

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

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Date: 20 September 2013

Membership of the Executive

Cllr Robert Knowles (Chairman)
Cllr Mike Band (Vice-Chairman)
Cllr Brian Adams
Cllr Carole King
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, 1 OCTOBER 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 3 September 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 question(s) received from members of the public for which notice has been given in accordance with Procedure Rule 10.

6. **EXECUTIVE FORWARD PROGRAMME** [Page 25]

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

7. **CORE STRATEGY – UPDATE**

[Portfolio Holder: Cllr Robert Knowles]

[Wards Affected: All]

To receive a report on the Core strategy at Appendix B (To follow)

8. **BRIGHTWELL TENNIS CLUB & RIVERSIDE II CAR PARK, FARNHAM**
[Page 31]

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

[Wards Affected: Farnham Moor Park Ward]

The report at Appendix C, is seeking authorisation to Authorisation to place the order for the building of five new courts and pavilion for Brightwell Tennis Club (Phase 2) and extension of the Riverside car park (to provide 198 extra spaces – Phase 3) to replace the loss of Dogflud Way car park during the construction period of the main Brightwells scheme and for the surrender of the current lease at Brightwells Gardens and the grant of a new lease at

Riverside 2, for a period of 25 years. Terms and conditions are shown in (Exempt) Annexe 1. The property's location in Farnham is shown on plan 1 and outlined in red on plan 2 at Annexe 3.

Recommendation

That the Executive approves:

1. the release of money and place the order for the building of five new tennis courts and pavilion for Brightwell Tennis Club (Phase 2 of the works).
2. the release of money and place the order for the extension to the Riverside 2 car park (Phase 3 of the works), subject to the removal of Planning condition 5; and
3. that the current lease at Brightwells Gardens be surrendered following the completion of building works to construct the tennis courts and pavilions, and a new lease at Riverside 2 be granted to Brightwell Tennis Club for a period of 25 years on the terms set out in (Exempt) Annexe 1.

9. WAVERLEY COMMUNITY PARTNERSHIP AND WAVERLEY VOLUNTARY GRANTS PARTNERSHIP 2014/15 FUNDING ROUND [Page 41]

[Portfolio Holder: Cllr Stefan Reynolds]

[Wards Affected: All]

The purpose of the report at Appendix D is to seek the Executive's approval to continue to support the Waverley Community Partnership scheme and the Waverley Voluntary Grants Partnership in 2014/15.

Recommendation

That the Executive approves:

1. The opening of the 2014/15 funding round; and
2. The overall funding process as detailed within the report.

10. PARKING GUIDELINES [Page 49]

[Portfolio Holder: Cllr Stefan Reynolds]

[Wards Affected: All]

The purpose of this report attached at Appendix E is to seek the Executive's endorsement to recommend to Council the proposed guidelines for the provision of vehicular and cycle parking in new developments.

Recommendation

That the Executive recommends that the Council adopts the Parking Guidelines as a material consideration in the assessment of planning applications.

11. MID YEAR BUDGET REVIEW 2013-14 [Page 87]

[Portfolio Holder for Finance: Cllr Mike Band]

[Wards Affected: N/A]

This report, attached at Appendix E, provides a projection of the total expenditure and income position for the General fund and the Housing Revenue Account for 2013-14 compared with the budget. The projection is based on the position as at the end of August 2013 and provides an important mid-year Budget review. The report also updates Members on the key Financial Strategy issues for the next four years.

Recommendation

That the Executive:

1. **notes the mid-year revenue Budget projection and acknowledges that no immediate action is required for 2013-14;**
2. **approves the Structural Repairs over £5,000, totalling £18,005 as scheduled at (exempt) Annexe 5 to be included in the 2013-14 HRA Capital Programme;**
3. **approves a supplementary estimate of £120,000 on the HRA to meet the projected shortfall on the staffing budget;**
4. **agrees to continue with the current Council Tax Support Scheme in 2014-15;**
5. **agrees the updated Medium Term Financial Strategy included at Annexe 6; and**
6. **continues to monitor the Budget closely during the remainder of 2013-14.**

12. REVIEW OF PLANNING OFFICER SALARIES AND PROPOSED CHANGES TO ESTABLISHMENT [Page 123]

[Portfolio Holders: Cllrs Stefan Reynolds and Mike Band]

[Wards Affected:All]

The purpose of the report attached at Appendix G is to recommend to the Council the introduction of a professional planning officer salary structure and changes to the establishment in the Planning Service.

Recommendation

That the Executive recommend to Council that:

1. **the revised professional planning salary structure is agreed with an implementation date of November 2013; and**
2. **the changes to the Establishment of the Planning Service are agreed.**

13. BUDGET MONITORING STATEMENT – DEVELOPERS’ CONTRIBUTIONS
[Page 137]

[Portfolio Holder:Cllr Mike Band]

[Wards Affected:All]

The report, attached at Appendix H, is to inform Members of the latest monitoring position for developers’ contributions.

Recommendation

That the Executive notes the position and asks officers to submit their capital schemes which utilise developers' funds for approval in 2013/14 or for inclusion in the 2014/15 Capital programme.

14. IMPLEMENTING INCREASED RENTS IN TEMPORARY ACCOMMODATION FOR BED AND BREAKFAST [Page 153]

[Portfolio Holder:Cllr Mike Band and Keith Webster]

[Wards Affected:All]

The purpose of this report, attached at Appendix I, is to seek approval from Executive on increasing the rents in temporary accommodation and for Bed & Breakfast, as recommended within the 2013/14 budget process. The increase will need approval of Council and will be implemented on 1st January 2014.

Recommendation

That the Executive recommends to Council to approve the proposed increase in rents for temporary accommodation and Bed and Breakfast with effect from 1st January 2014.

15. REVIEW OF THE LANDLORD SERVICES TEAM IN THE HOUSING SERVICE (Page 157)

[Portfolio Holder: Keith Webster]

[Wards Affected: All]

The Report at Appendix J seeks approval on the proposed development of the Landlord Services Team in light of the Landlord Services Manager position being vacant.

Recommendation

That the Executive recommends to Council that:

- 1. The Landlord Services Managers post is deleted**
- 2. The establishment of an additional Tenancy & Estates Officer position; and**
- 3. The establishment of an additional Rent Arrears Officer post**

16. WEY COURT AND RIVERSIDE CAR PARKS: APPROVAL TO SUBMIT PLANNING APPLICATIONS

[Portfolio Holder: Keith Webster]

[Wards Affected: Godalming,
Farncombe & Catteshall, Farnham Moor Park]

The purpose of the report, attached at Appendix K, is to seek approval for the submission of planning applications to allow temporary storage sites to be erected at Meadow and Riverside car parks to facilitate the Decent Homes (kitchen and bathroom renewal) Programme.

Recommendation

That the Executive approves the submission of planning applications for the erection of temporary strategic sites at Meadow car parks to facilitate the Decent Homes (kitchen and bathroom renewal) Programme.

17. PRIMARY AUTHORITY PARTNERSHIP SCHEME[Page 161]

[Portfolio Holder:Cllr Brian Adams]

[Wards Affected:All]

It is proposed that the Council operate a Primary Authority Partnership (PAP) Scheme for businesses that trade across Council boundaries. This means that a business, regardless of its size, could enter into a legally recognised partnership with the Council, receiving an agreed package of advice and support relating to the Environmental Health Service functions of food, and health and safety. This would be chargeable on a cost recovery basis. This report, attached at Appendix L, seeks member approval to enter into an agreement(s). Any proposed agreement(s) would be ratified by the Better Regulation Delivery Office (BRDO).

Recommendation

That the Executive:

- 1. approves the Council entering into legal Primary Authority agreements with businesses under the provisions of Section 25 of the Regulatory Enforcement and Sanctions Act 2008;**
- 2. delegates authority to the Strategic Director in consultation with the Portfolio Holder and Deputy Chief Executive to enter into Primary Authority partnerships for the purposes of the Regulatory Enforcement and Sanctions Act 2008 and that the Scheme of Delegation be amended accordingly;**
- 3. agrees that the Environmental Health Team promotes the Primary Authority Scheme to businesses based on the arrangement of £60 per hour and that agreements be negotiated as appropriate on that basis; and**
- 4. agrees that the Scheme be reviewed after 12months.**

18. SURREY WASTE PARTNERSHIP PROPOSALS FOR SUSTAINABLE FUNDING[Page 185]

[Portfolio Holder: Cllr Brian Adams]

[Wards Affected: All]

The report, attached at Appendix M, seeks approval for proposals to ensure the ongoing sustainable funding of the Surrey Waste Partnership for 2014/15.

Recommendation

That the Executive:

1. agrees to pool the equivalent of 2% of its annual 3% rise in recycling credits in the financial year 2014/15;
2. notes a new base level of recycling credit payments as a consequence of this reduction, thereby allowing a similar contribution to be made in subsequent years, subject always to annual approval; and
3. anticipate a 3% increase in this new base for recycling credits from April 2015, and in other subsequent years.

19. MILFORD CONSERVATION AREA APPRAISAL [Page 191]
 [Portfolio Holder: Cllr Stefan Reynolds]
 [Wards Affected: Milford]

The purpose of this report, attached at Appendix N, is to gain authorisation to undertake a formal public consultation on the draft Conservation Area Appraisal (CAA) for the Conservation Area (CA) of Milford. The long term objective is that the appraisal 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

That the Executive approves the draft CAA for Milford for the purposes of public consultation.

20. COMPLAINTS ABOUT WAVERLEY'S SERVICES RECEIVED BY THE LOCAL GOVERNMENT OMBUDSMAN IN 2012-13 [Page 213]
 [Portfolio Holder: Cllr Robert Knowles]
 [Wards Affected: All]

This report, attached at Appendix O, summarises the types of complaint made to the Ombudsman about Waverley's services over the past year and the eventual outcomes. It also provides information on the Ombudsman's new approach to dealing with complaints which came into effect on 29 October 2012.

Recommendation

That the Executive notes the report and any observations from the Corporate O&S Committee.

21. FREEDOM OF THE BOROUGH[Page 221]
 [Portfolio Holder: Cllr Robert Knowles]
 [Wards Affected: All]

This report, attached at Appendix P, covers the successful Freedom of the Borough Parade by the Princess of Wales's Royal Regiment in Godalming on 13th July, and suggests a framework for future Parades

Recommendation

That the Executive adopts the guidelines set out in paragraph 1 above and that future events be held every four years from 2015 onwards.

22. REVIEW OF PARTICULAR POLLING PLACES[Page 225]

[Portfolio Holder:Cllr Robert Knowles]

[Wards Affected:Farnham Upper hale, Bramley Busbridge and Hascombe,
Farnham Bourne South, Godalming Charterhouse, Witley and Hambledon,
Frensham Dockenfield and Tilford]

The report , attached at Appendix Q, outlines the representations received for the Review of Particular Polling Places.

Recommendation

That the Executive:

1. agrees with regards to the Hale Village Institute, to the Council seeking representations from such persons as it thinks have particular expertise in relation to access to premises or facilities for persons who have different forms of disability.
2. Agrees that these representations to be sought as part of a compulsory Review of Polling Places that is now required to be conducted Borough wide after 1 October 2013.
3. agrees with regards to the Hale Village Institute, to the Council seeking representations from political parties as to the suitability of this venue. These representations to be sought as part of the Review of Polling Places that is now required to be conducted Borough wide after 1 October 2013.
4. agrees to Busbridge Junior School continuing to be the designated polling place for Busbridge and that enquiries continue in the Busbridge parish to establish if a suitable alternative can be found.
5. agrees to enquiries continuing of the Cricket Pavilion on the Bourne Green as part of the Review of Polling Places that is now required to be conducted Borough wide after 1 October 2013.
6. agrees to the designated polling place of The Scout Hut, Charterhouse Road, continuing in the absence of any other suitable venue.
7. agrees to The Vestry, Dockenfield continuing to be the designated polling place for Dockenfield in light of the objections received from Dockenfield Parish Council and the assistance that has been offered by the Parish Council with the staffing of the polling station in forthcoming elections.

23. PERFORMANCE MANAGEMENT EXCEPTION REPORT QUARTER 1 (APRIL-JUNE) 2013-14 (Page 231)

[Portfolio Holder: Cllr Mike Band]

[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. This report, attached at Appendix R, details performance, at Annexe 1, for the three-month period April-June 2013.

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

Recommendation

That the Executive:

1. **notes the performance figures for Quarter 1 (April - June) 2013/14 as set out at Annexe 1 and the action plans attached at Annexe 2 for those indicators identified as more than 5% off target;**
2. **thanks the Overview & Scrutiny Committees for their observations regarding the Quarter 1 performance (to follow); and**
3. **considers the recommendations of the Overview and Scrutiny Committees (to follow).**

24. SCRAP METAL LICENSING – NEW LEGISLATION

[Wards Affected: All]

The report at Appendix S details information about new legislation, the Scrap Metal Dealers Act 2013, which is due to come into force fully in December 2013. It requires that from 1 October 2013 anyone carrying on a business as a scrap metal dealer, including previously registered premises or individuals, must be licensed. Some new Regulations and Guidance are still awaited – the Executive is asked to support the proposed fees and amended Scheme of Delegation for confirmation by Council on 15th October 2013.

Recommendation

That the Executive recommends to Council

1. **That a fee of £440 and £400 for Site and Collectors' licences respectively be set; of £248 and £208 for their respective renewals, and of £377 and £416 for variations to Site and Collector's licences; and**
2. **To amend the Scheme of Delegation to reflect the new Scrap Metal licensing regime, and that the previously identified errors in the scheme of delegation be corrected**

25. SCOPING REPORT- REVIEW OF ENVIRONMENTAL HEALTH SERVICE ENFORCEMENT POLICY

[Portfolio Holder: Cllr Brian Adams]

[Wards Affected: All]

At its meeting on 17 June 2013, the Community Overview & Scrutiny Committee identified enforcement as an area to review. This scoping report provides some relevant background information, and sets out the proposed parameters of the review for discussion. The Community Overview and Scrutiny Committee considered this report, attached at Appendix T, at its meeting on 16th September and endorsed the recommendations and asks that the Executive approve membership of the Sub-Committee to take forward the review.

Recommendation

That the Executive agrees the establishment of an Environmental Health Enforcement Sub-Committee consisting of the following Members: Councillors Jim Edwards, Jenny Else, Roger Steel, Diane James, Nick Williams and Nick Holder.

26. OCKFORD RIDGE: BUYING BACK PROPERTIES SOLD UNDER RIGHT TO BUY (Page 149)

[Portfolio Holder: Cllr Mike Band]
[Wards Affected: Godalming Central and Ockford]

The purpose of this report, attached at Appendix U, is to seek approval to purchase three houses within the refurbishment area at Ockford Ridge to provide additional properties for use during the redevelopment programme and increase the housing stock.

Recommendation

That the Executive recommends to Council the purchase of two two-bedroom properties at Ockford Ridge, and one three-bedroom property at Ockford Ridge, as per the details set out in (Exempt) Annexe 2, subject to final agreement between the Portfolio Holder for Housing Delivery and the Deputy Chief Executive, to be funded from the new affordable homes reserve.

27. 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.

- None

28. 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).

29. FLEXIBLE RETIREMENTS [Page 241]

To consider the report at (Exempt) Appendix V.

30. REFURBISHMENT OF ROLSTON HOUSE [Page 245]

To consider the report at (Exempt) Appendix W.

31. 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.**