

To: All Members of the EXECUTIVE

When calling please ask for:

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Date: 19 December 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 Stewart Stennett
Cllr Adam Taylor-Smith
Cllr Simon Thornton

Dear Councillors

A meeting of the EXECUTIVE will be held as follows:

DATE: TUESDAY, 6 JANUARY 2015

TIME: 6.45 PM

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

The Agenda for the Meeting is set out below.

[In the event that adverse weather conditions prevent this meeting from proceeding, the meeting will be held instead at 2.00pm on Friday 9 January 2015]

Yours sincerely

ROBIN TAYLOR
Head of Policy and Governance

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INVESTOR IN PEOPLE



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 2 December 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 Ken Reed of Cranleigh for which notice has been given in accordance with Procedure Rule 10:-

“In answer to my question, at a meeting of the Council in December, Cllr Adams said, “While the overall SHMA figure is Borough-wide, there is plenty of information in the SHMA which provides information on housing need in Cranleigh”. He then suggested that various tables showed how this need was assessed and ended by saying, “Finally Table 27 estimates Cranleigh’s future overall housing need. That is the complete record of what is required in Cranleigh”.

Table 27 shows an unvarnished requirement for “Newly arising need 2013 - 2031” across the Borough; the figures for each areas need is quoted as: Godalming 1,826; Farnham 3,217; Haslemere 812; Cranleigh 710; Rest of Borough 3,060. The total for the Borough for “Newly arising need 2013 - 2031 being 9,625. Hence the need for Cranleigh is just 7.4% of the total for the Borough taken as a whole.

The Draft SHMA and the latest consultation suggested that the total requirement for new dwellings up to 2031 is 8,450 or 470 per year. If Table 27 is the complete record of what is required in Cranleigh, then it follows that the need must be 7.4% of 8,450, i.e. 623 dwellings up to 2031 or 35 per year. Hence the proposed development for 425 homes from Berkeley Homes is not required to meet a need in Cranleigh.

Would Cllr Adams please tell us what housing need figure for Cranleigh he believes the Council's evidence points to?"

5. EXECUTIVE FORWARD PROGRAMME (Pages 11 - 16)

To adopt the forward programme of key decisions for Waverley Borough Council for January 2015 onwards.

6. MOTION FROM COUNCIL MEETING

At the Council meeting held on 9 December 2014, the following motion was proposed by Cllr David Munro, seconded by Cllr Pat Frost and then referred without further discussion to the Executive:-

"In view of a recent postal survey on the desirability of pedestrianisation in Farnham Town Centre that was supported by a majority of those Farnham residents who responded, and the need to improve air quality in the centre of Farnham, this Council:

- Supports the general principle of providing more pedestrian-friendly areas in Farnham town centre.
- Urges the highways authority to work with Waverley Borough Council and others to devise and implement a financially-affordable package of measures to achieve this aim."

Recommendation

It is recommended that the Executive instructs officers to carry out detailed research with the Highways Authority and other partners and to report back when complete.

7. PETITION

A petition was submitted to the Council on 8 December 2014. The prayer of the petition is as follows:-

1. We the undersigned express our concern and objection to any closure and removal of the Park's public toilets.
2. The toilets should be maintained and managed to a good usable standard for the many wide ranging users of Godalming's park.

The petition contains 1,601 valid signatures from residents of the Borough and the petition falls into the category of containing between 1,000 and 1,999 signatures. In accordance with the Waverley petition scheme, the petition is considered at a meeting of the Executive.

Recommendation

It is recommended that the Executive agrees a response to be sent to the petitioner, in light of the recent decision taken at the Council meeting on 9 December 2014.

8. BUDGET MANAGEMENT REPORT (Pages 17 - 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 gives approval to

1. **the virement request from additional Planning income to cover additional agricultural consultant's costs of £20,000 within Development Control appeals; and**
2. **slippage of £500,000 for Sheltered Housing Lighting within the HRA Capital Programme from 2014/15 to 2015/16.**

9. BUDGET UPDATE 2015/2016 (Pages 33 - 36)
[Portfolio Holder: Councillor Julia Potts]
[Wards Affected: All Waverley Wards]

The report outlines the latest position on the 2015/2016 Budget and requests the Overview and Scrutiny Committees to consider the budget proposals within their remit ahead of the final budget setting decision in February.

Recommendation

The Executive is asked to:

1. **endorse the approach taken to the budget preparation for 2015/2016; and**
2. **ask the Overview and Scrutiny Committees to consider the detailed Budget proposals within their remit at their January meetings and to make any observations to the Executive.**

10. BRIGHTWELLS GOSTREY CENTRE - RESULTS OF FEASIBILITY STUDY FOR MOVING SERVICES TO A REDEVELOPED MEMORIAL HALL (Pages 37 - 46)

[Portfolio Holder: Councillor Carole King, Councillor Julia Potts, Councillor Simon Thornton]

[Wards Affected: All Wards]

To agree revised plans for the redevelopment of the Memorial Hall to provide a base for Gostrey Centre services and create a new Community and Wellbeing Centre for Farnham and the surrounding area.

The report also seeks authority to submit a planning application and progress to the tender and build phases for construction of this community facility at the Memorial Hall in Farnham.

Recommendation

It is recommended that

1. **approval be given to officers to submit a planning application for the refurbishment and extension of the Memorial Hall in Farnham in line with the designs identified at Annexe 1; and**
2. **provision of up to £40,000 be made in the 2015/16 capital programme funded from the emergency schemes budget to take the proposed project to the planning stage and, subject to Council approval of the overall scheme, to progress to the tender stage for the construction of this new facility with the necessary consultancy support.**

11. CONTAMINATED LAND: POTENTIAL OPTIONS FOR FORMER LANDFILL SITE, WEYDON LANE, FARNHAM (Pages 47 - 128)

[Portfolio Holder: Councillor Donal O'Neill]

[Wards Affected: Farnham Firgrove]

The Council has been exploring the scope and viability for undertaking works on the former Landfill site on Weydon Lane, Farnham to enable the site to be made available, for example, for formal recreational use. The report provides up-to-date information from specialist land management consultants, Card Geotechnics Ltd (CGL) on a number of options available for the site.

The aim of CGL's studies was twofold; firstly to better understand the current condition, and ongoing maintenance requirements of the site; and secondly to assess the site and to explore if there is an affordable approach to bring this major area of land into full use for the benefit of the local community.

Corporate Overview & Scrutiny Committee considered the report at its meeting on 25 November and its observations to the Executive are set out in the report.

Recommendation

That the Executive agrees:

1. **the short-term management plan for the site; and**
2. **that a Special Interest Group (SIG) be established to assist the Portfolio Holder in reviewing the options and exploring alternative uses for the site in the longer term.**

12. SHARED OWNERSHIP IN WAVERLEY (Pages 129 - 134)

[Portfolio Holder: Councillor Stewart Stennett]

[Wards Affected: All Waverley Wards]

The report responds to the request from the Corporate Overview & Scrutiny Committee meeting on 24 June 2014 for provision to be made for those working or seeking work in essential jobs in the borough and for the criteria to prioritise village connections on exception sites in rural areas to be included in the prioritisation process for shared ownership properties in Waverley. It presents a revised priority list based on the results of a survey of local employers on affordability and access to housing issues affecting their staff and recommends establishing a practice note for local housing associations.

Recommendation

It is recommended that the framework for prioritising shared ownership applications be agreed, which will come into effect immediately.

13. SAFEGUARDING POLICIES - ADULTS AND CHILDREN (Pages 135 - 180)

[Portfolio Holder: Councillor Carole King, Councillor Simon Thornton]

[Wards Affected: All Waverley Wards]

The report presents the need for updated policies on Safeguarding Adults and Children and recommends their adoption to the Council.

Recommendation

It is recommended that the Executive

1. **agrees that the Corporate Overview & Scrutiny Committee receives an annual monitoring report on Safeguarding issues at Waverley; and**
2. **recommends to the Council that the Safeguarding Policies for Adults and Children be adopted.**

14. COMPLAINTS HANDLING IN WAVERLEY 2013/14 (Pages 181 - 198)

[Portfolio Holder: Councillor Robert Knowles]

[Wards Affected: All Waverley Wards]

The report reviews the Council's policy on dealing with complaints, and in particular the guidelines for dealing with complaints received from unreasonable, unreasonably persistent or vexatious complainants. The report also provides information on complaints handling in Waverley in 2013/14, including the number of complaints received, Waverley's performance in responding to complaints, outcomes, and lessons learned.

Recommendation

It is recommended that

- 1. there should be a 'stand alone' policy for dealing with unreasonably persistent complainants; and**
- 2. the timescale for dealing with Level 2 and 3 complaints should be increased from 10 to 15 working days.**

15. COMPLAINTS ABOUT WAVERLEY'S SERVICES RECEIVED BY THE LOCAL GOVERNMENT OMBUDSMAN AND HOUSING OMBUDSMAN IN 2013/14 (Pages 199 - 212)

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

The report is in two parts. The first part summarises the complaints made to the Local Government Ombudsman about Waverley's services in 2013/14. The second part summarises the complaints made by Waverley's tenants and leaseholders to the Housing Ombudsman Service which assumed responsibility for investigating complaints about a local authority's landlord functions with effect from 1 April 2013. As a result of this change, and changes to the internal business processes of the Local Government Ombudsman, the report contains only very limited comparative information on Waverley's performance in dealing with Ombudsman complaints in previous years.

Recommendation

It is recommended that the information contained within the report be noted.

16. PROPERTY MATTERS (Pages 213 - 224)

[Portfolio Holder: Councillor Julia Potts, Councillor Simon Thornton]
[Wards Affected: Cranleigh West; Farnham Weybourne and Badshot Lea]

To consider a number of property-related issues in the Borough.

Recommendation

It is recommended that

- 1. an easement of access be granted over Waverley-owned common land as shown on the plan at Annexe 1, on the terms and conditions set out in (Exempt) Annexe 2, with other terms and conditions to be negotiated by the Estates and Valuation Manager; and**
- 2. a surrender of the tenant's current lease of the premises outlined in red on Annexe 3 is accepted and a new lease simultaneously completed for a term of years expiring in 2138, with the other terms and conditions as set out in (Exempt) Annexe 4.**

17. PERFORMANCE MANAGEMENT EXCEPTION REPORT - QUARTER 2 (JULY - SEPT) 2014/15 (Pages 225 - 232)

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

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 July – 30 September 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 in the report.

Recommendation

It is recommended that the Executive:

- 1. notes the performance figures for Quarter 2 2014/15 (July - September 2014) as set out at Annexe 1;**
- 2. thanks the Overview & Scrutiny Committees for their observations regarding the Quarter 2 performance and considers their recommendations, as follows:-**
 - a. for indicator NI 195 – levels of litter, detritus, graffiti and fly-posting, the target should be increased to 90%;**
 - b. for indicator LPL 3b – percentage of enforcement cases actioned within 12 weeks of receipt, the target should be increased to 80%; and**
 - c. for indicator LI8 – average annual rate of return on Council Investments above market rates, the target be revised in the 2015/16 Treasury Management Strategy to reflect performance against currently achievable levels of interest available on the market.**

18. 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:

Emergency works to replace water main

To authorise emergency works to replace the water main at the Council Offices in Godalming which was in need of replacement due to age and condition, at a cost of £9,500.

19. 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.

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