



Waverley Borough Council
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To: All Councillors

When calling please ask for:
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Calls may be recorded for training or monitoring
Date: 8 July 2015

Dear Councillor

A Meeting of the EXECUTIVE was held on Tuesday, 7 July 2015. 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, 15 JULY 2015**. 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. **FORWARD PROGRAMME - JULY 2015**

The Executive adopted the forward programme of key decisions for Waverley.

6. **BUDGET MANAGEMENT - MAY 2015**

The Executive noted the budget management report.

[CORPORATE/COMMUNITY OVERVIEW AND SCRUTINY COMMITTEE]

[Reason: to provide a review of service delivery of progress against the 2015/16 budget]

7. **TREASURY MANAGEMENT ACTIVITY: 2014/15 OUTTURN AND 2015/16 YEAR TO DATE**

The Executive has noted the treasury management activity and investment performance in 2014/15 and notes and endorses treasury management activity and investment performance in 2015/16.

[CORPORATE OVERVIEW AND SCRUTINY COMMITTEE]

[Reason: to summarise and advise of Waverley's Treasury Management activity]

8. **MEMORIAL HALL AND GOSTREY CENTRE REDEVELOPMENT**

The Executive has agreed to RECOMMEND to the COUNCIL that:

1. £700,000 of additional funding be approved in 2015/16 in order to proceed with the project, funded from external contributions of £200,000 with the balance being financed from the Revenue Reserve; and
2. authority be given to the Director of Finance and Resources and the Portfolio Holder for Major Projects to initiate the tender process to select a preferred consultant to run the construction tender process for the building works.

[This item is recommended to the Council for decision and is not subject to the call-in procedure].

[Reason: to seek agreement to continue to the next stage of the process]

for the redevelopment of the Memorial Hall and approve additional funding].

9. WAVERLEY ENERGY EFFICIENCY PLAN 2015-2020

The Executive has agreed to RECOMMEND to the COUNCIL that the Energy Efficiency Plan 2015-2020 be approved and adopted.

[This item is recommended to the Council for decision and is not subject to the call-in procedure].

[Reason: to recommend the adoption of an energy efficiency plan to replace the Carbon Management Plan]

10. HOUSING DELIVERY BOARD ANNUAL REPORT 2014/2015

The Executive has endorsed the work carried out by the Housing Delivery Board in 2014/15.

[CORPORATE OVERVIEW AND SCRUTINY COMMITTEE]

[Reason: to summarise the work undertaken by the Housing Delivery Board over the last year].

11. APPROVAL TO SUBMIT PLANNING APPLICATIONS: LAND ADJACENT TO 75 SHERRYDON, CRANLEIGH AND GARAGE SITE AT BINHAMS LEA, DUNSFOLD

The Executive has given approval to

1. the submission of planning applications for the development of the part of parking area at Sherrydon, Cranleigh and the garage area at Binhams Lea, Dunsfold to provide affordable housing to meet local housing need; and
2. agreed a budget allocation of £15,000 for professional fees for the site in Cranleigh and £15,000 for professional fees for the site in Dunsfold, to be brought forward from the indicative 2016-17 budgets for these schemes.

[CORPORATE OVERVIEW AND SCRUTINY COMMITTEE]

[Reason: to seek approval to submit planning applications]

12. REDEVELOPMENT OF 8 ELMBRIDGE COTTAGES: APPROVAL TO SUBMIT PLANNING APPLICATION

The Executive has agreed to:

1. the submission of a planning application for the redevelopment 8 Elmbridge Cottages, Cranleigh to provide 2 x 2 bedroom affordable homes to meet housing need; and
2. an additional budget allocation of £15,000 for pre-development costs.

[CORPORATE OVERVIEW AND SCRUTINY COMMITTEE]

[Reason: to seek approval to submit a planning application]

13. DRAFT SHOPFRONT DESIGN GUIDE: SUPPLEMENTARY PLANNING DOCUMENT

The Executive has approved the draft Shopfront Design Guide Supplementary Planning Document (SPD) for the purposes of public consultation.

[COMMUNITY OVERVIEW AND SCRUTINY COMMITTEE]

[Reason: to gain authorisation to undertake a formal consultation on the draft SPD]

14. OCKFORD ROAD CONSERVATION AREA APPRAISAL

The Executive has agreed to RECOMMEND to the COUNCIL that the Conservation Area Appraisal for Ockford Road be adopted as a material planning consideration. This will include the following amendments to the boundary:

- a) Inclusion of the millpond and Inn on the Lake extension
- b) Inclusion of Ockford Road extension

[This item is recommended to the Council for decision and is not subject to the call-in procedure].

[Reason: to recommend the adoption of the Conservation Area Appraisal as a material planning consideration].

15. ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014

The Executive has agreed to RECOMMEND to the COUNCIL that:

1. the Scheme of Delegation be amended as set out in Annexe 1 to this report;
2. the Head of Housing Operations, Head of Environmental Services, Environmental Health Manager and Head of Community Services and Major Projects be authorised to exercise the Council's functions and enforcement powers under the Anti-Social Behaviour, Crime

and Policing Act 2014, including:

- (i) securing civil injunctions;
- (ii) issuing closure notices and securing closure orders;
- (iii) issuing community protection notices;
- (iv) implementing public space protection orders; and
- (v) appointing authorised officers; and

3. the Executive Director be authorised to extend a closure notice to 48 hours.

[This item is recommended to the Council for decision and is not subject to the call-in procedure].

[Reason: to provide an overview of the powers contained in the 2014 Act and to amend the Scheme of Delegation to facilitate use of these powers].

16. NEW DISCIPLINARY REGULATIONS FOR STATUTORY OFFICER POSTS

The Executive has agreed to RECOMMEND to the COUNCIL that

- 1. the Council's relevant Procedure Rules be amended in the light of the new Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015, as summarised within the report and set out in detail in Annexe 1; and
- 2. the Council reappoints its existing two Independent Persons, namely Tony Allenby and Vivienne Cameron) for the purposes of conducting hearings required under these regulations.

[This item is recommended to the Council for decision and is not subject to the call-in procedure].

[Reason: to amend the Council's relevant Procedure Rules in light of the new regulations affecting disciplinary procedures for statutory positions].

17. HEALTH AND SAFETY POLICY

The Executive has approved the new Health and Safety Policy.

[COMMUNITY OVERVIEW AND SCRUTINY COMMITTEE]

[Reason: to seek approval for the revised Health and Safety Policy]

18. NEW HR POLICIES: SOCIAL MEDIA AND POLITICALLY RESTRICTED POSTS

The Executive has approved the Social Media and Politically Restricted Posts policies.

[CORPORATE OVERVIEW AND SCRUTINY COMMITTEE]

[Reason: to seek approval for the new HR policies].

19. APPOINTMENT OF SPECIAL INTEREST GROUPS 2015/16 (INCLUDING WEYDON LANE)

The Executive has endorsed the proposed Terms of Reference for the Weydon Lane SIG and has agreed that membership of the SIG be decided by the Portfolio Holder for the Environment in liaison with the Chairman of the Corporate Overview and Scrutiny Committee.

[This item has already been considered at the Corporate Overview and Scrutiny Committee and is not subject to call-in]

[Reason: to agree the Terms of Reference and Membership of Special Interest Groups].

20. COMMUNITY COVENANT

The Executive has

1. noted the observations and endorsements of the Corporate Overview & Scrutiny Committee and agreed to appoint Cllr Maurice Byham as 'Waverley Champion' for the Armed Forces; and
2. agreed to ask the Corporate Policy Manager to pursue the actions recommended in Table 2, and to report back to the Corporate Overview & Scrutiny Committee in 12 months.

[This item has already been considered by the Corporate Overview and Scrutiny Committee]

[Reason: to receive a report from the Overview and Scrutiny Committee and give consideration to its recommendations]

21. RESPONSIVE REPAIRS IN-DEPTH REVIEW: FINAL REPORT

The Executive has received the final report of the in-depth review into responsive repairs and thanked the Corporate Overview and Scrutiny Committee for its work on the review and has

1. given approval to the Joint Action Plan, as set out at Annexe 2 to the report; and
2. asked officers to monitor progress of the action plan and report back to the Corporate Overview and Scrutiny Committee in six months time.

[This item has already been considered by the Corporate Overview and Scrutiny Committee]

[Reason: to receive the report of the Overview and Scrutiny Committee and consider its recommendations]

22. PROPOSED RESTRUCTURE OF WAVERLEY'S CARELINE SERVICE

The Executive has given approval to the proposals to remodel the Careline Service and agreed to RECOMMEND the detailed recommendations set out in the (Exempt) Annexe to this bulletin to the COUNCIL .

[This item is recommended to the Council for decision and is not subject to the call-in procedure].

[Reason: to consider proposals to further develop the Careline service]

23. PROPOSALS FOR THE DEVELOPMENT OF SERVICES AND ACCOMMODATION FOR OLDER PEOPLE

The Executive has given approval to officers commencing a formal consultation process with staff and tenants in the sheltered housing service, based on the proposals contained in the report and asked them to report back to the next meeting of the Executive with final recommendations.

[CORPORATE OVERVIEW AND SCRUTINY COMMITTEE]

[Reason: to consider proposals to carry out a comprehensive consultation with staff and tenants regarding the sheltered housing service].

24. BUDGET APPROVAL AND APPOINTMENT OF BUILD CONTRACTOR FOR SHOW HOMES AT OCKFORD RIDGE; MIDDLEFIELD, FARNHAM AND 33 BRIDGE ROAD, HASLEMERE

The Executive has agreed to RECOMMEND to the COUNCIL that approval be given for:-

1. the allocation of a budget, as set out in the (Exempt) Annexe, from the 2015/16 New Affordable Homes Reserve for the development of two show homes at Ockford Ridge; four affordable homes at Middlefield, Farnham and two affordable homes at 33 Bridge Road, Haslemere;
2. the appointment of a build contractor for the Ockford Ridge show homes in accordance with the Council's Contract Procedure Rules to deliver the development within the agreed budget;
3. the appointment of Lawson Queay to act as Employer's Agent for Middlefield in accordance with the Council's Contract Procedure Rules to deliver four new affordable homes within the agreed budget;

4. the appointment of a build contractor for Middlefield following the successful completion of the tender process in accordance with the Council's Contract Procedure Rules in consultation with the Director of Resources and the Portfolio Holders for Housing and Finance; and
5. the appointment of the architect for the post-planning period, a Contract Administrator and a build contractor for 33 Bridge Road following the successful completion of the tender process in accordance with the Council's Contract Procedure Rules in consultation with the Director of Resources and the Portfolio Holders for Housing and Finance.

[This item is recommended to the Council for decision and is not subject to the call-in procedure].

[Reason: to seek approval to appoint contract administrators and build contractors, along with budget allocations for the schemes]

25. PROPERTY MATTERS

The Executive has agreed that

1. with regard to the surrender and renewal of the lease to Farnham Cricket Club, Farnham Park:
 - Waverley grants a lease of the land shown outlined on the plan at Annexe 1 to Farnham Cricket Club for 50 years, on terms and conditions set out in the (Exempt) Annexe, and with other terms and conditions to be agreed by the Estates and Valuation Manager; and
 - the virement proposed in the (Exempt) Annexe be agreed; and
2. Waverley accepts the early surrender of the lease of 4 Hillcroft, Shepherds Hill, Haslemere, enters into a 10 year lease of 3 and 4 Hillcroft, Shepherds Hill, Haslemere, with terms and conditions to be negotiated by the Estates and Valuation Manager.

[CORPORATE OVERVIEW AND SCRUTINY COMMITTEE]

[Reason: to consider a number of property-related issues in the Borough]

26. MEMBERS' ALLOWANCES SCHEME

The Executive has agreed to RECOMMEND to the COUNCIL that the new paragraph 8 (7) below, be added to the Members' Allowances Scheme for 2015/16:-

“Where a councillor is suspended or partially suspended from their responsibilities or duties as a member of the authority, any travelling and subsistence allowance payable to the councillor in respect of the responsibilities or duties from which they are suspended or partially suspended may be withheld by the authority”.

[This item is recommended to the Council for decision and is not subject to the call-in procedure].

[Reason: to revise the Members' Allowances Scheme to ensure it is in line with the regulations].

27. EXECUTIVE DIRECTOR'S ACTIONS

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

The following item was considered in (Exempt) session with the press and public excluded.

29. PROPERTY MATTER

The Executive has agreed the recommendations as set out in the (Exempt) Annexe to this bulletin.

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