

GUILDFORD BOROUGH COUNCIL

EXECUTIVE

THURSDAY 6 FEBRUARY 2003

The decisions summarised below were taken by the Executive at the above-mentioned meeting and, subject to the call-in procedure referred to in Overview and Scrutiny Procedure Rule 69 and to Note (a) below, shall have effect 72 hours after the meeting.

NOTES:

- (a) Any decision marked “#” means that the item was deemed by the Clerk and Solicitor (and agreed by the Executive and Chairman of the Overview and Scrutiny Committee) to be a matter of urgency for the reason indicated and, in accordance with Overview and Scrutiny Procedure Rule 69 (f), such decision takes effect immediately and is therefore *not* subject to the call-in procedure.
- (b) The call-in procedure is as follows:
 - (i) the Chairman of the Overview and Scrutiny Committee; or
 - (ii) a minimum of three Members of the Councilmay require that a decision be referred to the Overview and Scrutiny Committee for review.
- (c) Members wishing to exercise their right to call-in a decision of the Executive should give notice in a written format to the Clerk and Solicitor. Such notice should be marked for the attention of John Armstrong who can be contacted by e-mail on armstrongj@guildford.gov.uk or by fax on 01483 444109.
- (d) A decision marked with an asterisk denotes that the matter is a “Key Decision” as set out in the Council’s Forward Plan. A Key Decision is defined as:
 - (i) a decision which is likely to result in significant expenditure or savings (of at least £100,000) having regard to the budget for the service or function to which the decision relates; or
 - (ii) a decision which is likely to have a significant impact on two or more wards within the Borough.

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Members of the Executive

*Councillor Fiona J White (Chairman)
*Councillor Vivienne Johnson (Vice-Chair)

*Councillor Tamsy Baker	*Councillor Andrew Hodges
*Councillor Keith Chesterton	*Councillor Lynda Strudwick
*Councillor Alan Dewhurst	*Councillor Jenny Wicks
*Councillor Andrew French	

* = Present

Councillors Keith Childs, David Goodwin, Peter Jennings and Sallie Thornberry were also in attendance.

Agenda Item No.		Officer(s) to Action Item
1	APOLOGIES FOR ABSENCE None.	
2	LOCAL CODE OF CONDUCT - DISCLOSURE OF INTERESTS <u>Personal Interests:</u> All Members present disclosed a personal interest in relation to Item No. 6 – Matters Referred to the Executive for Decision from Policy Panel (Housing and Community) – Grants to Voluntary Organisations: Recommended Allocations for 2003/04. <u>Nature of Interest:</u> The Members had been appointed as the Council's representatives on the various voluntary organisations referred to therein. <u>Prejudicial Interests:</u> Councillor Andrew French disclosed a prejudicial interest in relation to Item No. 9 – Treasury Management Borrowing Limits and Annual Strategy Report and Borrowing Approvals 2003/04, and left the meeting during consideration of the item. <u>Nature of Interest:</u> Councillor French is employed by Dresdner RCM's sister company, Dresdner Kleinwort Wasserstein.	
3	MATTERS CALLED IN FOR REVIEW BY OVERVIEW & SCRUTINY COMMITTEE No matters had been called in.	

4 **NOTICE OF MOTION DATED 13 OCTOBER 2002**

Decision:

That, in relation to the following Motion:

David
Searle

"That this Council impose a charge for parking at weekends in the area to the front and rear of the Old Millmead House building."

Policy Panel (Environment & Transport) be requested to consider a report on the proposal at its next meeting (10/3/03) and to submit appropriate recommendations to the Executive on 20 March 2003.

Reason for Decision:

To ensure that all relevant information in respect of likely costs/income and other operational details arising from the proposal contained in the Motion are available to enable the Executive to make a decision on the matter.

5 **SUPPLEMENTARY ESTIMATES 2002/03**

Noted.

6 **MATTERS REFERRED TO THE EXECUTIVE FOR DECISION**

(a) **Policy Panel (Housing & Community) – 23/1/03**

Decision:

That the following recommendations of the Policy Panel (Housing & Community) be adopted:

PPHC 66 – HOMELESSNESS ACT 2002: PROPOSED
CHANGES TO COUNCIL ALLOCATIONS POLICY

(I) That the Director of Housing and Health Services be authorised to implement the proposed changes to the Council's Allocation Scheme, as set out in the report submitted to the Panel.

Kim
Rippett

(II) That the Director of Housing and Health Services be authorised, in consultation with the Lead Member for Community Development, to make any further amendments to the Allocation Scheme in accordance with Government guidance and case law and any views expressed by the Council's partner Registered Social Landlords arising from consultation on the scheme.

(III) That the Director of Housing and Health Services be authorised, in consultation with the Clerk and Solicitor, to amend the review procedures to comply with the legislation.

(IV) That ~~to~~ a further report on the introduction of choice-based

lettings will be submitted to the ~~panel~~ Panel in due course.

6.2 Reason for Decision:

a) To amend the Council's Allocation Scheme to ensure compliance with the Homelessness Act 2002.

***PPHC 67 – GRANTS TO VOLUNTARY ORGANISATIONS:
RECOMMENDED ALLOCATIONS FOR 2003/04**

That, subject to confirmation of the required budgetary provision by the Council:-

Jane
Cavalier-
Smith

- (a) the proposed allocation of grants to voluntary organisations for 2003/04, as set out in the report submitted to the Panel, and the priorities should additional funding become available, be approved; and
- (b) the allocation of an additional £30,000 in 2003/04 to Guildford Action for Community Care, be approved.

Reason for Decision:

To confirm the allocation of grants to voluntary organisations for 2003/04.

PPHC 68 – ONE MILLION SUSTAINABLE HOMES INITIATIVE

That the "One Million Sustainable Homes" initiative be supported and that the desired standards be incorporated in the forthcoming review of Supplementary Planning Guidance.

Dave
Harnett

Reason for Decision:

To commit the Council to achieving the standards for the sustainability of housing set out in the "One Million Sustainable Homes" initiative.

**PPHC 71 – RESPONSIVE REPAIRS TO COUNCIL HOMES:
TENDER REPORT**

That the tender submitted by the Borough Housing Repairs Team for the provision of a responsive repair service be accepted, and that the Officers be requested to examine mechanisms to develop further partnership arrangements with external contractors for the repairs service.

Philip
O'Dwyer

Reason for Decision:

To accept the tender submitted by the Borough Housing Repairs Team as the most appropriate for the provision of the Council's responsive repairs service.

(b) **Policy Panel (Environment & Transport) – 27/1/03**

Decision:

That the following recommendations of the Policy Panel (Environment & Transport) be adopted, as amended:

PPET 62 – SURREY STRUCTURE PLAN (DEPOSIT DRAFT JANUARY 2003) AND DRAFT TRANSPORT STRATEGY FOR GUILDFORD/WOKING AREA

- (l) That the comments set out as Annex I to the report submitted to the Panel be endorsed as the Council's formal response to the deposit draft Surrey Structure Plan and the draft Transport Strategy for the Guildford/Woking area, subject to:-
- (i) the inclusion of the following comments in Chapter 3 – Sustaining the Environment:- “Guildford Borough Council supports the aims of the policies in this Chapter, it particularly welcomes the Policy SE2 (renewable energy and energy conservation) however, it objects to the detailed nature of many of the Policies in this Chapter”;
 - (ii) the amendment of Section 5.5 in relation to Chapter 4 – Infrastructure and Development to include “very strong” and therefore read “Members have already indicated their very strong desire to achieve 50% of all housing as affordable;
 - (iii) the inclusion of the comments in relation to Chapter 4 – Infrastructure and Development and Policy DN19 on Waste Management as detailed in the additional information circulated to the Panel.
- (l) That the implications of the Planning and Compulsory Purchase Bill on the future of development plans be noted.

Matthew
Evans

Reason for Decision:

To approve this Council's formal response to Surrey County Council's draft deposit Structure Plan and draft Transport Strategy for the Guildford and Woking area.

*PPET 64 – SERVICE AND FINANCIAL PLANNING – GENERAL FUND REVENUE ESTIMATES 2003/04

- (l) That the £150,000 set aside in the 2003/04 draft Revenue Estimates for expansion of the Green Box scheme to introduce a scheme for the collection of mixed paper be endorsed, subject to the agreement of Surrey Waste Management Ltd and its capacity to handle the increased volume of material generated.

David
Searle

- (II) That weekly Green Box collections be continued in the trial area and remain in place for at least six months following the introduction of the collection of mixed paper.
- (III) That, to enable the weekly Green Box collections to continue for the remainder of the current financial year, a supplementary estimate in the sum of £15,000 be approved.

Reason for Decision:

To improve the Council's recycling initiatives.

PPET 65 – PROPOSED ENERGY PARTNERSHIP BETWEEN REGIONAL DEVELOPMENT AGENCY (SEEDA) AND GUILDFORD BOROUGH COUNCIL

- (I) That the proposed energy partnership between SEEDA and the Council, to develop a comprehensive energy strategy for the Borough, be approved. Adrian Maunders
- (II) That the Director of Housing and Health Services be authorised to make the submission to SEEDA, as outlined in the report to the Panel and to request grant funding accordingly.
- (III) That, subject to SEEDA's approval of appropriate grant funding, the appointment of a Project Officer for the purposes of the proposal be approved on such terms as may be agreed by the Chief Executive in accordance with his existing delegated authority.
- (IV) That, subject to SEEDA's approval of appropriate grant funding, Contracts Procedure Rules be suspended to enable the Director of Housing and Health Services to appoint DWCL Consultants to carry out work for this joint project with SEEDA.

Reason for Decision:

To enable the Council, in partnership with SEEDA, to develop a comprehensive energy strategy for the Borough.

PPET 66 – PROPOSED CONSERVATION AREA AT BRIDGE STREET, GUILDFORD

- (I) That the area around Bridge Street, Guildford, as shown on the plan attached to the report submitted to the Panel, be designated as the "Bridge Street Conservation Area". Alison Davidson
- (II) That the Officers be authorised to undertake all necessary procedures to achieve the designation referred to in (I) above.

Reason for Decision:

To obtain approval for the designation of a new Conservation Area at Bridge Street, Guildford in order to protect the area from detrimental change.

PPET 67 – WODELAND AVENUE, GUILDFORD – TRAFFIC CALMING SCHEME

That the proposed one way traffic scheme for Mount Pleasant, Guildford, from A3100 Portsmouth Road to The Mount, be not supported.

Tim
Pilsbury

Reason for Decision:

In view of the road safety concerns previously expressed by the Police, it was not considered appropriate to pursue this matter further.

PPET 69 – CHANGES TO STAGECOACH BUS SERVICES AFFECTING ROUTE 20 (ALDRSHOT TO GUILDFORD) AND ROUTES 49 AND 50 (CAMBERLEY TO ALDRSHOT)

That the action of the Director of Environmental and Planning Services to write formally to Surrey County Council to register an objection to changing bus services affecting Routes 20A, 49 and 50 on the grounds that a reasonable number of people used these services and would be inconvenienced by the proposed changes and may resort to using cars, be endorsed.

Tim
Pilsbury

Reason for Decision:

To enable the Council to comment on proposed changes to bus services on Routes 20A, 49 and 50.

(c) **Policy Panel (Leisure) – 28/1/03**

Decision:

That the following recommendations of the Policy Panel (Leisure) be adopted, as amended:

* PPL 94 – ARBORICULTURAL (TREE) SURVEY – PROGRESS REPORT

- (I) That priority 1 tree survey works, scheduled for 2003/04, as identified in the report submitted to the Panel, be progressed.
- (II) That future bids to cover the shortfalls in revenue budgets for the tree survey works in the financial years 2004/05 and 2005/06 be treated as high priority when preparing the appropriate draft revenue estimates;
- (III) That Surrey County Council be requested, via the Guildford Local Committee, to carry out a comprehensive survey of its tree stock within the Borough.

Roger
Jones

- (IV) That the Director of Leisure Services be authorised to write formally to Surrey County Council and request that it carry out a survey of its tree stock within the Borough.

Reason for Decision:

In order to provide for the safety of the users of Guildford's Parks and Formal Open Spaces and reduce the risk claims against the Council for negligence in the care of its tree stock.

PPL 95 – ASH SKATE PARK DEVELOPMENT

That a sum of £45,000 be made available from the Inner Quadrant, Ash Section 106 Agreement to fund the installation of a Skate Park at Coronation Gardens, Ash Hill Road, Ash.

Roger
Jones

Reason for Decision:

In order to provide Skate Park facilities for young people in Ash and contribute to the Council's Skate Park Provision.

PPL 96 – FISH SUMMER HOLIDAY PROGRAMME – PROPOSED EXTENSION

- (I) That, subject to approval by the Council of additional funding of £13,900 for Summer holiday playschemes in the 2003/04 financial year:-

Katie
Webb

(a) the sum of £12,000 be allocated to support proposed summer holiday activities operating at Ash Manor School.

(b) the sum of £1,900 be allocated to the FISH Summer Holiday Programme in 2003 to replace the funding withdrawn by Disability Challengers used to employ staff to support children with disabilities.

- (II) That the extension of the FISH Summer Holiday Programme to three weeks be deferred until 2004.

Reason for Decision:

To facilitate additional play facilities for Summer 2003 prior to the proposed extension of the FISH Holiday Playscheme in 2004.

PPL 97 – FARNBOROUGH HILL POTTERY PROJECT: SUPPLEMENTARY ESTIMATE

That a supplementary estimate of £5,500 be approved in the 2002/03 financial year for the Farnborough Hill Pottery Project.

Jim Miles

Reason for Decision:

In order to secure the Lottery funding offered for the Farnborough Hill Pottery Project, the Council, as the originator of the Project, is required to make a contribution to the total overall project cost.

PPL 99 – GUILDFORD SPECTRUM – PROPOSED CHANGES TO CATERING

That the proposal to allow customers to consume their own food at Spectrum be rejected and that the current operating policy be endorsed.

Peter
Gunn

Reason for Decision

To endorse the current policy on food consumption at Spectrum for the reasons set out in paragraph 2.2 of the report to the Panel.

PPL 100 – GUILDFORD CREMATORIUM –GLAZING OF THE CLOISTER

That the proposed scheme for the glazing of the Cloister area at Guildford Crematorium be agreed in principle, and that a further report setting out details of the scheme, including the likely cost, be submitted to the Executive.

Keith
Hendry

Reason for Decision:

To put in place a simple, but effective, means of providing mourners with shelter during inclement weather.

PPL 103 – GUILDFORD SPECTRUM ASSET MANAGEMENT SURVEY UPDATE

- (I) That, given the paramount importance of Health and Safety considerations, all access to the roof at Spectrum should cease until the roof access system has been fully investigated.
- (II) That the Clerk and Solicitor be authorised to continue to take such further action as is necessary to pursue all claims against the contractor by the most appropriate route available.
- (III) That regular update reports regarding the progress of the Council's claim be submitted to Policy Panel (Leisure).

Les
Roberts

Reason for Decision:

To acknowledge the Health and Safety concerns highlighted by the relevant experts with regard to the roof access system at Guildford Spectrum and to endorse further action by the Clerk and Solicitor in respect of claims against the contractor.

(d) **Matters considered by more than one Panel/Committee**

Decision:

That the following recommendations of the Policy Panel (Environment & Transport) (PPET 63) and Planning Committee (4/2/03) be adopted:

DEVELOPMENT OF LAND ADJOINING FRIARY SHOPPING CENTRE, GUILDFORD

- (I) That the review of the development brief for the Friary Shopping Centre include full public participation and recognition of the forthcoming development proposals for Guildford Railway Station. John Davey
- (II) That a Members' Steering Group be established to consider the Friary Shopping Centre development brief. Steve Benbough
- (III) That regular progress reports be submitted to the Policy Panel (Environment & Transport) and Planning Committee for consideration.

Reason for Decision:

To ensure that clear, up-to-date planning guidance is available in respect of the future development of the area.

Decision:

That the following recommendations of Policy Panel (Environment & Transport) (PPET 68) and Policy Panel (Leisure) (PPL 101) be adopted, as amended:

REVIEW OF MEMBER LEVEL WORKING GROUPS

- (I) That the following working groups be disbanded on the basis that they have fulfilled the purpose for which they had been established: John Armstrong
- Retail Working Group
 - Green Garden Waste Recycling Group
 - Cultural Strategy Steering Group
 - Local Plan Members' Working Group
 - Planning Streamlining Working Group
- (II) That the following working groups should continue to meet until they have fulfilled the purpose for which they were established:-
- Energy Working Group
 - Green Housekeeping Board.
 - Parking Working Group
 - Sustainable Waste Management Working Group

Reason for Decision

To comply with the requirement to periodically review the continuation of the various Member level Working Groups, in accordance with Procedure Rule 17 (k).

7* MATTERS REFERRED TO THE EXECUTIVE FOR RECOMMENDATION TO COUNCIL

Decision:

That the financial recommendations of the Licensing Committee, the three Policy Panels and the Planning Committee in connection with:

SERVICE AND FINANCIAL PLANNING: GENERAL FUND REVENUE ESTIMATES 2003/04

be considered in conjunction with Item No. 11 below.

Policy Panel (Housing & Community) – 23/1/03

Recommend to Council (20/2/03):

That the following recommendation of the Policy Panel (Housing & Community) be adopted:

*** 65 - SERVICE AND FINANCIAL PLANNING: HOUSING REVENUE ACCOUNT ESTIMATES 2003/04**

- (I) That rents of Council dwellings be increased on average by 3.25% (£2.10 per week) from 7 April 2003, with individual rents being calculated to achieve formula rents within nine years, subject to Government guidelines on the maximum and minimum rents to be charged.
- (II) That the charges for Housing Revenue Account services for 2003/04, as submitted, be approved, subject to the reduction of the charge for "Help on Hand Fees: Other Tenancies" to the maximum permitted level for receipt of supporting people grant of £2.78.

Sue Reekie

Reason for Recommendation:

To assist the Council in finalising the Housing Revenue Account budget, including rents on Council dwellings for 2003/04.

8 * SERVICE AND FINANCIAL PLANNING: GENERAL FUND REVENUE ESTIMATES 2003/04 - EXECUTIVE

Noted.

9 * TREASURY MANAGEMENT BORROWING LIMITS, ANNUAL STRATEGY REPORT AND BORROWING APPROVALS 2003/04

Decision:

That the following amendments be made to Treasury Management Practice 1{5} - Credit and Counterparty Risk:

Gloria Nixon

- (a) the revision of the lending list and the criteria for creating and managing the approved lending list, as set out in paragraph 4.4 of the report submitted to the Executive.
- (b) the addition of money market funds and the Debt Management Account Deposit Facility to the lending list, as set out in paragraphs 4.5 and 4.6 of the report submitted to the Executive.

Reason for Decision:

To comply with the CIPFA Code of Practice for Treasury Management in the Public Services.

Recommend to Council (20/2/03):

- (I) That the Council adopts the borrowing limits calculated in accordance with Sections 44 and 45 of the Local Government and Housing Act 1989 as set out in paragraph 2.2 of the report submitted to the Executive.
- (II) That the temporary borrowing limit should remain at £9.5m for 2003/04.
- (III) That the limit on sums borrowed at variable interest rates be set at £9.5m for 2003/04.
- (IV) That the Treasury Management Strategy for 2003/04, as set out in Section 3 of the report submitted to the Executive, be adopted.
- (V) That the Basic Credit Approval for 2003/04 of £1,358,000 be allocated so that £150,000 is used to fund the General Fund Major Schemes Capital Programme and £1,208,000 for the Housing Capital Programme.

Reasons for Recommendation:

- To comply with the requirements of the CIPFA Code of Practice for Treasury Management in the Public Services for the Council to set borrowing limits and agree a treasury management strategy for 2003/04.
- To enable the Council to agree the allocation of the 2003/04 Basic Credit Approval.

10 * GUILDFORD SPECTRUM – BUSINESS RATES

Decision:

That a further report be submitted to the Executive on the various options open to the Council in respect of the use of the surplus moneys on the Revenue Account, which have accrued as a result of overpaid Business Rates.

Mike
Paddock

11 * **SERVICE AND FINANCIAL PLANNING: GENERAL FUND
REVENUE BUDGET – 2003/04**

Recommend to Council (20/2/03):

- (I) That the sum of £50,000 previously removed from the draft budget for the Special Works Programme be reinstated. Mike Paddock/
Sue Reekie
- (II) That additional provision be made in the 2003/04 General Fund Revenue Budget as follows:
- (a) Continued weekly Green Box collections - £110,000
- (b) Citizens Advice Bureau: provision of a money advice service - £17,000
- (III) That £5,000 of the £15,980 savings identified on the Parish Councils (Concurrent Functions) Grants budget for 2003/04, be allocated to the Arts and Sports Grants budgets for 2003/04.

- (IV) That, taking into account (I) (II) and (III) above, the level of General Fund budget requirement for the 2003/04 financial year be agreed as follows:

	£
Budget requirement per draft estimates as published	14,864,870
Changes to Committee Budgets as reported to the Executive on 19/12/02	(528,630)
Reduction in RCCO	(100,000)
Rodboro Buildings rent	(140,000)
Savings on non-employment related budgets	(60,520)
Further changes identified in para 3.2 of budget report	(60,470)
Change in contribution to Parking, Highways & Transport Reserve, as reported to the Executive on 19/12/02	(17,790)
Additional Housing Benefit & Council Tax Benefit grant, as reported to the Executive on 19/12/02	(200,000)
High priority service improvements approved by the Executive on 19/12/02	370,610
Technical Support for development brief for land adjoining Friary Shopping Centre	30,000
Extension of weekly Green Box collections	110,000
Additional allocation to GACC - Grants to Voluntary Organisations	30,000
Citizens Advice Bureau - Provision of a money advice service	17,000
Additional funding for Summer Holiday playschemes	13,900
Additional Sports and Arts Grants	5,000

Budget Requirement: 14,333,970

- (V) That the Borough Council's share of Council Tax at Band D be set at £120.64, an increase of 7.36% on 2002/03.
- (VI) That the surplus on the Collection Fund for 2002/03 be declared at £349,438 and split amongst the precepting authorities as follows:

	£
Surrey County Council	266,270
Surrey Police Authority	35,568

12 **EXCLUSION OF PUBLIC AND PRESS**

Decision:

That, in relation to Item 13 below, the public and press be excluded from the meeting on the grounds of the likely disclosure of exempt information as defined in the paragraph of Part 1 of Schedule 12A to the Local Government Act 1972 referred to in the heading to that item.

13 **GUILDFORD CIVIC (Paragraph 12)**

The latest position in connection with the Civic project was noted.