

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

Fax No: 01483 523475

When calling please ask for: Emma McQuillan

Direct line: 01483 523351

Calls may be recorded for training or monitoring

E-mail: emma.mcquillan@waverley.gov.uk

Date: 24 August 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, 4 SEPTEMBER 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 3 July 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 interest in relation to any items included on the agenda for this meeting, in accordance with the new Waverley Code of Local Government Conduct.

5. QUESTIONS

The Chairman to respond to the following question received from a member of the public for which notice has been given in accordance with Procedure Rule 10:

i. From Mrs Celia Sandars of Farnham

We were reliably informed that, as a result of internal talks around the proposals for appropriation of land agreed at the full Council Meeting on 8 May, Waverley Council undertook to listen to and discuss the serious concerns of members, who also serve as Farnham Town Councillors, regarding the proposed East Street development.

What has happened or is planned to happen about those promised discussions between Waverley Council and Farnham Town Council and what, if any, negotiations have been, are being, or are planned to be taken forward for revisions to those plans for Farnham, which the Town Council sees as damaging and/or unworkable?

I should explain that this question has assumed new urgency following the meeting of the Joint Planning Committee on 1 August when consent was given to the renewal of the East Street development planning permission in spite of the strong and substantial objections of our Town Council.

6. EXECUTIVE FORWARD PROGRAMME (Page 9, Appendix A)

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

7. BUDGET MONITORING – JULY 2012 (Page 13, Appendix B)

[Portfolio Holder for Finance: Cllr Mike Band]

[Wards Affected: N/A]

This report, attached at Appendix B, provides details of the expenditure and income position as at July 2012 compared with the budget for the General Fund and the Housing Revenue Account. It also gives details of expenditure and progress of the Capital Programme for the General Fund and Housing Revenue Account.

Recommendation

It is recommended that the Executive:

1. **notes the position as at 31 July 2012;**
2. **approves the virements listed in paragraph 12;**
3. **approves the amendments and additions to the General Fund Capital Programme detailed in paragraph 18;**
4. **recommends that Council approve the virement of £67,000 from Waste Recycling to Refuse Collection to reflect the final food waste collection arrangements; and**
5. **endorses the action taken in relation to future project management and project cost monitoring as stated in paragraph 5.**

8. TREASURY MANAGEMENT PERFORMANCE (Page 41, Appendix C)

[Portfolio Holder for Finance: Cllr Mike Band]

[Wards Affected: N/A]

The purpose of the report at Appendix C is to summarise Waverley's investment performance for the year 2011/2012, and for the period 1st April 2012 to date, in accordance with Waverley's Treasury Management Policy and the Code of Practice on Treasury Management in Local Authorities and to propose amendments to current investment limits.

Recommendation

It is recommended that the Executive:

1. **notes the Treasury Management Performance for 2011/21 and 2012/13 to date;**
2. **endorses the approach to Treasury Management activity; and**

3. approves the following changes to the Treasury Management Strategy 2012/13:

- a) to change the group investment limit to £10,000,000;**
- b) that this limit apply to fixed-term deposit counterparties and to instant access counterparties;**
- c) that, within that overall limit, individuals within the group be restricted to £7,500,000 per individual; and**
- d) that officers make appropriate use of suitable MMF funds.**

**9. OUTSTANDING DEBTS WRITE-OFF FOR DECISION (Page 47, Appendix D)
[Portfolio Holder for Finance: Cllr Mike Band]
[Wards Affected: N/A]**

The purpose of the report at Appendix D 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 approves the debts put forward for write-off as listed in the (Exempt) Annexe to this report.

10. COUNCIL TAX REDUCTION SCHEME - CONSULTATION (Page 49, Appendix E)

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

The purpose of the report at Appendix E is to provide Members with an overview of the Government's proposal to localize Council Tax benefit, through the introduction of the Local Council Tax Reduction Scheme from 1 April 2013, and to highlight the potential implications for the Council and its residents and to seek the Executive's approval to formally consult on a proposed scheme for 2013/14.

Recommendation

It is recommended that the Executive agrees:

- 1. that, for consultation purposes only, the proposed Draft Scheme is as set out in paragraph 27 and Table 1 of the report;**
- 2. to consult on the options 1 to 3 in paragraph 16;**
- 3. that the consultation is undertaken as set out in paragraphs 30 and 31;**
- 4. to the timetable attached at Annexe 2 of the report; and**
- 5. that Waverley's final Local Council Tax Support Scheme would be dependent on grant support from Surrey County Council and Surrey Police Authority to help finance the costs.**

11. RIVERSIDE WORKS (Page 63, Appendix F)
[Portfolio Holder for Major Projects: Cllr Adam Taylor Smith
Portfolio Holder for Finance: Cllr Mike Band]
[Wards Affected: Farnham Wards]

The purpose of the report at Appendix F is to gain approval for enabling works at the Riverside site, to agree to the release of associated funding from the Council's capital programme, and to approve the submission of an application to the Western Planning Committee to allow the car parking at Riverside to be made permanent.

Recommendation

The Executive is recommended to approve -

1. **The appointment of a Development Agent to carry out the pre-construction element of the Riverside project.**
2. **The laying underground of existing overhead electricity cables in preparation for over ground works at Riverside in the financial year 2012/13.**
3. **The submission to Western Planning Committee in January 2013 of an application to vary under section 73(a) condition number 5 of WA/2007/1967 to allow the car parking at Riverside to be made permanent.**

The Executive further recommends to the Council –

4. **That £198,000 of the £1,322,000 budget provision included in the 2013/14 Capital Programme, be brought forward to 2012/13 to enable pre-construction works to commence, to be funded in the first instance from the Revenue Reserve Fund pending receipt of the M3 LEP funding.**

12. LEASES OF DEPOTS – BOURNE MILL, GUILDFORD ROAD, FARNHAM & NANHURST, ELMBRIDGE ROAD, CRANLEIGH (Page 67, Appendix G)
[Portfolio Holder for IT & Green Spaces: Cllr Stephen O'Grady,
Portfolio Holder for Finance: Cllr Mike Band]
[Wards affected: N/A]

The report at Appendix G seeks authority for Waverley to take leases from Surrey County Council (SCC) of the above-named premises, shown outlined on the plans annexed, for a period of 21 years on terms and conditions as set out in the (Exempt) Annexe. Authorisation is also sought for Waverley to then sublet the depots to its grounds maintenance contractor (Gelndale) and undertake improvement works to the depots on terms and conditions as set out in the (Exempt) Annexe.

Recommendation

It is recommended the Executive agrees that:

- 1. Waverley takes leases of the depots at Guildford Road, Farnham and Nanhurst, Cranleigh, from Surrey County Council on terms and conditions as set out in the (Exempt) Annexe.**
- 2. Waverley sublets the above depots to Glendale on terms and conditions in the (Exempt) Annexe.**
- 3. A maximum of £20,000 towards access improvements and overall site improvement works to the depot sites, be funded by the Council through the urgent unallocated schemes from the capital programme.**
- 4. Other terms and conditions to be negotiated by the Head of Leisure and the Estates and Valuation Manager subject to the authorisation of the Deputy Chief Executive after consultation with the Portfolio Holders.**

13. WHEELERSTREET CONSERVATION AREA APPRAISAL (Page 73, Appendix H)

[Portfolio Holder for Planning: Cllr Bryn Morgan]
[Wards Affected: Witley]

The purpose of the report, attached at Appendix H, is to recommend that the Wheelerstreet Conservation Area Appraisal (CAA) be adopted by the Council as a material consideration in the determination of planning applications, listed building consent and conservation area consent within the Conservation Area. In addition, it will be used to guide future environmental enhancement schemes within the Conservation Area.

Recommendation

That the Executive recommends to Council that the Wheelerstreet Conservation Area Appraisal be adopted as a material planning consideration.

14. COUNTRYSIDE APPRENTICE (Page 105, Appendix I)

[Portfolio Holder for IT & Green Spaces: Cllr Stephen O'Grady]
[Wards Affected: N/A]

The report attached at Appendix I, is seeks the Executive's approval to a new trial approach to securing a specific countryside apprentice which is complementary to the existing apprentice scheme for October 2012.

Recommendation

It is recommended that the Executive agrees:

- 1. to recruit a countryside apprentice for a period of up to two years;**

2. **that the costs of the apprentice be met from the existing staff budget and funded from an increase to the Council's vacancy factor; and**
 3. **to evaluate the success of this new countryside apprenticeship opportunity at the end of the two year period, including the case for establishing this apprentice on an on-going basis.**
15. **CALL-IN REPORT BACK – WEYHILL CAR PARK** (Page 109, Appendix J)
[Portfolio Holder for Car Parks & Community Safety: Cllr Carole King]
[Wards Affected: Haslemere Critchmere and Shottermill]

At the request of four members of the Committee, the Community Overview and Scrutiny Committee met on 7th August 2012 to scrutinise the following decision taken by the Executive on the proposals detailed in the report attached at Appendix J:

“To authorise 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”.

The Overview and Scrutiny Committee considered the decision and, following discussion, agreed to recommend to the Executive that it should carry out a full and in-depth consultation with local traders, residents and the Town Council. The Committee asked the Executive to reconsider the length of time allocated for consultation, proposing that the initial consultation be set at a reasonable amount of time of 6 weeks, before moving onto the second stage. A number of observations were raised during the meeting and these are detailed in the report.

Under Waverley's Constitution, the Executive has to re-consider the decision in the light of the Overview and Scrutiny Committee's recommendation and decide whether to change it before adopting a final decision.

Recommendation

It is recommended that the Executive considers the recommendation noted above from the Community Overview and Scrutiny Committee and notes the observations.

16. **CHIEF EXECUTIVE'S ACTIONS**

To note the following actions 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. **Gibson v Waverley BC - Undershaw**

To authorise the payment of £20,000 costs to Mr Gibson, subject to them being held on client account until the appeal outcome is known.

ii. Amendment to Group Investment Limits

To authorise that group investment limits be extended to £10m (£5m maximum per name within the group) on an instant access basis, pending the next meeting of the Executive.

iii. 17a Farnham Trading Estate

To authorise that the leasee, Kinetrol Limited, surrender its lease and take a new lease on modern terms. Legal costs to be paid by the tenant subject to the provision of an estimate.

17. 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).

18. 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.**