



**Waverley Borough Council**  
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To: All Councillors

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Date: 5 February 2014

Dear Councillor

A Meeting of the EXECUTIVE was held on 4 February 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, 12 FEBRUARY 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. EXECUTIVE FORWARD PROGRAMME**

The Executive agreed to adopt the forward programme of key decisions for Waverley Borough Council, subject to the following additions:-

- i. Review of the Housing Service - April 2014
- ii. Capacity of the figures available for housing in the Borough - Summer 2014

and to amending the Portfolio Holder for the Procurement of Asbestos Management Consultancy Services to Cllr Carole King.

#### **7. FINANCIAL STRATEGY 2014/15 – 2017/18**

##### **7.1 General Fund Budget 2014/2015**

The Executive, having considered the comments from the Overview and Scrutiny Committees, agreed to RECOMMEND to the COUNCIL that:-

1. the Council Tax Freeze Grant offered for 2014/15 be accepted and therefore a 0% increase be agreed for Waverley's element of Council Tax for 2014/15;
2. the List of Star Chamber Reductions be approved, as shown at Annexe 4;
3. the List of Growth Items be approved, as shown at Annexe 5;
4. the pay award be approved from 1 April 2014, as detailed in paragraph 9;
5. the changes to Fees and Charges be approved, as shown at Annexe 6;
6. the General Fund Budget for 2014/15 be approved, as amended by the above changes;
7. the earmarking proposals be approved, as detailed in paragraph 37;
8. the Executive carries out a mid-year review of the General Fund Budget and takes any appropriate action in the light of the position at that time;
9. the Financial Strategy be updated to take account of the decisions taken; and
10. following the Government's publication of new business rates measures, Waverley's Discretionary Rate Relief Policy be revised to include a:

- i. discount of £1,000 for shops, pubs and restaurants with a rateable value below £50,000 for two years, from 1 April 2014; and
- ii. 50% business rates relief for 18 months for businesses that, between 1 April 2014 and 31 March 2016, move into retail premises that have been empty for a year or more;

with the completion of the detailed criteria and guidance to be delegated to the Director of Finance and Resources in conjunction with the Portfolio Holder for Finance.

## 7.2 General Fund Capital Programme 2014/15

The Executive, having considered the comments from the Overview and Scrutiny Committees, agreed to RECOMMEND to the COUNCIL that:-

1. the list of Revenue Projects totalling £605,000 be approved, as shown at Annexe 1, to be included within the Revenue Estimates;
2. total additional funding of £1.034m be approved for the Herons Refurbishment Project as detailed in the report and the report at Appendix H;
3. the 2014/15 General Fund Capital Programme totalling £5,616,107 be approved, as shown at Annexe 3;
4. the budgets for schemes marked with an asterisk on the schedules be approved, but spending on these projects be subject to the agreement of the Director of Finance and Resources and Finance Portfolio Holder;
5. the financing proposals for 2014/15 be agreed, in accordance with Annexe 5; and
6. the Financial Strategy be amended to reflect the above decisions.

## 7.3 Housing Revenue Account (HRA) Business Plan and Revenue Budget 2014-2015

The Executive, having considered the comments from the Corporate Overview and Scrutiny Committee, agreed to RECOMMEND to the COUNCIL that:-

1. the actual rent level of Council dwellings be increased by 3.7% from 7 April 2014 with an addition of up to £2/week for those properties below their historic target rent;
2. the weekly charge for garages rented by both Council and non-Council tenants be increased by 3.7% from 7 April 2014;
3. the weekly charge for garages at Waggon Yard, Farnham be increased by £1.95 per week;

4. the recharge for energy costs (as appropriate) be increased by £2/week from 7 April 2014;
5. fees and charges be increased in line with the proposals at Annexe 6;
6. the Star Chamber proposals at Annexe 3 be approved; and
7. the resultant HRA Revenue Budget and Business Plan updated for 2014-15, which incorporate the above changes, be approved.

7.4 Housing Revenue Account 2014/15 Capital Programme, New Affordable Homes Programme and Stock Improvement Programme

The Executive, having considered the comments from the Corporate Overview and Scrutiny Committee, agreed to RECOMMEND to the COUNCIL that:-

1. the total spend proposed in the 2014/15 Housing Revenue Account Capital Programme as shown at Annexe 1 be approved;
2. the indicative 2014/15 New Affordable Homes Programme be approved with specific scheme approvals to be sought when detailed costs are available;
3. the indicative 2014/15 Stock Improvement Programme be approved with specific scheme approvals to be sought when detailed costs are available; and
4. the financing of these programmes be approved in line with the resources shown.

**[These items are recommended to the Council for decision and are not subject to the call-in procedure].**

*[Reason: to seek approval of the the Council's four-year Financial Strategy and the approach to be taken to the 2014/15 Budget.]*

8. WAVERLEY COMMUNITY PARTNERSHIP APPLICATIONS FOR REVENUE FUNDING 2014/15

The Executive considered the applications for Waverley Community Partnership funding and the comments of the Overview and Scrutiny Committee and Sub-Committee and agreed to RECOMMEND to the COUNCIL that:-

1. the grant levels for each organisation, as detailed in Annexe 1 to the report be approved; and
2. 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.

**[This item is recommended to the Council for decision and is not subject to the call-in procedure].**

*[Reason: to consider the applications to the Waverley Community Partnership for revenue funding in 2014/15.]*

9. ANNUAL PAY POLICY STATEMENT

The Executive agreed to RECOMMEND to the COUNCIL that the Annual Pay Policy Statement for 2014-15 be approved.

**[This item is recommended to the Council for decision and is not subject to the call-in procedure].**

*[Reason: to seek approval of the Annual Pay Policy Statement for 2014-15.]*

10. SERVICE PLAN ACTION PLANS FOR 2014/15

The Executive thanked the Joint Overview and Scrutiny Committee for its observations and endorsed the Service Plan Action Plans for 2014-15.

**[This item has already been discussed by a Joint Corporate and Community Overview and Scrutiny Committee but could be called-in]**

*[Reason: to approve the Service Plan Action Plans, outlining strategic actions for each service delivering the Council's corporate priorities for 2014-15.]*

11. TREASURY MANAGEMENT 2014/15

The Executive agreed to RECOMMEND to the COUNCIL that 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 2015/16 be approved.

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

*[Reason: to seek approval of a revised Treasury Management Policy, 2014/15 Treasury Management Strategy and Investment Strategy and the Prudential Indicators for 2014/15 to 2016/17]*

12. BUDGET MANAGEMENT REPORT – DECEMBER 2013

The Executive agreed to:-

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.

**[CORPORATE OVERVIEW & 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 December 2013 compared with the budget.]*

13. **REFURBISHMENT – THE HERONS LEISURE CENTRE**

That Executive agreed to RECOMMEND 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, 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.

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

*[Reason: to advise Members of the latest position in respect of the refurbishment of The Herons Leisure Centre and approval of the award of the contracts for the building works.]*

14. REVIEW OF THE PROVISION OF HORTICULTURE TRAINING AT WAVERLEY TRAINING SERVICES

The Executive agreed to:-

1. 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, give authority 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.

**[CORPORATE OVERVIEW & SCRUTINY COMMITTEE]**

*[Reason: to seek approval to review the delivery of horticulture at Waverley Training Service]*

15. ASBESTOS POLICY

The Executive agreed to:-

1. approve 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. note that the Improvement Notice served by the HSE is now complied with, based on the actions taken and proposed by the Council.

**[CORPORATE OVERVIEW & SCRUTINY COMMITTEE]**

*[Reason: to seek approval of the revised Asbestos Policy and to outline the findings of the Health and Safety Executive following their review of the Council's arrangements for management asbestos.]*

16. DEVELOPMENT OF TWO AFFORDABLE HOMES IN SHAMLEY GREEN

The Executive agreed to RECOMMEND 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 to the agenda report, 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.

**[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 for the development of two affordable homes after planning consent has been secured.]*

17. DRAFT REVISED STATEMENT OF COMMUNITY INVOLVEMENT FOR PLANNING

The Executive agreed to approve consultation on the revised Statement of Community Involvement for a period of six weeks.

**[COMMUNITY OVERVIEW & SCRUTINY COMMITTEE]**

*[Reason: to seek approval for public consultation on a draft revised SCI to replace the current document.]*

18. MILFORD CONSERVATION AREA APPRAISAL

The Executive agreed to RECOMMEND to COUNCIL that the Conservation Area Appraisal for Milford be adopted as a material planning consideration.

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

*[Reason: to adopt the Milford Conservation Area Appraisal as a material consideration and used in the determination of planning applications and listed building consent within the Conservation Area.]*

19. AMENDMENTS TO THE CONSTITUTION AND SCHEME OF DELEGATION

The Executive agreed to RECOMMEND to 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. approval be given to a review of the Overview and Scrutiny arrangements being undertaken, as proposed in Annexe 2.

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



*[Reason: to review changes and endorse changes to the constitution and scheme of delegation.]*

20. TRANSFER OF COMMUNITY ASSETS

The Executive

1. endorsed the overall principles and approach set out in the report; and
2. agreed that officers prepare a detailed policy for formal adoption by the Council, to be presented to the April meeting of the Executive.

**[CORPORATE OVERVIEW AND SCRUTINY COMMITTEE]**

*[Reason: to consider principles for the transference of community assets and seeks approval for preparation of a detailed policy for formal adoption by the Council.]*

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