

To: All Members of the EXECUTIVE

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Date: 24 January 2014

Membership of the Executive

Cllr Robert Knowles (Chairman)
Cllr Mike Band (Vice-Chairman)
Cllr Brian Adams
Cllr Carole King
Cllr Tom Martin

Cllr Donal O'Neill
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, 4 FEBRUARY 2014

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 6.30pm on Thursday 13 February 2014]

Yours sincerely

ROBIN TAYLOR

Head of Policy and Governance

*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 7 January 2014 (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. from Celia Sandars of Farnham

“The Waverley website Brightwells “Frequently Asked Questions”, asks “Will there be enough car parking spaces for visitors to the town?” and the answer is given – “There will actually be more car parking spaces in Farnham once the development is finished, including an additional 198 spaces at Riverside car park.”

Presumably this information was understood by the Inspector at the CPO Public Inquiry last January and if this is correct, it is puzzling to read in the Executive papers of 1 October 2013 at Item 8 Appendix C that a planning application for a 198 space temporary car park will be issued for Riverside once a screening direction has been issued from the Secretary of State with regard to the need for an Environmental Impact Assessment.

Contrary to statements by the Leader and Portfolio Holder for East Street, denying that a car park is already under construction at Riverside without the screening direction, the foundations and works are visible for all to see. Is this to be a temporary car park or is it to be permanent? I'd be most grateful for an explanation."

ii. from Mr Ian Coult, Chairman of the Clockhouse, Milford

"My question is in response to a letter received from Cllr King, Chair of Grants Panel, dated 9 January, detailing the WBC grant proposed for The Clockhouse for the year 2014/15. The letter from WBC makes clear that our grant is proposed to be reduced from £42,750 to £40,000 and states that in reaching their decision, the Grants Panel recognised that "The Clockhouse has a higher level of reserves than the other funded day centres in the Borough...and that with Waverley's ageing population, there was a need to focus funding on organisations that offered more support for people who are frail and have mild dementia." I understand that we are the only Centre to receive a cut in Grant for 2014/15.

My question to the Executive is: Was this decision reached on factually correct information and was it reached by a fair comparison with other Centres?"

iii. from Mr Jerry Hyman of Farnham

"Council Leader,

Following the exposure at the CPO Inquiry of the problem of Crest's consented roads scheme, which would more than double pedestrian and traffic waiting times at the main 'Royal Deer' junction, the Council rightly sought to address the matter through the Brightwells Steering Group. The Notes of the 12th February (2013) BSG meeting state that WBC/CNS/SCC **"discussed different options to improve pedestrian flow at the Royal Deer junction..."** and recognised the **"need to model the impact on traffic and ensure measures don't generate more congestion"**.

Subsequent BSG Meetings discussed the possibility of "shared space" solutions along the lines of the Copenhagen and Poynton, but since last July the meeting notes indicate that Waverley has been constantly "awaiting feedback" from Crest .

As this issue is central to the practicality, design and viability of Crest's East Street scheme, can you please now update us on Crest's progress with this matter, and in view of the need for inform the debate regarding our MP's own related proposals, can you confirm whether Crest and/or SCC have had any success in finding and modelling any solution for their 'Royal Deer' problem ?"

6. EXECUTIVE FORWARD PROGRAMME [Page 165]

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

7. FINANCIAL STRATEGY 2014/15 – 2017/18 [Pages 5 – 154]
[Portfolio Holder: Cllr Mike Band]
[Wards Affected: All]

The reports at Appendices B.1 – B.4 relating to this item are circulated as a separate set of papers.

8. WAVERLEY COMMUNITY PARTNERSHIP APPLICATIONS FOR REVENUE FUNDING 2014/15 [Page 169]
[Portfolio Holder: Cllr Carole King]
[Wards Affected: All]

The purpose of the report at Appendix C is to ask the Executive to consider the applications to the Waverley Community Partnership for revenue funding in 2014/15, taking into account the observations made by the Community O&S Committee from its meeting on 27 January (to follow).

Recommendation

It is recommended that the Executive:

- 1. considers the applications for Waverley Community Partnership funding in 2014/15 having regard to the comments of the Overview and Scrutiny Committee and Sub-Committee;**
- 2. recommends grant levels for each organisation, as detailed in Annexe 1 to the report, to the Council for approval; and**
- 3. recommends the remaining balance of the 2013/14 Emergency Funding Provision be carried over to 2014/15 to support any unexpected or urgent requests for support throughout the year and some of the recommendations made by the Grants Panel.**

9. ANNUAL PAY POLICY STATEMENT [Page 187]
[Portfolio Holder: Cllr Robert Knowles]
[Wards Affected: All]

The purpose of the report at Appendix D is to seek approval of the Annual Pay Policy Statement for 2014-15.

Recommendation

It is recommended that the Annual Pay Policy Statement for 2014-15 be approved and recommended to the Council for adoption.

10. SERVICE PLAN ACTION PLANS FOR 2014/15 [Page 197]
[Portfolio Holder: Cllr Mike Band]
[Wards Affected: All]

The report at Appendix E presents the draft Service Plans for all of the Council's services for 2014/15. The Plans set out strategic actions for each service, delivering the Council's corporate priorities, for 2014/15. The special joint meeting of the Overview and Scrutiny Committees has been held to allow Members to receive short presentations from each Head of Service regarding the main elements of their plan, and to make any observations on the plans to the Executive. The observations are set out in the report.

Recommendation

It is recommended that

- 1. the Joint Overview and Scrutiny Committee be thanked for its observations; and**
 - 2. the Service Plan Action Plans for 2014-15 be endorsed.**
11. TREASURY MANAGEMENT 2014/15 [Page 203]
[Portfolio Holder: Cllr Mike Band]
[Wards Affected: All]

The purpose of the report at Appendix F is to approve the:

- revised Treasury Management Policy
- 2014/15 Treasury Management Strategy
- 2014/15 Investment Strategy

and the Prudential Indicators for 2014/15 to 2016/17.

Recommendation

The Executive recommends that the Council approve:

- **the 2014/15 Treasury Management Policy;**
 - **the 2014/15 Treasury Management Strategy;**
 - **the Annual Investment Strategy for 2014/15; and**
 - **the Prudential Indicators for 2014/15 to 2016/17.**
12. BUDGET MANAGEMENT REPORT – DECEMBER 2013 [Page 233]
[Portfolio Holder: Cllr Mike Band]
[Wards Affected: All Wards]

The 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 December 2013 compared with the budget.

Recommendation

It is recommended that the Executive:

- 1. approve the reinstatement of the Major Civil Emergencies rota costing £17,200 in a full year, the cost for 2013/14 being £2,900 to be met from existing budgets;**
- 2. approve the iTrent pensions systems update capital scheme in the sum of £4,000 within the 2013/14 Capital Programme and funded from the capital provision for urgent schemes;**
- 3. approve the Car Park Lighting replacement scheme in the sum of £37,000 within the 2013/14 Capital Programme, to be funded £4,000 from Section 106 monies and £33,000 from the capital provision for Urgent Schemes;**

4. award the most economically advantageous tender valued at £51,500 to Ridge and Partners LLP for the Health and Safety Asbestos Work within the HRA;
 5. approve the use of the unspent Fire Safety budget on the improving and upgrading of fire safety and precaution works at Rolston House; and
 6. continue to monitor the budget closely during the remainder of 2013/14.
13. REFURBISHMENT - THE HERONS LEISURE CENTRE [Page 257]
[Portfolio Holders: Cllrs Mike Band and Julia Potts]
[Wards Affected:

The purpose of the report at Appendix H is to advise Members of the latest position in respect of the refurbishment of The Herons Leisure Centre, to select the design/refurbishment option required and approve the award of the contracts for the building works.

Recommendation

It is recommended that the Executive recommends to Council that:

1. subject to planning permission, the preferred contractor Cosmur be appointed to carry out Stage 3 of the base refurbishment works and approval of the final agreement of the contract terms be delegated to the Director of Finance and Resources in consultation with the Portfolio Holders for Community Services and Finance;
2. Cosmur be appointed to carry out the additional refurbishment works identified in (Exempt) Annexe 1, recognising the agreed management fee uplift and the benefit to users of the centre, with the increased capital funds to be taken from the revenue reserve fund;
3. to reduce future disruption to customers and minimise risk of additional closure costs, that agreement be given to bring forward the identified lifecycle liabilities as detailed in (Exempt) Annexe 1, to be financed from the revenue reserve fund; and
4. a legal agreement be entered into with the Shottermill Trust to secure their funding of £200,000 and to protect the respective positions of the Council and the Trust with approval of that agreement to be delegated to the Director of Finance and Resources, in consultation with the Portfolio Holders for Finance and Community Services.

14. REVIEW OF THE PROVISION OF HORTICULTURE TRAINING AT WAVERLEY TRAINING SERVICES [Page 263]

[Portfolio Holder: Cllr Julia Potts]

[Wards Affected: All]

Waverley Training Services delivers training for young people in a wide range of areas across the Borough. It continues to exceed performance targets with the current contract totalling c£1.6m, a threefold growth in the last 4 years. It now has in excess of 800 apprenticeships, delivering foundation learning and provide a Job Club service for the unemployed in the Borough.

The exception to this success story is horticulture. Despite the best efforts of the team to recruit horticulture trainees and being one of a few providers in the area, demand for this service has not grown and in this particular area we are not meeting the requirements of the external funding we receive.

The purpose of the report at Appendix I is to

- request that post number AC02 Assessor/Trainer (Horticulture) a 3 day per week post at Waverley Training Services is deleted and replaced with an Assessor/Trainer (Horticulture) post which is 2 days per week; and
- to seek approval to review the delivery of horticulture at Waverley Training Service this academic year and cease delivery if the number of learners do not increase.

Recommendation

It is recommended that the Executive approve:

- 1. the request to delete post number AC02 with effect from 1 March 2014 and replace it with a 2 day per week post; and**
- 2. the continued review of the provision of horticulture at Waverley Training Services and, if learner numbers do not increase, authority be given to the Head of Community Services and the Manager of Waverley Training Services to cease offering this course at the end of the academic year 2013/14 and the two day per week post be deleted accordingly.**

15. ASBESTOS POLICY [Page 267]

[Portfolio Holder: Cllr Carole King]

[Wards Affected: All]

The purpose of the report at Appendix J is to seek approval of the revised Asbestos Policy that has been produced to enable the Council to fully meet its responsibilities as duty holder in accordance with Regulation 4 of the Control of Asbestos Regulations 2012. The report also reflects the findings of the Health & Safety Executive (HSE) following their review of the Council's arrangements for managing asbestos.

Recommendation

It is recommended that the Executive:

- 1. approves the new Policy for the Management of Asbestos in Council Premises (Corporate and Housing) produced to enable the Council to fully discharge its responsibility as duty holder in accordance with Regulation 4 of the Control of Asbestos Regulations 2012; and**
- 2. notes that the Improvement Notice served by the HSE is now complied with, based on the actions taken and proposed by the Council.**

**16. DEVELOPMENT OF TWO AFFORDABLE HOMES IN SHAMLEY GREEN
[Page 283]**

[Portfolio Holder: Cllr Keith Webster]

[Wards Affected: Shamley Green & Cranleigh North]

The report, attached at Appendix K, seeks approval for funding from the New Affordable Homes Reserve in 2013/14 and 2014/15 for the development of two affordable homes for social rent at land adjacent to No. 64 Hullmead, Shamley Green, after planning consent has been secured.

Recommendation

That the Executive recommends to 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, for the development of two affordable homes on the garage site adjacent to No. 64 Hullmead, Shamley Green;**
- 2. the architect be appointed to act as both architect and Employer's Agent and a build contractor in accordance with the Council's Contract Procedure Rules to deliver two new affordable homes within the agreed budget; and**
- 3. authority be given to the Head of Housing Strategy and Delivery and Director of Operations to enter into a contract with Nye Saunders as architect and Employer's Agent.**

17. DRAFT REVISED STATEMENT OF COMMUNITY INVOLVEMENT FOR PLANNING [Page 291]

[Portfolio Holder: Cllr Brian Adams]

[Wards Affected: All]

The Statement of Community Involvement (SCI) explains how the Council will enable residents and other stakeholders to be involved in the preparation of local plan documents and planning applications.

The report at Appendix L seeks approval for public consultation on a draft revised SCI to replace the current document which was adopted in 2006.

Recommendation

It is recommended that approval be given to consult on the revised Statement of Community of Involvement for a period of six weeks.

18. MILFORD CONSERVATION AREA APPRAISAL [Page 319]
[Portfolio Holder: Cllr Brian Adams]
[Wards Affected: Milford]

The purpose of the report at Appendix M is to recommend that the Milford Conservation Area Appraisal (CAA) be adopted by the Council as a material consideration and used in the determination of any application for planning permission and listed building consent within the Conservation Area (CA).

Recommendation

It is recommended to the Council that the CAA for Milford be adopted as a material planning consideration.

19. AMENDMENTS TO THE CONSTITUTION AND SCHEME OF DELEGATION
[Page 341]
[Portfolio Holder: Cllr Robert Knowles]
[Wards Affected: N/A]

The current Constitution was adopted in May 2011 following the adoption of a new Leader and Executive model and changes were made to the Executive decision-making arrangements. Since it was last reviewed a number of procedural issues have been raised and improvements suggested to make the Constitution more streamlined. Following the recent senior management restructure, there have also been a number of changes to job titles/descriptions which have already been actioned and are shown in the Annexes to Appendix N.

Recommendation

It is recommended to the Council that

- 1. the proposed changes to the Constitution, as set out at Annexe 1, be adopted;**
- 2. authority be delegated to the Head of Policy and Governance to keep the list of plans and strategies within the Policy Framework updated;**
- 3. the changes to the Scheme of Delegation, as set out at Annexe 3, be adopted; and**
- 4. the Executive is recommended to give approval to a review of the Overview and Scrutiny arrangements being undertaken, as proposed in Annexe 2.**

20. TRANSFER OF COMMUNITY ASSETS [Page 517]

[Portfolio Holders: Cllrs Mike Band, Julia Potts,
Carole King, Keith Webster]
[Wards Affected: All]

The report at Appendix O sets out the background to the production of a Community Asset Transfer (CAT) Policy. By producing a policy, it is hoped that local communities interested in managing Waverley-owned land or property will have a template to follow that will streamline the process of transference and ensure that they are aware of the issues and expense of managing land and/or buildings.

Recommendation

It is recommended that the Executive:

- 1. endorse the overall principles and approach set out in the report; and**
- 2. agree that officers prepare a detailed policy for formal adoption by the Council.**

21. EXECUTIVE DIRECTOR'S ACTIONS

To note the following action taken by the Executive Director 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.

22. 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 at the meeting in the revised Part 1 of Schedule 12A to the Local Government Act 1972.

23. 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 Emma McQuillan,
Democratic Services Manager, on 01483 523351.**