



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: 2 December 2015

Dear Councillor

A Meeting of the EXECUTIVE was held on Tuesday, 1 December 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, 9 DECEMBER 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

4. **FORWARD PROGRAMME**

The Executive agreed the forward programme of decisions for Waverley Borough Council.

5. **BUDGET MANAGEMENT REPORT AND IN-YEAR BUDGET REVIEW**

The Executive has noted the report and agreed that

1. the current Council Tax Support Scheme remains unchanged for 2016/17, see paragraph 13 of the report;
2. approval be given to the Employee Records Civica project at a cost of £25,000, to be funded from the Capital Urgent Schemes budget, see paragraph 26 of the report;
3. approval be given to the rescheduling of £8,000 for the Aerial photography refresh into 2016/17, see paragraph 19; and
4. the mid-year budget projection be accepted and noted that no immediate action is required for 2015/16 at this stage.

[CORPORATE OVERVIEW AND SCRUTINY COMMITTEE]

The Executive has also agreed to RECOMMEND to the COUNCIL that

5. approval be given to the rescheduling of £50,000 of the Godalming Cricket club grant budget into 2016/17, and Badshot Lea Football Club of £50,000, see paragraph 18;
6. the transfer of £55,000 from the Cranleigh Leisure Centre AHU budget to the Cranleigh Leisure Centre CHP unit (£23,000 – see paragraph 24) and LED Central Office Lighting Replacement (£32,000 - see paragraph 25) be approved;
7. approval be given to the rescheduling of £230,000 of HRA Capital budget into 2016/17 as detailed in paragraph 31;
8. the rescheduling of £405,000 of the 2015/16 budget for Stock Improvement be approved, see paragraph 32;
9. the rescheduling of £7,920,000 of the 2015/16 budget for New Affordable Homes be approved, see paragraphs 33 and 36; and
10. approval be given to a virement from the urgent capital schemes

budget and savings in the general fund capital programme to undertake roof repair works at Farnham Leisure Centre at an estimated costs of £106,000.

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

[Reason: to monitor and manage the Council's budgets to ensure financial control over service delivery]

6. TREASURY MANAGEMENT ACTIVITY - YEAR TO DATE 2015/2016

The Executive has agreed to

1. note the Treasury Management Performance for 2015/16 to date; and
2. endorse the approach to Treasury Management activity.

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

[Reason: to receive the current investment activity and performance]

7. SETTING OF COUNCIL TAX BASE AND BUSINESS RATE BASE FOR 2016/17

The Executive has agreed that

1. the council tax base for Waverley be approved for the year 2016/17, as shown in Annexe 1; and
2. the business rate estimates for 2016/17 be approved, as set out in Annexe 2, and that authority be delegated to the Director of Finance and Resources, in conjunction with the Finance Portfolio Holder, to make any final changes necessary before the NNDR1 return is submitted to the Government on 31 January 2016.

[CORPORATE OVERVIEW AND SCRUTINY COMMITTEE]

[Reason: to seek approval for the council tax base and the business rate forecast required under the provisions of the Local Government Finance Act 1992]

8. NNDR DISCRETIONARY RATE RELIEF POLICY

The Executive has agreed to RECOMMEND to the COUNCIL that:

1. the policy for the granting of discretionary rate relief for the period 2016/17 to 2019/20 remains the same as the current policy;

2. the policy on the use of the provision for granting discretionary rate relief to any body other than those currently included in the approved policy is to do so on a case by case basis, provided that any proposed reductions are clearly in the wider interests of all Waverley's council tax payers;
3. in relation to 2 above, delegation be given to the Director of Finance and Resources, in consultation with the Finance Portfolio Holder, to make decisions about such applications and only if an objection is received would the Executive be asked to consider the case, and the Scheme of Delegation be amended accordingly;
4. in relation to Community Interest Companies, each case should be taken on its merits in the same manner as cases under section 69 of the Localism Act 2011 (delegation to the Director of Finance and Resources, in consultation with the Finance Portfolio Holder, and only if an objection is received would the Executive be asked to consider the case); and
5. in relation to 4 above, consideration be based on the condition that relief can only be granted where it would be reasonable to do so having regard to the interests of all Waverley's council taxpayers.

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

[Reason: to periodically review the discretionary rate relief policy]

9. OUTSTANDING DEBTS WRITE-OFF FOR DECISION

Under Financial Regulation D203, the Executive has agreed to approve the debts put forward for write-off as listed in the (Exempt) Annexe to the report.

[CORPORATE OVERVIEW AND SCRUTINY COMMITTEE]

[Reason: to approve irrecoverable bad debts to be written off in accordance with the Council's Financial Regulations.]

10. WAVERLEY BOROUGH LOCAL PLAN: EMERGING SPATIAL STRATEGY

The Executive has taken into account the observations made at the Community Overview and Scrutiny Committee and has approved the Spatial Strategy at Annexe 1.

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

[Reason: to set out and approve the spatial strategy for the new Local Plan Part I]

11. CAR PARKING REVIEW 2015 - RESPONSE TO CONSULTATION AND REVIEW OF TARIFF STRUCTURES

The Executive has agreed to RECOMMEND to the COUNCIL that

1. the making of the Waverley Borough Council (Off-Street Parking Places) Order 2015 be authorised to implement the reduction in charging hours (reduced from 08.00-19.00 to 08.00-18.30); and
2. the proposed revised tariff structures set out in Annexes 2 and 3 and the publication of a Notice of Variation to implement the changes to the tariff structure with effect from 11 January 2016 be approved.

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

[Reason: to consider the responses to the consultation on a reduction in charging hours and approve revised tariff structures].

12. REVIEW OF POLLING STATION PROVISION

The Executive has agreed to RECOMMEND to the COUNCIL that:

1. the Potters Gate C of E Primary School be designated for temporary use as the polling place for FC Farnham Castle polling district once the Farnham Memorial Hall becomes unavailable, and that the length of the use be for 2016 or until the building works at Farnham Memorial Hall have been completed;
2. Grayswood Village Hall be designated as the polling place for the CD Grayswood polling district; and
3. the Chichester Hall be designated as the polling place for the HA Witley polling district.

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

[Reason: to propose the designation of alternative polling places in three polling districts]

13. GAMBLING ACT 2005 - PUBLIC CONSULTATION ON REVIEW OF THE COUNCIL'S STATEMENT OF GAMBLING POLICY

The Executive has agreed to RECOMMEND to the COUNCIL that the revised version of the Statement of Gambling Policy for Waverley be approved and adopted in order for the new Policy to be published on 3 January 2016 and in place by 31 January 2016.

[This item is recommended to the Council for approval and is not

subject to the call-in procedure].

[Reason: to carry out a three-year review of the Council's Statement of Gambling Policy]

14. REVIEW OF HOUSING-RELATED SUPPORT SERVICES FOR VULNERABLE ADULTS IN THE BOROUGH

The Executive has given approval to the implementation plan and recommendations following the review of housing related support services and noted that there are no resulting changes to the staffing arrangements.

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

[Reason: to receive the outcomes of the review and the proposed approach for taking the recommendations forward].

15. APPROVAL TO SUBMIT PLANNING APPLICATION: PART OF VILLAGE GREEN, OCKFORD RIDGE

The Executive has given approval to the submission of a planning application for the development of the land at the Green, Ockford Ridge, Godalming to support the redevelopment and refurbishment programme on the estate.

[CORPORATE OVERVIEW AND SCRUTINY COMMITTEE]

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

16. PERFORMANCE MANAGEMENT REPORT: QUARTER 2 (JULY - SEPTEMBER 2015)

The Executive has thanked the Overview and Scrutiny Committees for their observations and noted the performance figures for quarter 2 as set out in Annexe 1.

[This item has already been considered by both of the Overview and Scrutiny Committees]

[Reason: to provide an analysis of the Council's performance in the second quarter of 2015/16]

17. SERVICE PLANS - SIX MONTH PROGRESS REPORT

The Executive has given consideration to the observations of the Overview and Scrutiny Committees regarding the six month progress on Service Plans and noted the performance to date, as set out in Annexe 1.

[This item has already been considered by both of the Overview and Scrutiny Committees]

[Reason: to monitor progress of the 2015/16 service plans]

18. BUILDING CONTROL ESTABLISHMENT

The Executive has agreed to RECOMMEND to the COUNCIL that the two part-time Administrator posts (post numbers CB13 and CB08a) be deleted and that a Business Support Officer post be created within the Building Control team.

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

[Reason: to make changes to the team that will release budget to create a new post more appropriate to the needs of the team going forward]

19. ACCOUNTANCY SERVICES ESTABLISHMENT

The Executive has agreed to RECOMMEND to the COUNCIL that the post of Principal Accountant (post number BD05) be deleted and a post of Accountancy Assistant be created within the accountancy team.

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

[Reason: to review the staffing arrangements of the accountancy team going forward].

20. PROPERTY MATTER: EASEMENT OF ACCESS AT ACRES PLATT, CRANLEIGH

The Executive has agreed that the easement of access across land at Acres Platt be granted upon the terms and conditions as set out in the (Exempt) Annexe, with other terms and conditions being agreed by the Estates and Valuation Manager.

[CORPORATE OVERVIEW AND SCRUTINY COMMITTEE]

[Reason: to seek authorisation for an easement of access]

21. SPECIAL INTEREST GROUPS

The Executive has agreed to establish the following Special Interest Groups:-

1. Health SIG

A SIG to look at the South East Coast Ambulance Service and Royal Surrey County Hospital merger and relocation of Surrey Air Ambulance.

2. Constitution SIG

To re-establish a Constitution SIG to

- a. carry out the annual review of the constitution and
- b. review specifically and decide upon the optimum process for 'calling-in' planning applications for major sites to the Joint Planning Committee.

[It is not appropriate to call-in this item]

22. CALENDAR OF MEETINGS 2016/2017

The Executive has approved the Calendar of Meetings for the Council year 2016/2017.

[It is not appropriate to call-in this item]

23. APPOINTMENT OF INDEPENDENT PERSONS

The Executive has agreed to RECOMMEND to the COUNCIL that

1. Ms Vivienne Cameron and Mr Tony Allenby be re-appointed as Independent Persons for Waverley until the elections in May 2019; and
2. Mr Bernard Quorroll be appointed as a third Independent Person until the elections in May 2019.

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

[Reason: to comply with Waverley's requirements to appoint at least one Independent Person under the Localism Act 2011]

26. PROPERTY MATTER: NEW LEASE

The Executive has agreed that a new lease be granted to Haslemere Border and Athletics Club at Woolmer Hill Sports Ground, Haslemere upon the terms set out in the annexe.

[CORPORATE OVERVIEW AND SCRUTINY COMMITTEE]

[Reason: to deal with property matters in the Borough]

27. STAFFING REPORT

The Executive has agreed to RECOMMEND to the COUNCIL that the recommendations set out in the (Exempt) Annexe be approved.

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

[Reason: to make adjustments to the staffing establishment]

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