

To: All Members of the EXECUTIVE

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Date: 27 June 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, 8 JULY 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 3 June 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. **Mr David Cooper of Farnham:-**

“In answer to my Freedom of Information request of 10 March, I received, among other papers, Waverley’s Instructions to Blakedown (Sport and Play) and Site Meetings Notes from the agents acting for Waverley, Michael Edwards Associates (MEA), regarding the Riverside car park and tennis facilities.

In the MEA Site Meeting Notes of 7 January 2014, concerning the Car Park, with WBC Officers Kelvin Mills and Katrina Burns present, paragraph 4.04 states:

“MEA to issue formal EA instruction to be issued to instruct everything except final surfacing with the exception of haul road to tennis club, gravel fill, bay markings.”

The MEA Instructions dated 20 January 2014, also referring to the Car Park, at paragraph 3.2 states:

“Please proceed with ‘Phase 2’ works comprising remainder of works as tendered with the exception of porous macadam to the car park, bodpave, benches, lighting and power to the car park.”

On 11 February 2014, I took photographs of the works being carried out on site at Riverside which clearly show the construction of the car park base, with infill and kerbing inside the peripheral boundary kerbing. A few days later, a top layer of earth and grass concealed this work from view. In the light of these facts, will you agree that the base of the car park was constructed as directed by Waverley, before an EIA or a planning application has been submitted for consideration?”

ii. Mr David Wylde of Farnham:-

“You will be aware that the Secretary of State’s screening direction serves as a authoritative confirmation that all of the five main planning consents for East Street 2008 have been granted unlawfully, because Riverside was consistently omitted from the environmental statement. In the East Street Phase 1 Development at Riverside we now find Waverley is ignoring the established principle that work cannot be carried out until the Environmental Impact assessment and consent procedure have been conducted.

In this regard, with your professional background and expertise, do you personally, unreservedly endorse the position the Council is taking, i.e. that works at Riverside should proceed legitimately without prior EIA?”

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 – MAY 2014 [Page x]

[Portfolio Holder: Cllr Julia Potts]

[Wards Affected: All]

The report at Appendix B provides an indication of the expenditure and income position for the 2014/15 budget as at May 2014 compared with the approved budget for the General Fund and the Housing Revenue Account.

Recommendation

It is recommended that the Executive notes the report and

- 1. approves a virement within the HRA of £50,000 from External Decoration cyclical repairs to General Repairs – Fencing;**

2. **approves Major Structural/Damp works within the HRA Capital Programme amounting to £272,000, as detailed at (Exempt) Annexe 4, to be met from existing budgets;**
3. **approves the changes to the schedule of dwellings to be included as open-flued boilers, as detailed at (Exempt) Annexe 5;**
4. **recommends to the Council that a programme of works to remove the saturated cavity fill from Council homes commences as soon as possible, at an estimated cost of £100,000 and to be funded from the HRA (damp-proofing budget), and that officers present a report to a future meeting on the options and costs to carry out the follow-up remedial works;**
5. **recommends to the Council that safety works required at Rolston House costing £310,000 should be undertaken in 2014/15 funded from existing 2014/15 planned maintenance budgets, as detailed in paragraph 22;**
6. **recommends to the Council that a supplementary capital estimate is approved, funded from the Stock Improvement Reserve, of up to £50,000 to enable additional fire protection works at Rolston House to be undertaken at the same time as the safety works identified in (5) above; and**
7. **recommends to the Council that the changes to the staffing establishment in Waverley Training Services and in the Environmental Services Team be approved, as set out in paragraphs 8 and 11 of this report.**
8. PROPOSED LIST OF BUILDINGS OF TOWNSCAPE, LANDMARK OR LOCAL HISTORIC MERIT IN WONERSH, SHAMLEY GREEN AND BLACKHEATH AND TWO ADDITIONAL PROPERTIES IN HASLEMERE AND FARNHAM [Page x]

[Portfolio Holder: Cllr Brian Adams]

[Wards Affected: Blackheath & Wonersh and Shamley Green & Cranleigh North and Haslemere East & Grayswood and Farnham Bourne]

The purpose of the report at Appendix C is to recommend that the proposed expanded List of Buildings of Townscape, Landmark or Local Historic Merit for Wonersh, Shamley Green and Blackheath be adopted by the Council. The list has been prepared by Wonersh Parish Council with the support of Waverley officers. It is also recommended that two buildings of local merit in Farnham and Haslemere identified by officers be adopted by the Council.

Recommendation

It is recommended to the Council that

- 1. the additional list of Buildings of Local Merit in Wonersh, Shamley Green and Blackheath be adopted; and**
 - 2. the former Haslemere Police Station, Haslemere and Heron Court, 39 Ford Lane, Farnham be adopted as buildings of local merit (BLM).**
9. HASCOMBE NEIGHBOURHOOD PLAN AREA APPLICATION [Page x]
[Portfolio Holder: Cllr Brian Adams]
[Wards Affected: Bramley, Busbridge and Hascombe]

Hascombe Parish Council intends 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 Council to apply to Waverley Borough Council to agree the neighbourhood area that their neighbourhood plan should cover. The report at Appendix D considers the neighbourhood area application.

Recommendation

It is recommended that the Executive approves the neighbourhood area application from Hascombe Parish Council for the purposes of the Hascombe Neighbourhood Plan.

10. RECYCLING IMPROVEMENT ACTION PLAN [Page x]
[Portfolio Holder: Cllr Donal O'Neill]
[Wards Affected: All]

The purpose of the report at Appendix E is to look at the Council's current recycling performance in detail two years after the implementation of a commingled recycled system, identifying the present and future challenges associated with improving on current performance, and then setting out a range of initiatives which are either in progress or could be pursued to further increase recycling levels and reduce residual waste.

Recommendation

It is recommended that

- 1. the Recycling Improvement Action Plan at Annexe 1 be endorsed; and**
- 2. officers be asked to provide a report on progress against the Action Plan to the January 2015 meeting of Executive.**

11. HOMELESSNESS STRATEGY UPDATE [Page x]
[Portfolio Holder: Cllr Keith Webster]
[Wards Affected: All]

The Council adopted its Homelessness Strategy 2013-2018 in July 2013. The report at Appendix F updates the Executive on progress in achieving the targets set for the first year of the Homelessness Strategy, and highlights the areas to focus on in the year ahead.

Recommendation

The Executive is asked to note the progress in meeting the year one targets of Waverley's Homelessness Strategy Action Plan, and agree any areas to highlight for future action.

12. PERFORMANCE MANAGEMENT REPORT - Q4 (JANUARY – MARCH 2014) AND END-OF-YEAR OUTTURN 2013/14 [Page x]
[Portfolio Holder: Cllr Julia Potts]
[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. The report at Appendix G details performance, at Annexe 1, for the three-month period January - March 2014 and the end-of-year outturn for 2013/14. All Performance Indicators (PIs) are listed in this report (rather than by exception), as it reports the end-of-year figures.

The Overview and Scrutiny Committees have considered the full list of indicators. Their comments and any recommendations relating to the indicators within the report are included.

Recommendation

It is recommended that the Executive:

- 1. notes the performance figures for Quarter 4 2013/14 (January - March 2014) and end-of-year outturn as set out at Annexe 1;**
- 2. thanks the Overview & Scrutiny Committees for their observations regarding the Quarter 4 performance.**

13. DEVELOPMENT OF FORMER GARAGE SITE AT MIDDLEFIELD ROAD, FARNHAM AND A COUNCIL PROPERTY AT BRIDGE ROAD, HASLEMERE – APPROVAL TO SUBMIT PLANNING APPLICATIONS [Page x]
[Portfolio Holder: Cllr Keith Webster]
[Wards Affected: Farnham Shortheath and Boundstone, Haslemere East and Grayswood]

The purpose of the report at Appendix H is to seek approval for the submission of planning applications for the redevelopment of the former

garage site (now a parking area) at Middlefield, Farnham to provide 2 two bedroom houses and 2 two bedroom flats for rent and 20 parking spaces; and for the redevelopment of a council property at Bridge Road in Haslemere to provide 3 new affordable homes.

Recommendation

The Executive is recommended to approve the submission of planning applications to enable the delivery of four new affordable homes at Middlefield in Farnham and three new affordable homes at Bridge Road in Haslemere.

14. PROPOSED CHANGE OF USE OF GUEST ROOM INTO ACCOMMODATION TO BE LET WITHIN BLUNDEN COURT, BRAMLEY
[Page x]

[Portfolio Holder: Cllr Carole King]
[Wards Affected: Bramley, Busbridge and Hascombe]

The report at Appendix I proposes the change the use of a guest room within Blunden Court Sheltered Scheme in Bramley into an extra bedsit to be let as permanent housing.

Recommendation

The Executive is asked to approve the change of use of a guest room at Blunden Court Sheltered Scheme to provide an additional bedsit as permanent accommodation.

15. PURCHASE OF FORMER COUNCIL PROPERTY IN BRAMLEY [Page x]
[Portfolio Holder: Cllr Keith Webster]
[Wards Affected: Bramley, Busbridge & Hascombe]

The report at Appendix J seeks approval to purchase a former Council property in Bramley that was purchased under the Right to Buy.

Recommendation

It is recommended that:

- 1. the property identified in (Exempt) Annexe 1 be purchased subject to final agreement by the Director of Finance and Resources and the Portfolio Holder for Finance;**
- 2. the purchase be subject to a satisfactory structural survey and funded from HRA capital receipts.**

16. EXECUTIVE DIRECTOR'S ACTIONS

To note any 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.

17. 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.

18. DISPOSAL OF PROPERTY [Page x]

To consider the report at (Exempt) Appendix K.

19. 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.**