

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

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Date: 25 January 2013

### **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, 5 FEBRUARY 2013

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 2.00 pm on Monday 11 February 2013]***

\*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 8 January 2013 and of the Special Meeting held on 22 January 2013 (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. **DECLARATION 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 Waverley Code of Local Government Conduct.

5. **QUESTIONS**

The Chairman to respond to the following questions received members of the public for which notice has been given in accordance with Procedure Rule 10:-

Mr David Beaman of Farnham

*“What, if any, plans exist for the future of the Weydon Lane landfill site?”*

Mr John Greer of Haslemere

*“Can it be confirmed please whether the carrying out of the refurbishment of the car park is conditional on P&D parking charges being levied in the future?”*

6. **EXECUTIVE FORWARD PROGRAMME (Page 13)**

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

## 7. FINANCIAL STRATEGY 2013/14 – 2016/17

### 7.1 General Fund Budget 2013/14 (Page 17)

The report at Appendix B.1 outlines the General Fund Budget position for 2013/14. The Executive is reminded of the extent of the shortfall identified at the Finance Seminar and the need to achieve savings throughout the four-year period covered by the Financial Strategy. Information is provided on the details of the provisional Local Government Finance Settlement 2013/14. The Council's financial position is summarised, showing the position as presented to the Finance Seminar in September taking account of the Settlement, other budgetary changes and the outcomes of the Star Chamber process and further proposals following analysis of the Settlement.

In November and January, Members were invited to comment on issues that fall within the remit of the Overview and Scrutiny Committees to help balance the General Fund Budget in the coming months. These comments are now reported to the Executive. The Executive is requested to make recommendations to Council regarding Waverley's Budget and its element of the Council Tax for 2013/14.

#### Recommendation

**That the Executive considers comments from the Overview and Scrutiny Committees and makes the following recommendations to Council:**

- 1. To accept the Council Tax Freeze Grant offered for 2013/14 and therefore agree a 0% increase for Waverley's element of Council Tax for 2013/14;**
- 2. Approval of the List of Star Chamber/Foresight Reductions and Growth Items as shown at Annexe 4, including the changes to the establishment as detailed in the (Exempt) report on staffing issues;**
- 3. Approval of the pay award from 1 April 2013, and the introduction of a 'Living Wage' for outside London as detailed in paragraph 6;**
- 4. Approval of the changes to Fees and Charges as shown at Annexe 5;**
- 5. Approval of the General Fund Budget for 2013/14, as amended by the above changes;**
- 6. That the Executive carries out a mid-year review of the General Fund Budget and takes any appropriate action in the light of the position at that time; and**
- 7. That the Financial Strategy be updated to take account of the decisions taken.**

## 7.2 General Fund Capital Programme 2013/14 (Page 85)

The report at Appendix B.2 puts forward proposals for the draft 2013/2014 Capital Programme in respect of the General Fund services for consideration by the Executive. The purpose of this report is to agree the final recommendation to Council regarding the General Fund Capital Programme for 2013/2014. Observations from the Overview and Scrutiny Committees are expected in due course.

### Recommendation

**The Executive considers any comments from the Overview and Scrutiny Committees and recommends that Council:**

- 1. agrees that £420,000 of the 2012/13 underspend on Godalming Leisure Centre be earmarked for capital spend on the Herons Scheme, subject to a satisfactory business case being agreed by Members at a future meeting;**
- 2. approves the 2013/14 General Fund Capital Programme in the sum of £4,678,200, as shown at Annexe 1;**
- 3. agrees the financing proposals for 2013/14, in accordance with Annexe 3; and**
- 4. amends the Financial Strategy to reflect the above decisions.**

## 7.3 HRA Annual Business Plan Review and Housing Revenue Account Revenue Budget 2013/14 (Page 205)

The report at Appendix B.3 updates the Executive on the Housing Revenue Account (HRA) Business Plan and the revenue budget for 2013-14.

### Recommendation

**Having considered the comments from the Corporate Overview and Scrutiny Committee it is recommended that the Executive makes the following recommendations to Council that:**

- 1. the draft rent setting principles be agreed;**
- 2. the actual rent level of Council dwellings be increased by 3.7% from 1st April 2013 with an addition of up to £2/week for those properties below their historic target rent;**
- 3. the weekly charge for garages in Wagon Yard, Farnham be increased by 5% from 1<sup>st</sup> April 2013 to reflect their prime town centre location;**
- 4. the weekly charge for other garages rented by both Council and non-Council tenants be increased by 3.7% from 1<sup>st</sup> April 2013; and**
- 5. the resultant HRA Revenue Budget and Business Plan updated for 2013-14, which includes the above changes, be approved.**

7.4 Housing Revenue Account Capital Programme 2013/14, New Affordable Homes Programme, Stock Improvement Programme (Page 229)

The report at Appendix B.4 puts forward proposals for the 2013/2014 Capital Programme element of the Housing Revenue Account (HRA) Business Plan for consideration by the Executive. In addition to the programme for major works to existing stock the Capital Programme now also encompasses the New Affordable Homes programme and the Stock Improvement programme. The purpose of this report is to agree the final recommendation to Council regarding the Programme for 2013/2014. The report will be updated with observations from the Corporate Overview and Scrutiny Committee (to follow).

Recommendation

**Having considered the comments of the Corporate Overview and Scrutiny Committee the Executive recommend to Council that :**

1. **the total spend proposed in the 2013/14 Housing Revenue Account Capital Programme as shown at Annexe 1 be approved;**
  2. **the indicative 2013/14 New Affordable Homes Programme be approved with specific scheme approvals to be sought when detailed costs are available;**
  3. **the indicative 2013/14 Stock Improvement Programme be approved with specific scheme approvals to be sought when detailed costs are available; and**
  4. **the financing of these programmes be approved in line with the resources shown.**
8. WAVERLEY COMMUNITY PARTNERSHIP – APPLICATIONS FOR REVENUE FUNDING 2013/14 (Page 239)  
[Portfolio Holders: Cllrs Mike Band and Brian Adams]  
[Wards Affected: All]

The purpose of the report at Appendix C.1 is to ask the Executive to consider the applications to the Waverley Community Partnership for revenue funding in 2013/14, taking into account the observations made by the Community O&S Committee.

Recommendation

**It is recommended that the Executive**

1. **considers the applications for Waverley Community Partnership Funding in 2013/14 having regard to the comments of the Overview and Scrutiny Committee and Sub-Committee; and**
2. **recommends grant levels for each organisation, as detailed in Annexe 1 to the report, to the Council for approval.**

9. ANNUAL PAY POLICY STATEMENT (Page 255)  
[Portfolio Holder: Cllr Mike Band]  
[Wards Affected: N/A]

The purpose of the report at Appendix C.2 is to advise Members of the Annual Pay Policy Statement for 2013-14.

Recommendation

**It is recommended that the Annual Pay Policy Statement for 2013-14 be recommended to the Council for adoption.**

10. WAVERLEY MEMBERS' ALLOWANCES SCHEME (Page 261)  
[Portfolio Holders: Cllrs Robert Knowles and Mike Band]  
[Wards Affected: All]

The report at Appendix D gives the position on implementing the recommendations of the Independent Remuneration Panel on Councillors' allowances.

Recommendation

**The Executive is asked to recommend the Council to:**

1. **take account of the increases recommended by the Panel and adopted by Council at the meeting on 21 February 2012;**
  2. **increase to the levels set out in Annexe 3 to the report, based on the updated South East average levels with effect from 1st April 2013;**
  3. **link future increases from 1 April 2014 to any annual pay award to staff; and**
  4. **ask the officers to approach the Local Government Boundary Commission to ask them to carry out an electoral review of the number of Waverley Borough Councillors.**
11. TREASURY MANAGEMENT 2013/14 [Page 279]  
[Portfolio Holder: Cllr Mike Band]  
[Wards Affected: All]

The purpose of the report at Appendix E is to approve the revised Treasury Management Policy, the 2013/14 Treasury Management Strategy, the 2013/14 Investment Strategy and the Prudential Indicators for 2013/14 to 2015/16.

Recommendation

**The Executive recommends that the Council approve:**

- **the Treasury Management Policy**
- **the 2013/14 Treasury Management Strategy (including the TMPs and the requirements of the latest CIPFA code of practice)**

- **the Annual Investment Strategy for 2013/14**
- **and the Prudential Indicators for 2013/14 to 2015/16.**

12. **BUDGET MANAGEMENT - DECEMBER UPDATE 2012-13** [Page 303]  
 [Portfolio Holder for Finance: Cllr Mike Band]  
 [Wards Affected: N/A]

The report at Appendix F provides details of the expenditure and income position at December 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 gives approval to:**

1. **the addition of £26,000 for replacement Careline equipment met from savings identified within the overall General Fund Capital Programme;**
2. **the addition of £13,500 for Countryside Equipment to be met from savings identified within the overall General Fund Capital Programme;**
3. **the addition of £27,000 for Woodland Management and Access works to be met from savings identified within the overall General Fund Capital Programme; and**
4. **the reinstatement of £300,000 previously identified as savings to be used for bathroom decent home expenditure within the HRA Capital Programme.**

13. **HERONS LEISURE CENTRE REFURBISHMENT** [Page 325]  
 [Portfolio Holders: Cllrs Julia Potts and Mike Band]  
 [Wards Affected: Haslemere wards]

The purpose of the report at Appendix G is to obtain authorisation from the Executive to seek tenders for the refurbishment and improvement of The Herons Leisure Centre.

Recommendation

**That the Executive:**

1. **recommends to the Council that tenders should be issued for the major refurbishment of the Herons Leisure Centre, as described in the report;**
2. **authorises officers to negotiate with DC Leisure to agree the revenue impact of the capital scheme on the management fee; and**

3. **requests officers to report back to a future meeting of the Executive with the outcome of the tender exercise and a detailed business case for the project including the revenue implications.**

14. FARNHAM AND HASLEMERE NEIGHBOURHOOD PLAN AREAS  
[Page 341]

[Portfolio Holder: Cllr Bryn Morgan]  
[Wards Affected: All Farnham and Haslemere]

Farnham and Haslemere Town Councils are respectively preparing neighbourhood development plans (known as neighbourhood plans). Under the neighbourhood planning legislation the first stage of the process is for each town council to apply to Waverley for the Borough Council to agree the neighbourhood area that their neighbourhood plan should cover. This report, attached at Appendix H considers the respective neighbourhood area applications.

Recommendation

**That the Executive recommends to the Council that**

1. **the neighbourhood area application from Farnham Town Council for the purposes of the Farnham Neighbourhood Plan be approved; and**
2. **the neighbourhood area application from Haslemere Town Council for the purposes of the Haslemere Neighbourhood Plan be approved.**

15. TOWN TEAM PARTNERS – SPENDING PLANS FOR FARNHAM [Page 351]  
[Portfolio Holder: Cllr Adam Taylor-Smith]  
[Wards Affected: All]

The last meeting of the Executive approved Godalming and Cranleigh's detailed spending plans for their Town Team projects, to comply with its role as accountable body for the funds. The third Town Team, Farnham, met on 23 January to discuss their detailed spending plans and drafted the attached document, which is now submitted for approval. The report is attached at Appendix I.

Recommendation

**It is recommended that the Executive approves Farnham Town Team's spending plans.**

16. PROPOSED REFURBISHMENT OF WEYHILL (FAIRGROUND) CAR PARK, HASLEMERE- RESULTS OF INFORMAL CONSULTATION [Page 355]

[Portfolio Holder: Cllr Carole Cockburn]  
[Wards Affected: All Haslemere]

This report attached at Appendix J sets out the findings of the recent informal consultation exercise which was carried out to help inform the proposed application to the Secretary of State for common land consent to refurbish Wey Hill (fairground) Car Park, Haslemere.

Recommendation

**It is recommended that the Executive notes the outcome of the informal consultation exercise and the observations made by the Community Overview and Scrutiny Committee.**

17. LICENCE FOR THE USE OF A WAVERLEY OPERATED CAR PARK  
[page 441]

[Portfolio Holder: Cllr Carole King]  
[Wards Affected: All]

The use of a Council-operated car park, (or the largely pedestrian area in Godalming known as Crown Court), for reasons other than pay and display or free parking requires a car park licence. The report attached at Appendix K seeks to revise the procedures for the consideration of licence applications and sets out a proposed scale of licence fees.

Recommendation

**It is recommended that with effect from 1 April 2013 the revised policy for giving consideration to car park use requests and scale of licence fees should be adopted to replace the current framework.**

18. SPECIFICATION FOR BATHROOMS (Page 453)

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

On 2 October 2012, the Executive received a report on the HRA Capital Programme and was concerned that the bathroom installations under the Decent Homes programme were behind schedule because the current specification might not meet tenants' needs. The Executive asked Corporate Overview & Scrutiny Committee to review the specification for bathrooms and associated equipment.

The report at Appendix L recommends that for a trial period of 6 months, tenants due to receive a new bathroom under the Decent Homes programme are offered an over-bath shower. At the end of the trial period there will be a review to consider feedback from tenants and whether any permanent change in the bathroom specification is appropriate.

Recommendation

**It is recommended that the Executive agrees that**

- 1. tenants due to receive a new bathroom under the Decent Homes programme are offered (for a trial period of 6 months), a shower with thermostatic mixer taps (subject to survey), and where thermostatic mixer taps are not appropriate, an electric shower; and**
- 2. at the end of the trial period a review of feedback from tenants be undertaken along with a decision as to whether any permanent change in the bathroom specification is appropriate.**

19. REVIEW OF PARTICULAR POLLING PLACES [Page 457]

[Portfolio Holder: Cllr Robert Knowles]

[Wards Affected: Farnham Upper Hale, Bramley Busbridge and Hascombe, Farnham Bourne South, Godalming Charterhouse, Witley and Hambledon, Frensham, Dockenfield and Churt]

In the lead up to and following the conduct of the Police and Crime Commissioner Elections on 16 November 2012, a number of enquiries and some complaints were received regarding the use by Waverley of certain polling stations within the Borough. As a result it is recommended that a review be conducted of particular polling stations within the Borough. The report at Appendix M refers.

Recommendation

**It is recommended to the Council that**

- 1. agreement be given to a review of Hale School Polling Place with a view to replacing it with Sandy Hill Community Bungalow or such other venue found to be appropriate and convenient for electors;**
- 2. agreement be given to a review of Busbridge Junior School to either merge its electoral list with that of Hascombe or for consideration to be given to any other facility that might be offered by respondents to the review and found to be appropriate and convenient for electors;**
- 3. agreement be given to a review of South Farnham Infants' School for consideration to be given to any other facility that might be offered by respondents to the review and found to be appropriate and convenient for electors;**
- 4. agreement be given to a review of the Scouts Hall, Charterhouse Road for consideration to be given to any other facility that might be offered by respondents to the review and found to be appropriate and convenient for electors;**
- 5. agreement be given to a review of The Vestry and consideration be given to combining the electorate with that of Frensham or Churt wards; and**
- 6. the timetable for undertaking the review be approved, as set out in paragraph 15 of the report.**

20. TERMS OF REFERENCE FOR LOCAL GOVERNANCE REVIEW – ROWLEDGE [Page 463]

[Portfolio Holder: Cllr Robert Knowles]

[Wards Affected: All Farnham Wards]

A Petition signed by local government electors from the existing Rowledge ward, calling on Waverley Borough Council to conduct a Local Governance Review for the creation of a separate Parish Council for Rowledge, was submitted on Monday 19 November 2012.

On receipt of a valid petition the council is obliged to conduct a Review within 12 months of drawing up Terms of Reference. The report at Appendix N refers.

Recommendation

**It is recommended to the Council that**

- 1. a Local Governance Review be conducted to review the arrangements in the area of Rowledge to which the Petition relates in accordance with the Terms of Reference outlined in the report; and**
  - 2. the Terms of Reference for the review be published on 1 March 2013 and Surrey County Council be notified on the same date.**
21. TURNING AROUND THE LIVES OF WAVERLEY'S MOST VULNERABLE AND TROUBLED FAMILIES [Page 477]

[Portfolio Holder: Cllr Carole King]  
[Wards Affected: All]

The purpose of the report at Appendix O is to update Members, in advance of formal evaluation, about the positive progress made in turning around the lives of some of Waverley's most vulnerable and troubled families. In addition, to show how the innovative ideas being developed in Waverley will inform service developments being taken forward in the boroughs and districts across Surrey.

Recommendation

**It is recommended that the Executive:**

- 1. notes the positive progress made by the Council in co-ordinating the input of different agencies and delivering intensive outreach work to help turnaround the lives of some of Waverley's most vulnerable families; and**
  - 2. in addition to the Government's 3 criteria for defining these families, adopts further local criteria set out in the report that better reflects local needs.**
22. PROPOSALS FOR PUBLIC RELATIONS STRATEGY 2013 TO 2018 [Page 487]

[Portfolio Holder: Cllr Stefan Reynolds]  
[Wards Affected: All]

The report at Appendix P proposes a new Public Relations Strategy for Waverley. Robust communications are vital to protect and enhance Waverley's reputation, increase customer satisfaction with our services and support the delivery of Waverley's Corporate priorities and objectives. The Strategy will deliver a clear understanding of Waverley's desired public image and key messages to residents, stakeholders, staff and the public sector – and support Waverley in its aim of becoming one of the leading authorities in the Country. The Strategy will support a proactive and dynamic approach to Public Relations.

Policy discussions that took place as part of the Organisational Development Star Chamber in November 2012 have informed this work. The proposed Strategy represents a step-change from current ways of working. In order to deliver the Strategy goals and principles, changes to current staffing arrangements within the Communications Team are proposed and are set out in (Exempt) Annexe 1.

#### Recommendation

**The Executive is asked to recommend to the Council that**

- 1. the draft principles of the Public Relations Strategy 2013 to 2018 and Waverley's key identity messages contained within paragraphs 7 & 8 of this report be endorsed; and**
- 2. the staffing proposals at (Exempt) Annexe 1 be approved.**

#### 23. 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.

#### 24. 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).

#### 25. STAFFING MATTERS

To consider the report at (Exempt) Appendix Q.

#### 26. 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.**