



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: 3 July 2013

Dear Councillor

A Meeting of the EXECUTIVE was held on 2 July 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, 10 JULY 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

6. **EXECUTIVE FORWARD PROGRAMME**

The Executive agreed to adopt the forward programme of key decisions for Waverley Borough Council.

7. **CORE STRATEGY**

The Executive agreed to RECOMMEND to the COUNCIL

1. 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;

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

The Executive further agreed

2. to undertake the Strategic Housing Market Assessment to be funded from the Local Development Framework Budget; and
3. that officers be requested to produce a time-based resource programme to achieve the timetable required to reinstate the Core Strategy in line with Option 2 for consideration by the Executive at the next meeting.

[Reason: to agree a way forward for the Core Strategy in response to the Inspector's letter].

8. **BUDGET MANAGEMENT REPORT MAY 2013**

The Executive noted the report and agreed

1. to give further consideration to the position at the September meeting when a further report will be presented; and
2. to approve 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 of the report;
3. to approve the virement within the Capital Programme of £13,000 from the AutoCad site licence 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 licence savings negotiated with Civica regarding Comino workflow;

4. to approve £10,000 budget virement from the overall underspend to fund the Freedom Parade;
5. to approve 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; and
6. the additional works (Kitchens £325,500, Bathrooms £238,650, Roofs £294,266 and £384,461 of roof works being removed) to properties within the HRA Capital Programme in accordance with the schedule at (Exempt) Annexe 5.

[CORPORATE OVERVIEW AND SCRUTINY COMMITTEE]

The Executive further agreed to RECOMMEND to the COUNCIL

7. that the Council agrees a supplementary estimate of £70,000 to cover planning enforcement costs as detailed in a separate report on the Agenda.

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

[Reason: To monitor the progress of revenue expenditure, income, capital expenditure compared with the budget for the General Fund and Housing Revenue Account].

9. TREASURY MANAGEMENT PERFORMANCE

The Executive noted the Treasury Management Performance for 2012/13 and 2013/14 to date and endorsed the approach to Treasury Management activity.

[CORPORATE OVERVIEW AND SCRUTINY COMMITTEE]

[Reason: to summarise Waverley's investment performance and propose amendments to current investment limits.]

10. FINANCIAL SUPPORT FOR COMMUNITY INTEREST COMPANIES

The Executive agreed

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

5. that officers be asked to investigate whether a system of rate rebates could be devised to apply to CICs which are clearly of a charitable nature, and how it could be applied, and to report back to the Executive within six months.

[This item has already been considered by the Corporate Overview and Scrutiny Committee but could be called-in]

[Reason: To agree how requests for financial support from Community Interest Companies should be considered].

11. CONSULTATION ON DRAFT CONSERVATION AREA APPRAISAL FOR GODALMING TOWN CENTRE

The Executive agreed to approve the draft CAA for Godalming Town Centre for the purposes of public consultation.

[COMMUNITY OVERVIEW AND SCRUTINY COMMITTEE]

[Reason: to seek approval to undertake a formal consultation on the draft Conservation Area Appraisal (CAA) for Godalming Town Centre.]

12. GODALMING AND CRANLEIGH NEIGHBOURHOOD DEVELOPMENT PLAN AREA APPLICATIONS

The Executive agreed to RECOMMEND 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.

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

[Reason: for the Borough Council to agree the neighbourhood area that the neighbourhood plans should cover.]

13. REFURBISHMENT – HERONS LEISURE CENTRE

The Executive agreed to

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 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.

[COMMUNITY OVERVIEW AND SCRUTINY COMMITTEE]

[Reason: to obtain authorisation from the Executive to appoint the contractor to carry out Stage 2 of the tendering process].

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

The Executive agreed that

1. the capital request set out at Annexe 3 to the report, 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 of the report;
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.

[COMMUNITY OVERVIEW AND SCRUTINY COMMITTEE]

[Reason: to obtain authority to proceed with the award of the tender to the successful contractor].

15. HOUSING DELIVERY BOARD FRAMEWORK FOR THE PURCHASE OF LAND OR PROPERTY

The Executive agreed to RECOMMEND 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.

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

[Reason: to establish a framework for the timely purchase of property and land that will enable the delivery of more affordable homes in the Borough].

16. GARAGE AREA ADJACENT TO 64 HULLMEAD, SHAMLEY GREEN: APPROVAL TO SUBMIT PLANNING APPLICATION

The Executive agreed 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.

[COMMUNITY OVERVIEW AND SCRUTINY COMMITTEE]

[Reason: to seek approval to submit a planning application].

17. WAVERLEY'S HOMELESSNESS STRATEGY 2013-2018

The Executive agreed to RECOMMEND to the COUNCIL 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.

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

[CORPORATE OVERVIEW AND SCRUTINY COMMITTEE]

[Reason: to adopt a strategy that sets out the priority areas for addressing homelessness in Waverley over the coming years].

18. HOME IMPROVEMENT POLICY

The Executive agreed to approve the Home Improvement Policy for Waverley be approved for implementation with effect from 17 July 2013.

[This policy has already been considered by the Corporate Overview and Scrutiny Committee but could be called-in].

[Reason: to introduce a revised Private Sector Home Improvement Policy for Waverley.]

19. GAS SAFETY, ANTI-SOCIAL BEHAVIOUR (ASB) POLICIES AND POLICY WHEN REQUIRING TENANTS TO MOVE (DECANT)

It is recommended that the Gas Safety, Anti-Social Behaviour Policy and Policy when requiring tenants to move (Decant) be approved.

[These policies have already been considered by the Corporate Overview and Scrutiny Committee but could be called-in].

[Reason: to adopt policies which will confirm the Council's commitment to ensuring all homes are safe, adhere to legal requirements, effectively deal with ASB and support council tenants].

20. **ROWLEDGE LOCAL GOVERNANCE REVIEW – FIRST CONSULTATION FINDINGS**

The Executive agreed 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.

[CORPORATE OVERVIEW AND SCRUTINY COMMITTEE]

[Reason: to present the findings of the first consultation period and to seek approval to proceed to the second consultation period.]

21. **REPORT FROM THE STANDARDS PANEL**

The Executive deferred consideration of the revised Planning Code of Conduct and Member/Officer Protocol until its next meeting.

The Executive agreed to RECOMMEND to the COUNCIL that

1. the revised Waverley Code of Conduct and Arrangements for handling complaints at Annexes 1 and 2 be adopted;
2. the Independent Persons and Town and Parish representatives be reappointed until May 2015;
3. the revisions to the Constitution, attached at Annexe 4 to the report, be approved and adopted; and
4. the Code of Conduct be reviewed again after the next Borough Elections in May 2015.

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

[Reason: to review the operation of the standards framework adopted in July 2012].

22. PROPOSAL FOR SHOPPERS' PARKING PERMIT SCHEME TRIAL – HASLEMERE HIGH STREET CAR PARK

The Executive agreed to endorse 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.

[NB the details of the trial scheme to be as follows:-

- to apply to Haslemere High Street Car Park only
- to initially be a 12-month trial period
- to be limited to 50 permits initially, to be revisited each quarter
- permit to cost £50
- hours of parking to be between 3.00 pm and 5.30 pm Monday to Wednesday.]

[COMMUNITY OVERVIEW AND SCRUTINY COMMITTEE]

[Reason: to seek approval to proceed with the introduction of a time-limited trial of a pre-payment shoppers' parking permit scheme in Haslemere]

23. AIR QUALITY ANNUAL PROGRESS REPORT

The Executive agreed to endorse the Annual Progress Report.

[This item has already been considered by the Community Overview and Scrutiny Committee but could be called-in]

[Reason: to receive and endorse the progress report]

24. NEW ARRANGEMENTS FOR HOUSING COMPLAINTS AND ROLE OF DESIGNATED PERSONS

The Executive received and noted the report, taking into account the observations from the Corporate Overview and Scrutiny Committee.

[This item has already been considered by the Corporate Overview and Scrutiny Committee but may still be called-in]

[Reason: to provide information about the nature of the role of designated person]

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

The Executive considered and thanked the Overview and Scrutiny Committees for their observations and recommendations and noted the performance figures for Quarter 4 (January – March) and end-of-year outturn for 2012/13 as set out at Annexe 1 to the report.

[This item has already been considered by both Overview and Scrutiny Committees but may still be called-in]

[Reason: to review performance indicators to help identify improvement priorities and progress against targets].

26. PROPERTY MATTERS

The Executive agreed 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.

[CORPORATE OVERVIEW AND SCRUTINY COMMITTEE]

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

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

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

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

The following matters were included in (Exempt) on the agenda and discussed in (Exempt) session. The reports remain exempt.

30. REQUESTS FOR FLEXIBLE RETIREMENT

31. DIRECT PERFORMANCE OF REQUIREMENTS OF AN ENFORCEMENT NOTICE

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