

To: All Councillors

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Dear Councillor

A meeting of the EXECUTIVE was held on 2 October 2012. The decisions taken at the meeting are set out below.

The deadline for call-in of any of these decisions for scrutiny (within five working days) will be **NOON ON WEDNESDAY, 10 OCTOBER 2012**. Members must notify Robin Pellow, Head of Democratic and Legal Services by e-mail, fax, telephone or letter if they wish to refer a decision to the appropriate Overview and Scrutiny Committee. The Constitution requires that **four members of the appropriate Overview and Scrutiny Committee may call-in** a decision of the Executive for scrutiny.

It has been agreed that it would be helpful if, before calling in items, Members contacted their Chairman or Vice-Chairman to keep them informed.

Yours sincerely

MARY ORTON

Chief Executive

NOTE FOR MEMBERS

The item numbers below correspond to the item numbers on the Executive Agenda.

6. **CAR PARK REVIEW 2011 – OUTSTANDING ISSUES**

The Executive agreed 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

No change is made to the current tariff or charging hours but the use of the car park is reviewed again in twelve months time.

Season Tickets

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

That the tariff increase at High Street Haslemere should be implemented with effect from 1 April 2013.

[Reason: The Executive considered further the outstanding issue arising from the car parking review across Waverley and made the decisions above to help keep a flow of traffic in the busiest car parks and to utilise them effectively.]

[CORPORATE OVERVIEW AND SCRUTINY COMMITTEE]

7. **EXECUTIVE FORWARD PROGRAMME**

The Executive has agreed to adopt the forward programme of key decisions for Waverley Borough Council, as set out at Appendix A to the agenda.

[It would not be appropriate to call-in this item]

8. **MID-YEAR BUDGET REVIEW**

The Executive agreed to:

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.

[Reason: The Mid-Year Budget Review provided the Executive with reassurance that the 2012-13 Budget was realistic and robust and made adjustments to ensure the budget strategy remained on course for achievement.]

[CORPORATE OVERVIEW AND SCRUTINY COMMITTEE]

9. WAVERLEY COMMUNITY PARTNERSHIP AND WAVERLEY VOLUNTARY GRANTS PARTNERSHIP 2013/14

The Executive agreed 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.

[Reason: The Executive agreed to open the grant-funding round for 2013-14 to coincide with the budget-setting process and as a precaution to plan for a reduction in resources because of uncertainty about the final grant settlement.]

[COMMUNITY OVERVIEW AND SCRUTINY COMMITTEE]

10. HRA CAPITAL PROGRAMME MONITORING 2012-13

The Executive agreed 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;
3. ask 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; and
4. seek the advice of the Corporate Overview and Scrutiny Committee on the appropriate specification for bathrooms and associated equipment.

[Reason: The programme of works is one of the most important the Council has undertaken in terms of value and quality of tenants homes. The Executive was concerned that the bathroom programme was behind the set targets because the current specification might not meet tenants' needs and agreed to ask the Overview and Scrutiny Committee to review this.]

[CORPORATE OVERVIEW & SCRUTINY COMMITTEE]

11. DELIVERING NEW AFFORDABLE HOMES

The Executive agreed to:

1. approve the use of £62,000 from the New Affordable Homes reserve in 2012-13 to fund estimated pre-development and preliminary costs; and
2. authorise 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.

[Reason: The provision of affordable homes is one of the top five priorities in Waverley's Corporate Plan and these arrangements will progress preparing to build new affordable homes].

[CORPORATE OVERVIEW & SCRUTINY COMMITTEE]

12. STATION ROAD, GODALMING

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

[Reason: To use the hoarding around the site to show local residents the affordable housing scheme that will be delivered and provide important information on the development].

[CORPORATE OVERVIEW & SCRUTINY COMMITTEE]

13. ADDITIONAL FRAUD/RECOVERY RESOURCES

The Executive agreed to RECOMMEND to the COUNCIL

1. that in advance of final decisions being taken on the council tax reductions scheme in December, the resource measures proposed in paragraph 16, with the additional costs to be funded from contributions from major precepting bodies be approved; and
2. 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.

[This matter is recommended to the Council for decision and is not subject to the call-in procedure]

The Executive further agreed 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.

[Reason: The Council has to prepare for legislative changes to the Council Tax collection scheme and this decision has significant financial advantages for all precepting organisations for which Waverley collects Council Tax. An early appointment of an additional fraud/inspection officer would enable Waverley to start making an impact ahead of the start of the next financial year.]

[CORPORATE OVERVIEW & SCRUTINY COMMITTEE]

14. FARNHAM TOWN CENTRE CONSERVATION AREA MANAGEMENT PLAN

The Executive agreed to RECOMMEND to the COUNCIL that the Farnham Town Centre Conservation Area Management Plan be adopted as a material planning consideration.

[Reason: The document provides a much needed framework for the long-term management and enhancement of the Farnham Town Centre Conservation Area.]

[This matter is recommended to the Council for decision and is not subject to the call-in procedure]

15. PARKING PROVISION GUIDELINES

The Executive agreed to RECOMMEND to the COUNCIL that it adopts the Parking Guidelines as a material consideration in the assessment of planning applications.

[Reason: The Executive took careful note of the responses received to the consultation and believe that the guidelines will provide for an appropriate level of car parking to reflect local circumstances in Waverley which has particularly high levels of car ownership and only limited public transport.]

[This matter is recommended to the Council for decision and is not subject to the call-in procedure]

16. GODALMING LEISURE CENTRE CAR PARK

The Executive agreed that:

1. Waverley takes a 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.

[Reason: To ensure the car park is constructed as quickly as possible to help accommodate the increased usage of the new leisure centre.]

[CORPORATE OVERVIEW & SCRUTINY COMMITTEE]

17. WEYHILL CAR PARK, HASLEMERE

The Executive agreed to allocate 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.

[Reason: To provide funding to progress the proposed project which will contribute towards the achievement of a balanced budget in future years and seeks to improve parking provision within Haslemere.]

[CORPORATE OVERVIEW & SCRUTINY COMMITTEE]

18. STREET CLEANING REVIEW

The Executive endorsed the following recommendations contained within the Street Cleaning Review 2012:-

1. Officers to work with Veolia to revisit current mechanical sweeping frequencies, to bring them up-to-date and explore the possibility of 'zoning' street cleaning activities, to ensure the most efficient use of resources and higher visibility of the service;
2. Officers to work with Veolia to refine proposals for an additional 'community cleaning crew' within the allocated additional budget of £80,000, and to agree an appropriate package of high-impact work for this crew;
3. The currently effective 'responsive' approach to fly tipping should continue, with the current challenging removal targets remaining. The Council should continue to actively engage in education and persuasion campaigns where appropriate, and keep the issue of enforcement under review;
4. Develop a more professional, effective, responsive and cost-effective approach to dealing with graffiti removal across Waverley; work with Veolia on developing an improved model and explore alternative options such as partnership working with neighbours/exposing the work to competition;
5. Work with SCC, GBC and the Highways Agency to develop better partnership working and a more coordinated approach to the maintenance of the A3 and A31 in order to improve the standards of cleanliness;
6. Vary the Veolia contract to remove the Sandy Hill Caretaker Service, and enter into a new financial arrangement with First Wessex Housing Association to provide an enhanced service, at a lower cost, across both the Sandy Hill Estate and The Chantrys;
7. Protect current levels of expenditure on street cleaning to reflect the high priority the service is given by local residents;
8. Extend use of comment cards to cover all street cleaning activities, and require Veolia operatives to target 10% properties on routine street cleaning rounds. Include email address/link to online form/text option to encourage feedback;
9. Introduce and promote an improved and reinvigorated 'street watch' programme across the borough using a range of communication channels to maximise participation;
10. use an element of the unallocated 'Cleaner Safer Greener' funding to purchase litter picks, high-visibility jackets, and other equipment, to provide free to regular 'clean-up' groups to further encourage their activities;

11. Street Cleanliness measures to be reported regularly to Corporate Management Team as part of a suite of performance measures;
12. Explore technologies and develop a broad range of methods for encouraging more informal feedback on the street cleaning service, and ensure this is routinely analysed and acted upon;
13. Work with Veolia to ensure that MIMS is introduced across the street cleaning fleet, and that it is integrated as far as possible with WBC's back office systems and publicly-accessible street cleaning schedules;
14. Introduce regular 'walkabouts' with appropriate WBC officers, Veolia operatives, borough councillors, town/parish representatives to identify issues and agree local street-cleaning priorities;
15. Officers to work with Veolia to ensure an appropriate fleet of vehicles, with strong WBC branding is procured to deliver the street cleaning service between 2012 and 2019;
16. Monitor the success of the new recycling litter bin scheme and source funding for further bins if it proves successful; and
17. Introduce manual segregation of litter-picking in town-centre areas and monitor the success of the scheme.

[Reason: *The review had outlined some areas for improvement and as the Executive were committed to maintaining a high level of service in the Borough, agreed to implement the recommendations set out in the report].*

[This item has already been considered by the Community Overview and Scrutiny Committee but could be called-in.]

19. AIR QUALITY OFFICER AND ENVIRONMENTAL HEALTH STAFFING

The Executive agreed to RECOMMEND to the COUNCIL

1. that the establishment be increased 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.

[This matter is recommended to the Council for decision and is not subject to the call-in procedure]

2. The Executive further agreed 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.

[Reason: *To support the objective to improve air quality in the Borough, the Executive agreed that the scope and duties of the posts be enhanced by*

joining up sustainability and carbon reduction functions and providing increased staffing resources.]

[CORPORATE OVERVIEW & SCRUTINY COMMITTEE]

20. LEASES OF DEPOTS – BOURNE MILL, GUILDFORD ROAD, FARNHAM & NANHURST, ELMBRIDGE ROAD,

The Executive agreed 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 Community Services and the Estates and Valuation Manager subject to the authorisation of the Chief Executive after consultation with the Portfolio Holders.

[Reason: by entering into the leases with SCC, Waverley would make significant savings on the cost of the grounds maintenance contract and help increase service efficiency for residents.]

[CORPORATE OVERVIEW & SCRUTINY COMMITTEE]

21. 17A FARNHAM TRADING ESTATE

The Executive agreed 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, with any rent review to be upwards only on a regular basis,

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

[Reason: The grant of a long lease would enable the lessee to invest in the property and provide a better return to Waverley.]

[CORPORATE OVERVIEW & SCRUTINY COMMITTEE]

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

The Executive:

1. noted the performance figures for Quarter 1 2012/13 (April-June 2012), including Action Plans to address areas where performance was not meeting target, as set out at Annexe 1 and Annexe 2;
2. thanked the Overview & Scrutiny Committees for their observations regarding the Quarter 1 performance as detailed in the report; and
3. considered the recommendations of the Overview and Scrutiny Committees as detailed in the report.

[Reason: Waverley's Performance Management Framework and the active management of performance information help to ensure that Waverley can deliver its corporate priorities and enable members to monitor performance and take action to improve this where necessary].

[This matter has already been considered by the Overview and Scrutiny Committees].

23. COMPLAINTS HANDLING IN WAVERLEY 2011/12

The Executive received the observations from the Corporate Overview and Scrutiny Committee and agreed to ask the Committee to review and analyse the issues in more detail and come back to the Executive with a more detailed report.

[Reason: Investigating complaints from members of the public provides Waverley with an opportunity to keep under review the quality of its services to the community and is a key part of understanding residents' needs.]

[This matter has already been considered by the Corporate Overview and Scrutiny Committee and is referred back to the Committee with a request for further work]

24. OMBUDSMAN INVESTIGATIONS INTO COMPLAINTS MADE ABOUT WAVERLEY'S SERVICES IN 2011/12

The Executive received the observations from the Corporate Overview and Scrutiny Committee and agreed that it would like a more detailed report on the range of complaints and lessons learnt.

[Reason: Investigating complaints from members of the public provides Waverley with an opportunity to keep under review the quality of its services to the community and is a key part of understanding residents' needs.]

[This matter has already been considered by the Corporate Overview and Scrutiny Committee but may be called in]

25. DON'T LOSE YOUR HOME OR BUSINESS UPDATE

The Executive agreed to

1. note 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. note 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. recognise the success so far and supports the continuation of the project going forward;
4. support 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; and
5. invite the Communications team to come forward with a publicity campaign to bring this scheme to the attention of the community and raise awareness of the work being carried out in this area.

[Reason: The service has made a significant contribution to the lives of residents by helping to prevent further financial hardship and offer support to members of the community with financial problems, and the Executive wanted to raise its profile within the community].

[CORPORATE OVERVIEW & SCRUTINY COMMITTEE]

The following matter was included in (Exempt) on the agenda and discussed in (Exempt) session. The report remains exempt.

28. HOME SAFETY CONTRACT

**For further information or assistance, please telephone Robin Pellow,
Head of Democratic and Legal Services, on 01483 523222.**