

To: All Members of the EXECUTIVE

When calling please ask for:

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Date: 21 August 2015

Membership of the Executive

Cllr Robert Knowles (Chairman)
Cllr Julia Potts (Vice Chairman)
Cllr Brian Adams
Cllr Kevin Deanus
Cllr Carole King

Cllr Tom Martin
Cllr Wyatt Ramsdale
Cllr Stefan Reynolds
Cllr Simon Thornton

Dear Councillors

A meeting of the EXECUTIVE will be held as follows:

DATE: TUESDAY, 1 SEPTEMBER 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



INVESTOR IN PEOPLE



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 7 July 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 any questions received from members of the public for which notice has been given in accordance with Procedure Rule 10.

5. **FORWARD PROGRAMME - SEPTEMBER 2015** (Pages 9 - 12)

To adopt the forward programme of decisions for Waverley Borough Council.

6. **BUDGET MANAGEMENT 2015/16** (Pages 13 - 20)

[Portfolio Holder: Councillor Wyatt Ramsdale]
[Wards Affected: All Waverley Wards]

The report provides a review of service delivery progress against the 2015/16 budget for the General Fund and the Housing Revenue Account.

Recommendation

It is recommended that the Executive:

- 1. approves a virement of £10,000 from Contracted services to Rent related expenses in Homelessness as detailed in paragraph 10;**
- 2. approves a virement of £30,000 from the additional investment income to cover predicted Legal fees detailed in paragraph 19;**

3. recommends to the Council that virements between the capital projects of £83,600 (doors), £54,800 (windows) and £77,000 (drainage) to communal boiler and heating work be approved, as detailed in the table at paragraph 27;
 4. approves the carry forward of £320,000 from the structural budget into 2016/17, as detailed in paragraph 27; and
 5. approves a virement of £35,000 for capital works to lifts from work arising in year (a project change) as detailed in paragraph 27.
7. TREASURY MANAGEMENT ACTIVITY - YEAR-TO-DATE 2015/2016 (Pages 21 - 28)

[Portfolio Holder: Councillor Wyatt Ramsdale]
[Wards Affected: All Waverley Wards]

The purpose of the report is to summarise Waverley's Treasury Management activities during 2015/16 to date.

Recommendation

That the Executive notes the investment activity and performance in 2015/16.

8. LOCAL PLAN PROGRESS REPORT (Pages 29 - 34)

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

Following the Council's decision to withdraw from examination of the Core Strategy, the council has been carrying out a detailed programme of work to address the matters raised by the Examination Inspector in order to prepare an updated local plan for re-submission for examination. An update report was considered by the Executive on 3 March 2015. At that meeting, members also endorsed the direction of travel, which has provided the focus for work going forward. The purpose of this report is to bring members up to date on work carried out, and to seek approval for the provisional timetable for completing Local Plan Part 1.

Recommendation

It is recommended that the Executive approves the provisional timetable set out at Annexe 1 and notes the significant progress which has been made since the Core Strategy was withdrawn.

9. ALFOLD CONSERVATION AREA APPRAISAL (Pages 35 - 72)

[Portfolio Holder: Councillor Brian Adams]
[Wards Affected: Alfold Cranleigh Rural and Ellens Green]

The purpose of the report is to gain authorisation to undertake a formal public consultation on the draft Conservation Area Appraisal (CAA) for the Conservation Area (CA) of Alfold (this document also includes changes to the

Conservation Area boundary). The long term objective is that the appraisal will be adopted as a material consideration and used in the determination of any application for planning permission and listed building consent.

Recommendation

It is recommended that the Executive approves the draft CAA for Alfold for the purposes of public consultation.

10. PLAY AREA STRATEGY 2015 - 2024 (Pages 73 - 94)

[Portfolio Holder: Councillor Simon Thornton]

[Wards Affected: All Waverley Wards]

The report seeks approval for the adoption of the Play Area Strategy and for its recommendations to be adopted as guidance for use by the Council when considering play area provision and refurbishment in the borough. In addition, the report seeks to highlight that the play area strategy is aspirational and that there are financial implications for the Council in delivering the play area strategy, for which external funding will be required.

Recommendation

It is recommended that the Executive:

1. **endorse the findings and recommendations of the Play Area Strategy and recommends to Council that the Play Area Strategy 2015-2024 be adopted;**
2. **recognises and notes that the Play Area Strategy is aspirational and that there are financial implications for the Council to fully deliver the strategy, its recommendations and action plan; and**
3. **acknowledges that the financial implications will be met by using funding received from developer contributions sought through the planning process such as PIC, CIL and s106 and also any available external grant funds for playground provision and refurbishment.**

11. HRA ASSET MANAGEMENT STRATEGY 2015-2020 (Pages 95 - 170)

[Portfolio Holder: Councillor Carole King]

[Wards Affected: All Waverley Wards]

Waverley's HRA Asset Management Strategy sets out the Council's approach to managing its housing related assets, held in the Housing Revenue Account. The draft HRA Asset Management Strategy for the period 2015-2020 is attached for endorsement, having been reviewed by the Corporate Overview and Scrutiny Committee on 27 July 2015.

Recommendation

It is recommended to the Council that the draft HRA Asset Management Strategy for 2015-2020 be agreed and adopted.

12. HOMELESSNESS STRATEGY UPDATE: YEAR TWO (Pages 171 - 196)
[Portfolio Holder: Councillor Carole King]
[Wards Affected: All Waverley Wards]

The Council adopted its Homelessness Strategy 2013-2018 in July 2013. The report updates the Executive on the Council's progress in preventing homelessness and highlights the areas to focus on in the year ahead.

Recommendation

The Executive is asked to consider the comments from the Overview and Scrutiny Committee and note the Council's progress in preventing homelessness in the borough.

13. IMPROVING ENERGY EFFICIENCY (Pages 197 - 210)
[Portfolio Holder: Councillor Simon Thornton]
[Wards Affected: All Waverley Wards]

It is a mandatory requirement for Local Authorities to report the greenhouse gas emissions (GHG) produced from their operational activities across their estates. The report presents Waverley's annual GHG emissions during the financial year 2014/15 and compares it to emissions during the baseline year 2008/09.

The current reporting year concludes the period of the Carbon Management Plan 2010-2015 and from the new financial year, Waverley's progress on GHG reductions will be supported and monitored by the newly adopted Energy Efficiency Plan 2015-2020.

Recommendation

It is recommended that the Executive approve this report for publication and submission to the Department for Energy and Climate Change.

14. DECISION-MAKING PROTOCOL FOR LICENSING OF SCRAP METAL DEALERS (Pages 211 - 218)
[Portfolio Holder: Councillor Kevin Deanus]
[Wards Affected: All Waverley Wards]

The proposed protocol formalises the decision-making process for Scrap Metal Dealer licence applications and identifies the steps to take where decisions may be contentious. The protocol has been endorsed by the Licensing and Regulatory Committee but needs to be ratified by the Executive as an Executive function.

Recommendation

That the Waverley Borough Council Decision-Making Protocol for licensing of Scrap Metal Dealers be endorsed.

15. INDEPENDENT REMUNERATION PANEL - REVIEW OF SPECIAL RESPONSIBILITY ALLOWANCES (Pages 219 - 224)
[Portfolio Holder: Councillor Robert Knowles]
[Wards Affected: All Waverley Wards]

The Independent Remuneration Panel (IRP) met recently to consider whether a Special Responsibility Allowance should be payable to the Chairman and Vice-Chairman of the Joint Planning Committee. The report summarises the discussions of the Panel and sets out their recommendation.

Recommendation

The Executive is asked to recommend to the Council that the Scheme of Members' Allowances for 2015/16 onwards be amended to include provision for the payment of a Special Responsibility Allowance to the Chairman (£3,100) and the Vice-Chairman (£1,550) of the Joint Planning Committee.

16. PROPERTY MATTER - EASEMENT OF ACCESS TO 1 CROSSWAYS COTTAGES, ALFOLD (Pages 225 - 230)
[Portfolio Holder: Councillor Tom Martin]
[Wards Affected: Alfold Cranleigh Rural and Ellens Green]

The purpose of the report is to consider the granting of an easement for access to 1 Crossways Cottages, Alfold.

Recommendation

It is recommended that an easement of access be granted to 1 Crossways Cottages, Alfold, subject to the terms set out in the (Exempt) Annexe.

17. PUBLIC SPEAKING AT PLANNING COMMITTEES
[Portfolio Holder: Councillor Robert Knowles]
[Wards Affected: All Waverley Wards]

The Council operates a public speaking scheme for both its Area Planning Committees and the Joint Planning Committee. Currently, the time allowed for each party (eg, objector, Town/Parish Council and applicant) differs depending on whether it is an Area Planning Committee or the Joint Planning Committee. The scheme specifies that each party will be entitled to three minutes to address an Area Planning Committee, but five minutes to address the Joint Planning Committee.

To add to this, if a ward councillor asks to attend a meeting of an Area or the Joint Planning Committee, they are entitled to speak for four minutes. This is more than an interested party at an Area Planning Committee but less time than an interested party at the Joint Planning Committee.

It is proposed that some consistency is put in place to enable the public speaking scheme to consistently operate with speakers being able to speak for up to four minutes, regardless of which meeting. If this is agreed, the public

speaking scheme would be amended to ensure that the public are fully aware of the arrangements, and the constitution would not need to change as it already allows for members to speak for up to four minutes. The updated scheme would be sent to potential public speakers and added to the Council's website.

Recommendation

It is recommended that the time limit available for public speakers at Area Planning Committees and the Joint Planning Committee should be four minutes per party, and the public speaking scheme be amended accordingly, to come into effect from 1 October 2015.

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:

i. Gas Safety Inspections

To authorise necessary applications to be made by housing officers to enable access to be obtained to tenanted properties for gas safety checks to be carried out where access has been denied or requests to access have not been responded to.

ii. Payment of Appeal Legal Costs – Cortium Sports Ltd

To authorise the payment of £36,000 in planning appeal costs that have been awarded against the Council to Cortium Sports Ltd.

iii. Christmas Free Parking initiative

To authorise the Director of Operations to implement provision of free car parking between 3pm and 7pm at Waverley owned shoppers car parks in December on the following three Thursday afternoons leading up to Christmas 2015: 3rd, 10th and 17th December 2015.

This initiative supports Waverley's local economy, specifically supporting local shoppers and traders in the key period leading up to Christmas.

By taking the decision now, work can commence with the Chambers of Commerce to maximise the promotion and positive impact of this initiative.

The financial implications of this decision is £18,000 and this can be contained within the Council's car parking revenue budget for 2015/16.

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**