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Contact: Andrea Carr
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24 March 2021

Dear Councillor

Your attendance is requested at a remote meeting of the **SERVICE DELIVERY EXECUTIVE ADVISORY BOARD** to be held on **THURSDAY 1 APRIL 2021 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.

If for any reason Councillors lose their wi-fi connectivity to the meeting and are unable to re-join using the link in the Outlook calendar invitation, please re-join using the telephone number 020 3855 4748. You will be prompted to input a conference ID: 492 715 967#

Yours faithfully

James Whiteman
Managing Director

MEMBERS OF THE EXECUTIVE ADVISORY BOARD

Chairman: Councillor Angela Goodwin
Vice-Chairman: Councillor Ramsey Nagaty

Councillor Paul Abbey
Councillor Dennis Booth
Councillor Andrew Gomm
Councillor Diana Jones
Councillor Ann McShee

Councillor Bob McShee
Councillor George Potter
Councillor Jo Randall
Councillor Pauline Searle
Councillor Fiona White

Authorised Substitute Members:

Councillor Jon Askew
Councillor Chris Blow
Councillor Ruth Brothwell
Councillor Colin Cross
Councillor Gillian Harwood
Councillor Steven Lee
Councillor Nigel Manning
Councillor Ted Mayne

Councillor Masuk Miah
Councillor Marsha Moseley
Councillor Susan Parker
Councillor Maddy Redpath
Councillor Tony Rooth
Councillor Will Salmon
Councillor Catherine Young

WEBCASTING NOTICE

This meeting will be recorded for live and/or subsequent broadcast on the Council's website in accordance with the Council's capacity in performing a task in the public interest and in line with the Openness of Local Government Bodies Regulations 2014. The whole of the meeting will be recorded, except where there are confidential or exempt items, and the footage will be on the website for six months.

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QUORUM: 4

Please contact us to request this document in an alternative format

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 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 Executive Advisory Boards 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 - 8)

To confirm the minutes of the Executive Advisory Board meeting held on 18 February 2021.

4 SHALFORD COMMON LAND MANAGEMENT (Pages 9 - 108)

5 PUBLIC CONVENIENCES MANDATE (Pages 109 - 120)

6 EXECUTIVE FORWARD PLAN (Pages 121 - 152)

7 EAB WORK PROGRAMME (Pages 153 - 158)

To consider and approve the EAB's draft work programme.

18 FEBRUARY 2021

SERVICE DELIVERY EXECUTIVE ADVISORY BOARD

18 February 2021

- * Councillor Angela Goodwin (Chairman)
- * Councillor Ramsey Nagaty (Vice-Chairman)

- | | |
|---------------------------|-----------------------------|
| * Councillor Paul Abbey | * Councillor Bob McShee |
| * Councillor Dennis Booth | * Councillor George Potter |
| * Councillor Andrew Gomm | * Councillor Jo Randall |
| * Councillor Diana Jones | * Councillor Pauline Searle |
| * Councillor Ann McShee | * Councillor Fiona White |

* Present

Councillors Chris Blow, Julia McShane, John Redpath, Caroline Reeves, Tony Rooth and James Steel were also in attendance.

SD 13 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

There were no apologies for absence or substitutions.

SD 14 LOCAL CODE OF CONDUCT AND DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS

There were no declarations of disclosable pecuniary or non-pecuniary interests.

SD 15 MINUTES

The minutes of the meeting of the Executive Advisory Board held on 10 December 2020 were confirmed as a correct record, and would be signed by the Chairman at the earliest opportunity.

SD 16 PROPOSED MANDATE TO MAINTAIN THE EXISTING SPECTRUM LEISURE CENTRE

In his introduction to this agenda item, the Lead Councillor for Environment highlighted the high social value and benefits of the Spectrum Leisure Centre which had provided a wide range of leisure and recreational services to people residing within and beyond Guildford for many years prior to the Coronavirus pandemic. However, as the facility was ageing and maintenance costs were increasing, councillors were invited to consider a mandate in respect of a proposal to agree the strategy and funding for a Strategic Outline Business Case that would present the options for capital works to the leisure complex as part of the overall strategy for ongoing management of, and delivery of services through, the Spectrum.

The Strategy and Communications Manager gave a presentation which provided an introductory background to the Spectrum and the proposal. The presentation explained:

- The strategy behind pursuing the proposal.
- The four potential strategic options to deliver a solution for the Spectrum.
- Potential costs to proceed to the next stage to develop the Strategic Outline Business Case for capital works.
- Related considerations, resources, issues, assumptions and risks, and dependencies, constraints and opportunities.
- The explanation of the term 'Lifespan' in relation to buildings.

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- The outcome of the Corporate Management Team / Executive Critical Success Factor Workshop on 28 January 2021.
- The Council's internal stakeholders.

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

- In terms of timing, the present closure of the Spectrum owing to the Coronavirus pandemic offered an ideal opportunity to undertake condition surveys of the building without causing disruption to its clientele to inform the development of the strategy relating to its future management and service delivery. Although officers were confident in the structural integrity and safety of the building which would render it suitable for refurbishment to extend its life, all aspects would be explored as part of the proposed surveys as all components had a lifecycle. Whilst the present condition of the premises would not prevent its re-opening when circumstances allowed, the Spectrum had experienced heavy usage and its plant equipment was of varying quality with water ingress remaining an ongoing issue.
- Although a report had been commissioned in respect of the Spectrum in 2019, it had focused on roof and building fabric. The report now proposed would be more comprehensive and detailed involving contributions from experts in a range of specialist fields in order to obtain the best possible advice.
- There were some concerns around increasing costs associated with the condition surveys and work undertaken by external consultants.
- In terms of the strategic options to deliver a solution for the Spectrum, Option 3, the minimum required preventative works which would be unlikely to significantly reduce carbon emissions, and Option 4, increased refurbishment that sought to increase the current facilities' 'life span' and reduce carbon emissions, were favoured above Options 1 and 2.
- The list of internal stakeholders in the mandate reflected those who had been consulted in relation to this aspect of the proposal and not stakeholders in general on a wider basis although it was possible that the list would be expanded as the project progressed.
- Of the Council's assets, the Spectrum was responsible for a significant proportion of the total energy consumption and resulting carbon emissions. Whilst councillors identified tackling these as a key improvement area to reduce costs and minimise the impact on climate change, possibly involving a carbon emissions survey, they acknowledged the impracticalities associated with the retro-fitting of modern plant equipment and technologies to an existing ageing building as a solution. It was also felt that whilst minimising the impact of climate change emissions was a significant factor, service provision should be the prime driver of the Spectrum facility and mandate.
- Although a new building would be more energy efficient with reduced carbon emissions, the process of demolishing the existing building and constructing a replacement new build premises would involve considerable energy consumption and carbon emissions.
- It was important to retain and operate the Spectrum as it was a valued community asset which offered physical health, mental health and social benefits to users of its facilities and acted as a centre point drawing residents and visitors to the town boosting the local economy.
- It was expected that many people would be keen to return to enjoying the popular core classic Council leisure facilities following the pandemic. However, possible resulting changes in leisure customers' behaviours and demands and the need for some updating of facilities should be factored into future service design. Also, the opportunity should be taken to improve the overall ambiance of the Spectrum to enhance its attraction where possible.

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- Planting and landscaping of the Spectrum site could improve its aesthetics and act as an added attraction.
- Approximately £30,000 per annum was charged against the Spectrum towards the operation of the Park and Ride bus service serving the site.
- Although there was support for extending the existing management contract with Freedom Leisure, the possibility of returning the Spectrum to in-house management was suggested as a possible future option to increase efficiency and reduce energy consumption in reflection of the Council's past management of the facility.
- Whilst the Stoke Park Masterplan was a separate project from the Spectrum mandate, as Spectrum and its supporting services including the car park were located on Stoke Park, they would play a key part in the Masterplan and considerable crossover between the two projects was anticipated. Both projects would be affected by the contents of the Surrey Act.
- It was confirmed that although the Lido was a separate entity from the Spectrum and not part of this mandate, it was part of the Leisure Partnership Agreement (LPA) and operated by the same contractor, Freedom Leisure. The contract, which expired in October 2021, could be extended for two years subject to the viability of some related submissions which were to be assessed. The LPA could possibly be the subject of a mandate later in the year which would consider all operational options for managing the leisure facilities included in the Agreement.

The Vice-Chairman summarised the discussion and councillors agreed the following points in response to the mandate exercise:

- The EAB supports the mandate as presented to it and feels that it should be pursued as a means to identify the best and most economic options for the Spectrum's medium and longer term future, subject to any necessary restrictions on expenditure in respect of surveys and work undertaken by external consultants.
- Any reasonable measures that can be adopted to secure reductions in the Spectrum's energy consumption and carbon emissions rates should be pursued as part of the mandate, however, these should not take precedence over service delivery.
- The operation of the current Spectrum facility should continue for at least the next two years.
- The Spectrum is a valued community asset which offers physical health, mental health and social benefits to users of its facilities and these should be recognised as strong reasons to continue its future operation.
- Possible changes in the behaviours and demands of potential customers of Spectrum following the Coronavirus pandemic should be evaluated and factored into future service design and use to reflect emerging and dwindling leisure trends where possible, subject to viability.
- The longer term future possibility of returning the Spectrum to in-house management in reflection of the Council's past management of the facility which achieved high energy efficiency and low carbon emissions should be born in mind.

The Strategy and Communications Manager thanked councillors for the informative and useful discussion regarding the mandate, which would return to the EAB for further consideration at a later stage of the project.

SD 17 EXECUTIVE FORWARD PLAN

The Executive Forward Plan was noted.

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SD 18 EAB WORK PROGRAMME

The EAB was advised that its next meeting would take place on 1 April 2021 when the agenda would include an item concerning the mandate relating to public conveniences. Councillors were invited to submit any suggestions regarding future agenda items to the Chairman and Vice-Chairman, which could be discussed at the next Work Programme meeting, taking place on 18 March 2021. Discussion with Directors assisted the work programming process.

The meeting finished at 8.30 pm

Signed

Chairman

Date

Service Delivery EAB Report

Ward(s) affected: Shalford

Report of Director of Service Delivery

Author: Hendryk Jurk, Countryside Manager

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Date: 1 April 2021

Shalford Common Land Management

Executive Summary

Guildford Borough Council is the freehold owner of Shalford Common ("the Common") which is registered common land. The statutory regulation of common land is set out in the Commons Act 2006.

There have been ongoing problems with parking on the Common for many years, which are increasing. The Council receives on a regular basis complaints about cars being parked on the Common, (including on access tracks) which is in breach of commons legislation. Meetings with the Parish Council and residents identified the need for a project to resolve the issues in consultation with the public.

On 7 January 2020, the Executive agreed that the Council should consult on a set of proposed actions to achieve the following outcomes:

- (1) Compliance with the Council's landowner obligations to protect Shalford Common from encroachments in line with the Commons Act 2006
- (2) Reduction of conflicts and complaints regarding unauthorised car parking on the Common
- (3) Provision of car parking areas compliant with the Commons Act 2006

A total of 42 residents participated online or by a hard copy paper version of the survey.

This report outlines

- (a) The results of the consultation carried out in 2020
- (b) Proposed next steps for action for consideration

Recommendation to Executive

That the Executive:

- (1) Considers the consultation results
- (2) Agrees the options for seven priority areas to carry out the next steps
- (3) Agrees to introduce new byelaws for Shalford Common to support the proposed actions

Reasons for Recommendation:

- Compliance with the Council's statutory obligations as land owner to protect Shalford Common from encroachments in line with the Commons Act 2006 including the prevention of unauthorised parking
- Reduction of conflicts and complaints regarding unauthorised car parking
- Provision of car parking areas compliant with the Commons Act 2006
- Protection of biodiversity on Shalford Common which is a designated Site of Nature Conservation Interest (SNCI)

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

1. Purpose of Report

1.1. This report outlines the consultation results on the management of seven priority areas on Shalford Common.

1.2. The Executive is asked to

- Consider the consultation results
- decide and agree on the options for seven priority areas to carry out the next steps

- I. Area 1a: Create designated parking areas adjacent to access track and introduce new byelaws to enforce against parking on the track
Area 1b: Formalise parking agreement with Cricket Club. Apply for Commons consent to install access gate.
- II. Area 2: Detailed development of each option thorough the Council Projects Governance procedure by producing a mandate to consider costs and feasibility of the three proposals to
 - a. do nothing
 - b. provide a new parking area by deregistration of a small area of common land and provide replacement land
 - c. provide a new parking area by deregistration of a small area of common land and provide replacement land and seek adoption as public highway to enable parking restrictions.

Provide interim solution to allow removal of existing concrete blocks whilst preventing unsafe site access.

- III. Area 3: Create designated parking areas adjacent to access track and introduce new byelaws to enforce against parking on the track
- IV. Area 4: De-register Common Land for pub car park area and provide exchange land
- V. Area 5a: Introduce byelaws and designate car parking area. Implement proposal to replace existing bollards with a gate.
Area 5b: Tolerate current situation
- VI. Area 6: Create designated parking areas adjacent to access track and introduce new byelaws to enforce against parking on the track

- VII. Area 7: Narrow the track to prevent parking and obstruction to care home and introduce new byelaws to enforce against parking on the track. Develop proposal with Engineering team and in liaison with Surrey CCs improvements in that area.

- agree to introduce new byelaws for Shalford Common to support the proposed actions

2. Strategic Priorities

- 2.1. The proposals support the following strategic priorities:

- Protecting our environment
- Enhancing sporting, cultural, community and recreational facilities

- 2.2. The key outcome from the project will be compliance with commons legislation by Guildford Borough Council.

- 2.3. It will improve Shalford Common as a community facility by managing the increased demand of car parking and restricting encroachments from traffic onto the Common.

- 2.4. It will improve safety for site users and residents, improve access for recreation and protect the site's biodiversity.

3. Background

- 3.1. Guildford Borough Council is the freehold owner of Shalford Common ("the Common") which is registered common land. The statutory regulation of common land is set out in the Commons Act 2006.

- 3.2. There have been ongoing problems with parking on the Common for many years, which are increasing. The Council receives on a regular basis complaints about cars being parked on the Common, (including on access tracks) which is in breach of commons legislation.

- 3.3. The Council's Countryside Team holds regular meetings with Shalford Parish Council regarding works and issues at Shalford Common. Public meetings at Shalford Village Hall and a number of on-site meetings with residents and Ward Councillors identified the need for the project and informed the proposals for the priority areas.

- 3.4. On 7 January 2020, the Executive agreed to carry out improvements at Shalford Common, including a public consultation to achieve:

- (a) Compliance with the Council's statutory obligations as land owner to protect Shalford Common from encroachments in line with the Commons Act 2006 including the prevention of unauthorised parking
- (b) Reduction of conflicts and complaints regarding un-authorised car parking
- (c) Provision of car parking areas compliant with the Commons Act 2006
- (d) Protection of biodiversity on Shalford Common which is a designated SNCI

- 3.5. The full background, legal considerations and proposed actions were outlined in the Executive Report Shalford Common Land Management 07/01/2020.

- 3.6. Public meetings in conjunction with the Parish Council indicated strong local interest in the subject and a public desire to be consulted on any Council actions.

4. Consultation

- 4.1. The consultation was carried out by SMSR, an independent agency. All responses were collected anonymously.
- 4.2. The consultation covered the management of Shalford Common in seven priority area to regulate access and encroachments.
- 4.3. It was agreed with the Lead Councillor and Ward Councillor to delay the consultation timetable as outlined in the original timetable until the autumn to avoid the initial COVID 19 lock down period and the following school holiday. The consultation was opened on 10 September 2020 and closed on 31 December 2020 to enable as many residents as possible to provide a response.
- 4.4. We decided against a public information event as part of the consultation because of continuously changing COVID 19 restrictions and the high risk of financial investment in an event that is unlikely to go ahead.
- 4.5. Marketing:
- (a) The consultation was accessible via two website entries, in addition to the Parish Council website:

<https://www.guildford.gov.uk/shalfordcommonconsultation>
<https://www.guildford.gov.uk/consultations>
 - (b) 10 posters were placed across the Common on 23 September and again on 6 October by the Countryside Team, in addition to posters placed in the Shalford bus shelters by the Parish Council.
 - (c) 1,000 leaflets were distributed to residents at Shalford and Peasmarsh Common.
 - (d) 2 Press releases
 - Press Release issued on 11 September 2020 (sent to all Parish Clerks, 11 Resident Associations, 48 Councillors and Local News (10 outlets).
 - Reminder Press Release issued on 19 November 2020 (sent to all Parish Clerks, 11 Resident Associations, 48 Councillors and Local News (10 outlets).
 - (e) Social Media Posts
 - 13 Social Media posts from our Facebook, Twitter and Instagram accounts including 1 post in NextDoor post between 11 September – Deadline of Survey.
 - A total of 37 social media posts over 8 weeks.
- 4.6. The following communication was carried out during the consultation:
- The Countryside Team set up the consultation with contact details that allow developing a Frequently Asked Question section on the website.

- A meeting with the Parish Council took place on 19 October 2020 to clarify queries and enable the Parish Council to support the Borough Council with public correspondence.
- Following feedback during this meeting we have updated the FAQs, re-arranged the website to improve information to request paper copies of the consultation and enabled additional comments.

4.7 **Consultation outcome**

- 4.8 A total of 42 residents participated online or by a hard copy paper version of the survey.
- 4.9 The low response rate to date does not reflect levels of previous consultation feedback received in Shalford, for example the works on defences against unauthorised incursions when we received over 60 responses, nor the attendance of over 100 people at public meetings.
- 4.10 The low response rate to the consultation may reduce the success for applications to the Planning Inspectorate to remove land from the Common Land. In turn, it also shows only a low number of oppositions to the proposals.
- 4.11 The consultation report from SMSR attached as **Appendix 1** to this report provides detailed responses.
- 4.12 Maps and photos of the priority areas listed below are provided in **Appendix 2**.
- 4.13 Results in priority areas and proposed next steps are listed in **Appendix 3**.
- 4.14 The consultation carried out in 2020 fulfils the pre consultation requirements to enable the formal processes to introduce new byelaws, potential removal of Common Land and Common Land consents.
- 4.15 The proposed next steps will require further statutory consultations to allow stakeholder representations to the Planning Inspectorate. Stakeholders include amongst others Commoners, the Parish Council, Natural England, Historic England and the Open Spaces Society.

5 **Recommendations/ actions required**

- 5.1 Officers recommend carrying out the actions listed in Appendix 3.
 - 5.2 Officers recommend proceeding with the introduction of new byelaws for Shalford Common.
 - 5.3 The Executive is asked to:
 - (a) consider the issues and options in managing the increased demand for car parking at Shalford Common
 - (b) decide and agree on the implementation of officer's recommendations in Appendix 3 for the seven priority areas on the Common
- VIII. Area 1a: Create designated parking areas adjacent to access track and introduce new byelaws to enforce against parking on the track

- Area 1b: Formalise parking agreement with Cricket Club. Apply for Commons consent to install access gate.
- IX. Area 2: Detailed development of each option thorough the Council Projects Governance procedure by producing a mandate to consider costs and feasibility of the three proposals.
Provide interim solution to allow removal of existing concrete blocks whilst preventing unsafe site access.
- X. Area 3: Create designated parking areas adjacent to access track and introduce new byelaws to enforce against parking on the track
- XI. Area 4: De-register Common Land for pub car park area and provide exchange land
- XII. Area 5a: Introduce byelaws and designate car parking area.
Implement proposal to replace existing bollards with a gate.
Area 5b: Tolerate current situation
- XIII. Area 6: Create designated parking areas adjacent to access track and introduce new byelaws to enforce against parking on the track
- XIV. Area 7: Narrow the track to prevent parking and obstruction to care home and introduce new byelaws to enforce against parking on the track. Develop proposal with Engineering team and in liaison with Surrey CCs improvements in that area.

- (c) agree to introduce new byelaws for Shalford Common to support the proposed actions

6 Executive Advisory Board Comment

- 6.1 The comments and recommendations of the Service Delivery EAB will be reported to the Executive at its meeting on 20 April 2021.

7 Equality and Diversity Implications

- 7.1 The proposals aim to provide a consistent approach to regulate car parking on Shalford Common across all areas of the Common.
- 7.2 An Equalities Impact Assessment has been carried out to accompany the Executive report dated 7 January 2020.

8 Financial Implications

- 8.1 Officers have submitted a Capital Bid to provide sufficient resources for fees, consultation, and implementation of works, which is on the approved capital programme (scheme reference PL58)
- 8.2 The total estimated cost is £120,960, broken down as follows:
- Surface repairs: £30,000
 - Access restrictions (Bunds, bollards, planting etc.): £10,000
 - Signage: £5,000
 - Clearance and preparation of Commons exchange land: £3,000
 - Highway Edge repairs at Snooty Fox: £30,000
 - Legal Fees: £15,000
 - Costs for externally lead consultation: £8,000
 - Production of consultation documents and visual displays: £6,000
 - Publishing costs for statutory notices: £1,200

- Common Land application to PINS: £7,000
- Contingency 5%: £5,760

8.3 Current spent on the budget is £22,000, leaving £99,000 remaining.

8.4 There is a budget shortfall should the Executive agree to implement the car parking spaces to Highway Standards opposite the shops in Kings Road (area 2).

9 Legal Implications

9.1 The aim of the proposals is provision of car parking areas compliant with the Commons Act 2006.

9.2 In order to provide legal clarification to residents and ability to enforce against offenders, officers propose to introduce new byelaws that regulate activities on Shalford Common in accordance with the Scheme of Regulation dated 14 April 1939.

9.3 Should new byelaws be created, the Council will have another means of enforcement by prosecuting those who contravene them. Byelaws generally should cover gaps in existing legislation, not to re-create an already-existing offence.

9.4 The revocation and making of any new byelaws are subject to the approval of the Secretary of State (DEFRA). The government have produced a set of model byelaws that can be downloaded and adapted as appropriate.

9.5 The revocation of the existing byelaws and creation of new, more modern byelaws would be a more effective deterrent.

9.6 A number of statutory notices and applications will be required to implement the proposals, such as de-registration of common land.

9.7 Although there is no legislation specifically prohibiting parking on common land, driving over it is an offence. The police have powers to prosecute under section 34 of the Road Traffic Act 1988 for an offence similar to the Council's powers under section 193(4) of the Law of Property Act 1925. Any prosecution would have to be in the public interest.

9.8 Prosecution under either the existing byelaws or the Law of Property Act, or by the police under the Road Traffic Act, would require a significant amount of evidence gathering in order to make out the offence.

9.9 Section 41 of the Commons Act 2006 provides a power of enforcement for works carried out on common land after 1 October 2007. There is no power to enforce for works carried out prior to that date (the power to enforce works before this date was repealed by the Commons Act 2006), and therefore such works (such as the car parks at the Parrot Pub or the Recycling Centre) are immune from enforcement.

9.10 Despite the fact that the pre-existing works are immune from enforcement, further works, including maintenance works, would require consent from the Planning Inspectorate.

9.11 Building car parks on the common without deregistering those sections first, would require those car parks to be reasonably necessary to enable the public to enjoy the

Common. To enable the parking spaces to be used by the public at large, they must be deregistered.

- 9.12 For those developments which are immune from enforcement and/or cause few complaints from residents, Counsel has suggested leaving historic issues to lie. Going forward, the Council should look to create sensible car parking areas, and ensuring the proper maintenance and repair of the access tracks.

10 Human Resource Implications

- 10.1 There are no Human Resource implications as result of the proposals.

11 Summary of Options

- 11.1 Officers have proposed a number of options for seven priority areas in order to deal car parking issues, encroachments, and complaints on Shalford Common which were subject to consultation.
- 11.2 Appendix 3 outlines the proposed options resulting from the consultation carried out between September and December 2020.
- 11.3 The principal options considered in dealing with the issues are:
- (a) Identifying areas for car parking.
 - (b) Updating byelaws to allow enforcement to prevent obstructions and encroachments onto Common Land.
 - (c) Measures to achieve legal compliance

Options summary:

Priority Area	Officers' Recommendation	Issues:
1a) Huber's Garage/ Mitchell's Row	Implement supported option: Create designated parking areas adjacent to access track and introduce new byelaws to enforce against parking on the track	Recommendation is supported in consultation
1b) Cricket Club Parking	Implement supported option: Formalise parking agreement with Cricket Club. Apply for Commons consent to install access gate.	Recommendation is supported in consultation
2) Kings Road Shop front	Detailed development of each option thorough the Council Projects Governance procedure by producing a mandate to consider costs and feasibility of the three proposals. Provide interim solution to	A decision is required whether to develop option preferred by consultees <ul style="list-style-type: none">• Major cost implication (£70 – 90k)/ Funding shortfall.• Removal of Land from Registered Common.

Priority Area	Officers' Recommendation	Issues:
	allow removal of existing concrete blocks whilst preventing unsafe site access.	<ul style="list-style-type: none"> Further alterations for this junction may be required to enable development sites in Waverley Borough.
3) Pound Place	Implement second supported option: Create designated parking areas adjacent to access track and introduce new byelaws to enforce against parking on the track	This will enable to introduce bylaws across the common and protect the green space amenity.
4) Parrot Pub Car Park	Implement supported option: De-register Common Land for pub car park area and provide exchange land	Removal of Land from registered Common. Risk: Application may be unsuccessful. Cost implication.
5a) Access track to Dagley Lane Caravan Park	Implement second supported option: Create designated parking areas adjacent to access track and introduce new byelaws to enforce against parking on the track	This will enable to introduce bylaws across the common and protect the green space amenity.
5b) Recycling Car Park	Tolerate current situation.	A decision is required whether to proceed with any measures Options <ul style="list-style-type: none"> a) Do nothing b) Develop further proposals to implement parking restrictions which may resolve issues in area 2.
6) Dagley Lane/ Juniper Terraces	Implement second supported option: Create designated parking areas adjacent to access track and introduce new byelaws to enforce against parking on the track	This will enable to introduce bylaws across the common and protect the green space amenity.
7) Ashley House access track	Narrow the track to prevent parking and obstruction to care home and introduce new byelaws to enforce against parking on the track. Develop proposal with Engineering team and in liaison with Surrey CCs improvements in that area.	A decision is required whether to proceed <ul style="list-style-type: none"> a) with physical measures thorough S106 or b) rely on enforcement through byelaws

12 Conclusion

12.1 The intended outcomes of the project are

- (a) Compliance with the Council's landowner obligations to protect Shalford Common from encroachments in line with the Commons Act 2006
- (b) Reduction of conflicts and complaints regarding un-authorised car parking on the Common
- (c) Provision of car parking areas compliant with the Commons Act 2006

12.2 A consultation was carried out in 2020 on a set of options for seven priority areas that are subject to complaints, user conflict, and encroachments.

12.3 42 consultation responses were received.

12.4 Appendix 3 outlines the consultation results on each option and officers' recommendations to carry out next steps to achieve the project outcomes.

13 Background Papers

[Executive Report: Shalford Common Land Management – 7 January 2020.](#)

14 Appendices

Appendix 1: Consultation report

Appendix 2: Priority Areas maps and Photos

Appendix 3: Consultation results on each option and officers' recommendations to carry out next steps to achieve the project outcomes

Guildford Borough Council

Shalford Common Consultation 2020

Report (V01)
February 2021



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Headline Findings

Residents living in the Shalford Common area and in the wider Borough were invited to provide their opinions on a number of proposals, put forward by Guildford Borough Council, to resolve ongoing parking and access issues on the Common and address complaints received by The Council. Areas of concern include:

- Huber's Garage and Mitchell's Row
- Kings Road shop front
- Pound Place
- Parrott Pub car park
- Recycling car park and Dagley Lane access road
- Dagley Lane/Juniper Terraces
- Approaches to Ashley Gardens and Christmas Hill

More than half of respondents (55%) who participated in the consultation advocated the creation of designated parking areas adjacent to the access track at Huber's Garage and Mitchell's Row together with the introduction of byelaws to enforce against parking on the track. A third (33%) said they would prefer to maintain the status quo in the area, citing potential disruption to business at the Garage and access to the cricket club facilities as a knock-on effect of any developments.

The majority of respondents said they agree with the approach put forward by The Council regarding cricket club parking on the common. More than three-quarters (78%) supported the proposal to control access via an access licence with the cricket club and replace the existing drop-down bollards on the access track with a low gate to reduce damage. Those who opposed this action (23%) voiced concerns about potential disruption to other stakeholders across the Common.

Just over half of residents (53%) stated their preference to deal with parking issues on Kings Road shop front would be for The Council to designate parking areas, remove the area from common land and provide exchange land whilst introducing parking restrictions as part of adopted highway. Residents mentioned this option would maintain the viability of local business whilst deterring commuters. Just over a quarter (28%) agreed with this action but with no parking restrictions and a fifth (20%) favoured the installation of a curb to prevent access in conjunction with parking restrictions.

Nearly three-fifths (58%) said they were prepared to tolerate the current situation at Pound Place, concerning cars parked adjacent to the access track, causing potential obstruction to emergency services, due to perceived limitations of the benefit of the proposal. A third (32%) favoured the creation of designated parking areas and the introduction of new byelaws to enforce against parking on the track and a tenth (11%) thought The Council should remove parking bays on the common adjacent to properties and offer easements to residents.

While a third of residents (33%) felt the car park at the Parrot Pub should remain common land, nearly three-fifths (59%) said they agreed with The Council's approach to remove the car park from

registered common land. Residents who supported the proposed action suggested other uses across the Common.

Residents were divided in their opinions on how best to manage the access track to Dagley Lane Caravan Park. While a slim majority (53%) encouraged The Council to tolerate the current situation, just less than half (47%) said they would prefer the track to be narrowed, whilst creating a designated car parking area and introducing byelaws to enforce against parking on the track. Those who opposed the proposal did not feel there were sufficient benefits to the development. Furthermore, when asked if The Council should replace the drop-down bollards on the access track for Shalford Fair with a low gate to reduce damage, more than three-fifths (71%) agreed with this action.

Attitudes towards the recycling car park on the common were equally divided. Half (50%) of those who participated in the consultation backed The Council's proposal to introduce parking controls in conjunction with improvements to the site such as marked parking bays. An identical number of residents felt the current situation should be tolerated, indicating that parking control measures may damage local business or inconvenience other groups who use the Common.

The majority (53%) felt that, despite parking issues on the access track at Dagley Lane / Juniper Terraces, the situation should be tolerated suggesting solutions offered by The Council could have a detrimental effect on the site and that parking provision was needed. Respondents were more evenly divided between the two proposals set out; a quarter (25%) advocated creating designated parking areas supported by new byelaws and a fifth (22%) favoured the removal of existing parking areas to offer easements to residents, supported by new byelaws.

Just less than half of respondents (49%) said they would prefer to tolerate the current situation at the approaches to Ashley Gardens and Christmas Hill suggesting the track should be widened to accommodate emergency vehicles visiting the care home. A third (31%) supported the introduction of new byelaws to enforce against parking on the track and a fifth (20%) felt the track should be narrowed to prevent parking and obstruction at the site.

Introduction

Background

Guildford Borough Council is the freehold owner of Shalford Common (“the Common”) which is registered common land. The statutory regulation of common land is set out in the Commons Act 2006.

There have been ongoing problems with parking on the Common for many years, which are increasing. The Council receives complaints on a regular basis about cars being parked on the Common, (including on access tracks) which is in breach of commons legislation.

The Council is consulting on the management of the Common Land at Shalford. This consultation will inform management of the green space, and the level of its protection and amenity improvements. The Council is seeking to draw up an action plan setting out measures to be implemented in respect of car parking, access onto the Common and leisure activities.

The Council commissioned SMSR Ltd, an independent research company, to help undertake a consultation with residents to help the Council understand their views. The consultation looks at different options for seven areas around Shalford Common and we want to hear the views of Shalford residents on how best to manage access and parking in each area. An online survey was promoted and hosted on the Council’s website and a dedicated email and telephone contact set up to accommodate any queries, comments, or requests for the survey in an alternative format from residents.

Report structure

This report includes headline findings for each question combined with qualitative insight. It should be noted that, due to a low number of responses to the consultation, results should be observed as indicative rather than statistically robust. Results have been provided in percentages together with raw figures to maintain transparency.

Sample / Methodology

It was important that the methodological approach to the consultation was robust and wide-reaching and therefore it was decided that a combination of methodologies would be utilised to maximise representation and inclusivity.

The questionnaire was designed by SMSR in conjunction with staff from Guildford Borough Council and adapted for an online consultation open to all residents in the Borough via an online link located on the council's website. Furthermore, Guildford Borough Council promoted the consultation via its social media streams, supported by a poster campaign in public areas. A copy of the survey can be found in the appendices. Supporting documents were made available during the consultation including photographs and maps together with draft byelaws concerning The Common.

The consultation was open for participation between June and December 2020. A total of 42 residents participated online or by a hard copy paper version of the survey. The full breakdown of the sample is as follows:

Gender	Number	Percentage
Male	18	44%
Female	21	21%
Transgender	0	0%
Other	0	0%

Age	Number	Percentage
16-24	4	10%
25-34	2	5%
35-44	6	14%
45-54	6	14%
55-64	8	19%
65+	13	31%
Prefer not to say	3	7%

Ethnicity	Number	Percentage
White	32	85%
BAME	1	2%
Prefer not to say	5	12%

Disability	Number	Percentage
Yes	0	0%
No	38	93%
Prefer not to say	3	7%

Main Findings

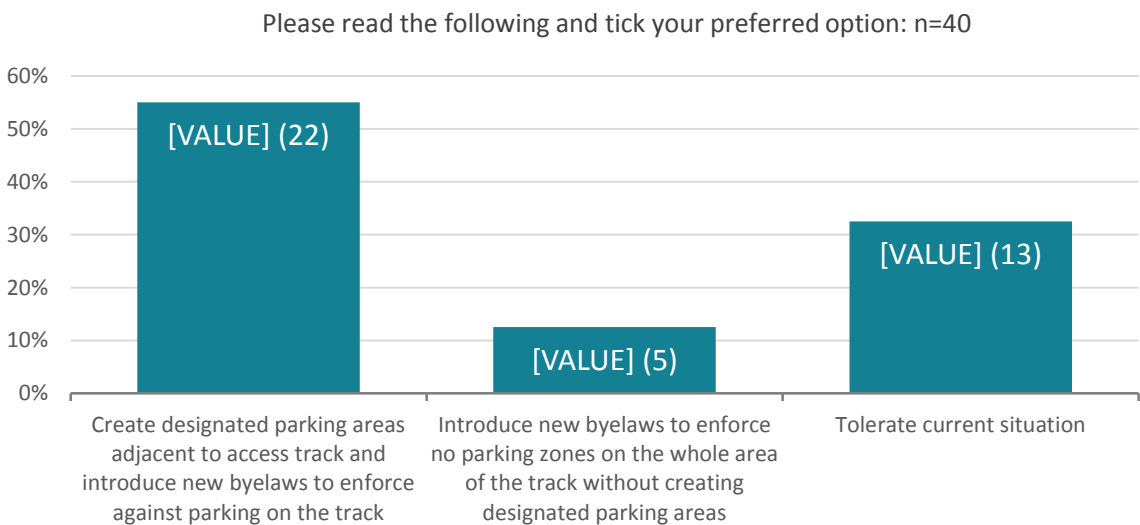
Huber's Garage and Mitchell's Row

This track provides access to Huber’s Garage and Properties in Mitchell’s Row. An access licence to Huber’s Garage is in place and contains the condition “not to park or allow to park vehicles on the access track.”

Two properties on the access track have parking within their property. Cars parked on the access track restrict access to these properties. Easements cannot be offered to residents in Mitchell’s Row, as it is not practical to do so because there is no available space for people to park on their property.

The Council are proposing the following options to manage this area of the common:

1. Create designated parking areas adjacent to access track and introduce new byelaws to enforce against parking on the track
2. Introduce new byelaws to enforce no parking zones on the whole area of the track without creating designated parking areas
3. Tolerate current situation



More than half of respondents (55%) said they would prefer the creation of designated parking areas adjacent to access track and introduce new byelaws to enforce against parking on the track. A third (33%) felt the current situation should be tolerated and the smallest percentage of residents (13%) advocated the introduction of new byelaws to enforce no parking zones without creating designated parking areas.

Agenda item number: 4
Appendix 1

Parking concerns dominated feedback from residents who chose option 1 as a solution to issues surrounding Huber's Garage and Mitchell's Row:

"Please prevent parking across the pedestrian paths, (one marked as a path, but the other not), both clearly worn into the grass from frequent use. The unmarked path leads from the cricket club towards the path alongside the A281 by the Cricketers' cottages. This second, unofficial path gives easy access to the dog poo bin and use of these bins should be encouraged by making access as easy as possible."

"It seems that the car owning residents of Mitchells Row are going to have to park elsewhere if I read this correctly. This seems unfair, given that Guildford Borough Council currently chooses to let residents park on other areas of common land not forming part of these proposals."

"The issues here were created by the council in allowing Huber's to occupy the previous Hepworth's and before that Warns premises as Huber's is a much bigger and busier enterprise!"

"Need for parking should be merged before determining number of designated parking area."

Respondents who chose option 2 cited an urgent need for new bylaws and potential issues that the creation of more parking could cause:

"There is an urgent need for new bylaws which are then enforced. It is clear that designated parking is necessary, but this should be restricted to the Huber's garage end (as shown on the map) and not on or adjacent to the track."

"As a homeowner who lives near Mitchell's Row, we would be against the creation of a car park behind the Cricket Club as we believe this would cause further congestion, litter and would be a nuisance. Spectators for cricket matches will mainly be walking to the Common, otherwise they can take public transport (including using the nearby Shalford train station) or park their cars elsewhere. A car park would likely cause further problems on the A281 with many more cars slowing/stopping to turn onto the track."

Residents who felt the current situation should be tolerated (option 3) highlighted the essential role of local business and recreation to the area:

"Many people in Shalford use this great business. It needs as much parking as possible."

"Huber's is a business that is vital to the village. We support them and I think they manage the parking correctly during their working hours which are just normal daily hours."

"I must confess to being an active member of Shalford CC - so I have a vested interest here. The current situation has been in place for many years - with at most, only very modest inconvenience. Certainly, I was not aware of any problems currently with any resident complaints over loss of amenity. If there are, then it would make sense for the cricket club committee to be informed and an agreed set of voluntary measures to be introduced."

"Local businesses need parking spaces especially ones in the automotive industry. To remove this parking would surely make this business unviable, create redundancies and decrease the council's tax income. There has been parking at this location for a very long time, it should continue."

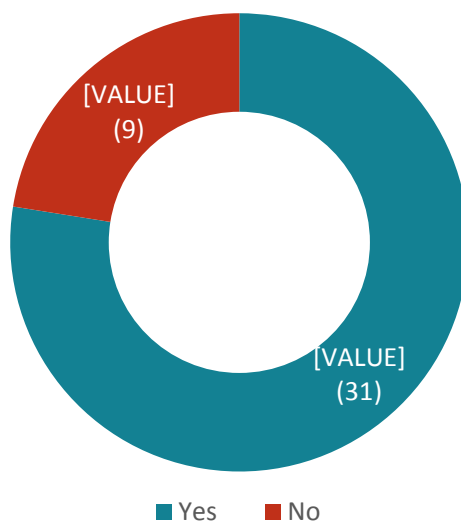
"Cricketers need access to games and in general as they always had."

"The proposed measures would have a significant cost both in implementation and monitoring, plus would likely simply move the problem a short distance down Horsham Road. The garages of the properties you mention are clearly visible and will be avoided by most people. Where necessary, the owners can do what I find I have to do when people block access to my drive in Station Road - write a polite note expressing the problem and asking them to take more care in future."

Cricket Club Parking

The grassed area next to the cricket clubhouse is used for parking during cricket matches. The Council are seeking to control access via an access licence with the cricket club and replace the existing drop-down bollards on access track with a low gate to reduce damage. The Council would apply for consent from the Secretary of State for this car parking area for cricket matches and installation of an access gate.

Would you agree with this approach? n=40



It is clear that local residents value the Cricket facilities on the common. More than three quarters (78%) of residents agreed with the approach of a car parking area for cricket matches and installation of an access gate, a quarter (23%) said they did not agree.

Residents who agreed with this action and provided further thoughts felt there may be other considerations when implementing this solution:

"This seems like a sensible and pragmatic solution, so long as there is a maximum number of times this can be used through the year."

"As long as there is no blockage to public footpaths. As long as there is no blockage to public footpaths."

"I think this is fine, it will cause no disturbance or upheaval."

"If football was to return to this part of Shalford Common in the future this would need to be revisited. The footballers parked here and also on Chinthurst Lane and regrettably left a lot of rubbish as well as relieving themselves on the Common."

Those who opposed the creation of a car parking area and access gate voiced concerns about the knock-on effects of the proposal:

“As a homeowner who lives near Mitchell's Row, we would be against the creation of a car park behind the Cricket Club as we believe this would cause further congestion, litter and would be a nuisance. Spectators for cricket matches will mainly be walking to the Common, otherwise they can take public transport (including using the nearby Shalford train station) or park their cars elsewhere. A car park would likely cause further problems on the A281 with many more cars slowing/stopping to turn onto the track. This part of the A281 is already very congested with heavy traffic much of the day, which is compounded by the nearby roundabout and intersection with Broadford Road.”

“Parking arrangements have worked for the last seventy years at the cricket club. I drive past at least twice a day, there is very, very rarely anyone else parked on this area outside of cricket and cricket related activities. It is not just matches on a Saturday and Sunday throughout the summer, we regularly have practice sessions, pitch maintenance sessions, kids coaching sessions or pavilion maintenance sessions.”

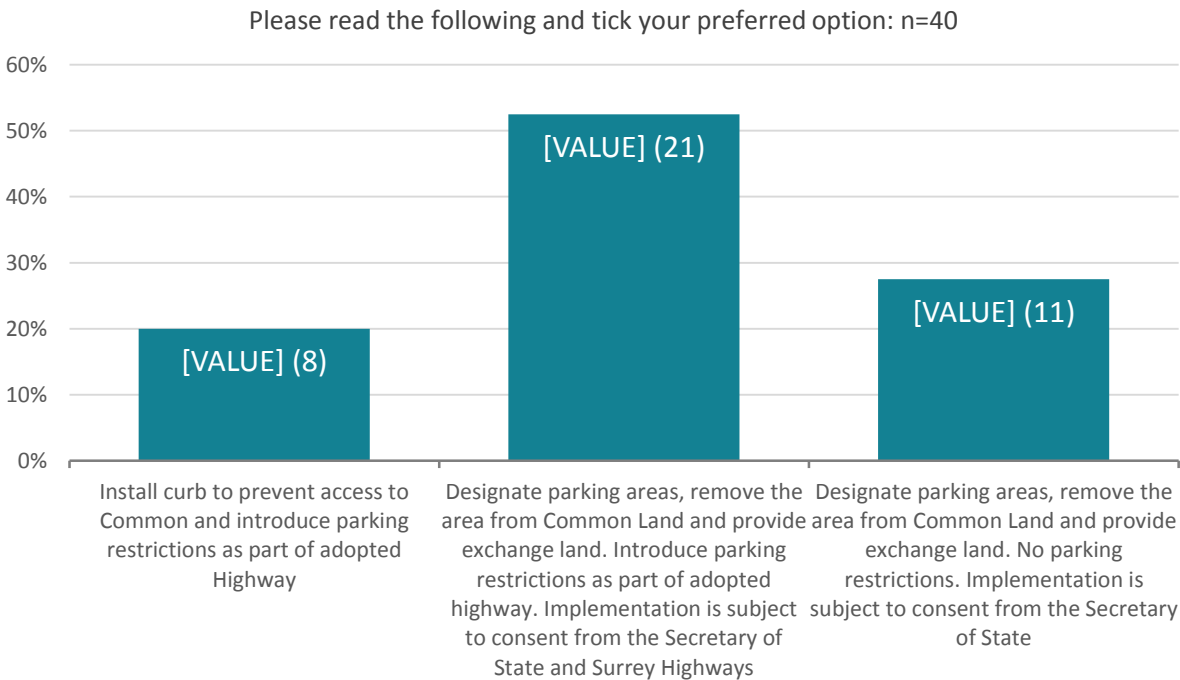
“Concern that gates would remain locked with knock-on impact and inconvenience elsewhere.”

“From what I've seen, I'm sure there will be occasions when the number of cars for cricket matches will exceed the capacity of the suggested parking area. The resulting overspill will just mean problems elsewhere. It would however be good if cricketers were discouraged from parking over the path, e.g. by placing posts either side of the path at the access track end of the path.”

Kings Road Shop front

Cars are regularly parked on the Common opposite official parking spaces. The Council are proposing the following options to manage this area of the common:

- 1. Install curb to prevent access to Common and introduce parking restrictions as part of adopted Highway
- 2. Designate parking areas, remove the area from Common Land and provide exchange land. Introduce parking restrictions as part of adopted highway. Implementation is subject to consent from the Secretary of State and Surrey Highways
- 3. Designate parking areas, remove the area from Common Land and provide exchange land. No parking restrictions. Implementation is subject to consent from the Secretary of State



More than half of residents (53%) said they would prefer to designate parking areas, remove the area from Common Land and provide exchange land, introducing parking restrictions. More than a quarter (28%) said they preferred the same option but without parking restrictions and a fifth (20%) felt that a curb should be installed to prevent access to the common and introduce parking restrictions.

Residents who advocated the implementation of option 2 felt the area is essential for access to local businesses and that commuters who do not want to use a paid car park at the train station have an effect on the area:

“The parking here is important for the shops and businesses in this area. The shops and businesses form the heart of Shalford village and are a very important part of the community. They have been a very important local resource over the period of lockdown. This parking area allows customers to park for free right outside, so is very convenient. If this parking were removed it would have a detrimental effect on the business. There is parking at the station but you have to pay for it and the parking at the scout hut is often full. I would support making these proper parking spaces and keeping it free to park but putting in a time restriction, so that parking is limited to 2 hours, this would ensure that people then can't use this free parking when using the station.”

“This area needs parking to keep the shops as viable businesses, allowing cars to use this road plus gain access hurts no one but would cause massive inconvenience to shoppers if it was blocked off and parking was restricted. Customers would go elsewhere and we need these businesses to enhance the local community and benefit village. Shalford has lost parking areas already e.g. Chinthurst Lane. This is the 21st Century People need to park somewhere.”

“The parking at this location hasn't caused any issues to the best of my knowledge. The concrete blocks which were placed to stop the parking make the village look ugly. The needs of the local community should come first, the ability to park outside our local shops is paramount. We have already lost the spaces outside the chemist which were taken up by the zebra crossing, our local businesses cannot afford to lose any more.”

“It is elementary to have direct car parks for the shops in this area, most people drive to do their shopping currently, they won't be viable otherwise. Staff and deliveries all the normal functions of a shopping parade should be taken on board.”

“Extra parking (controlled) is essential to maintain the viability of the shops (Snooty's, Passorn, Hairdresser, Pharmacy, Beauty Salon and David Shephard/Kitchen showroom). Only control needed is to prevent parking by commuters who don't wish to use the paid network rail car park!”

“Creating a proper parking area opposite the Thai restaurant and Snooty's sandwich bar is a good idea. I would also support limiting the parking time when Snooty's is open to 1hr to stop this area getting clogged up.”

“We need additional parking area to provide support for local businesses - e.g. Boots, grocers, etc.”

“The train station car park has only recently become a paying car park and many of the parking problems are as a result of this. As rail users in addition to residents now park wherever they can, including Chinthurst Lane (despite the ineffective controls introduced) the Scout Hut car park (which is also part of the consultation), and the parking area subject to this part of the consultation. We have ticked the second option on the basis the restrictions would be time limited to enable customers of the local shops to park while visiting them.”

Residents who preferred designated parking areas without parking restrictions also highlighted the lifeline local shops offer to the area and that access via parking provides a two-way benefit for businesses and residents:

“There is very limited parking for businesses on Kings Road which provide important services and are in many ways the heart of the village. We should support these businesses, not hinder them. Please remove parking restrictions to allow these shops (many of which are struggling) to more easily attract custom.”

“The parking needs to be time restricted for the benefit of shoppers and so that the shops don’t lose custom.”

“More parking is much needed as busy retail shops. To help customers and support local businesses.”

“The shops and businesses have brought Shalford to life. They need access.”

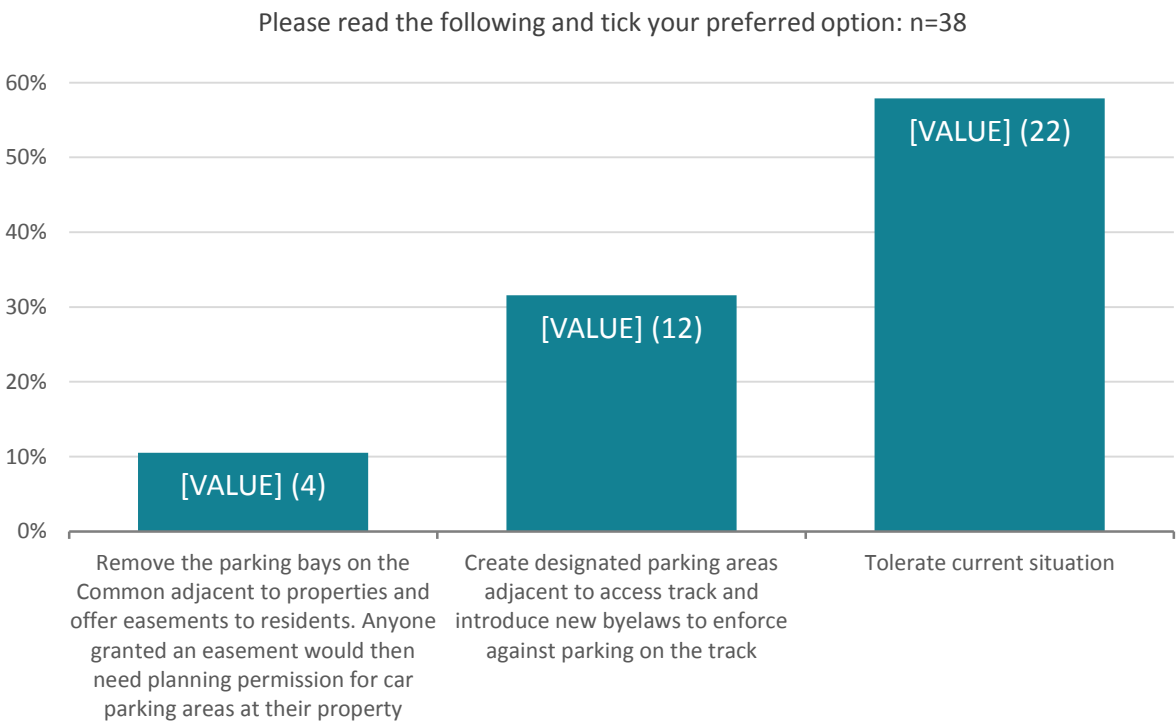
Comments were limited amongst residents who advocated the installation of a curb to prevent access to parking on the common; one resident implied that options 2 and 3 may ruin the aesthetic of the village:

“Removal of Common Land and creating parking will ruin the Common and be an eyesore in the village.”

Pound Place

Cars are parked adjacent to existing access track. There are issues with parked cars obstructing access for emergency services. The Council are proposing the following options to manage this area of the common:

- 1. Remove the parking bays on the Common adjacent to properties and offer easements to residents. Anyone granted an easement would then need planning permission for car parking areas at their property
- 2. Create designated parking areas adjacent to access track and introduce new byelaws to enforce against parking on the track
- 3. Tolerate current situation



Nearly three-fifths (58%) said they would prefer to tolerate the current situation at Pound Place. A third (32%) supported the creation of designated parking areas together with the introduction of new byelaws and a tenth (11%) advocated the removal of parking bays on the common and offer easements to residents.

Agenda item number: 4
Appendix 1

A small number of residents expanded on their preference with those who felt it was best to tolerate the current situation suggestion the actions may not resolve the issue:

“As an ex-resident of Pound Place, I know that there is a legal covenant on numbers 7 to 12 which does not allow parking on the front gardens. There is already a problem with parking at this location and removing the existing spaces would just create more problems for residents of Station Road. A better solution would be to allow the parking, move the drainage ditch 2m away from the houses and let residents park nose in. This would create much needed extra parking and improve the lives of the residents. Surely our local counsellors know that there is a fundamental lack of parking in Shalford. “

“The proposals represent cost for very little if any benefit. A better use of money would be to implement 'herring-bone' parking (rather than parallel parking) along the section of Station Road between Pound Place and Kings Road, maybe with that section of Station Road made one way. This would provide spaces for approx. twice the number of vehicles that currently park there, alleviating parking problems for both Pound Place and Station Road. Making it one way (out towards Kings Road) would stop Station Road being used as a rat run when there are queues on Station Road.”

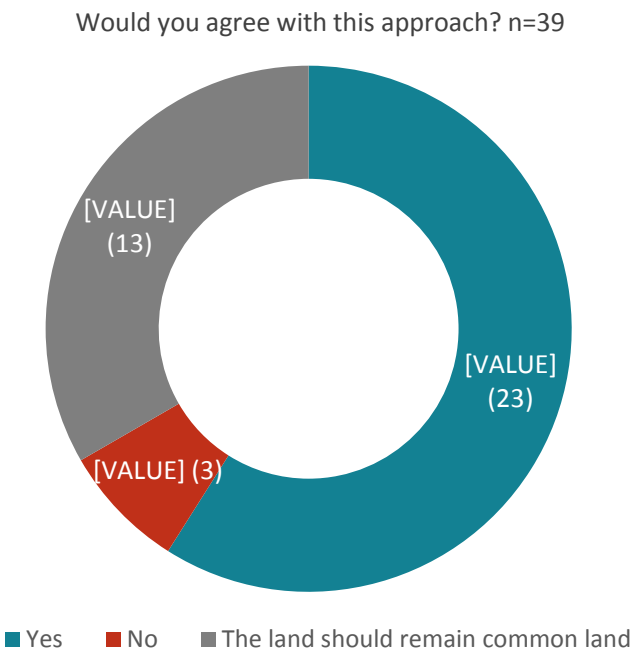
Those who felt that designated parking areas should be installed with enforcements felt this would bring Pound Place in line with other areas of the borough and would allow residents easier access to children's facilities:

“Parking in the part of Station Road going from Pound Place to Kings Road/Christmas Hill should be restricted too, in line with other areas of Shalford, or be by permit only.”

“It would be helpful to allow further parking for families with small children that will drive short distances to use the playground.”

Parrot Pub Car Park

This car park is currently licensed to the Parrot Pub, although it is on the Common. The Council are proposing to remove this car park from registered Common Land. This is to achieve compliance with existing Commons legislation when entering future lease agreements of this car park. The Council propose to provide exchange land for the land removed from the Common. Implementation is subject to consent from the Secretary of State.



The majority of residents (59%) agreed with the proposal to remove the Parrot Pub car park from registered common land. A third (33%) felt the car park should remain common land and a small number did not support either action (8%).

Residents who supported the proposal suggested other uses for the area:

“If the land was improved this would be fine, however the lease should encourage people to park here to launch their boats rather than parking next to the bridge around the corner.”

“Current blot on landscape.”

“We are in general need for car parking facilities in and near the village as people live, visit work and shop here!”

“GBC should retain some control of car park to provide space for recreation to area and for visitors not using the Parrot Pub.”

Agenda item number: 4
Appendix 1

Those who felt the car park should remain as common land felt that more information was required before a decision was made:

"This is impossible to answer with the Parrot for sale and apparently sold for private houses. How can it have been sold for housing when the parking situation is unclear? This should be clearly communicated to residents and be far more transparent."

"Not sure what you mean exactly, but it would be nice if somehow the car park for the Parrot Pub was designated for commuters or public in general, but not overnight parking."

Others, who did not commit to either approach suggested the future of the Parrott Pub needed to be resolved ahead of the Council's proposal:

"I am strongly of the opinion that any such change should only happen once it is definite that the Parrot is going to remain as a hospitality venue (in need of a car park). If the proposed move is done in advance and the pub site is used, e.g. housing, the car park could then also be used for housing. I would be strongly against that happening."

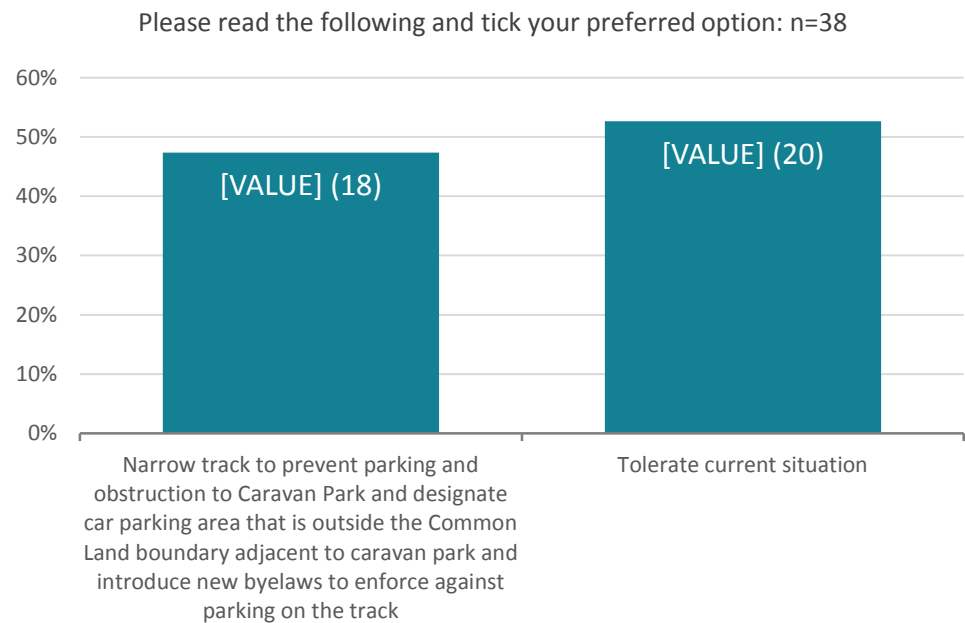
"If a new tenant takes on the pub it would need a car park for customers. Also, it is not understood why the consultation isn't including the untidy car parking that occurs on the other side of the road from The Parrot, predominantly by the residents of the houses there. Until the future of the Parrot and the brownfield business park is decided it is premature to decide on this part of the survey."

"I think this should be kept as a car park for the premises."

Access track to Dagley Lane Caravan Park

Cars are parked adjacent to existing access track. There are issues with parked cars obstructing access for emergency services. The Council are proposing the following options to manage this area of the common:

- 1. Narrow track to prevent parking and obstruction to Caravan Park and designate car parking area that is outside the Common Land boundary adjacent to caravan park and introduce new byelaws to enforce against parking on the track
- 2. Tolerate current situation



Opinion was divided between the Council’s proposal to narrow the track to Dagley Lane Caravan Park, designate a car parking area with byelaws to enforce restrictions and tolerating the current situation. A slim majority (53%) felt the better option was to tolerate the current situation whilst slightly less than half (47%) supported the Council’s plan of action.

The only comment made supporting the proposal indicated that passing places may be required on the track. Residents who felt the best approach was to maintain the status quo questioned the benefits of the proposal:

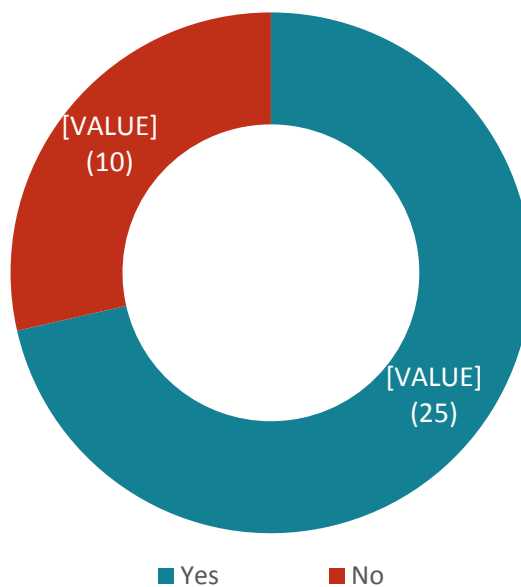
“I walk/cycle down the track several times a week and very, very rarely see any cars parked on the track. The only time would be for a very brief period if it was a pick-up/drop off time for activities at the scout hut and the car park is full. And even then, cars aren't generally parked but are just waiting for usually less than 5 minutes. It is a very pretty part of the common and I would hesitate about doing unnecessary building work here.”

“The proposed scheme would have a significant cost but little if any benefit. Regarding Q5b, I can imagine a low gate suffering at least as much damage as the bollards and, more importantly, not appearing as much of a challenge to travellers looking for places to park their caravans, cars, rubbish etc.”

“The options provided make it very difficult to answer. There is no consultation for the land just over the bridge providing parking for the allotments, which is on common land. What exactly is being proposed. Again, the options are confusing and misleading.”

The Council also propose to replace the drop-down bollards on access track for the Shalford Fair with a low gate to reduce damage. The Council would apply for consent from the Secretary of State for the installation of an access gate.

Would you agree with this approach? n=35

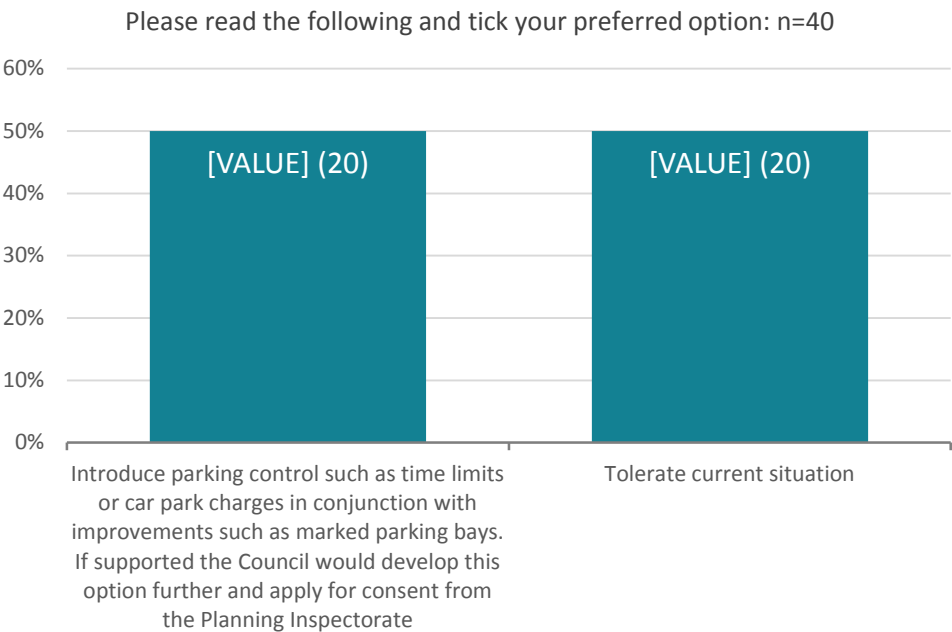


More than two-thirds (71%) said they agreed with the proposed action of replacing the drop-down bollards on the access track for the Shalford Fair with a low gate to reduce damage. Nearly a third (29%) opposed the plan.

Recycling Car Park

The car park is on the Common and does not have consent from the Planning Inspectorate. Retrospective consent cannot be applied for, but as it was constructed before 1 October 2007, there is no requirement to remove this car park. The Council are proposing the following options to manage this area of the common:

- 1. Introduce parking control such as time limits or car park charges in conjunction with improvements such as marked parking bays. If supported the Council would develop this option further and apply for consent from the Planning Inspectorate
- 2. Tolerate current situation



Attitudes towards the recycling car park were found to be evenly divided with half of respondents in favour of parking controls or charges, in conjunction with improvements to the site and the remaining half prepared to tolerate the current situation.

Respondents in favour of the proposals referenced the frequent use of the car park by commuters but warned against the detrimental effect that any parking charges may have on local businesses:

“Free parking for 90 mins to allow shoppers but stop commuters parking all day.”

“Since fees were raised at Shalford station car park, we have noticed many commuters use this car park instead, limiting access for those visiting to use the recycling facilities and Shalford Scout hut.”

“This area should be used for people visiting the shops rather than the space suggested on the Eastern side of Kings Road near Snooty's cafe/Passorn Thai. The Station parking needs to be deterred.”

“I would most definitely oppose car park charges as this would have a negative effect in the businesses in Shalford that depend on the free parking for trade and form a vital part of the Shalford community. However, I would agree with time constraints which would then stop people from parking in the car park for long periods of time, such as when commuting from the station.”

“Parking charges should be applied. Since parking in Shalford Station car park has been chargeable, commuters are taking advantage of the recycling area for all day parking, thus not allowing local parking to visit the shops or amenities, etc.”

“Make it illegal to park there between 10am and 11am to stop commuters.”

“With a note that staff of local businesses should be given a free permit to park here as the aim is to limit the commuting people use this as a free car park instead of paying for the train station car park.”

“I think that there should be licensed parking for employees at the local business.”

“As mentioned earlier this car park used to be lightly used by users of the Scout Hut, recycling and customers of local shops. Since the station introduced car parking charges it is full with displaced residents and train passengers. A time limit on the parking during the daytime would resolve this. The problem is the rail passengers will still spread to Chinthurst Lane and other parts of land, many of them subject to this survey. A conversation with the rail company about their car park and the charges and the consequences would be worthwhile as many of the issues being addressed in this survey are a result of the imposition of the charges.”

Residents who harboured concerns about the proposal tended to mainly focus on the implementation of parking charges at the site which could have a negative impact on other aspects of Shalford village life:

“Shalford is a village not a town and should not be full of car parks that you have to pay for. Provided other areas of the village have parking with time restrictions (I.e. in front of the shops and potentially on Chinthurst Lane) I feel this car park can be left as is.”

“Charging to park here would be detrimental to local people and businesses as well as the scouts.”

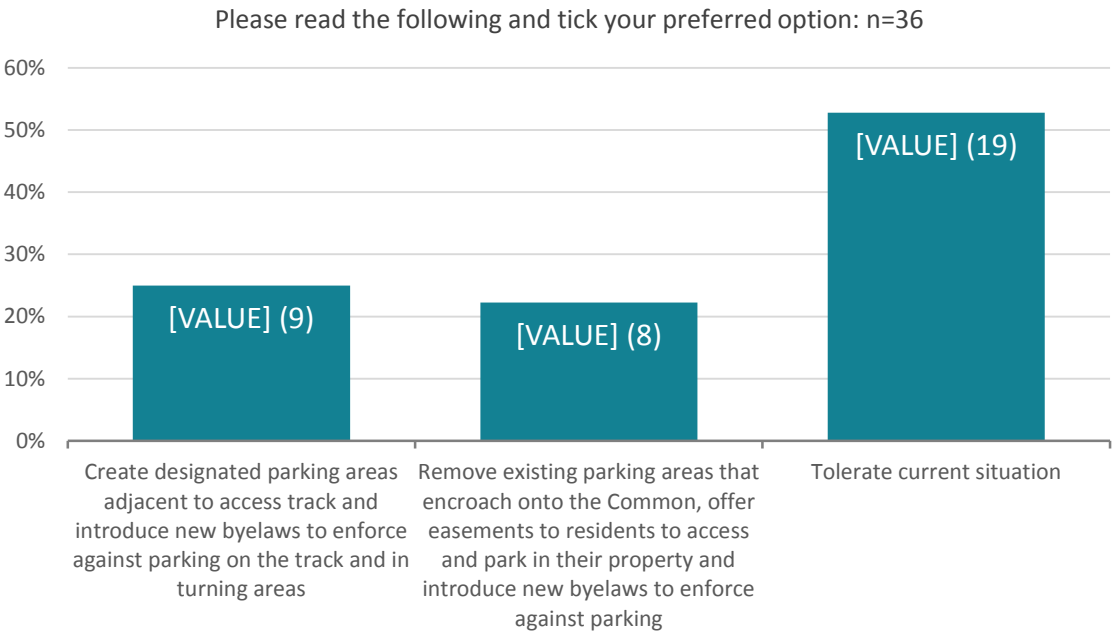
“The problem with parking controls here is that it is used by commuters who will just find other places to park and annoy the Shalford residents!”

“Why are you proposing a pay to park option and no free to park option? Everyone knows that the recycling bins are used as an alternative to the train station parking because it is free. It is not just the parking that is an illegal use of common land - the recycling bins are also illegal. What is the proposal for that?”

Dagley Lane/ Juniper Terraces

Cars are parked adjacent to existing access track. The Council are proposing the following options to manage this area of the common:

- 1. Create designated parking areas adjacent to access track and introduce new byelaws to enforce against parking on the track and in turning areas
- 2. Remove existing parking areas that encroach onto the Common, offer easements to residents to access and park in their property and introduce new byelaws to enforce against parking
- 3. Tolerate current situation



More than half of respondents (53%) said they were willing to tolerate the current situation rather than advocate the Council’s proposals. A quarter (25%) supported designated parking areas and new byelaws to enforce against parking and just over a fifth (22%) felt that parking areas should be removed with easements offered to residents.

Although comments on the proposals were limited, one respondent felt that it hadn't been explained clearly enough that easements cost money. Residents who believed no action should be taken suggested the proposal could make things worse in this area and parking provision was required:

"The residents need somewhere to park!"

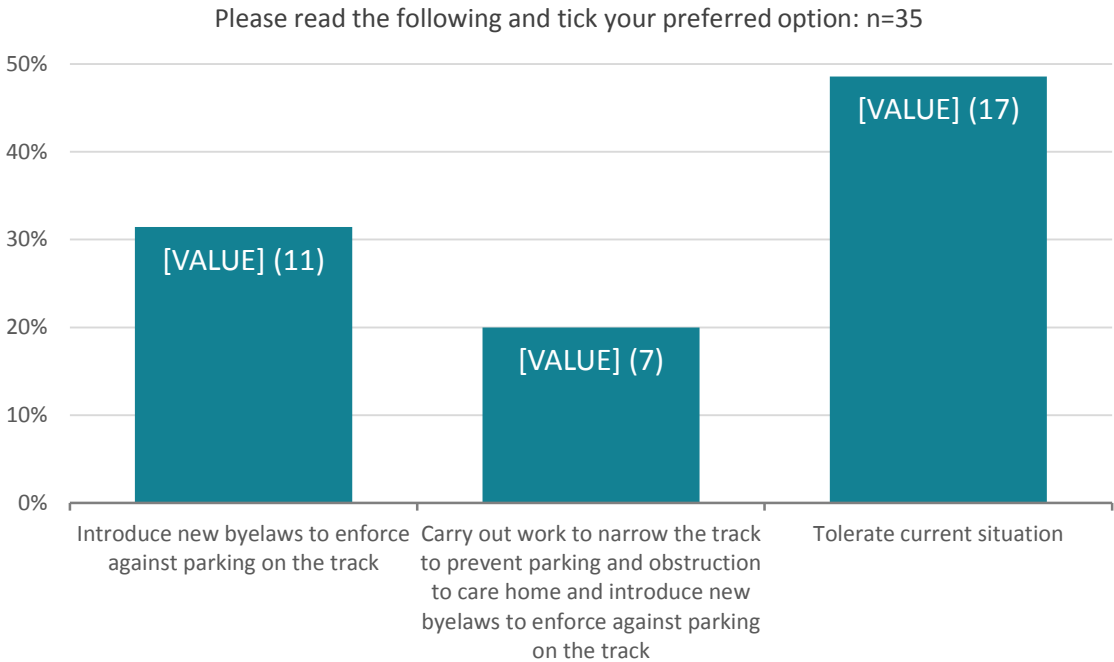
"I know the parking isn't wonderful for the residents of these terraces but the suggested alternatives would just make things worse."

"There are areas of Dagley Lane / Juniper Terrace completely ignored in the consultation. Dagley Terrace is not referred to on the map, yet is included here. How is the parking proposed? Will it cut into the common and provide parking where the cars have to park sideways, turning the common into a carpark? The barrier is proposed outside 3 houses - what is the parking solution there? There is no mention in the map of any solution or proposal for Rushmere or The Terrace? It is incomplete, ill thought out and provides no solution."

Approaches to Ashley Gardens and Christmas Hill

Cars are parked adjacent to existing access track. There are issues with parked cars obstructing access for emergency services. The Council are proposing the following options to manage this area of the common:

- 1. Introduce new byelaws to enforce against parking on the track
- 2. Carry out work to narrow the track to prevent parking and obstruction to care home and introduce new byelaws to enforce against parking on the track
- 3. Tolerate current situation



The majority of respondents (49%) said they would prefer to tolerate the current situation at the approaches to Ashley Gardens and Christmas Hill. Nearly a third (31%) supported the introduction of new byelaws to enforce against parking on the track and a fifth (20%) favoured the narrowing of the track to prevent parking and obstruction to the care home at the site supported by new byelaws.

Of those who opposed the development of the area advocated the widening of the approach:

“A better option would surely be to widen the tracks to allow those who need to park to do this without obstructing either emergency vehicles or access to Ashley House. My suggestion regarding providing herringbone parking at the end of Station Road (see Q3a) would also help here.”

This point of view was also shared by other residents who supported new byelaws to enforce against parking on the track:

“As I commented earlier, this approach to Ashley Gardens shouldn’t be made narrower. Emergency vehicles are frequently called to the residences in Ashley Gardens, so access has to be wide enough. It is awkward as it is.

“A principal part of the care home is currently a derelict, fenced off site and subject to an unwanted planning application for a replacement which is far too large. It is premature to decide this as if the expansion is allowed there will inevitably be a need for extra car parking and increased traffic in and out of the site.”

Other comments provided suggestions for improvements to the care home itself:

“Ensure that the care home provides sufficient parking for residents and workers. Their problem should not become a problem for the rest of us.”

“And a pavement introduced for pedestrian approach to Ashley House and Ashley Gardens.”

Further comments

Residents were asked to provide any further comments on the consultation along with any other concerns around Shalford. Although comments were limited, concerns about the viability of local businesses, commuter parking and concerns about the effects of proposed developments around the common were provided. Some residents were sceptical about the proposals and felt some areas of the common which had known issues had been omitted from the consultation:

“Only final comment is to be mindful of any unintended consequences with any new courses of action. I am concerned that solutions are being searched for problems that are very minor and this has risks of disproportionate actions being taken that in turn, create new and bigger problems.”

“More parking needs to be created in Shalford not less. Perhaps some of the adjoining greenbelt should be designated common land to facilitate this. It would also protect the greenbelt land from further development for future generations.”

“In general, the creation of purpose built and controlled parking is essential for the locals and their shops & services. The last few years seen restrictions mainly thus issues arising daily. Would be very happy to see a thriving but organised Shalford.”

“Viability of shops must remain a very high priority. It is a pity that Network Rail charge for their car park as many issues in and around Shalford are caused by selfish commuters!”

“I see no need for any of these changes, why waste taxpayer’s money here. We also do not want change of common land so it can be developed!”

“Please explain the last section/ page in the document with regards to exchange land near the railway line. Is this being handed away from the council or common land for possible development?”

“Many of the parking problems around Shalford Common have been created by rail users seeking free parking options after British Rail introduced parking charges at the Shalford Station Car Park. This has meant that cars are parked all day in places that were previously available to residents and customers of the local shops. Any changes to parking on and around the Common should not be to the detriment of residents and local businesses. Any future planning applications must include sufficient parking spaces. Better control of the parking in Chinthurst Lane to prevent all day parking would also help the situation.”

“Whilst I am directly affected by the proposals for Dagley Lane and Juniper Cottages/Place/Row/Terrace, I have several wider and immediate concerns about the proposals: Several areas of common land not being included in the proposals - namely, outside Shalford Infant School, Parking outside Dagley Lane Allotments, The area outside Juniper Terrace and the corner of Dagley Lane round to Juniper Terrace and Mount Pleasance (opposite the Parrot). These are all on common land, used for parking and not being mentioned. Have they intentionally been excluded? If so why and if not, shouldn't the proposal cover all areas of common land in Shalford? When asked, GBC's response was "We have identified priority areas to simplify the process. We are aware there are other areas that may require attention". The proposal clearly states that Area 6 is Dagley Lane / Juniper Terraces, yet one of the photos highlighting the area concerned is not included in the proposal - which begs the question, what else are GBC aware of that might require attention? If, as said, there are other areas that may require attention then surely this will require another round of consultation and a repetition of the whole process, which will undoubtedly cause more anxiety, cost more money and take up more time. The proposed new byelaws - we need to be informed as to how they compare to the current Common land laws. The timing - although this process was started in 2019 why is it continuing now when GBC have a massive budget deficit and surely, should be using all available resource to address the Covid-19 pandemic and not creating even more anxiety and worry within the community?”

“1. Many areas where there is uncontrolled parking not covered by the survey - particularly the lone approach Parrot Pub. 2. No questions about leisure activities”

Appendices

Questionnaire

Guildford Borough Council

Shalford Common Land Management Survey 2020

Guildford Borough Council is the freehold owner of Shalford Common ("the Common") which is registered common land. The statutory regulation of common land is set out in the Commons Act 2006.

There have been ongoing problems with parking on the Common for many years, which are increasing. The Council receives complaints on a regular basis about cars being parked on the Common, (including on access tracks) which is in breach of commons legislation.

Why we are consulting with you

We are consulting on the management of the Common Land at Shalford. This consultation will inform our management of the green space, and the level of its protection and amenity improvements. The Council is seeking to draw up an action plan setting out measures to be implemented in respect of car parking, access onto the Common and leisure activities.

Have your say

We will consider your feedback and use it to help inform decisions on the future use of the Common. The Council are considering options for seven priority areas around Shalford Common and would like your opinion on the best approach to managing access and parking in each area. The Council will use this consultation as pre-consultation to apply for consents for Common Land and Byelaws from DEFRA.

All responses are anonymous and we are working with an independent agency, SMSR, who will process your replies on our behalf.

Background Information

Please use the attached documents to access maps and images of each of the seven priority areas around the Common. There is also an additional document outlining the draft byelaws which could be introduced.

If you have any queries or concerns regarding this consultation, please email: shalfordconsultation@smsr.co.uk or you can call 01483 939777 to leave a message. Alternatively, you can visit the following webpage and complete the online form: <https://smsr.co.uk/#contact>

Area 1a Huber's Garage/ Mitchell's Row

This track provides access to Huber's Garage and Properties in Mitchell's Row.

An access licence to Huber's Garage is in place and contains the condition "not to park or allow to park vehicles on the access track."

Two properties on the access track have parking within their property. Cars parked on the access track restrict access to these properties.

Easements cannot be offered to residents in Mitchell's Row, as it is not practical to do so because there is no available space for people to park on their property.

Q1a The Council are proposing the following options to manage this area of the common. Please read the following and tick your preferred option:

- ☐ Create designated parking areas adjacent to access track and introduce new byelaws to enforce against parking on the track
- ☐ Introduce new byelaws to enforce no parking zones on the whole area of the track without creating designated parking areas
- ☐ Tolerate current situation

Q1a1 Please provide any comments in the box below:

Cricket Club Parking

The grassed area next to the cricket clubhouse is used for parking during cricket matches.

Q1b The Council are seeking to control access via an access licence with the cricket club and replace the existing drop down bollards on access track with a low gate to reduce damage. The Council would apply for consent from the Secretary of State for this car parking area for cricket matches and installation of an access gate. Would you agree with this approach?

☐ Yes

☐ No

Q1b1 Please provide any comments in the box below:

Kings Road Shop front

Cars are regularly parked on the Common opposite official parking spaces.

- Q2 The Council are proposing the following options to manage this area of the common. Please read the following and tick your preferred option:
- ☐ Install curb to prevent access to Common and introduce parking restrictions as part of adopted Highway
 - ☐ Designate parking areas, remove the area from Common Land and provide exchange land. Introduce parking restrictions as part of adopted highway. Implementation is subject to consent from the Secretary of State and Surrey Highways
 - ☐ Designate parking areas, remove the area from Common Land and provide exchange land. No parking restrictions. Implementation is subject to consent from the Secretary of State

Q2a Please provide any comments in the box below:

Pound Place

Cars are parked adjacent to existing access track. There are issues with parked cars obstructing access for emergency services.

Q3 The Council are proposing the following options to manage this area of the common. Please read the following and tick your preferred option:

- ☐ Remove the parking bays on the Common adjacent to properties and offer easements to residents. Anyone granted an easement would then need planning permission for car parking areas at their property
- ☐ Create designated parking areas adjacent to access track and introduce new byelaws to enforce against parking on the track
- ☐ Tolerate current situation

Q3a Please provide any comments in the box below:

Parrot Pub Car Park

This car park is currently licensed to the Parrot Pub, although it is on the Common.

Q4 The Council are proposing to remove this car park from registered Common Land. This is to achieve compliance with existing Commons legislation when entering future lease agreements of this car park. The Council propose to provide exchange land for the land removed from the Common. Implementation is subject to consent from the Secretary of State.

Would you agree with this approach?

- ☐ Yes
- ☐ No
- ☐ The land should remain common land

Q4a Please provide any comments in the box below:

Access track to Dagley Lane Caravan Park

Cars are parked adjacent to existing access track. There are issues with parked cars obstructing access for emergency services.

Q5a The Council are proposing the following options to manage this area of the common. Please read the following and tick your preferred option:

☐

Narrow track to prevent parking and obstruction to Caravan Park and designate car parking area that is outside the Common Land boundary adjacent to caravan park and introduce new byelaws to enforce against parking on the track

☐

Tolerate current situation

Q5a1 Please provide any comments in the box below:

Q5b The Council propose to replace the drop down bollards on access track for the Shalford Fair with a low gate to reduce damage. The Council would apply for consent from the Secretary of State for the installation of an access gate.

Would you agree with this approach?

☐

Yes

☐

No

Recycling Car Park

The car park is on the Common, and does not have consent from the Planning Inspectorate. Retrospective consent cannot be applied for, but as it was constructed before 1 October 2007, there is no requirement to remove this car park.

Q5c The Council are proposing the following options to manage this area of the common. Please read the following and tick your preferred option:

- ☐ Introduce parking control such as time limits or car park charges in conjunction with improvements such as marked parking bays. If supported the Council would develop this option further and apply for consent from the Planning Inspectorate
- ☐ Tolerate current situation

Q5c1 Please provide any comments in the box below:

Dagley Lane/ Juniper Terraces

Cars are parked adjacent to existing access track.

Q6 The Council are proposing the following options to manage this area of the common. Please read the following and tick your preferred option:

- ☐ Create designated parking areas adjacent to access track and introduce new byelaws to enforce against parking on the track and in turning areas
- ☐ Remove existing parking areas that encroach onto the Common, offer easements to residents to access and park in their property and introduce new byelaws to enforce against parking
- ☐ Tolerate current situation

Q6a Please provide any comments in the box below:

Approaches to Ashley Gardens and Christmas Hill

Cars are parked adjacent to existing access track. There are issues with parked cars obstructing access for emergency services.

- Q7 The Council are proposing the following options to manage this area of the common. Please read the following and tick your preferred option:
- ☐ Introduce new byelaws to enforce against parking on the track
 - ☐ Carry out work to narrow the track to prevent parking and obstruction to care home and introduce new byelaws to enforce against parking on the track
 - ☐ Tolerate current situation

- Q8 Please provide any comments in the box below:
-

Further comments

Q9 Please write in any additional comments you may have regarding this consultation into the box below:

About you

Finally, a couple of questions about yourself, so that we can understand the views of a whole range of people...

Q10 What is your gender?

- ☐ Male
- ☐ Female
- ☐ Transgender
- ☐ Other
- ☐ Prefer not to say

Q11 To which of the following age groups do you belong?

- ☐ 16-24
- ☐ 25-34
- ☐ 35-44
- ☐ 45-54
- ☐ 55-64
- ☐ 65+
- ☐ Prefer not to say

Q12 Which of these activities best describes what you are doing at present?

- ☐ Employee in full-time job (30 hours or more a week)
- ☐ Employee in part-time job (under 30 hours a week)
- ☐ Self-employed
- ☐ In full-time or part time education/training
- ☐ Not currently working/unemployed (including if on long-term sickness or disability or looking after the home or family)
- ☐ Retired
- ☐ Doing something else
- ☐ Prefer not to say

Q13 Do you have any long-standing illness, disability or infirmity (long-standing means anything that has troubled you over a period of time or that is likely to affect you over a period of time)?

- ☐ Yes
- ☐ No
- ☐ Prefer not to say

Q14 What is your ethnic group? Are you Asian, Black, or of a mixed background, White, or of another ethnic group?

- ☐ Asian or Asian British – Indian
- ☐ Asian or Asian British – Pakistani
- ☐ Asian or Asian British – Bangladeshi
- ☐ Asian or Asian British - Any other Asian background
- ☐ Black or Black British - Caribbean
- ☐ Black or Black British – African
- ☐ Black or Black British – Any other Black background
- ☐ Asian or Asian British – Chinese
- ☐ Mixed –White and Black Caribbean
- ☐ Mixed – White and Black African
- ☐ Mixed – White and Asian
- ☐ Mixed – Any other mixed background
- ☐ White – English / Welsh / Scottish / Northern Irish
- ☐ White – Irish
- ☐ White – Any other white background
- ☐ White – Gypsy or Traveller
- ☐ Other
- ☐ Prefer not to say

Q15 What is your postcode

Thank you for completing this survey. Please return your survey to: Freepost SMSR Ltd,
108 Beverley Road, Hull, HU3 1YA.

Supporting Presentation

Shalford Green

Parking locations and restrictions
around Shalford Green



Locations under consideration



Locations Under Consideration

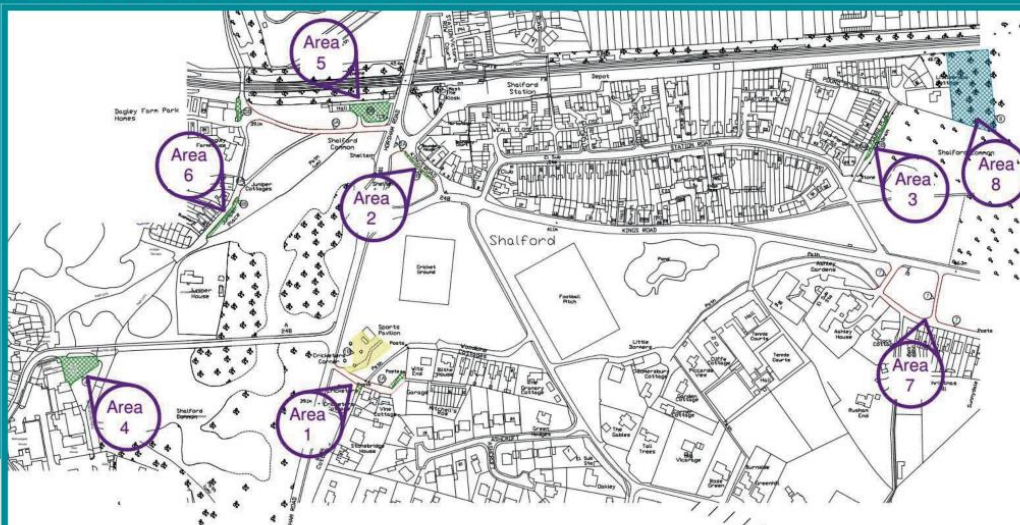


- Area 1 – Huber's Garage/Mitchell's Row
- Area 2 – Kings Road Shop Front
- Area 3 – Pound Place
- Area 4 – Parrot pub car park
- Area 5 – Recycling car park & Dagley Lane access road
- Area 6 – Dagley Lane / Juniper Terraces
- Area 7 – Approaches to Ashley Gardens and Christmas Hill
- Area 8 – Exchange Land

 Registered Common Land
(CROW Act 2000)



Locations Under Consideration



- Area 1 – Huber's Garage/Mitchell's Row
- Area 2 – Kings Road Shop Front
- Area 3 – Pound Place
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- Area 5 – Recycling car park & Dagley Lane access road
- Area 6 – Dagley Lane / Juniper Terraces
- Area 7 – Approaches to Ashley Gardens and Christmas Hill
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Area 1. Huber’s Garage & Mitchell’s Row



View of Huber’s garage and parking on the green space



Area 1. Huber’s Garage & Mitchell’s Row



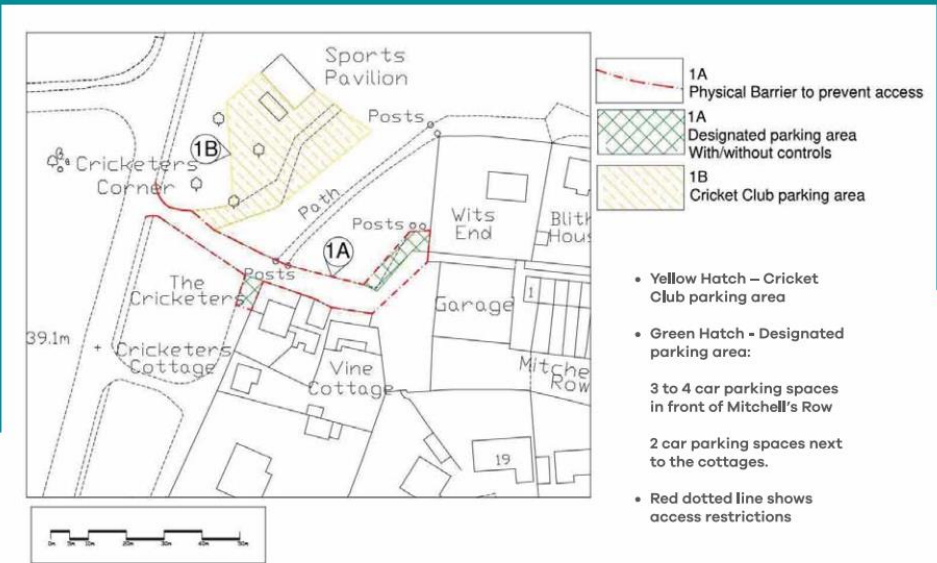
Area 1A
View of Huber’s garage from Horsham Road Area



Area 1B
View of the parking area used by the cricket club



Area 1. Huber's Garage & Mitchell's Row



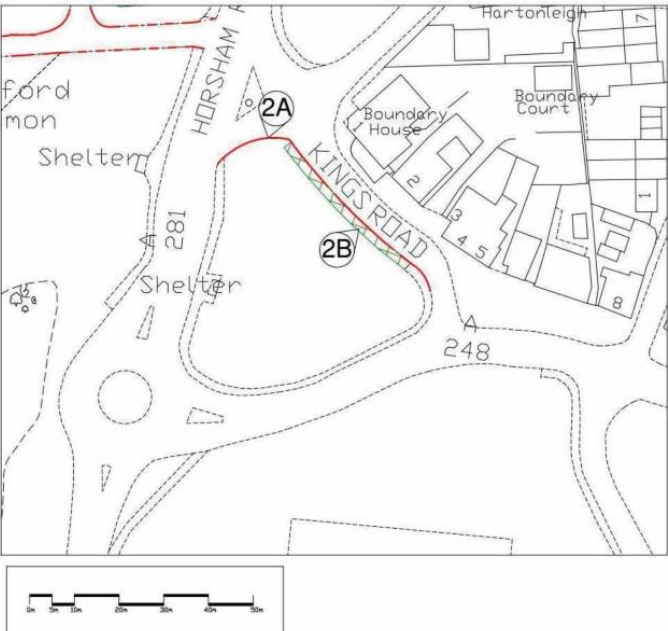
Area 2. Kings Road shop front



Kings Road looking towards Horsham Road



Area 2. Kings Road shop front



- 2A Physical Barrier to prevent access
- 2B Designated parking area With/without controls

- 2A access restrictions at edge of the road.
- 2B Green Hatch - Designated parking area. 3m. width approximately providing 5 to 6 additional parking spaces.



Area 3. Pound Place



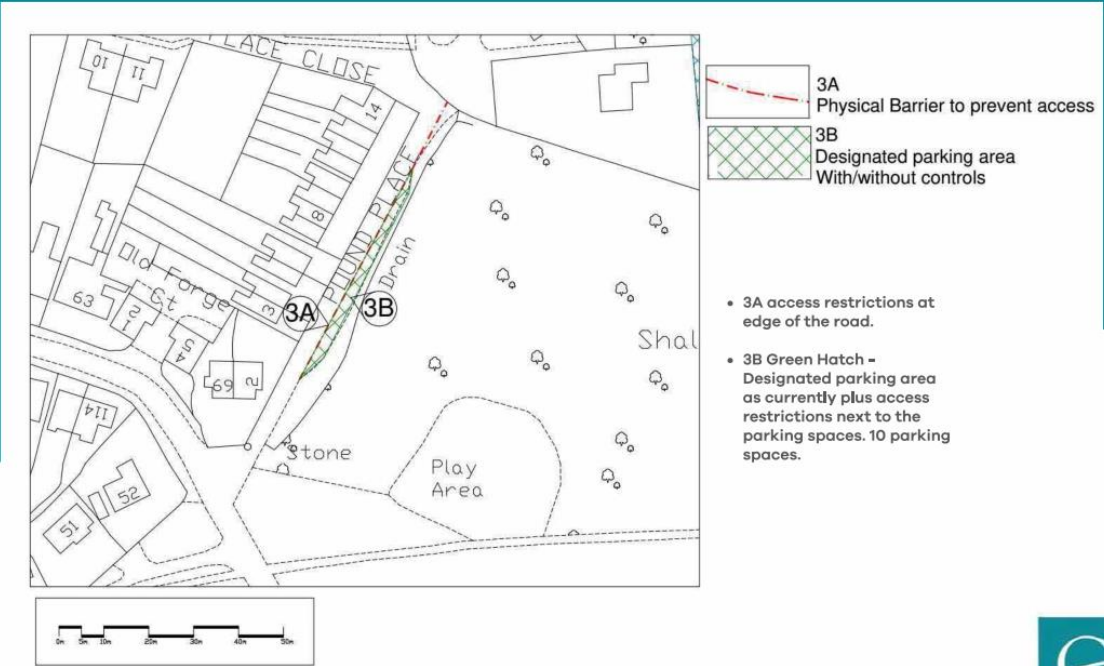
Pound Place looking towards Station Road



Pound Place from Station Road junction



Area 3. Pound Place



Area 4. Parrot Pub car park



Pound Place from Station Road junction



Area 4. Parrot Pub car park



Area 5. Recycling car park & Dagley Lane access road



Recycling car park corner of Dagley Lane and Horsham Road



Recycling car park looking from Horsham Road

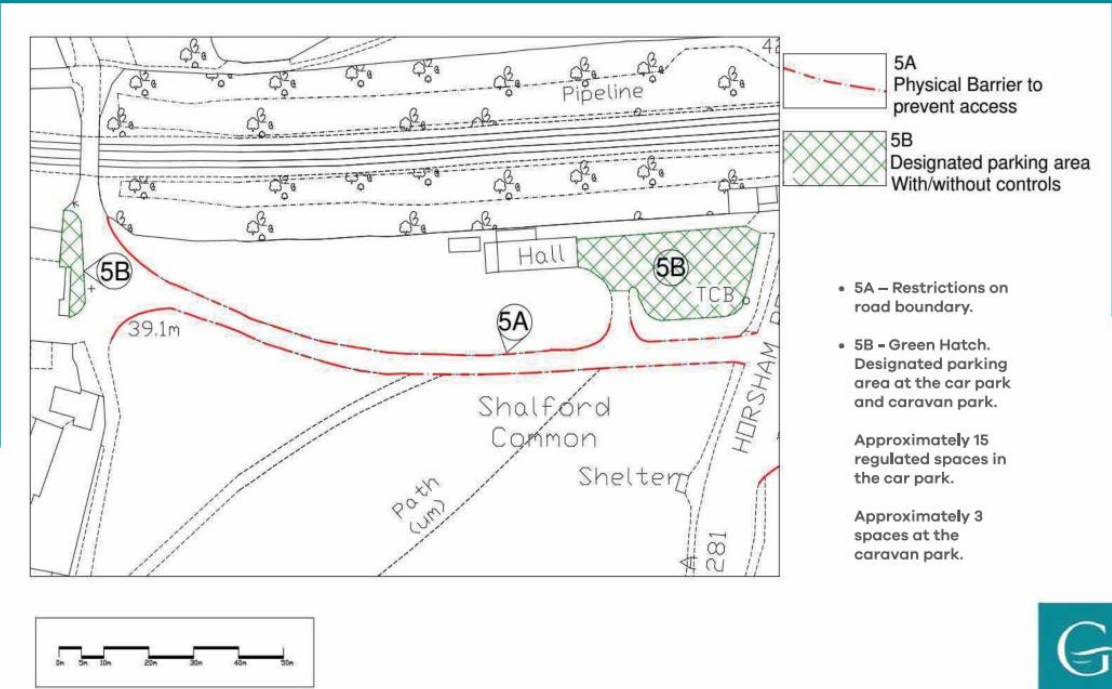
Area 5. Recycling car park & Dagley Lane access road



Dagley Lane looking from Horsham Road



Area 5. Recycling car park & Dagley Lane access road



Area 6. Dagley Lane / Juniper Terraces



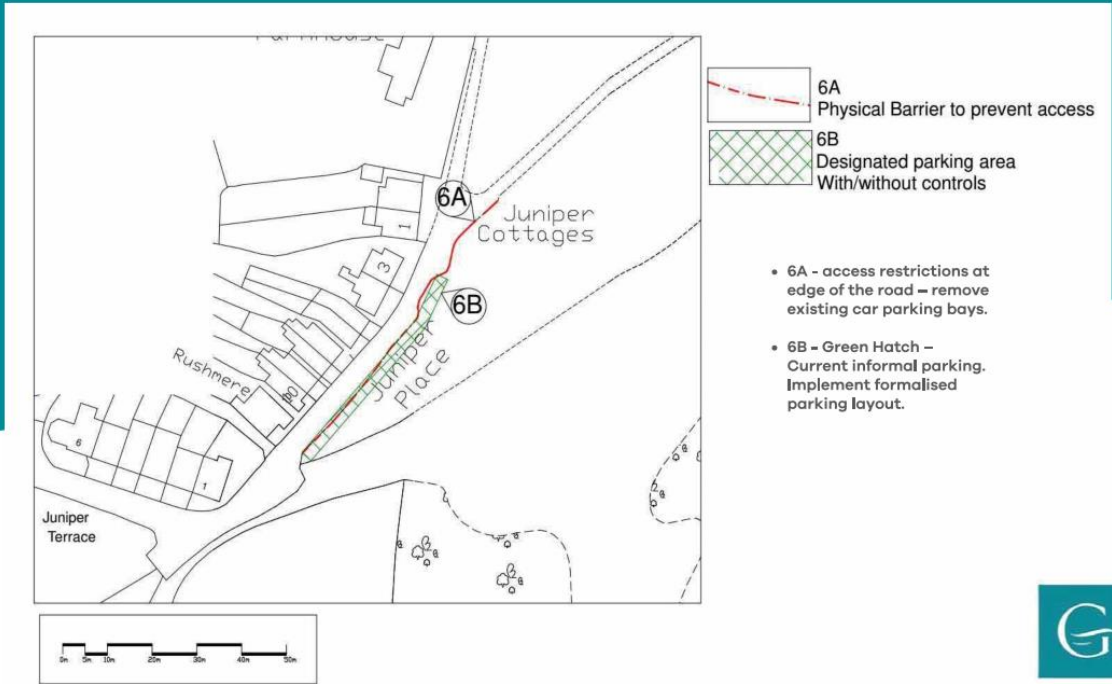
Dagley Lane looking south



Dagley Lane looking north



Area 6. Recycling car park & Dagley Lane access road



Area 7. Approaches to Ashley Gardens & Christmas Hill



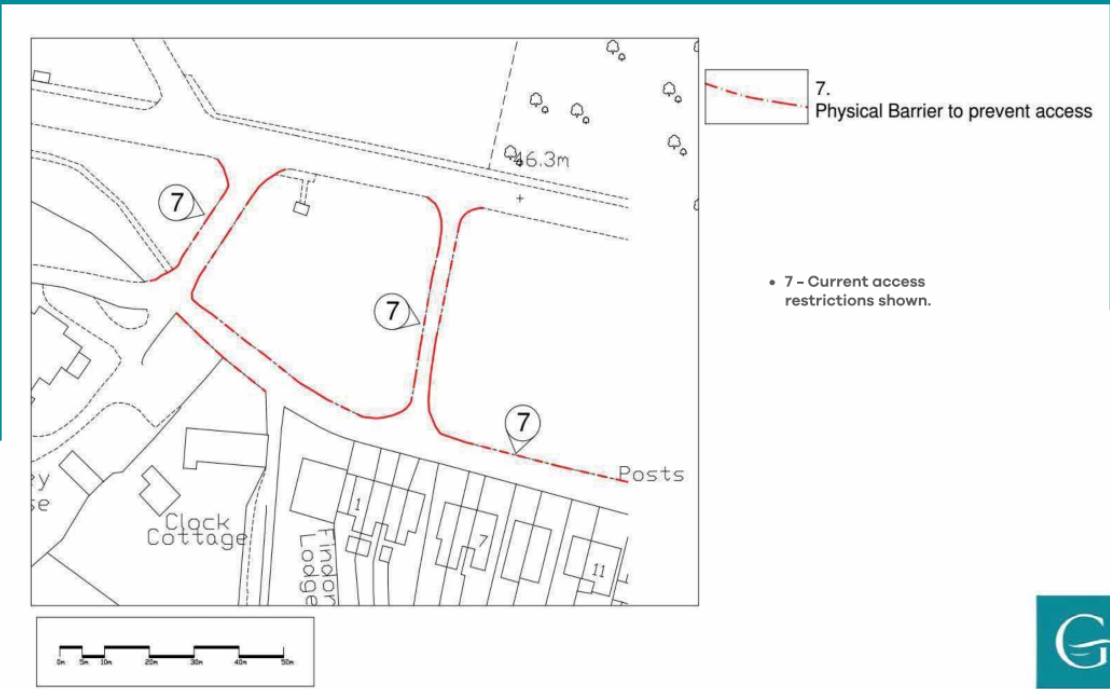
Ashley Gardens from Station Road



Ashley Gardens looking towards Milkwood



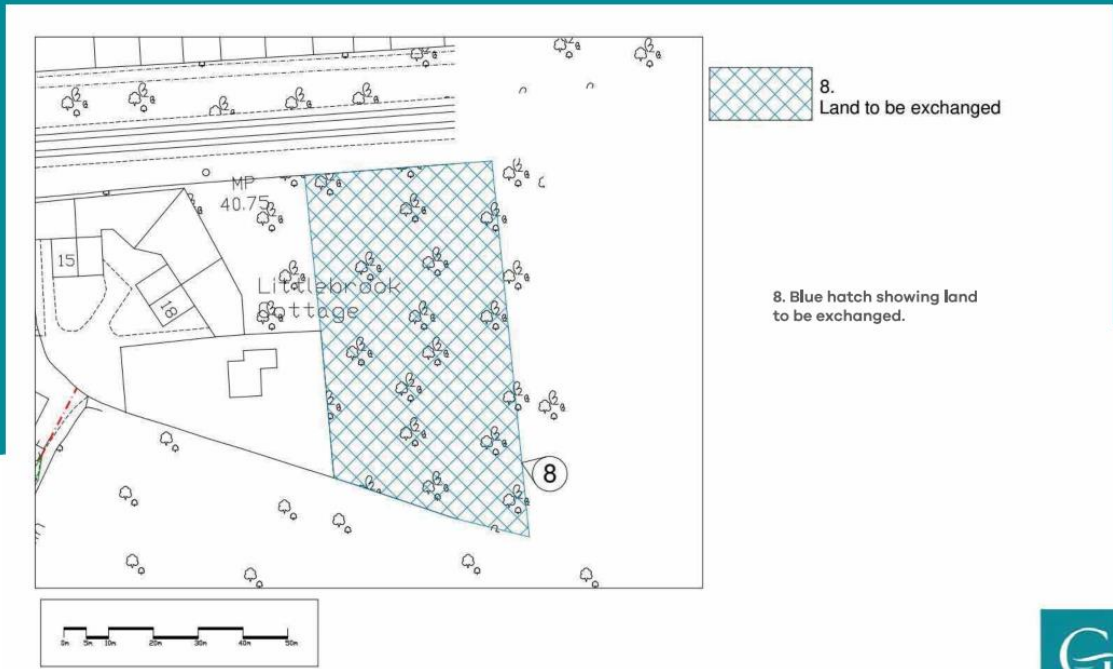
Area 7. Approaches to Ashley Gardens & Christmas Hill



Area 8. Exchange Land



Area 8. Exchange Land



Thanks for your time



Social & Market Strategic Research
Wellington House
108 Beverley Road
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HU3 1XA
(01482) 211200

SMSR
RESEARCH

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Shalford Green

Parking locations and restrictions around Shalford Green



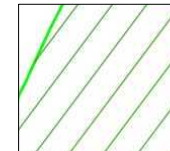
Parks and Leisure Services
Guildford Borough Council

Shalford Green Locations under consideration





- Area 1 - Huber's Garage / Mitchell's Row
- Area 2 - Kings Road Shop Front
- Area 3 - Pound Place
- Area 4 - Parrot Pub car park
- Area 5 - Recycling car park & Dagley Lane access road
- Area 6 - Dagley Lane / Juniper Terraces
- Area 7 - Approaches to Ashley Gardens & Christmas Hill
- Area 8 - Exchange Land



Registered
Common Land
(CROW Act 2000)

Area 1. Huber's Garage & Mitchell's Row



View of Huber's garage and parking on the green space



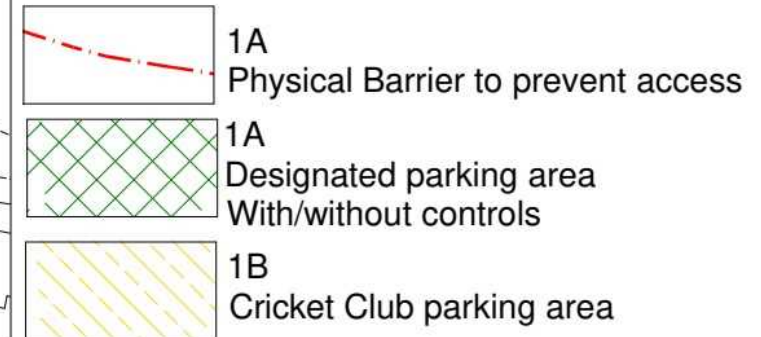
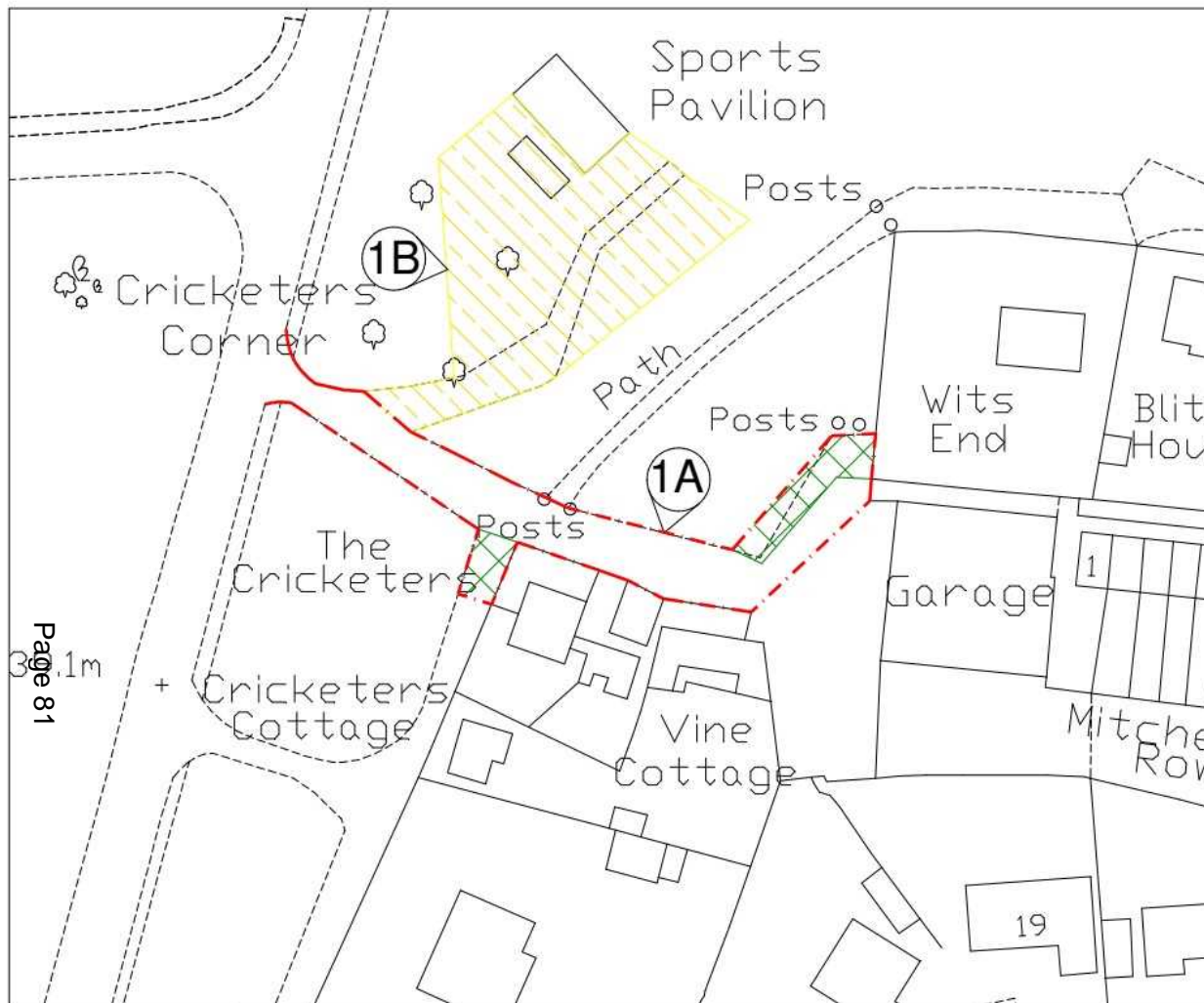
Area 1. Huber's Garage & Mitchell's Row



Area 1A - View of Huber's garage from Horsham Road



Area 1B - View of the parking area used by the cricket club.



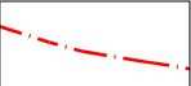
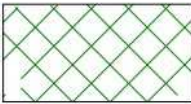
- Yellow Hatch – Cricket Club parking area
- Green Hatch - Designated parking area:
 - 3 to 4 car parking spaces in front of Mitchell's Row
 - 2 car parking spaces next to the cottages.
- Red dotted line shows access restrictions

Area 2. Kings Road shop front



Kings Road looking towards Horsham Road



-  2A
Physical Barrier to prevent access
-  2B
Designated parking area
With/without controls

- 2A access restrictions at edge of the road.
- 2B Green Hatch - Designated parking area. 3m. width approximately providing 5 to 6 additional parking spaces.

Area 3. Pound Place




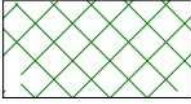
Pound Place looking
towards Station Road

Agenda item number: 4
Appendix 2

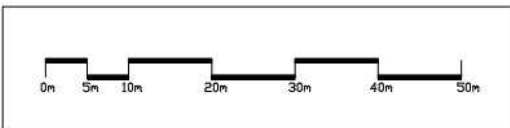


Pound Place from
Station Road junction



-  3A
Physical Barrier to prevent access
-  3B
Designated parking area
With/without controls

- 3A access restrictions at edge of the road.
- 3B Green Hatch - Designated parking area as currently plus access restrictions next to the parking spaces. 10 parking spaces.



Area 3- Pound Place

Area 4. Parrot Pub car park





4.
Designated parking area
With/without controls

- 4. Designated parking spaces shown as currently exists.

Area 5. Recycling car park & Dagley Lane access road



Recycling car park corner of Dagley Lane and Horsham Road

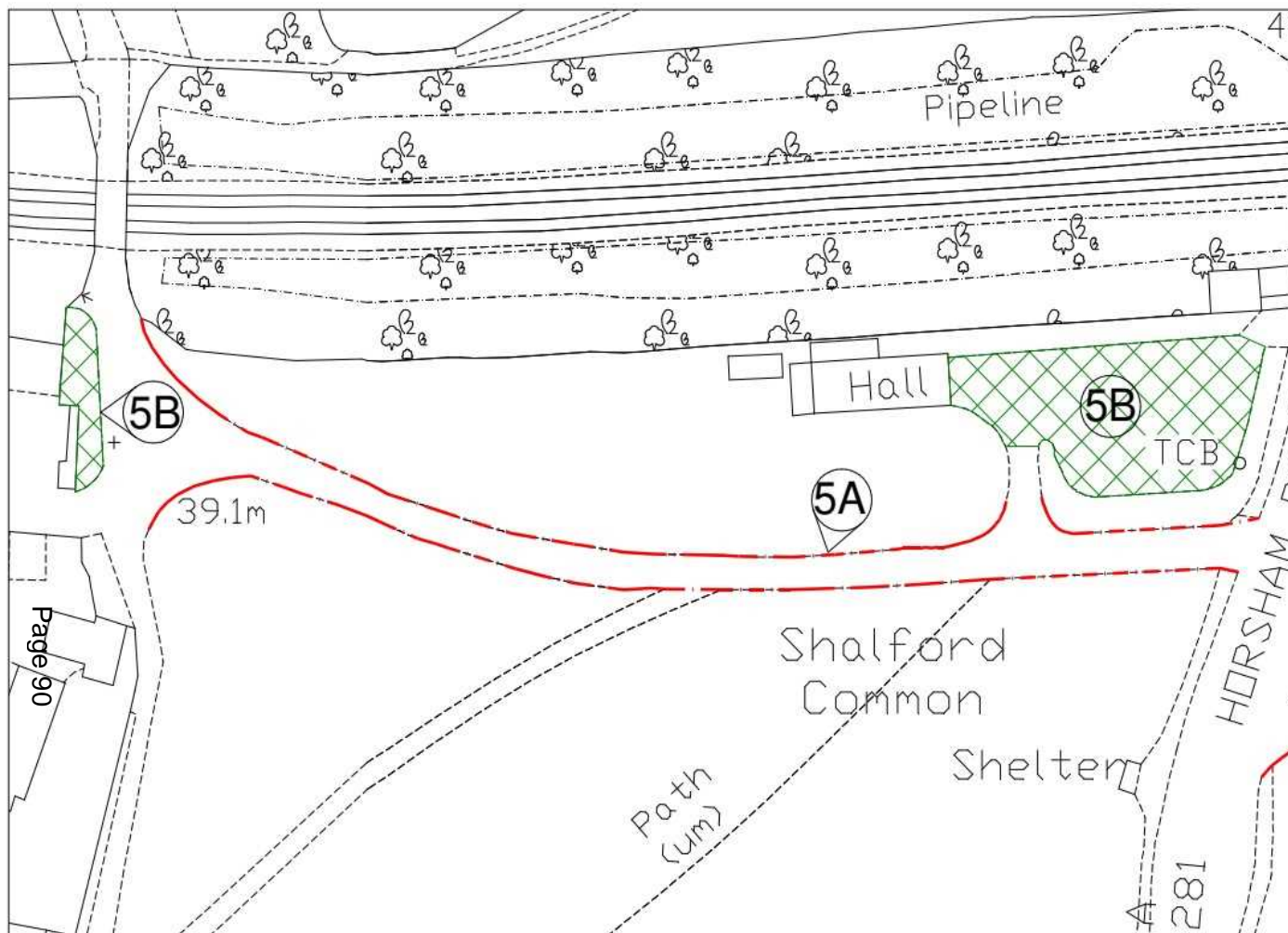


Recycling car park looking from Horsham Road

Area 5. Recycling car park & Dagley Lane access road



Dagley Lane looking from Horsham Road



- 5A
Physical Barrier to prevent access
- 5B
Designated parking area
With/without controls

- 5A – Restrictions on road boundary.
- 5B - Green Hatch. Designated parking area at the car park and caravan park.
- Approximately 15 regulated spaces in the car park.
- Approximately 3 spaces at the caravan park.

Agenda item number: 4
Appendix 2

Area 5 – Recycling car park and Dagley Lane access road



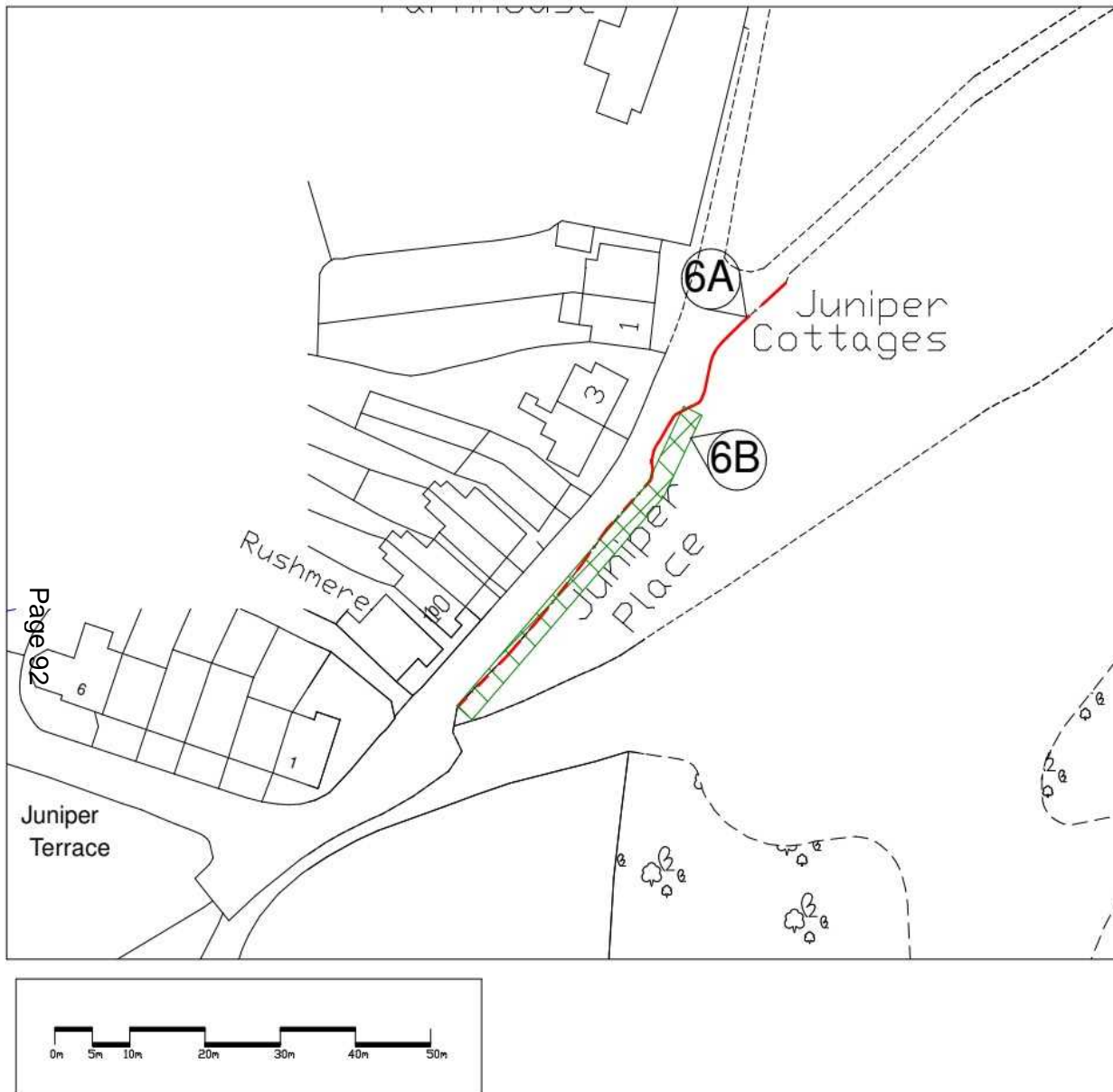
Area 6. Dagley Lane / Juniper Terraces



Dagley Lane looking south



Dagley Lane looking north



- 6A - access restrictions at edge of the road – remove existing car parking bays.
- 6B - Green Hatch – Current informal parking. Implement formalised parking layout.

Area 6 – Dagley Lane / Juniper Terraces



Area 7. Approaches to Ashley Gardens & Christmas Hill



Ashley Gardens from Station Road



Ashley Gardens looking towards Milkwood



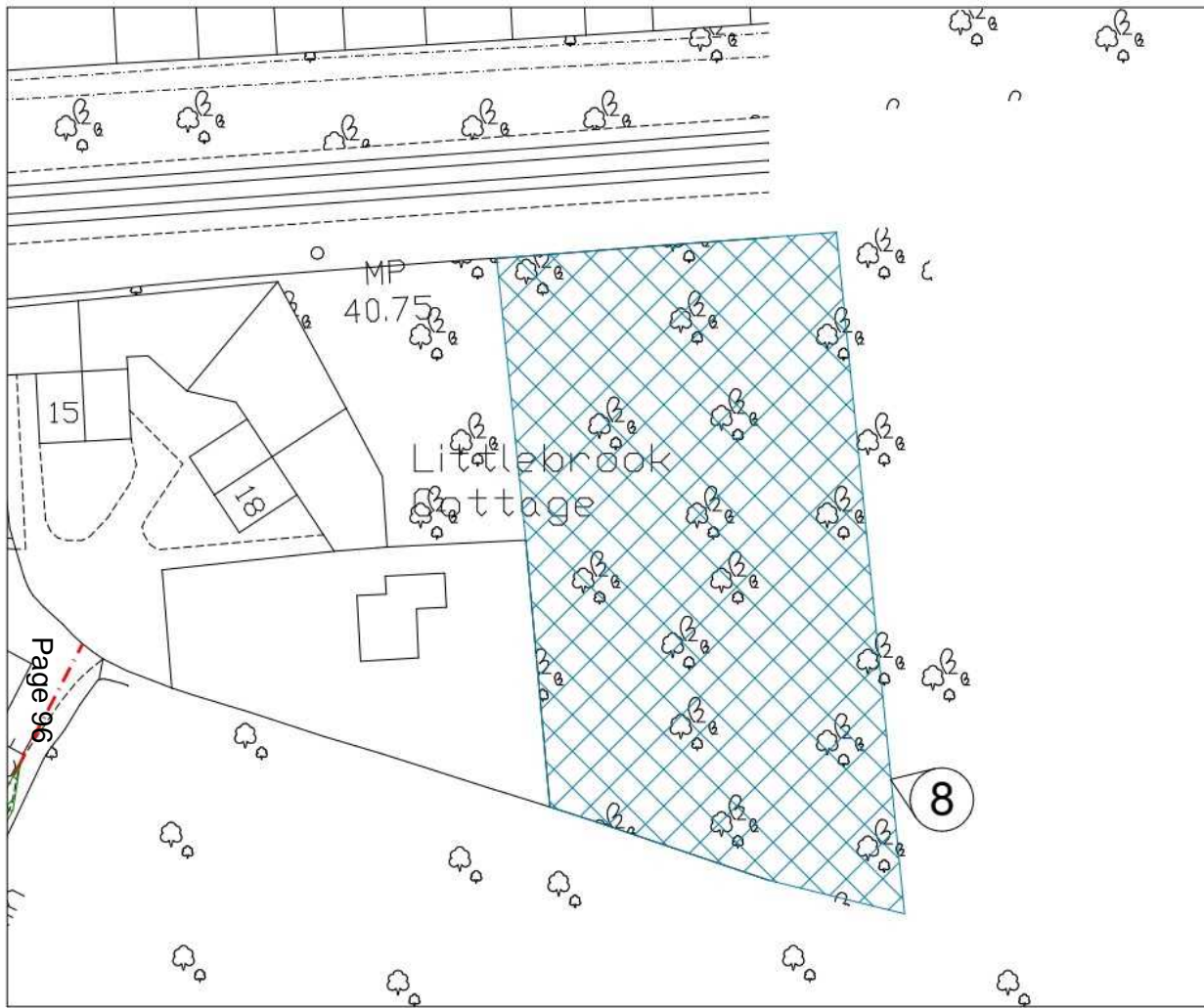
- 7. Current access restrictions shown.

Area 7 – Approaches to Ashley Gardens & Christmas Hill



Area 8. Exchange Land





8.
Land to be exchanged

- 8. Blue hatch showing land to be exchanged.

Area 8- Exchange Land





END

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Priority Areas	Officer's Proposal	Next steps	Impact
<p>Consultation response in % and (actual numbers)</p> <p>1a) Huber's Garage/ Mitchell's Row:</p> <ol style="list-style-type: none"> 1. Create designated parking areas adjacent to access track and introduce new byelaws to enforce against parking on the track 55% (22) 2. Introduce new byelaws to enforce no parking zones on the whole area of the track without creating designated parking areas 13% (5) 3. Tolerate current situation 33% (13) 	<p>Support and implement the preferred option in the consultation outcome (Option 1)</p>	<p>Formal procedure to introduce new byelaws. This requires further consultation.</p> <p>New signage for byelaws once in place.</p>	<p>Resource requirement to enforce byelaws once in place.</p> <p>Allows introduction of byelaws across the Common.</p> <p>Prevents access obstructions and encroachments.</p> <p>Clarifies that parking is permitted in a designated area of the Common.</p>

Priority Areas	Officer's Proposal	Next steps	Impact
<p>Consultation response in % and (actual numbers)</p> <p>1b) Cricket Club Parking</p> <p>The Council would apply for consent from the Secretary of State for this car parking area for cricket matches and installation of an access gate.</p> <p>Would you agree with this approach?</p> <p>Yes: 78% (31) No: 23% (9)</p>	<p>Support and implement the preferred option.</p>	<p>Formalise agreement with Cricket Club</p> <p>Apply for Commons consent to install access gate.</p>	<p>Secretary of State consent may not be obtained, but this is considered unlikely with support from this consultation.</p> <p>Proposal would give formal agreed rights to the Cricket Club and would allow formal use of this area for purposes in line with Commons legislation and public footpaths, whilst preventing unauthorised access.</p>

Priority Areas	Officer's Proposal	Next steps	Impact
<p>Consultation response in % and (actual numbers)</p> <p>2) Kings Road Shop front:</p> <ol style="list-style-type: none"> 1. Install kerb to prevent access to Common and introduce parking restrictions as part of adopted Highway 20% (8) 2. Designate parking areas, remove the area from Common Land and provide exchange land. Introduce parking restrictions as part of adopted highway. Implementation is subject to consent from the Secretary of State and Surrey Highways 53% (21) 3. Designate parking areas, remove the area from Common Land and provide exchange land. No parking restrictions. Implementation is subject to consent from the Secretary of State 28% (11) 	<p>To consider detailed development of each option thorough the Council Projects Governance procedure by producing a mandate to consider costs and feasibility of the three proposals.</p> <p>In the interim implement option 1. Reason: To remove the concrete blocks that are currently considered an eyesore whilst complying with site safety and Commons Legislation</p>	<p>Interim implementation of option 1. Communicate position.</p> <p>Agree to carry out further feasibility work to consider feasibility, risks, benefits and costs for the proposed 3 options though the Council Projects Governance procedure.</p>	<p>Loss of Common Land. Application to de-register approx. 75m² of common land may be unsuccessful</p> <p>Land may not be adopted as public highway. Resource implication for enforcement. Initial discussion with Surrey Highways indicates that Surrey CC support the development of parking areas and would consider adoption.</p> <p>Major cost implication. Estimate £70-£90k. Likely to create a funding shortfall for the overall project.</p> <p>Further alterations to this junction may be required to improve the highway in this area making this investment "temporary". The development of the Dunsfold site in Waverley Borough is likely to affect this area.</p>

Priority Areas	Officer's Proposal	Next steps	Impact
<p>Consultation response in % and (actual numbers)</p> <p>3) Pound Place</p> <ol style="list-style-type: none"> 1. Remove the parking bays on the Common adjacent to properties and offer easements to residents. Anyone granted an easement would then need planning permission for car parking areas at their property 11% (4) 2. Create designated parking areas adjacent to access track and introduce new byelaws to enforce against parking on the track 32% (12) 3. Tolerate current situation 58% (22) 	<p>Implement option 2: Reason: In practice this will be similar to tolerating the current situation, but allows introduction of byelaws across the Common.</p>	<p>Formal procedure to introduce new byelaws. This requires further consultation.</p> <p>New signage for byelaws once in place.</p>	<p>Resource requirement to enforce byelaws once in place.</p> <p>Allows introduction of byelaws across the Common.</p> <p>Prevents access obstructions and encroachments.</p> <p>Clarifies that parking is permitted in a designated area of the Common.</p>

Priority Areas	Officer's Proposal	Next steps	Impact
<p>Consultation response in % and (actual numbers)</p> <p>4) Parrot Pub Car Park</p> <p>Preferred option: removal from registered Common and provide exchange land to regulate the area in line with commons legislation.</p> <p>The majority of residents (59%) agreed with the proposal to remove the Parrot Pub car park from registered common land. A third (33%) felt the car park should remain common land and a small number did not support either action (8%).</p>	<p>Officers propose to implement the supported proposals to de-register Common Land for pub car park area and provide exchange land</p> <p>Officer recommend to combine applications to de-register Common Land. A decision is required whether to await outcome for Area 2 before proceeding.</p>	<p>Take steps to deregister Common Land.</p>	<p>Application to de-register approx. 670m² of Common Land may be unsuccessful at a cost of £6,900. Results of public consultation will mitigate this risk.</p> <p>Achieve legal compliance with Commons Legislation.</p>

Priority Areas	Officer's Proposal	Next steps	Impact
<p>Consultation response in % and (actual numbers)</p> <p>5a) Access track to Dagley Lane Caravan Park</p> <ol style="list-style-type: none"> 1. Narrow track to prevent parking and obstruction to Caravan Park and designate car parking area that is outside the Common Land boundary adjacent to caravan park and introduce new byelaws to enforce against parking on the track 47% (18) 2. Tolerate current situation 53% (20) <p>More than two-thirds (71%) said they agreed with the proposed action of replacing the drop-down bollards on the access track for the Shalford Fair with a low gate to reduce damage. Nearly a third (29%) opposed the plan.</p>	<p>To introduce byelaws and designate car parking area.</p> <p>Reason: Prevent obstruction</p> <p>Implement proposal to replace bollards with a gate.</p>	<p>Formal procedure to introduce new byelaws. This requires further consultation.</p> <p>New signage for byelaws once in place.</p> <p>Apply for Commons consent to install access gate.</p>	<p>Resource requirement to enforce byelaws once in place.</p> <p>Allows introduction of byelaws across the Common.</p> <p>Prevents access obstructions and encroachments.</p> <p>Clarifies that parking is permitted in a designated area of the Common.</p> <p>Reduces repair costs to drop down bollards.</p>
Consultation response in % and (actual			

Priority Areas	Officer's Proposal	Next steps	Impact
<p>numbers)</p> <p>5b) Recycling Car Park</p> <ol style="list-style-type: none"> 1. Introduce parking control such as time limits or car park charges in conjunction with improvements such as marked parking bays. If supported the Council would develop this option further and apply for consent from the Planning Inspectorate 50% (20) 2. Tolerate current situation 50% (20) 	<p>Officers recommendation is to tolerate current situation.</p> <p>Reconsider the position as part of the proposed feasibility work in area 2.</p>	<p>A decision is required which options to pursue</p> <p>Apply for Planning Inspectorate consent should a new scheme be implemented new scheme</p>	<p>Resource implications to provide parking controls</p> <p>Commons consent would not be necessary if car park surface remains as is, but would remove current ambiguous status of the car park.</p> <p>Implementing parking controls provides an alternative to creating parking spaces in area 2.</p>
Consultation response in % and (actual			

Priority Areas	Officer's Proposal	Next steps	Impact
<p>numbers)</p> <p>6) Dagley Lane/ Juniper Terraces</p> <ol style="list-style-type: none"> 1. Create designated parking areas adjacent to access track and introduce new byelaws to enforce against parking on the track and in turning areas 25% (9) 2. Remove existing parking areas that encroach onto the Common, offer easements to residents to access and park in their property and introduce new byelaws to enforce against parking 22% (8) 3. Tolerate current situation 53% (19) 	<p>Implement option 1: Reason: In practice this will be similar to tolerating the current situation, but allows introduction of byelaws across the Common.</p>	<p>Formal procedure to introduce new byelaws. This requires further consultation.</p> <p>New signage for byelaws once in place.</p>	<p>Resource requirement to enforce byelaws once in place.</p> <p>Allows introduction of byelaws across the Common.</p> <p>Prevents access obstructions and encroachments.</p> <p>Clarifies that parking is permitted in a designated area of the Common.</p>
Consultation response in % and (actual			

Priority Areas	Officer's Proposal	Next steps	Impact
<p>numbers)</p> <p>7) Approaches to Ashley Gardens and Christmas Hill</p> <ol style="list-style-type: none"> 1. Introduce new byelaws to enforce against parking on the track 31% (11) 2. Carry out work to narrow the track to prevent parking and obstruction to care home and introduce new byelaws to enforce against parking on the track 20% (7) 3. Tolerate current situation 49% (17) 	<p>Develop proposal with Engineering team and in liaison with Surrey CCs improvements in that area.</p> <p>The preferred option is option 2 as it would reduce the need for enforcement. S106 funds have been secured to deliver the work.</p>	<p>A decision is required which option to pursue.</p> <p>Formal procedure to introduce new byelaws. This requires further consultation.</p> <p>New signage for byelaws once in place.</p>	<p>Resource requirement to enforce byelaws once in place without physical restrictions.</p> <p>Byelaws would apply in this area if introduced across the Common.</p> <p>Allows introduction of byelaws across the Common.</p> <p>Prevents access obstructions and encroachments.</p> <p>S106 funds are available to narrow track by creating a new footpath link to an existing bus stop.</p>

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Proposed Mandate For a Reviewing Public Toilet Provision

Page 109

03 March 2021 v.11

Agenda item number: 5

1. Why should a programme/project be started now?

A full review of public toilets was carried out in 2018. This included a user count (see summary in Appendix), condition assessment and review of options at an EAB on 1 October 2018. This was followed on 26 March 2019 with an executive decision to continue with provision with the exception of one of the three toilets within Stoke Park (Home Farm). The current covid crisis has seen a significant change in the Council's financial position and toilets are a non-statutory service.

2. What is the good idea, opportunity or problem to be solved?

The toilets cost approx. £240k per year to operate and also need regular refurbishment. Of this approx. £55k are overheads, leaving a core operating cost of approx. £185k. There are currently 15 toilets within the core provision from this budget, one of these is planned to be closed. There are 8 in the town centre, 3 within car parks structures, 4 in standalone structures and a pop-up urinal in North Street. There will be 5 toilets within parks, 2 remaining at Stoke Park and one at each of Onslow Rec, Shalford Park and Sutherland Memorial Park. The final toilet is Ripley which we clean, but pay Ripley Parish Council to open and close, due to the cost of travel to and from this location. There are 6 other toilet facilities we look after: there are toilets at two cemeteries under Bereavement Services who contract the cleaning to the public convenience team, there are 3 toilets at the Park and Ride sites, the cleaning of these (as well as site opening and closing) are contracted to street cleaning and externally funded from SCC on street revenues. There is a toilet at Slyfield industrial estate which we are contracted to clean. Combined these give us a revenue of circa £50k which means they pay for themselves.

As they are non-statutory, closure or part closure of the core estate would lead to savings. This is, however, a **very complex and controversial issue** and the delicate balance between the **benefit of any cost savings vs the 'social value'** of these services will need to be considered carefully in the business case.

3. What is the purpose of the programme/project and what outcomes or outputs will it deliver? List Success Criteria. - to be discussed and directed by CMT

- to deliver revenue savings and reduce future capital investment

- Maintaining service provision

4. What priority, corporate objective or strategy is fulfilled by this project? High priority in Corporate Plan in delivering value for money services.

Options

5. What are the strategic options available to GBC to deliver a solution?

Option 1 – Complete closure of services – This would deliver revenue savings of Circa £200k and future revenue savings associated with removing the need to refurbish, however the process would require extensive consultation and result in challenging issues to resolve. Due to the loss of scale it would also make the provision of services to the current “paid for” toilets very challenging to deliver.

Option 2 – Part closure of Facilities - Seek to close a smaller number of facilities – We would need to close at least 6 toilets to deliver a saving of 1 cleaner – this would generate a saving of between £50k and £60k and reduce future investment need.

Option 3 – removal of Grant Funding – We currently issue grants of £14k to Ash and Shere parish council’s for their toilets. Ceasing this would create pressure on the Parish budgets which may lead to closure.

Option 4 – mixed approach – Limited closure aligned with a redistribution of work. Future Guildford phase B has realigned car park cleaning staff into a wider town centre public realm team. We believe this scale would allow for the toilets within the car parks to be cleaned by the town centre team allowing for a saving of one post with the closure of only 4 toilet facilities. This would allow a saving of around £50-£60k and reduce future investment need. A long list of 6-8 toilets would be needed for consideration

Options 5 – Do nothing – This would result in current provision continuing as it is. This avoids the costs associated with this mandate but results in no meaningful costs savings from this service area.

Option 6 – Charge for some of these services. Considered previously and ruled out.

Recommended direction

To pursue Options 3 and 4. Once delivered this would generate revenue savings of between £65k and £75k as well as future reduced capital expenditure.

Considerations

6. Who is the lead Director & Service Manager who will lead and direct the project and who will be managing/using the projects products once they are handed over? – Ian Doyle/Chris Wheeler

7. What impact assessments have been done and what are the impacts on other Service Leaders and/or other programmes/projects? – 5

Community objections resulting from the impacts of closing any public conveniences is likely to be high, therefore closure of any existing sites must have a robust rationale. The major task is a full and robust consultation exercise, including impact assessments for each facility. Any closure of a facility would have a range of impacts on activities in its vicinity. For example, closing Ward Street would be considered as having a negative impact (dis-benefit) on the market traders but could provide a potential development opportunity (benefit) in North Street (e.g. a future retail unit).

8. What general approach will the projects take to deliver? – this is a BAU project that will be led by Chris Wheeler. He will need a project manager to conduct communications and consultation exercises, to deliver impact assessments and to draft the business case. Although this is a BAU project the full project lifecycle is proposed as such the next stage is the development of a Strategic Outline Case.

9. When and why must the project start and finish? – ASAP – The financial challenges are significant. Any closure process is likely to take 6-9 months from project start.

Resources

10. Which stakeholders are or, will need to be, involved in the project?

Internally – Customer Case and Parking Services and Asset Management. Externally, ward councillors, parish councils and businesses in the vicinity of the facilities.

11. What specialist resources (internal and external) are needed to consider this mandate and develop a strategic outline business case?

Internal – Project management, analytical & communications skills required.

External – If no resources available internally.

12. What Rough Order of Magnitude (ROM) are the likely Whole Life Costs (WLC) of the project and live service? – £75k (additional resource costs, see next slide)

Issues, Assumptions & Risks

13. What are the strategic Risks, Assumptions, Issues,

Issues

- Cost reductions can only be achieved by extensive closure, single closures do not allow a reduction in staff costs
- Ash and Shere parishes would be resistant to a reduction of the grant. Shere recently asked for an increase due to additional covid costs

Assumptions

- These facilities are deemed important if not essential by users of the facilities'
- These facilities provide an important support function at every location they are present
- That sufficient facilities are closed to allow full reductions in staff
- That we are able to resource a suitably experienced PM and BA to develop a deliverable operational plan and progress the consultation exercise
- That the process will be two stage, in principle decision subject to public consultation and then a final decision.

Risks

- That there is extensive negative feedback, petitions and other activity that will delay or result in a reversal of any decisions.
- That there are challenges to a decision based on equalities impacts
- That other support, for example provision of portaloos for market traders to allow a reasonable operation of the market, may result in us substituting one cost for another. We may also wish to explore community toilet provision in some locations affected by closure.
- Removal of facilities could negatively impact on visitor experience to the town or other places where toilets are located.

Dependencies, Constraints & Opportunities

Dependencies

- Would be worth early engagement with interested parties at some sites, to see if other options are available to closure.
- Guildford Economic Development Programme (GERP) need to be kept aware of thinking in this space in light of potential development opportunities.

Constraints

- Current staffing levels are constraining progress

Opportunities

- Phase B street scene structure may afford some scale to deliver significant savings whilst closing a smaller number of facilities
- Some third parties may be willing to fill a gap in provision.
- Some town centre toilets may offer opportunities for alternative commercial use – rent or sale of space. Details on potential future uses and values will be presented as part of any business case.

Annex A - GBC Internal Stakeholders

(Contributors to, and Reviewers of, this Mandate)

To be consulted at the next step.

- Chris Wheeler – Head of Operational and Technical Services
- Ian Doyle – Director of Service Delivery
- Claire Morris – Director of Resources
- Liz Fleming – Corporate Programmes
- Paul Stacey – Parks, Recreation and Heritage
- Marieke van der Reijden - Asset Management
- Jonathan Sewell – Leisure Services
- Faye Gould – Procurement
- Mike Lee Dickson – Weyside Urban Village Programme
- Andrew Tyldesley – North Street Project Manager
- CMT
- Joss Bigmore, Leader of the Council
- James Steel, Lead Councillor for Environment

- Executive Liaison (3 March 2021)
- Service Delivery EAB (1 April 2021)

External

- Ward Councillors after initial steer

CMT consideration

2 February 2021

1. Highlighted that there were other publicly accessible non-GBC toilets in Guildford Town Centre i.e. Friary Centre and Guildford Baptist Church
2. Asked officers to enter discussions with Experience Guildford about businesses opening toilets for general public use.
3. Noted that charging for toilets had been considered previously and rejected as an option.
4. Wanted to avoid considering 'discretionary services' in isolation and recommended this issue forms part of the emerging Saving Programme. This will provide a consistency of approach to evaluating propositions for savings across GBC and the Borough.

Executive Liaison Group Consideration 3 March 2021

The Executive Liaison Group considered this mandate at its meeting on 3 March 2021 and:

- agreed, in principle, that Options 3 and 4 should be pursued;
- requested that further information be provided on the advantages and disadvantages of charging for public conveniences
- noted that consultation and equality impact assessments would be required;
- commented that parish council facilities should be treated in a consistent way; and
- agreed that the mandate should be submitted to the meeting of the Service Delivery EAB on 1 April 2021 for consideration.

Appendix - Public Conveniences Usage Based on a survey (June to August 2018)

	Total	Average Per Day
Allen House	3455	47
Bedford Road	5266	68
Burchatts Farm	3968	54
Farnham Road	3075	39
G Live	6629	90
Home Farm	6925	95
Onslow	3062	40
Ripley	2767	37
Shalford Park	7955	108
Shere	14557	199
Stoke Park	21622	325
Sutherland Memorial	4520	60
Tunsgate	25502	349
Ward Street	24091	308
Woodbridge Road	11877	152

Impact of charges

- Likely to reduce use by at least 50% which means the savings target will not be met through usage charges (@ 20 pence per visit)
- Risks of theft and damage to cash collection devices
- May result in slightly lower utilities and repair costs, through lower usage
- May reduce vandalism of the facilities
- Locking and unlocking can be automated, reducing some visit costs
- Charges difficult to justify for low quality facilities
- Charges at parks location where no free alternatives exist are likely to be particularly unpopular



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.

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: 27 April 2021

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

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
Appointments to outside bodies 2021-22	To agree the appointment to outside bodies 2021-22	No	Report to Council (18/05/2021)	Carrie Anderson 01483 444078 carrie.anderson@guildford.gov.uk
Lovelace, Puttenham and Send Neighbourhood Plans	To adopt the Lovelace, Puttenham and Send Neighbourhood Plans.	No	Report to Council (18/05/2021)	Dan Knowles 01483 444605 dan.knowles@guildford.gov.uk

The Council's Constitution: Review of Procurement Procedure Rules	To review and update the Procurement Procedure Rules.	No	Report to Council (18/05/2021) Incorporating comments/ recommendations of Corporate Governance and Standards Committee (22/4/2021)	Faye Gould 01483 444120 faye.gould@guildford.gov.uk
Councillors' Code of Conduct	To agree the wording in the Code of Conduct respect of acceptance of gifts and hospitality	No	Report to Council (18/05/2021)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk

EXECUTIVE: 25 May 2021

Agenda item number: 6

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 126	Annual Governance Statement 2020-21	To adopt the Council's Annual Governance Statement for 2020-21	No	Report to Executive (25/05/2021) incorporating comments/ recommendations of Corporate Governance and Standards Committee (22/04/2021)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk
*	Guildford Economic Regeneration Programme (GERP)	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 (25/05/2021)	Michael Lee-Dickson 01483 444123 michael-lee.dickson@guildford.gov.uk

	Surrey Leaders' Group Nominations 2021-22	<p>To receive nominations to the following outside bodies from 2021-22:</p> <ol style="list-style-type: none"> 1. The High Sheriff's Award 2. The SCC Pension Fund 3. The Active Surrey Sports Partner Forum 4. The Surrey Civilian Military Partnership 	No	Report to Executive (25/05/2021)	<p>John Armstrong 01483 444102 john.armstrong@guildford.gov.uk</p>
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EXECUTIVE: 22 June 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 127	Capital and Investment outturn report 2020-21	To recommend the approval of the Capital and Investment outturn report 2020-21 to Council at its meeting in July 2021.	No	Report to Executive (22/06/2021) Incorporating comments/ Recommendations of Corporate Governance and Standards Committee (17/06/2021) and Council (27/07/2021)	<p>Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk</p>

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
	Revenue Outturn Report 2020-21	To approve the Revenue Outturn Report 2020-21.	No	Report to Executive (22/06/2021) Incorporating comments/ Recommendations of Corporate Governance and Standards Committee (17/06/2021)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk
	Housing Revenue Account Final Accounts 2020-21	To approve the Housing Revenue Account Final Accounts 2020-21	No	Report to Executive (22/06/2021) Incorporating comments/ Recommendations of Corporate Governance and Standards Committee (17/06/2021)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk

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
*	Savings Strategy	To consider the progress and implementation of the Council's savings strategy.	No	Report to Executive (22/06/2021) Incorporating comments/recommendations of Strategy and Resources EAB (14/06/2021)	Steve Benbough 01483 444052 stephen.benbough@guildford.gov.uk
Page * 129	Guildford West Station	GRIP 3 Outcome report (update report) and future procurement of GRIP stages.	No	Report to Executive (22/06/2021)	Mike Miles 01483 444077 mike.miles@guildford.gov.uk

EXECUTIVE: 20 July 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

COUNCIL: 27 July 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 and Investment outturn report 2020-21	To approve the Capital and Investment outturn report 2020-21.	No	Report to Council (27/07/2021) Incorporating comments/ recommendations of Corporate Governance and Standards Committee (17/06/2021) Executive (22/06/2021)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk
Modern Slavery Policy	To consider the implementation of this policy.	No	Report to Council (27/7/2021) Incorporating comments/ recommendations of Overview and Scrutiny Committee (8/6/2021)	Faye Gould 01483 444120 faye.gould@guildford.gov.uk

EXECUTIVE: 24 August 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
<div>Page 132</div>					

EXECUTIVE: 21 September 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
<div>Page 133</div>	Policy on Debt Recovery	To develop a policy on how the Council manages debt recovery	No	Report to Executive (21/09/2021) Incorporating comments/recommendations of Service Delivery EAB (09/09/2021)	<div>Siobhan Rumble 01483 444296 siobhan.rumble@guildford.gov.uk Belinda Hayden 01483 444867 belinda.hayden@guildford.gov.uk</div>
	Council Tax CAB Protocol	To consider and approve the protocol.	No	Report to Executive (21/09/2021) Incorporating comments/recommendations of Service Delivery EAB (09/09/2021)	<div>Belinda Hayden 01483 444867 belinda.hayden@guildford.gov.uk</div>

SPECIAL MEETING OF EXECUTIVE: 30 September 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
<div> <div>Page 134</div> <div>*</div> </div>	Local Plan Panel	To recommend to Council the approval of the Regulation 19 proposed submission plan.	No	Report to Executive (30/09/2021) Incorporating comments/ recommendations of Joint EAB (20/09/2021)	Stuart Harrison 01483 444512 stuart.harrison@guildford.gov.uk

EXTRAORDINARY MEETING OF COUNCIL: 30 September 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
Local Plan Panel	To consider the Regulation 19 proposed submission plan.	No	Report to Council (30/09/2021) Incorporating comments/ recommendations of Joint EAB (20/09/2021) and Executive (30/09/2021)	Stuart Harrison 01483 444512 stuart.harrison@guildford.gov.uk

COUNCIL: 5 October 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
The Council's Constitution: Review of Financial Procedure Rules	To review and update the Financial Procedure Rules	No	Report to Council (05/10/2021) Incorporating comments/ recommendations of Corporate Governance and Standards Committee (23/09/2021)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk

COUNCIL: 26 October 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: 23 November 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

COUNCIL: 7 December 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: 4 January 2022

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

Agenda item number: 6

EXECUTIVE: 25 January 2022

Agenda item number: 6

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 138	Annual Audit Letter 2020-21	To approve the Annual Audit Letter 2020-21.	No	Report to Executive (25/01/2022) Incorporating comments/ Recommendations of Corporate Governance and Standards Committee (20/01/2022)	Claire Morris 01483 444827 claire.morris@guildford.gov.uk
	Capital and Investment Strategy (2022-23 to 2025-26)	To recommend to Council the approval of the Capital and Investment Strategy (2022-23 to 2025-26)	No	Report to Executive (25/01/2022) and Council (09/02/2022) Incorporating comments/ Recommendations of Joint EAB (10/01/2022) Corporate Governance and Standards Committee (20/01/2022)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk

	Housing Revenue Account Budget 2022-23	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 2022-23.	No	Report to Executive (25/01/2022) incorporating comments/ recommendations of the Joint EAB (10/01/2022) and Council (09/02/2022)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk
Page 139	Business Planning – General Fund Budget 2022-23	To recommend to Council: <ul style="list-style-type: none"> • Approval of the general fund revenue budget for 2022-23 • Agreement of a council tax requirement for 2022-23 • Declaration of any surplus/deficit on the collection fund 	No	Report to Executive (25/01/2022) Incorporating comments/ Recommendations of Joint EAB (10/01/2022) and Council (09/02/2022)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk

COUNCIL: 9 February 2022 (Budget Council)

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 and Investment Strategy (2022-23 to 2025-26)	To approve the Capital and Investment Strategy (2022-23 to 2025-26)	No	Report to Council (09/02/2022) Incorporating comments/ Recommendations of Corporate Governance and Standards Committee (17/01/2022) And Executive (25/01/2022)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk
Housing Revenue Account Budget 2022-23	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 2022-23.	No	Report to Council (09/02/2022) incorporating comments/ recommendations of the Joint EAB (10/01/2022) and Executive (25/01/2022)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk
Business Planning – General Fund Budget 2022-23	To approve: <ul style="list-style-type: none"> the general fund revenue budget for 2022-23 a council tax requirement for 2022-23 Declaration of any surplus/ deficit on the collection fund	No	Report to Council (09/02/2022) incorporating comments/ recommendations of the Executive (25/01/2022)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk

Pay Policy Statement 2022-23	To approve the Pay Policy Statement 2022-23	No	Report to Council (09/02/2022)	Francesca Smith 01483 444014 francesca.smith@guildford.gov.uk
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EXECUTIVE: 22 February 2022

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

COUNCIL: 23 February 2022 (Reserve Budget Date)

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: 6

EXECUTIVE: 22 March 2022

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

COUNCIL: 5 April 2022

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: 26 April 2022

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 2021-22	To adopt the Council's Annual Governance Statement for 2021-22	No	Report to Executive (26/04/2022) Incorporating comments/recommendations of Corporate Governance and Standards (24/03/2022)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk

COUNCIL: 11 May 2022 (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 2022-23	To elect a Mayor and appoint a Deputy Mayor for the municipal year 2022-23.	No	Report to Council (11/05/2022)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk
Appointment of Honorary Remembrancer 2022-23	To appoint the Honorary Remembrancer for the municipal year 2022-23.	No	Report to Council (11/05/2022)	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
*	Bridges – Inspection and Remedial Work	(1) To approve appointment of consultants to: (a) carry out inspections (b) cost immediate and long-term works (c) advise on future inspection frequency (2) To approve works that arise from inspections (a) Move money from provisional to approved capital programme.	No	Report to Executive	Helen Buck 01483 444720 helen.buck@guildford.gov.uk
u	New Corporate Priorities and Corporate Plan	To consider the schedule for the adoption of the new Corporate Plan.	No	Report to Executive	Steve Benbough 01483 444052 stephen.benbough@guildford.gov.uk

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	The Housing Allocation Scheme	Executive to agree updated scheme for Housing Allocation.	No	Report to Executive Incorporating comments/ Recommendations of Service Delivery EAB	Siobhan Kennedy 01483 444247 siobhan.kennedy@guildford.gov.uk
*u	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 Incorporating comments/ Recommendations of Service Delivery EAB	Siobhan Kennedy 01483 444247 siobhan.kennedy@guildford.gov.uk
u	Sutherland Memorial Park	To renew the lease to Guildford City Youth Project <i>Under review.</i>	No	Executive Shareholder and Trustee Committee	Beejal Soni 01483 444036 beejal.soni@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

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	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 of Gosden Common to Bramley Parish Council	To consider and approve the transfer of Gosden Common to Bramley Parish Council – <i>Officers are 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

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 Spring 2022.</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	Industrial Estates	To consider strategies for the future development of individual industrial estates <i>Report estimated 2022.</i>	No	Report to Executive Incorporating comments/ recommendations of Strategy and Resources EAB	Melissa Bromham 01483 444587 melissa.bromham@guildford.go v.uk
*u	Future Residential Housing developments (HRA)	To consider proposals on a site by site basis <i>Awaiting officer advice.</i>	No	Report to Executive	Ian Doyle 01483 444669 ian.doyle@guildford.gov.uk

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>No schedule yet.</i>	No	Report to Executive Incorporating comments/ recommendations of Guildford Joint Committee	Stuart Harrison 01483 444512 stuart.harrison@guildford.gov.uk
*u	Marketing Requirements SPD	To adopt the Marketing Requirements SPD <i>No schedule yet.</i>	No	Report to Executive	Gavin Stonham 01483 444464 gavin.stonham@guildford.gov.uk
*u	Planning Contributions SPD	To adopt the Planning Contributions SPD <i>No schedule yet.</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.</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>No schedule yet.</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 <p><i>Report estimated Autumn 2021.</i></p>	No	Report to Executive incorporating comments/ recommendations from Service Delivery EAB	Chris Wheeler 01483 445030 chris.wheeler@guildford.gov.uk
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Agenda item number: 6

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
Community Infrastructure Delivery	<p>(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</p> <p>(2) To discuss and propose strategies for securing additional funding necessary for that delivery</p> <p><i>Anticipated to be produced in 12 months from current date 24/07/2020</i></p>	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
Leader of the Council and Lead Councillor for Service Delivery Councillor Joss Bigmore c/o Guildford Borough Council Millmead House Millmead Guildford GU2 4BB (Christchurch Ward)	Customer Service, Governance including corporate Health and Safety, Future Guildford, Human Resources, Partnerships, Web Services, Corporate Strategy and Communications
Deputy Leader of the Council and Lead Councillor for Climate Change Councillor Jan Harwood c/o Guildford Borough Council Millmead House Millmead Surrey GU2 4BB (Merrow Ward)	Innovation, Strategic Planning, Sustainable Transport, Housing Delivery
Lead Councillor for Resources Councillor Tim Anderson c/o Guildford Borough Council Millmead House Millmead Guildford GU2 4BB (Clandon & Horsley Ward)	Finance, Commercial Asset Management, Procurement
Lead Councillor for Development Management Councillor Tom Hunt c/o Guildford Borough Council Millmead House Millmead Surrey GU2 4BB (Friary & St. Nicolas Ward)	Development Control and Enforcement

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

SERVICE DELIVERY EXECUTIVE ADVISORY BOARD

1 APRIL 2021					
Item	Additional information	Corporate Plan Priority	Relevant Lead Councillor(s)	Lead officer	Target completion
Public Conveniences Mandate	To consider the Public Conveniences project mandate.	No	Cllr Joss Bigmore	Chris Wheeler, Head of Operational and Technical Services	
Shalford Common Land Management	To consider the outcome of the consultation in respect of Shalford Common Land Management.	No	Cllr James Steel	Hendryk Jurk, Countryside Manager	
20 MAY 2021					
Item	Additional information	Corporate Plan Priority	Relevant Lead Councillor(s)	Lead officer	Target completion
8 JULY 2021					
Item	Additional information	Corporate Plan Priority	Relevant Lead Councillor(s)	Lead officer	Target completion
9 SEPTEMBER 2021					
Item	Additional information	Corporate Plan Priority	Relevant Lead Councillor(s)	Lead officer	Target completion
Collection of Council Tax Arrears Good Practice CAB Protocol	To consider this Protocol.	No	Cllr Tim Anderson	Belinda Hayden, Exchequer Services Manager	2021
Policy on Debt Recovery	To develop a policy on how the Council manages debt recovery.	No	Cllr Tim Anderson	Belinda Hayden, Exchequer Services Manager / Siobhan Rumble, Landlord Services Manager	2021

EXECUTIVE ADVISORY BOARD WORK PROGRAMME

4 NOVEMBER 2021					
Item	Additional information	Corporate Plan Priority	Relevant Lead Councillor(s)	Lead officer	Target completion
Review of Refuse and Recycling Service <i>(Awaiting the new National Waste Strategy from central Government.)</i>	To consider future options and proposals for the Refuse and Recycling Service.		Cllr James Steele	Chris Wheeler, Head of Operational and Technical Services / Liz Mockridge, Waste Policy and Development Manager	
13 JANUARY 2022					
Item	Additional information	Corporate Plan Priority	Relevant Lead Councillor(s)	Lead officer	Target completion
10 MARCH 2022					
Item	Additional information	Corporate Plan Priority	Relevant Lead Councillor(s)	Lead officer	Target completion

EXECUTIVE ADVISORY BOARD WORK PROGRAMME

JOINT EXECUTIVE ADVISORY BOARD

20 SEPTEMBER 2021					
Item	Additional information	Corporate Plan Priority	Relevant Lead Councillor(s)	Lead officer	Target completion
Local Plan Development Management Policies	To consider the Regulation 19 proposed submission plan.	Yes	Cllr Jan Harwood	Stuart Harrison, Planning Policy Manager	
11 NOVEMBER 2021					
Item	Additional information	Corporate Plan Priority	Relevant Lead Councillor(s)	Lead officer	Target completion
Business Planning - General Fund Outline Budget 2022-23	To consider the outline budget and submit comments to the Executive	No	Cllr Tim Anderson	Claire Morris Resources Director	February 2022
10 JANUARY 2022					
Item	Additional information	Corporate Plan Priority	Relevant Lead Councillor(s)	Lead officer	Target completion
Housing Revenue Account Draft Budget 2022-23	To consider the Draft HRA budget and submit comments to the Executive.	No	Cllr Julia McShane / Cllr Tim Anderson	Ian Doyle Service Delivery Director	February 2022
Capital and Investment Strategy 2022-23 to 2026-27	To consider the Draft Capital and Investment Strategy and submit comments to the Executive.	No	Cllr Tim Anderson	Victoria Worsfold Lead Specialist - Finance	February 2022

EXECUTIVE ADVISORY BOARD WORK PROGRAMME

UNSCHEDULED ITEMS**Service Delivery Executive Advisory Board**

Item	Additional information	Corporate Plan Priority?	Relevant Lead Councillor(s)	Lead officer	Target completion
Art Collection <i>(To receive initial consideration by the Museum Working Group.)</i>	To review the Council's art collection located at the Woking Road Depot (www2.guildford.gov.uk/boroughcollection/)	No	Cllr Julia McShane	Sarah Fairhurst, Collections Manager, Heritage Services	
Housing Strategy 2020-2025 (including the Homelessness Prevention and Rough Sleeping Strategies)	To develop a new housing strategy to include the statutory elements of homelessness prevention and rough sleeping.	No	Cllr Julia McShane	Siobhan Kennedy, Housing Advice Manager	2021
Housing Allocations Scheme	Review of the Housing Allocations Scheme to include legislative changes and potential new homelessness duties.	No	Cllr Julia McShane	Siobhan Kennedy, Housing Advice Manager	2021
Domestic Abuse Bill	To consider work in relation to the Domestic Abuse Bill.	No	Cllr Julia McShane	Samantha Hutchison, Community Wellbeing Manager	

EXECUTIVE ADVISORY BOARD WORK PROGRAMME

Joint Executive Advisory Board

Item	Additional information	Corporate Plan Priority?	Relevant Lead Councillor(s)	Lead officer	Target completion
Guildford Economic Regeneration (GER) Programme	To consider the economic regeneration of Guildford.	Yes	Cllr John Rigg	Michael Lee-Dickson, SARP Regeneration Lead	
North Street, Guildford, Development Site	To receive a briefing in respect of the North Street Development Site scheme.	Yes	Cllr John Rigg	Andrew Tyldesley, Town Centre Development Lead	
Sutherland Memorial Park	To consider the possible development of a masterplan for the Park to ensure a holistic approach.	No	Cllr John Redpath	Damien Cannell, Asset and Property Manager	

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