

To: All Members of the EXECUTIVE

When calling please ask for:

Fiona Cameron, Interim Democratic Services  
Manager

**Legal and Democratic Services**

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Calls may be recorded for training or monitoring

Date: 26 May 2023

**Membership of the Executive**

Cllr Paul Follows (Chair)  
Cllr Peter Clark (Vice Chair)  
Cllr Tony Fairclough  
Cllr Victoria Kiehl  
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, 6 JUNE 2023

TIME: 6.00 PM

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

The Agenda for the Meeting is set out below.

Yours sincerely

Susan Sale

Executive Head of Legal & Democratic Services & 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** (Pages 9 - 14)

To confirm the Minutes of the meetings held on 4 April 2023 and 11 May 2023.

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 30 May 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 30 May 2023.

6. LEADER'S AND PORTFOLIO HOLDERS' UPDATES

7. PUBLIC SPACES PROTECTION ORDERS DOG FOULING AND DOG CONTROLS (Pages 15 - 60)

The purpose of the report is to review feedback from the public consultation and consider the draft Public Spaces Protection Orders; and to seek Executive support for the draft Public Spaces Protection Orders relating to dog fouling and dog controls and a recommendation to the Council to make the Orders as set out.

**Recommendation**

The Executive is asked to recommend that the Council approves:

1. making the updated Public Spaces Protection Order No.1 relating to dog fouling.
2. making the updated Public Spaces Protection Order No.2 relating to dog controls.
3. the FPN level to be set at £100 for breach of the order, where offered as a disposal.

8. MEND GRANT FOR MUSEUM OF FARNHAM - APPROVAL OF ARTS COUNCIL'S TERMS AND CONDITIONS AND ENABLING OF ESSENTIAL WORKS TO WILMER HOUSE (Pages 61 - 76)

The purpose of the report is to obtain approval from the Executive to accept the terms and conditions of the MEND grant including a solicitor's undertaking to register a restriction on the property freehold. Acceptance of the grant and approval to award the contract for professional building services to Drake and Kannemeyer will enable the repair and conservation project to begin in the summer through to the commencement of the construction phase in spring 2024.

**Recommendation**

The Executive is asked to approve:

1. That the Joint Strategic Director of Community Wellbeing be given delegated authority to accept Arts Council England's Terms and Conditions for the MEND grant.
2. That the Joint Strategic Director of Community Wellbeing be given delegated authority to enter a Deed of Covenant in recognition of the fact that the project is to be part funded by Arts Council England. This shall include authorising the acceptance of the 'Certificate of Title and Deed of Grant' and the registry of a restriction on the property freehold

together with any other related necessary documentation, which prevents the disposition of the registered estate or the granting of a lease or license to a third party without the Arts Council's prior written consent. The term of the restriction shall be 15 years.

3. That the Joint Strategic Director of Community Wellbeing, be given delegated authority to approve the award of the contract for professional building services to Drake and Kannemeyer Chartered Surveyors and any related ancillary documents. This will be to provide the technical design and delivery of the project to RIBA Stage 4, to obtain and comply with statutory consents, to prepare the tender for the main contractor and report on the tenders obtained, administer the contract for the main contractor and ensure project delivery to an agreed programme and cost.
  4. A budget of £179,000 to be met from the MEND project funds be assigned for provision of professional property services, legal advice, and internal project management resource.
  5. The Executive recommends to Council that a budget of up to £275,000 be approved from capital receipts or the Property Investment Reserve. This will be to fund a potential budget gap if efforts to obtain external funding are unsuccessful or overall project costs are higher than predicted.
9. CRANLEIGH BUSINESS IMPROVEMENT DISTRICT (BID) BALLOT (Pages 77 - 98)

The purpose of this report is to provide background to the development of BIDs in the borough; to explain the implications and responsibilities of the Council and provide the information for the Executive in order for them to recommend that the Council vote in favour of the Cranleigh BID.

### **Recommendation**

The Executive is recommended:

1. To vote in support of the Cranleigh BID with the Council's two votes as a levy payer.
2. To delegate responsibility to cast the vote in the ballot for the Cranleigh BID to the Leader of the Council.
3. To note the annual cost to the Council of its levy contributions set out at 10.1, the cost of which have been included in the Medium Term Financial Plan (MTFP).
4. To agree to absorb the cost of the up-front capital cost of the BID levy collection software up to £43,000. This cost will be met by earmarked reserves and useable capital receipts.

10. HYBRID MAIL - RENEWAL OF CONTRACT (Pages 99 - 102)

The purpose of the report is to obtain Executive approval for the renewal of the hybrid mail contract.

**Recommendation**

It is recommended that the Executive approves the renewal of the hybrid mail contract with MBA for a period of two years at a cost of £250,000.

11. SERVICE PLANS 2023-26 (Pages 103 - 196)

Waverley's performance management framework helps ensure that Waverley delivers against all of its Corporate Priorities. Service Plans form an important part of this, setting out the business priorities for each service for the coming three years outlining how they will help to deliver the Council's priorities.

**Recommendation**

That the Executive:

1. consider the comments received from the Overview & Scrutiny Committees at paragraph 15.1 to this report.
2. approve the 2023-26 Service Plans, as set out in Annexes 1 – 12.

12. COST OF LIVING EXECUTIVE WORKING GROUP REPORT (Pages 197 - 228)

The report details the work of the Cost of Living Executive Working Group and the information gathered by the Group since September 2022 and recommends that the work be continued.

**Recommendation**

That the Executive:

1. approves the report of the Cost of Living Executive Working Group; and
2. agrees to re-establish the Cost of Living Executive Working Group (CoLEWG) in order for it to continue its work during 2023/24.

13. APPOINTMENT OF EXECUTIVE WORKING GROUPS

Report to follow.

14. EXECUTIVE APPOINTMENTS TO OUTSIDE BODIES

Report to follow.

15. EXCLUSION OF PRESS AND PUBLIC

To consider the following recommendation on the motion of the Chairman:

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. BROADWATER PARK (Pages 229 - 242)

**Recommendation**

It is recommended that the Executive approve the recommendations set out in the attached Exempt report.

17. 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](mailto:fiona.cameron@waverley.gov.uk)**