

To: All Councillors

When calling please ask for:  
Fiona Cameron, Interim Democratic Services  
Manager  
**Legal and Democratic Services**  
E-mail: [fiona.cameron@waverley.gov.uk](mailto:fiona.cameron@waverley.gov.uk)  
Direct line: 01483 523226  
Calls may be recorded for training or monitoring  
Date: 7 June 2023

Dear Councillor

A Meeting of the EXECUTIVE was held on Tuesday, 6 June 2023. 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, 14 JUNE 2023**. Members must notify Susan Sale, Executive Head of Legal and Democratic Services (Monitoring Officer) by e-mail, telephone or letter if they wish to refer a decision to the appropriate Overview and Scrutiny Committee. The Constitution requires that **five non-Executive Members 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

Susan Sale  
Executive Head of Legal and Democratic Services (Monitoring Officer)

## **NOTE FOR MEMBERS**

The item numbers below correspond to the item numbers on the Executive Agenda.

### **AGENDA**

#### 6. **PUBLIC SPACES PROTECTION ORDERS DOG FOULING AND DOG CONTROLS**

The Executive RESOLVED to recommend to Council that:

1. the updated Public Space Protection Order No.1 relating to dog fouling be approved.
2. the updated Public Space Protection Order No. 2 relating to dog control, as amended to remove Hollowdene Recreation Ground, Frensham, be approved.
3. the FPN level be set at £100 for breach of the order, where offered as a disposal.

Reason for the decision: To ensure that there are adequate controls in place to address issues caused by irresponsible dog owners, reduce harm to the environment and enable the whole community to enjoy the use of local public space.

**This matter is referred to Full Council for decision and is not available for call-in.**

#### 7. **MEND GRANT FOR MUSEUM OF FARNHAM - APPROVAL OF ARTS COUNCIL'S TERMS AND CONDITIONS AND ENABLING OF ESSENTIAL WORKS TO WILMER HOUSE**

The Executive RESOLVED that:

1. the Joint Strategic Director of Community Wellbeing be given delegated authority to accept Art Council England's Terms and Conditions for the MEND grant.
2. 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. 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.

Reason for the decision:

Accepting the MEND grant offer:

1. Arts Council England have formally offered Waverley Borough Council a Museum Estate and Development grant of £734,335 to carry out essential brickwork repairs to the front elevation of Wilmer House. The capital grant offer is subject to the acceptance of Arts Council England's Standard Terms and Conditions for the MEND Fund.
2. In recognition of the value of the grant Arts Council England require security against the asset for a period of 15 years. This involves the Council agreeing to enter a Deed of Covenant that includes the enactment of a restriction on Title over the freehold of the property. The restriction legally obligates the Council to maintain the property estate as a museum, preventing its disposal or any other arrangements with third parties without Arts Council England's prior written consent.

The procurement of professional property services:

3. The Council has carried out an open tender process to procure professional building services to design, coordinate and administer the delivery of the project. The invitation to tender required bidders to put forward a multidisciplinary team with a proven track record of success in the conservation and repair of historic buildings. The tender period closed on 28 April 2023 and Drake and Kannemeyer, with associate sub-contractors, were the only bidders. Based on the award criteria Drake and Kannemeyer scored highly for quality given their long-standing association with the project and offered an economically advantageous proposal by way of a fixed fee that aligns with the MEND budget for professional fees and services.

### **[Overview & Scrutiny – Resources]**

The Executive RESOLVED to recommend to Council that:

5. 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.

**This decision is referred to Full Council and is not available for call-in.**

8. CRANLEIGH BUSINESS IMPROVEMENT DISTRICT (BID) BALLOT

The Executive RESOLVED to:

1. vote in support of the Cranleigh BID with the Council's two votes as a levy payer.
2. delegate responsibility to cast the vote in the ballot for the Cranleigh BID to the Leader of the Council.
3. 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. 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.

Reasons for the decision:

1. Supporting BIDs forms part of the Council's existing and emerging Economic Development Strategy to support the high streets and a vibrant business economy in the borough.
2. The Council has invested in the BID development process since 2018, having commissioned a feasibility study and provided grant funding to each BID area.
3. The Council has a statutory responsibility to work with the BIDs and an opportunity to build a partnership with these stakeholders.

**[Overview & Scrutiny – Services]**

9. HYBRID MAIL - RENEWAL OF CONTRACT

The Executive RESOLVED to approve the renewal of the hybrid mail contract with MBA for a period of two years at a cost of £250,000.

Reason for the decision: To maintain and provide postal services to customers in the most cost effective and efficient manner. After completion of a desk top analysis of providers on the procurement framework, the current provider remains the most cost effective.

## **[Overview & Scrutiny – Services]**

### 10. SERVICE PLANS 2023-26

The Executive RESOLVED that, having considered the comments received from the Overview & Scrutiny Committees, the 2023-26 Service Plans be approved.

Reason for the decision: to ensure the service plans reflect the priorities of the Council.

**This item has already been considered by the Overview & Scrutiny Committees.**

### 11. COST OF LIVING EXECUTIVE WORKING GROUP REPORT

The Executive RESOLVED that:

1. the report of the Cost of Living Executive Working Group be approved, and
2. the Cost of Living Executive Working Group be re-established for 2023/24.

Reason for the decision: to ensure that the effects of the cost of living crisis continues to be well understood by the council and action is taken to alleviate the impact where possible.

**This matter is not available for call-in.**

### 12. APPOINTMENT OF EXECUTIVE WORKING GROUPS

The Executive RESOLVED to approve:

1. the re-establishment of the existing standing Executive Working Groups with membership to be advised by the relevant Portfolio Holder in due course:
  - Property, Assets and High Street Investment EWG (previously Asset Investment Advisory Board)
  - Community Infrastructure Levy (CIL) EWG (previously CIL Advisory Board)
  - Climate Change EWG to include air quality matters (previously Climate Emergency Governance Board)
  - Landlord Services EWG (previously Landlord Services Advisory Board)
2. the establishment of the following, additional standing Executive Working Groups with membership to be advised by the relevant

Portfolio Holder in due course:

- Sustainable Transport EWG
- Training Provision EWG
- Waste Strategy EWG
- Waverley Housing Delivery EWG

3. the establishment of the following Temporary Executive Working Groups, which lapse one-year from approval unless renewed by the Executive, with membership to be advised by the relevant Portfolio Holder in due course:

- Cost of Living EWG
- Contracts and External Services Review EWG
- Local Plan EWG

4. amendments to the Executive Working Group Protocol, shown in red as follows:

3. Any Executive member can propose to the Executive that an Executive Working Group should be established, and when making a proposal should:

(a) propose terms of reference and the scope of the task; and

(b) **classify the new group as either 'standing' i.e., will continue to sit until formally dissolved by the Executive or, 'temporary' i.e., driven by an event or time-sensitive issue. Temporary EWG's lapse one year from date of approval unless specifically renewed by the Executive.**

6. **Executive working groups may consist of a maximum of NINE members, comprised of:**

- A. The relevant portfolio holder, who will also chair the session.**
- B. FIVE other Waverley Borough Council members.**
- C. THREE other co-opted individuals (e.g., councillors from other authorities, relevant outside expertise) as non-voting members.**

Reason: to establish: to establish Executive Working Groups to support the work of the Executive in specific areas.

**The matter is no available for call-in.**

### 13. EXECUTIVE APPOINTMENTS TO OUTSIDE BODIES

The Executive RESOLVED to approve:

1. the appointments of Waverley representatives to Outside Bodies as shown in Appendix 1 to the agenda report.
2. the appointment of Champions:

Armed Forces Champions: the Mayor and the Leader of the

Council  
Brightwells Champion: Cllr Andy MacLeod

3. the nomination of members for appointment by the Surrey Leaders' Group:  
Surrey and Borders Partnership: Cllr Kika Mirylees  
Mental Health Partnership Board: Cllr Paul Follows  
Surrey Heartlands ICP: Cllr Liz Townsend

Reason for the decision: To ensure that the Council maintains and develops its relationships with key strategic and local organisations.

**This matter is not available for call-in.**

15. BROADWATER PARK

The Executive RESOLVED to approve the recommendations set out in the Exempt report.

**[Overview & Scrutiny – Resources]**

**For further information or assistance, please telephone Fiona Cameron,  
Interim Democratic Services Manager on 01483 523226**