

# Minutes of a Meeting of the Executive held on Tuesday 1<sup>st</sup> December 2015 at Pippbrook, Dorking, from 7.00pm to 8.01pm

Present:

Executive Members: Councillors Vivienne Michael (Deputy Leader in the Chair), Howard Jones, Paul Newman, Corinna Osborne-Patterson and Charles Yarwood.

Non-Executive Members: Councillors Stephen Cooksey, Simon Ling and Chris Townsend.

## 43. Minutes

**RESOLVED:** That the minutes of the meeting of the Executive held on 20<sup>th</sup> October 2015 be approved as a correct record and signed by the Deputy Leader.

## 44. Apologies for Absence

Apologies for absence were received from Councillors Lucy Botting, Lynne Brooks, James Friend and Sarah Seed.

## 45. Disclosure of Interests

None.

## 46. Councillor Question Time

None.

## 47. Report of the Scrutiny Committee

The Scrutiny Committee met on 5<sup>th</sup> and 17<sup>th</sup> November and considered a number of items which were included on the Executive agenda for 1<sup>st</sup> December 2015. The Chairman of the Scrutiny Committee, with the approval of the Deputy Leader, undertook to submit feedback to the Executive during their consideration of each report.

The Committee had also received a number of external scrutiny items, including annual reports from three of the four organisations who received grants from the Council of £10,000 or more. Citizens Advice Mole Valley, the East Surrey Domestic Abuse Service and Voluntary Action Mid Surrey had all given updates on their activities over the past 12 months and also some of the key challenges facing each service.

RideLondon attended the Committee meeting on 17<sup>th</sup> November, to provide feedback to Members on the cycle event held earlier in the year. The Chairman advised that, although a number of learning points were mentioned, feedback from the meeting seemed to indicate that residents were appreciative of the work RideLondon had put into keeping them informed about the race and the resulting road closures.

## 48. Month 7 – 2015/16 Business and Budget Monitoring

The Executive considered a report detailing progress made so far in 2015/16 to deliver on the Council's priorities. The Deputy Leader noted that the project ratings and performance indicators were very encouraging and drew Members' attention to those indicators which had performed better than the targets set, notably the percentage of major applications processed within 13 weeks, the percentage of food businesses with a 'Scores on the door' of 3 or over, and the customer satisfaction score following the use of the Telecare Service alarm service. The Deputy Leader also reported that, further to the update on the Hope Springs Eternal project included in the report, the Heritage Lottery Fund, at recent quarterly visit, had been very pleased with progress on the project.

Councillor Stephen Cooksey asked a number of questions regarding the information contained in the report. In response to a question regarding when 'The Clean High Street Pledge' would be

extended to High Streets other than Bookham, the Executive Member for Environment advised that the campaign would be rolled out across the district early in the New Year. With regard to the distribution of freepost mailshots on the Infrastructure Needs Assessment, the Deputy Leader confirmed that they had certainly been delivered in her area and she knew of a number of other areas which had also received them. More detail in respect of deliveries would be provided to Councillor Cooksey. In the absence of the Executive Member for Planning, the Deputy Leader undertook to ask her to respond directly to Councillor Cooksey in respect of his question regarding when the Economic Development team restructure would be finalised and when Members would be re-consulted on it, and his request for an update on the overspend on the Strategic Management Team arising from difficulties in the recruitment of strategic planning managers.

**RESOLVED:** That the Council's performance and financial position for the end of October (Month 7) 2015/16 be noted.

#### **49. Transform Leatherhead - Consultation**

The Executive considered a report on the outcomes of the consultation undertaken so far in respect of the Transform Leatherhead project and proposals for the second stage public consultation.

The Chairman of the Scrutiny Committee reported that during the Committee's discussion of the report, one Member had expressed their disappointment that the report did not address the lack of youth provision in Leatherhead and felt that more should be done to provide support for young people living in the area. Another Member had highlighted that the fifth objective for the town centre did not include support for the theatre as part of its aim to enhance the leisure, entertainment and cultural offer in Leatherhead town centre. The Chairman stressed however, that although Members had highlighted items that were not included in the document, the Committee's view was that this should be taken as positive given some of the radical proposals for Leatherhead town centre that had not received comment. The Committee had also felt that it needed to be recognised that should the aims of the project be fully realised it would lead to significant change in Leatherhead and although not all of these changes would be welcomed by everybody, getting people engaged with the project should be seen as a positive. Overall the Committee had felt that the extensive work undertaken by Officers and Members to ensure that there was a wide range of responses to the initial consultation deserved to be recognised, as it had been a sizeable achievement to get the level of public engagement with the Council's plans for Leatherhead.

The Executive Member for Town Centres advised that further ideas and constructive criticism were welcome throughout the consultation process and encouraged as many people as possible to respond to the second stage of the consultation.

**RESOLVED:**

- (1) That the reports on consultation feedback and baseline reports attached at Appendices 1 and 2 to the report submitted be noted.
- (2) That the material in Appendix 3 to the report submitted be used as the basis for the second stage public consultation.

#### **50. Recommendation to Accept the Offer from the Principal Contractor for the Refurbishment of the Pippbrook Civic Offices, Dorking**

A report confirming the offer made by the approved single supplier contractor under the Scape framework agreement in respect of the refurbishment of the Pippbrook Civic Offices was considered by the Executive.

The Chairman of the Scrutiny Committee reported that the Committee had questioned whether the £200,000 contingency fund built into the budget was adequate to cover any anticipated risks and whether the work could be completed within the planned timescale, although reassurance had been given by the Executive Member for Property and Parking and officers. Apart from these concerns, the Chairman confirmed that the Scrutiny Committee had no objections to the Executive accepting the course of action set out in the report.

With regard to the concern about the contingency fund, the Executive Member for Property and Parking advised that, as part of its consideration of the project and offer, the Pippbrook Working Group had carefully scrutinised the project's risk register. Members and officers had been satisfied that a contingency fund of £200,000 was a realistic provision. The Executive Member thanked the Pippbrook Working Group for its input into the project thus far and noted that it had now fulfilled its current terms of reference. He suggested that the terms of reference of the Group be amended to allow it to monitor the progress and implementation of the works. The Executive supported this proposal in principle and it was agreed that revised terms of reference be submitted to a future meeting for approval.

**RESOLVED:**

- (1) That the offer in the sum of £3.689m from Willmott Dixon Public & Commercial Limited (formerly known as Willmott Dixon Capital Works Limited) for the construction works be accepted. When added together with the fees for professional services, costs associated with move management and the decant strategy and the provision of new furniture this is within the overall budget of £4.5m.
- (2) That, based on their offer, the contract for these works be awarded to Willmott Dixon to act as principal contractor for the refurbishment of the Pippbrook Civic Offices.
- (3) That the Pippbrook Working Group be asked to monitor the implementation of the refurbishment works and revised terms of reference for the Working Group be submitted to a future meeting of the Executive for approval.

**51. Anti-Social Behaviour Powers – Policy Framework**

The Executive considered a single policy framework for dealing effectively with incidents of anti-social behaviour across Mole Valley.

The Chairman of the Scrutiny Committee reported that the Committee had made a number of suggestions for additional information to be included within the document to add clarity to the information provided. It was noted that the document before the Executive had been amended accordingly. The Committee had discussed the Community trigger power, powers to deal with businesses acting in an anti-social manner and how the new powers would deal with anti-social behaviour by children under 16 years old. In order for the new powers to be successful, the Committee was of the view that more promotion was required to highlight to local communities the options available to them to tackle anti social behaviour. It was also suggested that as well as promoting the powers through the Council's website and social media, thought needed to be given to how the information would be disseminated to those residents who did not have regular access to a computer.

The Deputy Leader advised that following approval of the Policy Framework, the most effective methods of promotion would be considered, including methods which did not rely on internet access. With regard to the delegation of the power to issue Community Protection Notices to Housing Associations in Mole Valley, the Deputy Leader confirmed that it would be the choice of the Housing Association to take up this delegation and if they chose not to the District Council would retain the power to issue the Notices. Any delegation would be subject to a delegation agreement between the two parties to ensure that the policies of each organisation were in sync. It was agreed that recommendation (2) should be amended to include this proviso.

**RESOLVED:**

- (1) That the new Anti-Social Behaviour Powers Policy Framework attached at Appendix A to the report submitted be approved.
- (2) That the delegation of the power to issue Community Protection Notices under the Anti-Social Behaviour, Crime and Policing Act 2014 to Housing Associations in Mole Valley be approved, subject to a satisfactory delegation agreement between Mole Valley District Council and the

## 52. Community Infrastructure Levy – Draft Charging Schedule

Following its approval of the draft charging schedule for consultation purposes in July 2015, an amended draft schedule was considered by the Executive. The Executive Member for Rural Economies and Cycling, on behalf of the Executive Member for Planning, outlined the amendments which had been made to the Schedule and supporting documents following the additional assessment.

The Chairman of the Scrutiny Committee reported that concern had been expressed about the Infrastructure Delivery Plan included within the report, as there was a view that Members should have been directly consulted about the content. It had also been suggested that the projects set out in the scheme should be prioritised. However, following an explanation from officers, the Committee was reassured that the Infrastructure Delivery Plan did not necessarily reflect the infrastructure priorities in the district and was only needed as part of the CIL process to demonstrate that there were infrastructure projects in Mole Valley and that there was a short fall in funds to deliver these projects. The Chairman advised that, apart from the concern about the Infrastructure Delivery Plan section of the report, the report had been welcomed by Members as it was seen as crucial for the Council to get CIL in place as soon as possible. The Committee had also recognised the significant amount of work undertaken by officers to prepare the report and had congratulated them on the quality of the document.

The Deputy Leader concurred in the comments of the Scrutiny Committee with regard to the quality of the document and commended officers on an excellent piece of work.

### **RESOLVED:**

- (1) That the draft charging schedule and supporting documents be approved for consultation purposes.
- (2) To **RECOMMEND** that Council approves the draft charging schedule for submission to examination.
- (3) To **RECOMMEND** that Council approves the draft policies on (i) discretionary relief and (ii) payment by instalments.
- (4) To **RECOMMEND** that Council approves the supporting evidence documents to accompany the draft charging schedule.