

To: All Members of the EXECUTIVE

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Date: 21 March 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, 1 APRIL 2014

TIME: 6.45 P.M.*

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

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 4 February 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 question received from Mr Jerry Hyman for which notice has been given in accordance with Procedure Rule 10:

“Despite the fact that EIA is required for the whole of the East Street (Brightwells/Riverside) development, Waverley's position is that the May 2008 non-EIA consent was secured by the widening and reinstatement to it's legal route of the footpath, carried out in May 2011. The Council is justifying the site clearance, remediation and tennis club works on that basis. Section 56 of the Town & Country Planning Act 1990 describes the nature of 'material operations' which can be considered to be the 'commencement of development' necessary to secure a planning consent.

In my view the Council's position appears unreasonable and untenable. In my view, the reinstatement of the footpath to its historic legal route would not require planning consent, and so cannot be considered a 'material operation for the Council's purposes, and the minor widening of the path appears to fall far short of the kind of works that Section 56 considers to be a 'material operation'.

My question is, what is the Council's justification (in terms of Section 56 of TCPA'90) for its assumption that the 2008 consent was secured by the 2011 footpath works ?

6. EXECUTIVE FORWARD PROGRAMME [Page x]

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

7. BUDGET MANAGEMENT REPORT – FEBRUARY 2014 [Page x]

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

The report attached at Appendix B provides a projection of the total expenditure and income position for the General Fund and the Housing Revenue Account as at the end of February 2014 compared with the budget.

Recommendation

It is recommended that the Executive:

1. **approves expenditure of up to £10,000 to commission an external review of Waverley's Building Control Service and advise on measures to ensure delivery of a break-even Business Plan, this expenditure to be met from the expected 2013/14 underspend;**
2. **approves the use of funds previously set-aside from the LPSA grants to cover additional purchase of garden-waste bins in 2014/15 as detailed in paragraph 18;**
3. **approves the purchase of subsequent batches of bins as triggered by additional demand up to the threshold of 10,000, as set out in Section 18 of the report, to be funded from the LPSA funds; and**
4. **recommends to the Council that the virements within the HRA Capital Programme as shown in Annexe 4 be approved.**

8. ENVIRONMENTAL HEALTH ENFORCEMENT IN-DEPTH REVIEW: FINAL REPORT [Page x]

[Portfolio Holder: Cllr Donal O'Neill]
[Wards Affected: All]

At its meeting on 17 June 2013, the Community Overview & Scrutiny Committee identified Environmental Health Enforcement as an area to review. The Community Overview & Scrutiny Environmental Health Enforcement Sub-Committee subsequently met on three occasions to review the current Environmental Health Enforcement Policy and how it is applied.

In particular the Sub-Committee considered whether the current approach was reasonable and fair and consistently applied, how the current approach might be changed in future, and how to ensure councillors are better informed and engaged on matters of Environmental Health enforcement going forward.

The purpose of the report at Appendix C, which was considered by the Community Overview and Scrutiny Committee on 10 March 2014, is to inform the Executive of the findings arising from the review and the Committee's observations and recommendations.

Recommendation

That the Executive receives the findings of the in-depth review and approves:-

- 1. a template document being devised and communication process established to inform Ward Members of issues in their Ward;**
- 2. the following criteria as triggers for informing Ward Councillors of Environmental Health cases within their wards:**
 - (i) those generating large numbers of complaints**
 - (ii) those likely to lead to adverse publicity**
 - (iii) where a large-scale nuisance might be predicted**
 - (iv) updates relating to on-going issues that meet one of the above criteria.**
- 3. the addition of an item on the Community O&S work programme to provide all Members with a general overview of cases that meet the 'trigger criteria' that Environmental Health is dealing with;**
- 4. the arrangement of an all Member briefing to inform Councillors about the various areas work of the Environmental Health Service undertakes and the critical path for resolving a complaint including what Members' role within the enforcement process is; and**
- 5. a review of these arrangements taking place in six months time.**

9. LOW CARBON ENERGY OPTIONS – HERONS LEISURE CENTRE [Page x]
[Portfolio Holder: Cllrs Tom Martin and Julia Potts]
[Wards Affected: All]

A number of low carbon energy options for the Herons were originally approved by members over a year ago, to form part of the refurbishment works. The options were examined in terms of carbon and cost reductions, as well as practicality in terms of installation. The two shortlisted options were:

- a. Gas Combined Heat Power (CHP) plant: will generate electricity and as a result produce free heat.
- b. Solar PV: will generate a proportion of electricity and will provide an income through the Feed in Tariff (FiT).

Following that, it was considered more appropriate to examine those options on their own merits, separate from the main funding proposal for the refurbishment project. The Carbon Management Board has requested that the low carbon energy options for the Herons refurbishment are reconsidered and presented to the Executive for additional funding approval. The report at Appendix D outlines the options proposed for consideration and demonstrates the return of the capital investment.

Recommendation

That the Executive recommends the Council to approve the following two invest-to-save schemes for the Herons Leisure Centre:

- 1. the provision of a 100kw CHP to be fully funded by Waverley, with the capital budget of up to £140,000 being met from the Revenue Reserve Fund;**
- 2. to delegate authority to the Portfolio Holders for Finance and Sustainability and the Director of Finance and Resources to approve the final CHP scheme following additional information submission on the specified new gas boilers; and**
- 3. the installation of a 30kw PV array with the capital budget of up to £38,000 to be met from the Revenue Reserve Fund.**

10. DESIGN STANDARDS AND SPECIFICATION FOR NEW COUNCIL HOMES
[Page x]

[Portfolio Holders: Cllrs Carole King and Keith Webster]
[Wards Affected: All]

The report at Appendix E presents the final draft of the guidance notes on Design Standards and Specifications for new council homes.

Recommendation

It is recommended to the Council that the guidance notes on Design Standards and Specifications for new council homes be endorsed and adopted.

11. AIDS AND ADAPTATIONS POLICY [Page x]

[Portfolio Holders: Cllrs Carole King and Keith Webster]
[Wards Affected: All]

The report at Appendix F presents a new integrated Aids and Adaptations Policy to assist Waverley residents to live independently in their own homes.

Recommendation

It is recommended that the Aids and Adaptations Policy be approved and adopted.

12. OCKFORD RIDGE: LOCAL LETTINGS PLAN [Page x]

[Portfolio Holder: Cllr Carole King]
[Wards Affected: Godalming Ockford and Central]

The report at Appendix G presents the draft local lettings plan for Ockford Ridge. Establishing a local lettings plan will help to ensure that a balanced and sustainable community is maintained and that tenants affected by the redevelopment and refurbishment plans know how the new homes will be allocated.

Recommendation

It is recommended that the Local Lettings Plan for Ockford Ridge be approved and adopted.

13. INTRODUCTION OF THE MOBILE HOMES ACT 2013 [Page x]
[Portfolio Holder for Strategic Housing: Cllr Keith Webster]
[Wards Affected: All]

The purpose of the report at Appendix H is to outline the changes to licensing of caravan sites due to the introduction of the Mobile Homes Act 2013 and to propose a licensing policy to include the new enforcement provisions and the introduction of a charge for issuing licences. In addition, this report proposes that the Executive recommends changes to the Scheme of Delegation to take account of the Council's new powers.

Recommendation

The Executive is asked to recommend to Council that

- 1. the proposed fee structure for issuing caravan site licences be adopted; and**
 - 2. the proposed amendments to the Scheme of Delegation be agreed and the constitution amended accordingly.**
14. CORPORATE COMMUNICATIONS STRATEGY [Page x]
[Portfolio Holder: Cllr Stefan Reynolds]
[Wards Affected: All]

The report at Appendix I sets out a new Corporate Communications Strategy for Waverley Borough Council. The proposed strategy seeks to set out a clear framework for council communications and give direction to publications, digital, press, emergency and internal communications. It has been shaped and influenced by public feedback and the views of councillors and officers. All councillors were invited to attend workshops and give their views on the strategy, which is attached at Annexe 1 to the report.

Recommendation

It is recommended to the Council that the Corporate Communications Strategy be adopted.

15. HASLEMERE TOWN CENTRE CONSERVATION AREA APPRAISAL [Page x]
[Portfolio Holder: Cllr Brian Adams]
[Wards Affected: Haslemere East and Grayswood]

The purpose of the report at Appendix J is to gain authorisation to undertake a formal public consultation on the draft Conservation Area Appraisal (CAA) for the Conservation Area (CA) of Haslemere (this document also includes two proposed extensions to the Conservation Area boundary). 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 and listed building consent.

Recommendation

It is recommended that the Executive approves the draft CAA for Haslemere for the purposes of public consultation.

16. COMPULSORY REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS [Page x]

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

The purpose of the report at Appendix K is to outline the requirement to undertake a review of polling districts, polling places and polling stations, and the arrangements for conducting such a review. The report recommends an amendment to the Scheme of Delegation to enable the Returning Officer to vary a designated polling place in cases of urgency.

Recommendation

It is recommended that:

1. **approval be given to the Returning Officer carrying out a review of polling districts, polling places and polling stations in the terms set out in the report;**
2. **the timing of the review is such that the consultation period runs from Monday 9 June 2014 to Friday 18 July 2014 inclusive; and**
3. **the Council be recommended to approve that the Scheme of Delegation be amended to authorise the Returning Officer to vary a designated polling place in cases of urgency.**

17. PERFORMANCE MANAGEMENT EXCEPTION REPORT Q3 2013 (OCTOBER – DECEMBER 2013) [Page x]

[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 details performance, at Annexe 1 to Appendix L, for the three-month period October - December 2013.

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

Recommendation

It is recommended that the Executive:

1. notes the performance figures for Quarter 3 2013/14 (October - December 2013) as set out at Annexe 1;
2. thanks the Overview & Scrutiny Committees for their observations regarding the Quarter 3 performance; and
3. considers the recommendations of the Overview and Scrutiny Committees as set out in Annexe 1.

18. WBC OWNED DITCHES – IMPROVING FLOOD RESILIENCE [Page x]
 [Portfolio Holder: Cllr Julia Potts]
 [Wards Affected: All]

The report at Appendix M requests that the Executive agrees to extra resources to ensure all ditches and culverts on Council owned land are in a good condition in order to reduce the potential flood risk to residents and roads and improve the Councils flood resilience.

Recommendation

It is recommended to the Council that £35,000 of capital funds be approved from the urgent schemes provision to restore all Waverley-owned ditches to a good condition.

19. PROVISION OF PAYROLL SERVICES [Page x]
 [Portfolio Holder for Finance: Cllr Mike Band]
 [Wards Affected: N/A]

The purpose of the report at Appendix N is to present a proposal to implement an alternative way of providing payroll services for the Council to strengthen resilience and expertise in the service and to achieve better value for money.

Recommendation

It is recommended that the Executive agree to:

1. transfer the provision of Waverley’s payroll processing function to Epsom and Ewell Borough Council on the terms set out in this report, subject to satisfactory completion of a Service Level Agreement;
2. the staffing matters set out in the (Exempt) Annexe; and
3. delegate the agreement of the detailed Service Level Agreement to the Director of Finance and Resources in conjunction with the Portfolio Holder for Finance.

20. ENVIRONMENTAL SERVICES - RESTRUCTURE PROPOSALS [Page x]
 [Portfolio Holder: Cllr Donal O’Neill]
 [Wards Affected: All]

The report at Appendix O sets out proposals for a management restructure of the Environmental Services team.

Recommendation

It is recommended that the Executive recommends to Council that:

- 1. the restructuring proposals set out in paragraph 16 above be agreed; and**
- 2. the redundancy of post holder EA09 be agreed, as detailed in (Exempt) Annexe 3 of this report, with redeployment being the Council's preferred option if at all possible.**

21. REVIEW OF HOUSING SERVICES: EMBEDDING A STRUCTURE THAT DELIVERS A HIGH QUALITY CUSTOMER FOCUSED HOUSING SERVICE

[Page x]

[Portfolio Holder: Cllr Carole King and Cllr Keith Webster]
[Wards Affected: All]

The report at Appendix P details the proposed arrangements for the Housing Service, which have been developed as a result of reviewing the Housing service structure agreed in July 2012 in the light of experience. The report includes the process for formally consulting with staff about changes in the structure.

Recommendation

It is recommended to the Council that:

- 1. the proposals set out in the table at paragraph 7 of the report be agreed;**
- 2. the establishment be changed to reflect the proposals in the report;**
- 3. the new structure takes effect from 1 May 2014; and**
- 4. the redundancy of postholders HA04 and HA11 be agreed at a cost shown in (Exempt) Annexes 3 and 4, noting that redeployment will be the Council's preferred option if at all possible.**

22. HOUSING MANAGEMENT AND MAINTENANCE PROCESS IMPROVEMENT PROJECT [Page x]

[Portfolio Holder: Cllr Carole King]
[Wards Affected: All]

The report at Appendix Q seeks Council approval to undertake the Housing Management and Maintenance Process Improvement Project and appoint consultants.

Recommendation

It is recommended that

1. approval be given to proceeding with the Housing Management and Maintenance Process Improvement Project; and
 2. the Council be recommended to approve the quotation evaluation and the appointment of chosen contractor, as set out in the (Exempt) Annexe).
23. NEW AFFORDABLE HOUSING PROJECT AT BADGERS CLOSE, WARREN AND PERRIOR ROAD AND SILO DRIVE, FARNCOMBE [Page x]
[Portfolio Holder: Cllr Keith Webster]
[Wards Affected: Farncombe and Binscombe]

The Council has secured planning permission for 9 affordable homes at three sites in Farncombe and appointed Mitchell Evans Associates (MEA) to act as an employer's agent for this project. The report at Appendix R seeks approval to increase the budget for the project and confirms the intention to appoint Contractor 2 as the build contractor for this project.

Recommendation

That the Executive recommends to Council the approval of:

1. an additional budget from the New Homes Reserve to the approved budget to fund the development of 9 new affordable homes at three sites in Farncombe, as set out in (Exempt) Annexe 1; and
 2. the appointment of the preferred Contractor 2 using the approval given by full Council on 10 December 2013 and delegates authority to the Director of Operations in consultation with Director of Finance and Resources, the Portfolio Holder for Housing (Strategic) and the Portfolio Holder for Finance to agree contractual terms.
24. OCKFORD RIDGE: BUYING BACK PROPERTIES WITHIN THE REDEVELOPMENT AREA [Page x]
[Portfolio Holders: Cllrs Keith Webster and Carole King]
[Wards Affected: Godalming Central and Ockford]

The purpose of the report at Appendix S is to seek approval to purchase six houses within the redevelopment area at Ockford Ridge to enable the proposed development scheme to proceed.

Recommendation

It is recommended to the Council that

1. the six properties within the defined redevelopment areas identified in (Exempt) Annexe 1 be purchased;
2. the purchases are subject to a market valuation, as per the details set out in (Exempt) Annexe 2, and subject to negotiation and final agreement between the Portfolio Holders for Finance and Housing Delivery and the Executive Director;
3. the purchases are funded from the new affordable homes capital programme; and

4. **the carry forward of the £250,000 balance of the 2013/14 buy back budget and the bring forward of £160,000 from the 2015/16 budget be approved.**

25. PROPOSED REMODELLING OF FORMER STAFF ACCOMMODATION AT BOWRING HOUSE [Page x]

[Portfolio Holder: Cllr Carole King]
[Wards Affected: Farncombe and Catteshall]

The report at Appendix T outlines the proposal to remodel the present void scheme manager's two storey family accommodation to provide an enlarged tenants lounge area and kitchen to the first floor with a new one bedroom self contained flat for standard tenancy use.

Recommendation

It is recommended

1. **to the Council that the successful contractor shown in (Exempt) Annexe 2 be appointed to carry out communal lounge extension works in addition to remodelling of the ground and first floor parts of the former manager's accommodation, to be funded from the £250,000 budget included in the 2014/15 Capital programme; and**
2. **that the Executive approve the works necessary to separate utilities of Bowring House and the Day Centre, subject to the outcome of a detailed survey, with the one-off cost being met from the HRA Stock Remodelling Fund.**

26. PROPOSED REMODELLING OF FORMER STAFF ACCOMMODATION AT FALKNER COURT [Page x]

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

The report at Appendix U outlines the proposal to remodel the present void scheme manager's 3 bedroom flat to provide a much needed extra meeting/small tenants lounge area with communal garden access and with a new one bedroom self contained flat for standard tenancy use.

Recommendation

It is recommended to the Council that the successful contractor shown in (Exempt) Annexe 2 be appointed to carry out remodelling of the ground floor flat of the former manager's accommodation, to be funded from the £250,000 budget included in the 2014/15 Capital Programme.

27. CAR PARK AT RED LION LANE, FARNHAM [Page x]

[Portfolio Holder: Cllr Julia Potts]
[Ward Affected: Farnham Castle]

The report at Appendix V proposes the renewal of the lease for the Car Park at Red Lion Lane, Farnham, with an extension of the term to 10 years.

Recommendation

It is recommended that the lease of the car park at Red Lion Lane to Farnham Maltings be renewed with an extension of the term to 10 years.

28. 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 and the details are also contained in the Budget Management report at Appendix B.

i. Farnham Memorial Hall

Authorised the expenditure of £7,000 to replace and reseal the high level windows in the Memorial Hall, to be funded from the emergency capital schemes budget.

ii. Frensham Visitor Centre

Authorised the expenditure of £15,000 to carry out repairs to the car park surface and exit road at Frensham Visitor Centre caused by excessive rainfall with repairs to be carried out before the year end.

iii. Broadwater Rangers Office

Authorised the expenditure of £3,300 to carry out urgent repairs and maintenance to the Rangers Office at Broadwater Park.

29. 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.

30. PURCHASE OF LAND [Page x]

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