



Waverley Borough Council
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To: All Councillors

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Date: 8 January 2014

Dear Councillor

A Meeting of the EXECUTIVE was held on 7 January 2014. 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, 15 JANUARY 2014**. Members must notify Robin Taylor, Head of Policy and Governance, 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.

Members should contact their Chairman or Vice-Chairman before calling any items in.

Yours sincerely

ROBIN TAYLOR

Head of Policy & Governance

NOTE FOR MEMBERS

The item numbers below correspond to the item numbers on the Executive Agenda.

AGENDA

6. MEMBERSHIP OF EXECUTIVE AND ALLOCATION OF PORTFOLIOS BY THE LEADER OF THE COUNCIL

The Executive:-

1. noted the changes to the Portfolio Holder allocations, as set out below and

Cllr Robert Knowles (Leader)	Policy and Governance, Strategic Human Resources	Robin Taylor/ Matthew Baker
Cllr Mike Band (Deputy Leader)	Finance and Property	Graeme Clark
Cllr Donal O'Neill	Environment	Rob Anderton
Cllr Carole King	Housing Operations	Hugh Wagstaff
Cllr Keith Webster	Housing Strategy	Keith Webster
Cllr Brian Adams	Planning	Matthew Evans
Cllr Tom Martin	IT and Customer Services	Roger Standing
Cllr Julia Potts	Community	Kelvin Mills
Cllr Stefan Reynolds	Member Support and Communications	Robin Taylor
Cllr Adam Taylor-Smith	Major Projects and East Street	Kelvin Mills

2. noted the appointment of Cllrs Tom Martin and Donal O'Neill to the Executive for the remainder of the Council Year 2013/14, with effect from 1 January 2014.

7. EXECUTIVE FORWARD PROGRAMME

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

8. BUDGET MANAGEMENT REPORT – NOVEMBER 2013

The Executive agreed to:-

1. approve the allocation of £29,300 of the 2013-14 projected capital savings to the improvement of facilities at The Herons Skatepark;
2. approve the allocation of £16,400 of the 2013-14 projected capital savings to the current parking equipment budget for the upgrade of parking machines;
3. approve disabled adaptations, estimated at £15,000 to be met from within the Landlord Services capital budget, to a property in Queensmead, as detailed in (Exempt) Annexe 5 of the agenda report;
4. approve £15,000 expenditure to be met from within the Landlord Services capital budget on a void property at Broomsquires, including £5,000 for floor soundproofing as detailed in (Exempt) Annexe 6 of the agenda report;
5. approve a virement in the sum of £32,000 from the HRA capital budget to meet the costs of the phase of the corporate Office Maximisation Project covering the HRA staff;
6. a supplementary estimate of up to £25,000 to meet the General Fund proportion of the costs incurred responding to the adverse weather over the Christmas and New Year period, to be funded from the in-year underspend;
7. a supplementary estimate of up to £50,000 to meet the HRA proportion of the costs incurred responding to the adverse weather over the Christmas and New Year period, to be funded from the in-year underspend; and
8. continues to monitor the Budget closely during the remainder of 2013-14.

[CORPORATE OVERVIEW AND SCRUTINY COMMITTEE]

[Reason: to provide a projection of the total expenditure and income position for the General Fund and the Housing Revenue Account as at the end of November 2013 compared with the budget.]

9. BUDGET UPDATE 2014/15

The Executive:-

1. endorsed the approach taken to budget preparation for 2014/2015;
2. noted the initial observations of the Overview and Scrutiny Committees;
3. asked the Overview and Scrutiny Committees to consider the detailed budget proposals within their remit at their January meetings and to make observations to the Executive; and
4. gave final consideration to budget proposals at the meeting on 4 February 2014.

[CORPORATE OVERVIEW AND SCRUTINY COMMITTEE]

[Reason: to outline the financial background to producing the Council's four-year Financial Strategy and the proposed approach to be taken to the 2014/15 Budget.]

10. WELFARE REFORM – IMPACT ON BENEFITS SERVICE

The Executive agreed to:-

1. approve the temporary additional resources in the benefits team as detailed in the report to support the ongoing impact of the welfare reforms and to be funded from the external grant received; and
2. ask officers to review the impact of Welfare Reforms and required resources in 6 months time.

[CORPORATE OVERVIEW & SCRUTINY COMMITTEE]

[Reason: to update Members on the impact of welfare reforms in Waverley and to request some additional staff resource, externally funded, to support the benefits service in the coming year.]

11. DEVELOPMENT OF FOUR AFFORDABLE HOMES IN WONERSH

The Executive agreed to RECOMMEND to the COUNCIL that:-

1. approval be given to the allocation of funding from S106 funds, capital receipts and the New Affordable Homes Reserve, as appropriate and as set out in (Exempt) Annexe 3 of the agenda report, for the development of four affordable homes at Ladymead, Barnett Lane, Wonersh;
2. the appointment of the architect to act as both architect and Employer's Agent and a build contractor in accordance with the Council's Contract Procedure Rules be agreed, to deliver four new affordable homes within the agreed budget; and
3. authority be given to the Head of Housing Strategy and Delivery and Strategic Director (now Director of Operations) to enter into a contract with Nye Saunders as architect and Employer's Agent.

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

[Reason: to seek approval for funding from the New Affordable Homes Reserve in 2013/14 and 2014/15 for the development of four affordable homes for social rent at Ladymead, Barnett Lane, Wonersh, after planning consent has been secured.]

12. OCKFORD RIDGE PROJECT: APPROVAL TO COMMENCE OJEU PROCUREMENT PROCESS TO SELECT A BUILD CONTRACTOR AND TO APPOINT AN EMPLOYER'S AGENT TO MANAGE THE PROCESS

The Executive agreed to:-

1. work proceeding on the first stage of the OJEU process; and
2. the appointment of an Employer's Agent to manage the OJEU process on behalf of the Council, with the estimated costs as set out in (Exempt) Annexe 1 of the report, to be funded from S106, capital receipts and the New Affordable Homes Reserve as appropriate.

[CORPORATE OVERVIEW & SCRUTINY COMMITTEE]

[Reason: to outline proposals to redevelop parts of Ockford Ridge and refurbish the remainder of the properties to be procured through an OJEU process and to seek approval to procure the services of an Employer's Agent to lead the procurement process.]

13. REDEVELOPMENT OF WEY COURT HOUSE, GODALMING

That Executive agreed to RECOMMEND to COUNCIL that:

1. approval be given to the allocation of funding from the New Affordable Homes Reserve, S106 funds and capital receipts (as appropriate), as set out in (Exempt) Annexe 1 of the report, for the development at Wey Court; and
2. authority be given to the Head of Strategic Housing and Delivery and the Strategic Director (now Director of Operations) to appoint pre-development consultants and a build contractor in accordance with the Council's Contract Procedure Rules to deliver 24 new affordable homes within the agreed budget.

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

[Reason: to seek approval for an allocation of pre-development costs and build costs for the development and approval for commencing a tendering process.]

14. FINANCIAL IMPLICATIONS OF UNDERTAKING A FURTHER SOLAR PV PANEL PROJECT

The Executive:-

1. noted the financial implications and associated risks of pursuing a further solar PV panel project; and
2. agreed that the Council does not undertake a further solar PV panel project at this time, but instead focusses on delivering a core range of energy efficiency measures across the Council housing stock, and

actively considers the use of solar panels in new housing developments as part of delivery of Code Level 4.

[CORPORATE OVERVIEW & SCRUTINY COMMITTEE]

[Reason: to present the financial implications and associated risks of the current options for installation of solar PV panels on Council homes, and to seek advice from the Executive on whether to pursue a further Solar PV Panel Project in Waverley at this time.]

15. AUTHORITY TO SUBMIT A PLANNING APPLICATION FOR THE CREATION OF PARKING SPACES IN SHAMLEY GREEN

The Executive agreed to give authority for the submission of a planning application, in accordance with Regulation 3 of the Town and Country Planning General Regulations 1992, for the construction of a parking area in Shamley Green.

[COMMUNITY OVERVIEW & SCRUTINY COMMITTEE]

[Reason: to seek authority for the submission of a planning application in accordance with Regulation 3 of the Town and Country Planning General Regulations 1992, in respect of the creation of additional parking spaces on Shamley Green.]

16. LIME TREE, MINT STREET, GODALMING

The Executive agreed that the Council should not take over the responsibility for the maintenance and management of the lime tree on unregistered conservation area land in Mint Street, Godalming.

[COMMUNITY OVERVIEW & SCRUTINY COMMITTEE]

[Reason: to seek a decision from the Executive on the future maintenance and management of the lime tree in Mint Street, Godalming upon which a TPO was confirmed.]

17. HASLEMERE SKATE PARK PROJECT – PHASE II, HASLEMERE

The Executive agreed to approve the scheme subject to the release of £29,300 as detailed in Item 8 of the agenda papers to supplement the already approved s106/PIC funds allocated to this project.

[COMMUNITY OVERVIEW & SCRUTINY COMMITTEE]

[Reason: to seek the Executive's approval to go ahead with a scheme for Haslemere Skatepark subject to the release of £29,300 of the current savings in the Councils capital programme 2013/2014 to supplement the already approved s106/PIC funds agreed for the Haslemere Skatepark project.]

18. THE FOOD STANDARDS AGENCY AUDIT

The Executive agreed to:-

1. endorse the content of the audit report and action plan; and
2. continue to monitor the Council's progress against the Audit Plan.

[COMMUNITY OVERVIEW & SCRUTINY COMMITTEE]

[Reason: to advise Members of the findings of a Food Standards Agency audit, which took place on the 25-27 June 2013]

19. MEMBERSHIP OF THE CONSTITUTION SPECIAL INTEREST GROUP

The Executive noted the membership of the Constitution Special Interest Group as:-

Cllrs Robert Knowles (Chairman), Stewart Stennett, Michael Goodridge, Peter Isherwood, Simon Thornton, Elizabeth Cable and Elliot Nicholls as the UKIP representative. The first meeting is due to take place on 17 January 2014.

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

[Reason: to confirm the membership of the Constitution Special Interest Group.]

20. CALENDAR OF MEETINGS 2014/15

The Executive agreed the Calendar of Meetings for 2014/15, a copy of which is attached to this bulletin as Annexe 1.

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

[Reason: to confirm the Calendar of Meetings for 2014/15]

21. HACKNEY CARRIAGE TARIFF FARE SCALES – REVIEW

The Executive agreed that:-

1. the Hackney Carriage Fare Scale be advertised, in accordance with Section 65 Local Government (Miscellaneous Provisions) Act 1976, and as detailed at Annexe 1 to the report;
2. the latest date by which objections to the advertised scale of fares are to be submitted to be 22 February 2014; and
3. in the event of objection(s) to the advertised table of fares being received on/before 22 February 2014, the date that the scale of fares (with or without modifications) will come into force shall be 22 April 2014.

[CORPORATE OVERVIEW AND SCRUTINY COMMITTEE]

[Reason: to enable the Executive to consider comments received from individual licensees regarding a review of the Hackney Carriage Tariff Fare Scale and to consider recommendations from the Licensing and Regulatory Committee.]

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