

To: All Councillors

When calling please ask for:

Emma McQuillan, Democratic Services Manager  
**Policy and Governance**

E-mail: [emma.mcquillan@waverley.gov.uk](mailto:emma.mcquillan@waverley.gov.uk)

Direct line: 01483 523351

Calls may be recorded for training or monitoring

Date: 4 February 2015

Dear Councillor

A Meeting of the CONVERSION OF PART OF ROWLAND HOUSE, CRANLEIGH was held on Tuesday, 3 February 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, DATE 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**

1. **CONVERSION OF PART OF ROWLAND HOUSE, CRANLEIGH**

The Executive has given approval for the submission of a planning application for change of use of part of Rowland House, Cranleigh to a fully wheelchair accessible flat.

**[CORPORATE OVERVIEW AND SCRUTINY COMMITTEE]**

*[Reason: to seek approval for the submission of a planning application].*

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