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Contact: Andrea Carr
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27 August 2020

Dear Councillor

Your attendance is requested at a remote meeting of the **PLACE-MAKING AND INNOVATION EXECUTIVE ADVISORY BOARD** to be held on **MONDAY 7 SEPTEMBER 2020 at 7:00 pm**. The meeting can be accessed remotely via Microsoft Teams in accordance with the provisions of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

Yours faithfully

James Whiteman
Managing Director

MEMBERS OF THE EXECUTIVE ADVISORY BOARD

Chairman: Councillor Angela Gunning
Vice-Chairman: Councillor Gordon Jackson

Councillor Jon Askew	Councillor Steven Lee
Councillor Christopher Barrass	Councillor Masuk Miah
Councillor Ruth Brothwell	Councillor Maddy Redpath
Councillor Graham Eyre	Councillor Will Salmon
Councillor Diana Jones	Councillor Catherine Young

Authorised Substitute Members:

Councillor Paul Abbey	Councillor Ann McShee
Councillor David Bilbé	Councillor Bob McShee
Councillor Richard Billington	Councillor Ramsey Nagaty
Councillor Chris Blow	Councillor Susan Parker
Councillor Dennis Booth	Councillor George Potter
Councillor Colin Cross	Councillor Tony Rooth
Councillor Angela Goodwin	Councillor Pauline Searle
Councillor Gillian Harwood	Councillor Paul Spooner
Councillor Liz Hogger	Councillor James Walsh
Councillor Tom Hunt	Councillor Fiona White

QUORUM: 4

WEBCASTING NOTICE

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THE COUNCIL'S STRATEGIC FRAMEWORK

Vision – for the borough

For Guildford to be a town and rural borough that is the most desirable place to live, work and visit in South East England. A centre for education, healthcare, innovative cutting-edge businesses, high quality retail and wellbeing. A county town set in a vibrant rural environment, which balances the needs of urban and rural communities alike. Known for our outstanding urban planning and design, and with infrastructure that will properly cope with our needs.

Three fundamental themes and nine strategic priorities that support our vision:

- | | |
|---------------------|--|
| Place-making | Delivering the Guildford Borough Local Plan and providing the range of housing that people need, particularly affordable homes |
| | Making travel in Guildford and across the borough easier |
| | Regenerating and improving Guildford town centre and other urban areas |
| Community | Supporting older, more vulnerable and less advantaged people in our community |
| | Protecting our environment |
| | Enhancing sporting, cultural, community, and recreational facilities |
| Innovation | Encouraging sustainable and proportionate economic growth to help provide the prosperity and employment that people need |
| | Creating smart places infrastructure across Guildford |
| | Using innovation, technology and new ways of working to improve value for money and efficiency in Council services |

Values for our residents

- We will strive to be the best Council.
- We will deliver quality and value for money services.
- We will help the vulnerable members of our community.
- We will be open and accountable.
- We will deliver improvements and enable change across the borough.

The information contained in the items on this agenda has been allowed into the public arena in a spirit of openness and transparency to gain broad input at an early stage. Some of the ideas and proposals placed before this Executive Advisory Board (EAB) may be at the very earliest stage of consideration by the democratic decision-making processes of the Council and should not be considered, or commented on, as if they already represent either Council policy or its firm intentions on the issue under discussion.

The EABs do not have any substantive decision-making powers and, as the name suggests, their purpose is to advise the Executive. The subject matter of the items on this agenda, therefore, is for discussion only at this stage and any recommendations are subject to further consideration or approval by the Executive, and are not necessarily in final form.

AGENDA

ITEM NO.

1 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

2 LOCAL CODE OF CONDUCT AND DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS

In accordance with the local Code of Conduct, a councillor is required to disclose at the meeting any Disclosable Pecuniary Interest (DPI) that they may have in respect of any matter for consideration on this agenda. Any councillor with a DPI must not participate in any discussion or vote regarding that matter and they must withdraw from the meeting immediately before consideration of the matter.

If that DPI has not been registered, the councillor must notify the Monitoring Officer of the details of the DPI within 28 days of the date of the meeting.

Councillors are further invited to disclose any non-pecuniary interest which may be relevant to any matter on this agenda, in the interests of transparency, and to confirm that it will not affect their objectivity in relation to that matter.

3 MINUTES (Pages 5 - 12)

To confirm the minutes of the Executive Advisory Board (EAB) meeting held on 1 June 2020.

4 CLIMATE CHANGE AND INNOVATION BOARD UPDATE (Pages 13 - 32)

5 EXECUTIVE FORWARD PLAN (Pages 33 - 64)

6 EAB WORK PROGRAMME (Pages 65 - 68)

To consider and approve the EAB's draft work programme with reference to the Executive Forward Plan.

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PLACE MAKING AND INNOVATION EXECUTIVE ADVISORY BOARD

1 June 2020

- * Councillor Angela Gunning (Chairman)
- * Councillor Gordon Jackson (Vice-Chairman)

- | | |
|----------------------------------|----------------------------|
| Councillor Jon Askew | * Councillor Steven Lee |
| * Councillor Christopher Barrass | * Councillor Masuk Miah |
| * Councillor Ruth Brothwell | * Councillor Maddy Redpath |
| Councillor Graham Eyre | * Councillor Will Salmon |
| * Councillor Diana Jones | Councillor Patrick Sheard |

* Present

Councillors Jan Harwood, Julia McShane, Ramsey Nagaty, Tony Rooth and James Steel were also in attendance.

PMI1 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

Apologies for absence were received from Councillors Jon Askew and Patrick Sheard. Councillors George Potter and Catherine Young were present as substitutes for Councillors Jon Askew and Patrick Sheard, respectively.

PMI2 LOCAL CODE OF CONDUCT AND DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS

Councillors Diana Jones, Steven Lee, George Potter, Maddy Redpath and James Steel declared non-pecuniary interests in agenda item number 5 owing to their involvement with the Plastic Free Guildford residents' group.

PMI3 MINUTES

Subject to the substitution of the word 'generally' for the word 'strongly' in the first bullet point of the Chairman's summary of the main views expressed by the Board contained in minute number PMI28 concerning Regulation 18 Consultation on Local Plan: Development Management Policies to read: 'The scope of the proposed policies and the strength of their links to issues related to climate change, biodiversity and protection were generally supported.', the minutes of the meeting of the Board held on 17 February 2020 were confirmed and would be signed by the Chairman at the earliest opportunity.

However, some concerns were expressed regarding the use of draft minutes to convey the Board's views to the Council at its meeting held on 5 May 2020 and the capture of all points made at the last EAB meeting by members and non-members. The Board was advised that as its following meeting scheduled for 6 April 2020 had been cancelled owing to the Coronavirus pandemic, there had not been an opportunity for it to approve its minutes before they were used to report views to the Council meeting. The Board was reminded that minutes were not intended to be verbatim records of meetings and that the forward focus should be on capturing the essence of views expressed and reaching agreement in respect of advisory points to be forwarded to the Executive or Council for consideration.

PMI4 DRAFT CLIMATE CHANGE, SUSTAINABLE DESIGN, CONSTRUCTION AND ENERGY SUPPLEMENTARY PLANNING DOCUMENT (SPD)

Councillors considered a note which briefed the Board on the draft Climate Change, Sustainable Design, Construction and Energy Supplementary Planning Document (SPD)

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appended to the note and invited its comments on the draft document for consideration by officers as part of the related consultation process. The note described the background, scope and role of the SPD and set out the process and next steps.

The Policy Officer – Planning Policy gave a presentation to introduce and explain the SPD. The presentation covered Development Plan Documents (DPDs), the difference between DPDs and SPDs, Local Plan: Strategy and Sites 2015-2034 policies addressed by this SPD, and the aims of this SPD together with an outline of the Sustainable Design and Construction Guide forming part of it.

The SPD was closely aligned to Local Plan Policies and covered Policy D2: Climate Change, Sustainable Design, Construction and Energy; Policy D1: Place shaping (paragraphs 2 and 10); and Policy P4: Flooding, flood risk and groundwater protection zones (paragraph 5).

Policy D2 consisted of sections relating to climate change adaptation, energy, and design and construction. It featured principles set out in energy and waste hierarchies whilst requiring submissions in respect of sustainable design and construction / climate change adaptation, and of low carbon energy / carbon emissions in relation to major and non-major developments.

Policy D1 required all new development to perform positively against 'Building for Life' guidance whilst meeting industry standards for new design, limited coverage of energy efficiency and efficient use of natural resources to maximise passive solar gain.

Prioritisation for sustainable drainage systems (SuDS) relating to surface water management and mitigation of heavy rainfall events were required under Policy P4.

The aims of the SPD were to encourage compliance with policy, ensure an improved decision-making process and achieve better development outcomes. There were six sections of the SPD which were an introduction, summary of policy, overview of information that must be submitted in support of planning applications, energy statements (major development), sustainability statements (major development) and requirements for non-major developments.

The Sustainable Design and Construction Guide aligned content with policy, provided guidance on best design and construction practice, and was based on guidance from reputable bodies and internal practitioners. The Guide covered an energy hierarchy; site layout; landscaping and urban form; building design; water efficiency; climate change adaptation; measures that enabled sustainable lifestyles; resources, materials and waste; and building for life.

The following points arose from related questions, comments and discussion:

- In terms of abbreviations in the SPD, it was clarified that SAP was an acronym for the Standard Assessment Procedure which was the methodology used by the Government to assess and compare the energy and environmental performance of dwellings and SBEM was an abbreviation for the Simplified Building Energy Model which was a tool developed to provide an analysis of a building's energy consumption. Developers were required to provide the latter to meet the Building Regulations. The relevant industries were familiar with both acronyms.
- It was suggested that wood chip fired combined heat and power (CHP) systems may no longer be an environmentally acceptable power source owing to the carbon dioxide impact of felling mature trees and burning wood and the shortage of wood chip nationally necessitating import from abroad. The use of photovoltaic solar roof tiles / panels was suggested as an alternative.

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- In terms of developers' submission requirements, officers would refer to Policy D2 to ascertain whether the requirements had been met, and if not, the necessary information would be sought. The requirements for smaller developments, of ten homes or fewer, was less stringent.
- In addition to being a consultee in respect of all future SPDs, councillors expressed a wish for the Board to receive the related statements of public consultation responses to give it an opportunity to comment on those and the final draft document prior to their submission to the Executive.
- 30 responses had been received in respect of the SPD public consultation which was an average amount for this type of technical document. The responses, many of which were from industry, were valuable and had been published on the Council's website on 1 June 2020.
- As it was felt that the majority of references in the SPD were to new development, it was suggested that some guidance concerning conversion of existing premises, such as the conversion of offices and retail units to homes, should be included.
- Although the impact of Coronavirus could bring about societal changes with future implications for planning policies, the intention was that current policies would be adhered to until the evidence base and / or Government guidance changed.
- It was suggested that the introduction of a reward scheme may encourage developers to comply with all requirements and standards.
- The SPD needed to specify that developments should provide space for charging electric vehicles and accommodating car clubs.
- Conditions could be imposed on planning permissions to ensure that developments met the energy efficiency requirements specified in the related planning applications and policies could allow post construction inspections as a means of establishing whether developments had achieved compliance with energy requirements. However, inspections and follow up enforcement action to secure compliance were resource intensive and not pursued by many councils. Research released by the Government found that new buildings were generally failing to meet the energy and carbon standards set out in Building Regulations once built (the 'performance gap'). Some research suggested that new buildings as built may perform up to 60% worse than as designed, and it was anticipated that the Government would be introducing a new compliance approach in Building Regulations. The Board felt that the Executive should be made aware of the need to make resources available for officers to undertake the necessary enforcement work in this area.

As summarised by the Chairman, the main views expressed by the Board as its consultation response for officers to consider as part of the related SPD consultation process, which would be fed back to the Executive for consideration, were as follows:

- References to energy sources in the SPD should be broadened to include types of low carbon networks other than CHP to maintain flexibility as alternative and more effective low carbon technologies became available for use.
- Requirements for energy efficiency and carbon emission in respect of property conversions in addition to new build should be included in the SPD.
- The SPD should specify that new developments should make provision for electric vehicle charging and car clubs.
- The Board should receive statements of public consultation responses in respect of future SPDs prior to their submission to the Executive.
- Resources should be made available for the post construction inspection and enforcement of energy efficiency standards, including small developments of ten or fewer properties.

PMI5 PLASTICS FREE GUILDFORD

The Interim Head of Asset Management (Climate Change Lead) gave a presentation concerning initiatives to implement a plastic free Guildford policy as an explanatory introduction to her related report which invited the EAB to consider the actions taken to date to reduce the use and impact of non-recyclable Single Use Plastics (SUPs) and recommend a way forward for the Council to undertake further work towards a plastic free Guildford and in doing so, help to deliver the Council's Corporate Plan priority to protect the environment.

The presentation covered the national framework and local commitment relating to reducing the use of SUPs, the Council's achievements to date, the role of the Surrey Environment Partnership (SEP), other councils' approaches and the recommended way forward.

The national framework consisted of the UK's 25 Year Environment Plan which was published by the Government in January 2018 with a target to achieve zero avoidable plastic waste by the end of 2042, and the Waste and Resources Strategy 2018-19 published by DEFRA and setting out ambitious plans for a greener future with financial incentives.

On 23 July 2019 the Council adopted a motion recognising the damage plastics could cause to the environment and committed the authority to working with local communities to reduce the negative impact of the use of SUPs in so far as it was reasonable to do so. The Council asked that this EAB make recommendations, as appropriate, to the Executive on how to achieve each of the seven commitments set out in the motion. The Council's commitment was to work to reduce the use of non-recyclable SUPs as announced on 23 July 2019 to play its part in delivering the SEP's SUP Strategy (2018) and 5-year action plan, reduce the impact through use of SUPs and support, promote and encourage plastic free initiatives and events within the Borough.

The Council asked that this EAB make recommendations, as appropriate, to the Executive on how to achieve each of the seven points (a) to (g) below:

- a. Avoid Council use of SUPs.
- b. Encourage local businesses to avoid use of SUPs.
- c. Engage with and support the Plastic Free Guildford Group.
- d. Work with suppliers to discourage use of avoidable SUPs.
- e. Support local communities to reduce the use of SUPs.
- f. Support the national water refill campaign.
- g. Work with partners to investigate effective and sustainable incentives for the return of SUPs for recycling.

In terms of achieving the Council's commitments to date, examples included the cessation of some plastic use, communication with residents and businesses and community engagement, caterer's packaging constructed from recyclable materials, newly installed water bottle refilling stations and supporting staff to recycle more waste.

The twelve Surrey councils within the SEP came together and created a SUP Strategy for Surrey, the primary objective of which was to avoid producing plastic waste. The Strategy featured a five year plan and an ambition for residents to: "live in clean, safe and green communities, where people and organisations embrace their environmental responsibilities". The four themes of the Strategy were councils' tackling their own plastic use, working with their suppliers and contractors, raising awareness across Surrey and supporting the county to take action. Each theme had a set of objectives and outputs.

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There was a SUP Task Group which had agreed a mix of good practice and measurable targets with dates to aim for. Guildford Borough officers were involved and attended Task Group meetings.

The Output Action Classification target sought to group SUP items into the level of difficulty to eliminate e.g. easy, moderate or hard. The easy category consisted of plastic drink bottles and cups, plastic food takeaway boxes, plastic cutlery, plastic grocery bags, straws, stirrers, sauce sachets and tea bags with plastic wrappers. The moderate group covered hot drink cups and lids, coffee capsules and stationery. The hard category consisted of bin bags, food wrappers, yogurt pots, milk bottles, composite food packaging (e.g: chocolate boxes, biscuit trays, crisp bags, soup containers), cleaning supplies (e.g: washing-up fluid, other cleaning fluids and wet wipes), food packaging film, and protective packaging for fragile items etc. The target date for eliminating the easy and moderate groupings had been December 2019 whilst that for the hard group was December 2023.

An example of a SUP theme objective and output was SUP Objective 1: End the sale and provision of SUP products in order to phase out the use of SUPs across the Council's estates and operations wherever possible.

The SUP Strategy for Surrey featured a collaborative approach in respect of the best way to tackle SUPs, commitment to eliminating SUPs in the county governed by the SEP with joint policy objectives. The Strategy contained good practice guidance for authorities and a Five-Year Action Plan which each authority could customise for its own approach.

Other Councils' initiatives included producing their own SUP policy and pledges and/or action plans, endorsing the SUPs Strategy for Surrey and providing public information or guidance on their websites.

Officers proposed the preparation of a new Guildford SUP Action Plan for approval by the Executive, implementation of the four SUP Strategy for Surrey themes and co-ordination of a small number of Council officers to assist with progressing the work. The Action Plan would enable this EAB to make structured and planned recommendations to the Executive on how to progress the seven commitments.

Going forward, the Board was invited to discuss and consider actions taken to date to reduce the impact of SUPs and the recommendation to formulate a new Guildford SUP Action Plan for the Executive to approve.

The following points and comments arose from related questions and discussion:

- Having thanked officers for the work undertaken since the passing of the plastic free Guildford motion, a councillor drew attention to the omission of one element of the motion, the purpose of which had been for Guildford to obtain certification as a plastic free Borough working in conjunction with the Plastic Free Guildford Group and the community. The Interim Head of Asset Management undertook to ascertain progress in this regard and report back to the Board.
- Although there were Government guidelines concerning the reduction of plastic waste in the Government's estate, the Interim Head of Asset Management confirmed that she was unaware of any such guidelines, indicators or metrics determining what reduction of plastic waste was expected from local government. However, the use of the Surrey SUP Action Plan as a framework to formulate a new Guildford SUP Action Plan would steer the way forward. The Board reflected on the enormity of the task to resolve reduction of plastic across local communities, and its suggestion that the provision of

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further resources would be necessary to support a wider plastic initiative, was welcomed.

- There was some concern that efforts to reduce SUPs had focused on operations at the Council's Millmead House offices whilst there was a need for both Borough and centralised local and co-ordinated Surrey-wide campaigns to engage the public and encourage behavioural change to tackle SUPs. It was suggested that the relevant recommendation be strengthened to reflect this.
- A councillor provided an update in respect of the Plastic Free Guildford Group, which was enthusiastic in its goal to reduce SUPs and would benefit from some support and guidance. The Experience Guildford Business Improvement District assisted with promotional activities and connected plastic free businesses, a number of which had achieved plastic free certification by reducing the amount of SUPs used. Further community engagement, including a presence at events and litter picks, would be beneficial.
- It was suggested that the practices and experiences of other local authorities be explored with a view to obtaining shared learning and best practice in this area.
- Reducing the use and impact of SUPs in its own estate was where the Council had most influence. In terms of engaging the wider community, the SUP Task Group and SEP had been influential. The Interim Head of Asset Management agreed to look into how the Council may resource engagement with local businesses and retailers to achieve the maximum effectiveness at the minimum cost. The Council's website was one cost effective means to engage the public who should be encouraged to take personal responsibility to reduce the use of SUPs.
- Experience Guildford was reported to be eager to work with the Council to promote tackling SUP in the future once it had addressed current Coronavirus related issues.

The Chairman summarised the main views expressed by the Board as its response to the report's request for input, which were as follows:

- There was a need for increased community engagement and co-ordinated publicity campaigns at local and county-wide levels to reduce the use of SUPs by the public and businesses.
- Litter picks were a useful method of engaging the community and heightening awareness of SUPs whilst improving the environment.
- With the assistance of the SUP Task Group, the Interim Head of Asset Management be requested to identify where the Council may undertake the most cost effective measures to reduce SUPs.
- The practices and experiences of other local authorities be explored with a view to obtaining shared learning and best practice in reducing SUPs.
- The aims of the plastic free Borough initiative should be pursued and the related certification obtained in recognition of this achievement.

PMI6 EXECUTIVE FORWARD PLAN

The Executive Forward Plan was noted without comment.

PMI7 EAB WORK PROGRAMME

A councillor reported that work in relation to the provision of solar farms had been pursued and she would discuss the matter with relevant officers as this may be an area of future interest for the EAB.

The wish to see unscheduled work programme items, such as Supplementary Planning Documents, at a sufficiently early stage to enable initial input to policy development and review of consultation responses prior to Executive determination was emphasised.

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PMI8 EAB MEETINGS START TIME

As remote Council meetings held due to the Coronavirus lockdown were felt to be more complex, lengthy and demanding than regular meetings, the Board was invited to consider whether remote meetings of the EAB should commence at an earlier time, for example 6:00 pm, to allow more timely completion of the transaction of business. The Board indicated that it wished the start time of its meetings to remain at 7:00 pm to accommodate employment and other commitments.

The meeting finished at 9.35 pm

Signed

Date

Chairman

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Place-making and Innovation Executive Advisory Board Report

Ward(s) affected: N/A

Report of Director of Strategic Services

Author: Marieke van der Reijden, Head of Asset Management (Climate Change Lead)

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Date: 7 September 2020

Climate Change and Innovation Board Update

Executive Summary

On 19 March 2019, the Executive approved a new Innovation Strategy for 2019-20 reflecting the dynamic and at times fast-changing nature of Innovation. The Strategy addressed the Council's Innovation theme of the Corporate Plan. It was developed, coordinated and managed by an existing Innovation Strategy Board to provide economic leadership to deliver sustainable and proportionate growth.

On 23 July 2019, the Council adopted a motion to declare a Climate Emergency. In line with the commitments set out in this motion, the Council created a Climate Change and Innovation Board (CCIB) in August 2019 which would report to the Executive and have overall responsibility for:

- developing the Council's climate change strategy; and
- overseeing the delivery and carrying out of an ongoing review of the Council's Innovation Strategy 2019/20.

The purpose of this report is to provide an update on the work and findings of the CCIB since it was created last year, and the next steps following the Executive's agreement at its meeting on 25 August 2020 to disband the CCIB and create two new executive working groups, one for Climate Change and one for Innovation.

Recommendation to the Executive Advisory Board

That the EAB considers the actions taken so far by the CCIB and makes recommendations as appropriate to the Executive.

Is the report (or part of it) exempt from publication? No

1. Purpose of Report

- 1.1 For the EAB to receive an update in respect of what the Climate Change and Innovation Board (CCIB) has accomplished to date and the next steps following the disbanding of the CCIB into two working groups, the Climate Change Board and Innovation Board.

2. Strategic Priorities

- 2.1 On 19 March 2019, the Executive approved a new Innovation Strategy for 2019-20 reflecting the dynamic and at times fast-changing nature of Innovation. This Strategy addressed the Council's Innovation theme of the Corporate Plan and was based on the three strategic priorities sitting beneath that theme, as follows:

1. Facilitating smart places infrastructure across Guildford
2. Guildford as the Innovators' location of choice
3. Future Guildford - working to improve value for money and efficiency in Council services

- 2.2 On 23 July 2019, the Council adopted a motion to declare a Climate Emergency that included the following commitments:

1. Working with partners across the Borough to evaluate and determine how and when Guildford Borough could become carbon neutral
2. Working towards making the Council's activities net-zero carbon by 2030
3. Establishing the necessary governance structures, investment plans and officer resources in order for the Council to build a strong foundation to deliver progressively ambitious carbon reductions across our operations
4. Establishing a borough-wide Climate Change Partnership consisting of representatives from all stakeholders across all sectors
5. Developing, within 12 months, a clear action plan and timescale for being net-zero carbon across our Council operations, starting with a review of what has already been achieved and plans already instigated
6. Delivering a joint Member-Officer training programme to enable a shared understanding of how to deliver the above, starting in September 2019

- 2.3 A list of draft priorities across the following four strategic themes including climate change was agreed by the Executive at its meeting on 21 January 2020 in preparation of a new Corporate Plan:

- Climate Change and Environment
- Housing and Community
- Economy and Regeneration
- Improved Council

- 3.2 The themes and draft priorities formed the basis of discussions at a workshop for all councillors held on 13 November 2019. The workshop focussed on defining the outcomes and impacts that the Council would most wish to deliver under the following draft priorities, which for Climate Change and Environment were:

- Working with residents and businesses towards becoming a carbon neutral borough
- Protecting our environment
- Making travel easier and more sustainable

3. Background

- 3.1 The CCIB was created from what was previously an Innovation Strategy Board. The creation of a separate Climate Change Task Group proposed within the Innovation Strategy for 2019-20 was then subsumed into the creation of one board, the CCIB, which would report to the Executive and have overall responsibility for:
- developing the Council's climate change strategy; and
 - overseeing the delivery and carrying out of an ongoing review of the Council's Innovation Strategy 2019/20.
- 3.2 The CCIB was to have oversight of the necessary actions in order to ensure that there is a co-ordinated effort across the Council and develop a strategy that puts the Council at the forefront of promoting measures that will facilitate and encourage the Borough to be carbon neutral and reduce levels of carbon emissions, and to respond to the declared Climate Emergency.
- 3.3 The CCIB was to take account of the Climate Change Framework, which was adopted as part of the Innovation Strategy 2019/20, giving careful thought to prioritisation and practical measures that can be achieved.
- 3.4 For innovation, the CCIB would continue to facilitate and encourage investment in digital and other Smart infrastructure in the Borough, further develop our key high growth sectors and promote Guildford as the Innovator's location of choice and early adopter of new technologies. This work was building on a proposal for a tri-partite Business-Council-University task group to move Guildford towards a Smart City culture, a new business-led Innovation Forum (to include relevant CCIB members) as set out in the Innovation Strategy Action and Delivery Plan.
- 3.5 Since August 2019, six meetings have taken place. The work of the CCIB is set out below and in Appendices 1 and 2.

Work to date

- 3.6 At the October 2019 meeting the members, having discussed the different topics to be pursued by the CCIB, agreed to establish sub-groups to pursue the following different topics in priority order:
- Planning
 - Transportation
 - Trees and green spaces
 - Procurement
 - Waste

- 3.7 The first three were accomplished, with the CCIB members receiving presentations on topics set out in Appendix 1.

Regular updates

- 3.8 Updates from lead officers featured as a regular item in the CCIB agenda, with items brought to the meeting covering the following four areas:

- Innovation – Rural
- Innovation – Businesses
- Climate Change – Energy
- Climate Change – Waste, Vehicles and Transport

- 3.9 A summary of the updates given to the Board is provided at Appendix 1.

Community engagement

- 3.10 Community engagement featured regularly in board member discussions and whether this would be best managed in the form of a climate change partnership, business-led innovation forum or youth forum. The Board agreed that consideration needed to be given to how to engage with the wider community and develop suitable partnerships and suggested that they build on existing arrangements. Proposals considered are outlined in Appendix 1.

Climate change strategy and progress monitoring

- 3.11 The Board's work towards developing a climate change strategy involved looking at the strategies and policies that were already in place. Through comprehensive discussion and collaboration, an outline document was produced identifying the headings of what an overall climate change strategy might look like, attached at Appendix 2.
- 3.12 The Board noted that the strategy would be put together with reference to Surrey's Framework and would identify, goals, objectives and KPI's. The strategy would be subject to a consultation phase and would be informed by baseline carbon emission figures in order to identify what was needed to be achieved in terms of carbon reductions.
- 3.13 The Chairman collated a comprehensive spreadsheet that identified work that that was already ongoing within the Council as well as the significant number of strategies and policies already in place with other stakeholder organisations. The spreadsheet was to be reviewed by the Chairman, Councillor Gordon Jackson with Chris Burchell, Local Economy Manager, Marieke van der Reijden, Deputy Head of Asset Management and Chris Wheeler, Waste, Parking and Services Fleet Manager.
- 3.14 The Chairman would liaise with the communications team in relation to releasing a timely press release regarding the Board's positive work on developing a climate strategy and issue a timetable outlining the key stages, from consultation to final approval. The Board recognised that the final recommendations would be

dependent upon Surrey's climate change framework and that it was key to emphasise this in any press release.

Next steps

- 3.15 On 25 August 2020, the Executive decided to disband the CCIB and establish two new boards, the Innovation Board and the Climate Change Board. New terms of reference for each group were approved. Each group will take forward the work previously covered by the CCIB with a particular focus on the following key priorities:

Climate Change Board

- 1) **Energy** – Energy supply and performance
- 2) **Infrastructure** – Planning and low carbon infrastructure
- 3) **Businesses and communities** – Engagement and education

Innovation Board

- 1) **Smart City Infrastructure** – Including Improving full fibre connectivity
- 2) **Economic growth (Sector Development)** – Digital Games and Digital health
- 3) **Service Delivery** – Encouraging collaboration with the local technology ecosystem

4. Consultations

- 4.1 The Leader, Councillor Harwood (lead councillor for climate change and innovation) and Cllr Gordon Jackson (previous chair of the CCIB), have been consulted and agree with the recommendations of this report.

5. Key Risks

- 5.1 The opportunity exists to take forward and develop the work already undertaken by the CCIB and use this for work continuing under the two new boards for climate change and innovation.
- 5.2 However, there is always a risk that the Council could overcommit resources to achieve the commitments set out in July 2019. Through careful consideration of what measures and actions are reasonable and most effective for the Council to take recognising officer commitments and resources, a team of relevant officers will be best placed to manage this risk.
- 5.3 Plans are being put in place for the Climate Change Board members and fellow councillors and officers to partake in carbon literacy education. This will help

those taking part to understand and be able to explain the basic science of climate change and how climate change will affect us both globally and locally, how to assess our climate change objectives, and how to construct our own strategies to take action on climate change.

6. Financial Implications

6.1 No immediate financial implications.

7. Legal Implications

7.1 Officers recommend that the climate change agenda needs to be encapsulated into the Council's procurement procedure rules. This had been addressed at a meeting of the Community EAB and CCIB members were encouraged to highlight the issue moving forward.

8. Human Resource Implications

8.1 No HR implications apply.

9. Equality and Diversity Implications

9.1 This duty has been considered in the context of this report and it has been concluded that there are no equality and diversity implications arising directly from this report.

10. Climate Change/Sustainability Implications

10.1 This Council declared a climate emergency and passed a motion confirming its commitment to reducing carbon emissions on 23 July 2019. The recommended actions will help towards tackling the problem across the borough and county.

11. Summary of Options

11.1 The CCIB in its previous form looked at a number of differing approaches to addressing innovation and climate change by the Council. For the EAB to be able to present robust and reliable recommendations to the Executive on how to achieve each of its commitments, the Executive opted to disband the CCIB and instead have two separate boards looking at each of these work activities.

11.2 The two new Climate Change and Innovation Boards have committed themselves to new key priorities and will independently report back to the EAB.

12. Conclusion

12.1 Addressing the Council's pledge towards a reduction in carbon emissions continues.

12.2 The CCIB was set up to push forward improvements and actions. However, there is more that can be done and the work of the two boards will be more

focussed and higher achieving in seeking solutions to address both innovation and climate change locally, regionally and where possible, nationally.

- 12.3 Officers propose this EAB recognises the work that has already taken place and endorses the recommendation to support the CCB and IB in continuing the work in accordance with their newly formed memberships and terms of references.

13. Background Papers

- 13.1 None

14. Appendices

- 14.1 Appendix 1: The work and findings of the CCIB
 Appendix 2: Climate Change Strategy – Outline Headings

Please ensure the following service areas have signed off your report. Please complete this box and do not delete.

Service	Sign off date
<i>Finance / S.151 Officer</i>	<i>16/07/2020</i>
<i>Legal / Governance</i>	<i>16/07/2020</i>
<i>HR</i>	<i>15/07/2020</i>
<i>Equalities</i>	<i>15/07/2020</i>
<i>Lead Councillor</i>	<i>29/07/2020</i>
<i>CMT</i>	<i>21/07/2020</i>
<i>Committee Services</i>	<i>16/07/2020</i>

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EAB: Climate Change and Innovation Board Update

Appendix 1: The work and findings of the CCIB

1. Work to date

1.1 At the October 2019 meeting the members, having discussed the different topics to be pursued by the CCIB, agreed to establish sub-groups to pursue the following different topics in priority order:

- Planning
- Transportation
- Trees and green spaces
- Procurement
- Waste

1.2 The first three were accomplished, with the CCIB members receiving presentations on the following:

Planning

1.3 In December 2019 – The CCIB was presented with a briefing on the **Guildford Borough Local Plan: Strategy and Sites 2015-2034** document, which was adopted on 25 April 2019 setting out a vision for the Borough and the approach to development up to 2034. The CCIB recognised this document played an important role in shaping Guildford's future such as how the town and local villages developed, protecting and enhancing the natural environment, developing the local economy, improving leisure and visitor facilities, delivering sustainable development and low carbon energy and supporting more sustainable modes of transport. The Board, in its feedback, emphasised its wish to achieve the lowest carbon footprint in relation to new build and building extensions, to develop a low carbon show home in partnership with the University of Surrey and to explore the use of modular homes.

1.4 In January 2020 – The CCIB received a presentation on the draft **Climate Change, Sustainable Design Construction and Energy Supplementary Planning Document (SPD)**, and draft **Strategic Development Framework SPD** which were to become available for public consultation in February and January 2020 respectively. Aspects of the Strategic Development Framework SPD related to the Sustainable Movement Corridor (SMC), sustainability and EV charging points at strategic sites.

1.5 In March 2020 – the CCIB Board listened to and discussed a briefing on the **Climate Change, Sustainable Design, Construction and Energy SPD** which had been submitted for consultation. The Board learned that the SPD:

- Provides guidance for Local Plan policy, adds further detail, but does not create policy
- Should enable a better decision-making process and more sustainable development outcomes through greater compliance with policy
- a Development Plan Document (DPD), could provide more further policy to add detail to existing policy in the Local Plan: Strategy and Sites document.

1.6 There was discussion of the different organisations involved in the decision-making processes for the provision of sustainable transport, the work undertaken by Surrey County Council (SCC) to establish a county-wide emissions baseline, and that SCC proposed to undertake a review of the county's transport policies which would address the climate emergency. The Board would await SCC's proposed new transport policies moving forward and considered that the Council needed to work in partnership with SCC as to how to achieve a modal shift in people's travel behaviours.

1.7 The Board noted caution at duplicating policies which were already concerned with climate change in the Local Plan agreeing that balance needed to be sought and it was important to reflect big issues such as climate change both in national and local policies. The SPD was one mechanism by which levels of carbon emissions could be reduced significantly.

Transport

1.8 In January 2020 – the CCIB received a presentation exploring key issues concerning **climate emergency and local transport**. The Board was reminded that the county of Surrey was administered in a two-tier system of local government. This Council, as the lower tier authority, was the statutory local planning authority and, in this role, worked with SCC and a range of other transport infrastructure providers and operators, including Highways England, Network Rail, and bus and rail operators. The Council also worked with funders, such as the Enterprise M3 Local Enterprise Partnership, and with neighbouring district-level local authorities.

1.9 The presentation considered outturn UK greenhouse gas emissions and legislated carbon budgets and the Committee on Climate Change's proposed decarbonisation trajectories¹. Emissions in the surface transport sector and other economic sectors were compared. The relative emissions and space requirements of different modes of transport were discussed. The roles of local authorities and individuals in achieving change were considered. The Department for Transport's 2018 road traffic forecasts included, as their highest forecast growth scenario, a 51% increase in traffic by 2050 in the shift to zero emission vehicles scenario. These road traffic forecast scenarios are not consistent with the Committee on Climate Change's scenarios, the latter assuming a 10% modal shift from private cars to other modes of transport by 2050. Transport for Quality

¹ The Committee on Climate Change advises the government on emissions targets and reports to Parliament on progress made in reducing greenhouse gas emissions.

of Life² has advocated that the Government investigate policy options for reducing traffic mileage by between 20-60% by 2030 in order to be consistent with The Paris Agreement's stronger target.

- 1.10 Transport policies that follow Transport Demand Management, New Realism and Decide and Provide approaches seek to manage transport demands rather than to meet them. These approaches are therefore consistent with climate change mitigate, in contrast to the Predict and Provide approach that dominated post-war transport planning in the UK and has continued to exert a strong influence. In the UK, there had been a handful of more committed attempts at realising Transport Demand Management approaches in localities including in London under the Mayor of London and Transport for London, and in Bristol, Cambridge and Brighton.
- 1.11 The statutory spatial planning system, which Guildford Borough Council has responsibility for, had a number of policy tools that could be deployed as part and parcel of a Transport Demand Management approach, for instance by concentrating high trip generating uses in accessible urban centres, sequential testing for offices and retail, requiring improvements to active modes and passenger transport infrastructure and services by means of the design of new developments, direct improvements and developer contributions.
- 1.12 The sustainable transport aspects of the Local Plan process was informed by the Guildford Town and Approaches Movement Study (GTAMS). This recommended a long-term movement strategy to 2050 for the town. The strategy was effectively one of Transport Demand Management, including proposing the Sustainable Movement Corridor, extensive investment in walking and cycling, and the reallocation of road space including in the town centre.
- 1.13 There was a significant challenge to decarbonise transport moving forward. The presenter considered that the solution would likely involve Electric Vehicles (EVs) and also reducing car dependency through achieving a modal shift to active modes and public transport. The officer considered that demand management and traffic restraint would be required including roadspace reallocation, as the evidence indicated that previous 'nudge' or 'smarter choices' initiatives applied alone had more limited benefits.
- 1.14 Discussions around cycling, trains and buses, parking and EVs were also covered.

Trees and green spaces

- 1.15 In May 2020 – the CCIB listened to a presentation on the **Council's Countryside Vision adopted in 2017**, the Council's goals and ambitions, the 25-year Environment Plan, the land types managed by the Council, tree management and planting, the Council's Tree Risk Management Protocol and Climate Change Committee Target, and challenges for tree planting. The goals and ambitions

² Transport for Quality of Life provide research on sustainable transport policy and best practice.

reflected the Government's objective of "being the first generation to leave the natural environment of England in a better state than that in which we found it".

- 1.16 The Council plants 30-40 standard amenity trees per year in line with current resources available for aftercare and establishment to improve longevity. The aim of tree and woodland management is the protection and retention of the existing tree stock featuring projects to improve longevity of veteran trees and woodland management for biodiversity and seeking opportunities for tree planting when carrying out landscaping projects in the Parks and Countryside sites. In 2019, 73 standard trees and 120 whips were planted.
- 1.17 The Board members felt reassured by the Council's practices in relation to countryside, tree planting and land in terms of responding to the climate change challenge.

2. Regular updates

- 2.1 Updates from lead officers featured as a regular item in the CCIB agenda, with items brought to the meeting covering the following four areas:

Innovation – Rural

- 2.2 **Guildford Business Forum Rural Group's** (GBFRG) focus on climate change and the House of Commons EFRA Committee Call for Written Evidence on Net Zero Emissions in Agriculture.

- 2.3 The UK Independent Commission on Climate Change's recommendations concerning the emissions and carbon footprint associated with food which had been discussed by the Group and had identified the climate change topics of most importance to it to inform practical actions and public engagement, as follows:

- Tackling loss of biodiversity by encouraging varied landscapes such as hedgerows and provision for ground nesting birds
- Improving energy generation and use by seeking the provision of renewable energy through methods such as solar farms, sites for which were being sought
- Carbon capture to reduce current levels. It was suggested that trees were unable to contribute to carbon sequestration until they were twenty years of age and therefore saplings should not be felled.

Innovation – Businesses

- 2.4 The CCIB reviewed outcomes of the Council's **Innovation Strategy** agreeing to develop an updated RAG³ rated progress report. The CCIB heard how the Council had collaborated with the University of Surrey and businesses to build upon the Innovation Strategy. It also discussed the following items:

³ Red Amber Green

- The Board discussed public concern regarding radiation fears in relation to the installation of **5G infrastructure** and acknowledged that the Council needed robust and scientific information which would allay residents' fears. The board noted that EE, Vodafone and IE had all announced that they will be launching 5G in Guildford thereby upgrading the mobile infrastructure from 4G
- A Digital Games Festival had been planned for June 2020 at G-Live for the second year and RocketDesk were funding a second co-working site for game developers, funded via a preferential loan provided by the Council. Guildford College were also looking at running courses that would assist the digital sector
- The Council had hosted a round table event in relation to digital health which was looking at ways to make selling to the NHS easier for companies with the use of technology. The University of Surrey have created a 'Tech Accelerator' which allowed small companies to experiment with products for the healthcare sector, trial them and then try to sell them onto the NHS
- Fibre broadband investment in Guildford had been increased. BT in partnership with the government were offering to install increased fibre broadband into development sites for free. The key was to ensure that this was included in development schemes at the pre-application stage
- In its new Local Plan the Council has inserted references to digital infrastructure as part of its Policy D1 – Place-making – including this statement: "The provision of Fibre To The Premise (FTTP) is viewed as a desired default technology, however it is recognised that this may not be practical in all cases. FTTP and high-quality connectivity will thus be encouraged in relation to new development, and particularly at development of major residential and employment sites.

Climate Change – Energy

2.5 The Board were informed that:

- the **Council's energy saving projects**, excluding insulation and boiler replacement, had involved an estimated total investment cost of £8 million since 2003, which has included extensive **LED replacement lighting** and over 150 **Air Source Heat Pump** installations in Council homes and on the Council's own estate over the last 3 years. Approximately £1.7 million was being put into a new Climate Change Fund, including a significant expansion of our Salix Invest-to-save Fund
- the Council intends to plot a potential **trajectory for carbon reduction** for the Council's operations over the next 10 years, to determine the viability of achieving net-zero carbon by 2030. Provisional figures suggest that the Council is in line to meet its previous target of achieving

a 43% reduction by 2020 but this will need to be validated as part of an independently conducted **carbon footprint** analysis, which is also planned

- an **Energy Masterplan** (now called an **Energy Delivery Framework**) was being developed for the Council and borough
- two medium-sized **Solar PV installations** are planned for Millmead House Complex and Farnham Road multi-storey car park, working in partnership with Portsmouth City Council. These are expected to generate 16% of the electricity needed for these sites, saving approximately £18,000 per year.

Climate Change – Waste, Vehicles and Transport

2.6 The Board noted the following had been undertaken:

- The Board would respond to consultation to the **National Waste Strategy** via the Surrey Environmental Partnership who were working towards the reduction of food waste ideally involving community engagement
- The council has committed funds to **EVs** and adopted an EV by default approach where operationally and financially viable including a large number of EV charge points already installed on its own estate with plans to install more; committed funds of £850,000 to change all of the dial-a-ride minibuses to full EV later this year; and plans to incorporate EV fleet-charging into the design of the Council's new depot
- A total of £656,000 had already been spent on installing electric charging points in Surrey. **On-Street EV Points** were to be installed and located next to parking bays. The project was being led by SCC instigated by the Enterprise M3 Local Enterprise Partnership (LEP) and was anticipated to be in place by May/June 2020
- SCC's current Local Transport Plan – the Surrey Transport Plan – was adopted in 2011 (and ran to 2025). Modules of the Surrey Transport Plan have been revised and new modules added since 2011. A new **Local Transport Plan** is to be prepared by SCC by 2022
- the viability of a new railway station on the national network, its size, location, accessibility, impact on existing services and initial views on constructability, was being investigated for a new **Guildford West (Park Barn) Station** (Westborough ward).

3. Community engagement

3.1 Community engagement featured regularly in board member discussions and whether this would be best managed in the form of a climate change partnership, business-led innovation forum or youth forum. They agreed that consideration needed to be given to how to engage with the wider community and develop

suitable partnerships and suggested that they build on existing arrangements.
Proposals included:

- Talking to the members of the **Citizens' Panel** to draw attention to the Board and its work
- The Elmbridge Independent **Retailer of the Year Awards**, which were expanded in 2019 to include a new category for 'green business of the year' to recognise environmentally sustainable retailers, could be replicated locally
- **Experience Guildford** had been approached regarding the addition of a green theme to its award scheme and could advise on what sustainable measures local retailers could adopt
- The Leader and the Communications Team were working on public engagement in this area which could include a **blog and press releases**
- **Guildford Environmental Forum** advised that a presentation and discussion in respect of climate change had been given to parish councils, residents' associations and community associations to spread information. The Forum felt there was a risk of too many climate change groups operating and that perhaps an umbrella event would be beneficial and the Cleaner, Healthier Sustainable Surrey organisation required co-ordination at both local and county levels. The need to involve residents and inform people to take a personal responsibility for mitigating climate change was highlighted
- current petition seeking the establishment of a **climate change citizens' assembly**. The Board heard how the Surrey Climate Commission was proposing a citizens' assembly, which could incorporate local Surrey boroughs.

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EAB: Climate Change and Innovation Board Update

Appendix 2: Climate Change Strategy – Outline Headings

Climate Change Strategy – Outline Headings

Introduction

- Why are we concerned about Climate change?
- The Declaration of a Climate Change Emergency
- Our Vision
- The role of GBC
- Working with our partners
- Our residents
- Our businesses

Our emissions

- What have we achieved so far?
- What are our current emissions?
 - Explanation re Scope 1,2, &3 emissions
- What do we need to do?
 - GBC emissions
 - Borough emissions
- How are we going to do it?
- Measuring our performance

Transport

- Our partners and their role
 - Transport for the South East – draft transport strategy
 - Highways England – strategic road network (SRN)
 - Enterprise M3 LEP
 - Surrey County Council – our local highways authority (LHA)
 - Network Rail
 - Bus companies?
- Transport emissions
- The Transport Network and the role of Government
- Mobility as a Service
- Joined up transport & smart ticketing?
- Extending the number of stations on the Rail Network
 - Guildford West
 - Guildford East
- Reducing Congestion

Agenda item number: 4
Appendix 2

- GTAMS
- Guildford Town Centre Transport Package
- Urban consolidation centre
- Parking policies
- Encouraging Modal Shift
 - Sustainable movement corridor
 - Reducing car journeys
 - Tackling the school run
 - Car clubs
 - Easit
 - GBC Active Travel Scheme
- Encouraging Electric Vehicles (and other methods of clean driving)
 - Government policy
 - SCC Electric vehicle strategy
 - The electric charging network
 - Electric vehicles
 - Electric buses
 - Taxis
 - GBC's fleet
- Cycling
 - Surrey and Guildford Cycling Strategies
 - Electric Bike scheme
 - Plan of existing cycle routes and planned improvements
- Company travel plans
- Active Health

Buildings

- The contribution of domestic energy use to GHG emissions
- What steps can be taken to reduce emissions
 - Reduction of energy use
 - Insulation and materials
 - Heat pumps, solar pumps and batteries
- The role of Planning regulation
 - New homes
 - Alterations to existing homes
 - Retrofitting existing homes
 - Commercial buildings
- The Local Plan
 - Our Development Managing Policies
 - Climate Change SPD
- Building Regulations
 - Government Future Homes Policy

Energy

- Role of our Partners

- The National Grid
- Greater South East Energy Hub
- SCC energy strategy
- Decarbonisation of energy supply
- Promoting renewable and low carbon energy
- Surveying energy use across the Borough
- Helping our residents
- GBC's Energy use
 - Own estate
 - Social housing
- District energy networks
- Local energy company – under GBC ownership

Waste

- The Surrey Environmental Partnership
- The Surrey Ecopark
- Reduce, reuse, recycle
- Recycling waste: what goes where and how it is recycled (incl anaerobic digesters).

Trees and Green Spaces

- Carbon capture and carbon sequestration
 - Trees
 - Hedgerows
 - Grassland
 - Other habitats
 - Soil
- Sustainable agriculture
- Environmental Land Management Schemes
 - Making space for Nature
 - Managing places
 - Making space for people
- Biodiversity
 - Government policy
 - GBC Planning policies
 - Surrey Nature Partnership
- GBC's Countryside strategy
 - What we own
 - How we will maintain and improve it
- Other partners
 - Surrey Wildlife Trust

Agenda item number: 4
Appendix 2

- Surrey Hills AONB
- RHS Wisley
- [others?]

Water

- Who are our partners?
- Why do we need to save water
- How do we do it?
- Flooding and flood management strategy
- Sustainable Drainage Systems
- Water and wildlife

Procurement

- How we procure
- What we procure
 - Buying green
 - Buying sustainably
- How do we take delivery?
- Communication to all stakeholders

A Greener Economy

- *Requires discussion – how do we encourage new sustainable businesses?*
- *New jobs and new skills*
- Role of innovation
- Sustainable tourism

The role of Education

- Residents Forum
 - What we seek to achieve – promoting behavioural change
 - Publicising best practice
- Business and Innovation Forum
 - Our partners
 - What we seek to achieve
- Parish Councils, Resident's Associations and other interest groups
- Reaching out to schools
- Ethical shopping
- The Third Sector
- The Guildford Environmental Forum
- Surrey Energy Partnership
- Surrey Climate Change Commission
- Experience Guildford

Adaptation



THE FORWARD PLAN

(INCORPORATING NOTICE OF KEY DECISIONS TO BE TAKEN BY THE EXECUTIVE AND NOTICE OF INTENTION TO CONDUCT BUSINESS IN PRIVATE)

Schedule 1 to this document sets out details of the various decisions that the [Executive](#) and full [Council](#) are likely to take over the next twelve months in so far as they are known at the time of publication. Except in rare circumstances where confidential or exempt information is likely to be disclosed, all decisions taken by the Executive and full Council are taken in public, and all reports and supporting documents in respect of those decisions are made available on our website.

Members of the public are welcome to attend and, in most cases, participate in all of our meetings and should seek confirmation as to the timing of any proposed decision referred to in the Forward Plan from the Committee Services team by telephone on 01483 444102, or email committeeservices@guildford.gov.uk prior to attending any particular meeting (see note below for special arrangements for remote meetings during the Coronavirus crisis).

Details of the membership of the Executive and the respective areas of responsibility of the Leader of the Council and the lead councillors are set out in Schedule 2 to this document.

Key decisions

As required by the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, this document also contains information about known key decisions to be taken during this period.

A key decision is defined in the Council's Constitution as an executive decision which is likely to result in expenditure or savings of at least £200,000 or which is likely to have a significant impact on two or more wards within the Borough.

A key decision is indicated in Schedule 1 by an asterisk in the first column of each table of proposed decisions to be taken by the Executive.

In order to comply with the publicity requirements of Regulation 9 of the 2012 Regulations referred to above, we will publish this document at least 28 clear days before each meeting of the Executive by making it available for inspection by the public on our website: <http://www.guildford.gov.uk/ForwardPlan>

Availability of reports and other documents

Subject to any prohibition or restriction on their disclosure, copies of, or extracts from, any document to be submitted to a decision-maker for consideration in relation to a matter in respect of which a decision is to be made will normally be available for inspection on our website five clear working days before the meeting, or the date on which the proposed decision is to be taken. Other documents relevant to a matter in respect of which a decision is to be made may be submitted to the Executive, or to an individual decision maker, before the meeting or date on which the decision is to be taken, and copies of these will also be available online.

Taking decisions in private

Where, in relation to any matter to be discussed by the Executive, the public may be excluded from the meeting due to the likely disclosure of confidential or exempt information, the documents referred to above may not contain any such confidential or exempt information.

Agenda item number: 5

In order to comply with the requirements of Regulation 5 of the 2012 Regulations referred to above, Schedule 1 to this document will indicate where it is intended to deal with any matter in private due to the likely disclosure of confidential or exempt information. Where applicable, a statement of reasons for holding that part of the meeting in private together with an invitation to the public to submit written representations about why the meeting should be open to the public when the matter is dealt with will be set out on the relevant page of Schedule 1.

James Whiteman Managing
Director

Guildford Borough Council
Millmead House
Millmead
Guildford
GU2 4BB

Dated: 25 August 2020

Special Arrangements to be put in place during Coronavirus crisis

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ["the Regulations"] allow local authorities to hold meetings remotely, including by (but not limited to) telephone conferencing, video conferencing, live webcast, and live interactive streaming.

The Regulations further modify existing legislative provisions to remove the requirement for local authorities to hold annual meetings, and to enable requirements for public and press access to local authority meetings and associated documents to be complied with through remote means and website access.

The Regulations apply to meetings of the Council, the Executive, Guildford Joint Committee, and all committees or sub-committees of these bodies, including Executive Advisory Boards.

SCHEDULE

EXECUTIVE: 25 August 2020

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
*	Weyside Urban Village Programme – GBC Depot	To consider the proposed new Guildford Borough Council depot, Woking Road as part of the Weyside Urban Village Programme	No	Report to Executive (25/08/2020)	Caroline Cheesman 01483 444011 caroline.cheesman@guildford.gov.uk
Page 35	New Climate Change Board and Innovation Board	To approve the disbanding of the Climate Change and Innovation Board and the creation of two new executive working groups, the Climate Change Board and Innovation Board.	No	Report to Executive (25/08/2020)	Marieke van der Reijden 01483 444995 marieke.van.der.reijden@guildford.gov.uk

**EXECUTIVE SHAREHOLDER AND TRUSTEE
COMMITTEE:**

1 September 2020

Agenda item number: 5

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
* Page 36	Arrangements to run and manage assets related to Woodbridge Road Sportsground Charitable Trust	To approve recommendations that ensure that the Charity continues to operate in a manner which promotes its charitable objectives whilst managing the contributions made by the Council.	Yes	Report to Executive Shareholder and Trustee Committee (01/09/2020)	Beejal Soni 01483 444036 beejal.soni@guildford.gov.uk

*Information regarding this item is considered to be commercially sensitive and will, if councillors wish, be discussed in private as it will involve the likely disclosure of exempt information as defined in paragraph 3 of Schedule 12A to the Local Government Act 1972, namely: "Information relating to the financial or business affairs of any particular person (including the authority holding that information).

Any person wishing to make representations in relation to this part of the meeting being held in private for consideration of the above-mentioned matter, must do so in writing to: Carrie Anderson, Senior Democratic Services Officer by email: carrie.anderson@guildford.gov.uk by no later than midday Thursday 20 August 2020.

EXECUTIVE: 22 September 2020

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
*	Climate Change, Sustainable Design, Construction and Energy SPD	To adopt the Climate Change, Sustainable Design, Construction and Energy SPD	No	Report to Executive (22/09/2020) Incorporating comments/recommendations of Placemaking & Innovation EAB (01/06/2020)	Dan Knowles 01483 444605 dan.knowles@guildford.gov.uk
* Page 37	Capital and Investment Outturn Report 2019-20	(1) To note the Capital and Investment Outturn Report for 2019-20. (2) To approve the actual prudential indicators for 2019-20.	No	Report to Executive (22/09/2020) Incorporating comments/recommendations of Corporate Governance and Standards Committee (30/07/2020) and Council (06/10/2020)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk

*	Revenue Outturn Report 2019-20	(1) To note the final position on the General Fund and the Collection Fund revenue accounts for the 2019-20 financial year. (2) To determine how any available balances are to be used.	No	Report to Executive (22/09/2020) Incorporating comments/ recommendations of Corporate Governance and Standards Committee	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk
*	Housing Revenue Account: draft final Accounts 2019-20	To consider the draft accounts for 2019-20 and agree any transfers to earmarked reserves before the statutory Statement of Accounts is signed by the Chief Financial Officer.	No	Report to Executive (22/09/2020) Incorporating comments/ recommendations of Corporate Governance and Standards Committee (30/07/2020)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk
Page 38	Review of the Guidance for Councillors on the use of Social Media	To approve revised guidance	No	Report to Executive (22/09/2020) Incorporating comments/ recommendations of Corporate Governance and Standards Committee (30/07/2020)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk
*	Property Investment Strategy	To approve a new property investment strategy which will provide a robust and viable framework for the acquisition and retention of commercial properties located within the borough.	No	Report to Executive (22/09/2020) Incorporating comments/ Recommendations of Overview and Scrutiny Committee (15/09/2020)	Melissa Bromham 01483 444587 melissa.bromham@guildford.gov.uk

Agenda item number: 5

	Review of Executive Advisory Boards	To introduce a more efficient and effective EAB configuration and contribution.	No	Report to Executive (22/09/2020) Incorporating comments/ recommendations of Joint EAB (09/07/2020) Corporate Governance and Standards Committee (24/09/2020) and Council (06/10/2020)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk
* Page 39	North Street Development Site	Endorse the recommendation of the North Street Programme Board to proceed with the sale of the Council's land.	Yes	Report to Executive (22/09/2020)	Andrew Tyldesley 01483 444617 andrew.tyldesley@guildford.gov.uk

*Information regarding this item is considered to be commercially sensitive and will, if councillors wish, be discussed in private as it will involve the likely disclosure of exempt information as defined in paragraph 3 of Schedule 12A to the Local Government Act 1972, namely: "Information relating to the financial or business affairs of any particular person (including the authority holding that information).

Any person wishing to make representations in relation to this part of the meeting being held in private for consideration of the above-mentioned matter, must do so in writing to: Carrie Anderson, Senior Democratic Services Officer by email: carrie.anderson@guildford.gov.uk by no later than midday Friday 11 September 2020.

COUNCIL: 6 October 2020

Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Review of corporate governance matters	<p>To consider proposals from the Corporate Governance Task Group in respect of reviews of various corporate governance matters including:</p> <ul style="list-style-type: none"> (a) The Councillors' Code of Conduct (and policy on acceptance/registration of gifts and hospitality) (b) the 15 best practice recommendations contained in the report of the CSPL, Local Government Ethical Standards (c) Protocol on Councillor/Officer Relations 	No	<p>Report to Council (06/10/2020) Incorporating comments/recommendations of Corporate Governance and Standards Committee (30/07/2020) and (24/09/2020)</p>	<p>John Armstrong 01483 444102 john.armstrong@guildford.gov.uk</p>
Capital and Investment Outturn Report 2019-20	<ul style="list-style-type: none"> (1) To note the Capital and Investment Outturn Report for 2019-20. (2) To approve the actual prudential indicators for 2019-20. 	No	<p>Report to Council (6/10/2020) Incorporating comments/recommendations of Corporate Governance and Standards Committee (30/07/2020) and Executive (22/09/2020)</p>	<p>Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk</p>

<p>Citizen's Assembly on The Climate Crisis</p>	<p>To debate the petition.</p>	<p>No</p>	<p>Report to Council (6/10/2020)</p>	<p>John Armstrong 01483 444102 john.armstrong@guildford.gov.uk</p>
<p>Review of Executive Advisory Boards</p>	<p>To introduce a more efficient and effective EAB configuration and contribution.</p>	<p>No</p>	<p>Report to Council (06/10/2020) Incorporating comments/recommendations of Joint EAB (09/07/2020) Executive (22/09/2020) And Corporate Governance and Standards Committee (24/09/2020)</p>	<p>John Armstrong 01483 444102 john.armstrong@guildford.gov.uk</p>

EXECUTIVE: 27 October 2020

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
	Tenancy Strategy	To set out the terms and conditions of tenancies to be offered by all registered providers within Guildford	No	Executive and Community EAB	Siobhan Kennedy 01483 444247 Siobhan.kennedy@guildford.gov.uk
Page 42	Timetable of Council and Committee Meetings 2021-22	To consider and adopt the timetable of Council and Committee meetings for the 2021-22 municipal year.	No	Report to Executive (27/10/2020) and Council (8/12/2020)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk
	Pest Control Services	To consider proposal to introduce charging for pest control treatments (rats and mice)	No	Executive and Community EAB	Justine Fuller 01483 444370 Justine.fuller@guildford.gov.uk
	Proposed Cathedral Walk walking/cycle route	To consider the proposed draft Mandate to deliver Cathedral Walk walking/cycle route linking the A3 in the west to Yorkies Bridge in the east.	No	Report to Executive (27/10/2020) (incorporating recommendations of the Place Making & Innovation EAB 12/10/2020)	Stephen Benbough 01483 444052 stephen.benbough@guildford.gov.uk

Agenda item number: 5

EXECUTIVE: 24 November 2020

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
	Selection of the Mayor and The Deputy Mayor 2021-22	To submit nominations for the selection of the Mayor and The Deputy Mayor 2021-22 to Council for consideration.	No	Report to Executive (24/11/2020) and Council (08/12/2020)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk
Page 43	Summary of transactions at less than best consideration.	Reporting on all less than best consideration transactions entered into annually.	No	Report to Executive (24/11/2020)	Mark Appleton 01483 444364 mark.appleton@guildford.gov.uk
	Councillor Working Groups	To review the current councilor working groups, and to determine whether they should continue in their present format, and if so to confirm the political composition of	No	Report to Executive (24/11/2020) Incorporating comments/recommendations of Community EAB (15/10/2020)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk

*	Weyside Urban Village Development Programme – Financial Gateway	To review the financial gateway and receive an update on the overall programme	No	Report to Executive (24/11/2020)	Michael Lee-Dickson 01483 444123 michael.lee-dickson@guildford.gov.uk
	Spend Update on Consultants and Agency Staff	To adopt the consultants Code of Practice and to consider any other recommendations made by the Overview and Scrutiny Committee 15 September 2020.	No	Report to Executive (24/11/2020) Incorporating comments/recommendations of Overview and Scrutiny Committee (20/10/2020)	Faye Gould 01483 44420 faye.gould@guildford.gov.uk

Agenda item number: 5

COUNCIL: 8 December 2020

Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Timetable of Council and Committee Meetings 2021-22	To consider and adopt the timetable of Council and Committee meetings for the 2021-22 municipal year.	No	Report to Council (8/10/2020) Incorporating comments/recommendations of Executive (27/10/2020)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk
Selection of the Mayor and The Deputy Mayor 2021-22	To submit nominations for the selection of the Mayor and The Deputy Mayor 2021-22 to Council for consideration.	No	Report to Council (8/12/2020) Incorporating comments/recommendations of the Executive (24/11/2020)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk
Review of corporate governance matters	To consider proposal from the task group in respect of reviews of various corporate governance matters including: (a) The Councillors' Code of Conduct (and policy on acceptance/registration of gifts and hospitality) (b) Compliance with the 15 best practice recommendations contained in the report of the CSPL, Local Government Ethical Standards (c) Guidance on social media use by Councillors (d) Internal communications	No	Report to Council (08/12/2020) Incorporating comments/recommendations of Corporate Governance and Standards Committee (19/11/2020)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk

Local Council Tax Support Scheme 2021-22	The Council agrees the current LCTS Scheme be amended for 2021-22 with effect from 1 April 2021 and agrees a discretionary hardship fund.	No	Report to Council (08/12/2020)	Belinda Hayden 01483 444867 belinda.hayden@guildford.gov.uk
The Council's Constitution: Procurement Procedure Rules and Financial Procedure Rules	To review and update the Procurement Procedure Rules and Financial Procedure Rules	No	Report to Council (08/12/2020) Incorporating comments/ recommendations of Corporate Governance and Standards Committee (19/11/2020)	Faye Gould 01483 444120 faye.gould@guildford.gov.uk

EXECUTIVE: 5 January 2021

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Page 47	Pitch Strategy	To adopt a Pitch Strategy	No	Report to Executive (5/01/2021) Incorporating comments/ recommendations of Community EAB (04/07/2019)	Paul Stacey 01483 444720 paul.stacey@guildford.gov.uk
*	Guildford Economic Regeneration (GER)	The Executive is asked to endorse - 1. The Guildford Economic Regeneration Gateway 1 Report 2. Approval of the Report Recommendations 3. Approval of budget for Gateway 2 workstreams	No	Report to Executive (5/01/2021)	Michael Lee-Dickson 01483 444123 michael.lee-dickson@guildford.gov.uk

EXECUTIVE: 26 January 2021

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Page 48	Annual Audit Letter 2019-20	To approve the Annual Audit Letter for 2019-20.	No	Report to Executive (26/01/2021) Incorporating comments/recommendations from Corporate Governance and Standards Committee (14/01/2021)	Claire Morris 01483 444827 claire.morris@guildford.gov.uk
*	Off Street Parking Business Plan 2021-22	To consider the Off-Street Parking Business Plan and proposed street parking tariffs.	No	Report to Executive (26/01/2021) Incorporating comments/Recommendations of Joint EAB (11/11/2020)	Andy Harkin 01483 444535 andy.harkin@guildford.gov.uk

	Capital & Investment Strategy 2021-22 to 2025- 2026	To recommend to Council the adoption of: <ul style="list-style-type: none"> the Capital and Investment Strategy the general fund capital estimates. the revised Treasury Management Strategy and Prudential Indicators Minimum Revenue Provision policy 	No	Report to Executive (26/01/2021) incorporating comments/ recommendations of the Joint EAB (7/01/2021) Corporate Governance and Standards Committee (14/01/2021) and Council (10/02/2021)	VictoriaWorsfold 01483 444834 victoria.worsfold@guildford.gov.uk
Page 49	Housing Revenue Account Budget 2021-22	To recommend to Council approval of the HRA Revenue estimates, associated fees and charges, changes to rents of Council dwellings and approval of Housing Capital Programme for 2021-22.	No	Report to Executive (26/01/2021) incorporating comments/ recommendations of the Joint EAB (7/01/2021) and Council (10/02/2021)	VictoriaWorsfold 01483 444834 victoria.worsfold@guildford.gov.uk
	Business Planning – General Fund Budget 2021-22	To recommend to Council: <ul style="list-style-type: none"> Approval of the general fund revenue budget for 2021-22 Agreement of a council tax requirement for 2021-22 Declaration of any surplus/deficit on the collection fund 	No	Report to Executive (26/01/2021) Incorporating comments/ Recommendations of Joint EAB (11/11/2020) and Council (10/02/2021)	VictoriaWorsfold 01483 444834 victoria.worsfold@guildford.gov.uk

COUNCIL: 10 February 2021

Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Capital & Investment Strategy 2021-22 to 2025-2026 Page 25	To adopt: <ul style="list-style-type: none"> • the Capital and Investment Strategy • the general fund capital estimates. • the revised Treasury Management Strategy and Prudential Indicators • Minimum Revenue Provision policy 	No	Report to Council (10/02/2021) incorporating comments/recommendations of the Joint EAB (7/01/2021) Corporate Governance and Standards Committee (14/01/2021) and Executive (26/01/2021)	VictoriaWorsfold 01483 444834 victoria.worsfold@guildford.gov.uk
Housing Revenue Account Budget 2021-22	To approve the HRA Revenue estimates, associated fees and charges, changes to rents of Council dwellings and approval of Housing Capital Programme for 2021-22.	No	Report to Council (10/02/2021) incorporating comments/recommendations of the Joint EAB (7/01/2021) and Executive (26/01/2021)	VictoriaWorsfold 01483 444834 victoria.worsfold@guildford.gov.uk
Business Planning – General Fund Budget 2021-22	To approve: <ul style="list-style-type: none"> • the general fund revenue budget for 2021-22 • a council tax requirement for 2021-22 • Declaration of any surplus/deficit on the collection fund 	No	Report to Council (10/02/2021) incorporating comments/recommendations of the Executive (26/01/2021)	VictoriaWorsfold 01483 444834 victoria.worsfold@guildford.gov.uk

EXECUTIVE: 16 February 2021

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer

EXECUTIVE: 23 March 2021

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
	The Housing Allocation Scheme	Executive to agree updated scheme for Housing Allocation	No	Report to Executive (23/03/2021) Incorporating comments/ Recommendations of Community EAB (18/02/2021)	Siobhan Kennedy 01483 444247 siobhan.kennedy@guildford.gov.uk
Page 52	New Housing Strategy (including Homelessness Prevention and Rough Sleeping Strategies) 2020-2025	To develop a new housing strategy to include the statutory elements of homelessness prevention and rough sleeping.	No	Report to Executive (23/03/2021) Incorporating comments/ Recommendations of Community EAB (18/02/2021)	Siobhan Kennedy 01483 444247 siobhan.kennedy@guildford.gov.uk

Agenda item number: 5

COUNCIL: 13 April 2021

Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer

EXECUTIVE: 20 April 2021

Agenda item number: 5

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
*	Annual Governance Statement 2020-21	To adopt the Council's Annual Governance Statement for 2020-21	No	Report to Executive (20/04/2021)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk
Page 54	Policy on Debt Recovery	To develop a policy on how the Council manages debt recovery	No	Report to Executive (20/04/2021) Incorporating comments/recommendations of Place-Making EAB (01.04.2021)	Siobhan Rumble 01483 444296 siobhan.rumble@guildford.gov.uk Belinda Hayden 01483 444867 belinda.hayden@guildford.gov.uk
	Council Tax CAB Protocol	To consider and approve the protocol.	No	Report to Executive (20/04/2021) Incorporating comments/recommendations of Place-Making EAB (01.04.2021)	Belinda Hayden 01483 444867 belinda.hayden@guildford.gov.uk

COUNCIL 12 May 2021 (Annual Council Meeting)

Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Election of Mayor and appointment of Deputy Mayor 2021-22	To elect a Mayor and appoint a Deputy Mayor for the municipal year 2021-22.	No	Report to Council (12/05/2021)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk
Appointment of Honorary Remembrancer 2021-22	To appoint the Honorary Remembrancer for the municipal year 2021-22	No	Report to Council (12/05/2021)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk

COUNCIL: 18 May 2021 (Selection Council Meeting)

Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Appointments to committees 2021-22	To agree the numerical allocation of seats to political groups on committees and to agree the membership and (where appropriate) substitute membership of those committees, including the election of committee chairmen and vice-chairmen	No	Report to Council (18/05/2021)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk

UNSCHEDULED ITEMS – EXECUTIVE/COUNCIL

Key Decision (asterisk indicates that the decision is likely to be a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer	Agenda item number:	
u	Future Operating Models for frontline services	To approve Future Operating Models for frontline services. <i>Report expected next year.</i>	No	Executive and Place-Making EAB	Chris Wheeler 01483 445030 chris.wheeler@guildford.gov.uk		5
u	Prohibition of Sky Lanterns	To consider and agree the prohibition of Sky Lanterns <i>Evidence gathering underway. Report expected later in the year.</i>	No	Executive	Raj Devandran 01483 444060 raj.devandran@guildford.gov.uk		
u	Sutherland Memorial Park	To renew the lease to Guildford City Youth Project <i>Under review. Report expected later in the year.</i>	No	Executive Shareholder and Trustee Committee	Damien Cannell 01483 444553 damien.cannell@guildford.gov.uk		
u	Lovelace Neighbourhood Plan	To adopt the Lovelace Neighbourhood Plan <i>The next stage is a referendum. The referendum is on hold due to the prohibition on polls until May 2021.</i>	No	Council	Dan Knowles 01483 444605 dan.knowles@guildford.gov.uk		

u	Foxenden Tunnels	To consider the potential alternative future uses of the Shelter, possibly including a heritage element. <i>This project is completely dependent on the Covid19 situation, Consequently, the project has been deferred. No date.</i>	No	Executive Shareholder and Trustee Committee (TBA)	Scott Jagdeo 01483 444586 scott.jagdeo@guildford.gov.uk
*u	Crematorium Project	To approve the supplementary capital estimates. <i>Paul contacted.</i>	No	Executive and Council	Paul Stacey 01483 444720 paul.stacey@guildford.gov.uk
+u	Bedford Wharf Plaza Landscaping Scheme	To approve the landscaping scheme following public consultation <i>Dermot contacted.</i>	No	Executive and Place-Making EAB	Dermot Whelan 07800 540145 dermot.whelan@guildford.gov.uk
u	Charging for Regulatory Services	To consider proposal to charge for pre-application advice. <i>Not a priority at this time</i>	No	Executive	Justine Fuller 01483 444370 Justine.fuller@guildford.gov.uk
u	Transfer from provisional to approved capital programme for the surfacing of Burchatts Farm Barn car park	To agree the transfer from provisional to approved capital programme for the surfacing of Burchatts Farm Barn car park. <i>Deferred in March 2020 – no date yet</i>	*Yes Appendix 3	Executive	Sally Astles 01483 444728 sally.astles@guildford.gov.uk
u	Bike Share Scheme	To approve approach and programme for the procurement and commissioning of a town-wide bike share scheme. <i>Deferred June 2020 – no date yet</i>	No	Executive	Donald Yell 01483 444659 donald.yell@guildford.gov.uk

*u	Transfer of Gosden Common to Bramley Parish Council	To consider and approve the transfer of Gosden Common to Bramley Parish Council – <i>Diane Owens is obtaining a legal quote for specialist legal advice so the item can be progressed.</i>	No	Executive	Fiona Williams 01483 444999 fiona.williams@guildford.gov.uk
u	Puttenham Neighbourhood Plan	To adopt the Puttenham Neighbourhood Plan. <i>Report estimated 2021.</i>	No	Council	Dan Nunn 01483 444671 daniel.nunn@guildford.gov.uk
u	Send Neighbourhood Plan	To adopt the Send Neighbourhood Plan. <i>Report estimated early 2021.</i>	No	Council	Gavin Stonham 01483 444464

Agenda item number: 5

Key Decision (asterisk indicates that the decision is likely to be a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
*u	Surrey Waste Partnership – Inter Authority Agreement	To confirm the formation of a Joint Committee to replace the Surrey Waste Partnership, to seek sign up to a relevant IAA and to agree what decisions around waste and what services we want delivered via a joint approach. <i>Report estimated late 2020</i>	No	Executive	Chris Wheeler 01483 445030 chris.wheeler@guildford.gov.uk
*u	Resurfacing of Westfield and Moorfield Roads	To agree the budget to be transferred from the provisional to the approved budget. <i>Currently waiting for the completion of phase 1, following which a review will be made relating to programme for phase 2.</i>	No	Executive	Michael Lee-Dickson 01483 445123 michael.lee-dickson@guildford.gov.uk
*u	Parks Strategy	To adopt a Parks Strategy <i>Report estimated late 2020 / early 2021</i>	No	Report to Executive Incorporating comments/ recommendations of Community EAB (5/09/2019)	Paul Stacey 01483 444720 paul.stacey@guildford.gov.uk
*u	Industrial Estates	To consider strategies for the future development of individual industrial estates <i>Melissa contacted.</i>	No	Report to Executive	Melissa Bromham 01483 444587 melissa.bromham@guildford.gov.uk
*u	Future Residential Housing developments (HRA)	To consider proposals on a site by site basis <i>Ian contacted.</i>	No	Report to Executive	Ian Doyle 01483 444669 ian.doyle@guildford.gov.uk

*u	Bridges – Inspection and Remedial Work	<p>(1) To approve appointment of consultants to: (a) carry out inspections (b) cost immediate and long-term works (c) advise on future inspection frequency</p> <p>(2) To approve works that arise from inspections Move money from provisional to approved capital programme</p> <p><i>Geoff Fowler contacted.</i></p>	No	Report to Executive	TBA
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Agenda item number: 5

Key Decision (asterisk indicates that the decision is likely to be a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
*u	Community Infrastructure Levy Charging Schedule	To adopt the Community Infrastructure Levy Charging Schedule <i>Anticipated to be produced in 12 months from current date 24/07/2020</i>	No	Report to Executive Incorporating comments/ recommendations of Guildford Joint Committee	Stuart Harrison 01483 444512 stuart.harrison@guildford.gov.uk
*u	Planning Contributions SPD	To adopt the Planning Contributions SPD <i>Anticipated to be produced in 12 months from current date 24/07/2020</i>	No	Report to Executive	Stuart Harrison 01483 444512 stuart.harrison@guildford.gov.uk
*u	Green and Blue Infrastructure SPD	To adopt the Green and Blue Infrastructure SPD. <i>No schedule yet. Check 2021 (07/20)</i>	No	Report to Executive	Dan Knowles 01483 444605 dan.knowles@guildford.gov.uk
*u	Green Belt SPD	To adopt the Green Belt SPD <i>Anticipated to be produced in 12 months from current date 24/07/2020</i>	No	Report to Executive	Laura Howard 01483 444626 laura.howard@guildford.gov.uk
*u	Review of Refuse and Recycling Service	<ul style="list-style-type: none"> To report back on Phase 2 of the review To agree future waste collection methodology <i>Report estimated late 2020</i>	No	Report to Executive incorporating comments/ recommendations from Community EAB	Chris Wheeler 01483 445030 chris.wheeler@guildford.gov.uk

UNSCHEDULED ITEMS – GUILDFORD JOINT COMMITTEE

Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Traveller sites	(1) Identification of transit sites (2) Future management of existing traveller sites <i>Ian contacted.</i>	No	Report to Guildford Joint Committee	Ian Doyle 01483 444669 ian.doyle@guildford.gov.uk
Community Infrastructure Delivery	(1) To agree a statement of priority for the delivery of infrastructure described in the GBC Infrastructure Delivery Plan and informed by the GBC Regulation 123 list (2) To discuss and propose strategies for securing additional funding necessary for that delivery <i>Anticipated to be produced in 12 months from current date 24/07/2020</i>	No	Report to Guildford Joint Committee	Stuart Harrison 01483 444512 stuart.harrison@guildford.gov.uk

SCHEDULE 2

MEMBERSHIP OF THE BOROUGH COUNCIL'S EXECUTIVE

**AREAS OF RESPONSIBILITY FOR THE LEADER OF THE COUNCIL & LEAD COUNCILLORS
GUILDFORD BOROUGH COUNCIL**

Councillor	Areas of Responsibility
<p>Leader of the Council and Lead Councillor for Housing and Development Control</p> <p>Councillor Caroline Reeves 31 Artillery Road Guildford Surrey GU1 4NW</p> <p>(Friary and St. Nicolas Ward)</p>	<p>Housing, Homelessness, housing standards (HMOs, private rented sector), Development Control and Enforcement, Public Relations and Communications</p>
<p>Deputy Leader of the Council and Lead Councillor for Service Delivery</p> <p>Councillor Joss Bigmore c/o Guildford Borough Council Millmead House Millmead Guildford GU2 4BB</p> <p>(Christchurch Ward)</p>	<p>Customer Service, Governance including corporate Health and Safety, Future Guildford, Human Resources, Partnerships, Web Services</p>
<p>Lead Councillor for Resources</p> <p>Councillor Tim Anderson c/o Guildford Borough Council Millmead House Millmead Guildford GU2 4BB</p> <p>(Clandon & Horsley Ward)</p>	<p>Finance, Commercial Asset Management, Procurement</p>
<p>Lead Councillor for Climate Change</p> <p>Councillor Jan Harwood c/o Guildford Borough Council Millmead House Millmead Surrey GU2 4BB</p> <p>(Merrow Ward)</p>	<p>Innovation, Strategic Planning, Sustainable Transport, Housing Delivery</p>

Councillor	Areas of Responsibility
<p>Lead Councillor for Community Councillor Julia McShane 75 Applegarth Avenue Park Barn Guildford Surrey GU2 8LX (Westborough Ward)</p>	<p>Health, Wellbeing, Access and Disability, Safety, grants and voluntary services, Careline, Handyperson, Care and Repair</p>
<p>Lead Councillor for Economy Councillor John Redpath 12 Addison Road Guildford GU1 3QP (Holy Trinity Ward)</p>	<p>Economic Development, Social Enterprise, Rural Economy, Heritage and Community Assets</p>
<p>Lead Councillor for Regeneration Councillor John Rigg C/o Guildford Borough Council Millmead House Millmead Guildford GU2 4BB (Holy Trinity Ward)</p>	<p>Town Centre MasterPlan, Infrastructure, Major Projects, Strategic Asset Management</p>
<p>Lead Councillor for Environment Councillor James Steel c/o Guildford Borough Council Millmead House Millmead Surrey GU2 4BB (Westborough Ward)</p>	<p>Waste, Licensing (including Health and Safety regulation), Parking, Parks and Leisure, Arts and Tourism, Bereavement, Environmental Health and Protection.</p>

EXECUTIVE ADVISORY BOARD WORK PROGRAMME

Corporate Plan and Forward Plan items are intended to give the EABs an early opportunity to consider major policies or projects.

PLACE-MAKING AND INNOVATION EXECUTIVE ADVISORY BOARD

12 OCTOBER 2020					
Item	Additional information	Corporate Plan Priority	Relevant Lead Councillor(s)	Lead officer	Target completion
Proposed Draft Mandate to Deliver Cathedral Walk	To consider the Mandate to deliver Cathedral Walk.	No	Cllr John Rigg	Steve Benbough, Strategy and Communications Manager	
15 FEBRUARY 2021					
Item	Additional information	Corporate Plan Priority	Relevant Lead Councillor(s)	Lead officer	Target completion
12 APRIL 2021					
Item	Additional information	Corporate Plan Priority	Relevant Lead Councillor(s)	Lead officer	Target completion

UNSCHEDULED ITEMS

Place Making and Innovation EAB

Item	Additional information	Corporate Plan Priority?	Relevant Lead Councillor(s)	Lead officer	Target completion
Implications for Guildford of the 'Surrey Infrastructure Study'	The Surrey Infrastructure Study will be reviewed in the near future and to input into this at that stage.	Yes	Cllr Jan Harwood	Strategic Services Director	
Supplementary Planning Documents (SPDs) <i>(These SPDs are all</i>	To consider the Planning Contributions, Green & Blue Infrastructure, Greenbelt and Parking SPDs developed to support the Local Plan.	No	Cllr Jan Harwood	Stuart Harrison, Policy Lead – Planning Policy	

EXECUTIVE ADVISORY BOARD WORK PROGRAMME

Item	Additional information	Corporate Plan Priority?	Relevant Lead Councillor(s)	Lead officer	Target completion
<i>works in progress and dates will be provided when known.)</i>					
Creation of Guildford Energy Company	To consider creating a Guildford energy company.	No	Cllr Jan Harwood	Head of Asset Management (Climate Change Lead)	
Bedford Wharf Plaza Landscaping Scheme <i>(Pending review after Coronavirus lockdown is lifted.)</i>	To consider the landscaping scheme (which has been subsumed into the Walnut Bridge scheme) following public consultation.	Yes	Cllr John Rigg	Dermot Whelan Project Manager	
Industrial Estates <i>(Work specification to be prepared.)</i>	To consider strategies for the future development of individual industrial estates.	Yes	Cllr Tim Anderson	Melissa Bromham Investment Property Manager	
Guildford Economic Regeneration Programme <i>(This project is currently at a high level conceptual stage and will not be sufficiently developed to be considered by the EAB until in the region of July 2021.)</i>	To consider the economic regeneration of Guildford.	Yes	Cllr John Rigg	Strategic Services Director	
Future Operating Models for Frontline Services	To contribute to the development of future operating models for frontline services.	No	Cllr Joss Bigmore	Chris Wheeler, Waste, Parking and Fleet Services	2021

EXECUTIVE ADVISORY BOARD WORK PROGRAMME

Item	Additional information	Corporate Plan Priority?	Relevant Lead Councillor(s)	Lead officer	Target completion
				Manager	

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