



GUILDFORD
B O R O U G H

www.guildford.gov.uk

Dear Councillor

**CORPORATE GOVERNANCE AND STANDARDS COMMITTEE - THURSDAY, 18TH
JANUARY, 2024**

Please find attached the following:

Supplementary Information Sheet (Pages 1 - 10)

Yours sincerely

John Armstrong,
Democratic Services and Elections Manager
01483 444102

Encs

This page is intentionally left blank

CORPORATE GOVERNANCE AND STANDARDS COMMITTEE

18 JANUARY 2024

SUPPLEMENTARY INFORMATION

AGENDA ITEM 4: DECISION AND ACTION TRACKER

Updates:

On page 37 of the agenda, in relation to the actions raised as part of the consideration at the 16 November 2023 meeting of the item on Medium Term Financial Plan and Financial Recovery Plan - November Update Report, the Committee is asked to note the following update:

Decision/Action requested	Update on implementation
<p>To circulate to the Committee a response from the relevant heads of service regarding the concerns expressed over proposals in the approved capital programme to delay flood resilience measures, and traveller transit site provision, and the reasons for the delay</p>	<p><u>Flood Resilience Measures:</u> This capital programme project relates back to the desires of the Surface Water Management Plan (SWMP) commissioned by the Council in 2014. The Plan lists long term actions / aspirations to improve surface water flood resilience throughout the borough and includes provision to undertake consultancy advice on when proposed schemes come forward. This includes schemes where changes affect land not owned by the Council. Currently, there are no definite or approved schemes in the pipeline, however there is project that is pending further investigation at Gosden Hill Farm.</p> <p>When schemes come forward, these funds are used, for example, to undertake hydrology assessments. The Council is best placed to keep the funds ready and available. The exact deadline for spend is uncertain. Hence the funds have been pushed back to 2024-25.</p> <p><u>Traveller Transit Site:</u> Transit Traveller Site provision item is an initiative of SCC that through the Surrey Chief Executive group has ascertained funding support of all borough and districts – with a view that the transit site will help manage</p>

	<p>the county wide issue of itinerant encampments through facilitating the police to use S62 powers under the Criminal Justice and Public Order Act.</p> <p>Our understanding is that the proposed site is on SCC land in a borough north of the county and is delayed due to planning processes. This is out of our control, but we have ringfenced the funds promised so that when the project is ready to go, we can honour our commitment.</p>
--	--

AGENDA ITEM 6: CAPITAL & INVESTMENT STRATEGY 2024/25 – 2028/29

Joint Executive Advisory Board – 11 January 2024

This report was also considered by the Joint Executive Advisory Board (JEAB) on 11 January. The draft minute in respect of this matter including the JEAB’s comments and recommendations are attached as **Appendix 1** to this Supplementary Information Sheet.

NB. The report on the General Fund Budget on the Joint EAB agenda, incorrectly stated (para 12.1) that *“The Joint Executive Advisory Board and Corporate Governance & Standards Committee will scrutinise the budget proposals at their meetings in January 2024.”* In fact, this Committee does not consider the draft budget report prior to its consideration by the Executive and Council. The Committee’s terms of reference only include the consideration of reports on the Capital and Investment Strategy prior to their referral to the Executive and Council.

AGENDA ITEM 10: AMENDMENTS TO THE GUILDFORD AND WAVERLEY JOINT GOVERNANCE COMMITTEE TERMS OF REFERENCE

At its meeting held on 8 January 2024, Waverley’s Standards & General Purposes Committee also considered this matter and endorsed the recommendation in the report, without amendment.

AGENDA ITEM 11: GUILDFORD BOROUGH COUNCIL AND WAVERLEY BOROUGH COUNCIL OFFICER EMPLOYMENT PROCEDURE RULES

At its meeting held on 8 January 2024, Waverley’s Standards & General Purposes Committee also considered this matter and endorsed the recommendations which affect both councils in paragraphs 2.1, 2.4, and 2.6 of the report (see page 294 of the agenda), subject to the inclusion in the draft Officer Employment

Procedure Rules of a reference to the schedule of proper officers listed in part 3 of the Constitution.

The Executive Head of Legal & Democratic Services supports this minor amendment.

AGENDA ITEM 12: GUILDFORD BOROUGH COUNCIL AND WAVERLEY BOROUGH COUNCIL MONITORING OFFICER PROTOCOL

At its meeting held on 8 January 2024, Waverley's Standards & General Purposes Committee also considered this matter and endorsed the recommendation in paragraph 2.1 of the report (see page 328 of the agenda), subject to

(a) the amendment of the first bullet point in paragraph 4.0 of the Protocol (see page 334) as follows:

- *“The Monitoring Officer, rather than the Council, will nominate at least one Officer as Deputy Monitoring Officer, with the power to act as Monitoring Officer where the Monitoring Officer is unable to act as a result of absence, ~~or~~ illness, or conflict of interest; and”*

(b) the amendment of the sixth bullet point in paragraph 5.2 of the Protocol (see page 336) to reflect the Monitoring Officer being responsible for providing or obtaining legal advice rather than necessarily being the principal legal adviser to the Council.

The Executive Head of Legal & Democratic Services supports the two minor amendments.

AGENDA ITEM 13: AMENDMENTS TO THE GUILDFORD BOROUGH COUNCIL AND WAVERLEY BOROUGH COUNCIL PRE-ELECTION PUBLICITY & DECISION-MAKING POLICY

At its meeting held on 8 January 2024, Waverley's Standards & General Purposes Committee also considered this matter and endorsed the recommendation in paragraph 2.1 of the report (see page 345 of the agenda), subject to the amendment of the fourth bullet point in paragraph 8 of the Policy (see page 362) as follows:

- *“continue with business as usual Council, Executive, and Committee meetings, subject to the proviso that the business to be transacted at those meetings, including motions brought and conduct displayed at those meetings, does not, in the view of the Monitoring Officer, contravene the provisions of this policy”.*

The Executive Head of Legal & Democratic Services supports the amended bullet point.

Joint Executive Advisory Board

11 January 2024

CAPITAL AND INVESTMENT STRATEGY 2024-25 TO 2028-29

At its meeting held on 11 January 2024, the Joint Executive Advisory Board (JEAB) considered a report concerning the Council's Capital and Investment Strategy 2024-25 to 2028-29. Bids in respect of the 15 proposed capital schemes outlined within the appendices to the report were a particular focus for the JEAB.

The Lead Specialist for Finance introduced the report and sought comments from the JEAB in respect of the capital bids. The following points arose from questions, comments and discussion relating to the bids for forwarding to the Executive:

Machinery for Grounds Maintenance at the Crematorium

This bid sought to renew vital grounds maintenance equipment as the machinery in question was nearing the end of its life and required replacing. It was not considered to be an option to not maintain the crematorium gardens of remembrance, where ashes were laid to rest. A total capital sum of £42,000 was sought over the period from 2024/25 to 2026/27. The JEAB indicated its support for the bid.

Wildfield Ballcourt, Wood Street Village

A capital sum of £30,000 in 2028/29 was bid for Wildfield Ballcourt in Wood Street Village. The Council had entered into a lease to install and maintain a ballcourt on land owned by Surrey County Council with the terms that the Council would remove the ballcourt at the end of the lease. The lease had expired and to avoid removing the ballcourt immediately, the Council was entering into a renewal of five years. Although the surface of the ballcourt was starting to show areas of wear, no maintenance costs, beyond the current routine safety checks and litter removal, were anticipated over the next five years. However, the need to incur repair costs after that time was expected. As visitor use of the ballcourt appeared relatively light, it was questioned whether there was sufficient community need to justify the intended work. The JEAB was advised that there would be opportunities to review the matter before the expenditure in 2028/29. This project would be subject to two business cases, the first to be added to the Provisional Capital Programme, and the second to

enable the scheme to proceed. It was felt that consultation associated with the project should demonstrate a community need, for the facility to continue.

Playground Refurbishments 2024 to 2029

This mandate sought approval to continue the capital programme for playground refurbishments from 2025 onwards to be used to support and supplement available S106 funds, where appropriate. The programme required a total capital injection of £800,000 split over the next four years. The JEAB supported the bid.

ICT

The ICT Team had submitted a bid in respect of replacement / purchases of IT user hardware (laptops, monitors etc.) and infrastructure hardware purchases. The annual Microsoft Enterprise Agreement (licensing and cloud usage charges) renewal would be funded from revenue for the near future. The JEAB accepted the bid.

Bedford Road Multi-Storey Car Park

There were structural issues associated with the brick clad wall at a high level on one corner of the car park. Sections of the brick cladding were loose and required immediate repair. Investigations indicated that sections of the brick cladding and surrounding reinforced concrete frame were failing due to water incursion from adjacent raised flower beds forming part of the flat development situated above the car park. Works were required to remove or tank these flower beds and ensure a safe access, followed by brick cladding and concrete repairs to the concrete frame. The estimated capital cost of the works was £150,000 in 2024/25. The JEAB supported the bid.

Crematorium Broadwater Cottage

Broadwater Cottage was a Grade II listed property located adjacent to the Council owned Crematorium on New Pond Road, and utilised for staff accommodation for the Council's Bereavement Services Lead. Although the cottage underwent substantial refurbishment works over recent years, including measures to mitigate structural issues with roof, the Council had subsequently been advised by independent structural engineers that larger scale structural repairs were required. There were no listed building or other restrictions to prevent the works which were estimated to cost £195,000 over two years. The JEAB endorsed the works.

Leapale Road Multi-Storey Car Park

There were structural issues associated with the brick clad wall at a high level on one corner of the car park. Sections of the brick cladding were loose and

required immediate repair. Investigations indicated that sections of the brick cladding and surrounding reinforced concrete frame were structurally unsound. Works at a cost of £150,000 in 2024/25 were required to provide scaffold access and undertake repairs to the brick cladding. The JEAB was advised that funding remained in the Car Park Maintenance Reserves and therefore this bid did not represent a cost to the General Fund. The JEAB accepted the bid.

Slyfield Enterprise Estate

Whilst the Enterprise Estate remained popular with tenants and was fully occupied and income generating, the property had been built in the 1980s and was now nearing the end of its useful life and failing to meet the needs of modern light industrial occupiers and the minimum energy efficiency standards (MEES) for commercial property. Accordingly, Assets and Property officers were working towards comprehensive refurbishment or redevelopment to meet modern requirements and to enhance future rental income. It was envisaged that this process would commence in 2025/26 with preliminary work and planning and then progress to refurbishment / redevelopment in 2027/28, requiring total capital expenditure of £5,000,000 over the period. The JEAB supported the bid.

Slyfield Foundation Units

Slyfield Foundation Units comprised a multi-let estate consisting of 12 light industrial letting units. As with Slyfield Enterprise Estate, this property had been built in the 1980s and was experiencing all the same popularity and age related issues as the Enterprise Estate. Therefore, the Assets and Property team were also working towards comprehensive refurbishment or redevelopment to meet modern requirements and to enhance future rental income. It was anticipated that this process would commence in 2025/26 with preliminary work and planning and then progress to refurbishment / redevelopment in 2027/28, requiring total capital expenditure of £2,050,000 over the period. The JEAB endorsed the works.

Stoke Park Gardeners Cottage

The Gardeners Cottage was a detached dwelling house located in Stoke Park, Guildford. The Cottage was utilised for staff accommodation and was currently occupied. Whilst the Cottage had undergone a series of planned and reactive roofing repairs in recent years, the roof had come to the end of its useful life expectancy and replacement was required at a capital cost of £100,000 in 2024/25. The JEAB accepted the bid.

Billings Roof Replacement

The Billings was a detached brick built former printing works constructed in 1856 and subsequently converted into office units and one warehouse unit. The property formed part of the Council's investment portfolio and was currently let on various leases. The slate roofs at the Billings had come to the end of their useful life expectancy and therefore required replacement. The roof to Unit 4 had been replaced last year and this bid covered the replacement of roofs to Units 1, 2 and 3 at a capital cost of £400,000 over the 2025/26 and 2026/27 financial years. The JEAB endorsed the bid.

Sydenham Road Car Park

Adjacent to the car park was 12 Trinity Cottage, the owner of which had raised two issues with the Council in relation to the repair and replacement of a party wall and damage to the gable wall of number 12 due to the adjacent Council owned car park. The project was required since initial investigation had indicated that the failing brick wall was likely to be a party wall issue and so jointly owned by the Council and the owner of 12 Trinity Cottage. As such, the Council was likely to be responsible for an apportionment of the costs for rebuilding / repairing the wall. Moreover, the raising of levels to form the car park had potentially led to structural and damp issues to the gable wall of 12 Trinity Cottage. The owner of the Cottage had appointed a local firm of surveyors and engineers and had contacted the Council regarding the above matters. The Council's capital bid towards the works was £50,000 in 2024/25. The JEAB supported the bid.

Investigation and Works to Underground Shelter

An area of open space in Guildford, believed to be an underground shelter dug during World War 2, required investigation. The project sought to establish the full extent of the structure and understand its condition with the possibility of filling the structure to avoid the risk of collapse and potential danger to the public, and return the area to good order. The capital bid of £20,000 would provide funds to pay for the works under the Council's Civil Engineering Contract at the direction of the Council's Engineers. The JEAB approved the bid.

Guildford Bus Station

The Council was responsible for the concrete surface deck and drainage at the Bus Station, which was located adjacent to and partly above the Friary Centre. The deck surfacing and drainage had failed and were allowing water ingress through the concrete deck into the basement car park and electrical substation below. During heavy downpours the basement car park and substation flooded, causing a health and safety risk in addition to making the basement unusable. Whilst some previous repairs had assisted to mitigate the flooding, the leaks

remained an issue and immediate work was required to diagnose the cause(s) of the water ingress and resolve the matter. Also, a complete resurfacing of the bus station was needed for long term protection of the deck and column structure underneath. These further works were seen as a matter of urgency and the Council was being pursued by the owner of the freehold beneath the deck to progress them as such.

The North St Development project included an upgrade and refurbishment of the Bus Station in around 2-3 years' time. When these works took place, the Council would have an opportunity to undertake long-term infrastructure repair works to the surface of the bus station. The works proposed now appeared to link in with the proposed redevelopment enabling work to be carried out in tandem.

The capital bid sought was £50,000 in 2024/25 and £500,000 in 2026/27. This included £12,000 to be made immediately available to facilitate the appointment of an external consultant(s) to undertake a full survey and provide a report to diagnose the cause(s) of the water ingress and solutions. The appointed consultant would also be asked to provide cost estimates for the proposed works to facilitate a total resurfacing project.

A councillor welcomed a correlation in the report between the proposed Bus Station redevelopment and the interim works the subject of this capital bid. However, it was felt that the report did contain information in respect of the related dependencies and project work in tandem. The Lead Specialist for Finance agreed to review the wording in the bid document and improve its clarity if necessary.

Stoke Cemetery

A section of the Cemetery was waterlogged affecting graves and the main pedestrian footpath. The Council's engineers had developed a draft proposal to divert water to a pre-existing drain, which required the approval of the Environment Agency. The engineers required a topographic survey to inform their proposal for the application to the EA and the application also needed to be accompanied by a tiered site assessment. The project aimed to solve the health and safety issues associated with this leak with capital expenditure of £80,000 in 2024/25. A Councillor queried the accuracy of the name quoted in section 7 of the bid and officers undertook to check this with the bid author and make a correction if necessary.

Generally, councillors acknowledged that the proposed works the subject of the capital bids seemed absolutely necessary. As much of the proposed work was

linked to water incursion and roof repairs, it was felt that this situation would be exacerbated in the future due to Climate Change.

Having been invited to comment on six recommendations which would be considered by the Executive at its meeting on 25 January 2024, the JEAB indicated its support for all six recommendations and agreed that its above comments be forwarded to the Executive.