

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

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Date: 23 August 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, 3 SEPTEMBER 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 2 July 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 question(s) received from members of the public for which notice has been given in accordance with Procedure Rule 10:

i. **Mark Westcott from Rowledge, Farnham**

“In the Petition which was handed in to Waverley Borough Council last year, the Petitioners asked that:

“A referendum be held for all residents within the existing Rowledge BQ ward together with the additional “Sandrock Triangle” area . . . asking whether there should be a separate parish council for Rowledge”.

It is therefore a pleasure to note that this request has effectively been granted in that each registered elector in the Rowledge BQ Ward and the Sandrock Triangle is to be asked by postal ballot whether or not they think that a new and separate Parish Council should be created.

If this ballot is successful, please can this Council confirm that its decision to recommend any new Parish Council to the Local Government Boundary Commission for England will be based on a simple majority response in each area to what is, in effect, a straightforward advisory referendum?”

6. EXECUTIVE FORWARD PROGRAMME [Page 7]

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

7. BUDGET MANAGEMENT REPORT JULY 2013 [Page 13]

[Portfolio Holder for Finance: Cllr Mike Band]

[Wards Affected: N/A]

The report at Appendix B provides an indication of the expenditure and income position for the 2013/14 Budget as at 31 July 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;**
2. **recommends to the Council that the Head of Planning, in consultation with the Deputy Chief Executive, be authorised to negotiate deviation from the published rates for Building Control Fees where reduced costs can be demonstrated on a case-by-case basis, as provided for within legislation;**
3. **agrees that £180,000 of the HRA Capital Programme, earmarked for Sound Insulation, be carried forward into 2014-15 pending the outcome of a pilot installation; and**
4. **approves the works over £5,000, totalling £688,000 as scheduled at (Exempt) Annexe 5 to be included in the 2013-14 HRA Capital Programme.**

8. HEALTH AND SAFETY EXECUTIVE IMPROVEMENT NOTICE FOR MANAGEMENT OF ASBESTOS [Page 31]

[Portfolio Holder: Cllr Keith Webster]

The purpose of the report at Appendix C is for the Executive to consider and endorse Waverley's response to the Improvement Notice issued by the Health and Safety Executive relating to the Council's arrangements for managing asbestos.

Recommendation

It is recommended that

1. **a supplementary estimate of £5,000 be agreed to transfer the asbestos risk register data, to be funded from the Housing Revenue Account working balance; and**
2. **a further report be submitted to the Executive following a response from the HSE on the actions taken by the Council.**

9. IT INFRASTRUCTURE - STORAGE AREA NETWORK REPLACEMENT (SAN) [Page 35]

[Portfolio Holder: Cllr Stephen O'Grady]
[Wards Affected: All]

The purpose of the report attached at Appendix D is to consider a proposal for the replacement of the storage area network (SAN). The Council's existing SAN is approaching 5 years old and is due for replacement. As a result of reliability issues, primarily resulting from disk failures, it was decided to programme the project to replace the SAN in the current financial year. Provision of £38,500 has been included in the 2013/14 capital programme for the project.

Recommendation

It is recommended that

- 1. the quotation from Q Associates for an IBM Storwize V3700 SAN at the capital cost outlined in Exempt Annexe 1 be agreed, and**
- 2. The cost would be met from the specific 2013/14 capital programme provision of £38,500**

10. PROPOSED LIST OF BUILDINGS OF TOWNSCAPE, LANDMARK OR LOCAL HISTORIC MERIT IN WONERSH, SHAMLEY GREEN AND BLACKHEATH [Page 39]

[Portfolio Holder: Cllr Bryn Morgan]
[Wards Affected: Blackheath & Wonersh and Shamley Green & Cranleigh North]

The purpose of the report at Appendix E is to recommend that the proposed expanded List of Buildings of Townscape, Landmark or Local Historic Merit for Wonersh, Shamley Green and Blackheath be adopted by the Council. The list has been prepared by Wonersh Parish Council with the support of Waverley officers.

Recommendation

That the Executive recommends to the Council that the list of Buildings of Local Merit in Wonersh, Shamley Green and Blackheath be adopted.

11. ROWLEDGE GOVERNANCE REVIEW – CALL-IN REPORT BACK FROM THE CORPORATE OVERVIEW AND SCRUTINY COMMITTEE [Page 47]

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

At the request of four members of the Corporate Overview and Scrutiny Committee, Councillors Christopher Storey, Ian Sampson, David Munro and Paddy Blagden, the Corporate Overview and Scrutiny Committee met on 22nd July 2013 to scrutinise the following decision taken by the Executive on the proposals detailed in the report attached at Appendix F:

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.

The Overview and Scrutiny Committee considered the decision and, following discussion, agreed to recommend to the Executive to endorse the Executive's decision regarding the format of the second-stage consultation, but to submit observations which the Executive might wish to consider. The observations which were raised during the meeting are detailed in the minutes of the Overview and Scrutiny Committee and these are attached at Annexe 1 and summarised at the end of the report.

Under Waverley's Constitution, the Executive has to re-consider the decision in the light of the Overview and Scrutiny Committee's recommendation and decide whether to change it before adopting a final decision.

Recommendation

It is recommended that the Executive:

1. **Notes the observations from the Corporate Overview and Scrutiny Committee and thanks the Members for their endorsement of the Executive's decision made on 3rd July 2013; and**
 2. **Agrees to proceed on the basis of the Executive's original decision that:**
 - i. **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**
 - ii. **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.**
12. REVISIONS TO THE COUNCILLORS' PLANNING CODE OF GOOD PRACTICE AND MEMBER/OFFICER PROTOCOL [Page 79]

At the last meeting on 2 July 2013, the Executive deferred consideration of the revised Planning Code of Good Practice for Councillors and Member/Officer Protocol so that they could be reviewed further.

Revisions have since been made to these documents and attached at Appendix G.1 is the revised Planning Code of Good Practice and at Appendix G.2 the revised Member/Officer Protocol for Members consideration.

Recommendation

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

13. CHIEF EXECUTIVE'S ACTIONS

To note the following action taken by the Chief Executive after consultation with the Chairman and Vice-Chairman since the last meeting. The Register of Decisions will be laid on the table half an hour before the meeting.

i. Costs Award Against Waverley Borough Council

To authorise a payment of £8,083.16 to Mr Michel Harper. The costs were awarded by the Court and the Costs Office undertook a detailed assessment on 12 June 2013 during which a final figure was awarded.

14. 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).

15. PARKING SERVICES CONTRACT [Page 99]

To consider the report at (Exempt) Appendix H.

16. 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 Ema Dearsley,
Democratic Services Officer, on 01483 523224.**