

MINUTES
OF A MEETING OF THE
EXECUTIVE

held on 28 June 2018
Present:

Cllr D J Bittleston (Chairman)
Cllr A Azad (Vice-Chair)

Cllr A C L Bowes Cllr Mrs B A Hunwicks
Cllr K M Davis Cllr C S Kemp
Cllr D Harlow

Also Present: Councillors A-M Barker, J E Bond, A J Boote, M A Bridgeman, I Eastwood, D E Hughes and L M N Morales.

1. MINUTES

RESOLVED

That the minutes of the meetings of the Executive held on 22 March 2018 and 21 May 2018 be approved and signed as true and correct records.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor M I Raja.

3. URGENT BUSINESS

[NOTE: In accordance with Section 100B (4) of the Local Government Act 1972, the Leader of the Council ruled that the following item be dealt with as Urgent Business due to the need to address public concern.]

[NOTE: In accordance with the Member's Code of Conduct, Councillor K M Davis declared a non-pecuniary interest in the item arising from being a minor shareholder of Marston's PLC. The interest was such that speaking and voting was permissible.]

[NOTE: In accordance with the Member's Code of Conduct, Councillor I Eastwood declared a non-pecuniary interest in the item arising from his position on the Surrey County Playing Field Association. The interest was such that speaking was permissible.]

The Leader of the Council, Councillor Bittleston, introduced the tabled paper regarding the Children's Play Area at West Byfleet Recreation Ground. The meeting was paused in order for Members and those attending the meeting to read the report. The Leader advised that all Members would be given the opportunity to speak on the Urgent Business item. In introducing the item the Leader also drew attention to the Council's leadership and

Executive arrangements. It was noted that the Leader and Executive Members had received emails from local residents expressing concern at the delay in implementing improvements to the Children's Play Area.

The Portfolio Holder for Leisure and Cultural Services, Councillor Kemp, apologised to residents for the breakdown in communication between the Council and residents. Councillor Kemp explained that the Executive, at its meeting on 4 February 2016, had agreed to finance from the New Homes Bonus the replacement of adventure play equipment in West Byfleet Recreation Ground at a project cost of £35,000. In addition, residents had secured £25,000 from Surrey County Council. The project was added to the Council's Investment Programme in February 2018 at a total cost of £60,000. The Executive was advised that the tabled report set out an alternative approach which had been discussed by Officers. It was explained that, in recognition of West Byfleet as the second largest centre in the Borough and with the planned residential developments at Broadoaks and in West Byfleet Centre, Officers were of the view that it might be more appropriate to build a larger play facility with an investment requirement of circa £300,000.

Attention was drawn to three questions which had been submitted by Councillor Bond and which had been tabled at the meeting. Regarding the first question, the Portfolio Holder again apologised for the breakdown in communication and advised that a decision would be sought on the way forward. Regarding the second question concerning ownership, the Leader confirmed that the Executive at its meeting on 2 February 2017 had agreed to the sale of land at West Byfleet Recreation Ground. Regarding the third question concerning joint venture, the Leader advised that the Council did not have a Joint Venture with Marston's as the Council was not funding the potential development.

The Leader reminded the Ward Councillors that they had all received the proposals and minutes of the 2 February 2017 and that Councillor Bond was in attendance at the meeting. The Leader also pointed out that Councillor Bond misrepresented the advice he had received from Officers in May this year.

Following comments raised about the potential development of a family pub/restaurant in West Byfleet, the Executive noted that material planning considerations, such as loss of green space, would need to be robustly addressed by the developer in its planning application. It was highlighted that the Executive was only considering the play area at the meeting, and that the potential development of a family pub would be a matter for the Planning Committee.

Regarding procedures, Members were reminded to discuss issues with relevant Portfolio Holders should a satisfactory response not be received from Officers.

The Executive considered the two proposals set out in the tabled report. Following a question, it was noted that neither option was dependant upon any investment from Marston's or similar.

The Portfolio Holder stated that residents should make a decision on the Children's Play Area and proposed that Officers be asked to undertake a public consultation with residents over the summer and for a report to be brought back to the Executive on 13 September 2018. The Portfolio Holder advised that he would be happy to talk to residents and Ward Councillors about the play area. The Executive welcomed the proposed public engagement and agreed that a consultation with residents should be undertaken over the summer and that a commitment regarding timescale for delivery could be made at the meeting on 13 September 2018.

RESOLVED

- That (i) Officers be asked to undertake a public consultation with residents regarding the Children's Play Area in West Byfleet Recreation Ground over the summer; and
- (ii) a report be brought back to the Executive at its meeting on 13 September 2018.

Reason: To address public concern regarding the Children's Play Area at West Byfleet Recreation Ground.

4. DECLARATIONS OF INTEREST

In accordance with the Members' Code of Conduct, the Leader of the Council, Councillor D J Bittleston, Councillor Mrs B A Hunwicks and Councillor C S Kemp declared a non-pecuniary interest in minute item 8 – Economic Development Strategy Annual Report 2017-18, minute item 9 – Treasury Management Annual Report 2017-18, minute item 11 – Risk Management and Business Continuity Annual Report and minute item 12 – Performance and Financial Monitoring Information arising from their positions as Directors of the Thamesway Group of Companies. The interests were such that speaking and voting were permissible.

In accordance with Officer Procedure Rules, the Chief Executive, Ray Morgan, Deputy Chief Executive, Douglas Spinks, Strategic Director, Sue Barham and Head of Democratic and Legal Services, Peter Bryant, declared an interest in minute item 8 – Economic Development Strategy Annual Report 2017-18, minute item 9 – Treasury Management Annual Report 2017-18, minute item 11 – Risk Management and Business Continuity Annual Report and minute item 12 – Performance and Financial Monitoring Information arising from their positions as Directors of the Thamesway Group of Companies. The interest was such that speaking was permissible.

In accordance with Officer Procedure Rules, the Chief Executive, Ray Morgan declared an interest in minute item 8 – Economic Development Strategy Annual Report 2017-18, minute item 9 – Treasury Management Annual Report 2017-18, minute item 11 – Risk Management and Business Continuity Annual Report and minute item 12 – Performance and Financial Monitoring Information arising from his position as a Director of Victoria Square Woking Limited. The interest was such that speaking was permissible.

In accordance with Officer Procedure Rules, the Deputy Chief Executive, Douglas Spinks, and Head of Democratic and Legal Services, Peter Bryant, declared an interest in minute item 8 – Economic Development Strategy Annual Report 2017-18, minute item 9 – Treasury Management Annual Report 2017-18, minute item 11 – Risk Management and Business Continuity Annual Report and minute item 12 – Performance and Financial Monitoring Information arising from their positions as Directors of Woking Necropolis and Mausoleum Limited, Brookwood Park Limited and Brookwood Cemetery Limited. The interests were such that speaking was permissible.

In accordance with Officer Procedure Rules, the Chief Executive, Ray Morgan, and the Deputy Chief Executive, Douglas Spinks, declared an interest in minute item 8 – Economic Development Strategy Annual Report 2017-18, minute item 9 – Treasury Management Annual Report 2017-18, minute item 11 – Risk Management and Business Continuity Annual Report and minute item 12 – Performance and Financial Monitoring

Information arising from their positions as Directors of Export House Limited. The interests were such that speaking was permissible.

In accordance with Officer Procedure Rules, the Chief Executive, Ray Morgan, and the Head of Democratic and Legal Services, Peter Bryant, declared an interest in minute item 8 – Economic Development Strategy Annual Report 2017-18, minute item 9 – Treasury Management Annual Report 2017-18, minute item 11 – Risk Management and Business Continuity Annual Report and minute item 12 – Performance and Financial Monitoring Information arising from their positions as Directors of Dukes Court Owner T S a r l. The interests were such that speaking was permissible.

5. QUESTIONS

No written questions had been submitted under Section 3 of the Executive Procedure Rules.

6. NOTICE OF MOTION - CLLR A-M BARKER - TACKLING PLASTICS

At its meeting on 5 April 2018, the Council referred the following Notice of Motion to the Executive.

Councillor A-M Barker

“Tackling Plastics

Council is concerned that:

300 million tons of new plastic is made worldwide each year.

There is now a ratio of 1:2 plastic to plankton in our oceans.

Only 12% of plastic waste in the UK is reprocessed.

Council notes

There are many practical alternatives to plastics available for straws, cups and takeaway food containers that are either reusable or sustainable.

Freedom Leisure, our leisure facilities operator, has recently committed to reduce plastic and coffee cup waste.

Council commits to

Reduce as far as possible the use of disposable plastics in its offices and other facilities.

Work with local businesses to support them in reducing their use of disposable plastics.

Promote the use of reusable hot drinks cups to employees, contractors, business partners and local businesses.”

Councillor Barker attended the meeting and advised the Executive that the Motion had been intended to be submitted to Council in February 2018. Councillor Barker acknowledged that the Motion was somewhat out of date and that the Council had undertaken much work to reduce plastic in its offices. Councillor Barker commented that the Council needed to promote its work to reduce plastics. The Leader advised that it was not possible for the Motion to be edited and that it would be dealt with at Full Council.

RECOMMENDED to Council

That the Motion be not supported as the action sought by it is already being taken.

7. COMMUNITY INFRASTRUCTURE LEVY (CIL)

The Executive received a report which sought approval to delegate authority to the Deputy Chief Executive to carry out the administration of Community Infrastructure Levy (CIL) enforcement as prescribed by the Community Infrastructure Levy Regulations 2010 (as amended). Regarding the amount of CIL contributions received, the Executive was informed that some £1.7m had been received to date. The Executive noted that 40% of CIL income went towards SANG provision and a percentage to the local community where the development occurred. It was noted that no CIL money had been distributed.

Following a question regarding deadlines in paragraph 1.6 of the report, the Deputy Chief Executive advised that the Government set prescribed decision targets for applications of either 8 weeks, 13 weeks or 16 weeks. It was explained that the Joint Committee had resolved that the Infrastructure Working Group would make recommendations to the Joint Committee about how monies collected using the CIL would be spent in accordance with the published Regulation 123 list.

RESOLVED

- That (i) Delegated authority be given to the Deputy Chief Executive in consultation with the Portfolio Holder for Planning to administer CIL enforcement in accordance with Regulations 80 to 92 of the Community Infrastructure Levy Regulations 2010 (as amended);
- (ii) Delegated authority be given to the Deputy Chief Executive in consultation with the Portfolio Holder for Planning to, when justified, withdraw a CIL Liability Notice issued by the Council in accordance with Regulation 65(7) of the Community Infrastructure Regulations 2010 (as amended);
- (iii) Delegated authority be given to the Head of Democratic and Legal Services to administer CIL enforcement in accordance with Regulations 93 to 111 of the Community Infrastructure Levy Regulations 2010 (as amended); and
- (iv) Delegated authority be given to the Deputy Chief Executive for the administration of Community Infrastructure Levy under Part 8 of the Community Infrastructure Levy Regulations 2010 (as amended).

Reason: To ensure the effective and efficient administration of CIL enforcement without the risk of a successful legal challenge.

8. ECONOMIC DEVELOPMENT STRATEGY ANNUAL REPORT 2017-18

The Executive received the Economic Development Strategy Annual Report 2017-18 which provided activity updates on the recommendations set out in the Strategy. It was noted that the Economic Development Task Group had considered the report at its meeting on 28 March 2018. The Portfolio Holder for Economic Development, Councillor Davis, advised the Executive that 325 prospective employees had attended the Careers Fair and the Fair had received positive feedback on social media. It was confirmed that the Council owned 55% of retail space in the Borough, which predominantly included the freehold of Peacocks and Wolsey Place Shopping Centres.

Following a question regarding Victoria Gate, Officers advised that discussions had taken place with the owner and Officers were optimistic that a tenant would be announced shortly. Regarding Woking One (Albion House), Officers reported that the developer had secured a tenant for all of the office space and that the retail space was under discussion.

It was noted that ED 8 on page 22 of the agenda pack referred to an Enterprise M3 (EM3) bid for funds for a Sustainable Transport Improvement scheme which would be discussed later on the agenda. The Executive was informed that the bid had been given the go ahead to proceed to the next stage of the bidding process.

Regarding ES 8 on page 25 of the agenda pack concerning investigating why Woking was below Surrey and the South East for certain size of companies, Councillor Barker asked whether it could be a suitable research project for a student placement. The Executive was advised that Officers could look to facilitate with Surrey University should an opportunity arise.

The Executive thanked the Business Liaison Team for producing the Borough's new inward investment guide 'Choose Woking'.

RESOLVED

- That (i) Officers continue to carry out the recommendations identified in the Economic Development Strategy 2017-22; and
- (ii) the Economic Development Task Group continues to monitor the Economic Development Strategy on a bi-annual basis.

Reason: To ensure successful delivery of the Economic Development Strategy 2017-22 and to agree that the activities that are ongoing are supported.

9. TREASURY MANAGEMENT ANNUAL REPORT 2017-18

The Executive received a report on Treasury Management performance for 2017-18 in accordance with the Council's policy on Treasury Management. Following a question regarding Dukes Court, it was noted that Dukes Court was expected to be transferred to the Council in the Autumn and that the Dukes Court company would be wound up by the end of year. Officers confirmed that no significant costs would be incurred, in the context of the scale of investment, if the transfer was delayed.

RESOLVED

That the annual report on Treasury Management performance for 2017/18 be received, and the compliance with the Council's approved arrangements be noted.

Reason: To receive the annual report on Treasury Management performance for 2017/18 in accordance with the Council's policy on Treasury Management.

10. WOKING INTEGRATED TRANSPORT PACKAGE

The Executive received a report which sought approval for the Council to support a bid for further Enterprise M3 funding for a Woking Sustainable Transport Package (STP). The Executive was informed that the schemes had been discussed at the Joint Committee. It was highlighted that the Woking rail station entrance scheme concerned the north side (Town side) of the station.

RESOLVED

That a £1.4m contribution to the Woking Sustainable Transport Package (STP) bid be agreed to cover the Lockfield Drive pedestrian and cycle bridge scheme (estimated cost £800,000) and the Woking rail station entrance scheme (estimated cost £600,000) be agreed.

Reason: To support a bid for further Enterprise M3 funding for sustainable transport.

11. RISK MANAGEMENT AND BUSINESS CONTINUITY ANNUAL REPORT

The Executive received the annual report on Risk Management and Business Continuity. The Executive noted the work to implement an Alternative Premises Plan at the Leisure Centre in order to provide robust resilience for the Council should the Civic Offices be destroyed or inaccessible.

RESOLVED

That the report be noted and that Risk Management processes remain sound and that work is ongoing to update Business Continuity arrangements within the Council.

Reason: The continuous development of the Council's Risk Management Strategy and Business Continuity Management Plan is essential to ensure the security of services to citizens.

12. PERFORMANCE AND FINANCIAL MONITORING INFORMATION

The Executive considered the Performance and Financial Monitoring Information (Green Book), March 2018 and April/May 2018. Regarding the March 2018 Green Book, discussion ensued on the reduction in car park revenue and possible causes. Officers advised that season tickets would be looked at in the autumn review. The Chief Executive urged the Executive to not offer car parking discounts. Following a question regarding the purchase of a property in Old Woking High Street, Officers confirmed that the site would be used for storage as an operational depot.

Following discussion on the April/May 2018 Green Book, the Executive was informed that there were nearly 1,600 hits to the Voter ID pages on the Council's website. Members also discussed temporary accommodation in Sheerwater.

RESOLVED

That the Performance and Financial Monitoring Information, March 2018 and April/May 2018, be received.

Reason: To manage the performance of the Council.

This document was published on Friday, 29 June 2018 and the decisions within it will be implemented on Monday 9 July 2018, subject to call-in.

The meeting commenced at 7.00 pm
and ended at 8.50 pm.

Chairman: _____

Date: _____