

To: All Members of the EXECUTIVE

When calling please ask for:

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Calls may be recorded for training or monitoring

Date: 6 January 2023

Membership of the Executive

Cllr Paul Follows (Chair)
Cllr Peter Clark (Vice Chair)
Cllr Andy MacLeod
Cllr Penny Marriott
Cllr Mark Merryweather

Cllr Kika Mirylees
Cllr Nick Palmer
Cllr Paul Rivers
Cllr Liz Townsend
Cllr Steve Williams

Dear Councillors

A meeting of the EXECUTIVE will be held as follows:

DATE: TUESDAY, 17 JANUARY 2023

TIME: 6.00 PM

PLACE: COUNCIL CHAMBER, COUNCIL OFFICES, THE BURYS,
GODALMING

The Agenda for the Meeting is set out below.

Yours sincerely

STEPHEN RIX

Executive Head of Legal & Democratic Services (Interim) & Monitoring Officer

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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 Leader, Deputy Leader or an appropriate Portfolio Holder to respond to any informal questions from members of the public, for a maximum of 15 minutes.

[Questions will be taken in the order in which questioners register with the Democratic Services Officer prior to the start of question time. When read out, each question must be concluded within 2 minutes. In the event that it is not possible to give a verbal response, a written response will be provided following the meeting.]

AGENDA

1. **APOLOGIES FOR ABSENCE**

To receive apologies for absence.

2. **MINUTES**

To confirm the Minutes of the Meeting held on 29 November 2022.

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.

The deadline for receipt of questions is 5pm on Tuesday 10 January 2023.

5. **QUESTIONS FROM MEMBERS OF THE COUNCIL**

The Chairman to respond to any questions received from Members in accordance with Procedure Rule 11.

The deadline for receipt of questions is 5pm on Tuesday 10 January 2023.

The following question has been received from Cllr Jenny Else, Elstead & Thursley Ward:

“As you are aware, Waverley Borough Council have a duty, as responsible landlords, to ensure that their properties are fit for habitation.

My questions to the Executive are:

- When was the last full condition survey of Waverley’s dwellings in Westhill, Elstead carried out?
- Who carried it out?
- What measures were recommended?
- What works have been programmed to execute any recommendations?
- What progress has been achieved?
- How do these properties rate under the HHSRS and the EPC?
- Why are there properties with roofs still unfelted and poorly insulated in our ownership in 2023?
- How does this correlate to WBC’s commitment to carbon neutrality?”

6. LEADER'S AND PORTFOLIO HOLDERS' UPDATES

7. SUSTAINABLE PROCUREMENT POLICY (Pages 7 - 18)

[Portfolio Holder: Portfolio Holder for Finance, Assets & Commercial Services]

Following the last procurement audit, an audit recommendation was made that a procurement strategy should be drafted to ensure officers are procuring in a manner which supports the corporate strategy. Additional procurement elements are intended to be built into the councils updated economic strategy policy.

The policy places a requirement, where appropriate and proportionate, on suppliers to meet various requirements, which broadly include reporting on, mitigating against, preventing and minimising negative impacts on the environment.

The policy also expands on officers’ obligations under The Public Services (Social Value) Act 2012 to consider the wider societal benefits which can be incorporated into their contracts as part of the procurement process.

Recommendation

That the Sustainable Procurement Policy be endorsed by the Executive and adopted.

8. UPDATE TO THE LOCAL PLANNING ENFORCEMENT PLAN (Pages 19 - 52)

[Portfolio Holder: Portfolio Holder for Enforcement, Operations and Brightwells, Portfolio Holder for Planning and Economic Development]

The updated Local Planning Enforcement Plan, set out at Annexe 1, sets out how the Council intends to respond to individual complaints about breaches of planning control, the process for investigating and recording complaints and the timescales involved. The overarching principle of this Plan is that the Council will provide a fair, proportionate, and consistent enforcement service to protect the environment of the Borough and the amenities of the people who live and work in Waverley.

Recommendation

It is recommended that the Executive, after considering the comments made by the Services Overview & Scrutiny Committee, agree to adopt the updated Local Planning Enforcement Plan.

9. LEISURE MANAGEMENT CONTRACT TENDER (Pages 53 - 56)
[Portfolio Holder: Portfolio Holder for Health, Wellbeing, Parks and Leisure]

This report provides an update on the current position of the Leisure Management Contract tender and to approve the award of the contract following completion of the procurement process.

Recommendation

It is recommended that the Executive:

1. Approve the award of the proposed contract to the top ranked bidder, following completion of the procurement process; and
2. Delegate authority to the Strategic Director for Transformation & Governance to complete all required contractual documentation and approve execution of the contract documentation.

10. HOUSING REVENUE ACCOUNT BUDGETARY REQUEST - CARBON MONOXIDE ALARM INSTALLATIONS (Pages 57 - 60)
[Portfolio Holder: Portfolio Holder for Housing (Operations)]

To request that Executive acknowledges and approves several budgetary increases and changes that have been unforeseen and unavoidable during the current financial year.

Recommendation

That the Executive approves a virement of £125,000 from the Stock Survey Budget to fund the carbon monoxide alarm installations.

11. HRA AFFORDABLE HOUSING - OCKFORD RIDGE - SALE OF 3 SHARED OWNERSHIP HOMES (Pages 61 - 66)
[Portfolio Holder: Portfolio Holder for Housing (Delivery)]

This report

- provides members with an overview of the delivery of homes at Laurel Close, Ockford Ridge, Godalming and details of three homes which are

- in a position to be sold as affordable shared ownership.
- Seeks Executive approval to the recommendation to sell the affordable shared ownership homes delivered to support meeting the need for affordable housing for those of all income levels.

Recommendation

It is recommended that

- Executive consider this report and information provided in Exempt Annexe 1 and approve the sale of the three shared ownership homes at Laurel Close, Ockford Ridge, Godalming, giving the Executive Head of Legal & Democratic Services authority to approve the final form of the agreements.
- Executive approve delegated authority for Head of Housing Services in consultation with Portfolio Holders for Housing (Delivery and Operations) to approve the future sale of percentages shares.

12. PRIVATE SECTOR HOUSING ENFORCEMENT POLICY (Pages 67 - 108)
[Portfolio Holder: Portfolio Holder for Housing (Operations), Portfolio Holder for Enforcement, Operations and Brightwells]

To introduce a new enforcement policy specifically for the private sector housing team to incorporate the recent changes to legislation affecting the private rented sector and to propose a charging structure for financial penalties imposed as a result of formal action to improve housing standards.

Recommendation

That the new Private Sector Housing Enforcement Policy is adopted by the Council.

13. REVIEW OF EXECUTIVE WORKING GROUPS - CIL ADVISORY BOARD AND LANDLORD SERVICES ADVISORY BOARD (Pages 109 - 114)
[Portfolio Holder: Leader of the Council and Portfolio Holder for Policy and Governance, Communications and Emergency Response]

This report seeks the Executive's agreement to changes to the Terms of Reference of the CIL Advisory Board and the Landlord Services Advisory Board.

Recommendation

It is recommended that:

1. With respect to the CIL Advisory Board, the quorum is revised to 2 Executive members and 2 non-Executive members.
2. With respect to the Landlord Services Advisory Board, the proposed changes to the membership and terms of reference are agreed, as set out in Annexe 1.

14. USE OF SPECIAL URGENCY PROCEDURES (Pages 115 - 118)
[Portfolio Holder: Leader of the Council and Portfolio Holder for Policy and Governance, Communications and Emergency Response]

This report provides an update to the Executive on the use of the procedure for taking an urgent key decision, in accordance with the provisions of Part 4.5, Paragraph 11.4 of the Council's Constitution.

Recommendation

That the Executive note the use of the urgency procedure for the taking of a key decision on 1, 29 and 30 November 2022.

15. EXCLUSION OF PRESS AND PUBLIC

To consider the following recommendation on the motion of the Chairman, if required:

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. 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
Fiona Cameron, Interim Democratic Services Manager, on 01483
523226 or by email at fiona.cameron@waverley.gov.uk**