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Date: 21 September 2012

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

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, 2 OCTOBER 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 from the conclusion of informal question time 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 4 September 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 Mr Beaman of Farnham for which notice has been given in accordance with Procedure Rule 10:

I have received a number of complaints regarding the standard of road and street cleaning from residents of the ward that I represent on Farnham Town Council and from residents of other areas of Farnham. Despite passing details of these complaints on to WBC there appears to have been no improvement. Could you please give details of the monitoring that is undertaken of the external contractors that are responsible for road and street cleaning and if such monitoring is undertaken whether the standards expected are being achieved in the Farnham area.

6. CAR PARK REVIEW 2011 – OUTSTANDING ISSUES (Page 15)

[Portfolio Holder: Cllr Carole King]

[Wards Affected: Milford and Haslemere Wards]

[This item contains a petition of 1,000 signatures that will be submitted at the meeting and in accordance with the petition scheme, the organiser will be given a maximum of four minutes to present the petition.]

The Car Park Review 2011 made a number of recommendations which were approved by Council on 13 December 2011, many of which were implemented on 1 February 2012. The outstanding actions are being addressed by the report at Appendix A.

These concern:-

- 1) A six month review of the use of the car parks at both Station Lane, Milford and Chestnut Avenue, Haslemere:-
- 2) The car park charges at High Street, Haslemere:, and
- 3) The cost of a season ticket for use at Crown Court, Godalming, Queen Street, Godalming and Waggon Yard, Farnham car parks.

Recommendation

It is recommended that:

Station Lane, Car Park, Milford

- a) **Officers write to the County Council to seek a review of the traffic regulation orders (waiting parking restrictions on the roads) in the centre of Milford including Ockfields and Church Road at the earliest opportunity:**
- b) **The use of the car park is reviewed again in twelve months time.**

Chestnut Avenue

It is recommended that no change is made to the current tariff or charging hours.

Season Tickets

It is recommended that the Council increases the cost of a season ticket when the Waverley Off-Street Parking Order 2012 is next amended and no earlier than 1 April 2013 at the following car parks to:

**Crown Court - £1080.00pa
Queen Street, - £1080.00pa
Waggon Yard - £1080.00pa.**

High Street, Haslemere

It is recommended that the tariff increase at High Street Haslemere should be implemented with effect from 1 April 2013. .

7. **EXECUTIVE FORWARD PROGRAMME** (Page 47)

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

8. MID-YEAR BUDGET REVIEW (Page 51)

[Portfolio Holder for Finance: Cllr Mike Band]

[Wards Affected: N/A]

The report at Appendix C provides a projection of total General Fund and Housing Revenue Account expenditure and income in 2012/13 compared with the Budget. The projection is based on the position to the end of August 2012 and provides an important mid-year Budget review. The report also updates Members on the key Financial Strategy issues and the latest developments in the review of local government funding.

Recommendation

It is recommended that the Executive:

- 1. note the mid-year Budget projection and acknowledge that no immediate action is required at this stage;**
- 2. note the updated Medium Term Financial Strategy included at Annexe 4;**
- 3. agree virement of £10,000 of the overall underspend to cover the proposed additional staffing costs in the current year for Air Quality Monitoring and Sustainability, subject to the decisions taken at Agenda Item 19;**
- 4. allocates a one-off sum of £1,500 in the current financial year to finance the submission of an application for the refurbishment of Weyhill Car Park under S38 of the Commons Act 2006, and earmarks £20,000 of the overall underspend in recognition of the potential for further costs should the consultation process lead to a public inquiry, subject to decisions taken at Agenda Item 17;**
- 5. earmarks £30,000 of the underspend against potential loss of Planning Fee income;**
- 6. agree to delegate authority regarding the pooling of Business Rates to the Deputy Chief Executive in conjunction with the Finance Portfolio Holder; and**
- 7. continue to monitor the Budget closely during the remainder of 2012/13.**

9. WAVERLEY COMMUNITY PARTNERSHIP AND WAVERLEY VOLUNTARY GRANTS PARTNERSHIP 2013/14 (Page 87)

[Portfolio Holder: Cllr Brian Adams]

[Wards Affected: N/A]

The purpose of the report at Appendix D is to seek the Executive's approval to continue to support the Waverley Community Partnership scheme and the Waverley Voluntary Grants Partnership in 2013/14. It also seeks approval for discussions with a number of organisations currently funded through the

Waverley Partnership to continue around a potential move to Service Level Agreements.

Recommendation

It is recommended that

- 1. for budget planning purposes, the total amount of the Waverley Community Partnership grants pot be reduced by 10% and the contribution to the Waverley Voluntary Grants Partnership pot be reduced by 10% ;**
- 2. the overall funding process be agreed, as detailed within the report; and**
- 3. discussions should continue with the organisations receiving larger grants around the possibility of moving to a Service Level Agreement, with recommendations on the way forward being reported to the Executive in November 2012.**

10. HRA CAPITAL PROGRAMME MONITORING 2012-13 (Page 105)

[Portfolio Holder: Cllr Keith Webster]

[Wards Affected: All]

The purpose of the report at Appendix E is to provide an update on the HRA Capital Programme addressing the position regarding Decent Homes and Other Capital work. It reflects the ongoing monitoring, the issues that have occurred and the financial situation for the remainder of the financial year. The highest priority of work is ensuring the Decent Homes backlog targets are achieved to ensure Homes and Communities Agency funding is forthcoming.

The monitoring has highlighted the need to re-phase some of the 'other capital' funding into schemes which arise during the year or into future years expenditure.

Recommendation

The Executive is asked to

- 1. note the progress of HRA capital spending in 2012/13;**
- 2. note the latest estimated capital programme to be delivered in 2012/13 will now be £9,433,866, made up of £4,956,500 for Decent Homes, and £4,477,366 for Other Capital Works, leaving £1,625,000 of delayed spend; and**
- 3. agree that officers concentrate on spending the full revised programme totalling £9 million, but should opportunities arise which allow for further schemes to be brought forward and delivered in 2012/13, officers report back at future meetings to provide the scheme details.**

11. DELIVERING NEW AFFORDABLE HOMES (Page 127)
[Portfolio Holders: Cllrs Mike Band and Keith Webster]
[Wards Affected: All]

The purpose of the report at Appendix F seeks approval of a working budget to be funded from the new affordable homes reserve in 2012/13. The budget is required to meet preliminary development.

Recommendation

It is recommended that the Executive:

1. **approves the use of £62,000 from the New Affordable Homes reserve in 2012-13 in order to fund estimated pre-development and preliminary costs; and**
2. **authorises the Head of Housing to establish a standing list of contractors for the provision of pre-development services in accordance with Section 9 of Contact Procedure Rules.**

12. STATION ROAD, GODALMING (Page 129)
[Portfolio Holder: Cllr Keith Webster]
[Wards Affected: Godalming Central and Ockford Ward]

The purpose of the report at Appendix G is to seek approval for the submission of an application for advertisement consent for an illustrated hoarding to be erected around the site at Station Road, to inform the local community about the forthcoming development, in accordance with Town and Country Planning (Control of Advertisements) Regulations 2007 (as amended).

Recommendation

The Executive is recommended to approve the submission of an application for advertisement consent for the hoarding at Station Road, Godalming.

13. ADDITIONAL FRAUD/RECOVERY RESOURCES (Page 131)
[Portfolio Holder for Finance: Cllr Mike Band]
[Wards Affected: N/A]

The report at Appendix H sets out the potential impact of the Government's reforms of business rates and council tax benefit on Waverley's income collection and seeks approval to strengthen the staffing resources in the revenues recovery/fraud teams to enable the Council to maintain high collection rates in the future.

Recommendation

It is recommended that the Executive

1. recommends to Council, in advance of final decisions being taken on the council tax reductions scheme in December, to approve the resource measures proposed in paragraph 16, with the additional costs to be funded from contributions from major precepting bodies;
2. recommends to Council the following changes to the staff establishment:
 - a) to convert the two recovery assistant posts to recovery officer posts and establish a new post of recovery assistant, both subject to confirmation of funding from Surrey County Council and Surrey Police Authority; and
 - b) to establish a new post of fraud/inspection officer;

and agree to:

3. note the potential impact of the imminent government changes;
 4. the immediate appointment of the fraud/inspection officer post to be funded from a supplementary estimate of £15,000 in 2012/13 in the first instance pending confirmation of the external funding with the full year cost being included in the 2013/14 budget; and
 5. delegate the detailed decisions around timing and terms of appointment of the other additional staffing resources to the Deputy Chief Executive in conjunction with the Finance Portfolio Holder.
14. FARNHAM TOWN CENTRE CONSERVATION AREA MANAGEMENT PLAN
(Page 137)

[Portfolio Holder for Planning: Cllr Bryn Morgan]
[Wards Affected: Farnham Castle Ward]

The purpose of the report, attached at Appendix I, is to recommend that the Farnham Town Centre Conservation Area Management Plan (FCAMP) be adopted as a material planning consideration in the determination of planning applications and to amplify the requirements of saved Policy D4 of the Waverley Local Plan 2002.

Recommendation

It is recommended to the Council that the Farnham Town Centre Conservation Area Management Plan be adopted as a material planning consideration.

15. PARKING GUIDELINES (Page 191)

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

In March 2012 the Executive agreed the draft Parking guidelines as the basis for public consultation. That consultation took place between May and July. The purpose of the report at Appendix J is to feedback on the outcome from the consultation, and to seek agreement from the Executive and Council for the adoption of these Guidelines, which will become a material consideration in the assessment of planning applications.

Recommendation

That the Executive recommends that the Council adopts the Parking Guidelines as a material consideration in the assessment of planning applications.

16. GODALMING LEISURE CENTRE CAR PARK (Page 225)

[Portfolio Holders: Cllrs Julia Potts and Mike Band]
[Wards Affected: Godalming Farncombe and Catteshall]

The report at Appendix K seeks authority for Waverley to take a lease from Surrey County Council (SCC) of an area of land, previously part of Broadwater School, shown outlined on the plans at Annex 1, for a period of 7 years on terms and conditions to be agreed by the Portfolio Holders for Leisure & Finance.

Authorisation is also sought to invoke Contract Procedure Rule 2.1(f) and appoint ISG to carry out works to develop the new leisure centre car park.

Recommendation

It is recommended that:

- 1. Waverley takes lease of the land on Broadwater School on Summers Road, Farncombe from Surrey County Council on terms and conditions to be agreed by the Portfolio Holders for Leisure and Finance; and**
- 2. Under Contract Procedure Rule 2.1 (f) the contract with ISG be extended to include the car park and associated works, to commence upon completion of lease arrangements with Surrey County Council.**

17. WEYHILL CAR PARK, HASLEMERE (Page 231)

[Portfolio Holder: Cllr Carole King]
[Wards Affected: Haslemere Critchmere & Shottermill]

The purpose of the report at Appendix L is to seek authority to allocate a one-off sum in the current financial year to finance the submission of an application for Common Land Consent under Section 38 of the Commons Act 2006 for the refurbishment of Wey Hill Car Park, Haslemere.

Recommendation

It is recommended that the Executive allocates a one-off sum of £1,500 in the current financial year, in accordance with the Mid-Year Budget Review report elsewhere on the agenda, to finance the submission of an application for the refurbishment of Weyhill Car Park under S38 of the Commons Act 2006, and notes the potential for further costs of up to £20,000 should the consultation process lead to a public inquiry.

18. STREET CLEANING REVIEW (Page 235)

[Portfolio Holder: Cllr Brian Adams]
[Wards Affected: All]

The purpose of the report at Appendix M is to present a review of the Council's street cleaning service, and to set out proposals as to how the service will be improved going forward.

Recommendation

It is recommended that the recommendations contained within the Street Cleaning Review 2012 be endorsed.

19. AIR QUALITY OFFICER AND ENVIRONMENTAL HEALTH STAFFING (Page 271)

[Portfolio Holders: Cllr Brian Adams and Bryn Morgan]
[Wards Affected: All]

Dialogue regarding the potential for Waverley to provide some specialist Environmental Health functions to Guildford Borough Council has been underway in recent months. This conversation has focused specifically on PPC (Pollution Prevention and Control), PWS (Private Water Supplies) and AQ (Air Quality).

In light of this work, and the imminent departure of this Council's Air Quality Officer in mid-October 2012, it is felt that a review of the delivery of these specialist functions should be undertaken.

This review has resulted in a proposal to increase the establishment, to enhance the existing Air Quality and Sustainability aspects of the role, to bring PPC (which is currently contracted-out) in-house, and to provide sufficient capacity to adequately deliver the council's newly-acquired PWS functions. The Executive is requested to endorse the proposed approach set out in Appendix N.

Recommendation

It is recommended that the Executive

- 1. recommend to Council to increase the establishment to 1.5FTE posts in the place of the existing 0.7FTE Air Quality Officer post, covering the duties of air quality, environment, PPC, PWS and contaminated land; and**

2. agree to

- a. a virement of up to £10,000 from the overall underspend for part-year and start-up costs in 2012/13; and
- b. ongoing funding of £16,400 for the staff changes in subsequent years to be achieved through savings identified in the budget-setting process.

20. LEASES OF DEPOTS – BOURNE MILL, GUILDFORD ROAD, FARNHAM & NANHURST, ELMBRIDGE ROAD, CRANLEIGH (Page 277)

[Portfolio Holder for IT & Green Spaces: Cllr Stephen O’Grady,
Portfolio Holder for Finance: Cllr Mike Band]
[Wards affected: Farnham and Cranleigh]

The report at Appendix O 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 (Glendale) 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; and**
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 Chief Executive after consultation with the Portfolio Holders.**

21. 17A FARNHAM TRADING ESTATE (Page 281)

[Portfolio Holder: Cllr Mike Band]
[Wards Affected: Farnham Weybourne and Badshot Lea]

The report at Appendix P seeks authority for the surrender of the existing lease of 17A Farnham Trading Estate, Farnham and the grant of a further

lease of 125 years on modern terms and improved rent as set out in the (Exempt) Annexe.

Recommendation

It is recommended that authorisation be granted for:

- (i) a surrender of the existing lease to Kinetrol Limited of Plot 17a Farnham Trading Estate; and**
- (ii) a grant of a lease of 125 years of the same site on terms and conditions as set out in the Exempt Annexe,**

other terms and conditions to be negotiated by the Estates and Valuation Manager.

22. PERFORMANCE MANAGEMENT EXCEPTION REPORT – QUARTER 1 (APRIL-JUNE) 2012 (Page 285)

[Wards Affected: All]

Waverley's Performance Management Framework (PMF) contains a number of indicators that assist Members and officers in identifying current improvement priorities and progress against targets.

The indicators in Waverley's PMF are reviewed quarterly by the Executive. The report at Appendix Q details performance, for the three-month period April-June 2012. 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 1 2012/13 (April-June 2012), including Action Plans to address areas where performance is not meeting target, as set out at Annexe 1 and Annexe 2;**
- 2. thanks the Overview & Scrutiny Committees for their observations regarding the Quarter 1 performance as detailed in the report; and**
- 3. considers the recommendations of the Overview and Scrutiny Committees as detailed in the report.**

23. COMPLAINTS HANDLING IN WAVERLEY 2011/12 (Page 299)
[Portfolio Holder: Cllr Robert Knowles]
[Wards Affected: All]

The report at Appendix R provides information on complaints handling in Waverley in 2011/12, including the number of complaints received, Waverley's performance in responding to complaints, outcomes, levels of customer satisfaction and lessons learned. Waverley's performance in dealing with Ombudsman complaints is covered in the next report on this agenda.

Comments from the Corporate Overview and Scrutiny Committee will be circulated separately.

Recommendation

It is recommended that the Executive receives any observations from the Corporate Overview and Scrutiny Committee and agrees any action to be taken as a result of the issues raised in the report.

24. OMBUDSMAN INVESTIGATIONS INTO COMPLAINTS MADE ABOUT WAVERLEY'S SERVICES IN 2011/12 (Page 311)
[Portfolio Holder: Cllr Robert Knowles]
[Wards Affected: All]

The report at Appendix S addresses the issues raised in the Ombudsman's annual letter to Waverley for the year 2011/12. It includes information about the types of complaint made to the Ombudsman about Waverley's services over the past year and the eventual outcomes. Comments from the Corporate Overview and Scrutiny Committee will be circulated separately.

Recommendation

It is recommended that the Executive receives any observations from the Corporate Overview and Scrutiny Committee and agrees any appropriate actions.

25. DON'T LOSE YOUR HOME OR BUSINESS UPDATE (Page 325)
[Portfolio Holder: Cllr Keith Webster]
[Wards Affected: All]

The report at Appendix T provides members with an update regarding the work of the Don't Lose Your Home or Business Scheme.

Recommendation

It is recommended that the Executive

- 1. notes the important contribution the Don't Lose Your Home or Business project makes to Waverley's work in providing housing advice, preventing homelessness and keeping the number of homeless households needing temporary accommodation to a minimum;**

2. **notes the project's wider advocacy role in helping people access benefits and grants that they are entitled to and in sign posting to other sources of assistance;**
3. **recognises the success so far and supports the continuation of the project going forward; and**
4. **supports the strengthening of the links between the Don't Lose Your Home or Business project and SurreySave and that the project acts as a 'champion' for the credit union.**

26. CHIEF EXECUTIVE'S ACTIONS

To note any action taken by the Chief Executive after consultation with the Chairman and Vice-Chairman since the last meeting. The Register of Decisions will be laid on the table half an hour before the meeting.

27. 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).

28. HOME SAFETY CONTRACT (Page 439)

To consider the report at (Exempt) Appendix U.

29. 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.**