

To: All Members of the EXECUTIVE

When calling please ask for:

Emma McQuillan, Democratic Services
Manager

Policy and Governance

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

Direct line: 01483 523351

Calls may be recorded for training or monitoring

Date: 24 October 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, 4 NOVEMBER 2014

TIME: 6.45 PM

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

Yours sincerely

ROBIN TAYLOR
Head of Policy and Governance

Most of our publications can be provided in alternative formats. For an audio version, large print, text only or a translated copy of this publication, please contact committees@waverley.gov.uk or call 01483 523351

This meeting will be webcast from the conclusion of Informal Question Time and can be viewed by visiting www.waverley.gov.uk

NOTES 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 30 September 2014.

2. **APOLOGIES FOR ABSENCE**

To advise the Executive of any apologies for absence.

3. **DECLARATIONS 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 the following questions received from members of the public for which notice has been given in accordance with Procedure Rule 10:-

i. **from Patrick Haveron**

“According to Cllr Paul Spooner, Executive member for Governance at Guildford Borough Council, Waverley have blocked the release of the joint SHMA report with Guildford & Woking, that has been available for several months. Why wasn't this key document used to inform the Local Plan consultation?”

ii. **from Stewart Edge of Farnham**

“On 19th October after the closure of the consultation period on the ‘Potential Housing Scenarios for the Local Plan’ 81% of respondents had voted for ‘Scenario 4’ – Dunsfold 3400 – as their preferred option. In the light of this overwhelming preference for substantial building at Dunsfold do the Executive / Council plan immediately to establish 5 year housing plans which include building at Dunsfold Aerodrome – without which towns in Waverley will continue to be exposed to current greenfield development proposals which are unnecessary and take no account of local priorities?”

iii. from Ken Reed of Cranleigh

“In Part 1 of the New Local Plan, WBC are expected to allocate some development to Strategic Sites throughout the Borough. As Neighbourhood Plans are not allowed to change the numbers allocated to Strategic Sites, would the Executive please advise what factors will influence the selection of Strategic Sites and the size of those developments it would consider to be Strategic?”

iv. from Ruth Reed of Cranleigh

“How much has been spent to date on the recent Waverley Local Plan Consultation and how much indeed do you expect to spend in total on this whole Consultation?”

5. EXECUTIVE FORWARD PROGRAMME - NOVEMBER (Pages 9 - 14)

Recommendation

It is recommended that the forward programme of key decisions for Waverley Borough Council be adopted.

6. BUDGET MANAGEMENT REPORT (Pages 15 - 36)

This report 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.

Recommendation

It is recommended that the Executive notes the report and:

1. **approves the virement requests from the additional planning income to cover additional legal fees £15,000 and consultants costs £15,000 within Development Control as detailed in paragraph 2.4; and a dedicated Environmental Health Officer on a two-year fixed-term contract at the appropriate grade at an estimated cost of £10,000 in the current financial year;**
2. **approves the Council Tax Support Scheme remaining unchanged for 2015/16 as detailed in 2.6;**
3. **approves the allocation of £15,000 from the Provision for Urgent Schemes to provide a new Heating System at the Museum, of Farnham;**
4. **approves the allocation of £1,800 from the provision for Urgent Schemes to carry out a Ceiling Inspection at the Borough Hall;**

5. **approves a further supplementary estimate of £39,000 to cover the balance of storm damage costs relating to the HRA, to be charged to the HRA working balance as detailed in paragraph 5;**
6. **approves the virement of £100,000 from HRA cyclical maintenance budget to HRA responsive repairs budget; and**
7. **approves the list of additional properties for decent homes work as detailed in paragraph 4.7 and (Exempt) Annexe 6.**

7. **EWHURST AND WITLEY NEIGHBOURHOOD PLAN AREA APPLICATIONS**
(Pages 37 - 44)

Ewhurst and Witley Parish Councils intend to prepare neighbourhood development plans (known as Neighbourhood Plans). Under the neighbourhood planning legislation the first stage of the process is for each Parish Council to apply to Waverley for the Borough Council to agree the neighbourhood area that their neighbourhood plan should cover. This report considers the neighbourhood area applications.

Recommendation

It is recommended that the Executive:

1. **approves the neighbourhood area application from Ewhurst Parish Council for the purposes of the Ewhurst Neighbourhood Plan; and**
2. **approves the neighbourhood area application from Witley Parish Council for the purposes of the Witley Neighbourhood Plan.**

8. **WIGGINS YARD - ENVIRONMENTAL IMPROVEMENT PROJECT** (Pages 45 - 50)

The purpose of this report is to gain authorisation to spend up to £5,000 of Section 106 funding (from the environmental improvements budget in Godalming) to facilitate the initial design phase of the Wiggins Yard environmental improvement project (to improve the existing cobbled yard).

Recommendation

It is recommended that Executive approve £5,000 of Section 106 funding (from the environmental improvement budget in Godalming) to facilitate the design phase of the Wiggins Yard environmental improvement project.

9. **WHARF CAR PARK, WOOLSACK WAY, GODALMING** (Pages 51 - 54)

Authority is sought for the submission of a Planning Application for a contract car park on the site shown outlined on the plan at Annexe 1.

Recommendation

It is recommended that Waverley Borough Council submits a planning Application to extend the current Planning Consent on the land outlined on the plan at Annexe 1 for a further 3 years to permit the continued use as a contract car park.

10. WAVERLEY CARBON AND GREENHOUSE GAS EMISSIONS ANNUAL REPORT 2013/14 (Pages 55 - 66)

It is a mandatory requirement for Local Authorities to report the greenhouse gas emissions (GHG) produced due to their operational activities across their estates. This report has been produced for Waverley Borough Council to comply with this requirement and covers the financial year 2013 -14.

Recommendation

It is recommended that the publication of the report and its submission to the Department for Energy and Climate Change be approved.

11. AIR QUALITY ANNUAL PROGRESS REPORT 2013/14 (Pages 67 - 142)

Waverley Borough Council is required to submit to Defra, annually, a Progress Report on Air Quality measures by the end of April. Every third year the report must take the form of an Updating and Screening Assessment (USA). This is the second Annual Progress Report (APR) in the current cycle – a USA report will be submitted in 2015.

The Environmental Protection Team's Air Quality Officer has also submitted a Detailed Assessment to Defra seeking revocation of the Hindhead Air Quality Management Area (AQMA).

Recommendation

It is recommended that the Detailed Assessment seeking revocation of the Hindhead AQMA and the Annual Progress Report be noted.

12. PROGRESS OF THE FARNHAM LOW EMISSION FEASIBILITY STUDIES (Pages 143 - 172)

This report updates the Executive on the work undertaken relating to Farnham's air quality issues and seeks endorsement of the next steps identified as necessary to revoke the Air Quality Management Area.

In 2013 the Council published the results of a feasibility study which assessed and ranked the statutory Air Quality Action Plan's (AQAP) actions most likely to resolve Farnham's high levels of NO₂. The study identified diesel vehicles, particularly private diesel-engined cars, as being the biggest contributor and two options were identified as having serious merit and being worthy of further, detailed study: a diesel car-parking strategy and a traffic management scheme. The resultant, non-technical summary report is attached at Annexe 1.

The report concludes that the car-parking strategy will not achieve all of its goals but that the traffic management scheme will be effective if external funding is found (approx. £8.9m). Nonetheless, during the last 12-18 months there have been significant technological advances relating to Air Quality, and a growing acceptance nationally that in future Low Emission Zones (LEZs) could provide an effective tool in reducing traffic-related air pollution. For example, advances in Automated Number Plate Recognition (ANPR) software that picks up higher polluting vehicles could result in traffic management control systems that are cost-effective and not reliant on major engineering works. This report therefore also sets out to progress this work through a scoping project to look at such options in more detail.

Recommendation

It is recommended that

- 1. the final reports are published and relevant recommendations passed to the highways authorities for consideration in future road management schemes along with the current revision of the Local Transport Plan (due in November 2014); and**
- 2. the Automatic Number Plate Recognition (ANPR) Low Emission Zone (LEZ) scoping report funding bids be endorsed.**

13. PERFORMANCE MANAGEMENT EXCEPTION REPORT Q1 (APRIL - JUNE) 2014/15 (Pages 173 - 180)

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, for the three-month period 1 April – 30 June 2014.

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

Recommendation

It is recommended that the Executive:

- 1. notes the performance figures for Quarter 1 2014/15 (April - June 2014) as set out at Annexe 1;**
- 2. thanks the Overview & Scrutiny Committees for their observations regarding the Quarter 1 performance and considers their recommendations, as follows:-**
 - a. for indicator LLe 2a – Number of Access to Leisure cards issued, the target should be increased to 400;**

- b. **for indicator LHO2b - Percentage of tenants in arrears who have been served with a Notice Seeking Possession (NoSP) – the target to be raised to less than 4% of tenants in arrears; and**
- c. **for indicator LLe3a-e: Number of visits to Sports and Leisure Centres, per 1,000 population, the target for the Godalming Leisure Centre should be 800 and the Herons Leisure Centre should not be included in the statistics whilst it was being refurbished.**

14. **BUILDING CONTROL - CHANGE TO ESTABLISHMENT** (Pages 181 - 184)

The report recommends a change in the staffing establishment to appoint a new Business Manager for the Building Control team.

Recommendation

It is recommended to the Council that the staffing establishment be amended to create the post of Business Manager and delete one Principal Surveyor post.

15. **DRAFT CALENDAR OF MEETINGS 2015/16** (Pages 185 - 186)

To consider the draft Calendar of Meetings for the Council year 2015/16.

Recommendation

It is recommended that the Calendar of Meetings for 2015/16 be approved.

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. SALE OF PROPERTY IN FARNHAM (Pages 187 - 192)

To consider the (Exempt) report.

19. STAFFING MATTER: ILL-HEALTH RETIREMENT (Pages 193 - 194)

To consider the (Exempt) report.

20. 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 or
by email at emma.mcquillan@waverley.gov.uk**