

**Waverley Borough Council  
Key Decisions and Forward Programme**

This Forward Programme sets out the decisions which the Executive expects to take over forthcoming months and identifies those which are key decisions.

**A key decision** is a decision to be taken by the Executive which (1) is likely to result in the local authority incurring expenditure or making savings of above £100,000 and/or (2) is significant in terms of its effects on communities living or working in an area comprising two or more wards.

Please direct any enquiries about the Forward Programme to the Interim Democratic Services Manager, Fiona Cameron, at the Council Offices on 01483 523226 or email [committees@waverley.gov.uk](mailto:committees@waverley.gov.uk).

**Executive Forward Programme for the period 1st June, 2023 onwards**

TOPIC	DECISION	DECISION TAKER	KEY	ANTICIPATED EARLIEST (OR NEXT) DATE FOR DECISION	CONTACT OFFICER	PORTFOLIO HOLDER	O & S
Service Plans 2023-26	To approve the Service Plans 2023-2026.	Executive	Yes	6 Jun 2023	Executive Head of Organisational Development	Leader of the Council & Portfolio Holder for Policy, Governance and Communications	RESOURCE S O&S

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Cranleigh Business Improvement District (BID) - ballot	To consider the draft business case for the Cranleigh Business Improvement District (BID) and delegate authority to cast the vote on behalf of Waverley Borough Council in the ballot due to take place in June 2023.	Executive	Yes	6 Jun 2023	Executive Head of Regeneration and Planning Policy	Portfolio Holder for Planning and Economic Development	RESOURCES O&S
Contract Procurement - Hybrid mail provider	To award contract to provide Hybrid Mail services	Executive	Yes	6 Jun 2023	Executive Head of Communications & Customer Services	Deputy Leader of the Council & Portfolio Holder for Customer Services, Business Transformation and IT	Overview & Scrutiny - Services
MEND Grant for Museum of Farnham	To accept the grant and approve the Terms and Conditions.	Executive	Yes	6 Jun 2023	Executive Head of Commercial Services	Portfolio Holder for Community Services, Leisure and EDI	
Cost of Living Executive Working Group Report		Executive	No	6 Jun 2023	Louise Norie, Corporate Policy Manager	Leader of the Council & Portfolio Holder for Policy, Governance and Communications	

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Public Spaces Protection Order No.1 (Dog fouling) and Public Space Protection Order No.2 (Dog Controls)	To recommend to Council that the PSPO No.1 and PSPO No.2 are approved and made.	Executive Council	Yes	6 Jun 2023 18 Jul 2023	Executive Head of Regulatory Services		Overview & Scrutiny - Services
Broadwater Park		Executive Council	Yes	6 Jun 2023 18 Jul 2023	Peter Vickers, Executive Head of Finance (S1510)	Portfolio Holder for Finance, Assets and Property	
69 High Street, Godalming	Approval to submit Reg 3 planning application; approval of Supplementary Estimate	Executive Council	Yes	4 Jul 2023 18 Jul 2023	Executive Head of Regeneration and Planning Policy	Portfolio Holder for Finance, Assets and Property	RESOURCES O&S
Land at Six Bells Roundabout (Monkton Lane)	The Executive to decide on preferred future use of the land.	Executive	Yes	4 Jul 2023	Robin Taylor, Executive Head of Organisational Development, Chris Wheeler, Executive Head of Environmental Services	Councillor Kika Mirylees, Councillor Steve Williams	

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Woolmer Hill Recreation Ground 3G pitch	To award a contract.	Executive	Yes	4 Jul 2023	Executive Head of Regeneration and Planning Policy	Portfolio Holder for Community Services, Leisure and EDI	
Broadwater Park Pavilion	To award a contract.	Executive	Yes	4 Jul 2023	Matt Lank, Land Asset Manager	Portfolio Holder for Community Services, Leisure and EDI	
HRA - New Build Housing Delivery	Approval to progress new build housing schemes to planning and entry into a contract with build contractor, including budget allocations and delegations	Executive Council	Yes	4 Jul 2023 18 Jul 2023	Executive Head of Regeneration and Planning Policy	Co-Portfolio Holder for Housing (Delivery)	
Aids & Adaptations - Council Property	To agree a budget for A & A extension works.	Executive Co-Portfolio Holder for Housing Decisions	Yes	20 Jul 2023	Andrew Smith, Executive Head of Housing Services	Co-Portfolio Holder for Housing (Operations and Services)	O&S Resources, Landlord Services

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Fire equipment servicing contract procurement	Approval to enter into Fire Equipment Servicing contract with Sureserve Fire & Electrical, maximum contract duration 2023 to 2026	Co-Portfolio Holder for Housing (Operations and Services)	Yes	20 Jul 2023	Executive Head of Housing Services	Co-Portfolio Holder for Housing (Operations and Services)	Landlord Services EWG/O&S - Resources
Housing Asset Management IT solution	Approval to procure IT software and to agree annual fees	Executive Co-Portfolio Holder for Housing Decisions	Yes	20 Jul 2023	Andrew Smith, Executive Head of Housing Services	Co-Portfolio Holder for Housing (Operations and Services)	
Financial Outturn 2022/23, MTFP and HRA monitoring 2023/24	To note the position and make recommendations to Council as appropriate.	Executive	Yes	1 Aug 2023	Executive Head of Finance	Portfolio Holder for Finance, Assets and Property	RESOURCE S O&S
HRA - new build housing delivery	Approval of project business cases, budget allocations and delegations necessary to proceed.	Executive	Yes	1 Aug 2023	Louisa Blundell, Housing Development Manager	Co-Portfolio Holder for Housing (Delivery)	O&S - Resources

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Waverley and Farnham LCWIP	To approve the Waverley and Farnham Local Cycling and Walking Infrastructure Plans (LCWIP).	Executive	Yes	5 Sep 2023	Executive Head of Regeneration and Planning Policy	Portfolio Holder for Environment and Sustainability	SERVICES O&S
Farnham Park SANG land (Hale Road)	To consider the designation.	Executive	Yes	5 Sep 2023	Executive Head of Assets and Property	Portfolio Holder for Finance, Assets and Property	
Farnham Business Improvement District (BID) - draft business case	To consider the draft business case for the Farnham Business Improvement District (BID) and delegate authority to cast the vote on behalf of Waverley Borough Council in the ballot due to take place in September 2023.	Executive	Yes	5 Sep 2023	Abi Lewis, Executive Head of Regeneration and Planning Policy	Portfolio Holder for Planning and Economic Development	Resources O&S

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Godalming Business Improvement District (BID) - draft business case	To consider the draft business case for the Godalming BID and delegate authority to cast the vote on behalf of Waverley Borough Council in the ballot due to take place in September 2023.	Executive	Yes	5 Sep 2023	Executive Head of Regeneration and Planning Policy	Portfolio Holder for Planning and Economic Development	Resources O&S
Economic Development Strategy review	To approve the revised Economic Development Strategy.	Executive Council	Yes	5 Sep 2023 17 Oct 2023	Executive Head of Regeneration and Planning Policy	Portfolio Holder for Planning and Economic Development  Portfolio Holder for Planning and Economic Development	Services O&S
St James Court, East St, Farnham - options [E3]	To consider options for the long term future of St James Court.	Executive	Yes	5 Sep 2023	Executive Head of Housing Services	Co-Portfolio Holder for Housing (Operations and Services)	SERVICES O&S
Anti-Social Behaviour Policy	To approve a new ASB policy.	Executive	Yes	3 Oct 2023	Executive Head of Community Services	Portfolio Holder for Community Services, Leisure and EDI	O&S - Services

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Cranleigh Leisure Centre new build	To approve the updated scope and budget of the project, proceed with construction contract and relevant delegations to officers.	Executive	Yes	3 Oct 2023	Kelvin Mills, Executive Head of Commercial Services	Portfolio Holder for Planning and Economic Development	O&S - Services
Homelessness Prevention Strategy 2023-28	To approve the updated Homelessness Prevention Strategy, 2023-28	Executive	Yes	3 Oct 2023	Executive Head of Housing Services	Co-Portfolio Holder for Housing (Delivery)	Overview & Scrutiny - Services

#### Background Information

The agenda for each Executive meeting will be published at least 5 working days before the meeting and will be available for inspection at the Council Offices and on the Council's Website ([www.waverley.gov.uk](http://www.waverley.gov.uk)). This programme gives at least 28 days notice of items before they are considered at a meeting of the Executive and consultation will be undertaken with relevant interested parties and stakeholders where necessary.

**Exempt Information** - whilst the majority of the Executive's business at the meetings listed in this Plan will be open to the public and press, there will inevitably be some business to be considered which contains confidential, commercially sensitive or personal information which will be discussed in exempt session, i.e. with the press and public excluded. These matters are most commonly human resource decisions relating to individuals such as requests for early or flexible retirements and property matters relating to individual transactions. These may relate to key and non-key decisions. If they are not key decisions, 28 days notice of the likely intention to consider the item in exempt needs to be given.

This is formal notice under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that part of any of the Executive meetings listed below may be held in private because the agenda and reports or annexes for that meeting contain exempt information under Part 1 of Schedule 12A to the Local Government Act 1972 (as amended), and that the public



interest in withholding the information outweighs the public interest in disclosing it. Where this applies, the letter [E] will appear after the name of the topic, along with an indication of which exempt paragraph(s) applies, most commonly:

[E1 – Information relating to any individual; E2 – Information which is likely to reveal the identity of an individual; E3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information); E5 Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings; E7 – Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime].