

To: All Councillors

When calling please ask for:

Emma McQuillan, Democratic Services Manager  
**Policy and Governance**

E-mail: [emma.mcquillan@waverley.gov.uk](mailto:emma.mcquillan@waverley.gov.uk)

Direct line: 01483 523351

Calls may be recorded for training or monitoring

Date: 3 December 2014

Dear Councillor

A Meeting of the EXECUTIVE was held on Tuesday, 2 December 2014. The decisions taken at the meeting are set out below.

The deadline for call-in of any of these decisions for scrutiny (within five working days) will be **NOON ON WEDNESDAY, 10 DECEMBER 2014**. Members must notify Robin Taylor, Head of Policy and Governance, by e-mail, fax, telephone or letter if they wish to refer a decision to the appropriate Overview and Scrutiny Committee. The Constitution requires that **four members of the appropriate Overview and Scrutiny Committee may call-in** a decision of the Executive for scrutiny.

Members should contact their Chairman or Vice-Chairman before calling any items in.

Yours sincerely

ROBIN TAYLOR

Head of Policy and Governance

## **NOTE FOR MEMBERS**

The item numbers below correspond to the item numbers on the Executive Agenda.

### **AGENDA**

#### 5. **EXECUTIVE FORWARD PROGRAMME**

The Executive agreed to adopt the forward programme of key decisions for Waverley Borough Council.

#### 6. **BUDGET MANAGEMENT REPORT**

The Executive noted the report and agreed to

1. approve 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 of the agenda report;
2. approve 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 of the agenda report;
3. slip the £35,000 capital provision for the Farnham Maltings from 2014-15 to 2015-16 as detailed in paragraph 3.2 of the agenda report;
4. approve the work for the properties in (Exempt ) Annexes 6 and 7 attached to the agenda report; and
5. approve 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 of the agenda report.

#### **[CORPORATE OVERVIEW AND SCRUTINY COMMITTEE]**

The Executive also agreed to RECOMMEND to the COUNCIL that

6. 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;
7. the change in accountant post BD04 from 15 to 37 hours within existing budgets, as described in paragraph 2.8, be approved and the staffing establishment be amended accordingly; and
8. the post of Temporary Elections Assistant (Post AI13) be made permanent because of the likely ongoing increase in workload resulting from the implementation of Individual Elector Registration

and the combined elections to be held in May 2015, with the additional cost of £9,000 being met from government grant for Individual Elector Registration.

**[This item is recommended to the Council for decision and is not subject to the Call-in Procedure]**

*[Reason: To provide an indication 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]*

7. TREASURY MANAGEMENT PERFORMANCE

The Executive agreed to

1. note the Treasury Management Performance for 2014/15 to date; and
2. endorse the approach to Treasury Management activity.

**[CORPORATE OVERVIEW AND SCRUTINY COMMITTEE]**

*[Reason: To summarise Waverley's investment performance for the period 1 April 2014 to date]*

8. SETTING OF COUNCIL TAX BASE AND BUSINESS RATE BASE FOR 2015/16

The Executive agreed to

1. approve the council tax base for Waverley for the year 2015/16, as shown in Annexe 1; and
2. approve the business rate estimates for 2015/16, as set out in Annexe 2 to the agenda report, and agreed 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.

**[CORPORATE OVERVIEW AND SCRUTINY COMMITTEE]**

*[Reason: To seek approval for the 2015/16 Council Tax base and Business Rate forecast]*

9. SENIOR MANAGEMENT RESTRUCTURE - ONE YEAR ON

The Executive agreed to note the report.

**[This item was for noting only and is not subject to call-in procedure]**

10. WAVERLEY INITIATIVES LIMITED

The Executive agreed to RECOMMEND to the COUNCIL that

1. Waverley Initiatives Limited be wound up; and
2. officers be asked to make the arrangements to achieve this and apply to Companies House for striking off the Company.

**[This item is recommended to the Council for decision and is not subject to the Call-in Procedure]**

*[Reason: To seek approval to strike-off the Company as it has been dormant since soon after its creation.]*

11. ENFORCEMENT POLICY FOR REGULATORY SERVICES

The Executive agreed to RECOMMEND to the COUNCIL that the draft Waverley Borough Council Enforcement Policy for Regulatory Services, attached at Annexe 1 to the agenda report, be approved to come into effect at the earliest opportunity.

**[This item is recommended to the Council for decision and is not subject to the Call-in Procedure]**

*[Reason: To seek approval for the draft Waverley Borough Council Enforcement Policy for Regulatory Services]*

12. WAVERLEY BOROUGH COUNCIL - REVIEW OF STREET TRADING POLICY

The Executive agreed to RECOMMEND to the COUNCIL that the revised Street Trading Policy be adopted.

**[This item is recommended to the Council for decision and is not subject to the Call-in Procedure]**

*[Reason: To seek approval for the revised Street Trading Policy following a public consultation process.]*

13. WITLEY AND GODALMING CROWNPITS CONSERVATION AREA APPRAISALS

The Executive agreed to approve the draft Conservation Area Appraisals for Witley and Godalming Crownpits for the purposes of public consultation.

**[COMMUNITY OVERVIEW AND SCRUTINY COMMITTEE]**

*[Reason: to gain authorisation to undertake a formal public consultation on the draft Conservation Area Appraisals for the Conservation Areas of Witley and Godalming Crownpits]*

14. REVIEW OF PARLIAMENTARY POLLING DISTRICTS AND POLLING PLACES 2014

The Executive agreed to RECOMMEND to the COUNCIL that

1. Grayswood Village Hall, Haslemere be approved as a polling station venue as an alternative to Grayswood C of E Infant School; and
2. St. Peter's School be advised that it had not been possible to find a suitable alternative polling station and that accordingly the school would have to be used as a polling station.

**[This item is recommended to the Council for approval and is not subject to the Call-In Procedure]**

*[Reason: To seek approval for some outstanding enquiries relating to the Review of Parliamentary Polling Districts and Polling Places 2014]*

15. JOINT PLANNING COMMITTEE - APPOINTMENT OF SUBSTITUTES

The Executive agreed to RECOMMEND 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 agenda report.

**[This item is recommended to the Council for decision and is not subject to the Call-in Procedure]**

*[Reason: to seek approval to introduce substitute members onto the Joint Planning Committee with effect from January 2015]*

16. REQUEST FOR OVERVIEW AND SCRUTINY SUB-COMMITTEE

The Executive recognised that a Corporate Overview and Scrutiny Sub-Committee would be useful to investigate further the issue of PV Panels on Council Houses but agreed that, because of the time involved in conducting the work, it should be formed in the next administration after May 2015.

**[CORPORATE OVERVIEW AND SCRUTINY COMMITTEE]**

*[Reason: to seek approval to establish a Sub-Committee to look into how the issue of PV Panels on Council houses could be progressed]*

17. EXECUTIVE DIRECTOR'S ACTIONS

The Executive noted the following actions taken by the Executive Director after consultation with the Chairman and Vice-Chairman since its last 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.

**For further information or assistance, please telephone Emma McQuillan,  
Democratic Services Manager, on 01483 523351**