



Waverley Borough Council
Council Offices, The Burys,
Godalming, Surrey
GU7 1HR
www.waverley.gov.uk

When calling please ask for: Emma McQuillan
Democratic Services Manager
Democratic Services

To: All Councillors

Direct line: 01483 523351

Calls may be recorded for training or monitoring

E-mail: emma.mcquillan@waverley.gov.uk

Date: 5 June 2013

Dear Councillor

A Meeting of the EXECUTIVE was held on 4 June 2013. The decisions taken at the meeting are set out below.

The deadline for call-in of any of these decisions for scrutiny (within five working days) will be **NOON ON WEDNESDAY, 12 JUNE 2013**. Members must notify Emma McQuillan, Democratic Services Manager, by e-mail, fax, telephone or letter if they wish to refer a decision to the appropriate Overview and Scrutiny Committee. The Constitution requires that **four members of the appropriate Overview and Scrutiny Committee may call-in** a decision of the Executive for scrutiny.

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

Yours sincerely

MARY ORTON

Chief Executive

NOTE FOR MEMBERS

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

AGENDA

1&2. **CHAIRMAN AND VICE-CHAIRMAN 2013/14**

The Executive has confirmed the appointment of Councillor Robert Knowles as Chairman and Councillor Mike Band as Vice-Chairman for the current Council year.

8. **EXECUTIVE FORWARD PROGRAMME**

The Executive agreed to adopt the forward programme of key decisions for Waverley Borough Council, subject to amending the date of Parking Services – Review of Cashless Payment Options to December 2013 and amending the description to read “to consider the preferred option” instead of “to agree the preferred option”.

9. **ANNUAL ACCOUNTS 2012-2013**

9.1 **OVERALL REVENUE OUTTURN (GENERAL FUND and HOUSING REVENUE ACCOUNT)**

The Executive agreed to:

1. note the Revenue Outturn position for 2012/2013;
2. approve Revenue Carry Forwards of £39,130 on the General Fund from 2012/13 to 2013/14 as detailed at Annexe 3;
3. approve Revenue Carry Forwards of £477,000 on the HRA from 2012/13 to 2013/14, as detailed at Annexe 3;
4. increase the minimum level of the General Fund Working balance from £3.1 million to £3.2 million in recognition of current legislative uncertainties;
5. set aside £200,000 of the 2012/2013 underspend as an earmarked reserve to meet potential future liabilities for Business Rates revaluation reductions for previous years; and
6. request officers to carry out investigations into the areas where significant variances have occurred in 2012/13 (particularly Building Control, Day Centres, Green Waste Recycling and Special Refuse Collection); to assess the potential impact on the 2013/14 budget; and to bring forward proposals for remedial measures as part of the Budget Management Reporting process.

[CORPORATE OVERVIEW AND SCRUTINY COMMITTEE]

[Reason: To note and approve the outturn figures for 2012/13 and reinforce the financial position going forward.]

9.2 CAPITAL PROGRAMME OUTTURN (GENERAL FUND and HOUSING REVENUE ACCOUNT)

The Executive agreed to:-

1. note the Capital Outturn position for 2012/13;
2. approve the transfer of budgets totalling £1,631,225, as shown in Annexe 1, from the 2012/13 General Fund Capital Programme to the 2013/14 General Fund Capital Programme; and
3. approve the transfer of budgets totalling £858,750 as detailed in Annexe 2 from the 2012/13 HRA Capital Programme to the 2013/14 HRA Capital Programme.

[CORPORATE OVERVIEW AND SCRUTINY COMMITTEE]

[Reason: to seek approval to add rescheduled expenditure and minor slippage from the 2012/13 to 2013/14 programme]

9.3 MANAGEMENT OF VOIDS

The Executive agreed that:-

1. a waiver of Contract Procedure Rule 6.6 be approved and Navigation Partners be appointed to undertake a review of the voids process and project manage the implementation of the new process, including aligning the Orchard Housing Management IT system to it and that the £33,000 for this work be vired from the 2012/13 underspend on the Housing Revenue Account; and
2. officers undertake a tendering process to procure the necessary expertise to carry out reviews of other Housing Service customer-facing processes in the future.

[CORPORATE OVERVIEW AND SCRUTINY COMMITTEE]

[Reason: to seek additional resources to review the business process for voids and align the IT system to deliver an improved service].

10. GARDEN WASTE SERVICE

The Executive agreed to RECOMMEND to the COUNCIL that:

1. officers be asked to proceed with the implementation of a revised garden waste service, as follows:
 - i. a wheelie-bin based subscription service
 - ii. a reduction in annual charge to £40 per bin
 - iii. a requirement on the customer to purchase the bin at a cost of £10

- iv. the cessation of income-related subsidies
 - v. the continuation of the free Saturday service at Godalming and Haslemere; and
2. the allocation of capital funds be approved, as set out in the Capital Bid Form at Annexe 3, to enable the project to proceed, with a view to commencing the new service in April 2014.

[This item is recommended to the Council for decision and is not subject to the Call-in Procedure]

[Reason: to consider an analysis of the consultation findings and seek approval to proceed with a new service model.]

11. SURREY WASTE PARTNERSHIP

The Executive agrees that the Strategic Director signs the Memorandum of Understanding on behalf of Waverley Borough Council.

[COMMUNITY OVERVIEW AND SCRUTINY COMMITTEE]

[Reason: to seek approval to continue to be involved in the project looking into the possibility of a joint waste contract.]

12. LOCAL PLANNING ENFORCEMENT PLAN

The Executive agreed to adopt the Local Planning Enforcement Plan.

[COMMUNITY OVERVIEW AND SCRUTINY COMMITTEE]

[Reason: to propose a plan that can guide the local approach to enforcement].

13. PLANNING APPLICATION AND ENFORCEMENT PERFORMANCE

The Executive agreed to:

1. endorse the proposed actions covering planning applications, planning enforcement and appeals; and
2. retain the target for determining all “minor” and “other” applications at 80% and 90% respectively and revise the presentation of performance figures for “majors” so that they are cumulative through the year.

[COMMUNITY OVERVIEW AND SCRUTINY COMMITTEE]

[Reason: to endorse actions and agree targets for performance in the planning service].

14. REDEVELOPMENT OF LADYMEAD, BARNETT LANE, WONERSH: APPROVAL TO SUBMIT PLANNING APPLICATION

The Executive agreed to approve the submission of a planning application for the redevelopment of Ladymead, Barnett Lane, Wonersh to provide four new family sized affordable homes to meet housing need.

[CORPORATE OVERVIEW AND SCRUTINY COMMITTEE]

[Reason: to seek approval to submit a planning application to provide more affordable housing in the borough].

15. PROPERTY MATTERS

The Executive agreed that:-

1. Waverley enter into a Deed of Dedication with Surrey County Council in respect of the land shown outlined on the plan for highway purposes at Shackstead Lane, Godalming;
2. a deed of easement of access be granted for 4 Greenside Cottages, The Green, Ewhurst, on terms and conditions as set out in the (Exempt) Annexe, other terms and conditions to be negotiated by the Estates and Valuation Manager; and
3. the length of the lease granted to Farncombe Cricket Club be extended to 25 years.

[CORPORATE OVERVIEW AND SCRUTINY COMMITTEE]

[Reason: to consider a number of property-related issues in the borough.]

16. QUEEN ELIZABETH II FIELDS CHALLENGE (QEIIFC)

The Executive approved the selection of a non-charitable deed of dedication to protect our nominated QEIIFC sites (Holloway Hill Recreation Ground, Haslemere Recreation Ground and Woolmer Hill Recreation Ground).

[CORPORATE OVERVIEW AND SCRUTINY COMMITTEE]

[Reason: to seek agreement to establish three nominated recreation grounds as QEIIFC sites.]

17. APPOINTMENT OF SPECIAL INTEREST GROUPS (SIGS)

The Executive agreed that the Special Interest Groups set out at Appendix J be established for the Council year 2013-14.

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

18. APPOINTMENT OF EMPLOYERS NEGOTIATING TEAM 2013/2014

The Executive agreed to the appointment of the following members to the Employers' Negotiating Team for 2013/2014.

Leader	Deputy Leader
Cllr Peter Isherwood	Cllr Stefan Reynolds
Cllr Simon Thornton	Cllr Brian Adams

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

19. APPOINTMENTS TO OUTSIDE BODIES 2013-2015

The Executive agreed the appointments to Outside Bodies for 2013-2015 as set out at Annexe 1 to this Bulletin.

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

20. APPOINTMENTS TO SURREY COUNTY COUNCIL LOCAL COMMITTEE TASK GROUPS 2013-2014

The Executive agreed the following nominations to the Waverley Local Committee Task

Farnham Task Group (3 members)

[Cllrs Julia Potts, John Ward and Carole Cockburn]

Godalming, Milford and Witley Task Group (2 members)

[Cllrs Simon Thornton and Denis Leigh]

Haslemere and Western Villages Task Group (2 members)

[Cllrs Robert Knowles and Bryn Morgan]

Cranleigh and Eastern Villages Task Group (2 members)

[Cllrs Brian Ellis and Maurice Byham]

Youth Task Group (2 members)

[Cllrs Carole King and Jennifer O'Grady]

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

**For further information or assistance, please telephone Emma McQuillan,
Democratic Services Manager, on 01483 523351.**

ANNEXE 1

WAVERLEY BOROUGH COUNCIL MEMBER APPOINTMENTS TO OUTSIDE BODIES 2013-2015

Category A: Organisations of Regional Strategic Significance

A1	Blackwater Valley Advisory Committee for Public Transport	Cllr Maurice Byham
A2	Farnborough Aerodrome Consultative Committee	Cllr Peter Isherwood Cllr Stephen O'Grady
A3	Surrey Leaders Group Surrey Waste Partnership	Cllr Brian Adams
A4	Surrey Leaders Group Surrey Climate Change Partnership Member Group	Cllr Brian Adams
A5	Local Government Association Rural Commission	Cllr Bryn Morgan
A6	Local Government Association Urban Commission	Cllr Stephen O'Grady [Reserve: Cllr Julia Potts]
A7	South East England Councils	Cllr Robert Knowles [Reserve: Cllr Mike Band]
A8	South East Employers	Cllr Mike Band
A9	South East Employers Local Democracy and Accountability Network	Cllr Peter Isherwood
A10	SCC – Supporting People Advisory Group	Cllr Jenny Else
A11	SCC – Surrey Heathland Project	Cllr Tony Gordon-Smith Cllr Denis Leigh
A12	SCC – Surrey Museums Consultative Committee	Cllr Julia Potts
A13	Surrey Hills Partnership	Cllr Mike Band Cllr Peter Isherwood
A14	Surrey Hills AONB Board	Cllr Mike Band
A15	Surrey Leaders' Group	Cllr Robert Knowles
A16	Surrey Rural Partnership	Cllr Brian Adams
A17	Parking and Traffic Regulation Outside London Adjudication Joint Committee (PATROL)	Cllr Carole King
A18	Royal Surrey County Hospital Foundation Trust	Cllr Peter Isherwood
A19	District Councils Network	Cllr Robert Knowles

		[Reserve: Cllr Mike Band]
A20	SurreySave	Cllr Mike Band
A21	Surrey Police and Crime Panel	Cllr Pat Frost

Category B: Organisations that receive large Capital/Revenue Support

B1	Age UK Waverley	Cllr Jenny Else Cllr Janet Somerville
B2	Brightwells Gostrey Centre Committee	Cllr Gillian Beel
B3	Citizens Advice Bureaux Management Committee (combined)	Cllr Nick Williams
B4	Cranleigh Arts Centre Limited	Cllr Julia Potts Cllr Janet Somerville
B5	Godalming Museum Trust	Cllr Adam Taylor-Smith
B6	Haslemere and District Age Concern (now known as The Orchard Club, Haslemere)	Cllr Jim Edwards
B7	The Clockhouse	Cllr Elizabeth Cable
B8	Waverley Community Transport Forum (HOPPA)	Cllr Peter Isherwood
B9	Waverley Voluntary Grants Panel	Cllr Stefan Reynolds Cllr Denis Leigh
B10	Farncombe Day Centre	Cllr Nick Williams

Category C: Organisations that have relevance to WBC Strategic Plans

C1	Farnham and District Sports Advisory Council	Cllr Carole Cockburn Cllr Wyatt Ramsdale
C2	Farnham Maltings Council of Management	Cllr Julia Potts Cllr Jennifer O'Grady
C3	Farnham Park Advisory Group	Cllr Julia Potts Cllr Donal O'Neill
C4	Godalming Community Interest Group	Cllr Jane Thomson
C5	Haslemere Hall Committee	Cllr Carole King Cllr Keith Webster

C6	New Ashgate Gallery Trust, Farnham	Cllr John Ward
C7	Sport Godalming	Cllr Tony Gordon-Smith Cllr Ross Welland
C8	Sport Haslemere	Cllr Carole King
C9	South West Surrey Farmers' Markets Co-operative Stakeholder Group	Cllr Stefan Reynolds
C10	Waverley Cycling Forum	Cllr Diane James Cllr Maurice Byham
C11	Waverley Community Mediation Service Management Committee	Cllr Keith Webster Cllr Elizabeth Cable
C12	Wey and Arun Steering Group	Cllr Maurice Byham

Category D and E: Appointed as Trustees

D1	Bishop Sumner Educational Foundation	Cllr Stephen O'Grady
D2	Edwin Abbot Cottages Trust *	Mr Len Bate Cllr Brian Adams Cllr Stella Andersen-Payne
E1	Hale Cottage Trust	Cllr Pat Frost Cllr Julia Potts

*** In the past, the Council has appointed non-councillor local people to be the Council nominees**

Updated June 2013