

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

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Date: 25 November 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, 3 DECEMBER 2013

TIME: 6.45 P.M.*

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

[In the event that adverse weather conditions prevent this meeting from proceeding, the meeting will be held instead at 2pm on Thursday 4th December 2013]

Yours sincerely

ROBIN TAYLOR
Head of Democratic and Legal Services

*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 Meetings held on 5 November 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. **Mr Mark Westcott from Farnham**

“The other day, a prominent young mother from Rowledge answered a question which has been nagging me ever since the results of the votes in the 2nd stage of the consultation were announced.

She said “Until we got that letter from the Mayor, you had virtually 100% support among the mums in Rowledge. But the Mayor’s letter went on about a number of things which worried local mothers a lot and what really scared them was when he said it was an irreversible decision. I can tell you I don’t know a single mum that voted for you after that letter”.

I tried to explain that what the Mayor had claimed wasn’t, in fact, true – it is a reversible decision.

When I then discussed the other wilfully inaccurate and misleading statements in the Mayor’s letter she was almost speechless, but

managed to say “If that’s the case, it’s awful, that letter did untold damage and it has destroyed an amazing opportunity”.

I could only say “Quite so”.

I think, Sir, we should be able to expect our local councils to be fair, objective, honest and even-handed.

Through the Mayor’s letter, Farnham Town Council has been none of these things.

Through its publicity it has wilfully sought to persuade the public to say “NO”

The DCLG’s Code of Recommended Practice on Local Authority Publicity is quite clear on the matter. It says:

Any publicity describing the council’s policies and aims should be as objective as possible, concentrating on the facts or explanation or both. Local authorities should not use public funds to mount publicity campaigns whose primary purpose is to persuade the public to hold a particular view on a question of policy.

Farnham Town Council ignored the Guidance and blatantly contravened the Code of Practice.

My question to this Council is this.

Knowing, as it now does, that the Mayor’s letter contained such wilfully misleading and inaccurate statements which had such an impact on the outcome of the 2nd stage of the Consultation, is it acceptable for any decision to be made by this Council based on the votes which were cast? Surely the best route is a brave one and is to recognise that the 2nd stage has been made null and void by Farnham Town Council’s shameful tactics and behaviour?”

ii. Mr Jerry Hyman from Farnham

“Council Leader,

Works have commenced on the East Street enabling development at Riverside, despite the fact that we are still awaiting numerous assessments and EIA planning applications for various aspects of the scheme, and despite Crest having demonstrated that after ten years of their best efforts they are still having difficulty finding genuine solutions for the site constraints and their own scheme's design problems. Most importantly, it is evident from Waverley's 'Brightwell Steering Group' meeting notes that following our detailed evidence at the CPO Inquiry, Waverley accepted our long-held contentions that firstly, no East Street consents could lawfully be granted unless Riverside is included in the Environmental Impact Assessment, and secondly, that the unacceptable delays and dangers that would be caused by Crest's part-pedestrianisation of the A325 require that a different design must be found to solve the fundamental flaws inherent in both Crest's original

Royal Deer junction proposals and their recently-suggested uncontrolled 'shared space' proposals. Finding a genuine solution to avoid the dangers and extreme congestion that Crest's proposals would cause is vital to the accessibility and viability of the scheme and indeed to Farnham's economic future, so I'm seeking an assurance from you.

Unless you can update us with a full description of a genuine practical solution for the Royal Deer junction reconfiguration, please will you now give the public an assurance that no more Implementing Consents will be granted until a complete Environmental Statement is available as the law demands - i.e. until the new roads system proposals that the scheme requires have been identified, designed, properly modelled and assessed ?”

6. EXECUTIVE FORWARD PROGRAMME [Page]

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

7. SENIOR MANAGEMENT RESTRUCTURE [Page]

Council, on 15 October 2013, agreed the first part of the restructuring and streamlining of the Senior Management Team.

The report, attached at Appendix B, outlines a proposed structure which will achieve significant financial savings, in the context of reducing budgets and the need to protect frontline services, as well as to continue to provide a robust and resilient Senior Management Team and Corporate Governance arrangements to support the Council's commitment to being a leading authority.

Recommendation

The Executive recommends to Council that:-

1. **The above proposals in paragraph 12 (a-u) are agreed;**
2. **The arrangements to fulfil the statutory functions, Head of Paid Service, Chief Finance Officer, Monitoring Officer, Electoral Registration and Returning Officer, are agreed as follows:-**
 - **The Statutory function of Head of Paid Service is fulfilled by the Executive Director;**
 - **The Statutory function of Chief Finance Officer is undertaken by the Director of Finance and Resources; and**
 - **The current Monitoring Officer also fulfils the statutory functions of Electoral Registration Officer and Returning Officer.**
3. **The establishment be changed to reflect the above proposals;**
4. **The new Senior Management Structure takes effect from 1st January 2014;**

5. **The package for the Executive Director post in Annexe 3 and Exempt Annexe 6 be agreed;**
 6. **The Constitution Special Interest Group (SIG) is asked to meet in the New Year and make recommendations back to Council regarding any necessary changes to the Constitution as a result of these agreed changes;**
 7. **The Officers will review the effectiveness of the new Senior Management Structure and report back to the Executive in December 2014;**
 8. **The redundancy of postholder AE01 be agreed at a cost shown in the Exempt Annexe 5, however, redeployment will be the Council's preferred option if at all possible; and**
 9. **The staffing issues referred to Exempt Annexe 4 be agreed.**
8. ROWLEDGE COMMUNITY GOVERNANCE REVIEW – REPORT ON RESULT OF SECOND CONSULTATION [Page]
 [Portfolio Holder: Cllr Robert Knowles]
 [Wards Affected: All Farnham wards]

The report attached at Appendix C, outlines the results of the second consultation period conducted as part of the Rowledge Community Governance Review.

Recommendation

That the Executive:-

1. **Notes the options highlighted in paragraph 38 and the sound processes that the Council has followed;**
 2. **Notes the decisive outcome of the second consultation and the legal advice provided by Counsel; and**
 3. **Accordingly recommends to the Council not to take any further action in respect of the petition.**
9. BRIGHTWELLS GOSTREY CENTRE, FARNHAM [Page]
 [Portfolio Holder: Cllr Carole King]
 [Wards Affected: Farnham wards]

After consultation with Brightwells Gostrey Centre Trustees and following a request from them to explore a permanent move away from the main Brightwells site to the Memorial Hall, this report, attached at Appendix D, asks for authorisation to carry out a feasibility study and initial works costing £30,000 to test this proposal.

Recommendation

That the Executive agrees:-

- 1. To allocate £30,000 from the emergency fund within the Capital Budget for the tender and appointment of external advice to carry out the feasibility study of the relocation of the Brightwells Gostrey Centre, including the drafting of a project plan;**
- 2. That officers tender for an Employer's Agent and the Head of Community Services and Major Projects is authorised in consultation with the Portfolio Holders for Health and Wellbeing and Major Projects, to appoint the successful candidate and enter into the appropriate legal agreement;**
- 3. To enter into further negotiation with current stakeholders regarding a move to the Memorial Hall site, in consultation with the Portfolio Holder for Health and Well-Being, including an understanding of their needs (which will impact on design); and**
- 4. That officers report to a future meeting of the Executive with a detailed project plan, cost profile and indicative designs, to gain authority to progress to the tender phase for the construction of a facility at the Memorial Hall.**

10. PROPOSED INTERIM HOUSING TARGET [Page]

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

A requirement of the National Planning Policy Framework (NPPF) is that local authorities have five years worth of housing supply set against their housing requirements. The most recent adopted housing target for Waverley was the 250 homes a year set out in the South East Plan. The Government abolished the South East Plan earlier this year. The purpose of this report, attached at Appendix E, therefore, is for the Council to agree an interim housing target to be used in assessing whether the Council has a five year housing supply, pending setting a target in the new Waverley Local Plan.

Recommendation

That the Executive:-

- 1. Recommends that the Council adopts an interim housing target of 250 homes a year until a target in the Local Plan is adopted; and**
- 2. Notes the five year housing supply information contained in the statement attached as Annexe 1.**

11. CALL-IN REPORT BACK – WAVERLEY BOROUGH LOCAL PLAN [Page]

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

At the request of four members of the Committee, the Community Overview and Scrutiny Committee will meet on 26th November to scrutinise the following decision taken by the Executive on the proposals detailed in the report attached at Appendix F:

1. To endorse the scope of the new Local Plan and the new timetable (as amended to show the correct plan adoption date of Oct/Nov 2015); and
2. To note the emerging conclusions of the SHMA and the draft Traveller Accommodation Assessment”

The Overview and Scrutiny Committee will review the decision taken and agree any observations at its meeting on 26th November 2013. This is after the publication of this agenda so these will be circulated following that meeting.

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

Recommendation

That the Executive considers the recommendation from the Community Overview and Scrutiny Committee and notes the observations.

12. BUDGET MANAGEMENT UPDATE – OCTOBER 2013 [Page]

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

This report, attached at Appendix G, provides a projection of the total expenditure and income position for the General Fund and the Housing Revenue Account as at the end of October 2013 compared with the budget.

Recommendation

That the Executive:-

1. **Agrees a virement of £15,000 from the overall General Fund underspend to cover urgent tree works caused by the storm of 30th October;**
2. **Agrees a virement of £30,000 from the overall General Fund underspend for fees to carry out a feasibility study on the relocation of Gostrey Day Centre, subject to consideration of the report at Agenda Item 9;**
3. **Agrees a virement of £26,000 towards the Garden Waste Redesign project met from underspend within the overall General Fund Capital Programme;**

4. **Agrees an allocation of £17,000 from the provision for Emergency Schemes with the Capital Programme for contaminated land investigations at Broadwater Park;**
5. **notes the proposal to offer free parking throughout Waverley operated car parks on Saturday 7th December 2013 at an estimated cost of £15,000; and**
6. **Continues to monitor the Budget closely during the remainder of 2013-14.**

13. ANNUAL PAY POLICY STATEMENT 2013 (AMENDED NOVEMBER 2013)
[Page]

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

The purpose of this report, attached at Appendix H, is to advise Members of amendments that have been made to the Annual Pay Policy Statement 2013 to reflect:-

1. The new Professional Planners Salary Scale, agreed by Council on 15 October 2013; and
2. The Department for Communities and Local Government supplementary guidance, which was issued after Council had approved the pay policy statement on 5 February 2013.

Amendments to reflect the proposed senior management restructure will be incorporated into the Annual Pay Policy Statement 2014 which will be presented to Council for approval in February 2014.

Recommendation

That the Executive recommends to Council the approval of the amendments to the Annual Pay Policy Statement for 2013-14.

14. SETTING OF COUNCIL TAX BASE AND BUSINESS RATE BASE FOR 2014/15

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

The purpose of this report, attached at Appendix I, is to seek approval of:

- a) the 2014/2015 council tax base which, under the provisions of the Local Government Finance Act 1992, the Council is required to determine prior to approval of the Council's budget for 2014/2015, and
- b) the business rate forecast for 2014/2015 which, under the provisions of the Local Government Finance Act 2012, forms a major element of Waverley's estimated core funding for its General Fund Budget.

Recommendation

That the Executive:-

- 1. Approves the council tax base for Waverley and for each of the Town/Parish Council areas for the year 2014/2015, as shown in Annexe 1; and**
- 2. Recommends to Council to approve the business rate estimates for 2014/2015, as set out in Annexe 2, and to delegate authority to the Deputy Chief Executive, in conjunction with the Finance Portfolio Holder, to make any final changes necessary before the return is submitted to the Government on the 31 January 2014.**

15. FARNHAM LEISURE CENTRE AMENDMENT TO PARKING ORDER

[Portfolio Holder: Cllr Carole King]
[Wards Affected: Farnham Moor Park]

This report, attached at Appendix J, seeks authority to proceed with the making of a new Off-Street Parking Order to enable the introduction of a new tariff structure and charging regime for public parking at the refurbished car park at Farnham Leisure Centre.

Recommendation

That the Executive:-

- 1. Agrees the proposed tariff structure for the refurbished Farnham Leisure Centre Car Park set out in Paragraph 7; and**
- 2. Agrees to the Making of a new Off Street Parking Places Order and instructs Officers to commence work on this immediately in order that the new charging and enforcement regime can commence as soon as possible after construction is completed.**

16. APPOINTING A LAND AGENT

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

This report, attached at Appendix K, seeks approval to appoint a land agent to act on behalf of the Council to identify and progress the purchase of land opportunities across the borough with potential to deliver more affordable housing to meet local housing need.

Recommendation

That the Executive:-

- 1. Approves the appointment of a land agent; and**
- 2. Authorises officers to seek tenders and appoint the agent(s) following an evaluation of tender submissions based on the criteria detailed in this report.**

17. OCKFORD RIDGE PROJECT: APPROVAL TO SUBMIT A PLANNING APPLICATION AND AGREE A BUDGET FOR PRE-DEVELOPMENT COSTS

[Portfolio Holder: Cllr Keith Webster]

[Wards Affected: Godalming Central and Ockford]

The Council is proposing to redevelop parts of the Ockford Ridge estate to provide new, energy efficient homes to modern standards to meet the needs of current and future generations. The purpose of this report, attached at Appendix L, is to seek approval to submit a planning application for the redevelopment areas and to agree a budget for pre-development costs to enable the project to progress.

Recommendation

That the Executive approves:-

- 1. The submission of a planning application for the redevelopment of parts of Ockford Ridge to provide 92 new affordable homes to meet local housing need; and**
- 2. A budget of £86,825 for pre-development costs to be met from the New Affordable Homes Reserve.**

18. STATION ROAD, GODALMING

[Portfolio Holder: Cllr Keith Webster]

[Wards Affected: Godalming Central and Ockford Ward]

The Council has secured planning permission for 14 affordable homes on Station Road in Godalming and appointed Thames Valley Housing Association (TVHA) to manage the development process. This report, attached at Appendix M, seeks approval to increase the budget for the project enable the archaeological works to be completed a build contractor to be appointed.

Recommendation

That the Executive recommends to Council the approval of:-

- 1. A budget provision of up to £60,000 for the archaeological works to be funded from the New Homes Reserve;**
- 2. An additional £174,000 to the approved budget to fund the development of 14 new affordable homes at Station Road; and**
- 3. The appointment of the preferred contractor as set out in the Exempt Annexe 2 and delegated authority to the Strategic Director in consultation with Deputy Chief Executive and the Portfolio Holder for Housing Delivery to agree contractual terms in conjunction with the development agent.**

19. PROCUREMENT OF ASBESTOS MANAGEMENT CONSULTANCY SERVICES

Portfolio Holder: Cllr Keith Webster
Wards Affected: All

The purpose of the report at Appendix N is to seek approval for the procurement of consultancy services to assist the Council to discharge its responsibility as duty holder in accordance Regulation 4 of the Control of Asbestos Regulations 2012.

Recommendation

That the Executive approves:

- 1. The procurement of a specialist consultant to assist the Council to develop and embed best practice procedures and assist with procurement of an asbestos survey contractor to be funded from existing budgets in 2013/14;**
- 2. The procurement of a contractor to undertake asbestos surveys and provide on-going support to the Council for asbestos management commencing during 2014-15 under a 4+2 year term contract, the costs to be included in future years budgets; and**
- 3. Delegated authority to the Strategic Director in consultation with the Deputy Chief Executive and the Housing Portfolio Holder for the acquisition of Asbestos Database IT System if required to be funded from the Housing Management Project budget in 2014/15.**

20. PERFORMANCE MANAGEMENT EXCEPTION REPORT QUARTER 2 2013/14 (JULY – SEPTEMBER 2013)

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 O, details performance, at Annexe 1, for the three-month period July - September 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 2 2013/14 (July - September 2013) as set out at Annexe 1;**
- 2. Thanks the Overview & Scrutiny Committees for their observations regarding the Quarter 2 performance (to follow); and**

3. Considers the recommendations of the Overview and Scrutiny Committees (to follow).

21. APPOINTMENT OF COMMUNITY OVERVIEW AND SCRUTINY GRANTS SUB-COMMITTEE

A Sub-Committee was established in 2012-13 to review evaluation summary sheets and financial assessments for grant applications. At its meeting on 18th November 2013, the Community Overview & Scrutiny Committee agreed that this be established again to consider the initial allocations in more detail before bringing observations back to the Community Overview and Scrutiny Committee at its next meeting on 27th January 2014. The Executive will consider the grant allocations and make a final decision at its meeting on 4th February 2014.

Accordingly, the Community Overview and Scrutiny Committee asks that the Executive approve membership of the Sub-Committee to review the grant allocations.

Recommendation

That the Executive agrees the establishment of a Community Overview and Scrutiny Grants Sub-Committee consisting of the following Members:- Cllrs Jim Edwards, Nicholas Holder, Andrew Wilson, Mary Forszewska, Denis Leigh, Wyatt Ramsdale and Jane Thomson.

22. DEPUTY CHIEF EXECUTIVE'S ACTIONS

To note the following action taken by the Deputy 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 actions fall into this category.

23. 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) noted below of the revised Part I of Schedule 12A to the Act:

1. Information relating to an individual; and
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).

24. APPROVAL TO PURCHASE LAND.

[Portfolio Holder: Cllr Mike Band]

To consider the report at (Exempt) Appendix P.

25. DIRECT ACTION – REQUEST FOR SUPPLEMENTARY ESTIMATE

[Portfolio Holder: Cllr Stefan Reynolds]

To consider the report at (Exempt) Appendix Q.

26. 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,
Interim Democratic Services Manager, on 01483 523224.**