

To the Members of the Scrutiny Committee.

Your attendance is requested at a meeting of the Scrutiny Committee to be held in the Council Chamber, Pippbrook, Dorking on **TUESDAY 4th MARCH 2014 at 7.00pm** for the transaction of the business set out in the following agenda.



ANGELA GRIFFITHS  
Corporate Head  
24<sup>th</sup> February 2014

Members of the Committee: Councillors Stephen Cooksey (Chairman), Dave Howarth (Vice-Chairman), Lynne Brooks, Clare Curran, Paula Hancock, Raj Haque, Phil Harris, Chris Hunt, Roger Hurst, Paul Newman and Paul Potter

Substitutes: Margaret Cooksey, Mary Cooper, Rosemary Dickson, Tessa Hurworth, Caroline Salmon

**The Chairman would like to remind Members that they have the opportunity to ask Officers questions, in respect of issues concerning matters of detail or for further clarification, prior to the meeting.**

#### AGENDA

**1. Minutes**

To approve as a correct record the minutes of the Scrutiny Committee meetings held on 28th January 2014.

**2. Apologies for Absence**

To receive apologies for absence.

**3. Disclosure of interests**

To receive any disclosures of interests from Members (either disclosable pecuniary interests or non pecuniary interests) in relation to any items included on the agenda for this meeting in accordance with the Council's Code of Conduct.



- 4. Flooding Review** -
- To receive a presentations on the response to the recent incidents of flooding from:
1. a representative from the Environment Agency
  2. the Council's Strategic Leadership Manager
- 5. Community Safety Presentation** -
- To receive a presentation on the work being undertaken in partnership by the Council in regard of Community Safety.
- 6. Service Update: Community Support Services** -
- The Committee is asked to receive a brief overview from the Community Support Services Manager on the performance of the Service to date and to raise any comments or recommendations it sees fit regarding the future issues facing the Service.
- 7. Amendment to the Terms of Reference of the Highways Delegation Scrutiny Panel** 3
- The Committee is asked to approved the proposed amendment to the Terms of Reference of the Highways Delegation Scrutiny Panel.
- 8. Scrutiny Committee Work Programme 2013/214** 7
- The Committee is asked to note its Work Programme, the Executive Forward Plan and receive the following notes from Scrutiny Panels:-
- Car Parking Scrutiny Panel—15th January 2014
  - Waste Management Scrutiny Panel—18th December 2013 & 12th February 2014
- 9. Urgent Items** -
- To consider any items of business, other than those shown on this agenda and which, by reason of special circumstances to be stated at the meeting, in the opinion of the Chairman, should be considered at the meeting as a matter of urgency.

If you require a copy of this agenda, any of the reports within it or a large print version of the agenda, please telephone Simon Trevaskis on **01306 879384** or e-mail: [simon.trevaskis@molevalley.gov.uk](mailto:simon.trevaskis@molevalley.gov.uk)

## Agenda Item 7

<b>Strategic Management Team Lead Officer</b>	Angela Griffiths, Corporate Head of Service for Democratic Services
<b>Author</b>	Simon Trevaskis
<b>Telephone</b>	01306 879384
<b>Email</b>	simon.trevaskis@molevalley.gov.uk
<b>Date</b>	4 <sup>th</sup> March 2014

<b>Subject</b>	Highways Delegation Scrutiny Panel: Revised Terms of Reference
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### RECOMMENDATIONS

The Committee is asked to approve the revised terms of reference for the Highways Delegation Scrutiny Panel.

### SUMMARY

At the Scrutiny Committee meeting on 22<sup>nd</sup> October 2013 it was agreed that a Scrutiny Panel would be set up to investigate the possibility of transferring the responsibility for some horticultural maintenance alongside highways in the District from Surrey County Council Highways to Mole Valley District Council.

Since the establishment of the Panel, meetings have been held with Surrey County Council and it has become apparent that it could be financially viable for the Council to take on responsibility for these services. As such a highways horticultural maintenance contract would be included as part of the retendering process for the Council's grounds maintenance and arboricultural contracts.

With this work having taken place, it means that the original terms of reference for the Panel have been negated. At its meeting on 11<sup>th</sup> February 2014 Members agreed that there would be merit in maintaining the Panel to follow the tender process through to its conclusion later in 2014.

The Scrutiny Committee is asked to approve a change to the terms of reference of the Panel .

### HIGHWAYS DELEGATION SCRUTINY PANEL: REVISED TERMS OF REFERENCE

- 1.1. The Highways Delegation Scrutiny Panel held its first meeting on 11<sup>th</sup> February 2014. At the meeting it was apparent that from the work already undertaken by officers, the original remit of the Panel was no longer relevant.
- 1.2. It was agreed that there would be merit in continuing the Panel to follow the tender process for the highways horticultural contract and reporting its finds back to the Scrutiny Committee.
- 1.3. Therefore the Scrutiny Committee is asked to accept the revised terms of reference as set out in Annex A of this report.

## **CORPORATE IMPLICATIONS**

**Legal Implications** - None arising from this report.

**Financial and Risk Implications** - None arising from this report

**Equalities Implications** - None arising from this report

**Employment Issues** - None arising from this report

**Sustainability Issues** - None arising from this report

**BACKGROUND PAPERS** - None.

**TERMS OF REFERENCE**

<b>Name of Panel</b>	Devolution of Highways Functions Scrutiny Panel
<b>Members</b>	7 Members
<b>Corporate Head(s) of Service</b>	Steve Ruddy
<b>Scrutiny Support Officer</b>	Simon Trevaskis
<b>Panel scope</b>	The Panel is asked to:- <ol style="list-style-type: none"> <li>1. Review the contract specification.</li> <li>2. Review the Executive report and feed comments into the Scrutiny Committee's consideration of said report</li> </ol>
<b>Timescales</b>	Meetings throughout the tender process:  April 2013: Review Draft contract specifications September (TBC) Review Progress



## Agenda Item 8

<b>Strategic Management Team Lead Officer</b>	Angela Griffiths, Corporate Head of Service for Democratic and Legal Services
<b>Author</b>	Simon Trevaskis
<b>Telephone</b>	01306 879384
<b>Email</b>	simon.trevaskis@molevalley.gov.uk
<b>Date</b>	4 <sup>th</sup> March 2014

<b>Subject</b>	Scrutiny Work Programme 2013/2014
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### RECOMMENDATIONS

- 1.1 That the Committee considers its Work Programme and the Executive's Forward Plan and determine if it wishes to amend the Work Programme.

### SUMMARY

- 2.1 The purpose of this report is to inform the Scrutiny Committee on the reports due to be received by itself and the Executive in the near future.

### BACKGROUND

- 3.1 Attached are copies of the Forward Plan and the Scrutiny Committee Work Programme. Also attached for the Committee's information is the notes from the Car Parking Scrutiny Panel meeting held on 15<sup>th</sup> January 2014 and the notes of the Waste Management Scrutiny Panel meetings held on 18<sup>th</sup> December 2013 and 12<sup>th</sup> February 2014.
- 3.2 The Council is required to publish the Forward Plan monthly, setting out Key Decisions to be taken over the next four months.
- 3.3 The Plan is submitted to the Scrutiny Committee to enable the Committee to be aware of forthcoming issues to be considered.
- 3.4 The Committee is asked to consider if it wished to make any changes to its Work Programme

### CORPORATE IMPLICATIONS

**Legal Implications** - None arising from this report.

**Financial and Risk Implications** - None arising from this report

**Equalities Implications** - None arising from this report

**Employment Issues** - None arising from this report

**Sustainability Issues** - None arising from this report

**Consultation** – Providing details of the Forward Plan to the Scrutiny and Audit Committee enables the Committee to be aware of forthcoming issues.

### BACKGROUND PAPERS

None.

# Scrutiny Committee Work Programme

The Committee's work programme was approved by Council at its meeting on 23<sup>rd</sup> July 2013.

The work programme is divided into the following four strands:-

- External Scrutiny
- Services Updates
- Scrutiny Panels
- Scrutiny of Executive Reports

Set out below is information detailing what is either being currently undertaken or planned in each of these areas.

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## External Scrutiny

Throughout the year to date, the Committee has received presentations from the following external organisations:-

- Surrey Downs Clinical Commissioning Group
- Central Surrey Health
- Mole Valley Housing Association
- East Surrey Domestic Abuse Service
- East Surrey Rural Transport Partnership
- Voluntary Action Mid Surrey
- Dorking and Leatherhead CAB
- Surrey Wildlife Trust

## Service Updates

The following Service update have been scheduled for forthcoming Committee meetings

Service	Meeting Date
Dorking Halls	1 <sup>st</sup> April 2014

## Scrutiny Panels

The Scrutiny Committee currently has three Panels' in existence, namely the Car Parking Panel, Devolution Panel and the Waste Management Panel.

Both the Car Parking Panel and the Waste Management Panel have held their final meetings and will be presenting reports to the next meeting of the Scrutiny Committee on 1<sup>st</sup> April.

The Devolution Panel has held its meeting and as a result has proposed an amendment to its terms of reference, which is attached elsewhere on the agenda for the Committee's approval.

## Scrutiny of Executive Reports

A copy of the Executive Forward Plan is attached to this report to highlight to the members of the Committee reports scheduled for forthcoming meetings of the Executive.

# Notes of a meeting of the Car Parking Scrutiny Panel held on 15<sup>th</sup> January 2014 at Pippbrook, Dorking from 6.30pm to 8.00pm

Present: Councillors Chris Hunt (Chairman), Margaret Cooksey, Dave Howarth, Paul Newman, Paul Potter and David Sharland.

Also present: Councillor James Friend (Portfolio Holder for Environment)

## 1. Apologies for Absence

An apology for absence was received from Councillor Richard Brooke

## 2. Progress with Car Parking Strategy

The Panel met to review the progress that had been made to date against the Car Parking Strategy which had been approved by the Executive in February 2013. During the discussion of the report, the following points were noted:-

- The Council had been meeting with Parking Clerks to try to establish what the parking issues were for rural communities in Mole Valley and what the Council could do to help resolve these issues.
- It was noted that there had been an issue with the introduction of on-street parking restrictions around Brockham by Surrey County Council, with a suggestion that it would be preferable if these restrictions were only in place for school drop off times. It was agreed that this would be referred to Local Committee Parking Group to discuss.
- At a previous meeting of the Panel it had been mentioned that there may be a possibility of using land adjacent to Betchworth Railway Station for parking. However, upon further investigation it had become clear that the landowner was not willing to use his land for this purpose.
- Parking meters were being considered as a means of controlling on-street parking in the Charlwood area, but there were concerns about the practicalities of enforcement in this location. It was possible that there may be an opportunity to work with Reigate and Banstead Borough Council to share enforcement, should parking meters be installed, but the details of this had not yet been explored.
- The management of lighting at St Martins Walk car park had been improved and a repair and renewal bid had been submitted to purchase LED lighting and improve the configuration of the lights at this location. At present there were only plans to upgrade the lighting at St Martins Walk as it was the Council's only multi-storey car park.
- An advert had been placed in local newspapers to advertise the introduction of larger parking bays at St Martins Walk. In order to use these bays customers would need to have a pre-purchased permit, in addition to a regular parking ticket.
- The Council had been contacted by a car washing company who had expressed an interest in operating from the Reigate Road car park. As a result officers were now exploring the market to establish whether this service was needed and whether there was sufficient space in the Reigate Road car park.
- Feedback given from traders about the free parking offer in the lead up to Christmas had been largely positive, with only one negative report being received.
- It was noted that the car park at Dorking Station was operating near to capacity on a daily basis. Although this was not a Council owned car

park, it was suggested that may be Officers could contact Friends Provident to find out if there was any scope in using their car park on the other side of the station to provided additional capacity.

- The positioning of recycling facilities in the Council's car parks had been reviewed and at present the facilities were in the optimal position, without undertaking structural works.
- Monitoring had demonstrated that there was not a current need for additional parking spaces in the Council's car parks, although it was acknowledged that the situation in Leatherhead may need to be reviewed in the future.

### **3. Draft Response to Department for Transport Consultation on Local Authority Parking**

The Panel were asked for their views on how the Council should respond to a Government consultation on local authority car parking. It was agreed that the consultation seemed to be aimed at London Borough's and some of the proposal, such as those concerning the use of CCTV were not relevant to Mole Valley.

The Panel did not agree with the proposal to offer a 25% discount to people who had failed in an appeal against a parking charge as it was felt that this would lead to a lot more appeals that had no prospect of being successful.

Overall the Panel felt that it would be preferable if local authorities were allowed to develop their own local response to parking enforcement and that it should be considered whether these powers could be extended to include the ability to enforce other offences such as parking on the zigzag area's outside schools.

### **4. Residents Parking**

The Panel were asked for their views on a proposal to introduce a new Residents Parking Permit that would allow users, for an annual fee of £120, to park in Mole Valley District Council car parks between 8.00am – 9.00am and 5.00pm – 6.00pm Monday to Friday and all day Saturday's. It was intended that this this permit would appeal to those residents who working during the week.

It was noted that some residents in Dorking received a discount on the £350 parking permit due to historical agreements. It was agreed that this was unfair on other residents and that these discounts should be phased out when current residents moved on from their properties. It was agreed that this would be left with officers to find a solution to this issue.

On the whole the Panel were generally supportive of this proposal as long as it did not affect the current £350 parking permit in place for residents in certain streets in the District.

# **Notes of a meeting of the Waste Management Scrutiny Panel held on 18<sup>th</sup> December 2013 at Pippbrook, Dorking from 8.00pm to 9.40pm**

Present: Councillors Caroline Salmon (Chairman), Tessa Hurworth, Bridget Lewis-Carr (Vice Chairman) and John Muggeridge.

Also present: Councillor James Friend (Portfolio Holder for Environment).

## **1. Notes**

The notes of the Waste Management Panel meeting held on 16<sup>th</sup> September 2013 were approved as a correct record.

## **2. Apologies for Absence.**

Apologies for absence were received from Councillors Tim Loretto, Corinna Osborne-Patterson and Kathryn Westwood

## **3. Surrey Leaders Report and Joint Waste Contract Report**

The Panel were presented with a report from the Surrey Waste Partnership to Surrey Leaders on the approach to waste management in Surrey and also a copy of the Executive report setting out proposals for entering into a joint procurement process with other local authorities for the Council's Waste Management Contract.

It was noted that Mole Valley District Council was one three local authorities in Surrey to have received the Performance Award Grant. This grant was a mechanism created by the Surrey Waste Partnership to reward those Council's in Surrey with high recycling rates. Mole Valley had received a grant of £10,000

The Panel felt that there was continuing confusion amongst local residents about what plastics and metals could and could not be recycled. It was agreed that this problem could be addressed within the Communications Plan which would focus on educating the public.

It was noted that residents were not clear about when textile and WEEE electrical recycling would be collected and it would be preferable if these collections could be made on a weekly basis. It was advised that the possibility of this happening was currently being investigated by officers.

It was noted that through the Surrey Waste Partnership, local authorities were able to coordinate joint messages to be delivered to the public and also work on joint schemes.

The Executive has agreed to accept the recommendations set out in the Joint Waste Contract report and as a result the Council would be taking part in the joint procurement process. It was expected that through jointly procuring the Waste Management Contract, the Council could achieve significant savings. It was noted that all of the authorities involved in the procurement process currently outsourced their waste collections. There was scope for local authorities with in-house services to be included in the project, but none had chosen to join at this stage.

It was confirmed that the joint procurement process was being based upon alternate weekly collections of refuse and recycling together with a weekly food waste collection. There would be scope within the contract for local flexibility, but greater savings would be achieved from consistency. It was also confirmed that bank holiday collections would be included in the contract and these would be priced into any bids received.

## **4. Communications Plan**

The Panel were provided with a draft copy of the Environmental Services Communications Plan for their comments. The Plan had been developed

following the last meeting of the Panel when a number of suggestions were made for inclusion in the Plan.

As background to the Communications Plan it was advised that due to reclassification, leaf fall would no longer be included in recycling figures. As a result it was anticipated that the percentage of waste sent for recycling in Mole Valley would reduce from 58% to 55%. Furthermore there were no plans to introduce any new services in 2014/15 which would give the recycling rate a natural boost. Therefore it was felt that the most cost effective way to increase the recycling rate would be through communication with the public and the Communications Plan sets out how this would be achieved.

The Panel were advised that the Surrey Waste Partnership had carried out two separate waste analysis exercises in the past year which provided useful data on what types of materials needed to be targeted in the Communications Plan. It was confirmed that the Council needed to achieve a 2,000 ton increase in recycling to mitigate the loss of leaf fall, which the Panel felt to be high, but achievable given that the waste analysis exercises had indicated that there was still 8,000 tonnes of recyclable material being sent to landfill in Mole Valley.

It was agreed that the Council needed to clarify what could and could not be recycled and that this should be a key target of the Plan. It was accepted that communicating a message to the public was not easy, but it was suggested that officers could look at best practice in other authorities with high recycling rates for effective ideas.

A number of ideas for communicating with the public were suggested, including bin hangers. It was agreed that given the limited amount of resources available for the Communications Plan, it was important to target different communication tools to different audiences. For instance, using Council Tax information to identify new residents in the area or using information from Surrey Registrars (if able to do so) to target new parents. It was also suggested that demonstrations of what could and could not be sorted could be held in Dorking and Leatherhead High Streets and also in local schools. It was also suggested that different campaigns could be run at certain times of the year, for example the availability of WEEE electrical equipment recycling in the run up to Christmas.

It was agreed that it would be useful to seek assistance from local Parish Council's and Residents Associations to help spread information regarding recycling as they often had newsletters and other forms of communication that they distributed in their local areas.

Other ideas suggested at the meeting included the following:-

- A 'slim your bin' campaign to reduce bin size, if requested.
- Roadshow's highlighting specific materials – for instance 'Plastic Fantastic'.
- A Community Competition which would highlight the areas with the best and worst recycling performance.
- Asking schools to create videos promoting recycling that could be put onto the Council website.

It was advised that a final version of the Communications Plan would be included on the agenda for the next meeting of the Panel. This would include an Action Plan setting out what needed to be achieved.

## **5. Future Recycling Targets**

The Panel were provided with information setting out the current recycling rate and options for the new recycling target for 2014/2015. The Panel were asked to review this information and provide their views on an appropriate recycling target for the forthcoming year.

It was noted that the reclassification of leaf fall as non-recyclable had impacted upon the recycling rates for all Surrey authorities, although the extent of the impact varied with the more rural district's seeing a larger impact.

The Panel agreed that the recycling target needed to remain above 55%, but it was felt to be unlikely that the current target of 57.7% would be achievable given the reclassification of leaf fall and the unavailability of nappy recycling facilities. It was therefore felt that a target of 56% would be appropriate for 2014/2015 with an increase of 1% per year over the following four years.

The panel also discussed the potential for also including a target for an overall reduction in residual waste. This could be expressed as a percentage or in terms of reduction in the weight (tonnes) of residual waste per thousand households.

## **6. Next Meeting of the Panel**

The date of the next meeting was confirmed for 7.00pm on 12<sup>th</sup> February 2014. At the meeting the Panel would be presented with a final copy of the Communications Plan along with an accompanying Action Plan for its comments.

# **Notes of a meeting of the Waste Management Scrutiny Panel held on 12<sup>th</sup> February 2014 at Pippbrook, Dorking from 7.00pm to 8.25pm**

Present: Councillors Caroline Salmon (Chairman), Tessa Hurworth, Bridget Lewis-Carr (Vice Chairman) and John Muggeridge.

Also present: Councillor James Friend (Portfolio Holder for Environment).

## **2. Notes**

The notes of the Waste Management Panel meeting held on 18<sup>th</sup> December 2013 were approved as a correct record.

## **7. Apologies for Absence.**

Apologies for absence were received from Councillors Tim Loretto, Corinna Osborne-Patterson and Kathryn Westwood

## **8. Communication Plan**

The Panel were presented with an updated Communication Plan which had been revised to take into account the comments made by the Panel at its previous meeting on 18<sup>th</sup> December 2014. Also provided along with the Communications Plan was as an Action Plan and Calendar setting out how the Plan would be achieved.

During the discussion of the Communications Plan, the Panel agreed that clear objectives were essential if the Plan was to be successful. It was suggested that the Plan should be based upon the following five objectives:-

1. Making up the fall in the Council's recycling rate brought about by the reclassification of leaf fall.
2. Achieving the highest possible recycling rate
3. Reducing the amount of waste sent to landfill
4. Informing residents about the different recycling facilities available.
5. Changing and influencing perception of recycling.

It was also suggested that it would be beneficial if the plan set out the intended audience for each form of communication.

As an update to discussions at the previous meeting, it was confirmed that officers had held discussions with Biffa about the possibility of introducing weekly collections of textiles and waste electrical and electronic equipment. Biffa had initial concerns about the capacity of vehicles to handle additional collections, but further investigations would be made. The Panel agreed that a weekly recycling format for these materials would be beneficial to the public and if it was viable, it should be introduced.

It was noted that the current signage on the side of the refuse and recycling lorries was now looking quite tired and if possible, needed to be replaced. It was advised that it would cost from £5,000 - £8,000 to replace the signage, but officers would be investigating whether this could be funded in the forthcoming year.

Stickers had been produced for bin storage areas and for placing on large bins, which showed what materials could be recycled. The Council had also been in contact with Mole Valley Housing Association to improve the signage at their properties.

It was suggested that the Council could look to place articles in local parish and community newsletters as a relatively low cost means of communication. In doing this the Council could also target its communication depending on the

audience. For instance an article placed in rural parish newsletter would be different to that for a community group in one of the main towns in the district.

In response to a question about whether residents would actually want to downsize their bins as part of a 'Slim your Bin' promotion, it was confirmed that officers had been contacted by some people who would be interested in using a smaller wheelie bin. Larger bins that were returned would be cleaned and reused where possible.

The idea of introducing a competition between collection days, to see which day recycled the most material, was discussed. It was agreed that further work needed to be undertaken around how the competition would be promoted as the collections were not based in a specific area each day.

The Panel agreed that pending some minor adjustments the Communications Plan should be presented to the next meeting of the Scrutiny Committee on 4<sup>th</sup> March.

## **9. Future Recycling Targets**

The Panel were presented with a paper summarising the recycling targets that had been discussed by the Panel at its previous meeting which had suggested that a rate of 56% to take into account the reclassification of leaf fall as non-recyclable material would be appropriate. It was agreed that the first option set out in the paper was preferable. This option proposed an increase to the recycle rate of 1% by March 31<sup>st</sup> 2015, followed by a 1% increase per year for the subsequent four years. Although it was felt that this should be reviewed after the first two years to ensure that the target remained appropriate.

Regarding the target to reduce residual waste being sent to landfill the Panel agreed that option 3 to reduce residual tonnage per household by 1% was the preferable option, although it was agreed that the word 'tonnage' should be replaced by 'weight' as when measured by household the residual waste per annum was less than a ton.

## **10. Next Steps**

The Panel agreed that the Portfolio holder who, had been present at all meetings of the group, would work with officers on the discussed adjustments to the Communications Plan, especially in respect of which audience receives which message and how.

It was agreed that the paper being written for the Scrutiny Committee will be emailed and agreed by the Chairman and the Portfolio Holder prior to its presentation to Scrutiny Committee on 4<sup>th</sup> March.

The Chairman thanked the group for their contributions on the Panel. As with submission to the Scrutiny Committee, the work of the Panel is now deemed to be completed and no further meetings are planned.





## **MOLE VALLEY DISTRICT COUNCIL: FORWARD PLAN OF KEY AND OTHER DECISIONS TO BE TAKEN BY THE EXECUTIVE**

**Period Covered: April - July 2014**

This Forward Plan set out the decisions which the Executive expects to take during the next four month period.

The agenda for each Executive meeting will be published at least five working days before the meeting and will be available for public inspection at the Council offices and on the Council's website ([www.molevalley.gov.uk](http://www.molevalley.gov.uk))

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 be occasions when the business to be considered contains confidential, commercially sensitive or personal information.

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 for that meeting will 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.

### **Explanatory Notes:**

- (i) A key decision is a decision made or to be made in connection with the discharge of a function which is the responsibility of the Council's Executive under the terms of the Council's constitution, which is likely to:
  - (a) Result in expenditure or savings of at least £100,000; or
  - (b) have a significant impact on two or more Wards within the District

- (ii) If you wish to make representations on any of the items detailed in this Forward Plan, these should be made in writing to the relevant Director, Corporate Head or Executive Member at the Council Offices, Pippbrook, Dorking, Surrey, RH4 1SJ.
- (iii) Where it is indicated that a decision on an item may be taken in private (as denoted by (E)) and you wish to make representations in respect of the reasons why this decision will be taken in private, please contact Arabella Davies - Democratic Services Manager - tel: 01306 879137 or e-mail: [arabella.davies@molevalley.gov.uk](mailto:arabella.davies@molevalley.gov.uk)
- (iv) Exempt Information under Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended), specifies exempt information as follows
  - 1. Information relating to any Individual
  - 2. Information which is likely to reveal the identity of an individual
  - 3. Information relating to the Financial and Business Affairs of any particular person (including the Authority holding that information)
  - 4. Information relating to any consultations or negotiations or contemplated consultations or negotiations in connection with any labour relations that are arising between the Authority or a Minister of the Crown and employees of or office holders under the Authority
  - 5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings
  - 6. Information which reveals that the Authority proposes:-
    - (a) To give under any announcement a notice under or by virtue of which requirements are imposed on a person; or
    - (b) To make an Order or Direction under any enactment
  - 7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime
- (v) Meetings of the Council's Executive normally take place at the Pippbrook, Dorking, Surrey, RH4 1SJ commencing at 7.00 p.m. Meetings are open to the Public. Alternative locations may on occasions be used, in which case appropriate notice will be given.

<b>Leader of the Council : Councillor Chris Townsend</b>	
<b>Executive Member</b>	<b>Portfolio</b>
Councillor James Friend	Environment & Deputy Leader
Councillor Simon Ling	Finance
Councillor Vivienne Michael	Customer Services & Well Being
Councillor John Northcott	Planning
Councillor Charles Yarwood	Assets & Corporate Services Portfolio



<b>Subject</b>	<b>Report Author</b>	<b>Director/ Corporate Head</b>	<b>Executive Member</b>	<b>Decision taker</b>	<b>Decision due date</b>	<b>Consultees</b>
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<b>April</b>						
Curtis Road site options	Paul Brooks	Richard Burrows	Charles Yarwood	Executive	8 <sup>th</sup> April	Scrutiny Committee 1 <sup>st</sup> April
Dorking Football Club	Paul Brooks	Richard Burrows	Charles Yarwood	Executive	8 <sup>th</sup> April	Scrutiny Committee 1 <sup>st</sup> April
Coast to Capital Local Enterprise Partnership – appointment to Joint Committee		Yvonne Rees	Chris Townsend	Executive	8 <sup>th</sup> April	Scrutiny Committee 1 <sup>st</sup> April
Street Naming and Numbering – introduction of charges for naming and numbering new properties	James Tompkins	Richard Burrows	Charles Yarwood	Executive	8 <sup>th</sup> April	Scrutiny Committee 1 <sup>st</sup> April
Mole Valley District Council – Statement of Community Involvement	Jack Straw	Andy Bircher	John Northcott	Executive	8 <sup>th</sup> April	Scrutiny Committee 1 <sup>st</sup> April
33 and 34 Edenside Bookham Surrey	Alison Wilks	Rachel O'Reilly	Vivienne Michael	Executive	8 <sup>th</sup> April	Scrutiny Committee 1 <sup>st</sup> April
Hope Springs Eternal	Alex Bagnall	Steve Ruddy	James Friend	Executive	8 <sup>th</sup> April	Scrutiny Committee 1 <sup>st</sup> April
Grounds Maintenance and Arboricultural Contracts	Paul Anderson	Steve Ruddy	James Friend	Executive	8 <sup>th</sup> April	Scrutiny Committee 1 <sup>st</sup> April
Gatwick Airport - Consultation on additional runway capacity	Andy Bircher/Jack Straw	Andy Bircher	John Northcott	Executive	TBC	Council (TBC)
<b>There is no Executive scheduled for May or June</b>						

<b>Subject</b>	<b>Report Author</b>	<b>Director/ Corporate Head</b>	<b>Executive Member</b>	<b>Decision taker</b>	<b>Decision due date</b>	<b>Consultees</b>
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Public Sector Board	Graeme Kane	Yvonne Rees	Chris Townsend	Executive	1 <sup>st</sup> July	Scrutiny Committee 24 <sup>th</sup> June
Technical revisions to the Council Constitution	Angela Griffiths	Angela Griffiths	Charles Yarwood	Council	22 <sup>nd</sup> July	-
Mole Valley Local Cycling	Graeme Kane	Yvonne Rees		Executive	1 <sup>st</sup> July	Mole Valley Local Committee Scrutiny Committee 11 <sup>th</sup> June
Pippbrook [KD]		Richard Burrows	Charles Yarwood	Executive	5 <sup>th</sup> August	Council – July