

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: 23 November 2012

Membership of the Executive

Cllr Robert Knowles (Chairman)
Cllr Mike Band (Vice-Chairman)
Cllr Brian Adams
Cllr 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 DECEMBER 2012

TIME: 6.45 P.M.*

PLACE: COUNCIL CHAMBER, COUNCIL OFFICES, THE BURYS,
GODALMING

Yours sincerely

MARY ORTON

Chief Executive

[In the event that adverse weather conditions prevent this meeting from proceeding, the meeting will be held instead at 6.45pm on Monday 10 December 2012]

*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 6 November 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 questions received from members of the public for which notice has been given in accordance with Procedure Rule 10:

i. **from Kathy Smyth of Guildford and Waverley Friends of the Earth**

“The Inspector who refused the appeal by Dunsfold Park Ltd for the certificate of lawful use and development said in paragraph 74 of his decision letter dated 5 April 2012 that in 2018 reversion to the use permitted in 1951 ”appears the most likely candidate”.

Given 2018 is well within the time period covered by the core strategy, has URS (Sustainability Consultants) made any assessment for Waverley Borough Council of the effect on the Core Strategy Sustainability Appraisal Objectives of the reversion of Dunsfold Aerodrome in 2018 to the 1951 planning consent for “Erection – Repair and flight testing of aircraft at Dunsfold Aerodrome”?

ii. from Ken Reed of Cranleigh

“Paragraph 17 of the National Planning Policy Framework says, “Within the overarching roles that the planning system ought to play, a set of core land- use planning principles should underpin both plan-making and decision-taking.” One of the 12 principles quoted is that planning should, “ encourage the effective use of land **by reusing land that has been previously developed (brownfield land), ...”**

Paragraph 47 of the NPPF says, “To boost significantly the supply of housing, local planning authorities should use their evidence base to ensure that their Local Plan meets the full, objectively assessed needs for market and affordable housing in the housing market area, as far as is consistent with the policies set out in this Framework, including **identifying key sites which are critical to the delivery of the housing strategy over the plan period.**”

It would seem that, in failing to identify key sites which are critical to the delivery of the housing strategy over the plan period, Waverley’s Draft Core Strategy and the URS Sustainability Report are not credible in their assessments of alternatives. Could the Executive please explain why a mixed use of “brownfield land” at Dunsfold Aerodrome, which would be consistent with one of the NPPF's core principles, has not been objectively assessed against identified key sites on “greenfield land” in Cranleigh and Farnham?”

iii. from Patrick Haveron of Godalming

“Can I ask a question of the Waverley Executive on 4 December 2012 regarding the paper 'The Council's Role in Supporting Local Business'.

The Council's report on supporting Local Business highlights there is scant budget, little data and no resources for economic development. What one thing could the council do to encourage and support small business, start-ups and sole traders that make up the majority of business in Waverley?”

6. EXECUTIVE FORWARD PROGRAMME

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

7. BUDGET MANAGEMENT - OCTOBER UPDATE 2012-13

[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 October 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. approves the addition to the General Fund Capital Programme of up to £15,800 for Wireless Network in the Council Offices as detailed in paragraph 6 to be met from the identified savings on the General Fund Capital Programme, with the precise scheme to be agreed by the Deputy Chief Executive in consultation with the portfolio holders for I.T. and Finance;**
 - 2. approves the additional HRA capital work outlined in Annexe 5 to be funded from the resources approved for the original 2012-13 Capital programme;**
 - 3. agrees to release the Community Partnership Grant of £9,000 to Hambledon Football Club as detailed in paragraph 7;**
 - 4. authorises officers to invite expressions of interest from potential contractors for the Herons Leisure Centre Refurbishment Project; and**
 - 5. approves a supplementary estimate of £20,000 within the HRA for the replacement carpets in the communal areas at Riverside Court, as detailed at paragraph 12.**
- 8. LOCAL COUNCIL TAX REDUCTION SCHEME**
[Portfolio Holder for Finance: Cllr Mike Band]
[Wards Affected: N/A]

The Government is localising Council Tax Benefit through the introduction of the Local Council Tax Reduction Schemes from 1 April 2013. The report at Appendix C is a holding report that updates Members on the latest position for Waverley.

Recommendation

That the Executive:

- 1. note the comments made by the Corporate Overview and Scrutiny Committee at its meeting on 26 November; and**
- 2. agree to approve Waverley's council tax reduction scheme for 2013/14 at a Special Executive and Council meeting in January 2013 once the funding position from the government and other precepting bodies is clear.**

9. COUNCIL TAX EXEMPTIONS AND DISCOUNTS

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

The purpose of the report at Appendix D is to agree how Waverley should utilise new flexibilities in council tax legislation relating to empty home exemptions, second home discounts and the introduction of a new council tax premium for long-term empty homes.

Recommendation

That the Executive recommends the proposed changes set out in the table at paragraph 3 to the Council for approval.

10. NATIONAL NON-DOMESTIC RATES DISCRETIONARY RATE RELIEF POLICY

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

In November 2011, the Council undertook its four-yearly review of Waverley's policy for awarding discretionary rate relief. However, in the light of draft legislative changes published by the Government at that time that would potentially affect the policy, the Council agreed not to make any changes for 2012/13 only and asked to receive a report back in 2012 when the full impact was known. Members are now asked to agree the approach for the 3-year period 2013/14 to 2015/16 inclusive – the report at Appendix E refers.

Recommendation

It is recommended to the Council that

- 1. the policy for the granting of discretionary rate relief for the period 2013/14 to 2015/16 remains the same as the current policy with the addition of the Sandy Hill Bungalow, Farnham and the Farnham Museum;**
- 2. the policy on the use of the provision for granting discretionary rate relief to any body other than those currently included in the approved policy is to do so on a case by case basis provided that any proposed reductions are clearly in the wider interests of Waverley's council taxpayers; and**
- 3. in relation to recommendation 2, delegation be given to the Deputy Chief Executive, in conjunction with the Finance Portfolio Holder, to make decisions about such applications and only if an objection is received would the Executive need to consider the case.**

11. COUNCIL TAX BASE

To consider the report at Appendix F – To Follow.

12. WAVERLEY CORE STRATEGY - SUBMISSION

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

The report at Appendix G provides an update on the progress with the Core Strategy and seeks approval to submit the Core Strategy for Examination.

Recommendation

That the Executive recommends to the Council that the Core Strategy be submitted for Examination together with the schedule of proposed modifications.

13. THE SCOPE OF THE DEVELOPMENT MANAGEMENT AND SITE ALLOCATIONS DEVELOPMENT PLAN DOCUMENT

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

The Core Strategy is the first part of the review of the Waverley Local Plan. The second part is the requirement to update its detailed planning policies for determining planning applications and to make allocations for land use in accordance with the Core Strategy. This will involve preparing a Development Management and Sites Allocation Development Plan Document (DM &SA DPD). The Executive is being asked to agree the scope of this document as set out at Appendix H.

Recommendation

It is recommended that the Executive agrees the scope of the Development Management and Site Allocations DPD as set out in Annexe 2 of the report.

14. ASSETS OF COMMUNITY VALUE (ACV)

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

The report at Appendix I outlines the process for listing Assets of Community Value (ACV) as required under the Localism Act 2011 the relevant provisions of which came into force on 21st September 2012. The report sets out the issues which need to be resolved to meet the requirements of the legislation.

Recommendation

It is recommended that

- 1. authority be delegated to the Chief Executive to decide whether land is appropriate for inclusion in the list of Assets of Community Value, and to determine community nominations in that respect, in accordance with Sections 87 to 108 of the Localism Act 2011 and the Assets of Community Value (England) Regulations 2012;**

2. authority be delegated to the Deputy Chief Executive to act as the senior officer responsible for a review of the listing made under the Localism Act 2011 and the Assets of Community Value (England) Regulations 2012;
3. authority be delegated to the Deputy Chief Executive to determine compensation payable pursuant to the Localism Act and Regulations 14 and 15 of the Assets of Community Value (England) Regulations 2012;
4. authority be delegated to the Chief Executive to act as the senior officer responsible for a review of compensation made under the Localism Act 2011 and the Assets of Community Value (England) Regulations 2012; and
5. the view that designation as an Asset of Community Value will carry no weight in the assessment of planning applications be endorsed.

15. UPDATE ON GOVERNMENT CHANGES FOR THE PLANNING SYSTEM

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

The report at Appendix J sets out changes to the planning system and highlights some of the issues for service delivery. The report is being considered by the Community Overview and Scrutiny Committee, following which comments will be presented to the Executive proposals for dealing with the changes.

Recommendation

The Executive is recommended to

1. consider the contents of the report;
2. endorse the comments of the Community Overview and Scrutiny Committee set out in paragraph 5 of the report; and
3. agree that a response be sent to the Government expressing Waverley's concerns about the proposed changes to the planning system.

16. EXTENDING PERMITTED DEVELOPMENT RIGHTS TO HOMEOWNERS AND BUSINESSES: CONSULTATION BY GOVERNMENT

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

The report at Appendix K sets out a suggested response to the consultation by the government proposing a relaxation of permitted development rights over a three year period. The consultation concludes on 24 December 2012.

Recommendation

It is recommended that the Executive endorse the proposed response at Annexe 1 to the report.

17. AMENDMENTS TO WAVERLEY'S HOUSING ALLOCATION SCHEME

[Portfolio Holder: Cllr Keith Webster]

[Wards Affected: All]

The report at Appendix L advises the Executive of proposed changes to Waverley's Housing Allocation Scheme, making use of freedoms in the Localism Act 2011, so the housing register better reflects those in most housing need and with a connection to Waverley

Recommendation

It is recommended to the Executive and Council that:

1. **Waverley's allocation scheme be amended from a 5 band scheme to a 3 band scheme with an additional discretionary pool of applicants;**
2. **the bedroom eligibility criteria be amended so Waverley's scheme is consistent with changes to be implemented under Welfare Reform in April 2013 and the measures to mitigate the negative impact of these changes are adopted;**
3. **changes relating to members and former members of the Armed Forces be adopted with greater priority being given to those that have a local connection to Waverley;**
4. **transfer applicants currently assessed as band D to be placed in the discretionary pool of applicants and allowed to bid for properties and new applications from social housing tenants only be placed on the register if they meet the band A-C criteria;**
5. **Waverley makes use of the ability to carry out data matching checks on all new applicants (after initial checks) and prior to an offer of accommodation (£1500 annual estimate);**
6. **the full suite of equality and diversity questions (with the option to refuse to answer) are included on new application and verification forms; and**
7. **the revised allocation scheme, a copy of which has been placed on the website and in the Members' Room and summarised in Annexe 1, is recommended to the Council for adoption with a proposed implementation date of 1 January 2013.**

18. TENANCY STRATEGY

[Portfolio Holder: Cllr Keith Webster]
[Wards Affected: All]

To consider the report at Appendix M - To Follow.

19. DECENT HOMES HCA GRANT

[Portfolio Holder: Cllr Keith Webster]
[Wards Affected: All]

The report at Appendix N updates members of an important change in the grant funding profile provided by the Homes and Communities Agency which is used to fund the Council's Decent Homes Backlog Programme. This change provides Waverley with an opportunity to bring forward its programme of housing improvements, accelerating the delivery of decent homes in Waverley and reducing the risks in the current financial climate, associated with any long-term national funding programme.

The report sets out an updated capital programme that reflects the new funding profile from the Homes and Communities Agency and details the arrangements that will need to be put in place to deliver the accelerated programme.

Recommendation

It is recommended that

1. **approval be given to accept the Homes and Communities Agency's offer to bring forward their funding to Waverley to enable an acceleration of the Council's Decent Homes capital programme from January 2013, as set out in this report and detailed in the Annexes so that the grant increases by £404,000 to £2,722,000 in 2012/13 and by £2,500,000 to £5,738,000 in 2013/14;**
2. **approval be given to spend the £404,000 reallocated into the final few months of 2012/13 on replacement doors and windows;**
3. **approval be given to the procurement process set out in paragraphs 10 – 15 of this report using the LHC procurement framework for the appointment of additional contractors to assist with the delivery of the accelerated programme of Decent Homes work;**
4. **the Council be recommended to give approval to increase the staffing levels in the Housing Property Services Team by 4 FTE from 1 January 2013 to 31 April 2014 consisting of:**

X1 FTE Surveyor

X2 FTE Clerk of Works

X1 FTE Administrator

at an estimated cost of £157,000, to be funded from the HCA Grant allocation.

20. CAPITAL WORKS REPROGRAMMING 2012-13

[Portfolio Holder: Cllr Keith Webster]

[Wards Affected: All]

The purpose of the report at Appendix O is to inform members of works required in the Borough. Works that is unforeseen when the budget was put together and the reprogramming of funds to essential needs. The Executive is asked to approve these changes.

Recommendation

It is recommended to the Council that

- 1. bringing forward the Sheltered Replacement doors plan into 2012/13 be approved to be financed by the budget provision in 2012/13;**
- 2. £100,000 for continuing the rewiring work be approved to be met from the deferred budget provision 2012/13;**
- 3. the water mains repair scheme at Ockford Ridge be approved from the existing budget provision 2012/13;**
- 4. a £50,000 virement of budget funding be approved for lighting work at the Sheltered Schemes funded from the unadopted roads and culverts budget;**
- 5. the transfer of £550,000 for Kitchen and bathroom layout alterations and wash basins be approved from financial year 2012/13 approved budget into financial year 2013/14; and**
- 6. the major repair works be undertaken to the identified properties from the existing budget provision in 2012/13.**

21. ROLSTON HOUSE

The report at Appendix P seeks approval for the remodelling of Rolston House sheltered accommodation for bedsits with shared bathroom facilities and the onsite staff flats into self contained one bedroom accommodation and there by increase the available accommodation by 2 units.

Recommendation

The Executive is asked to recommend the Council to

- 1. agree in principle to remodel Rolston House in Haslemere;**
- 2. agree a capital provision of up to £1,000,000 from the Stock Improvement Reserve.**

3. **approve the hire of a Structural Engineer to prepare a scheme for tender (to be funded from budget provision in 2) at an estimated cost of £20,000;**
4. **approve the appointment of a Project Manager on a temporary contract to manage the Rolson House remodelling project and the brought forward decent homes work programme at an estimated cost of £50,000 to be funded from the Stock Improvement Reserve; and**
5. **agree to put the scheme out to tender.**

22. TOWN TEAM PARTNERS

[Portfolio Holder: Cllr Adam Taylor Smith]
[Wards Affected: Cranleigh, Farnham and Godalming]

On 23 October it was announced that Godalming, Farnham and Cranleigh had all been confirmed as Portas 'Town Team Partners' and would each receive £10,000 funding and support to revitalise their high streets. As Waverley has supported the bids from the start, and is the accountable body for the funds, the report at Appendix Q sets out the governance arrangements for each of the projects for the Executive to approve before the funds are released to the towns.

Recommendation

It is recommended that the Executive:

1. **warmly welcomes the Town Team grants achieved by Cranleigh, Farnham and Godalming, together with the opportunity to work with the local teams to progress their project ideas; and**
2. **invites each of the Town Teams to submit their detailed spending plans for approval by the Executive at their next meeting.**

23. BOUNDARY COMMISSION FOR ENGLAND REVIEW OF PARLIAMENTARY CONSTITUENCIES

[Portfolio Holder: Cllr Robert Knowles]
[Wards Affected: All, but Alfold, Cranleigh Rural and Ellens Green, Blackheath and Wonersh, Cranleigh East, Cranleigh West and Shamley Green and Cranleigh North in particular]

This report, attached at Appendix R, proposes making representations to the Boundary Commission for England on their proposals for review of parliamentary constituencies in the Surrey County area. In summary, the five Waverley wards that are currently in the Guildford County constituency would transfer to the Mole Valley County constituency which will be renamed the Mid Surrey Parliamentary Constituency.

Recommendation

The Executive is recommended to make representations to the Boundary Commission for England that there should not be any change to the existing split within the Waverley Borough of the South West Surrey and Guildford parliamentary constituencies because of the impact on the wards in the east of Waverley of being incorporated in the new Mid Surrey proposed county constituency.

24. PERFORMANCE MANAGEMENT EXCEPTION REPORT

[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. This report, attached at Appendix S, details performance, at Annexe 1, for the three-month period July-September 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:

- i) notes the performance figures for Quarter 2 2012/13 (July-September 2012), including Action Plans to address areas where performance is not meeting target, as set out at Annexe 1 and Annexe 2;**
- ii) thanks the Overview & Scrutiny Committees for their observations regarding the Quarter 1 performance as detailed in the report; and**
- iii) considers the recommendations of the Overview and Scrutiny Committees as detailed in the report.**

25. 2012/13 SERVICE PLANS – SIX MONTH UPDATE

[Portfolio Holder: Cllr Mike Band]

[Wards Affected: All]

The report at Appendix T sets out the progress against the objectives and actions in the Service Plans at the half way point for 2012/13.

Recommendation

The Executive is requested to consider the Service Plan update for 2012/13 together with any recommendations from the Overview and Scrutiny Committees.

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.

None Taken.

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. HOUSING DELIVERY BOARD ITEMS

[Portfolio Holders: Cllrs Mike Band, Bryn Morgan and Keith Webster]

28.1 Sale of Property

To consider the report at (Exempt) Appendix U.

28.2 Buy-Back of Property

To consider the report at (Exempt) Appendix V.

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.**