

To: All Members of the EXECUTIVE

When calling please ask for:

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Date: 20 March 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, 31 MARCH 2015

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 3 March 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 INTEREST**

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

i. **from Patrick Haveron of Godalming**

"It is both Government and Conservative Party policy that Local Authorities determine their own housing targets. Could the Leader and the Portfolio Holder for Planning explain who in Government keeps writing to Waverley with increased housing numbers?"

ii. **from David Beaman of Farnham**

"The detailed budget papers for 2015/16 reveal that an estimated £1,662,360 will be received in New Homes Bonus as a direct grant from Central Government and will account for 11.8% of WBC's revenue and represents an increased grant of £279,460 over the final estimate of New Homes Bonus expected to be received in the current 2014/15 year. Why is no reference made to this increased Government grant in WBC's Council Tax information leaflet in which the only statement relates to the reduction in Revenue Support Grant which incidentally is 25% and not almost 30%?"

iii. from Jerry Hyman of Farnham

"The word we hear from the City is that the funding offer for CNS' Brightwells scheme is substantially reduced from expected, perhaps only half that necessary, due to the scheme's mix (or 'balance') being commercially unviable without public subsidy, and hence there is concern that to proceed would present a major risk to both council tax payers and to Farnham's environment, as the Council would in effect be requiring that CNS brings forward a major redesign and balancing of the scheme post-commencement.

In such situations, a safeguard exists in the public's ability to resort to the Courts on EIA and Habitats grounds, and also in the legal requirement that the land cannot be disposed of for less than 'best consideration' unless referred to the Secretary of State - but unfortunately the conditional contract appears to allow for financial/viability conditions to be waived, and it is possible that the Council would consider the matter of 'best consideration' in Exempt session, such that the public you serve may be deprived of the benefit of the transparency necessary to ensure probity and legal compliance in relation to the land value; and so in view of these concerns and the expectation of transparency in major public projects, will the Council please assure us that were it to decide to risk proceeding, and if it makes CNS' contract unconditional in order to allow CNS to commence demolition and development at Brightwells, then the terms and financial figures agreed in the Contract (and in particular the land value decided upon) will be made public immediately following such a decision?".
Thank you."

[NB. Questions from members of the public express personal views of the questioners and Waverley does not endorse any statements in any way and they do not reflect the views of Waverley Borough Council].

5. EXECUTIVE FORWARD PROGRAMME - APRIL 2015 (Pages 9 - 14)

To adopt the Executive Forward Programme for the period April 2015 onwards.

6. STATION ROAD - BUDGET APPROVAL (Pages 15 - 18)

[Portfolio Holder: Councillor Stewart Stennett]
[Wards Affected: Godalming Central and Ockford]

The purpose of the report is to seek budget approval for abnormal costs at Station Road, Godalming.

Recommendation

That the Executive recommends to the Council that approval be given to a virement of £227,000 from the general buy-back budget within the New Affordable Homes Capital Programme, to pay for the additional costs associated with the Station Road development, as set out in the report.

7. REVIEW OF CONTRACT PROCEDURE RULES AND FINANCIAL REGULATIONS (Pages 19 - 74)

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

In accordance with the Terms of Reference set out in the Constitution, the Audit Committee is required to maintain an overview of the Council's Contract Procedure Rules and Financial Regulations. The Audit Committee reviewed the revised documents at its meeting on 23 March and any observations will be circulated separately. The Executive is now required to review the documents with proposed changes and recommend them to the Council for approval.

Recommendation

It is recommended that the Executive reviews and considers any observations from the Audit Committee and recommends to the Council that the revised Financial Regulations and Contract Procedure Rules be adopted.

8. AMENDMENTS TO SCHEME OF DELEGATION (Pages 75 - 80)

[Portfolio Holder: Councillor Brian Adams; Councillor Carole King]
[Wards Affected: All Waverley Wards]

The purpose of the report is to seek amendments to the Council's Scheme of Delegation to Officers in respect of a number of planning and housing related issues.

Recommendation

That the Executive recommends to the Council that the Scheme of Delegation be amended as follows:-

1. **to delegate the designation of Neighbourhood Area applications that cover the whole of a Parish Council area to the Head of Planning, in consultation with the Portfolio Holder for Planning;**
2. **to insert the word 'withdraw' into existing Section 77(vi);**
3. **to insert "the screening assessment and" into paragraph 90, renumber paragraphs to add in 91A and add Head of Planning in the second column; and**
4. **add the following authority, that the Head of Housing Operations be authorised to approve expenditure from specific Council-approved budgets up to £30,000 per property.**

9. GODALMING CROWNPITS CONSERVATION AREA APPRAISAL (Pages 81 - 118)

[Portfolio Holder: Councillor Brian Adams]
[Wards Affected: Godalming Holloway]

The purpose of the report is to recommend that the Godalming Crownpits Conservation Area Appraisal (CAA) be adopted by the Council as a material consideration and used in the determination of any application for planning

permission and listed building consent within the Conservation Area (CA).

Recommendation

It is recommended to the Council that the Conservation Area Appraisal for Godalming Crownpits be adopted as a material planning consideration.

10. DOMESTIC ABUSE POLICY (Pages 119 - 124)

[Portfolio Holder: Councillor Robert Knowles]

[Wards Affected: All Waverley Wards]

The purpose of the report is to ask the Executive to recommend the Domestic Abuse Policy to Council for adoption.

Recommendation

It is recommended that the Domestic Abuse Policy be recommended to Council for adoption.

11. TREASURY MANAGEMENT FRAMEWORK 2015/16

At the Executive meeting on 3 February 2015, the Treasury Management Framework for 2015/16 was endorsed but without being referred to Council for approval. In accordance with the Statutory Code of Practice on Treasury Management, the framework requires approval by the Council and it is therefore proposed that the Executive now recommends the Framework (previously circulated and agreed) to the Council for endorsement.

Recommendation

It is recommended to the Council that the Treasury Management Framework for 2015/16 be approved.

12. OCKFORD RIDGE - PROCUREMENT ROUTE AND PRE-DEVELOPMENT BUDGET (Pages 125 - 130)

[Portfolio Holder: Councillor Stewart Stennett]

[Wards Affected: Godalming Central and Ockford]

The purpose of the report is to recommend the use of the Homes and Communities Delivery Partners Panel 2 (DPP2) Framework for the Ockford Ridge project phases A – D; and seek approval for a budget allocation for pre-development costs for the 16 new affordable homes at Site D and two show homes on Site C.

Recommendation

It is recommended that approval be given to:

- 1. proceed with the Homes and Communities Agency (HCA) Delivery Partner Panel 2 framework for the procurement of the Ockford Ridge Project; and**

2. **allocate £166,000 of the Ockford Ridge capital budget for pre-development costs for the two show homes on Site C and 16 new affordable homes on Site D.**

13. IT DEVELOPMENT TEAM STAFFING - SHAREPOINT (Pages 131 - 138)

[Portfolio Holder: Councillor Tom Martin, Councillor Julia Potts]

[Wards Affected: All Waverley Wards]

The purpose of the report is for the Executive to consider a request for a realignment of staff resources in the IT Development Team to enable the required level of delivery of the Microsoft Sharepoint product which is being developed and implemented as Waverley's principal corporate information management system and collaboration tool.

Recommendation

It is recommended to the Council that

1. **the proposed restructure of the IT Development Team be approved, as set out in the report, noting that the costs is contained within existing budgets; and**
2. **the post of part-time sustainability officer be deleted from the establishment.**

14. 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.

15. 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.

16. PROPERTY MATTER (Pages 139 - 144)

To consider the (Exempt) report attached.

17. 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**