

**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 August, 2023 onwards**

TOPIC	DECISION	DECISION TAKER	KEY	ANTICIPATED EARLIEST (OR NEXT) DATE FOR DECISION	CONTACT OFFICER	PORTFOLIO HOLDER	O & S
Fire equipment servicing contract procurement	Approval to enter into Fire Equipment Servicing contract with Sureserve Fire & Electrical, maximum contract duration 2023 to 2026	Executive Co-Portfolio Holder for Housing Decisions	Yes	20 Jul 2023	Executive Head of Housing Services	Co-Portfolio Holder for Housing (Operations and Services)	Landlord Services EWG; O&S Resources

TOPIC	DECISION	DECISION TAKER	KEY	ANTICIPATED EARLIEST (OR NEXT) DATE FOR DECISION	CONTACT OFFICER	PORTFOLIO HOLDER	O & S
Ex council property buy-back	Purchase of an ex-council owned bungalow.	Executive Co-Portfolio Holder for Housing Decisions	Yes	20 Jul 2023	Executive Head of Housing Services	Co-Portfolio Holder for Housing (Operations and Services)	Landlord Services EWG /O&S Resources
Damp and Mould Policy	To adopt a Damp and Mould Policy for council-tenanted homes.	Executive Co-Portfolio Holder for Housing Decisions	Yes	20 Jul 2023	Executive Head of Housing Services	Co-Portfolio Holder for Housing (Operations and Services)	Landlord Services EWG /O&S Resources

TOPIC	DECISION	DECISION TAKER	KEY	ANTICIPATED EARLIEST (OR NEXT) DATE FOR DECISION	CONTACT OFFICER	PORTFOLIO HOLDER	O & S
Local Authority Housing Fund - delivery of additional affordable homes	Approval to progress with acquisition of additional affordable homes on the open market and allocation of a small number of new build homes for use by refugees through the allocation of funding from the DLUHC Local Authority Housing Fund and relevant delegations to officers.	Executive	Yes	1 Aug 2023	Executive Head of Housing Services	Co-Portfolio Holder for Housing (Delivery)	Overview & Scrutiny - Resources

TOPIC	DECISION	DECISION TAKER	KEY	ANTICIPATED EARLIEST (OR NEXT) DATE FOR DECISION	CONTACT OFFICER	PORTFOLIO HOLDER	O & S
New Build Housing Delivery - Chiddingfold	<p>To enter into contract with a contractor to undertake demolition of existing homes and delivery of 26 new homes and associated works across five sites with relevant delegations to officers.</p> <p>To recommend to Council approval of additional budget from reserves.</p>	Executive  Council	Yes	1 Aug 2023  August 2023	Executive Head of Regeneration and Planning Policy	<p>Co-Portfolio Holder for Housing (Delivery)</p> <p>Co-Portfolio Holder for Housing (Delivery)</p>	Overview & Scrutiny - Resources

TOPIC	DECISION	DECISION TAKER	KEY	ANTICIPATED EARLIEST (OR NEXT) DATE FOR DECISION	CONTACT OFFICER	PORTFOLIO HOLDER	O & S
69 High Street, Godalming	<p>To approve the Outline Business Case; to approve delegations to enable submission of a planning application, granting a 15-year commercial lease, and procuring and entering into contracts for construction and related professional services.</p> <p>To recommend to Council approval of a capital budget of £1.9m including £230k to progress to detailed design phase and submission of a planning application.</p>	Executive  Council	Yes	1 Aug 2023  August 2023	Executive Head of Regeneration and Planning Policy	Portfolio Holder for Finance, Assets and Property	Overview & Scrutiny - Resources

TOPIC	DECISION	DECISION TAKER	KEY	ANTICIPATED EARLIEST (OR NEXT) DATE FOR DECISION	CONTACT OFFICER	PORTFOLIO HOLDER	O & S
Asset Transfer Policy and Asset Disposal at less than best consideration policy	To approve policies to enable the transfer of assets to Town and Parish councils.	Executive	Yes	1 Aug 2023	Executive Head of Assets and Property, Executive Head of Regeneration and Planning Policy	Portfolio Holder for Finance, Assets and Property	Overview & Scrutiny - Resources
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
Housing Asset Management IT solution	Approval to procure IT software and to agree annual fees	Executive Co-Portfolio Holder for Housing Decisions	Yes	31 Aug 2023	Andrew Smith, Executive Head of Housing Services	Co-Portfolio Holder for Housing (Operations and Services)	Overview & Scrutiny - Resources
Land at Six Bells Roundabout (Monkton Lane)	The Executive to decide on preferred future use of the land.	Executive	Yes	5 Sep 2023	Robin Taylor, Executive Head of Organisational Development, Chris Wheeler, Executive Head of Environmental Services	Portfolio Holder for Environment and Sustainability, Portfolio Holder for Finance, Assets and Property	Overview & Scrutiny - Resources

TOPIC	DECISION	DECISION TAKER	KEY	ANTICIPATED EARLIEST (OR NEXT) DATE FOR DECISION	CONTACT OFFICER	PORTFOLIO HOLDER	O & S
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	Overview & Scrutiny - Services
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	Overview & Scrutiny - Resources
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)	Overview & Scrutiny - Services
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	3 Oct 2023	Executive Head of Regeneration and Planning Policy	Portfolio Holder for Planning & Regeneration and Economic Development	Overview & Scrutiny - Resources

TOPIC	DECISION	DECISION TAKER	KEY	ANTICIPATED EARLIEST (OR NEXT) DATE FOR DECISION	CONTACT OFFICER	PORTFOLIO HOLDER	O & S
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	3 Oct 2023	Abi Lewis, Executive Head of Regeneration and Planning Policy	Portfolio Holder for Planning & Regeneration and Economic Development	Resources O&S
Equality, Diversity and Inclusion Policy	To adopt the EDI Policy.	Executive	Yes	3 Oct 2023	Executive Head of Organisational Development	Portfolio Holder for Community Services, Leisure and EDI	Overview & Scrutiny - Resources
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



TOPIC	DECISION	DECISION TAKER	KEY	ANTICIPATED EARLIEST (OR NEXT) DATE FOR DECISION	CONTACT OFFICER	PORTFOLIO HOLDER	O & S
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 & Regeneration 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
Equalities, Diversity & Inclusion Policy	To approve a corporate EDI Policy	Executive	Yes	3 Oct 2023	Executive Head of Organisational Development	Portfolio Holder for Community Services, Leisure and EDI	Overview & Scrutiny - Resources
Corporate Strategy 2023-2027	To recommend a revised Corporate Strategy to Council.	Executive Council	Yes	3 Oct 2023 17 Oct 2023	Executive Head of Organisational Development	Leader of the Council & Portfolio Holder for Policy, Governance and Communications	Overview & Scrutiny - Resources

TOPIC	DECISION	DECISION TAKER	KEY	ANTICIPATED EARLIEST (OR NEXT) DATE FOR DECISION	CONTACT OFFICER	PORTFOLIO HOLDER	O & S
Economic Development Strategy review	To approve the revised Economic Development Strategy.	Executive Council	Yes	28 Nov 2023 12 Dec 2023	Executive Head of Regeneration and Planning Policy	Portfolio Holder for Planning & Regeneration and Economic Development  Portfolio Holder for Planning & Regeneration and Economic Development	Services O&S

#### 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].