

To: All Members of the EXECUTIVE

When calling please ask for:

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Date: 21 November 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 Councillors

A meeting of the EXECUTIVE will be held as follows:

DATE: TUESDAY, 2 DECEMBER 2014

TIME: 6.45 PM

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

The Agenda for the Meeting is set out below.

Yours sincerely

ROBIN TAYLOR
Head of Policy and Governance

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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 4 November 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 question received from Mr Jerry Hyman for which notice has been given in accordance with Procedure Rule 10:-

“The Council has made various claims regarding funding of the East Street scheme over the past decade, though the terms of possible funding and the design of the scheme have never been finalised.

We hear that another such claim is being made, and if the Due Diligence process has been completed and a firm agreement has indeed been reached then as a public project, there should be no honest reason not to publicise the funding institution concerned and the terms of the funding.

If there is a firm, signed commitment of funding, who is supplying that funding?”

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

To adopt the forward programme of key decisions for Waverley Borough Council for December onwards.

Recommendation

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

6. **BUDGET MANAGEMENT REPORT** (Pages 15 - 32)
[Portfolio Holder: Councillor Julia Potts]
[Wards Affected: All Waverley Wards]

The 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 of £20,000 and consultants costs of £10,000 within Development Control appeal costs, as detailed in paragraph 2.4;**
 2. **approves the employment of consultants at an estimated cost of £15,000 to be met from the identified WTS surplus to carry out a review of the service as detailed in paragraph 2.12;**
 3. **agrees to the request to slip the £35,000 capital provision for the Farnham Maltings from 2014-15 to 2015-16 as detailed in paragraph 3.2;**
 4. **recommends to the Council that the addition of £63,000 within the 2014-15 General Fund Capital Programme be approved for the refurbishment of Broadwater Toilets, as detailed in paragraph 3.3;**
 5. **approves the work for the properties in (Exempt) Annexes 6 and 7;**
 6. **approves the change in accountant post BD04 from 15 to 37 hours within existing budgets, as described in 2.8 and recommends to the Council that the staffing establishment be amended accordingly; and**
 7. **approves the expenditure of £14,200 to be met from the HRA required to separate the two areas of ex-Rowland House/Rowleys accommodation as detailed in paragraph 4.10.**
7. **TREASURY MANAGEMENT PERFORMANCE** (Pages 33 - 38)
[Portfolio Holder: Councillor Julia Potts]
[Wards Affected: All Waverley Wards]

The purpose of the report is to summarise Waverley's investment performance for the for the period 1st 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 2014/15 to date; and**
- 2. endorses the approach to Treasury Management activity.**

8. SETTING OF COUNCIL TAX BASE AND BUSINESS RATE BASE FOR 2015/16 (Pages 39 - 48)

[Portfolio Holder: Councillor Julia Potts]
[Wards Affected: All Waverley Wards]

The purpose of the report is to seek approval for:

1. the 2015/16 council tax base which, under the provisions of the Local Government Finance Act 1992, the Council is required to determine prior to approval of the Council's budget for 2015/16; and
2. the business rate forecast for 2015/16 which, under the provisions of the Local Government Finance Act 2012, forms a major element of Waverley's estimated core funding for its General Fund Budget.

Recommendation

It is recommended that

- 1. the council tax base for Waverley be approved for the year 2015/16, as shown in Annexe 1; and**
- 2. the business rate estimates for 2015/16 be approved, as set out in Annexe 2, and that authority be delegated to the Director of Finance and Resources, in conjunction with the Finance Portfolio Holder, to make any final changes necessary before the return is submitted to the Government on the 31 January 2015.**

9. SENIOR MANAGEMENT RESTRUCTURE - ONE YEAR ON (Pages 49 - 50)

[Portfolio Holder: Councillor Robert Knowles]
[Wards Affected: All Waverley Wards]

On 10 December 2013, Council agreed the restructuring and streamlining of the Senior Management Team and in agreeing to the new structure, asked for a review to be conducted one year on.

This report reviews the effectiveness of the new Senior Management Structure since its implementation on 1 January 2014.

Recommendation

It is recommended that the report be noted.

10. WAVERLEY INITIATIVES LIMITED (Pages 51 - 52)

[Portfolio Holder: Councillor Robert Knowles]
[Wards Affected: All Waverley Wards]

The report explains that following the background work carried out on the viability of a Local Authority company and the Council's decision in July 2009 to incorporate Waverley Initiatives as a wholly-owned local authority company, the advantages that the Company appeared to offer are no longer relevant and the Company has been dormant since soon after its creation. The Board of the Company has now reviewed the situation and agreed that it is now appropriate to wind the Company up and request Companies House to strike-off the Company as it no longer offers any advantages for the further provision of affordable housing in the Borough.

Recommendation

The Executive is recommended to

- 1. recommend to the Council that Waverley Initiatives Limited be wound up; and**
- 2. ask officers to make the arrangements to achieve this and apply to Companies House for striking off the Company.**

11. ENFORCEMENT POLICY FOR REGULATORY SERVICES (Pages 53 - 72)

[Portfolio Holder: Councillor Donal O'Neill]
[Wards Affected: All Waverley Wards]

The report informs the Executive of the progress on the introduction of the proposed Enforcement Policy for Regulatory Services following the consultation process.

The 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

That the Executive recommends to the Council that the draft Waverley Borough Council Enforcement Policy for Regulatory Services, attached at Annexe 1, be approved to come into effect at the earliest opportunity.

12. WAVERLEY BOROUGH COUNCIL - REVIEW OF STREET TRADING POLICY (Pages 73 - 92)

[Portfolio Holder: Councillor Donal O'Neill]
[Wards Affected: All Waverley Wards]

The Council's existing Street Trading Policy was introduced in 2009. It should be reviewed if major changes occur or after 5 years, whichever is sooner. There have been no major legislative changes affecting this Policy since it came into effect and requests for only minor changes have been received.

The draft revised and amended Policy was considered by the Licensing & Regulatory Committee at its meeting on 18 September 2014 and is attached to this report for approval. A public consultation process has taken place which concluded on Friday 12 September 2014.

Recommendation

It is recommended that the Street Trading Policy be recommended to the Council for adoption prior to implementation.

13. WITLEY AND GODALMING CROWNPITS CONSERVATION AREA APPRAISALS (Pages 93 - 160)

[Portfolio Holder: Councillor Brian Adams]
[Wards Affected: Godalming Holloway; Witley and Hambledon]

The purpose of the report is to gain authorisation to undertake a formal public consultation on the draft Conservation Area Appraisals (CAA) for the Conservation Areas (CA) of Witley (this document also includes changes to the Conservation Area boundary) and Godalming Crownpits. The long term objective is that the appraisals will be adopted as material considerations and used in the determination of any application for planning permission and listed building consent within the CAs.

Recommendation

It is recommended that the Executive approves the draft CAAs for Witley and Godalming Crownpits for the purposes of public consultation.

14. REVIEW OF PARLIAMENTARY POLLING DISTRICTS AND POLLING PLACES 2014 (Pages 161 - 162)

[Portfolio Holder: Councillor Robert Knowles]
[Wards Affected: All Waverley Wards]

The report addresses outstanding enquiries relating to the Review of Parliamentary Polling Districts and Polling Places 2014. The Council at its meeting on 14 October 2014 agreed a small number of changes and the report puts forward further late requests for changes.

Recommendation

It is recommended that

1. **the venue set out in the table at paragraph 4 of the report be agreed as a polling station venue.**
2. **St. Peter's School be advised that it has not been possible to find a suitable alternative polling station and that accordingly the school will have to be used as a polling station.**

15. JOINT PLANNING COMMITTEE - APPOINTMENT OF SUBSTITUTES
(Pages 163 - 166)

[Portfolio Holder: Councillor Brian Adams, Councillor Robert Knowles]
[Wards Affected: All Waverley Wards]

The report seeks approval to introduce substitute members onto the Joint Planning Committee with effect from January 2015.

Recommendation

It is recommended to the Council that substitute members be introduced for the Joint Planning Committee with effect from January 2015, to be arranged as set out in paragraph 6 of the report.

16. REQUEST FOR OVERVIEW AND SCRUTINY SUB-COMMITTEE

At its meeting on 23 September 2014, the Corporate Overview and Scrutiny Committee agreed to submit a request to the Executive seeking approval to establish a Sub-Committee to look into how the issue of PV Panels on Council houses could be moved forward. The proposed membership of the Sub-Committee is to include Cllrs Pat Frost, Richard Gates, Patricia Ellis and Jane Thomson.

Recommendation

It is recommended that consideration be given to the establishment of a Sub-Committee of the Corporate Overview and Scrutiny Committee to look into the issue of PV Panels on Council Houses, with the membership as set out above.

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:

- i. Service of Notices under Regulation 18 Private Water Supplies Regulations 2009 in Cases of Urgency

Until amendment of the Scheme of Delegation to include authorisation to serve notices under Regulation 18 Private Water Supplies Regulations 2009, to authorise Environmental Health Officers to exercise the power to serve notices under Regulation 18 Private Water Supplies Regulations 2009 on relevant persons in relation to private water supplies.

ii. Joint Investment Project: Dairy Crest Site, Weydon Lane, Farnham

To authorise officers to progress the proposal, as per the Council decision of 14 October 2014, resulting from detailed negotiations.

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