

WAVERLEY BOROUGH COUNCIL

MINUTES OF THE MEETING OF THE EXECUTIVE  
5 FEBRUARY 2013

SUBMITTED TO THE COUNCIL MEETING ON 19 FEBRUARY 2013

(To be read in conjunction with the Agenda for the Meeting)

- |                                  |                          |
|----------------------------------|--------------------------|
| * Cllr Robert Knowles (Chairman) | * Cllr Stephen O'Grady   |
| * Cllr Mike Band (Vice-Chairman) | * Cllr Julia Potts       |
| * Cllr Brian Adams               | * Cllr Stefan Reynolds   |
| * Cllr Carole King               | * Cllr Adam Taylor-Smith |
| * Cllr Bryn Morgan               | * Cllr Keith Webster     |

\* Present

Cllr Tony Gordon-Smith was also in attendance for part of the meeting

153. MINUTES

The Minutes of the Meeting held on 8 January 2013 and of the Special Meeting held on 22 January 2013 were confirmed and signed.

154. DISCLOSURE OF INTERESTS

Cllr Stephen O'Grady declared a non-pecuniary interest in Minute Number 157 relating to the Community Partnerships Fund as a Trustee of the Rural Life Centre. He withdrew from the meeting during consideration of the item.

155. QUESTIONS

The following questions were received in accordance with Procedure Rule 10:-

i. from Mr David Beaman of Farnham

"What, if any, plans exist for the future of the Weydon Lane landfill site?"

ii. from Mr John Greer of Haslemere

"Can it be confirmed please whether the carrying out of the refurbishment of the (Weyhill) car park is conditional on P&D parking charges being levied in the future?"

In the absence of both questioners at the meeting, the Leader of the Council confirmed that written responses would be sent.

## **PART I - RECOMMENDATIONS TO THE COUNCIL**

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

The reports from the Executive in respect of the 2013/14 budget are set out at Appendix A to the Council agenda incorporating:-

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|--------------|---|
| Appendix A.1 | General Fund Budget 2013/14   |
| Appendix A.2 | General Fund Capital Programme 2013/14  |
| Appendix A.3 | Housing Revenue Account Annual Business Plan Review and Revenue Budget 2013/14                              |
| Appendix A.4 | Housing Revenue Account Capital Programme, New Affordable Programme and Stock Improvement Programme 2013/14 |
| Appendix A.5 | Council Tax Setting 2013/14   |

These reports will be dealt with under Agenda Item 9 of the Council agenda.

### 157. WAVERLEY COMMUNITY PARTNERSHIP – APPLICATIONS FOR REVENUE FUNDING 2013/14

- 157.1 The Waverley Community Partnership awards funding towards the running costs of organisations that provide high priority services for the benefit of Waverley residents, in partnership with the Council. The services that the partner organisations deliver cut across all corporate objectives and could fall in any of the five Corporate Priorities. In addition the Council made a specific commitment in the Corporate Plan to work with voluntary groups to meet the needs of residents. Waverley's contribution to the Waverley Voluntary Grants Panel also helps support organisations specifically in the well-being and social welfare area.
- 157.2 At its meeting on 2 October 2012, the Executive agreed to open the 2013/14 funding round of the Waverley Community Partnership to coincide with the budget-setting process. The Executive agreed the overall grants pot would be reduced by 10%, as a precaution, because of uncertainty around the Council's final government grant settlement. All existing partner organisations were advised to estimate for a grant reduction of up to 10% from the Council as they did their financial planning for 2013/14. Total funding for the current year, 2012/13, is £350,100 and a 10% reduction would mean the overall budget for 2013/14 would be £315,090.
- 157.3 When considering applications, the Grants Moderation Panel's starting point was a target saving of 10% on the funding awarded for 2012/13. The panel were, however, mindful of the potential impact any cut would have on our voluntary organisations and that many organisations are providing vital services to more vulnerable members of the community. The Moderation Panel made its recommendations on levels of funding and, in recognition of the value and commitment to those voluntary organisations that help to deliver services on the Council's behalf, reached an initial position which amounted to a 6% saving overall, with grants totalling £328,819.

157.4 A significant reduction in the Council's grant from Government has been confirmed in the Provisional Local Government Finance Settlement. Through prudent and careful analysis of Waverley's latest budget position, Members feel it important to prioritise the vital services that partner organisations provide. A contingency of £47,000 was agreed by the Executive for the 2012/13 funding round and a balance of £24,130 remains unspent. It is proposed that these funds are carried over to 2013/14 and used to boost the grants pot for 2013/14 to enable the overall grant reduction to be limited to 6%. This clearly demonstrates the value and commitment to those voluntary organisations that help to deliver services on the Council's behalf and achieves the grants panel's proposed recommendations on levels of funding.

157.5 In addition, at its meeting on 2 October 2012, for budget planning purposes, the Executive agreed that the total amount of money that Waverley contributes to the Waverley Voluntary Grants Panel (WVGP) for 2013/14 should be reduced by 10%, from £42,770 to £38,493. However, since NHS Surrey withdrew from the Panel, previously funding approximately 60% of the overall pot, there is huge financial pressure on the scheme. Surrey County Council has agreed to maintain its contribution at the same level as last year. It is therefore proposed that unspent funds from the 2012/13 contingency be allocated to the pot to maintain Waverley's contribution. Waverley's budget also includes an annual revenue contribution of £4,000 to help facilitate the approved allocation of grants from the WVGP.

Summary of funding proposed

Waverley Community Partnership	
Budget at target 10% reduction	£315,090
Top up from contingency	<u>£13,729</u>
Total proposed grants for 2013/14	<u>£328,819</u>
Waverley Voluntary Grants Panel	
Budget at target 10% reduction	£38,493
Top up from contingency	<u>£4,277</u>
Total proposed contribution for 2013/14	<u>£42,770</u>
Ring-fenced unspent balance of contingency	£6,124

157.6 In addition to the above grant schemes, the Council financially supports a number of other voluntary sector organisations to deliver high priority services. In 2012/13, as part of a nominated pilot project, 3 organisations signed up to 3 year Service Level Agreements from 1 April 2012 to 31 March 2015. The total annual funding to these organisations is currently £377,430. WRVS is also funded through a Service Level Agreement, renewed on an annual basis, in partnership with Surrey County Council. Waverley's contribution of £30,000 is matched by the County Council to provide a service to residents in the Borough.

- 157.7 The Council's overall budget for grants to the voluntary sector is £744,000, showing the Council's continued commitment to its partnerships with organisations. This budget has been maintained at the same level as the current year, despite a significant reduction in the Council's Government grant. Whilst there are some reductions in the proposed Community Partnership Grants (6% overall), keeping the overall budget at the same level has enabled an emergency funding provision of £45k to be created to provide unexpected or urgent requests for support to current and new partner organisations in the year.
- 157.8 A total of 31 applications to the Waverley Community Partnership has been received, with 5 from new applicants. The total level of funding requested by the organisations for 2013/14 was £429,532 and Annexe 1 details all of the applications received, which far exceeded the target budget of £315,090.
- 157.9 A grants panel, chaired by the Portfolio Holder for Community Services, made recommendations on funding levels. The Chairman was supported by the Portfolio Holder for Older Residents, the Portfolio Holder for Leisure & Culture and officers. The panel made proposals on levels of funding ahead of the Overview & Scrutiny Committee consideration. The Annexe shows notes on the reasons for the proposed grant levels for some organisations where this is considered to be particularly relevant. The Community O&S Committee agreed to re-establish the Grants Sub-Committee this year which considered the initial allocations in more detail and made observations back to the main Committee in January 2013.
- 157.10 The Executive considered the applications for Waverley Community Partnership Funding in 2013/14 having regard to the comments of the Community Overview and Scrutiny Committee and Sub-Committee and now

**RECOMMENDS that**

- 87. the grant levels for each organisation, as detailed in Annexe 1, be approved.**

*[Reason: to recommend the appropriate grant levels for organisations to the Council].*

158. ANNUAL PAY POLICY STATEMENT

- 158.1 Under the Localism Act which came into force in April 2012, all public authorities must publish Annual Pay Policy Statements. In accordance with the requirements of the Act, Waverley published its first Annual Pay Policy Statement in 2012. Full Council is required to adopt the Annual Pay Policy Statement each year and the Council is not legally permitted to depart from the policies set out in that statement when it considers actual decisions in relation to individuals' remuneration, including redundancy and/or severance.
- 158.2 The Pay Policy Statement at Annexe 2 has been updated for 2013-14 and will be published on Waverley's website.
- 158.3 The Pay Policy Statement for 2013-14 has been updated as follows:

1. The following sentence has been added to the policy to allow the Council greater flexibility regarding recruitment:  
*'In exceptional circumstances, where salary benchmarking and recruitment experience demonstrates the impact of salary competitiveness on the ability to recruit suitably qualified staff, the Corporate Management Team may authorise recruitment to a higher point within the grade.'*
2. The following sentences have also been added to allow the Council greater flexibility regarding termination payments if required:  
*'In accordance with this policy, in exceptional circumstances, the Council may decide to make a one-off termination payment in the interests of the efficiency of the Council's services. This will normally be no more than the person concerned would have received under the redundancy policy.'*
3. The ratio between the highest paid employee and the median average earning across the organisation should be published, but is not required to be included in the pay policy statement. This information has therefore been removed and will be included in the Management Salary information included on the Waverley website.
4. In line with the Guidance on Openness and Accountability in Local Pay, the Pay Policy Statement has been updated to include reference to additional fees paid to chief officers for local election duties and to include the fact that Waverley does not employ any staff through personal service companies, i.e. no arrangements exist which could be perceived as seeking to minimise tax payments.
5. Information detailing remuneration elements and amounts paid throughout the year is not required by the Guidance and has been removed.
6. The statement reflects the pay award, living wage and that Waverley does not employ any staff through personal service companies except in exceptional circumstances agreed by the Chief Executive and Portfolio Holder for HR.
7. It also clarifies that Waverley has 12 grades on the pay scales, plus the grades for the Directors and Chief Executive.
8. The appendices have been updated to reflect Waverley's pay scales from 1 January 2013 and current rates for travel and subsistence.

158.4 The Executive now

**RECOMMENDS that**

**88. the Annual Pay Policy Statement for 2013-14, as set out at Annexe 2, be adopted.**

*[Reason: In accordance with the Localism Act 2011, all public authorities must publish Annual Pay Policy Statements].*

159. WAVERLEY MEMBERS' ALLOWANCES SCHEME

159.1 The existing structure for members' allowances was established under legislation in 2003. This consists of a basic allowance for all members, special responsibility allowances for holders of posts such as Committee Chairmen or Vice Chairmen and Executive members and travel, subsistence and carers allowances. As part of the legislation, Councils had to establish

Independent Panels to advise them on the appropriate levels of allowances for Councillors.

- 159.2 Waverley has not implemented the recommendations for increases to members' allowances of the 2008 and 2012 Independent Remuneration Panels. It agreed in 2008 to link the levels of allowances to the annual staff pay award, which has meant allowances to Councillors have not increased for two years. The Council has not accepted any of the Independent Panel Review recommendations for an across the board increase to Members Allowances since the Panel was set up in June 2001. This was because of various budget pressures over the last 12 years. South-East Employers, the Local Authority employers organisation, carries out surveys of allowances in the South-East Region. The Panel in 2012 compared Waverley's allowances to the average across the Region as part of its last review.
- 159.3 The 2012 Panel identified that Waverley's allowances, both basic and special responsibility, had fallen behind other Councils in the region and generally were below half the average levels. While the Panel recognised the essentially voluntary nature of being a Councillor, it also recognised the need to ensure that the level of allowances did not discourage anyone considering becoming a Councillor or to deter existing Councillors from fulfilling their role. A copy of the Independent Remuneration Panel report is attached at Annexe 3.
- 159.4 The Council has to reflect its community and at the 2015 elections all sections of the community should feel able to stand as candidates. There were 16 uncontested seats in the last elections which could be a reflection of the relatively low levels of allowances discouraging some people from considering standing for election. The Panel also agreed that the level of allowances should recognise the expenses incurred and time spent by Councillors in fulfilling their roles.
- 159.5 The Panel recommended that the Council implement a staged process to increase basic and special responsibility allowances to equal the South East average levels, and that the first stage should be an increase of 50% of the difference between Waverley and average levels from April 2012. It also recommended regardless of the decision on this significant increase that from the catching up increase the link with staff pay awards should continue.
- 159.6 The Panel recommended that a Special Responsibility allowance be paid to the Mayor to recognise their role in Chairing Council meetings and also recommended continuing the current scheme for reimbursing reasonable costs for child and dependant care costs. A recent Communities and Local Government Select Committee Report on Councillor allowances – Councillors on the Frontline- drew attention to the wide disparities between Councils and suggested that the current levels of allowances could act as a deterrent to people putting themselves forward as candidates at election.
- 159.7 The Council meeting on 21 February 2012 agreed to adopt the recommendations, for implementation within the three year life of this Council, but not to increase allowances for 2012/13.

159.8 Waverley's budget includes £184,190 for Members' basic and special responsibility allowances. The proposals included in this report total £357,690. This is an increase of £173,500 and this has been included in the draft budget proposals for 2013/14. The overall budget for Members' allowances is affected to a large extent by the relatively large number of Councillors. The number of Members was last reviewed in 1999, before Executive arrangements were brought in, and thus it is now appropriate to initiate a further electoral review to look at the overall number of Councillors. It is unlikely however, that this could be carried out in time for implementation in time for the May 2015 Borough elections.

159.9 The Executive

**RECOMMENDS that**

- 89. the Council take account of the increases recommended by the Panel and adopted by Council at the meeting on 21 February 2012;**
- 90. members' allowances be increased to the levels set out in Annexe 4, based on the updated South East average levels with effect from 1st April 2013 and the Scheme of Allowances be varied accordingly;**
- 91. future increases from 1 April 2014 be linked to any annual pay award to staff;**
- 92. in future, the members travel mileage rate be set to the government non-profit rate, currently 45p per mile; and**
- 93. officers be asked to approach the Local Government Boundary Commission to ask them to carry out an electoral review of the number of Waverley Borough Councillors.**

*[Reason: The Council has to agree a scheme of allowances each year and publicise this and to take into account findings of its Independent Remuneration Panel].*

160. TREASURY MANAGEMENT 2013/14

160.1 Treasury management is the management of the Council's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks. For Waverley Borough Council this means managing a turnover of around £170m and investing up to £50m in financial markets at any one time and, with the introduction of HRA Self-financing in 2012/13, it now also includes borrowing of £193m.

160.2 The latest revision to the code by CIPFA in November 2011 incorporates the implications of the new HRA Self-Financing framework and tightens up on the requirements for the management of risk. These changes were incorporated in Waverley's Policy and approved in February 2012. Subsequently, a minor change has been made by CIPFA to 2 prudential indicators and this is

reflected later in the report. The code requires local authorities to maintain their Treasury Management Policy in accordance with the code and any of its revisions and with legislation. It also requires local authorities to determine their Treasury Management strategies and Investment strategies on an annual basis and their Prudential Indicators on an annual basis. All key changes to the current Treasury Management arrangements are highlighted in bold italic text in the Annexes to this report.

- 160.3 In July 2011 the Council agreed to employ Treasury Management advisors principally to provide upfront support for the implementation of HRA self-financing and ongoing advice for general treasury management matters. Following a competitive tender process, Arlingclose were appointed as Waverley's treasury advisors. Arlingclose provide regular market updates and advice on investments and counterparties. Waverley has regard to Arlingclose's advice in its day to day treasury activity but is not bound by it.
- 160.4 In November 2012 the Executive agreed that the current level of external advice provided to Waverley is greater than required to operate a prudent treasury management function in future. The Executive noted the significant value of the advice during the transition to HRA self-financing but agreed that the Council's needs have now reduced and scaling down to just a robust information service is now more appropriate and cost effective. The treasury management strategy for 2013/14 has been revised accordingly.
- 160.5 CIPFA has produced the Code and the accompanying guidance notes to help satisfy nine main purposes:
- i. To assist public service organisations in the development and maintenance of firm foundations and clear objectives for their treasury management activities, and thereby to add to their credibility in the public eye.
  - ii. To emphasise the overriding importance of effective risk management, as the foundation for treasury management in all public service bodies.
  - iii. To provide transparency for treasury management decisions including the use of counterparties and financial instruments that individual public service organisations intend to use for the prudent management of their financial affairs.
  - iv. To encourage the pursuit of value for money in treasury management, and to promote the reasoned use, development and appreciation of appropriate and practical measures of performance.
  - v. To enable CIPFA members to fulfil their professional and contractual responsibilities to the organisations they serve and, in accordance with the members' charter, *"to maintain and develop the professional competence of both themselves and those they supervise"*.
  - vi. To help facilitate a standardisation and codification of treasury management policies and practices in the public services.



- vii. To assist those involved in the regulation and review of treasury management in the public services, particularly those charged with the audit of the same,
- viii. To foster a continuing debate on the relevance and currency of the statutory and regulatory regimes under which treasury management operates in the various parts of the public services.
- ix. To further the understanding and confidence of, and to act as a reference work for, financial and other institutions whose businesses bring them into contact with the treasury management activities of public service organisations.

160.6 In 2012, officers, supported by treasury advisors, revised the following key documents to bring them in line with the requirements of the new Code:

- Treasury Management Policy Statement - this document is included at Annexe 5 and sets out the headline objectives of the Treasury Management function.
- Treasury Management Strategy 2013/14 - this document is included at Annexe 6 and sets out the way in which Waverley's policy objectives for Treasury Management will be achieved and the high level approach to borrowing and investment. As required by the Code, the Strategy includes a statement of Waverley's Treasury Management Practices (TMPs) which set out specific areas of note and how they will be dealt with.
- Annual Investment Strategy 2013/14 - this document is included at Annexe 7 and sets out how Waverley's investments will be managed, in accordance with the Treasury Management Strategy, and how this will help achieve Waverley's TM policy objectives. The Strategy includes changes to investment limits agreed at the Executive in September 2012 which were necessary because of the additional cashflow arising from the HRA self-financing regime. This Strategy is required by local government investment regulations.

160.7 The Local Government Act 2003 requires local authorities to comply with CIPFA's Prudential Borrowing Code. This in turn requires local authorities to agree a specified set of prudential indicators relating to its investment and borrowing activities. Officers have revised Waverley's Prudential Indicators in line with the requirements of the new Code and the current conditions which are included at Annexe 8. The prudential indicators are intended to support decision making and are ways of targeting and measuring performance.

160.8 The Executive

**RECOMMENDS that**

- 94. 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 be approved.**

*[Reason: The Code of Practice on Treasury Management produced by CIPFA requires local authorities to determine their Treasury Management and investment strategies on an annual basis, along with their prudential indicators].*

161. HERONS LEISURE CENTRE REFURBISHMENT

*[This item contains exempt information by virtue of which the public is likely to be excluded during the item to which the report relates, as specified in Paragraph 3 of the revised Part I of Schedule 12A to the Local Government Act 1972, namely:-*

*Information relating to the financial or business affairs of any particular person (including the authority holding that information)]*

- 161.2 In July 2007, Waverley's administration made improving its leisure centres a central corporate priority, committing to undertake large scale improvements to the leisure centres throughout the borough. In February 2008, the Council reaffirmed this commitment and approved capital works for the leisure centres in Cranleigh, Farnham and Godalming.
- 161.2 Refurbishments were completed on time and within budget in 2010 at Cranleigh and Farnham Leisure Centres and a new Godalming Leisure Centre was opened ahead of schedule, and within budget, in the autumn of 2012. This capital investment has enabled Waverley to create a strong leisure portfolio culminating in a substantial increase in leisure centre usage throughout the newly created centres. Following the Council's manifesto pledge in May 2011, which included the refurbishment of the Herons Leisure Centre, Officers have explored the potential for development of that centre and the associated impact on the management fee.
- 161.3 The Herons Leisure Centre is now fourteen years old and, although still performing well, is beginning to look tired and is now not up to the same standard as Waverley's other new or newly refurbished centres. In order to improve the quality of leisure provision capital investment is required. Given the age of the centre and the increasing demand, issues have started to arise regarding the facilities offered at the Herons. Whilst usage has increased customer satisfaction has decreased which can predominantly be attributed to the condition and age of the facilities and the centre.
- 161.4 Customer needs and expectations have changed considerably over the last fourteen years and the refurbishment of the leisure centre will provide the opportunity to review and address all of these aspects for the community. Public consultation with users, non-users and key focus groups will help inform the tender documentation and ensure the community's priorities of provision are addressed. This important consultation is being carried out by Ploszajski Lynch Consulting Ltd who are experts in this field.

- 161.5 Officers have carried out initial discussions with DC Leisure and the development team to look at potential areas which will have the most positive effect on the management fee and the indicative costs of the capital refurbishment required. The intention, as delivered in Cranleigh and Farnham, is to keep the centre open throughout the refurbishment thus reducing the impact on the operation and usage of the centre. The key element to keep in operation to keep closure costs to a minimum will be the continued provision of the gym throughout the construction project. Therefore phasing will be carefully considered when composing the tender documents and in clarification meetings with potential contractors.
- 161.6 The figures in (Exempt) Annexe 9 should be regarded as the best estimate at this time. They are based on the basic design proposal and are subject to consultant feedback regarding ground, structural and mechanical and electrical conditions. The actual design proposals will be developed by the contractors during the tender period and the final costs and proposals will be known when tenders are returned. The Council will then be presented with a range of costed design options for consideration along with their respective revenue implications. It is proposed that the refurbishment works will split into options for pricing to allow flexibility when choosing the final design the detail of which will be informed by the feedback from our user and non-user consultation, at present the options are proposed to be tendered as follows:
- Extend current gym area and create a dance studio and improve the quality of the dry changing facilities;
  - Refurbishment of the wetside changing village;
  - Pool Hall improvement;
  - Reception Area improvement
  - Renewable energy sources will be presented individually for consideration as a separate business case for consideration.
- 161.7 As the project will be competitively tendered, it is important that indicative costs are presented in (Exempt) at this stage and the estimates are shown at (Exempt) Annexe 9. A grant application was made to Sport England, in partnership with DC Leisure, as part of their commitment to Olympic Legacy for the work relating to the wetside changing room. It has been confirmed verbally that we have been successful but await written confirmation.
- 161.8 If authorisation is received for this refurbishment project it will ensure that the Herons Leisure Centre will have all of the required facilities to operate as a stand-alone facility. This means there will be less reliance upon the Edge leisure centre to deliver an element of the programme of activities required at the Herons. These proposed improvements will enable the Council to objectively review the operating model for the Edge into the future.
- 161.9 Improvement to the net revenue position, which will be a combination of increased income and reduced running costs, will be necessary when assessing the cost-effectiveness and affordability of the scheme. Currently the net management fee is a positive amount of £2,500pa. Early discussions

have been held with the operator, DC Leisure. More detailed and robust negotiations will need to take place in parallel to the tender process for the works to ensure that Waverley achieves the best possible return from the capital investment, recognising that some elements of the project are not income-earning improvements.

- 161.10 Lifecycle costs and future financial risks will also be considered when considering the viability of the project. Opportunities may exist to bring forward existing lifecycle works from future year's capital programmes during the proposed works and this will be considered when tenders have been received and discussions held with potential construction partners. Additionally, opportunities for renewable energy schemes may also exist and these, if identified, will be subject to a separate business case before being considered for approval.
- 161.11 The 2012/13 Capital Programme includes a provision of £700,000 with a further indicative budget of £1,300,000 included in subsequent years. The General Fund capital programme report, also on this agenda, proposes to increase the Herons budget by £400,000 to accommodate the additional grant-funded element of the scheme i.e. the changing room improvements. This element of the budget is subject to the grant being confirmed. A request is also made in the capital budget report to ring-fence up to £420,000 from the underspend on the Godalming Leisure Centre scheme in 2012/13 to bring the total capital budget up to £2,820,000. The additional £420,000 would be provisionally allocated and subject to a satisfactory business case being presented to Members alongside the outcome of the tender exercise.
- 161.12 The legal requirements of the refurbishment will be delivered through the proposed JCT contract between Waverley and the successful construction contractor. The project, as with the preceding refurbishments, will be tendered as a design and build contract reducing the construction and financial risk to the Council. If the project is approved, it will also be necessary to formalise the renegotiated management contract with DC Leisure. One further element of consideration is the 'ownership' of the Herons Leisure Centre and the Council's relationship with the Shottermill Charitable Trust.
- 161.13 Charitable Trustees, in this case councillors, are legally required to act in the best interests of the Trust and exercise their own independent discretion. The Trust remains a viable charity fulfilling its objectives. Equally Members of the Council are obliged to act in the best interests of the Council and Council Members should ensure that the funds it is investing in the Trust are protected. While the objectives of the Trust and the Council coincide, which they have done for the last 100 years, and there is no obvious reason why that will not continue, then there will not be an issue.
- 161.14 However, it is officers' advice that a legal agreement should be drawn up to protect the Council's long term investment. As the Council as Local Authority and the Council as Sole Trustees of the Shottermill Recreation Trust are separate legal entities then it is lawful to draw up an agreement between the two bodies. The Charity Commission has confirmed their agreement to this in Guidance Notes "The independence of Charities from the State".

The agreement would provide for repayment of the funds for a number of reasons for example if the monies are not expended in accordance with the purposes of the award or if the Trust was brought to an end, as an extra safeguard the Council as the local authority could also put a legal charge on the land.

- 161.15 Officers will prepare the necessary legal documents and, once the scheme proposals have been developed further and tenders received, these documents will be reported to Members and the Trust Board for consideration and approval. The Executive now

**RECOMMENDS that**

- 95. tenders should be issued for the major refurbishment of the Herons Leisure Centre, as described above;**
- 96. officers be authorised to negotiate with DC Leisure to agree the revenue impact of the capital scheme on the management fee; and**
- 97. officers 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.**

*[Reason: to obtain authorisation to seek tenders for the refurbishment and improvement of the Herons Leisure Centre]*

**162. FARNHAM AND HASLEMERE NEIGHBOURHOOD PLAN AREAS**

- 162.1 One of the neighbourhood planning initiatives introduced by the Localism Act 2011 is for local communities to prepare a neighbourhood plan. This allows them to shape the future of their own communities by planning where and what type of new development will take place in their local areas and what it should look like. A neighbourhood plan can include allocations for development such as housing and employment as well as policies for managing specific types of development. Once it is approved and comes into force it will take precedence over the non strategic policies in the local plan for making decisions on planning applications for that neighbourhood.
- 162.2 Where an area is covered by a town or parish council, a neighbourhood plan for that area can only be prepared by that town or parish council. Certain procedures and requirements have to be carried out when preparing neighbourhood plans. Neighbourhood plans must be in line with Waverley's Local Plan. Therefore, a neighbourhood plan cannot plan for less development in an area than that proposed in the local plan and therefore must plan for an equal or greater level of growth.
- 162.3 However, It is up to the town or parish council to decide the scope of their neighbourhood plans. Where a neighbourhood plan does not make allocations or set out policies to manage specific development, then this responsibility will fall to the local plan. Under the legislation the first stage of preparing a neighbourhood plan is for the town or parish council to apply to Waverley Borough Council to designate the neighbourhood area that they propose their neighbourhood plan should cover. Once it has been agreed then the neighbourhood plan can be prepared.

- 162.4 Farnham Town Council and Haslemere Town Council have each resolved to prepare a neighbourhood plan for their individual communities and therefore have applied to Waverley for the Borough Council to agree the neighbourhood areas they wish their respective plans to cover. In both cases the intention is for the neighbourhood plan to cover the entire area for which the town council is responsible. The neighbourhood area applications from Farnham Town Council and Haslemere Town Council are attached as Annexes 10 and 11 respectively.
- 162.5 Before Waverley Borough Council can determine the neighbourhood area applications it is required under the neighbourhood planning regulations to consult on the application proposals for 6 weeks to invite comments on the proposed areas and consider the responses made. Therefore, for each neighbourhood area application the Council:
- advertised the area application on its website;
  - publicised it in the Herald Newspaper Series; and
  - wrote to statutory consultees, local residents associations, chambers of commerce, and adjoining district and parish councils to inform them that they can comment on the area application proposals.
- 162.6 The deadline for comments on both of the area applications ended on 4<sup>th</sup> January 2013. Under the Localism Act 2011 Waverley Borough Council can only consider whether the area for which the neighbourhood area application is made is appropriate for the purposes of preparing a neighbourhood development plan. The legislation states that when determining an area application the Council must have regard to:
- the desirability of designating the whole of the area of a parish council as a neighbourhood area; and
  - the desirability of maintaining the existing boundaries of areas already designated as neighbourhood areas.
- 162.7 The Council can also refuse to consider the application if another area application has already been made to designate the area and that application has yet to be decided.
- 162.8 As a result of the consultation, 11 letters supporting the Farnham neighbourhood area application were received. As one of the borough councils adjoining Farnham, Guildford Borough Council has no comments to make on the area application. However, it has requested that it is kept informed as work on the neighbourhood plan goes forward. As the area application from Farnham Town Council meets the requirements of the legislation and there are no representations that demonstrate that the area applied for is not appropriate for the purposes of a neighbourhood plan for Farnham, it is recommended that Waverley Borough Council approves the area application.

- 162.9 As an adjoining parish council to Haslemere, Grayshott Parish Council has asked that it is consulted on the preparation of the Haslemere Neighbourhood Plan, in particular for any developments planned for Hindhead. An objection to the area applied for has been received from a local resident. He considers that Haslemere Town Council is not the appropriate body to prepare a neighbourhood plan as it has not demonstrated that it has the skills or mindset amongst its team of volunteers to consider the growth agenda set out in the National Planning Policy Framework. As such, it will not address the needs of Haslemere particularly in respect of employment and housing.
- 162.10 The objection is not relevant at this stage because the issue to be considered in an area application is whether the area applied for is appropriate for a neighbourhood plan for Haslemere. The Localism Act states that where an area is parished then only the parish council (or town in this case) can prepare the neighbourhood plan. As such, it is the responsibility of the town council to decide how it wants to prepare its neighbourhood plan. This is provided that its preparation meets the requirements of the legislation including consultation, ensuring conformity with the Local Plan and having the plan independently examined. These requirements will provide an opportunity to assess whether the neighbourhood plan itself is appropriate.
- 162.11 As the area application from Haslemere Town Council meets the requirements of the legislation and there are no representations that demonstrate that the area applied for is not appropriate for the purposes of a neighbourhood plan, it is recommended that Waverley Borough Council approves the area application.
- 162.12 The Executive accordingly

**RECOMMENDS that**

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

*[Reason: the Council is required to determine neighbourhood area applications in accordance with the Localism Act 2011 and the Neighbourhood Planning (General) Regulations 2012.]*

**163. REVIEW OF PARTICULAR POLLING PLACES**

- 163.1 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. In England, each parish is required by law to be a separate polling district, unless there are special circumstances.

Hale School, Upper Hale Road, Farnham – Farnham Upper Hale Ward

163.2 Complaints have been received regarding the use of Hale School as a polling place. This is due to the disruption caused to pupils and the impact on parents and carers required to make arrangements for childcare on polling day due to the school's closure. Both the Police and Crime Commissioner (16 November 2012) and the County Council elections (2 May 2013) are being conducted within the same school year.

163.3 Hale School is used currently as a double polling station with a current total electorate of 3231. Enquiries have been made of suitable alternative venues. Sandy Hill Community Bungalow is available for hire within the same ward with suitable disabled access, sufficient in size to accommodate a double polling station, reasonable hire charges and good facilities for polling station staff. There is limited parking on site but parking is available on Upper Hale Road.

Busbridge Junior School, Brighton Road, Busbridge – Bramley Busbridge and Hascombe Ward

163.4 Representations have been received from the Headmistress of Busbridge Junior School requesting that Busbridge Junior School no longer be used as a polling place. This is for the same reasons as expressed with regards to Hale School.

163.5 Busbridge Junior School is used currently as a single polling station with a current total electorate of 609. Enquiries have been made of Busbridge Village Hall. This facility is not available to hire in the mornings as it is used by a private nursery. There are no other known facilities in the ward that could be considered. Busbridge falls within the county division of Waverley Eastern villages together with Bramley and Hascombe polling places. An option could be to merge the Busbridge list with the Hascombe list because of the respective small electorate lists for each place. The latter has a current electorate of 216. This would have implications for those electors who currently walk to Busbridge Junior School to vote in person. In addition "special circumstances" for the change would have to be found to comply with S.18 EAA 2006 above.

South Farnham Infants' School, School Lane, Lower Bourne, Farnham – Farnham Bourne South Ward

163.6 South Farnham Infants' School was formerly known as Bourne School. An enquiry has been received from the Headmaster regarding continued use of the school as a polling place for the same reasons as above. The school is used as a double polling station with a total electorate of 2087. The school has suggested use of a new church hall at St Thomas-on-the Bourne, Frensham Road. However this venue falls within the Farnham Bourne North ward and is opposite the Ridgeway School, currently the designated polling place for that ward. There is a total electorate of 1092 in the Bourne North ward. There are no other known facilities within the ward that could be considered.



Scouts Hall, Charterhouse Road, Godalming – Godalming Charterhouse ward

- 163.7 A polling station inspection of the Scouts Hall was conducted by Mary Orton, Deputy Returning Officer, on 16 November 2012, Polling Day for the Police and Crime Commissioner Election. Concern was raised regarding access to the venue for electors and the very cold facilities provided for polling station staff.
- 163.8 The Scouts Hall is used as a double polling station with a current total electorate of 2821. Enquiries are currently being made of The Armoury building within the Charterhouse School site as an alternative option for consideration.

Chandler Junior School, Middlemarch, Roke Lane, Witley – Witley and Hambledon ward

- 163.9 A request was made from a parent of children at the school prior to the November 2012 election as to continued use of the school as a polling place. Chandler Junior School is a double polling station with a current total electorate of 2489. There are no other known facilities within the ward that could be considered.

The Vestry, Dockenfield Church, The Street, Dockenfield – Frensham Dockenfield and Tilford ward

- 163.10 The Vestry, Dockenfield is a single polling station with current total electorate of 337. Churt Village hall is a single polling station with electorate of 971. Frensham Parish Meeting Room, The Community Shop, Shortfield Common Road is a single polling station with electorate of 770. Tilford Institute is a double polling station with an electorate of 578 for Frensham – Rushmore and an electorate of 781 for Frensham. All fall within the county division of Waverley Western. A polling station inspection of the Vestry was conducted by Mary Orton, Deputy Returning Officer, on 16 November 2012 Polling Day for the Police and Crime Commissioner Election. Concern was raised regarding the very cold facilities provided for polling station staff.
- 163.11 Schedule A1 Electoral Administration Act 2006 requires that if it is agreed that a review take place, Waverley must publish notice of the holding of a review. The authority must consult with the Returning Officer. The Authority must seek representations from such persons as it thinks have particular expertise in relation to access to premises or facilities for persons who have different forms of disability. Such persons must have an opportunity to make representations and to comment on the Returning Officer's representations. Any elector may make representations. Representations made by any person may include proposals for specified alternative polling places. On completion of a review the authority must give reasons for its decisions in the review and publish such other information as is prescribed.
- 163.12 The review and consideration of any representations received would not be completed in time for any changes to be made for the County Council elections on 2 May 2013 bearing in mind the lead in time required for poll card printing. The timescale for a review would be as follows:-

Commencement of review – 01.03.13  
Conclusion of review and the consultation – 03.05.13  
Consideration by Executive – 02.07.13  
Consideration by Full Council – 16.07.13  
Publication of result of review – 31.07.13

### 163.13 The Executive

#### **RECOMMENDS that**

- 100. 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;**
- 101. 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;**
- 102. 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;**
- 103. 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;**
- 104. agreement be given to a review of the arrangements for polling places situated within the Frensham, Dockenfield and Tilford ward; and**
- 105. the timetable for undertaking the review be approved, as set out in paragraph 163.12 of the report.**

*[Reason: Following a number of enquiries after the Police and Crime Commissioner Elections, it is recommended that a review be undertaken of particular polling stations in the Borough].*

### 164. TERMS OF REFERENCE FOR LOCAL GOVERNANCE REVIEW – ROWLEDGE

- 164.1 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.

- 164.2 Rowledge currently forms part of the Farnham Town Council area. All town and parish councils are elected together in a four-yearly cycle. The next parish elections will be conducted in May 2015. The Terms of Reference for conducting a Local Governance Review must specify the area under Review and must be published. If any modifications are made to the Terms, these must also be published. Central Government expects the Terms of Reference to clearly set out the matters on which the Review will focus. The Terms should be relevant to local people and their circumstances and reflect the specific needs of their communities.
- 164.3 Proposed Terms of Reference for the review are set out in Annexe 12. Work conducted so far has been carried out within the current staff and financial resources. Additional financial resources will be required to conduct the Review and carry out the consultation required. A budget provision of £10,000 is proposed for inclusion in financial year 2013 – 2014. This will cover for the most part postage costs for the issue of a questionnaire in the second consultation period. There is no legal requirement to hold a referendum when conducting a Review. The issue of a questionnaire will be a more flexible and inclusive option, tailored to reflect the findings of the first consultation period and able to give persons consulted a say. If a referendum were to be held during the second consultation period, the estimated cost would amount to £30,000.
- 164.4 The Local Government and Public Involvement in Health Act 2007 makes provision for local electors throughout England to petition their principal council for a community governance review to be undertaken. The petition must set out at least one recommendation that the petitioners want the review to consider making. Where a valid petition is received with the requisite number of signatures a Local Governance Review must be held. Section 93 of the 2007 Act allows principal councils to decide how they will conduct a Review provided they comply with the duties outlined in the legislation. In conducting a Review, the Council is required by Section 100 of the 2007 Act above to have regard to the guidance on reviews published by The Local Government Boundary Commission for England in March 2010. Having set the Terms of Reference (for which there is no time limit), the Review must then be held within a period of 12 months.
- 164.5 The Executive

**RECOMMENDS that**

- 106. 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**
- 107. the Terms of Reference for the review be published on 1 March 2013 and Surrey County Council be notified on the same date.**

*[Reason: On receipt of valid petition to conduct a local governance review, the Council is obliged to conduct a review within 12 months].*

165. PROPOSALS FOR PUBLIC RELATIONS STRATEGY 2013 TO 2018

*[This item contains exempt information by virtue of which the public is likely to be excluded during the item to which the report relates, as specified in Paragraphs 1 and 3 of the revised Part I of Schedule 12A to the Local Government Act 1972, namely:-*

*Information relating to any individual (paragraph 1); and*

*Information relating to the financial or business affairs of any particular person (including the authority holding that information) (paragraph 3)]*

165.1 Work is being undertaken to prepare a new Public Relations Strategy for Waverley. The Council's communication function sits within the Organisational Development service. External communications such as publications, press releases, the website and newer forms of communication such as social media originate from the central Communication Team. Internal communications tools such as the staff intranet also fall within the remit of the team. The team currently employs a campaign-based approach to support major communications projects, such as the recent successful (and award-winning) campaign to launch the new waste and recycling service in April 2012.

165.2 Adopted in 2008, this approach allowed messages to be planned and communicated using a wider range of communication channels. The campaign-based style of working has been successful in increasing the impact and reach of information. It has also allowed Waverley to demonstrate to taxpayers how it is achieving its corporate priorities and to build upon the council's reputation.

165.3 To support the aim and ambition of becoming a leading authority, it has been identified that Waverley now needs to adopt a corporate public relations strategy, which will have a broader remit. This will aim to clearly define the council's identity and key communication messages to different groups, including residents, customers, the Government/public sector, suppliers & stakeholders and staff. It is anticipated that the Strategy will cover the period 2013 to 2018 and will be integral to individual service strategies. It should drive ambitious, bold ways of working and communicating with customers, stakeholders and staff. This will ensure consistency of customer experience and message across the organisation.

165.4 The GOALS of the strategy are to:

- Deliver a Strategy to support the achievement of **Waverley's Corporate Plan priorities**, with particular regard to providing **Value for Money**.
- **Increase customer satisfaction** with and **awareness** of Waverley's services. Waverley delivers around 110 services, and these need to be accessible and promoted to those who need or wish to use them. Research by IPSOS MORI has long shown that there is a strong link between how well informed residents feel and overall satisfaction with their local council.

- Identify and **promote Waverley's key messages and identity**. Waverley's priorities are clear in the form of Waverley's Corporate Plan 2012 to 15 – **VALUE**. However, there is not yet a clearly understood identity for how Waverley wishes to be seen by others. The Public Relations Strategy is an excellent opportunity to clarify this for the organisation, Members and staff.
- Allow us to be **more proactive than reactive**. Big communications campaigns such as a new leisure centre or waste service do not happen every year so the key messages will need to drive communications activity. We need to make sure we make the best use of our beautiful Borough, and help deliver the Corporate Plan priority to protect and enhance our **Environment**. The strategy will deliver a series of themes to focus on for each year, and a plan for how to deliver this.
- **Protect and enhance Waverley's reputation** in every aspect of our business, encouraging transparency and accountability. As a public body we need to be able to stand up to scrutiny and challenge.
- Deliver **Value for money** by making our Public Relations Strategy **efficient and effective**. We also need to support the Corporate Plan priority of 'Understanding our Residents' Needs' by:
  - **Using data, intelligence and feedback** to deliver the messages that people want/need to hear, to the right people in the right way. By having clear objectives we will be better able to evaluate the success of our communication efforts. We also have the opportunity to make better use of research using the Citizens Panel, other forms of consultation and data such as 'MOSAIC's' socio-economic data.
  - Making **effective choices about communications channels**. The range of channels is growing and changing fast – from the traditional newspaper & press release to social media. Our website is a powerful tool to be developed to improve efficiency for our customers, and 24/7 information and services. With limited resources we need to target our efforts and focus on the channels that will have the biggest impact and give us the best return.
- Have **robust organisational development, internal communication and staff engagement** to support Waverley becoming one of the leading authorities in the country and to deliver excellent services to our customers.

165.5 The following principles have been identified in consultation with the Communications team, the Communications Portfolio Holder and the Corporate Management Team:

- Waverley is committed to becoming one of the **leading authorities** in the country and delivering excellent services
- Supporting Waverley to deliver **VALUE**
- As a people-based service organisation, the quality of our **staff** is vital in the delivery of excellent services. Our customers will judge Waverley

based on the experience they have contacting our staff. **Organisational Development, Internal communication and staff engagement** are, therefore, a crucial part of our Public Relations Strategy.

- All communications, both internal and external will support the **identity** we wish to portray. This needs to include all communications including letters and emails. All staff should be clear about **'house' style, branding, tone and content**. We will agree regular themes we want to promote and produce a communications work plan to deliver this.
- We will prioritise **proactive** communications that deliver the messages that Waverley wants to communicate. We will not be led by media enquiries.
- Developing Waverley's **website** and delivering Waverley's website strategy is a priority, although we acknowledge that not all residents can access information electronically.
- We will challenge the use of existing **channels**, such as local papers, and measure their effectiveness through data and feedback. We will investigate making more use of other channels, such as radio, and keep this under ongoing review.

#### 165.6 **Waverley's Identity – our draft aspirations:**

*The aspirations around our identity will all support the delivery of Waverley's Corporate Plan priorities:*

*Value for Money*

*Affordable Housing*

*Leisure and lives*

*Understanding our Residents' Needs*

*Environment*

<b>Who</b>	<b>How they will see Waverley Borough Council – our aspirations</b>
Residents	A well run organisation - a safe pair of hands. Provide VALUE for money and are forward thinking. To know about the range of services offered. Waverley is a great place to live – the Council help protect and enhance the beautiful Borough.
Customers that have direct contact with Waverley	A well run organisation – a safe pair of hands Provide VALUE for money and are forward thinking Efficient and get the job done Honest and trustworthy Friendly, caring and helpful – not officious, bureaucratic or cold.
Staff	Waverley is a Great Place to Work Aiming to be one of the leading authorities in the country To take responsibility for providing excellent customer service A listening authority that wants to hear my ideas for improvement
Government/ public sector	Aiming to be one of the leading authorities in the country. A well run organisation – a safe pair of hands. Innovative and forward thinking. Providing VALUE for money.

Who	How they will see Waverley Borough Council – our aspirations
Stakeholders/ suppliers/ Businesses	A well run organisation – a safe pair of hands. Providing VALUE for money. Good to work with / do business with / partner. Efficient – not officious or bureaucratic.

165.7 This item presents the background and goals of the Public Relations Strategy and asks the Council to endorse the principles of the Strategy and Waverley's key messages relating to how the authority wishes to be perceived. These will then be tested and developed in the preparation of the full Strategy. The proposed Strategy represents a step-change from current ways of working. In order to deliver the Strategy goals and principles there are staffing proposals relating to the Communications team which are contained within (Exempt) Annexe 13.

165.8 A final Public Relations Strategy 2013 to 2018, and work plan for 2013/14 will be presented to the Executive in the Autumn and full Council in October 2013. This will be based on the proposals within this report and the following research:

- Further consultation with the Portfolio Holder, Corporate Management Team, Heads of Service and Connectors (middle managers)
- Consultation and 'testing' of the draft principles of the Strategy with Members.
- A report to the Corporate Overview & Scrutiny Committee in June 2013.
- Outcomes from two Communications Team away days held in December 2012
- Information from Waverley Citizens' Panel Surveys
- Qualitative data from Citizens' Panel focus groups to be held at the end of January/early February
- Findings from a review of data held in MOSAIC – a powerful socio-economic data tool that allows us to profile our residents over a vast range of variables
- The responses of an all-staff survey being undertaken in January 2013
- Best practice from other organisations – including identifying 'Critical Friends' who could support the process.

165.9 The Executive

**RECOMMENDS that**

**108. the draft principles of the Public Relations Strategy 2013 to 2018 and Waverley's key identity messages set out above be endorsed; and**

**109. the staffing proposals at (Exempt) Annexe 13 be approved as a start to a wider review process.**

*[Reason: to initiate a public relations strategy that can ensure the Council's communications strategy is fit for purpose for taking the organisation forward].*

166. EXCLUSION OF PRESS AND PUBLIC

At 7.52 p.m. it was

RESOLVED 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 item 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 this item, there would be disclosure to them of exempt information (as defined by Section 100I of the Act) of the description specified in paragraph 1 of the revised Part I of Schedule 12A to the Act, namely:-

Information relating to any individual.

167. STAFFING MATTERS

The Executive considered a report on this matter, attached as (Exempt) Annexe 14 and now

**RECOMMENDS that**

**110. the recommendations set out in (Exempt) Annexe 14 be agreed.**

**Part II – Matters Reported in Detail for the Information of the Council**

There were no matters raised under this category.

**Part III – Brief Summaries of Other Matters Dealt With**

168. EXECUTIVE FORWARD PROGRAMME

RESOLVED that the forward programme of key decisions for Waverley Borough Council be agreed and adopted.

169. BUDGET MANAGEMENT - DECEMBER UPDATE 2012-13

RESOLVED that approval be given 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; and
3. the reinstatement of £300,000 previously identified as savings to be used for bathroom decent home expenditure within the HRA Capital Programme.



[N.B. After the Executive meeting, the decision relating to additional funding for Woodland Management and Access was no longer required as provision was instead included in the capital programme for 2013/14].

*[Reason: To monitor the progress of revenue expenditure, income, capital expenditure and project the likely year-end position].*

170. TOWN TEAM PARTNERS – SPENDING PLANS FOR FARNHAM

RESOLVED that the spending plans for Farnham be approved.

*[Reason: Waverley is the accountable body for the funds so needs to ensure the town bids comply with DCLG Guidance]*

171. PROPOSED REFURBISHMENT OF WEYHILL (FAIRGROUND) CAR PARK, HASLEMERE- RESULTS OF INFORMAL CONSULTATION

RESOLVED that the outcome of the informal consultation exercise and the observations made by the Community Overview and Scrutiny Committee be noted.

*[Reason: To receive the results of the informal consultation which will inform the proposed application to the Secretary of State for common land consent to refurbish the car park]*

172. LICENCE FOR THE USE OF A WAVERLEY OPERATED CAR PARK

RESOLVED that with effect from 1 April 2013, the revised policy set out in the report for giving consideration to car park use requests and scale of licence fees, should be adopted to replace the current framework.

*[Reason: to adopt a policy and fees that are applied consistently and in a transparent way, making applicants aware of the criteria against which all applications will be considered].*

173. SPECIFICATION FOR BATHROOMS

RESOLVED 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.

*[Reason: The Executive had asked the Overview and Scrutiny Committee to review the bathroom specification as part of the Decent Homes works programme.]*

174. TURNING AROUND THE LIVES OF WAVERLEY'S MOST VULNERABLE AND TROUBLED FAMILIES

RESOLVED that

1. 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 be noted; and
2. in addition to the Government's 3 criteria for defining these families, further local criteria set out in the report that better reflect local needs be adopted.

*[Reason: to update members about the positive progress being made through partnership working to help turn around the lives of some of Waverley's most vulnerable families].*

The meeting commenced at 6.45 p.m. and concluded at 7.56 p.m.

Chairman