

EXECUTIVE

THURSDAY 22 SEPTEMBER 2022

SUPPLEMENTARY INFORMATION SHEET

Supplementary Information Sheet (Pages 1 - 6)

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Executive

22 September 2022

Supplementary Information

Procedure for the discharge of business at this meeting

The Leader of the Council welcomes the attendance of members of the public and non-Executive councillors at this meeting.

The procedure for dealing with each item of business shall be as follows:

1. Lead Councillor to introduce report on the matter
2. Non-Executive councillors invited to ask a question or comment, for which they will have a maximum of **five** minutes each
3. Lead councillor to respond to any questions/comments
4. Executive debates the matter
5. Lead councillor to respond to any questions/comments
6. Executive to make decision on the matter

The Leader would like to bring Agenda Item 8: Shaping Guildford's Future Stage 3 Funding as the first substantive item for consideration following Item 4: Leader's Communications.

Agenda Item 8: Shaping Guildford's Future Stage 3 Funding (see Supplementary Agenda Pack)

Lead Councillor: Councillor John Rigg, Lead Councillor for Regeneration

Lead Officer: Abi Lewis, Head of Regeneration & Corporate Programmes

Although the Executive had indicated in July 2020 that it intended to obtain full Council approval at each gateway in respect of this project, the report at that time should have made it clear that the only reference to full Council approval should have related to such matters that actually required such approval in accordance with the Constitution – for example approval of monies in the provisional capital programme.

The proposed decisions in the report now before the Executive namely, to proceed to Stage 3, the transfer of £3.070 million from the provisional to the approved capital programme to enable the Council to deliver Stage 3 of the programme, together with the accompanying delegated authority are, appropriately and lawfully, decisions for the Executive, not full Council, to take.

Appendix 6 to the report (Stage 3 – Deliverables) which had been marked “to follow” in the report, was published yesterday (21 September). A copy of Appendix 6 is attached to this Supplementary Information Sheet.

Presentation to the meeting:

Before this matter is considered, a presentation will be made to the Executive. A copy of the presentation was circulated to all councillors earlier today.

Agenda Item 5: To consider any recommendations from the Overview and Scrutiny Committee (Pages 13 - 20)

Lead Councillor: Councillor Joss Bigmore, Leader of the Council

Lead Officer: Tom Horwood, Joint Chief Executive

There are no recommendations from Overview and Scrutiny Committee for the Executive to consider.

Agenda Item 6: Corporate Regulatory Enforcement Policy (Pages 21 - 46)

Lead Councillor: Councillor James Steel, Lead Councillor for Environment

Lead Officer: Dympna Sanders, Compliance Lead, Environment and Regulatory Services

Agenda Item 7: Experience Guildford: Business Improvement District (BID) Ballot (Pages 47 - 84)

Lead Councillor: Councillor John Redpath, Lead Councillor for Economy

Lead Officer: Dawn Hudd, Joint Strategic Director of Place

Agenda Item 9: Budget Pressures 2022-23 and Medium-Term Financial Plan (see Supplementary Agenda Pack)

Lead Councillor: Councillor Tim Anderson, Lead Councillor for Resources

Lead Officer: Graeme Clark, Joint Section 151 Officer

Agenda Item 10: Review of Councillors' Allowances - Proposed Appointment of a Joint Independent Remuneration Panel (Pages 85 - 96)

Lead Councillor: Councillor Joss Bigmore, Leader of the Council

Lead Officer: John Armstrong, Democratic Services and Elections Manager

Agenda Item 11: Draft Timetable of Council and Committee Meetings for 2023-24 (Pages 97 - 100)

Lead Councillor: Councillor Joss Bigmore, Leader of the Council

Lead Officer: John Armstrong, Democratic Services and Elections Manager

Shaping Guildford's Future (SGF)					
Stage 3 Deliverables					
	Deliverables	Governance Output	Target Milestone	Description of Deliverable	Advising Consultants
1	Completion of Strategic Outline Case (SOC)		Dec-22	<p>The purpose of this stage is to reaffirm the strategic context for the project since the strategic assessment was undertaken; to determine 'the preferred way forward'. Identifying the preferred way forward by appraising possible options against the spending objectives and critical success factors for the project; and secondly, by calculating the indicative Net present social values of a reduced number of possible options on the basis of a preliminary analysis of their costs and benefits.</p> <p>At the conclusion of the Strategic Outline Case report, senior management and stakeholders will have a good understanding of the robustness of the proposal and the future direction of travel of the business case across the five dimensions of the Five Case Model (The Strategic Case, the Economic Case, The Commercial Case, The Financial Case and The Management Case) which provides discipline and structure to the decision making process and will have been completed to to an appropriate compliant stage in line with His Majesty's Treasury Green Book Guidance Output.</p>	Project Manager Cost Consultant Development Consultant Economic Advisor
2	Delivery of Evidence base studies for Area Action Plan	For review by Planning Policy team and decision to proceed with Area Action Plan	Mar-23	<p>The Local Plan policy for the Town Centre is considered to require supplementary guidance to support the deliverability of regeneration. To establish this supplementary guidance evaluation of key elements of the consideration for planning guidance policy need to be updated to be current and considerations on needs reassessed in the light of economic and policy change since the Local Plan adoption.</p> <p>The preparation of studies will be cumulatively assessed and enable an assessment to be made on the suitable planning policy instrument to be used to provide the desired policy documentation. (This is currently considered to be an Area Action Plan).</p> <p>Subsequently these studies will be used to support the preparation of Planning Policy documentation for public consultation through a Reg 18 process.</p> <p>These studies will include: Employment Lands Needs Assessment Study, Retail and Leisure Study, Strategic Housing Assessment, Sustainability Appraisal, Strategic Flood Risk Assessment Stage 1&2, Habitat Regulations Assessment, Transport Strategy, Air Quality review, Infrastructure Delivery Plan update, Open space and Recreation assessment, Water Quality assessment and Sustainable Energy Study.</p>	Project Manager Economic Studies Consultants Environmental Consultants Flood Consultant Transport Consultant Planning Consultant Affordable Housing Consultant
3	Completion of Highway Network Modelling by Surrey County Council	To inform Economic Model of Outline Business Case	May-23	<p>The Stage 2 Traffic Study has been modelled on the local network using current data established on traffic movements. Modelling of the proposals for the town centre on the broader area traffic model controlled by Surrey County Council (SCC) will be required to both gain agreement on movement assessments with SCC as the Highways Authority.</p> <p>Reviewing and agreeing a correlated set of traffic modelling information will be used as a basis for design of technical changes to the highways system.</p> <p>The outputs from this correlated and agreed analysis will be necessary to establish the assessment under the Outline Business Case (OBC) which will be evaluated using Web Tag (specialist economic application recommend by the Department of Transport) to determine value inputs to the Economic Case.</p>	Project Manager Transport Consultant Surrey County Council

4	Issue of Masterplan Study Report - Placemaking, Landscaping and related Design/Infrastructure Principles	For Agreement in Principle with Surrey County Council Place / Infrastructure teams and for evaluation into Outline Business Case	Apr-23	<p>Key to the agreement of principles for regeneration with Surrey County Council will be demonstration of alignment with their policies for place, transport and sustainability. This report on Place and Public realm attributes will be a summary culmination of collaborative dialogue on challenges, concepts and solutions which will establish the level of agreement with Surrey County Council on these key considerations.</p> <p>The report will also act as the baseline for evaluation against evidence base requirements on Sustainability, Flood and Environmental and Social Values for Planning Policy documentation such that solutions on themes are coordinated and consistent.</p> <p>The agreed solutions form an important aspect of the overall Strategic Infrastructure that supports the regeneration proposals and the outcomes of this report will be evaluated costed and value assessed for Economic and Financial cases within the Outline Business Case.</p>	<p>Project Manager Master planner Sustainability Consultant Flood Consultant Cost Consultant Transport Consultant Development Consultant Planning Consultant Infrastructure Consultant</p>
5	Issue of Strategic Transport update Report - Principles and Strategies as agreed with Surrey County Council	For evaluation in Outline Business Case	Jul-23	<p>The stage 2 Strategic Report outlines a wide range of transportation initiatives that collectively are proposed to be used to reduce traffic within the town centre and improve the options for sustainable movement in the town.</p> <p>These initiatives have been shared with Surrey County Council to date however as Surrey County Council are the Transport Authority, the development of these initiatives to a set of agreed principles and defined solutions for each initiative (Buses, Park and Ride, Charging, Highways reconfiguration etc) will be required through collaborative discussion with Surrey County Council.</p> <p>The agreed proposals for initiatives to reduce traffic impact in the town, the selection of preferences for options for gyratory reconfiguration will be evaluated and contribute to the Financial and Economic Case considerations of the Outline Business Case.</p>	<p>Project Manager Transport Consultant Cost Consultant</p>
6	Issue of Masterplan Update (Outline Business Case freeze)	For evaluation in Outline Business Case	Jul-23	<p>Once discussions with Surrey County Council (Place, Environmental and Transportation), The Environment Agency (in respect of agreed detailed flood alignment, surface water and SUD's solutions) and discussions with land owning Stakeholders (in respect of siting and parameters for relocation of existing uses) have progressed a review and update of the Concept Masterplan will be required.</p> <p>This update will reassess the base data in respect of Strategic Infrastructure and Development Zones to enable the financial modelling of costs, programme and development value assessment. These assessments are critical for the Financial and Economic Cases of the Outline Business Case.</p> <p>The updated base data will be used to support considerations on scope and parameters for the Planning Policy documentation (currently assumed to be an Area Action Plan) in respect of scope, design quality and development parameters.</p> <p>Grant Funding applications and dialogue with Stakeholders and potential private sector partners will also need an up to date developed version of the masterplan which this report will provide.</p>	<p>Project Manager Master planner Sustainability Consultant Flood Consultant Cost Consultant Transport Consultant Development Consultant Planning Consultant Infrastructure Consultant</p>
7	Completion of Outline Business Case (OBC)	For review and sign off by the Council's Corporate Management Board	Aug-23	<p>The purpose of this stage is to revisit the options identified in the Strategic Outline Case (SOC), to table the option which optimises public value following more detailed appraisal; and to set out the possible delivery transactions while confirming assumptions on affordability and putting in place the management arrangements for the successful delivery of the project.</p> <p>This stage provides assessment on determining potential value for money, preparing for the potential delivery transactions, ascertaining affordability, funding requirements' and planning for successful delivery.</p> <p>At conclusion of the Outline Business Case, Senior Management will be in position to consent to the procurement phase of the project as the business case across the five dimensions would have been completed to an appropriate compliant stage in line with His Majesty's Treasury Green Book Guidance Output.</p>	<p>Project Manager Cost Consultant Development Consultant Economic Advisor Transport Consultant</p>

8	Issue Report on potential sources for Grant support	For agreement on Grants to be applied for with Council Corporate Management Board	Jul-23	<p>It is an expectation that there will be a funding gap in respect to delivery of the Strategic Infrastructure elements of the Shaping Guildford's Future programme which will require to be provided through grant funding. This workstream will research the potential for sources of funding and conclude recommendations for consideration in a report for review and consideration by the Senior Management team.</p> <p>The report will summarise investigations into a wide range of grant funding opportunities available from central government, departmental and local sources to collectively enable viability for the proposed Shaping Guildford's Future programme to be delivered.</p> <p>The report will include identification of sources of funding, potential quantum, criteria for funding and definition of initial approaches in respect of grant aid prospects from providers.</p> <p>The management decisions from this report will feed into assumptions on Funding for the Finance Case in the Outline Business Case and form the selection basis on which grant opportunities to pursue.</p>	Project Manager Grant Funding Consultant Development Consultant
9	Complete conditional in principal Land Agreements with Public Stakeholders. Courts Service, Police, National Trust	Establishment site Deliverability for Outline Business Case	Jun-23	<p>A number of key stakeholders in the Public sector have land interests which need to be addressed by solutions for relocation or land purchase to enable delivery of the programme proposals.</p> <p>These include Surrey Police, HM Court Services, Surrey County Council and National Trust. Negotiations will be ongoing from commencement of stage 3 and supported by feasibility design based assessments to establish a level of agreement with these third parties.</p> <p>The status update report on the progress of these land and relocation based agreements with the Public Sector Stakeholders will include synopsis of proposed agreement and status, identification on any relocation sites, feasibility design assessments, assessment of costs for site assembly and programme and risk.</p> <p>This report information will be utilised into the Financial and Management model sections of the Outline Business Case.</p>	Project Manager Development Consultant Cost Consultant Master Planner Infrastructure Consultant Planning Consultant
10	Complete conditional in principal Land Agreements with Legal and General, Odeon, Royal Mail and other land interest parties	Establishment site Deliverability for Outline Business Case	Jun-23	<p>A number of key stakeholders in the Private sector have land interests which need to be addressed by solutions for relocation or land purchase to enable delivery of the programme proposals.</p> <p>These include Royal Mail, Odeon, Legal and General Investment Management and others. Negotiations will be ongoing from commencement of stage 3 and supported by feasibility design based assessments to establish a level of agreement with these third parties.</p> <p>The status update report on the progress of these land and relocation based agreements with the Private Sector Stakeholders will include synopsis of proposed agreement and status, identification on any relocation sites, feasibility design assessments, assessment of costs for site assembly and programme and risk.</p> <p>This report information will be utilised into the Financial and Management model sections of the Outline Business Case.</p>	Project Manager Development Consultant Cost Consultant Master Planner Infrastructure Consultant Planning Consultant
11	Completion of Area Action Plan Reg 18 Documentation (by Planning Policy Team)	To enable Reg 18 Consultation	Sep-23	<p>Documentation to support the consultation of the proposed Planning Policy process, assumed to be an Area Action Plan delivered by the Council's Planning Team. Review by Shaping Guildford's Future team against criteria established within the Outline Business Case and all its supporting documentation.</p> <p>This would include a draft Issues and Options document in advance of a Council decision to undertake Regulation 18 consultation.</p> <p>The Regulation 18 Issues and Options Plan may also reflect a 'preferred option' depending on the extent to which this is supported by the evidence at the time. This necessary evidence (see item 2 above) would be required to justify the proposals.</p> <p>The Plan would also be accompanied by other documents such as a Sustainability Assessment scoping relevant to the stage of preparation of the Plan.'</p>	Project Manager Planning Consultant Master Planner Economic Studies Consultants Environmental Consultants Flood Consultant Transport Consultant Affordable Housing Consultant

12	Completion of Environment Agency (EA) detail design and Outline Business Case for Flood Defences	To enable Environment Agency decision making process on Funding for Flood Defences	Dec-23	<p>Environment Agency have now commenced their next stage of design in respect of alignment and flood modelling which will be consulted upon and used to produce their Outline Business Case (OBC).</p> <p>The detail design including updates on alignment of defences to be agreed with Shaping Guildford's Future team and Surrey County Council in respect of non fluvial flood issues. Also including updates regarding consultation process with stakeholders, assessment and progress on land ownership requirements, planning policy requirements, timing, cost and likely grant support to be provided.</p> <p>The Environment Agency process will be continually reviewed and coordinated with SGF team to correlate with the Shaping Guildford's Future proposals.</p> <p>The Environment Agency Outline Business Case will be used as the basis for their assessment of grant funding available for the flood defence works required.</p>	<p>Project Manager Flood Consultant Planning Consultant Masterplanner Cost Consultant Infrastructure Consultant</p>
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