

To: All Members of the EXECUTIVE

When calling please ask for: Emma McQuillan

Democratic Services Manager

Policy and Governance

Direct line: 01483 523351

Calls may be recorded for training or monitoring

E-mail: emma.mcquillan@waverley.gov.uk

Date: 23 May 2014

Membership of the Executive

Cllr Robert Knowles (Chairman)

Cllr Julia Potts (Vice-Chairman)

Cllr Brian Adams

Cllr Carole King

Cllr Tom Martin

Cllr Donal O'Neill

Cllr Stefan Reynolds

Cllr Adam Taylor-Smith

Cllr Simon Thornton

Cllr Keith Webster

Dear Councillor

A Meeting of the EXECUTIVE will be held as follows:-

DATE: TUESDAY, 3 JUNE 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. APPOINTMENT OF CHAIRMAN

To confirm the appointment of the Leader of the Council as Chairman of the Executive for the Council Year 2014/2015.

2. APPOINTMENT OF VICE-CHAIRMAN

To confirm the appointment of the Deputy Leader of the Council as Vice-Chairman of the Executive for the Council Year 2014/2015.

3. INFORMAL QUESTION TIME

The Chairman to receive any informal questions from members of the public (for a maximum of 15 minutes).

4. MINUTES

To confirm the Minutes of the Meeting held on 1 April 2014 (to be laid on the table half-an-hour before the meeting).

5. APOLOGIES FOR ABSENCE

To advise the Executive of any apologies for absence.

6. 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.

7. QUESTIONS

The Chairman to respond to any questions received for which notice has been given in accordance with Procedure Rule 10.

8. PETITION

A petition was submitted to the Council and acknowledged on 1 April 2014. The prayer of the petition is as follows:-

“We, the undersigned residents of Cranleigh, register our strong opposition to any major development on green field sites in Cranleigh, as proposed in Waverley’s Core Strategy. These proposals would place unacceptable pressures on our road networks and other community facilities. In addition we call for the brownfield sites, such

as Hewitts Industrial Estate and Dunsfold Aerodrome in the Borough to be utilised before green fields for housing developments, as is the expectation within the Government's National Planning Policy Framework”.

The petition contains 1482 valid signatures from residents of the Borough and the petition falls into the category of containing between 1,000 and 1,999 signatures. In accordance with the Waverley petition scheme, the petition is considered at a meeting of the Executive. The petitioner does not wish to present the petition to the meeting in person.

Recommendation

It is recommended that the Executive receives the petition and decides whether to:

- a. **refer the matter to an appropriate Overview and Scrutiny Committee; or**
- b. **make a decision on the demands of the petition at this meeting, which may include sending a written response to the petitioner.**

9. EXECUTIVE FORWARD PROGRAMME [Page xx]

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

10. BUDGET OUTTURN 2013-2014

[Portfolio Holder: Cllr Julia Potts]
[Wards Affected: All]

10.1 OVERALL REVENUE OUTTURN (GENERAL FUND and HOUSING REVENUE ACCOUNT) [Page xx]

The report attached at Appendix B.1 provides a summary of the 2013/14 Outturn for the General Fund and The Housing Revenue Account (HRA). The Statement of Accounts, which contains the detailed figures in a format compliant with Audit requirements, will be presented for approval by the Audit Committee later in the year.

Recommendation

It is recommended that the Executive:

1. **notes the Revenue Outturn position for 2013/2014 and approves the transfer of the total net General Fund underspend of £590,000 to the Revenue Reserve Fund;**
2. **approves Revenue Carry Forwards of £138,657 on the General Fund from 2013/14 to 2014/15 as detailed at Annexe 3;**
3. **approves Revenue Carry Forwards of £15,000 on the HRA from 2013/14 to 2014/15 as detailed at Annexe 3;**

4. requests officers to carry out investigations into the areas including the HRA where significant variances have occurred in 2013/14; and
5. requests officers to undertake a mid-year budget review and report to the Executive in September.

10.2 CAPITAL PROGRAMME OUTTURN (GENERAL FUND and HOUSING REVENUE ACCOUNT) [Page xx]

The report at Appendix B.2 presents the outturn for the Council's 2013/14 Capital Programme. It also seeks approval to add rescheduled expenditure and minor slippage from the 2013/14 Programme to the 2014/15 Programme.

Recommendation

It is recommended that the Executive:-

1. notes the Capital Outturn position for 2013/14;
2. approves the transfer of budgets totalling £1,918,597, as shown in Annexe 1, from the 2013/14 General Fund Capital Programme and Revenue Projects to the 2014/15 General Fund Capital Programme and Revenue Projects;
3. approves the transfer of budgets totalling £1,010,500 as detailed in Annexe 2 from the 2013/14 HRA Capital Programme to the 2014/15 HRA Capital Programme;
4. approves the transfer of budgets totalling £404,365 as detailed at Annexe 3 from the 2013/14 New Affordable Homes programme into 2014/15;
5. approves the transfer of budgets totalling £63,113 as detailed at Annexe 4 from the 2013/14 Stock Remodelling programme into 2014/15;
6. approves the capital financing set out in paragraph 15, noting the HRA Capital savings proposals detailed in Annexe 2, which will enable the additional expenditure on responsive and cyclical repairs to be met from not making the planned HRA revenue contribution of £770,000 to the capital budget; and
7. recommends to the Council that £500,000 of the capital slippage be vired to the housing sheltered schemes capital budget in 2014/15.

11. CHIDDINGFOLD AND ALFOLD NEIGHBOURHOOD PLAN AREA APPLICATIONS [Page xx]

[Portfolio Holder: Cllr Brian Adams]
[Wards Affected: Chiddingfold and Dunsfold]

Chiddingfold and Alfold Parish Councils each intend to prepare a neighbourhood development plan (known as a neighbourhood plan). Under the neighbourhood planning legislation the first stage of the process is for the parish councils to apply to Waverley for the Borough Council to agree the neighbourhood area that their neighbourhood plans should cover. The report at Appendix C considers the respective neighbourhood area applications.

Recommendation

That the Executive approves

- 1. the neighbourhood area application from Chiddingfold Parish Council for the purposes of the Chiddingfold Neighbourhood Plan; and**
- 2. the neighbourhood area application from Alfold Parish Council for the purposes of the Alfold Neighbourhood Plan.**

12. REVIEW OF THE SURREY HILLS AREA OF OUTSTANDING NATURAL BEAUTY (AONB) MANAGEMENT PLAN 2014-2019 [Page x]

[Portfolio Holder: Cllr Brian Adams]
[Wards Affected: All wards except Farnham, Cranleigh and Godalming]

The purpose of the report at Appendix D is to seek endorsement of the review of the AONB Management Plan which has been prepared by the Surrey Hills AONB Board. The five district/borough councils who are affected by the AONB have contributed to the preparation of the Review.

Recommendation

It is recommended that the review of the AONB Management Plan be adopted as the statutory AONB Management Plan for the Surrey Hills AONB for the period 2014 to 2019.

13. DEVELOPMENT OF GARAGE SITE AT NURSERY HILL, WONERSH – APPROVAL TO SUBMIT PLANNING APPLICATION [Page x]

[Portfolio Holder: Cllr Keith Webster]
[Ward Affected: Shamley Green and Cranleigh North]

The purpose of the report at Appendix E is to:

- seek approval for the submission of a planning application to redevelop a former garage site at Nursery Hill, Wonersh to provide two 3 bedroom, three 2 bedroom affordable homes for rent and three replacement garages; and
- agree a budget for pre-development costs to enable the project to progress.

Recommendation

The Executive is recommended to approve the submission of a planning application and to agree a budget for pre-development costs to enable the delivery of five new affordable homes at Nursery Hill to meet housing need from the New Affordable Homes Reserve

14. RIPA POLICY - 2014 UPDATE [Page x]

[Portfolio Holder: Cllr Carole King]

[Wards Affected: All]

The report at Appendix F provides Members with an update on the Council's use of its covert surveillance powers under the Regulation of Investigatory Powers Act 2000 ("RIPA"), and to present an amended Covert Surveillance Policy for the approval of the Executive and adoption by the Council.

Recommendation

It is recommended that the Executive:

- 1. notes the Council's ongoing use of its covert surveillance powers;**
- 2. notes the positive outcome of the Office of Surveillance Commissioner's inspection and accepts the OSC's recommendations set out at paragraphs 12 and 14 of the report;**
- 3. approves and recommends the revised Covert Surveillance Policy at Annexe 1 to the Council for adoption; and**
- 4. recommends to the Council that the Executive Director be appointed as the Council's Senior Responsible Officer, with the Director of Operations and the Director of Finance and Resources acting as Deputy Senior Responsible Officers.**

15. SHELTERED SCHEME LIGHTING RENEWAL PROPOSAL [Page x]

[Portfolio Holder: Cllr Carole King]

[Wards Affected: All]

The purpose of the report at Appendix G is to provide members with a proposal for the renewal of the communal lighting (inc. emergency lighting) at seven sheltered schemes, together with seeking authority to appoint the Council's term contractor (electrical) to undertake this work.

Recommendation

It is recommended that the Executive

- 1. approves the appointment of a specialist consultant to assist with this project for a fee not exceeding 8% of the overall estimated cost to provide the following services:**
 - value-for-money assurance via robust negotiation and cost management**

- lighting design for the seven sheltered scheme lighting projects
 - project management services for on-site supervision of the works and
 - Construction Design Management (CDM) co-ordinator role to ensure health and safety compliance;
2. recommends to the Council that, subject to satisfying robust value-for-money assessment, to approve the appointment of the T Brown (Group) under the 'Term Partnering Agreement for Lot 8 – a programme of electrical rewiring work' contract to undertake renewal and upgrade of the communal lighting at seven sheltered schemes with the final project being subject to the approval of the Director of Operations and Director of Finance and Resources in conjunction with the Portfolio Holders for Finance and Housing Operations; and
 3. recommends to the Council that in the event that a satisfactory proposal cannot be agreed as set out in recommendation 2 above, that officers proceed to tender this work externally.
16. RECORDED VOTES AT COUNCIL BUDGET MEETINGS

[Portfolio Holder: Cllr Robert Knowles]
[Wards Affected: N/A]

The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014 came into effect from 25 February 2014 which make it mandatory for Councils to amend their Standing Orders to include a provision for requiring recorded votes at budget-setting Council meetings. These regulations were not in force in time for this to apply at the budget-setting Council meeting which took place on 18 February 2014 but the Waverley constitution needs to be amended now to ensure that the provision is in place for future budget-setting Council meetings.

Recommendation

It is recommended to the Council that the constitution be amended to include a provision for requiring recorded votes to be carried out at budget-setting Council meetings.

17. APPOINTMENT OF EMPLOYER'S NEGOTIATING TEAM 2014/2015

To appoint the Members of the Employers' Negotiating Team whose role is to conduct negotiations with the staff through the Waverley Joint Negotiating Committee for Pay and Conditions and all matters concerning local pay and conditions of service. The meetings of the Joint Negotiating Committee are usually held in November/December each year. The Employers' Negotiating Team comprises 6 members and the proposed membership is as follows (6 councillors):-

Leader
Cllr Peter Isherwood
Cllr Simon Thornton

Deputy Leader
Cllr Stewart Stennett
Cllr Brian Adams

18. APPOINTMENTS TO OUTSIDE BODIES 2014-2015 [Page x]

Appointments to outside bodies were made last year for a two-year period (2013-2015) but there are some appointments which need to be agreed on an annual basis at this meeting, and some which need to be updated to reflect portfolio holder changes. The proposed representatives for 2014-2015 are attached as Appendix H.

Recommendation

It is recommended that the appointments to Outside Bodies for 2014-2015 be agreed, as set out at Appendix H.

19. APPOINTMENTS TO SURREY COUNTY COUNCIL LOCAL COMMITTEE TASK GROUPS 2014-2015

The County Council has requested that Waverley nominates to a number of Task/Sub-Groups of the Waverley Local Committee and the proposed membership of each is as follows:

Farnham Task Group (3 members)

Cllrs Julia Potts, Donal O'Neill and Carole Cockburn

Godalming, Milford and Witley Task Group (2 members)

Cllrs Simon Thornton and Denis Leigh

Haslemere and Western Villages Task Group (2 members)

Cllrs Robert Knowles and Brian Adams

Cranleigh and Eastern Villages Task Group (2 members)

Cllrs Brian Ellis and Maurice Byham

Youth Task Group (2 members)

Cllrs Carole King and Simon Thornton.

Recommendation

It is recommended that the nominations to the Waverley Local Committee Task Groups be agreed.

20. NOMINATIONS TO SURREY LEADERS' GROUP OUTSIDE BODIES

Each year the Surrey Leaders' Group invites Districts/Boroughs to submit nominations for members to represent their authority on a number of outside bodies. The Surrey Leaders' Group has invited Waverley to make nominations to the following vacancies and the Executive will be advised of any councillors who have expressed an interest in being put forward as a nomination for Waverley.

- SCC Health Scrutiny Select Committee
- Countryside Access Forum
- Surrey and Borders Partnership NHS Foundation Trust
- Surrey Compact Implementation Group

Recommendation

It is recommended that any nominations for consideration for appointment by the Surrey Leaders' Group to external bodies be agreed.

21. PROPERTY MATTERS

[Portfolio Holders: Cllrs Julia Potts and Simon Thornton]
 [Wards Affected: Farnham Wrecclesham and Rowledge, Godalming Farncombe, & Catteshall, Farnham Moor Park and Frensham, Dockenfield and Tilford]

The purpose of the report at Appendix I is to consider a number of property-related issues in the Borough.

Recommendation

It is recommended that:

1. **Badshot Lea Football Club be granted a lease of 30 years of the land at the former rugby ground at Westfield Lane in Farnham, as shown on the plan at Annexe 1, on terms and conditions set out in (Exempt) Annexe 1A and with other terms and conditions to be negotiated by the Estates and Valuation Manager;**
2. **a lease be granted to Godalming Town Football Club for a period of 30 years on the terms and conditions described in (Exempt) Annexe 2A, with other terms and conditions to be agreed by the Estates and Valuation Manager;**
3. **Waverley should join with its landlord, the National Trust, in renewing the lease of land for observation boreholes at the Flashes, Frensham, to the Environment Agency for a period of 40 years, on terms and conditions as in the existing lease and with other terms and conditions to be agreed by the Estates and Valuation Manager; and**
4. **terms be agreed with Whitbread to grant the access rights to the Patrick Stonemason site in Farnham, in return for them agreeing to pay a premium sum as detailed in (Exempt) Annexe 4A upon commencement of the new development, with Whitbread also meeting Waverley's legal costs and contributing a sum towards the surveyor's fee as also detailed in the (Exempt) Annexe.**

22. 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:-

Authority to approve a supplementary estimate of up to £40,000 to meet the costs of a proposed application for an injunction under Section 106(5) of the Town and Country Planning Act 1990 to secure compliance with a Section 106 agreement.

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

24. PURCHASE OF PROPERTIES

To consider the report at (Exempt) Appendix J.

25. 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.**