

WAVERLEY BOROUGH COUNCIL

MINUTES OF THE EXECUTIVE - 6 JANUARY 2015

SUBMITTED TO THE COUNCIL MEETING – 17 FEBRUARY 2015

(To be read in conjunction with the Agenda for the Meeting)

Present

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| * Cllr Robert Knowles (Chairman) | * Cllr Donal O'Neill |
| * Cllr Julia Potts (Vice Chairman) | * Cllr Stefan Reynolds |
| * Cllr Brian Adams | * Cllr Stewart Stennett |
| * Cllr Carole King | * Cllr Adam Taylor-Smith |
| * Cllr Tom Martin | * Cllr Simon Thornton |

The Chairman welcomed Cllr Stewart Stennett as the newly-appointed Portfolio Holder for Housing Strategy and Delivery

111. MINUTES (Agenda item 1)

The Minutes of the Meeting held on 2 December 2014 were confirmed and signed as a correct record.

112. DECLARATIONS OF INTERESTS (Agenda item 3)

There were no declarations of interest raised under this heading.

113. QUESTIONS (Agenda item 4)

The Executive received a question from Ken Reed of Cranleigh in accordance with Procedure Rule 10:-

“In answer to my question, at a meeting of the Council in December, Cllr Adams said, “While the overall SHMA figure is Borough-wide, there is plenty of information in the SHMA which provides information on housing need in Cranleigh”. He then suggested that various tables showed how this need was assessed and ended by saying, “Finally Table 27 estimates Cranleigh’s future overall housing need. That is the complete record of what is required in Cranleigh”.

Table 27 shows an unvarnished requirement for “Newly arising need 2013 - 2031” across the Borough; the figures for each areas need is quoted as: Godalming 1,826; Farnham 3,217; Haslemere 812; Cranleigh 710; Rest of Borough 3,060. The total for the Borough for “Newly arising need 2013 - 2031 being 9,625. Hence the need for Cranleigh is just 7.4% of the total for the Borough taken as a whole.

The Draft SHMA and the latest consultation suggested that the total requirement for new dwellings up to 2031 is 8,450 or 470 per year. If Table 27 is the complete record of what is required in Cranleigh, then it follows that the need must be 7.4% of 8,450, i.e. 623 dwellings up to 2031 or 35 per

year. Hence the proposed development for 425 homes from Berkeley Homes is not required to meet a need in Cranleigh.

Would Cllr Adams please tell us what housing need figure for Cranleigh he believes the Council's evidence points to?"

The Portfolio Holder for Planning responded as follows:-

"Thank you for your question. These are unvarnished requirements to come to a final view about the right level of new housing for Cranleigh. Any final allocation for Cranleigh in the new Local Plan will depend on a range of factors including the final figure in the SHMA, the testing of alternatives to deliver new housing against sustainability criteria, infrastructure, availability of land and avoiding the Green Belt and areas of highest landscape and environmental importance.

It is not realistic to assume that the rest of the Borough will accommodate the figure referred to in Table 27 due to Green Belt, AONB and other landscape constraints.

I think you are aware that the proposed Berkeley Homes development was refused last night and the letter from the Secretary of State was not due to any action by a member of the public."

PART I - RECOMMENDATIONS TO THE COUNCIL

Background Papers

Unless specified under an individual item, there are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to the reports in Part I of these minutes.

114. SAFEGUARDING POLICIES - ADULTS AND CHILDREN (Agenda item 13)

114.1 Waverley's Safeguarding Policy was originally introduced in November 2012. Since this time, there have been a number of changes which need to be reflected in the Policy, including implementation of the Disclosure and Barring Service (DBS), changes to Waverley's senior management team and changes to the reporting and referral process to Surrey County Council. In addition, it was also considered timely to increase awareness of Waverley's safeguarding responsibilities and to implement a comprehensive training programme for all staff.

114.2 The Safeguarding Policy has been reviewed by key members of Waverley, representatives from Surrey County Council and the Waverley Locality Team and representatives from supporting organisations.

114.3 Best practice knowledge acquired from other local authorities and external organisations such as the Social Care Institute for Excellence was also collected and incorporated into the updated policy.

114.4 The following list includes the main changes that are being proposed:

- a) The document has been split into two separate policy documents, one for adults and one for children, in order to better highlight the differences in legislation and responsibilities.
- b) Safeguarding roles and responsibilities of Waverley, Surrey County Council and other organisations have been more clearly defined
- c) Improved information about government guidance and legislation has been included
- d) New information about types of abuse and how to recognise them has been included
- e) A clear set of procedures to follow in each policy have been included

114.5 Annexes 1 and 2 set out the new policy documents.

114.6 The adoption of updated Safeguarding Adults and Safeguarding Children policies will assist in a better understanding of the roles and responsibilities and the procedures that need to be followed when potential safeguarding issues are identified.

114.7 Corporate Overview & Scrutiny Committee considered the policies at its meeting on 25 November 2014 and was pleased to learn that a programme of training for all Council staff to raise awareness of safeguarding responsibilities had been completed recently, with more targeted training for certain staff as appropriate to their particular role. The Committee was concerned that training should be refreshed on a regular basis, and asked that this be confirmed as part of an annual report to the Committee on Safeguarding issues. The Committee felt that it would be helpful for Members to have a summary of the policies and information about who they should contact if they had safeguarding concerns about any residents or situations they encountered as part of their work in the community.

114.8 The Committee endorsed the adoption of the new Safeguarding Policies by the Executive. The Executive agreed that the Corporate Overview and Scrutiny Committee should receive an annual monitoring report on Safeguarding issues at Waverley and now

RECOMMENDS that

- 57. the revised Safeguarding Policies for Adults and Children be adopted.**

[Reason: to review the updated policies and recommend them to the Council for adoption].

PART II - MATTERS OF REPORT

The background papers relating to the following items are as set out in the reports included in the original agenda papers.

115. EXECUTIVE FORWARD PROGRAMME (Agenda item 5)

RESOLVED that the forward programme of key decisions for Waverley Borough Council be adopted, subject to the deletion of Superfast Broadband from the IT and Customer Services Portfolio.

116. MOTION FROM COUNCIL MEETING (Agenda item 6)

RESOLVED that officers be instructed to carry out detailed research with the Highways Authority and other partners and to report back when complete.

117. PETITION (Agenda item 7)

The Executive received a petition containing 1,601 valid signatures expressing concern about the closure and maintenance of the public toilets in Broadwater Park, Godalming and

RESOLVED that the following response be sent to the petitioner:-

“The matter was discussed at the Executive on 2 December and a decision taken by the Council meeting on 9 December 2014 to refurbish the toilets at Broadwater Park and for them to be maintained by an external contractor. There was never any intention to close the facilities and thank you for submitting the petition.”

118. BUDGET MANAGEMENT REPORT (Agenda item 8)

An addendum to the report was circulated proposing that a transport assessment be commissioned to provide evidence to help the Council reach a decision on housing numbers/distributions and assess the transportation impacts for delivering new development across the Borough.

RESOLVED that

1. the virement request from additional Planning Income to cover additional agricultural consultant's costs of £20,000 within Development Control appeals be approved;
2. slippage of £500,000 for Sheltered Housing Lighting within the HRA Capital Programme from 2014/15 to 2015/16 be agreed; and
3. the procurement of a transport study, as detailed in new paragraph 2.14, and a budget of up to £50,000 being vired from the general Local Plan consultancy budget.

[Reason: To provide an indication of the expenditure and income position for the 2014/15 budget compared with the approved budget for the General Fund and the Housing Revenue Account]

119. BUDGET UPDATE 2015/2016 (Agenda item 9)

Following the expected reduction in Government grant of 29% in 2015/16, it was questioned how much of the Council's total net General Fund budget would be covered by government grant. Subsequent to the meeting it was confirmed that it was 10.5% of the Council's budget.

RESOLVED that

1. the approach taken to the budget preparation for 2015/2016 be endorsed; and
2. the Overview and Scrutiny Committees be asked to consider the detailed budget proposals within their remit at their January meetings and to make any observations to the Executive.

[Reason: to outline the latest position on the 2015/2016 budget]

120. BRIGHTWELLS GOSTREY CENTRE - RESULTS OF FEASIBILITY STUDY FOR MOVING SERVICES TO A REDEVELOPED MEMORIAL HALL (Agenda item 10)

RESOLVED that

1. authority be given to officers to submit a planning application for the refurbishment and extension of the Memorial Hall in Farnham in line with the designs identified at Annexe 1 to the agenda report; and
2. the provision of up to £40,000 in the 2014/15 capital programme funded from the emergency schemes budget be agreed to take the proposed project to the planning stage and, subject to Council approval of the overall scheme, to progress to the tender stage for the construction of this new facility with the necessary consultancy support.

[Reason: to seek authority to submit a planning application and progress to the tender and build phases for this community facility]

121. CONTAMINATED LAND: POTENTIAL OPTIONS FOR FORMER LANDFILL SITE, WEYDON LANE, FARNHAM (Agenda item 11)

RESOLVED that

1. the short-term management plan for the site be agreed; and
2. a Special Interest Group (SIG) be established to assist the Portfolio Holder in reviewing the options and exploring alternative uses for the site in the longer term.

[Reason: to consider a number of options available for the site and agree a way forward]

122. SHARED OWNERSHIP IN WAVERLEY (Agenda item 12)

RESOLVED that the framework for prioritising shared ownership applications be agreed, which will come into effect immediately.

[Reason: to consider and agree a revised priority list for the allocation of shared ownership properties]

123. COMPLAINTS HANDLING IN WAVERLEY 2013/14 (Agenda item 14)

RESOLVED that

1. there should be a 'stand alone' policy for dealing with unreasonably persistent complainants; and
2. the timescale for dealing with Level 2 and 3 complaints should be increased from 10 to 15 working days.

[Reason: to respond to the review of the Council's policy on dealing with complaints]

124. COMPLAINTS ABOUT WAVERLEY'S SERVICES RECEIVED BY THE LOCAL GOVERNMENT OMBUDSMAN AND HOUSING OMBUDSMAN IN 2013/14
(Agenda item 15)

RESOLVED that the information contained within the report be endorsed.

[Reason: to receive information about complaints made to the Local Government Ombudsman and Housing Ombudsman Service]

125. PROPERTY MATTERS (Agenda item 16)

RESOLVED that

1. an easement of access be granted over Waverley-owned common land in Cranleigh, as shown on the plan at Annexe 1 to the agenda report, on the terms and conditions set out in (Exempt) Annexe 2, with other terms and conditions to be negotiated by the Estates and Valuation Manager; and
2. a surrender of the tenant's current lease of the premises at 17B Farnham Trading Estate, outlined in red on Annexe 3, be accepted and a new lease simultaneously completed for a term of years expiring in 2138, with the other terms and conditions as set out in (Exempt) Annexe 4.

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

126. PERFORMANCE MANAGEMENT EXCEPTION REPORT - QUARTER 2 (JULY - SEPT) 2014/15 (Agenda item 17)

RESOLVED that

1. the performance figures for Quarter 2 2014/15 (July – September 2014) be noted, as set out at Annexe 1 of the agenda report; and
2. the Overview & Scrutiny Committees be thanked for their observations regarding the Quarter 2 performance and their recommendations agreed, as follows:-
 - a. for indicator NI 195 – levels of litter, detritus, graffiti and fly-posting, the target should be increased to 90%;
 - b. for indicator LPL 3b – percentage of enforcement cases actioned within 12 weeks of receipt, the target should be increased to 80%; and

- c. for indicator LI8 – average annual rate of return on Council Investments above market rates, the target be revised in the 2015/16 Treasury Management Strategy to reflect performance against currently achievable levels of interest available on the market.

[Reason: to consider the performance management information for Quarter 2 and make any changes as necessary]

127. EXECUTIVE DIRECTOR'S ACTIONS (Agenda item 18)

The Executive noted the following action taken by the Executive Director after consultation with the Chairman and Vice-Chairman since its last meeting:-

- i. Emergency works to replace water main

To authorise emergency works to replace the water main at the Council Offices in Godalming which was in need of replacement due to age and condition, at a cost of £9,500.

The meeting commenced at 6.45pm and concluded at 7.41pm

Chairman