

WAVERLEY BOROUGH COUNCIL

MINUTES OF THE MEETING OF THE EXECUTIVE – 3 SEPTEMBER 2013

SUBMITTED TO THE COUNCIL MEETING – 15 OCTOBER 2013

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

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| * 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

46. MINUTES

The Minutes of the Meeting of the Executive held on 2nd July 2013 were confirmed and signed.

47. DECLARATION OF INTERESTS

Cllr Mike Band declared a non-pecuniary interest in Agenda Item 10 as he was a Parish Councillor for Wonersh and Cllr Stephen O’Grady declared a non-pecuniary interest in Agenda Item 11 as a Ward Councillor for Farnham Hale and Heath End. Both remained in the meeting during the respective items.

48. QUESTIONS

The Executive received the following question from Mr Mike Westcott in accordance with Procedure Rule 10:-

“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?”

The Leader gave the following response:-

“The Executive will make a recommendation to Council based on the outcome of the consultation process and it will be for Council to make its decision”.

PART I - RECOMMENDATIONS TO THE COUNCIL

49. BUDGET MANAGEMENT REPORT JULY 2013

- 49.1 The Executive received the Budget Management Report which projects the likely outturn position for 2013-14 based on projections to the end of July 2013. It followed on from the Budget Management report to Executive on 2 July 2013 by identifying new items and changes to those reported previously.
- 49.2 The Executive, as part of the consideration of the 2012-13 Budget Outturn report agreed to request an Officers' Action Plan covering a number of key areas of concern identified in that report. The position (at the end of July) for one of those areas, building control, that needs Council approval is noted in paragraph 49.3.
- 49.3 Officers have held meetings to review and update the Business Plan that provides for a break-even position. Staff savings have been made as planned and additionally posts are being held vacant, with no impact on service provision. The projected costs are therefore comfortably within budget and the Head of Planning is projected to meet the vacancy target referred to in paragraph 8 from other staff areas. Income for the first quarter is close to budget with some decline in July. A significant drop in the last quarter was experienced last year and if this pattern is repeated there could be a shortfall in income.
- 49.4 Legislation provides that discounted rates can be applied at the Authority's discretion where it can be demonstrated that reduced costs will be involved in a specific case. However, this is not current practice at Waverley because there is no provision for this within Waverley's schedule of charges. This can put Waverley at a disadvantage in a competitive environment. Therefore, approval for the Head of Planning to vary the charges as appropriate is sought in order to help achieve the volumes of work and income as required within the Business Plan.

The Executive RESOLVED

1. To note the report;
2. 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
3. that the works over £5,000, totalling £688,000 as scheduled at (Exempt) Annexe 5 be included in the 2013-14 HRA Capital Programme.

49.5 The Executive accordingly

RECOMMENDS that

1. **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.**

[Reason: to provide 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]

Background Papers

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

50. PROPOSED LIST OF BUILDINGS OF TOWNSCAPE, LANDMARK OR LOCAL HISTORIC MERIT IN WONERSH, SHAMLEY GREEN AND BLACKHEATH

- 50.1 The designation as BLM is a recognition that buildings, though not meeting the national criteria for statutory listing, are nevertheless of local historic or architectural interest. This will allow their significance to be taken into account when the Council undertakes pre-application discussions and in the determination of planning applications.
- 50.2 The procedure for identifying and assessing potential BLM was agreed by the Executive in June 2011. The Executive resolved that:-
 - i. the Planning Projects Team support Parish and Town Councils in the identification, recording and consultation/notification process for the new Buildings of Local Merit (BLM); and
 - ii. all new buildings recommended to be placed on the list of BLM be presented through the normal Executive process for adoption by the Council.
- 50.3 Wonersh is the second parish council, following Cranleigh, to request that Waverley Borough Council agrees a list of local buildings to be adopted as BLM. This request is the result of an twenty month project and builds on work already carried out by local residents to identify buildings of local interest.
- 50.4 A working group made up of parish council members and local historians met regularly with Waverley officers. During these meetings discussion took place on the aims of the project, the criteria to be met for a building to be considered one of local merit and the process of identification, consultation and adoption. The project was then advertised to the wider community through the parish newsletter and the parish website. Local residents were invited to contact the working group with nominations and information on buildings they thought should be assessed.

- 50.5 The assessment of potential BLM followed the criteria that were agreed by the Executive in 2011. These identified the characteristics and qualities expected of a candidate building, depending in part on the age of the building and the extent to which it has been altered.
- 50.6 The consultation was carried out by Wonersh Parish Council, which sent letters to the owners/occupiers of each suggested building, together with an information sheet, "What BLM status might mean for you" and the list of criteria. The consultation process began on 20th November 2012 and the responses were considered by the working group in March 2013. There were several positive responses and no negative responses. All buildings are in private ownership, except The Pepper Pot which is controlled by the Parish Council.
- 50.7 Once the consultation period ended the preliminary list of 13 buildings was reviewed by Waverley officers. All buildings were found to meet a relevant criterion. This list can be seen at Annexe 1.
- 50.8 Ward Councillors were informed when the project began in September 2011. Once the finalised list was agreed by the working group and Waverley officers, Ward Members were given the opportunity to view the documents and comment on the project. These responses have been positive and supportive of the process.
- 50.9 The project has been carried out successfully by the working group on behalf of the parish council, with the support of Waverley Borough Council officers. A thorough consultation process was undertaken. Officers are satisfied that the buildings proposed merit designation as BLM, in accordance with the agreed assessment criteria.
- 50.10 The Executive accordingly

RECOMMENDS that

- 2. that the list of Buildings of Local Merit in Wonersh, Shamley Green and Blackheath, noted at Annexe 1, be adopted.**

[Reason: to consider the recommendation that the list of buildings of Local Merit be adopted]

51. REVISIONS TO THE COUNCILLORS' PLANNING CODE OF GOOD PRACTICE AND MEMBER/OFFICER PROTOCOL

- 51.1 The Executive had considered the revised Planning Code of Good Practice for Councillors and Member/Officer Protocol on 2nd July 2013 but deferred decision on these so that they could be reviewed further.

Revisions have since been made to these documents and attached at Annexe 2 is the revised Planning Code of Good Practice and at Annexe 3 the revised Member/Officer Protocol for Members consideration.

51.2 The Executive accordingly

RECOMMENDS that

- 3. the revised Planning Code of Good Practice and Member/Officer Protocol be approved and adopted.**

[Reason: to consider the revised Planning Code of Good Practice and Member/Officer Protocol]

Background Papers

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

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

There were no matters falling within this category.

Part III – Brief Summaries of Other Matters Dealt With

52. EXECUTIVE FORWARD PROGRAMME

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

53. HEALTH AND SAFETY EXECUTIVE IMPROVEMENT NOTICE FOR MANAGEMENT OF ASBESTOS

RESOLVED 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.

[Reason: 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]

54. IT INFRASTRUCTURE - STORAGE AREA NETWORK REPLACEMENT (SAN)

RESOLVED 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.

Executive 22
03.09.13

[Reason: to agreed a quotation for a replacement SAN and to make provision for cost in the 2013/14 capital programme]

55. ROWLEDGE GOVERNANCE REVIEW – CALL-IN REPORT BACK FROM THE CORPORATE OVERVIEW AND SCRUTINY COMMITTEE

RESOLVED

1. to note the observations from the Corporate Overview and Scrutiny Committee and to thank Members for their endorsement of the Executive's decision made on 3rd July 2013; and
2. 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.

[Reason: to consider the observations made by the Corporate Overview and Scrutiny Committee]

56. PARKING SERVICES CONTRACT

[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)]

RESOLVED to endorse the outcome of the tender exercise and agreed the contractor to be awarded the parking services contract.

[Reason: to present the outcome of the tender exercise for Parking Services and to seek authority to award the contract]

The meeting commenced at 6.45p.m. and concluded at 7p.m.

Chairman