

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](mailto:emma.mcquillan@waverley.gov.uk)

Date: 19 September 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, 30 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.

**Prior to the commencement of the meeting, the Chairman to receive any informal questions from members of the public, for a maximum of 15 minutes.**

## **AGENDA**

1. **MINUTES**

To confirm the Minutes of the Meeting held on 2 September 2014 (to be laid on the table half-an-hour before the meeting).

2. **APOLOGIES FOR ABSENCE**

To advise the Executive of any apologies for absence.

3. **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.

4. **QUESTIONS**

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

5. **EXECUTIVE FORWARD PROGRAMME** [Page 13]

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

6. **BUDGET MANAGEMENT REPORT AND MID-YEAR BUDGET REVIEW**  
[Page 21]

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

The report at Appendix B provides a projection of the expenditure and income position for the 2014/15 Budget compared with the approved budget for the General Fund and the Housing Revenue Account. The projection is based on the position to date and provides a mid-year Budget review. The report also updates Members on the key Financial Strategy issues for the next four years.

**Recommendation**

**It is recommended that the Executive notes the report and:**

1. **accepts the mid-year revenue budget projection and acknowledges that no immediate action is required for 2014-15 at this stage;**
2. **approves the funding for responsive fencing work from the Cyclical Maintenance budget £50,000 and £150,000 from the HRA Repairs Fund balance as described in paragraph 4.3;**
3. **approves the £20,000 funding for the Fraud Initiative vired from the HRA treasury management costs budget as described in paragraph 4.5;**
4. **approves the additional £100,000 use of the approved HRA damp-proofing budget to undertake removal of cavity fill as described in paragraph 4.10;**
5. **approves the list of properties for roof maintenance in (Exempt) Annexe 3 to be met from the approved HRA roof capital budget;**
6. **recommends to Council the approval of a supplementary estimate in 2014/15 of £36,000 to bring forward approved spend included in the 2015/16 HRA revenue budget in light of the excellent progress being made in the Housing Process Improvement Programme;**
7. **approves the submission of a planning application for consent to undertake identified works to resolve parking issues at Upfold Close, Cranleigh; and agrees that a budget of £40,000 required for these works be allocated from the approved £80,000 HRA Capital budget for improving parking and infrastructure on estates;**
8. **notes the Executive Director's decision to spend £16,100 on urgent dredging works at Elmbridge Road, Cranleigh and approves the allocation of this amount from the urgent capital schemes budget within the general fund capital programme; and**
9. **approves the recommendation set out in (Exempt) Annexe 6 regarding a confidential staffing matter.**

7. WAVERLEY COMMUNITY PARTNERSHIP 2015-16 FUNDING ROUND  
[Page 39]

[Portfolio Holder: Cllr Stefan Reynolds]  
[Wards Affected: All]

The purpose of the report at Appendix C is to seek the Executive's approval to continue to support the Waverley Community Partnership scheme.

Recommendation

**It is recommended that the Executive gives approval to:**

1. **the opening of the 2015/16 funding round; and**

**2. the overall funding process as detailed within the report.**

8. SERVICE LEVEL AGREEMENTS – NOMINATED PILOT SECOND YEAR REVIEW [Page 53]

In 2012, three voluntary sector organisations signed three year Service Level Agreements, a pilot for this new way of working.

The report at Appendix D is the annual review of the Service Level Agreement outcomes and performance indicators for each organisation from 1 April 2013 to 31 March 2014. The Community Overview and Scrutiny Committee have considered the outcomes of the Service Level Agreement process to date at its meeting on 16 September and any observations will be fed back to the Executive.

Recommendation

**It is recommended that the Executive:**

- 1. thanks the Overview and Scrutiny Committee for its comments and recognises the outcomes and success of the second year of the SLA pilot process, including the work delivered by the three funded organisations;**
- 2. approves discussion with Farnham Maltings, Citizens Advice Waverley and Hoppa continue in order to draw up new SLAs from 1 April 2015 to 31 March 2018; and**
- 3. approves discussion with The Orchard Club, The Clockhouse, Farncombe Day Centre and Cranleigh Arts Centre in order to move them to SLAs from 1 April 2015 to 31 March 2018.**

9. PENSIONS POLICY STATEMENT 2014 [Page 65]

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

The introduction of the new Local Government Pension Scheme (LGPS) from 1 April 2014 requires all scheme employers to review their existing discretionary pension policy statement effective from 1 April 2014.

Under Regulation 60 of the LGPS Regulations 2013 and paragraph 2 (2) of Schedule 2 to the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014, Scheme employers are required to have a policy in relation to five specific discretions.

The report at Appendix E outlines the pension policy statements that have to be reviewed under the Regulations, together with a recommendation on the policy that should be adopted. This replaces the Pension Policy Statement of April 2008.

Recommendation

**That the Executive recommends to the Council the approval of the Pension Policy Statement 2014 which replaces the Pension Policy Statement 2008.**

10. HASLEMERE CONSERVATION AREA APPRAISAL [Page 73]  
[Portfolio Holder: Cllr Brian Adams]  
[Wards Affected: Haslemere East and Grayswood]

The purpose of the report at Appendix F is to recommend that the Haslemere Conservation Area Appraisal (CAA) be adopted by the Council as a material consideration and used in the determination of any application for planning permission and listed building consent within the Conservation Area (CA).

Recommendation

**It is recommended to the Council that the CAA for Haslemere Town Centre be adopted as a material planning consideration.**

11. COMMUNITY ASSET TRANSFER POLICY [Page 119]  
[Portfolio Holder: Cllr Julia Potts]  
[Wards Affected: All]

The report at Appendix G presents a draft Policy for the management of Community Assets Transfers (CATs) under the Localism Act 2011. By producing a policy, it is hoped that local communities interested in managing Council-owned land or property will have a template to follow that will streamline the process of transference and ensure that they are aware of the issues and expense of managing land and/or buildings.

Recommendation

**It is recommended that the Executive endorses the draft Policy and recommends it to the Council for adoption.**

12. CEMETERY MEMORIAL SAFETY POLICY [Page 143]  
[Portfolio Holders: Cllrs Simon Thornton and Julia Potts]  
[Wards Affected: All]

The purpose of the report at Appendix H is to request that the Executive adopt the Cemetery Memorial Safety Policy for the inspection of all memorials in open and closed cemeteries under the responsibility of Waverley Borough Council subject to any changes required by the Executive.

Recommendation

**It is recommended that the Executive gives approval to**

- 1. the adoption of the Cemetery Memorial Safety Policy;**

2. a policy for the laying down of memorials and headstones that are found to present an immediate danger to visitors to the site, where the owner cannot be found; and
3. the costs being met for laying down memorials from existing limited cemetery budgets and agrees to earmark up to £5,000 from the urgent capital schemes budget should the existing budget not be enough.

13. REVIEW OF PARLIAMENTARY POLLING DISTRICTS AND POLLING PLACES 2014 [Page 163]

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

The purpose of the report at Appendix I is to outline the representations received for the Review of Parliamentary Polling Districts and Polling Places 2014 and the Returning Officer's recommendations in light of the Review.

Recommendation

**It is recommended that**

1. the venues set out in the table at paragraph 15 of the report be agreed as polling station venues; and
2. enquiries continue as set out at paragraph 16 of the report.

14. PROPOSAL FOR JOINT INVESTMENT PROJECT TO ENABLE THE DEVELOPMENT OF AFFORDABLE HOUSING IN FARNHAM [Page 177]

[Portfolio Holder: Cllr Keith Webster]  
[Wards Affected: Farnham Shortheath and Boundstone]

The purpose of the report at Appendix J is to seek approval to develop a 100% affordable housing scheme on the Dairy Crest site in Weydon Lane, Farnham through a joint investment initiative and for Waverley's contribution to the scheme to be met from the Section 106 monies within the Housing Capital Programme.

Recommendation

**It is recommended to the Council that**

1. Waverley invests in a 100% affordable housing scheme on the Dairy Crest Site, Weydon Lane, Farnham through a joint investment initiative with Thames Valley Housing Association (TVHA);
2. Waverley's capital contribution is as set out in the (Exempt) Annexe and is funded from Section 106 monies in the Housing Capital Programme;

3. **proceeding with this proposal is subject to achieving a satisfactory VAT position and agreeing contractual terms with TVHA as approved by the Director of Finance and Resources in consultation with the Portfolio Holders for Finance and Housing.**
15. INCREASING THE THRESHOLDS FOR THE PURCHASE OF LAND AND PROPERTY AND APPROVING A BUDGET ALLOCATION FOR THE PURCHASE OF PROPERTIES ON THE OPEN MARKET FOR AFFORDABLE HOUSING [Page 183]  
[Portfolio Holders: Cllr Keith Webster and Cllr Carole King]  
[Wards Affected: All]

The purpose of the report at Appendix K is to seek approval to increase the purchase price thresholds for land and property and approve a budget allocation for further property purchases in 2014/15.

Recommendation

**That the Executive recommends to Council:**

1. **the increased financial thresholds for the purchase of land and property purchase as set out in (Exempt) Annexe 1, and**
  2. **the budget allocation of £2.5million from the New Affordable Homes Reserve to fund the purchase of properties on the open market to provide affordable homes for people in local housing need.**
16. BECOMING AN HCA INVESTMENT PARTNER AND ACCEPTING A GRANT ALLOCATION TO CONTRIBUTE TO THE WEY COURT DEVELOPMENT [Page 187]  
[Portfolio Holder: Cllr Keith Webster]  
[Wards Affected: All]

The purpose of the report at Appendix L is to recommend that the Council becomes an investment partner with the Homes and Communities Agency (HCA) and accepts external grant funding of £600,000 for the redevelopment of Wey Court House site to supplement the resources identified in the HRA Business Plan to deliver a programme of new Council-owned homes.

Recommendation

**The Executive is asked to recommend to the Council that**

1. **the Council becomes an HCA investment partner; and**
2. **the grant from the HCA to contribute to the funding of the redevelopment of the Wey Court House site be accepted to supplement the resources identified in the HRA Business Plan to deliver a programme of new council-owned homes.**

17. PURCHASE OF FORMER COUNCIL PROPERTY IN WONERSH [Page 193]  
[Portfolio Holder: Cllr Keith Webster]  
[Wards Affected: Blackheath and Wonersh]

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

Recommendation

**It is recommended to the Council that approval be given to:**

1. **the purchase of the property identified in (Exempt) Annexe 1, subject to final agreement by the Director of Finance and Resources and Portfolio Holder for Finance, and subject to a satisfactory structural survey and the purchase being funded from the New Affordable Homes capital programme; and**
  2. **the supplementary estimate as set out in (Exempt) Annexe 1.**
18. BUDGET APPROVAL AND APPOINTMENT OF A BUILD CONTRACTOR FOR THE DEVELOPMENT OF AFFORDABLE HOMES AT LADYMEAD, WONERSH AND HULLMEAD, SHAMLEY GREEN [Page 195]  
[Portfolio Holder: Cllr Keith Webster]  
[Wards Affected: Blackheath and Wonersh, Shamley Green and Cranleigh North]

The purpose of the report at Appendix N is to:

- seek approval for funding from the New Affordable Homes Reserve in 2014/15 and 2015/16 for the development of six affordable homes for social rent at Ladymead, Barnett Lane, Wonersh, and Hullmead, Shamley Green; and
- confirm the intention to appoint Contractor 3 as the build contractor for this project.

Recommendation

**That the Executive recommends to Council that:-**

1. **approval be given for the allocation of funding from s106 funds, capital receipts and the New Affordable Homes Reserve as appropriate and as set out in (Exempt) Annexe 2 for the development of six affordable homes at Ladymead, Barnett Lane, Wonersh and Hullmead, Shamley Green;**
2. **the appointment of the preferred Contractor 3 be approved, subject to satisfactory references and in accordance with the Council's Contract Procedure Rules to deliver six new affordable homes within the agreed budget; and**
3. **authority be given 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.**



19. PURCHASE OF LAND FOR AFFORDABLE HOUSING IN FARNHAM [Page 203]

[Portfolio Holder: Cllr Keith Webster]

[Wards Affected: Farnham Shortheath and Boundstone]

The purpose of the report at Appendix O is to seek approval to transfer the ownership of a site in Farnham from the General Fund to the Housing Revenue Account for market consideration to be used for the future development of affordable housing to meet local need and seek approval to submit a planning application for three homes on the site.

Recommendation

**It is recommended that the Executive recommend to Council that:**

- 1. the site in Greenfield Road, Farnham is purchased subject to final agreement by the Director of Finance and Resources and Portfolio Holder for Finance;**
- 2. a budget equivalent to the market housing amount set out in (Exempt) Annexe 2 be agreed, to be financed from the New Homes Reserve; and**
- 3. approval be given to the submission of a planning application on this site.**

20. PROPOSALS TO PILOT A FLOATING SUPPORT SERVICE FOR VULNERABLE OLDER PEOPLE IN THE WIDER COMMUNITY [Page 207]

[Portfolio Holder: Cllr Carole King]

[Wards Affected: All]

The report at Appendix P presents proposals to trial a pilot scheme to provide a Floating Support service to older vulnerable people, regardless of tenure within the wider community. The support provided will reflect the same high quality standard of support currently provided by Sheltered Services to tenants in the Councils Sheltered Housing schemes. The pilot scheme will consist of two temporary full time posts that are externally funded and will run for one year.

Recommendation

**It is recommended that the Executive:**

- 1. considers and approves the proposals to pilot a Floating Support Service for older people in the wider community;**
- 2. agrees to establish two temporary posts funded from the current staffing budget for Sheltered Housing; and**
- 3. receives a report back in 12 months time on the progress and outcomes of the pilot support service.**

21. OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014  
[Page 213]

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

The purpose of the report at Appendix Q is to summarise some of the implications of the Openness of Local Government Bodies Regulations 2014 which are now in force and to agree necessary changes to the Council's constitution as a consequence.

Recommendation

**It is recommended**

- 1. to the Council that the Council Procedure Rules be amended to include the wording set out at Paragraph 4 of the report; and**
- 2. that the Head of Policy and Governance be authorised to agree the appropriate format for recording necessary delegated decisions, in consultation with the Leader of the Council.**

22. STRATEGIC HUMAN RESOURCES (HR) SERVICE - PROPOSED RESTRUCTURE [Page 217]

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

The purpose of the report at Appendix R is to recommend a proposed restructure of the Strategic HR Service and the deletion of the part-time Head of Strategic HR.

Recommendation

**That the Executive recommends to Council that the post of Head of Strategic HR (part-time) be deleted from the establishment and that HR organisational resilience continues to be supported by the Strategic HR Team, with advice from an external HR specialist as required.**

23. MEMBER REPRESENTATIVE ON ASHFORD AND ST PETERS AND ROYAL SURREY HOSPITALS MERGER STAKEHOLDER PANEL

Waverley Borough Council has been invited to nominate a councillor to join a Public Stakeholder Panel on behalf of Ashford & St Peter's Hospitals NHS Foundation Trust and The Royal Surrey County NHS Foundation Trust, to support the communications and engagement around the proposed merger between the two organisations. The meetings will take place monthly/six weekly and the first meeting takes place on 13 October 2014.

Recommendation

**It is recommended that the Leader of the Council, Cllr Robert Knowles, be appointed to represent Waverley Borough Council on the Panel.**

24. 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:-

i. Urgent River Works at Elmbridge Road, Cranleigh

Authorised expenditure of £16,100 from the urgent repairs budget for desilting and dredging works at Elmbridge Road, Cranleigh, working in partnership with the Environment Agency and Thames Water.

25. 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.

26. 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.**