by the revised document.
- 30.3 Recent changes in legislation have prompted this opportunity to review the Scheme of Delegation and help to maintain the efficiency of delivery of the Council's services. An up to date and effective scheme is an important part of Waverley's governance arrangements.
- 30.4 If the changes are agreed, officers propose reviewing and improving the presentation and format of the revised scheme. This will aim to make the document clearer and more user-friendly.
- 30.5 The Executive

RECOMMENDS that

- 21. the Scheme of Delegation be amended as set out in Annexes 4 and 5 and adopted; and**
- 22. the Chief Executive be authorised to review the presentation and format of the scheme and to carry out any necessary formatting changes.**

Background Papers

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

31. PROPERTY MANAGEMENT SERVICE – STAFFING REVIEW

- 31.1 Over the last 12-18 months officers have been exploring options for improving the Council's Property Management Service by identifying a partner authority with the breadth of resources to provide a more comprehensive and resilient corporate property management service on behalf of Waverley.
- 31.2 The Council had engaged BPS Chartered Surveyors to undertake scoping work and preliminary discussions with prospective partner organisations including Guildford Borough Council, Chichester District Council and Mole Valley District Council. After a protracted exercise it seemed an acceptable preferred partner had been identified in Mole Valley District Council (MVDC). Unfortunately there is currently an element of uncertainty around MVDC's position which is impacting on its ability to commit to partnering. Moreover, following receipt of a costed proposal for the operation of the service, there are concerns on the level of overall cost to Waverley of continuing with this option as it stands.

- 31.3 The purpose of this item is to consider 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.
- 31.4 The current level of in-house Property Management resource is a single qualified surveyor/valuer post (Estates and Valuation Manager) and a part-time (vacant) admin support post. The workload falling to the Property Management service as currently resourced has a risk of work being delayed and a service that tends to be more reactive rather than proactive. The work undertaken for general property management and valuation purposes is as follows:
- Maintenance of the Council's Property Terrier
 - Annual asset valuation exercise (20% pa)
 - Annual property licences exercise (renewal of 100+ licences)
 - Lease reviews and renewals
 - Producing plans and documentation for services
 - Undertaking rent reviews and valuations
 - Information and support to IFRS
 - Property sales and transfers
 - Responses to service requests for property information
 - Responding to enquiries from the public particularly in respect of licences and purchases
 - Contributing to the HRA Business Plan
 - Easements, licences and encroachments
 - Commenting on planning applications for change of use
 - Commenting on strategic proposals for service development which involve property
- 31.5 In addition to providing a staffing level to meet general property management and valuation work, increased resources would enable a specific (non-Housing) strategic property review to be carried out to ensure that Waverley's property holdings meet its operational needs. There are a number of advantages to Waverley of such a review:
- 1) By ensuring that the operational services have the property they require in the right area, the cost of providing the service should be reduced, sometimes significantly, as property costs can be a major proportion of the cost of a service.
 - 2) Redundant property can be clearly identified and the best means of disposal determined. This will provide Waverley with extra capital or, alternatively, land for building.
 - 3) Opportunities for redevelopment of Waverley land, in accordance with the Council's Corporate Priorities, either on its own or in conjunction with other land owners, can be identified and the obstacles to development recognised and, if possible, removed. It is possible that Waverley's services could also remain on part of these sites.

- 4) By carrying out a review of all property at the same time, the same criteria would be used in assessing each site.

31.6 It is proposed that the following staffing structure be considered to deliver an effective and resilient in-house corporate Property Management function.

Existing Structure:

Existing Posts	Pay Scale	Salary	Salary + On-costs
1 x Estates and Valuation Manager	4a*	£43,863	£55,362
1 x PT Admin Assistant (0.5 fte) VAC	8c	£11,982	£15,577
Total			£70,939

Proposed Structure:

Proposed Posts	Pay Scale	Salary	Salary + On-costs
1 x Estates and Valuation Manager	4a*	£43,863	£55,362
1 x Estates Officer	6a (Max)	£33,216	£43,181
1 x Trainee Estates Surveyor (Temp 1 yr Sandwich Student)	11c	£16,966	£21,250
1 x PT Admin Assistant (0.5 fte) VAC	8c	£11,982	£15,577
Total			£135,370

31.7 The additional cost in a full year of the proposed staffing structure is therefore £64,431 (£135,370- £70,939). The overall proposal could be achieved by the following :

- 1) Deletion of General Fund (capital programme funded) Property Surveyor Post.
- 2) Staffing budget reserve balance held as possible shared service contribution - £9,200
- 3) Recharging the Housing Revenue Account for property work that relates to Housing - Contribution estimate - £35,000
- 4) Create a new specific income budget target for property of £20,200 against which the balance of the staffing costs of approximately would be met.

31.8 The net addition to the staffing establishment would be the post of Trainee Estates Surveyor (temp Sandwich Student).

31.9 The shared service option with a partner authority still has merit, however the uncertainty surrounding the arrangement and the costings that have been provided mean it would be unlikely to progress quickly. It is proposed however, that officers continue to explore this option with other partners.

31.10 In the meantime, there is an urgent need to act now to establish the service resilience required by the Property service. The net increase in the establishment would be one post, that of a Trainee Estates Surveyor (Sandwich Student). As set out above, it is suggested that the additional cost of the above staffing changes of £64,400 be met by the following:

	£
Staffing budget balance	9,200
A recharge to the HRA for Property work	35,000
Creation of a new property income target	20,200
Total	<u>£64,400</u>

31.11 The new income budget of £20,200 would be met by new property sales, easements etc.

31.12 The following are headline risks that could arise if action is not taken to build capacity:

- Insufficient capacity to deal with the current workload
- Missed opportunities to most effectively use property assets
- Complaints from customers internal and external on service levels
- Lack of succession planning – property knowledge held in just one officer
- No time for strategic development of corporate assets

31.13 The Executive now

RECOMMENDS that

- 23. the staffing establishment be increased by the addition of the post of Trainee Estates Surveyor;**
- 24. the post of Property Surveyor be replaced by that of Estates Officer;**
- 25. 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**
- 26. the option of a shared service continues to be considered.**

Background Papers

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

32. EXCLUSION OF PRESS AND PUBLIC

At 7.53 p.m. it was

RESOLVED 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 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 this item there would be disclosure to them of exempt information (as defined by Section 100I of the Act) of the description specified in the following paragraphs of the revised Part I of Schedule 12A to the Act, namely:-

Information relating to any individual (paragraph 1); and

Information relating to the financial or business affairs of any particular person (including the authority holding that information) (paragraph 3).

33. HOUSING RESTRUCTURE PROPOSALS

- 33.1 Historically Waverley's housing service has been starved of resources that has led to under investment in substantial parts of the housing stock. The Council has been at the forefront of the successful national campaign to have the system of funding changed. This has worked to ensure that the rents that local people pay can be reinvested by the Council into local Council housing. As a result, the Council has agreed a 30 year investment strategy that will ensure that all homes meet the Decent Homes Standard by 2015, that surpluses are invested in new affordable housing and in improving the quality of our existing housing stock.
- 33.2 This is a huge opportunity for Waverley, and one that needs to be led and underpinned by an excellent housing service. To do this we need to reconsider how best to provide these services including the organisation structure and posts needed to deliver this. This item proposes a review of the housing services and restructure proposals which have been shared with staff, tenants and councillors in a consultation process. Subject to approval by the Council, the new structure will be implemented in July and August and the new service launched in September 2012.
- 33.3 The full details of the restructure proposals are attached at Annexe 6.
- 33.4 Formal consultation with housing staff took place between 21 May and 29 June 2012. During the consultation period, staff have been actively encouraged to give their views on the proposals. This has included meetings with staff as a full group, within teams, 1 to 1 meetings and open drop-in sessions. Feedback has been given face to face and in written format. Several one to one meetings have taken place with those staff whose posts would be most affected by the proposed changes.

33.5 Consultation has also taken place with Tenants' Panel Members through the Landlord Services Partnership Special Interest Group. The Tenants' Panel members are recognised by the Council as representing the interests of the Council's housing tenants. Consultation has also taken place with councillors through the Corporate Overview and Scrutiny Committee and their observations were considered by the Executive. The scope and quantity of the feedback is vast and the key issues raised have been taken into account and the final proposals amended accordingly.

33.6 The Executive now

RECOMMENDS that

- 27. the new housing staffing structure be adopted;**
- 28. approval be given to the deletion of the 9 posts detailed in Section 5 of Annexe 6;**
- 29. approval be given to the addition of the 9 new posts listed in Section 5 of Annexe 6; and**
- 30. deletion of the posts at risk be agreed as set out in Section 5 of Annexe 6, and the potential redundancy/pension costs, if redeployment proves unsuccessful, of £106,000 be noted to be met from the current year's salary budget.**

Part II – Matters Reported in Detail for the Information of the Council

There were no matters falling within this category.

Part III – Brief Summaries of Other Matters Dealt With

35. **EXECUTIVE FORWARD PROGRAMME**

RESOLVED that the forward programme of key decisions for Waverley Borough Council be adopted, subject to amending the date for Service Level Agreements for Community Organisations to Autumn 2012.

36. **SHELTERED HOUSING REVIEW**

RESOLVED that

1. Option 1 which retains the current level of staffing, as set out in Annexe 1 to the agenda report, be adopted;
2. existing staffing levels be maintained to enable the progress plan at Annexe 2 of the report 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.

37. WEYHILL CAR PARK, HASLEMERE

RESOLVED that the preparation and submission of a fresh application for common land consent be authorised for the refurbishment of Weyhill Car Park under Section 38 of the Commons Act 2006.

38. SERVICE PLAN OUTTURN REPORT 2011/12

The Executive received the Service Plan Outturn report for 2011/12 and the observations from the Overview and Scrutiny Committees and

RESOLVED that

1. a six monthly progress report against Service Plans be presented to the Overview and Scrutiny Committees and the Executive alongside the Performance reports; and
2. service plan actions and performance indicators be integrated and reports produced, where necessary, to identify how to address areas where performance was slipping.

39. PERFORMANCE MANAGEMENT REPORT, QUARTER 4 (JANUARY – MARCH) 2011/12

The Executive considered and noted the performance figures for Quarter 4 and the end of year, including action plans to address areas where performance was not meeting target and the observations from the Overview and Scrutiny Committees. The Executive

RESOLVED that the Overview and Scrutiny Committees be thanked for their observations regarding the Quarter 4 and year end outturn performance and the Committees be invited to consider the appropriateness of the performance indicators and make recommendations for improvements for the future.

40. REVIEW OF ARRANGEMENTS FOR THE USE OF OUTDOOR SPORTS FACILITIES

RESOLVED that

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

41. 2012 AIR QUALITY UPDATE AND SCREENING ASSESSMENT

The Executive considered the observations from the Community Overview and Scrutiny Committee and

RESOLVED that the report be endorsed.

42. TERMS OF REFERENCE OF CORPORATE OVERVIEW AND SCRUTINY SUB-COMMITTEE AND PARTNERSHIP WORKING WITH HOUSING TENANTS

RESOLVED that the Executive concurred with the proposal to set up a new Housing Improvement Sub-Committee to replace the Landlord Services Partnership Special Interest Group.

43. CALL-IN REPORT BACK – WESTFIELD LANE, WRECCLESHAM

Following the last meeting of the Executive, this decision was called-in for scrutiny by the Corporate Overview and Scrutiny Committee, which met on 2 July 2012 to discuss it.

RESOLVED that

1. the Corporate Overview and Scrutiny Committee be thanked for its observations on the proposal;
2. in order to enable the Sport England application to go forward, the Executive reaffirm in principle its previous decision taken on 29 May 2012; and
3. local consultation be organised including a drop-in exhibition to raise awareness in the community and to give local people an opportunity to raise any concerns they may have.

44. SPECIAL INTEREST GROUPS (SIGS)

RESOLVED that

1. the membership of the Dunsfold Park SIG be as follows:-

Cllr Elizabeth Cable	Cllr Stewart Stennett
Cllr Mary Forszewski	Cllr Adam Taylor-Smith
Cllr Christiaan Hesse	Cllr John Ward
Cllr Bryn Morgan (Portfolio Holder)	

and the Terms of Reference for the SIG be as follows:-

“To investigate an appropriate role for Dunsfold Park in the new Development Framework for Waverley”; and

2. a Superfast Broadband Special Interest Group of 6 councillors be established, with membership to be limited to councillors in the villages, to include:

Cllr Stephen O’Grady (Portfolio Holder)	Cllr Bryn Morgan
Cllr Nicholas Holder	Cllr Brian Adams
Cllr Diane James	Cllr Mary Forszewski

45. CHIEF EXECUTIVE'S ACTION

The Executive noted the action taken by the Chief Executive to transfer the title of the Farnham Museum from Surrey County Council to Waverley Borough Council.

46. HOME SAFETY CONTRACT

[This item contains exempt information by virtue of which the public is likely to be excluded during the item to which the report relates, as specified in Paragraphs 3 and 5 of the revised Part 1 of Schedule 12A to the Local Government Act 1972, namely;-

Information relating to the financial or business affairs of any particular person (including the authority holding that information) (paragraph 3); and

Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings (paragraph 5).]

RESOLVED that the actions be taken as set out in (Exempt) Annexe 7 to these minutes.

The meeting commenced at 6.45 p.m. and concluded at 8.10 p.m.

Chairman