



**TO THE CHAIRMAN AND MEMBERS OF THE  
EXECUTIVE**

You are hereby summoned to attend a meeting of the Executive to be held on Monday, 22 June 2020 at 7.00 pm. The meeting will be held virtually and webcast live through the Council's website in accordance with the Coronavirus Act 2020 and The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (S.I.2020 No. 392).

Please note the meeting will be filmed and will be broadcast live and subsequently as an archive on the Council's website ([www.woking.gov.uk](http://www.woking.gov.uk)). The images and sound recording will also be used for training purposes within the Council. The broadcast will be stopped when the confidential/Part II items on the agenda are reached. By joining the meeting remotely, you are consenting to being filmed.

The agenda for the meeting is set out below.

RAY MORGAN  
Chief Executive

## **AGENDA**

### **PART I - PRESS AND PUBLIC PRESENT**

1. Minutes

To approve the minutes of the meeting of the Executive held on 27 February 2020 as published.

2. Apologies for Absence

3. Urgent Business

To consider any business that the Chairman rules may be dealt with under Section 100B(4) of the Local Government Act 1972.

4. Declarations of Interest (Pages 7 - 8)

- (i) To receive declarations of interest from Members and Officers in respect of any item to be considered at the meeting.
- (ii) In accordance with the Members' Code of Conduct, Councillor D J Bittleston declares a non-pecuniary interest in any items concerning the companies of which he is a Council-appointed director. The companies are listed in the attached schedule. The interests are such that speaking and voting are permissible.

- (iii) In accordance with the Members' Code of Conduct, Councillor A Azad declares a non-pecuniary interest in any items concerning the companies of which she is a Council-appointed director. The companies are listed in the attached schedule. The interests are such that speaking and voting are permissible.
- (iv) In accordance with the Members' Code of Conduct, Councillor C S Kemp declares a non-pecuniary interest in any items concerning the companies of which he is a Council-appointed director. The companies are listed in the attached schedule. The interests are such that speaking and voting are permissible.
- (v) In accordance with the Members' Code of Conduct, Councillor D Harlow declares a non-pecuniary interest in any items concerning the companies of which she is a Council-appointed director. The companies are listed in the attached schedule. The interests are such that speaking and voting are permissible.
- (vi) In accordance with the Members' Code of Conduct, Councillor G S Cundy declares a non-pecuniary interest in any items concerning the companies of which he is a Council-appointed director. The companies are listed in the attached schedule. The interests are such that speaking and voting are permissible.
- (vii) In accordance with the Officer Employment Procedure Rules, the Chief Executive, Ray Morgan, declares a disclosable personal interest (non-pecuniary) in any items concerning the companies of which he is a Council-appointed director. The companies are listed in the attached schedule. The interests are such that Mr Morgan may advise the Executive on those items.
- (viii) In accordance with the Officer Employment Procedure Rules, the Deputy Chief Executive, Douglas Spinks, declares a disclosable personal interest (non-pecuniary) in any items concerning the companies of which he is a Council-appointed director. The companies are listed in the attached schedule. The interests are such that Mr Spinks may advise the Executive on those items.
- (ix) In accordance with the Officer Employment Procedure Rules, the Director of Legal and Democratic Services, Peter Bryant, declares a disclosable personal interest (non-pecuniary) in any items concerning the companies of which he is a Council-appointed director. The companies are listed in the attached schedule. The interests are such that Mr Bryant may advise the Executive on those items.
- (x) In accordance with the Officer Employment Procedure Rules, the Director of Finance, Leigh Clarke, declares a disclosable personal interest (non-pecuniary) in any items concerning the companies of which she is a Council-appointed director. The companies are listed in the attached schedule. The interests are such that Mrs Clarke may advise the Executive on those items.
- (xi) In accordance with the Officer Employment Procedure Rules, the Director of Housing, Louise Strongitharm, declares a disclosable personal interest (non-pecuniary) in any items concerning the companies of which she is a Council-appointed director. The companies are listed in the attached schedule. The interests are such that Mrs Strongitharm may advise the Executive on those items.
- (xii) In accordance with the Officer Employment Procedure Rules, the Director of Finance, Leigh Clarke, declares a disclosable personal interest (non-pecuniary) in any items concerning Woking Football Club and/or the GolDev Woking Limited development. The interest arises from (i) her husband having a small shareholding in Woking Football Club and (ii) being a Council-appointed director of Kingfield Community Sports Centre Limited. The interest is such that Mrs Clarke may advise the Executive on those items.
- (xiii) In accordance with the Officer Employment Procedure Rules, the Director of Legal and Democratic Services, Peter Bryant, declares a disclosable personal interest (non-pecuniary) in any items concerning Woking Football Club and/or the GolDev Woking Limited development. The interest arises from (i) him being a member of the Cards

Trust (the supporters' club for Woking Football Club), (ii) providing occasional unpaid assistance to Woking Football Club, e.g. acting as returning officer at the election of directors and (iii) being a Council-appointed director of Kingfield Community Sports Centre Limited. The interest is such that Mr Bryant may advise the Executive on those items.

## Questions

5. To deal with any written questions submitted under Section 3 of the Executive Procedure Rules. Copies of the questions and draft replies will be available electronically at the meeting.

## Notices of Motion

At its meeting on 13 February 2020, the Council referred the following Notices of Motion to the Executive for consideration.

6. Notice of Motion - Cllr A-M Barker - Fireworks EXE20-024 (Pages 9 - 10)  
Reporting Person – Corporate Management Group
7. Notice of Motion - Cllr G Chrystie - Confidential Reporting at Council and Committees EXE20-025 (Pages 11 - 12)  
Reporting Person – Corporate Management Group

## Matters for Recommendation

8. Brookwood Cemetery Masterplan EXE20-008 (Pages 13 - 222)  
Reporting Person – Douglas Spinks
9. Caring for Children and Young People Policy - HR Policy for Woking Borough Council Employees EXE20-016 (Pages 223 - 266)  
Reporting Person – Ray Morgan

## Matters for Determination

10. Woking Borough Council's Response to COVID 19 - Update EXE20-042 (Pages 267 - 324)  
Reporting Person – Ray Morgan
11. Flood Risk Management EXE18-033 (Pages 325 - 338)  
Reporting Person – Geoff McManus
12. Executive Undertakings - Woking Football Club (PLAN/2019/1176) and Egley Road (PLAN/2019/1177) Planning Applications EXE20-039 (Pages 339 - 346)  
Reporting Person – Peter Bryant

13. Woking Walk In Centre (WIC) Consultation Update EXE20-032 (Pages 347 - 352)  
Reporting Person – Ray Morgan
14. Regulation of Investigatory Powers Act 2000 - Annual Monitoring Report EXE20-006 (Pages 353 - 356)  
Reporting Person – Peter Bryant
15. Write off of Irrecoverable Debt EXE20-023 (Pages 357 - 360)  
Reporting Person – Leigh Clarke
16. Risk Management and Business Continuity Annual Report EXE20-019 (Pages 361 - 366)  
Reporting Person – Ray Morgan

### **Performance Management**

17. Performance and Financial Monitoring Information  
Please bring to the meeting your copy of the latest Performance and Financial Monitoring Information (Green Book).
18. Monitoring Reports - Projects EXE20-005 (Pages 367 - 380)  
Reporting Person – Ray Morgan

### **Exclusion of the Press and Public**

19. The Chairman will move and the Vice-Chair will second:-  
“That the press and public be excluded from the meeting during consideration of items 20 and 21 in view of the nature of the proceedings that, if members of the press and public were present during these items, there would be disclosure to them of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A, to the Local Government Act 1972.  
  
Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information).”

## **PART II – PRESS AND PUBLIC EXCLUDED**

### **Matters for Recommendation**

20. Victoria Square Update EXE20-044 (Pages 381 - 466)  
Reporting Person – Ray Morgan

### **Matters for Determination**

21. Commercial Tenant Management EXE20-043 (Pages 467 - 472)  
Reporting Person – Ray Morgan

AGENDA ENDS

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For further information regarding this agenda and arrangements for the meeting, please contact Julie Northcote on 01483 743053 or email [julie.northcote@woking.gov.uk](mailto:julie.northcote@woking.gov.uk)



**Mixed Sources**

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