

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

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Date: 21 June 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, 2 JULY 2013

TIME: 6.45 P.M.*

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

Yours sincerely

MARY ORTON

Chief Executive

*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 4 June 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 from members of the public for which notice has been given in accordance with Procedure Rule 10:

i. Stewart Edge, Chairman of SW Surrey Liberal Democrats

“At the Examination of Waverley’s Core Strategy on the 5th June Waverley’s Officer, Mr G Parrott, suggested that ‘housing need’ during the plan period was not 706 dwellings per annum, as stated in the submitted CS, but has been reassessed at somewhere between 300 and 450. In his letter of the 13th June the Inspector Mr M J Hetherington noted the difference between these and the CS proposal to provide just 230 per annum and went on to say, “...I would expect your Council to take a positive approach to providing the scale and mix of housing identified in any updated housing needs assessment ...” The Inspector also advised that if necessary Waverley may need to reassess its Green Belt to meet need within NPPF policies.

Assuming that any revised housing needs assessment confirms need in the range quoted by Mr Parrott, at the Examination, Waverley will thus be required to provide for between 1000 and 3000 additional homes in the period up to 2028. . In the light of this can the Executive reassure the residents of Waverley that, if required, before proposing green field or Green Belt development it will positively assess how

these additional homes, together with those 900+ currently targeted for green field sites in Cranleigh and Farnham, can be accommodated at the brown field site of Dunsfold Park?”

ii. Kathy Smyth, Guildford, Woking and Waverley Friends of the Earth

“Have Waverley planning officers assessed how far the 2002 Waverley Local Plan is in line with the National Planning Policy Framework using the self assessment tool produced for this purpose by PINS and the PAS when the NPPF was published and if so, can they please provide a copy or identify where it can be located on the WBC website.”

iii. Ken Reed from Cranleigh

“When answering a question to reconsider building homes on Dunsfold Aerodrome, when interviewed by BBC Radio Surrey on the 20th June, Cllr Bryn Morgan said, “Putting housing all over Dunsfold Park would simply increase the number of houses we would have to find across Waverley. It would not take them away from Farnham.”

Please, Cllr Morgan, explain the logic behind these statement and direct me to the appropriate sections of the National Planning Policy Framework that says that the use of brown field sites would result in an increase in the number of houses that should be provided?”

iv. Patrick Haveron from Godalming

“In his BBC Surrey interview on the Core Strategy Bryn Morgan said “the fact that if you work in an area and live in another there has to be some kind of compromise about where the housing need lies”. Is he saying that if somebody currently works in Godalming and lives in Portsmouth or Basingstoke they should not expect to live in Waverley but to look for housing accommodation in Rushmoor or one of the other adjoining boroughs?”

6. EXECUTIVE FORWARD PROGRAMME [Page 15]

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

7. CORE STRATEGY [Page 21]

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

The purpose of the report at Appendix B is to set out the current status of the Council’s Core Strategy (CS). The CS is currently at the Examination stage and on 5th June the appointed Inspector held hearing sessions focused on the new ‘duty to co-operate’ and housing needs. The Inspector has since informed the Council that further work needs to be undertaken before the CS can progress. The Inspector has set out options for the Council to consider. The purpose of this report is for the Executive and Council to agree a way forward in response to the Inspector’s letter.

Recommendation

It is recommended

- 1. to the Council that it follows the Option 2 highlighted by the Inspector and that he be asked to suspend the Examination of the Core Strategy in order for the Council to carry out the additional work needed; and**
- 2. that the Executive agrees to undertake the Strategic Housing Market Assessment to be funded from the Local Development Framework Budget.**

8. BUDGET MANAGEMENT REPORT MAY 2013 [Page 35]

[Portfolio Holder for Finance: Cllr Mike Band]

[Wards Affected: N/A]

The report at Appendix C provides an indication of the expenditure and income position for the 2013/14 Budget as at May 2013 compared with the budget for the General Fund and the Housing Revenue Account.

Recommendation

It is recommended that the Executive:

- 1. notes the report and gives further consideration to the position at the September meeting when a further report will be presented; and**
- 2. approves the addition to the General Fund Capital Programme of £10,000 for the Paper-Free Planning Project funded by Planning Delivery Grant as detailed in paragraph 12;**
- 3. approves the virement within the Capital Programme of £13,000 from the AutoCad site license to the e-mail archiving and encryption project and endorses the CMT decision that the £4,000 to meet the additional revenue cost of the e-mail archiving and encryption project and £2,500 ongoing revenue cost be met by budget virement from the annual license savings negotiated with Civica regarding Comino workflow;**
- 4. approves £10,000 budget virement from the overall underspend to fund the Freedom Parade;**
- 5. approves £5,000 budget virement from the overall underspend to fund the M3 LEP subscription;**
- 6. approves an increase of £29,000 to the Development Consultancy budget met by virement from the overall underspend to fund the costs of the Planning Inspector for the Public Enquiry regarding the Brightwells Compulsory Purchase Orders;**

7. **recommends that the Council agrees a supplementary estimate of £70,000 to cover Planning Enforcement costs as detailed in a separate report on this Agenda; and**
8. **agrees the additional works (Kitchens £325,500, Bathrooms £238,650, Roofs £294,266 and £384,461 removed) to properties within the HRA Capital Programme in accordance with the schedule at (Exempt) Annexe 5.**
9. **TREASURY MANAGEMENT PERFORMANCE [Page 57]**
[Portfolio Holder for Finance: Cllr Mike Band]
[Wards Affected: N/A]

The purpose of the report at Appendix D is to summarise Waverley's investment performance for the year 2012/2013, and for the period 1st April 2013 to date, in accordance with Waverley's Treasury Management Policy and the Code of Practice on Treasury Management in Local Authorities, to propose amendments to current investment limits.

Recommendation

It is recommended that the Executive:

1. **notes the Treasury Management Performance for 2012/13 and 2013/14 to date; and**
 2. **endorses the approach to Treasury Management activity.**
10. **FINANCIAL SUPPORT FOR COMMUNITY INTEREST COMPANIES**
[Page 63]
[Portfolio Holder: Cllr Mike Band]
[Wards Affected: N/A]

In December 2012, the Council undertook its four-yearly review of Waverley's policy for awarding discretionary rate relief and approved the policy for the period to 2015/16 inclusive. Since then, an application for rate relief has been received from a 'Community Interest Company' (CIC) in the Borough. Currently, such companies are not currently eligible for rate relief under Waverley's policy, therefore, Members are asked to agree how any future requests for financial support from CICs should be considered. The report at Appendix E refers.

Recommendation

It is recommended that the Council:

1. **recognises that CICs exist and make a contribution to the community;**
2. **agrees that CICs are not included within the discretionary rate relief policy;**

3. agrees that the Indigo Café is invited to submit an application for grant support under the Waverley Community Partnerships Fund for 2014/2015; and
4. agrees that any future application for rate relief from a CIC is considered on its merits and, if it doesn't meet Waverley's approved policy, the organisation is invited to submit a grant funding application, provided that it meets the criteria, and is also directed towards SCC and their respective town or parish council to seek funding.

11. CONSULTATION ON DRAFT CONSERVATION AREA APPRAISAL FOR GODALMING TOWN CENTRE [Page 67]

[Portfolio Holder: Cllr Bryn Morgan]

[Wards Affected: Godalming Central and Ockford]

The purpose of the report at Appendix F is to seek approval to undertake a formal public consultation on the draft Conservation Area Appraisal (CAA) for Godalming Town Centre. The longer term objective is that the CAA, when finally agreed, will be adopted as a material consideration and used in the determination of any application for planning permission, listed building consent and conservation area consent within the CA.

Recommendation

It is recommended that the Executive approves the draft CAA for Godalming Town Centre for the purposes of public consultation.

12. GODALMING AND CRANLEIGH NEIGHBOURHOOD DEVELOPMENT PLAN AREA APPLICATIONS [Page 103]

[Portfolio Holder: Cllr Bryn Morgan]

[Wards Affected: Godalming Binscombe, Godalming Central & Ockford, Godalming Charterhouse, Godalming Farncombe & Catteshall, Godalming Holloway, Shamley Green and Cranleigh North, Cranleigh East, Cranleigh West and Alfold, Cranleigh Rural and Ellens Green]

Godalming Town Council and Cranleigh Parish Council 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/parish council to apply to Waverley for the Borough Council to agree the neighbourhood area that their neighbourhood plan should cover. The report at Appendix G considers the respective neighbourhood area applications.

Recommendation

That the Executive recommends to the Council that:

1. the neighbourhood area application from Godalming Town Council for the purposes of the Godalming Neighbourhood Plan be approved; and

2. **the neighbourhood area application from Cranleigh Parish Council for the purposes of the Cranleigh Neighbourhood Plan be approved.**

13. REFURBISHMENT – HERONS LEISURE CENTRE [Page 113]

[Portfolio Holders: Cllr Potts & Cllr Band]

[Wards Affected: Haslemere]

The report at Appendix H informs Members of the outcome of Stage 1 of the tendering process for the refurbishment of The Herons Leisure Centre and to obtain authorisation from the Executive to appoint the contractor to carry out Stage 2 which entails the preparation of a detailed design proposal and the submission of a planning application.

Recommendation

It is recommended that the Executive

1. **approve the appointment of the preferred contractor as identified in the (Exempt) Annexe to work up to the completion of Stage 2 of the tender process for the refurbishment of the Herons Leisure Centre;**
2. **authorise the spending of the preferred contractor's pre-construction cost identified in the (Exempt) Annexe, to be funded from the approved Herons capital budget;**
3. **authorise officers to negotiate with DC Leisure to agree the revenue impact of the capital schemes on the management fee;**
4. **request officers to submit a progress report to the October meeting of the Executive and the Shottermill Trust Board along with a re-profiled capital budget for the scheme; and**
5. **request officers to present to the Executive and Council, in February 2014, detailed designed and costed scheme proposals and options, including final revenue implications, for approval.**

14. RIVERSIDE TENDER APPROVAL – CONTRACT AWARD FOR CABLING WORKS, FARNHAM LEISURE CENTRE CAR PARK AND SKATE-PARK GROUND WORKS [Page 119]

[Portfolio Holders: Cllrs Adam Taylor-Smith and Mike Band]

[Wards Affected: Farnham]

Following agreement by Executive on 4th September 2012, a major contract procurement exercise has been undertaken for the cabling works at Farnham Riverside (the first stage of the enabling works for the Brightwells scheme). The tendered works also include options for improvements to Farnham Leisure Centre car park and ground works preparation for the new Skate Park next to the Leisure Centre. The report at Appendix I summarises the progress and outcomes. Authority is sought to proceed with the award of the tender to the successful contractor.

Recommendation

It is recommended that

1. the capital request set out at Annexe 3, be approved for the Leisure Centre Car Park and Skate Park works to be included in the contract, to be funded from the Brightwells approved budget in the first instance pending agreement that the LEP funding can be used;
 2. the contract for the cabling ground works, the Riverside tennis club and car park works and Leisure Centre and skate park works be awarded to the preferred contractor identified in (Exempt) Annexe 1;
 3. approval be given to the commencement of the ground works for the cabling and skate park, and improvements to the Leisure Centre car park; and
 4. approval be given to enter into discussions with the M3 LEP Board regarding extending the use of the funding loan to cover the Leisure Centre car park improvements and skate park ground works.
15. HOUSING DELIVERY BOARD FRAMEWORK FOR THE PURCHASE OF LAND OR PROPERTY [Page 131]

[Portfolio Holder: Cllr Mike Band]
[Wards Affected: All]

The report at Appendix J seeks to establish a framework for the timely purchase of property and land that will enable the delivery of more affordable homes in the Borough.

Recommendation

It is recommended to the Council that

1. the principles of this report, along with the detailed processes involved in the framework and the set criteria for purchasing land and property, be endorsed;
2. the scheme of delegation be amended to include the delegations set out at Annexe 2 to this report; and
3. authority be delegated to the Executive to review and determine appropriate maximum amounts of expenditure for purchasing property or land on an annual basis.

16. GARAGE AREA ADJACENT TO 64 HULLMEAD, SHAMLEY GREEN: APPROVAL TO SUBMIT PLANNING APPLICATION [Page 141]
[Portfolio Holder: Cllr Mike Band]
[Wards Affected: Shamley Green and Cranleigh North]

The purpose of the report at Appendix K is to seek approval for the submission of a planning application to develop the under-used garage site adjacent to 65 Hullmead, Shamley Green to provide two 2 bedroom affordable homes for rent.

Recommendation

The Executive is recommended to approve the submission of a planning application for the development of the under-used garage site adjacent to 64 Hullmead, Shamley Green to provide two new 2 bedroom affordable homes to meet housing need.

17. WAVERLEY'S HOMELESSNESS STRATEGY 2013-2018 [Page 145]
[Portfolio Holder: Cllr Keith Webster]
[Wards Affected: All]

Waverley is required to refresh its existing Homelessness Strategy. The report at Appendix L reviews the progress of Waverley and its partners in tackling homelessness, and sets out the priority areas for addressing homelessness in Waverley over the coming years.

Recommendation

That Waverley adopts the Homelessness Strategy and Action Plan 2013 - 2018 contained in Annexe 1 and notes the information contained in Waverley's homelessness review which forms the appendix of the Strategy.

18. HOME IMPROVEMENT POLICY [Page 185]
[Portfolio Holder: Cllr Keith Webster]
[Wards Affected: All]

The purpose of the report at Appendix M is to introduce a revised Private Sector Home Improvement Policy for Waverley under the terms of the Regulatory Reform (Housing Assistance) Order 2002 for approval by the Executive and Council and implementation with effect from 17 July 2013.

Recommendation

It is recommended to the Council that the Home Improvement Policy for Waverley be approved for implementation with effect from 17 July 2013.

19. GAS SAFETY, ANTI-SOCIAL BEHAVIOUR (ASB) AND DECANT POLICIES
[Page 199]

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

The Corporate Overview and Scrutiny Committee considered revised Gas Safety, Anti-Social Behaviour and Decant Policies at its meeting on 24 June 2013, copies of which are attached as Appendix N. The policies are now recommended to the Executive for approval. Any observations from the Overview and Scutiny Committee will be circulated separately.

Recommendation

It is recommended that the Gas Safety, Anti-Social Behaviour and Decant Policies be adopted.

20. ROWLEDGE LOCAL GOVERNANCE REVIEW – FIRST CONSULTATION FINDINGS [Page 223]

[Portfolio Holder: Cllr Robert Knowles]
[Wards Affected: All Farnham Wards]

The report at Appendix O presents the findings of the first consultation period for the Rowledge Local Governance Review, together with a summary of views from residents, businesses and organisations in the Farnham Town Council area.

Recommendation

It is recommended that

- 1. agreement be given to local government electors in the area to which the petition relates, including the village of Rowledge and the area referred to as the Sandrock Triangle, being consulted during the second consultation period; and**
- 2. the method of consultation be by way of questionnaire, as outlined in the Terms of Reference, sent to each local government elector falling within the area to which the petition relates.**

21. REPORT FROM THE STANDARDS PANEL [Page 241]

A meeting of the Standards Panel is taking place on 25 June and considering the following items:-

- i. Review of the Standards Framework (Appendix P.1)

The Localism Act 2011 made fundamental changes to the ethical standards regime for Members. It abolished the detailed prescription set up under the Local Government Act 2000 and gave the Council much more discretion in setting a more appropriate and simplified standards regime. The Council adopted a new Code of Conduct at its meeting in July 2012 and agreed to review its operation.

The recommendation will be circulated following the meeting of the Standards Panel on 25 June.

- ii. Revised Planning Code of Conduct (Appendix P.2) and Member/Officer Protocol (Appendix P.3).

Copies of the revised codes are attached, showing track changes.

Recommendation

The Executive is invited to recommend to the Council that the revised Planning Code of Conduct and member/Officer Protocol be approved and adopted.

- 22. PROPOSAL FOR SHOPPERS' PARKING PERMIT SCHEME TRIAL – HASLEMERE HIGH STREET CAR PARK [Page 297]

[Portfolio Holder: Cllr Carole King]

[Wards Affected: Haslemere]

The purpose of the report at Appendix Q is to present proposals for, and seek approval to proceed with the introduction of a time-limited trial of a pre-payment shoppers' parking permit scheme at High Street Car Park in Haslemere.

Recommendation

It is recommended that the Executive endorses the proposal to embark on a time-limited trial of a pre-payment parking permit scheme at High Street Car Park in Haslemere and instructs Officers to proceed with the issuing of a Notice of Variation to enable the scheme to commence as soon as possible.

- 23. AIR QUALITY ANNUAL PROGRESS REPORT [Page 301]

[Portfolio Holder: Cllr Brian Adams]

[Wards Affected: All]

The current Air Quality – Annual Progress Report review was submitted to Defra at the end of April 2013 in accordance with statutory requirements. The Community Overview and Scrutiny Committee considered the report at Appendix R and its observations are included within the report.

Recommendation

It is recommended that the Annual Progress Report be endorsed.

24. NEW ARRANGEMENTS FOR HOUSING COMPLAINTS AND ROLE OF DESIGNATED PERSONS [Page 345]

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

The role of 'designated person' was introduced by the Localism Act 2011 to help resolve social housing complaints locally. It is possible that any Member of the Council could be asked by a housing complainant to act as a 'designated person', and the report at Appendix S gives information on the nature of the role including the skills needed for the successful resolution of complaints.

Recommendation

It is recommended that the Executive receives and notes the report, taking into account any observations from the Corporate Overview and Scrutiny Committee.

25. PERFORMANCE MANAGEMENT EXCEPTION REPORT Q4 (JAN-MARCH 2013) AND END OF YEAR OUTTURN 2012/13 [Page 353]

[Wards Affected: All]

Waverley's Performance Management Framework (PMF) contains a number of indicators that assist Members and officers in identifying current improvement priorities and progress against targets.

The indicators in Waverley's PMF are reviewed quarterly by the Executive. The report at Appendix T details performance, at Annexe 1, for the three-month period January - March 2013 and the end-of-year outturn for 2012/13. All Performance Indicators (PIs) are listed in this report (rather than by exception), as it reports the end-of-year figures.

The Overview and Scrutiny Committees and their respective sub-committees have considered the full list of indicators. Their comments on the indicators are in this report and their recommendations are included.

Recommendation

It is recommended that the Executive:

- 1. notes the performance figures for Quarter 4 (January – March) and end-of-year outturn for 2012/13 as set out at Annexe 1;**
- 2. thanks the Overview & Scrutiny Committees for their observations regarding the Quarter 4 performance as detailed above; and**
- 3. considers the recommendations of the Overview and Scrutiny Committees (to follow).**

26. PROPERTY MATTERS [Page 361]
[Portfolio Holder: Cllrs Mike Band, Keith Webster and Julia Potts]
[Wards Affected: All]

The purpose of the report at Appendix U is to consider a number of property-related issues in the borough.

Recommendation

It is recommended that

- 1. the Rowledge Bowling Club be granted a surrender of their existing lease and a grant of a further lease of 40 years on terms and conditions as set out in (Exempt) Annexe 1, other terms and conditions to be agreed by the Estates and Valuation Manager;**
- 2. an easement of access be granted to Long Island, Border Road, Haslemere, on terms and conditions set out in (Exempt) Annexe 2b, other terms and conditions to be negotiated by the Estates and Valuation Manager;**
- 3. the Engine House at Sicklemill House be sold to the owners of 1 Sicklemill House on terms and conditions set out in (Exempt) Annexe 3, other terms and conditions to be negotiated by the Estates and Valuation Manager; and**
- 4. a lease to the owners of Weycolour House be granted on terms and conditions set out in (Exempt) Annexe 4b, other terms and conditions to be negotiated by the Estates and Valuation Manager.**

27. SURREY LEADERS' GROUP NOMINATION – SURREY CC PENSION FUND

To agree to put forward Cllr Tony Gordon-Smith as the Waverley nomination for the Surrey Leaders' Group representative on the Surrey CC Pension Fund.

28. CHIEF EXECUTIVE'S ACTIONS

To note any action taken by the Deputy Chief Executive or 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.

No action has been taken under this provision.

29. 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 item(s) 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 as appropriate at the meeting).

30. REQUESTS FOR FLEXIBLE RETIREMENT [Page 391]

To consider the reports at (Exempt) Appendices V and W.

31. DIRECT PERFORMANCE OF REQUIREMENTS OF AN ENFORCEMENT NOTICE [Page 401]

To consider the report at (Exempt) Appendix X.

32. 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 Emma McQuillan,
Democratic Services Manager, on 01483 523351.**