

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: 23 January 2015

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, 3 FEBRUARY 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 6 February 2015]

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



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 6 January 2015 (to be laid on the table for half-an-hour before the meeting).

2. **APOLOGIES FOR ABSENCE**

To receive 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 FROM MEMBERS OF THE PUBLIC**

The Chairman to respond to the following question received from Celia Sandars of Farnham for which notice has been given in accordance with Procedure Rule 10:-

“What alternative locations for the Memorial Hall site did those responsible for progressing the East Street/Brightwells scheme look at when informed by the Brightwells Trustees that they would be unable to operate adequately from the new Gostrey Centre proposed as a community benefit within the development, following the allocation of additional facilities to M&S Food as a new tenant for Crest Nicholson’s town centre site?”

5. **EXECUTIVE FORWARD PROGRAMME** (Pages 13 - 18)

To adopt the Executive forward programme for the period February 2015 onwards.

6. **WAVERLEY FINANCIAL STRATEGY 2015/16 - 2018/19**

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

6a GENERAL FUND BUDGET 2015/16 (Pages 19 - 78)

The report outlines the General Fund Budget position for 2015/16. The Executive is reminded of the need to achieve savings throughout the four-year period covered by the Financial Strategy. Information is provided on the details of the provisional Local Government Finance Settlement 2015/16 and the Council's financial position following this and taking account of savings and other recommendations of the 'Star Chamber' process and further proposals following analysis of the Settlement.

The Executive is requested to make recommendations to Council regarding Waverley's Budget and its element of the Council Tax for 2015/16.

Recommendation

That the Executive, after considering comments from the Overview and Scrutiny Committees, makes the following recommendations to Council:

- 1. to accept the Council Tax Freeze Grant offered for 2015/16 and therefore agree a 0% increase for Waverley's element of Council Tax for 2015/16;**
- 2. to implement the proposals included on the List of Reductions as shown at Annexe 4, including any staffing changes;**
- 3. to implement the proposals included on the List of Growth Items as shown at Annexe 5 , including any staffing changes;**
- 4. approval of the changes to Fees and Charges as shown at Annexe 6;**
- 5. to agree the staff Pay Award of 1.6% from 1 April 2015;**
- 6. approval of the General Fund Budget for 2015/16, as amended by the above changes;**
- 7. that the Executive carries out a mid-year review of the General Fund Budget and takes any appropriate action in the light of the position at that time; and**
- 8. that the Financial Strategy be updated to take account of the decisions taken.**

6b GENERAL FUND CAPITAL PROGRAMME 2015/16 (Pages 79 - 90)

The report puts forward proposals for the draft 2015/2016 Capital Programme and list of Revenue projects in respect of the General Fund services for consideration by the Executive. The purpose of this report is to agree the final recommendation to Council regarding the General Fund Capital Programme for 2015/2016, together with projects to be included with the Revenue Budget.

Recommendation

The Executive considers any comments from the Overview and Scrutiny Committees and recommends that the Council:

- 1. approves the list of Revenue Projects totalling £569,775 as shown at Annexe 1 to be included within the Revenue Estimates;**
- 2. approves the 2015/16 General Fund Capital Programme totalling £3,346,400, as shown at Annexe 3;**
- 3. agrees the financing proposals for 2014/2015 in Annexe 3;**
- 4. agrees that the budgets for schemes marked with an asterisk on the schedules are approved, but spending on these projects is subject to the agreement of the Director of Finance and Resources and Finance Portfolio Holder or the Executive if appropriate; and**
- 5. amends the Financial Strategy to reflect the above decisions.**

6c HRA ANNUAL BUSINESS PLAN 2015/2041 AND REVENUE BUDGET 2015/16 (Pages 91 - 116)

The report presents to the Executive the Housing Revenue Account (HRA) Business Plan and the revenue budget for 2015-16. It contains the following Annexes:

- Annexe 1 – Business Plan Assumptions
- Annexe 2 – Business Plan
- Annexe 3 – Star Chamber proposals
- Annexe 4 – Draft revenue estimates
- Annexe 5 – Rents Analysis
- Annexe 6 – Housing fees and charges

Recommendation

Having considered the comments from the Corporate Overview and Scrutiny Committee it is recommended that the Executive makes the following recommendations to Council, that:

- 1. the rent level of Council dwellings be increased by 2.8% from 6th April 2015 with an addition of up to £2/week for those properties below their historic target rent;**
- 2. the weekly charge for garages rented by both Council and non-Council tenants be increased by 2.8% from 6th April 2015;**
- 3. the service charge in sheltered accommodation be increased by 50p/week from 6th April 2015;**
- 4. the recharge for energy costs (as appropriate) be increased by 50p/week from 6th April 2015 with a review being carried out in 2015/16 to assess changing energy prices;**

5. fees and charges be increased in line with the proposals at Annexe 6;
6. the proposals included on the List of Growth Items be implemented as shown at Annexe 3, including any staffing changes;
7. the resultant HRA Revenue Budget and Business Plan updated for 2015/16, which incorporate the above changes, be approved; and
8. for 2015/16 and 2016/17, 100% of the Business Plan Capital investment contributions be allocated to the New Affordable Homes provision.

6d HOUSING REVENUE ACCOUNT CAPITAL PROGRAMME 2015/16, NEW AFFORDABLE HOMES PROGRAMME, STOCK IMPROVEMENT PROGRAMME (Pages 117 - 154)

The report puts forward proposals for the 2015/2016 Capital Programme element of the Housing Revenue Account (HRA) Business Plan. In addition to the programme for major works to existing stock the Capital Programme also encompasses the New Affordable Homes programme and the Stock Remodelling programme. The report updates the Executive on the Housing Revenue Account (HRA) Capital Programme and Budget for 2015/16.

It contains the following Annexes

- Annexe 1 – Housing Capital Programme
- Annexe 2 – New Affordable Homes Programme
- Annexe 3 – Stock Remodelling Programme
- (Exempt) Annexe 4 – Property list

Recommendation

Having considered the comments of the Corporate Overview and Scrutiny Committee the Executive recommends to the Council that:

1. the total spend proposed in the 2015/16 Housing Revenue Account Capital Programme as shown at Annexe 1 be approved;
2. the indicative 2015/16 New Affordable Homes Programme be approved with specific scheme approvals to be sought when detailed costs are available;
3. the indicative 2015/16 Stock Improvement Programme be approved with specific scheme approvals to be sought when detailed costs are available; and
4. the financing of these programmes be approved in line with the resources shown.

7. **BUDGET MANAGEMENT REPORT** (Pages 155 - 178)
[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. **undertake the invest-to-save project to install a magnetic device to reduce the gas consumption of boilers at the Central Offices, to be met from the budget for Urgent Schemes as detailed at paragraph 3.2 and Annexe 2;**
2. **virement of £260,000 within the HRA 2014-15 Capital Programme from Kitchen and Bathroom alterations (inc wash basins) to Asbestos and Structural, as detailed at paragraph 4.6;**
3. **virement of £50,000 from the cyclical maintenance to void work as detailed in paragraph 4.3; and**
4. **undertake the Free Car Park Initiative Trial, as detailed at paragraph 2.10, at an estimated cost of £15,000 from the overall additional income reported to date.**

8. **FUNDING FOR VOLUNTARY SECTOR ORGANISATIONS 2015/16** (Pages 179 - 198)
[Portfolio Holder: Councillor Stefan Reynolds]
[Wards Affected: All Waverley Wards]

The purpose of the report is to consider the applications to the Waverley Community Partnership for revenue funding in 2015/16, taking into account the observations made by the Community O&S Grants Sub-Committee and Committee on the proposed grant levels.

The report proposes to continue to protect the Council's overall level of discretionary spending on grants at £744,530 to the voluntary sector, despite significant reductions in Waverley's Government funding. At the same time, the proposal is to increase the overall amount the Council provides for services that support older people.

Recommendation

It is recommended that the Executive:

1. **confirms the overall funding to the voluntary sector at £744,530 for 2015/16;**

2. **considers the applications for Waverley Community Partnership funding in 2015/16, having regard to the comments of the Community Overview and Scrutiny Committee and Grants Sub-Committee;**
3. **recommends grant levels for each organisation, as detailed in Annexe 2 to the report, to the Council for approval;**
4. **recommends that the increased total funding of £55,000 for Rowleys is ring-fenced to support its running costs and that the full grant be held in restricted funds within the Age UK Waverley financial accounts for Rowleys;**
5. **recommends the remaining balance of the 2014/15 Emergency Funding Provision is carried over to 2015/16 to support any unexpected or urgent requests for support throughout the year;**
6. **agrees the proposed funding allocations to the seven SLA organisations and, subject to concluding negotiations with them, agrees that the Director of Finance, in consultation with the Leader, Deputy Leader and Portfolio Holder for Grants be authorised to agree the final allocations and content of the SLA documents; and**
7. **recommends a reserve fund of £19,420 be established to invest in any further opportunities to meet community needs and to enable the SLA organisations to deliver further improvements in outcomes where a clear case can be made.**

9. TREASURY MANAGEMENT FRAMEWORK 2015/16 (Pages 199 - 224)
 [Portfolio Holder: Councillor Julia Potts]
 [Wards Affected: All Waverley Wards]

The report sets out the proposed Treasury Management Framework for 2015/16, comprising:

- revised Treasury Management Policy;
- 2015/16 Treasury Management Strategy;
- 2015/16 Investment Strategy; and,
- Prudential Indicators for 2014/15 to 2017/18.

Recommendation

It is recommended that the proposed Treasury Management Framework for 2015/16 be endorsed.

10. ANNUAL PAY POLICY STATEMENT 2015/16 (Pages 225 - 230)
 [Portfolio Holder: Councillor Robert Knowles]
 [Wards Affected: All Waverley Wards]

The purpose of the report is to advise Members of the Annual Pay Policy Statement for 2015-16.

Recommendation

It is recommended that the Annual Pay Policy Statement for 2015-16 be approved and recommended to the Council for adoption.

11. EUROPEAN WASTE FRAMEWORK DIRECTIVE (Pages 231 - 244)
[Portfolio Holder: Councillor Donal O'Neill]
[Wards Affected: All Waverley Wards]

The report summarises the implications of Article 10 of the European Waste Framework Directive (EWFD), highlights the potential risk to the way in which waste and recycling services are currently provided in Waverley (via co-mingled collections), and sets out the actions that have been put in place to safeguard the Council's current approach into the future.

The report concludes that the Council's current waste collection arrangements conform with the requirements of the European Waste Framework Directive, and asks the Executive to endorse this position.

Recommendation

It is recommended that the Executive:

- 1. endorses the conclusions of the Compliance Modelling exercise for Waverley and agrees, in light of this, to continue with the current waste collection system until at least 2019 when the service will be retendered;**
- 2. acknowledges the need to keep the current assessment under review and to carry out a new assessment if and when any significant service changes take place; and**
- 3. asks Officers to continue to closely monitor best practice approaches to recycling and waste disposal across the country in order to identify any potential improvements to the current approach in Waverley.**

12. REVISION TO JOINT MUNICIPAL WASTE MANAGEMENT STRATEGY
(Pages 245 - 274)

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

To comply with the Waste Emissions Trading Act 2003, waste authorities for a two-tier area must have a joint strategy for the management of waste from households, and must keep this strategy under review. The report introduces the second revision to the Joint Waste Management Strategy for Surrey, which was initially adopted by Waverley Borough Council in 2006. The latest revision is recommended for adoption by the Executive.

Recommendation

It is recommended that the Executive approves the adoption of the Updated Joint Municipal Waste Management Strategy Revision 2 (2015).

13. **ELECTRIC VEHICLE RAPID CHARGING POINTS WITHIN THREE WAVERLEY CAR PARKS** (Pages 275 - 282)

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

The report seeks approval to install three Electric Vehicle (EV) charging points within three Waverley car parks. The project aims to create an open and accessible electric vehicle network across the South East to encourage and enable the use of EVs. The project aims to support the Government's environmental and sustainability policies relating to carbon emissions and air pollution.

Deploying EV infrastructure within the Borough actively supports Waverley's duty to improve air quality under its statutory Air Quality Action Plan as well as encourages reductions in carbon emissions. The National Planning Policy Framework also promotes air quality consideration through sustainable transport infrastructure in new developments.

Under the EV South East Network project, Waverley has been offered three EV rapid charging points which would be installed at the following car parks: Central – Farnham, Crown Court – Godalming and Stocklund Square – Cranleigh. This offer is at no capital cost to the Council. Waverley would enter into a three year agreement with the project delivery partners to operate and maintain the rapid charging points. After this period the contract agreement could be renegotiated.

Recommendation

It is recommended that the Executive:

- 1. approves in principle the implementation of up to three EV charging points in the three car parks proposed above in paragraph 7, as part of the South East Network project, subject to final site feasibility studies and satisfactory contract terms and conditions; and**
- 2. delegates authority to the Director of Finance and Resources, the Portfolio holders for Finance, Environment and Sustainability to sign off the project once the details are finalised.**

14. **CONVERSION OF PART OF ROWLAND HOUSE, CRANLEIGH** (Pages 283 - 286)

[Portfolio Holder: Councillor Stewart Stennett]
[Wards Affected: Cranleigh East]

The purpose of the report is to seek approval for the submission of a planning application to convert the unoccupied part of the HRA-owned property at

Rowland House, Cranleigh to a fully wheelchair accessible flat.

Recommendation

The Executive is recommended to approve the submission of a planning application for change of part of Rowland House, Cranleigh to a fully wheelchair accessible flat.

15. EXECUTIVE DIRECTOR'S ACTIONS

To note the following actions 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. Withdrawal of Enforcement Notice

To approve the withdrawal of an enforcement notice on land at Brookhurst Grange, Holmbury Road, Ewhurst, Cranleigh.

ii. Apprentice Salary Scale

To authorise the amendment of the Apprentice Salary Scale, to come into effect from 1 February 2015.

16. PROPERTY MATTER (Pages 287 - 292)

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

To consider the (Exempt) report attached.

17. FARNHAM POLICE HOUSES (Pages 293 - 296)

[Portfolio Holder: Councillor Stewart Stennett]

To consider the (Exempt) report attached.

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
Emma McQuillan, Democratic Services Manager, on 01483 523351 or
by email at emma.mcquillan@waverley.gov.uk**