

To: All Members of the EXECUTIVE

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Date: 22 August 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, 2 SEPTEMBER 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 8 July 2014 and of the Special Meeting held on 12 August 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 Mr David Beaman of Farnham

“On 31 July the Department of Communities and Local Government issued a 98 page consultation document outlining a number of proposed changes to “improve” the planning system with a closing date of 26 September for representations to be made. Since a number of the proposed changes are significant what action is WBC taking to make Town and Parish Councils and individual residents aware of the implications of the proposed changes and seek their views and opinions for inclusion in any representation that WBC submits?”

ii. From Mrs Kathy Smyth of Milford

“Please can the Council confirm:-

The number of residential units in Waverley to which the Council has given prior approval pursuant to the changes introduced to Permitted

Development rights in May 2013 allowing for the change of use of buildings from B1(a) (offices) to C3 (dwelling houses) to date and the number of residential units for which prior approval for change of use has been applied for but not yet granted.”

iii. From Mr David Wylde of Farnham

A letter in the Herald of 15th August 2014 asked a series of questions about East Street, CNS and Waverley. When will the Council reply?.

6. EXECUTIVE FORWARD PROGRAMME [Page xx]

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

7. BUDGET MANAGEMENT REPORT – JUNE 2014 [Page]

[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 June 2014 compared with the approved budget for the General Fund and the Housing Revenue Account.

Recommendation

That the Executive notes the report and:

- 1. approves the sum recovered from HM Revenue and Customs of £55k be transferred to the Revenue Reserve Fund;**
- 2. approves the Microfiche Scanning Project in the sum of £48,000 as detailed in paragraph 3.5 and Annexe 2, to be met from the Planning Delivery Grant £21k and the urgent schemes capital budget £27k;**
- 3. approves the allocation of £30,000 to the Museum of Farnham scheme from the Provision for Urgent Schemes as detailed in paragraph 3.6;**
- 4. approves the HRA work to be undertaken as detailed in (Exempt) Annexe 5;**
- 5. approves the proposal regarding bathroom pod as detailed in (Exempt) Annexe 6;**
- 6. approves the drawdown of £10k from the Homeslessness Prevention fund as detailed in paragraph 4.11;**
- 7. approves the supplementary estimate of £225k from the New Affordable Homes reserve as detailed in paragraph 4.12;**

8. approves the purchase of subsequent batches of garden waste bins as triggered by additional demand up to the threshold of 12,000, as set out in paragraph 2.4 of the report, to be funded from the unbudgeted additional income arising from the service; and
9. approves a virement from the additional planning income to cover a dedicated planning lawyer at the appropriate grade, on a one year fixed term contract.

8. TREASURY MANAGEMENT PERFORMANCE [Page xx]

[Portfolio Holder: Cllr Julia Potts]

[Wards Affected: N/A]

The purpose of the report at Appendix C is to summarise Waverley's investment performance for the year 2013/2014, and for the period 1 April 2014 to date, in accordance with Waverley's Treasury Management Policy and the Code of Practice on Treasury Management in Local Authorities.

Recommendation

It is recommended that the Executive:

1. notes the Treasury Management Performance for 2013/14 and 2014/15 to date; and
2. endorses the approach to Treasury Management activity.

9. CONSULTATION ON THE DRAFT GUILDFORD LOCAL PLAN STRATEGY AND SITES [Page xx]

[Portfolio Holder: Cllr Brian Adams]

[Wards Affected: All]

Guildford Borough Council is consulting on its draft Local Plan Strategy and Sites document. This follows the consultation that took place towards the end of last year on the Local Plan Issues and Options. The purpose of the report at Appendix D is to seek approval from the Executive to the proposed response to the consultation.

Recommendation

That the Executive agrees the response to the consultation from Guildford Borough Council as set out in Annexe 2 to the report.

10. DRAFT ENFORCEMENT POLICY FOR REGULATORY SERVICES AT WAVERLEY [Page xx]

[Portfolio Holder: Cllr Donal O'Neill]

[Wards Affected: All]

The purpose of this report at Appendix E, is to approve the draft Enforcement Policy for Regulatory Services for the purposes of consultation. This updated Enforcement Policy reflects current legislation, guidance and best practice. It

helps to promote efficient and effective approaches to regulatory inspection and enforcement, which improve regulatory outcomes without imposing unnecessary burdens on business and others subject to regulation. The policy sets out the approach to regulation across a wide range of functions and service areas and explains the principles aimed at securing compliance. The emphasis is on advice and guidance, with escalation to formal enforcement sanctions dependant on each individual situation. The policy identifies and explains the sanctions that may be used by the Council.

Recommendation

It is recommended that

- 1. the draft Waverley Borough Council Enforcement Policy for Regulatory Services be agreed as a basis for consultation; and**
- 2. the timetable outlined in this report for consulting on and setting a policy be approved.**

11. CRANLEIGH TOWN TEAM – ADJUSTMENT TO SPENDING PLAN [Page xx]
[Portfolio Holder: Cllr Adam Taylor-Smith]
[Wards Affected: All Cranleigh Wards]

The report at Appendix F seeks approval from the Executive (on behalf of the Council as the accountable body) to change the Cranleigh Town Team's spending plans to include the funding of Christmas lights to a value of £5,498.38.

Recommendation

It is recommended that the Executive approves Cranleigh Town Team's amended spending plan.

12. HOUSING DELIVERY BOARD ANNUAL REPORT [Page xx]
[Portfolio Holder: Cllr Keith Webster]
[Wards Affected: All]

The report at Appendix G summarises the work undertaken by the Housing Delivery Board in 2013/14. The Terms of Reference for the Board require that an annual report is presented to the Executive every year.

Recommendation

It is recommended that the work carried out by the Housing Delivery Board in 2013/14 be endorsed.

13. PURCHASE OF FORMER COUNCIL PROPERTY IN FARNHAM [Page xx]

[Portfolio Holder: Cllr Keith Webster]
[Ward Affected: Farnham Wrecclesham and Rowledge]

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

Recommendation

It is recommended that:

- 1. the property identified in (Exempt) Annexe 1 is purchased subject to final agreement by the Executive Director and Portfolio Holder for Finance; and**
- 2. the purchase is subject to a satisfactory structural survey and the purchase will be funded from the New Affordable Homes capital programme from the various contributing resources as appropriate.**

14. PROPERTY MATTERS [Page xx]

[Portfolio Holders: Cllrs Simon Thornton and Julia Potts]
[Wards Affected: Farnham Hale and Heath End, Godalming Farncombe and Catteshall, Haslemere East and Grayswood, Farnham Wrecclesham and Rowledge]

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

Recommendation

It is recommended that:

- 1. a lease be granted to Farnham Town Youth Football Club for a period of 15 years on terms and conditions described in (Exempt) Annexe 1A, other terms and conditions to be agreed by the Estates and Valuation Manager;**
- 2. the existing lease to the Godalming Lawn Tennis Club between the parties dated 1 May 2005 be surrendered and a new lease of a maximum term of up to 30 years be granted upon the terms proposed in (Exempt) Annexe 2A;**
- 3. a licence be granted to the Haslemere Preparatory School Trust for the land outlined in red on the plan at Annexe 3 for a period of 10 years, on terms and conditions as set out in (Exempt) Annexe 3A, with other terms and conditions to be agreed by the Estates and Valuation Manager;**
- 4. Waverley enters into a 10-year management agreement with the National Trust to manage the land shown outlined on the plan at Annexe 4 in connection with Waverley's adjoining land; and**

5. **the land at Moons Hill, shown outlined in red on the plan at Annexe 5, be offered for sale on the open market on the terms and conditions as set out in (Exempt) Annexe 5A and with other terms and conditions to be agreed by the Estates and Valuation Manager.**

15. OUTSTANDING DEBTS WRITE-OFF FOR DECISION [Page xx]
[Portfolio Holder: Cllr Julia Potts]
[Wards Affected: N/A]

The report at Appendix J seeks approval for irrecoverable bad debts of more than a £7,500 individual value to be written off in accordance with the Council's Financial Regulations.

Recommendation

It is recommended that, under Financial Regulation D203, the Executive approve the debts put forward for write-off as listed in the (Exempt) Annexe to the agenda report.

16. SCHEME OF DELEGATION – HOUSING OPTIONS [Page xx]

The report at Appendix K seeks an amendment to the Council's Scheme of Delegation to officers in respect of the Council's functions under Part 7 of the Housing Act 1996.

Recommendation

The Executive is recommended to delegate the Council's functions under Part 7 of the Housing Act 1996 as set out in paragraph 7 of the agenda report.

17. 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:

Appointments to the Farnham Maltings Board of Management

To authorise the appointment of Cllr Julia Potts as the Waverley representative on the Farnham Maltings Board of Management for the remainder of the current Council year.

18. 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.

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.**