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Contact Officer:

John Armstrong, Democratic Services Manager

14 June 2021

Dear Councillor

Your attendance is requested at a meeting of the EXECUTIVE to be held in the Microsoft Teams / Council Chamber - Millmead House on TUESDAY, 22 JUNE 2021 at 7.00 pm. The purpose of this meeting is to discuss matters that are being referred to the Leader of the Council for decision in accordance with Section 9E (2) (a) of the Local Government Act 2000. In the absence of the Leader, the Deputy Leader will make a decision on each matter on the agenda after hearing representations from Executive and non-Executive members. This meeting can be accessed remotely via Microsoft Teams. If councillors lose their wi-fi connectivity to the meeting and are unable to re-join using the link on the Outlook calendar invitation, please re-join using the telephone number 020 3855 4748. You will be prompted to input a conference ID: 364 765 722#

Yours faithfully

James Whiteman
Managing Director

MEMBERS OF THE EXECUTIVE

Chairman:

Councillor Joss Bigmore ((Leader of the Council and Lead Councillor for Service Delivery))

Vice-Chairman:

Councillor Jan Harwood ((Deputy Leader of the Council and Lead Councillor for Climate Change))

Councillor Tim Anderson, (Lead Councillor for Resources)
Councillor Tom Hunt, (Lead Councillor for Development Management)
Councillor Julia McShane, (Lead Councillor for Community and Housing)
Councillor John Redpath, (Lead Councillor for Economy)
Councillor John Rigg, (Lead Councillor for Regeneration)
Councillor James Steel, (Lead Councillor for Environment)

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 3

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.

AGENDA

ITEM NO.

1 APOLOGIES FOR ABSENCE

2 LOCAL CODE OF CONDUCT - DISCLOSABLE PECUNIARY INTEREST

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 also 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

The decisions of the Leader of the Council made in consultation with the Executive on 25 May 2021 are as published therefore there are no formal minutes.

4 LEADER'S ANNOUNCEMENTS

5 SHALFORD COMMON LAND MANAGEMENT (Pages 5 - 106)

6 SAVINGS STRATEGY 2022-23 TO 2025-26 (Pages 107 - 126)

Key Decisions:

Any item on this agenda that is marked with an asterisk is a key decision. The Council's Constitution defines a key decision 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.

Under Regulation 9 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, whenever the Executive intends to take a key decision, a document setting out prescribed information about the key decision including:

- the date on which it is to be made,
- details of the decision makers,
- a list of the documents to be submitted to the Executive in relation to the matter,
- how copies of such documents may be obtained

must be available for inspection by the public at the Council offices and on the Council's website at least 28 clear days before the key decision is to be made. The relevant notice in respect of the key decisions to be taken at this meeting was published as part of the Forward Plan on 2019.

Executive Report

Ward(s) affected: Shalford

Report of Director of Service Delivery

Author: Hendryk Jurk, Countryside Manager

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Lead Councillor responsible: James Steel

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Date: 22 June 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 reports 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 through 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
 - 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 through 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.
 - 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.
- (c) agree to introduce new byelaws for Shalford Common to support the proposed actions

6 Executive Advisory Board Comment

- 6.1 The item was considered at the Service Delivery Executive Advisory Board on 01 April 2021.
- 6.2 The following points and views arose from related questions, comments and discussion:
- 6.3 Shalford Parish Council had highlighted a number of areas of concern, namely, there was a preference for Huber's Garage to be a designated parking area, the recycling car park to be controlled parking and option 2 for the Kings Road shopfront to become adopted parking spaces. There was concern regarding the access to Ashley Gardens, particularly in view of the proposals to re-open and extend the care home. Therefore byelaws to prevent parking on the Common and track was the preferred option recognising the need for large vehicles such as ambulances to gain access. A shortage of car parking provision was a general issue in Shalford where solutions were sought and, in the event that parking spaces opposite the shopfront were introduced, parking controls would be required to prevent day long commuter parking. As The Parrott pub car park was located on common land, a land swap would regularise the position. SPC and some residents had indicated a willingness to contribute towards the costs of proving parking opposite the shopfront, possibly via crowd funding, and SPC had suggested joint working with the Borough Council to progress matters.
- 6.4 Risks associated with the proposals should be identified and borne in mind during the process to avoid potential liabilities around sequencing of actions and the impact of elements of the proposals not being pursued.

- 6.5 Any introduction of parking controls at the recycling centre should be considered in line with possible parking provision in Area 2 opposite the Kings Road shopfront.
- 6.6 Having considered the consultation responses, the Board supported the options set out in the report to the Executive for the seven priority areas to carry out the next steps and agreed to the introduction of new byelaws for Shalford Common to support the proposed actions. In addition to making the above points, the Board emphasised the following points for submission to the Executive:
- i. Proposals should take account of the impact of possible ongoing lifestyle changes following the Coronavirus pandemic such as increased working from home which may reduce commuter parking demand and traffic movements. The creation of unneeded parking provision should be avoided as it may encourage further parking.
 - ii. The possibility of retaining any parking spaces provided opposite the shopfront in Kings Road within the ownership of this Council allowing it to introduce its own parking restrictions should be explored.
 - iii. The safety of pedestrians crossing Kings Road to access the shopfront should be considered and addressed.
 - iv. Shalford Parish Council should be involved in any working group to progress the proposals or benefit from regular consultation.

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 allow removal of existing concrete blocks whilst preventing unsafe site access.	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. • Further alterations for this junction may be required to enable development sites in Waverley Borough.
3) Pound Place	Implement second supported	This will enable to introduce bylaws

Priority Area	Officers' Recommendation	Issues:
	option: Create designated parking areas adjacent to access track and introduce new byelaws to enforce against parking on the track	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 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 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

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Guildford Borough Council

Shalford Common Consultation 2020

Report (V01)
February 2021



Prepared by



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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

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Appendix 1

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

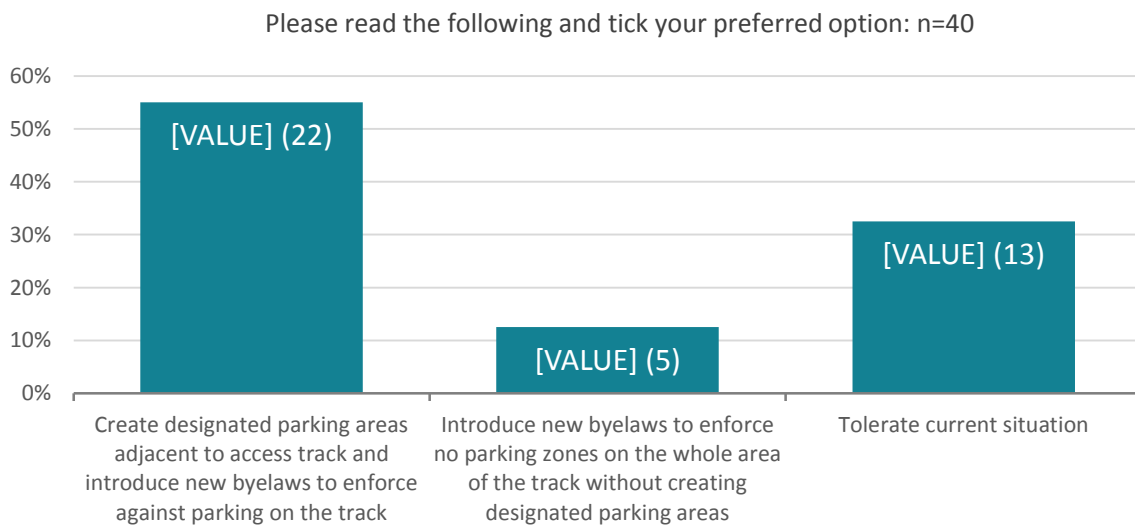
Huber's Garage and Mitchell's Row

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.

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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.”

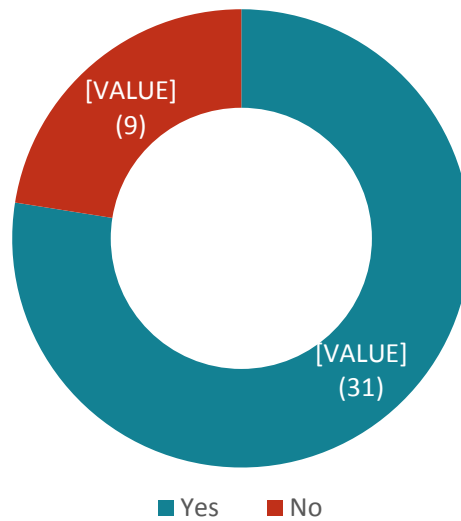
“Cricketers need access to games and in general as they always had.”

“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.”

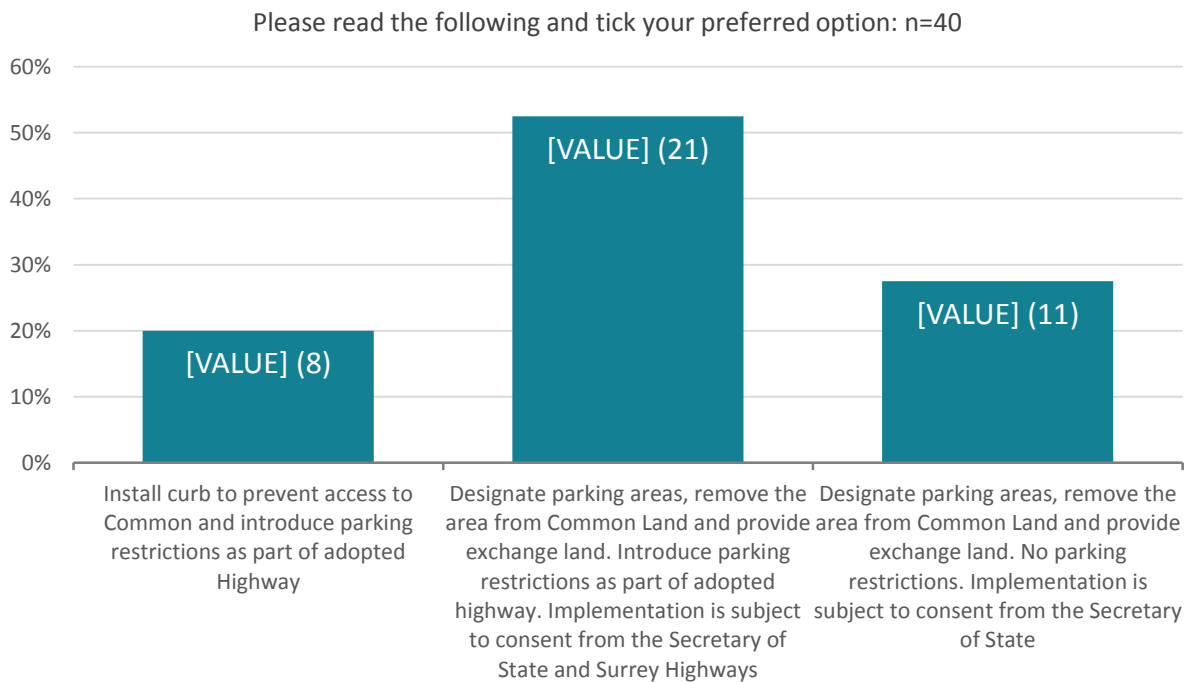
“Concern that gates would remain locked with knock-on impact and inconvenience elsewhere.”

“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 of 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.”

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“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.”

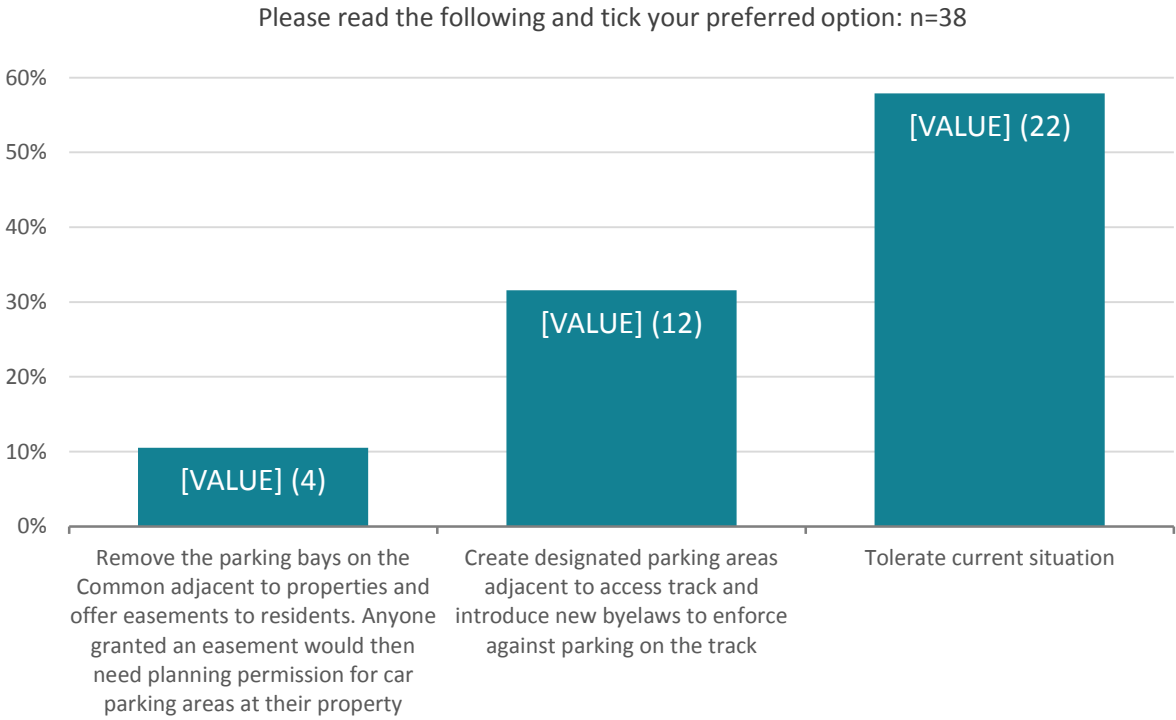
Comments were limited amongst residents who advocated the installation of a curb to prevent access to parking on the common; one resident implied that options 2 and 3 may ruin the aesthetic of the village:

“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.

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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 councillors 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:

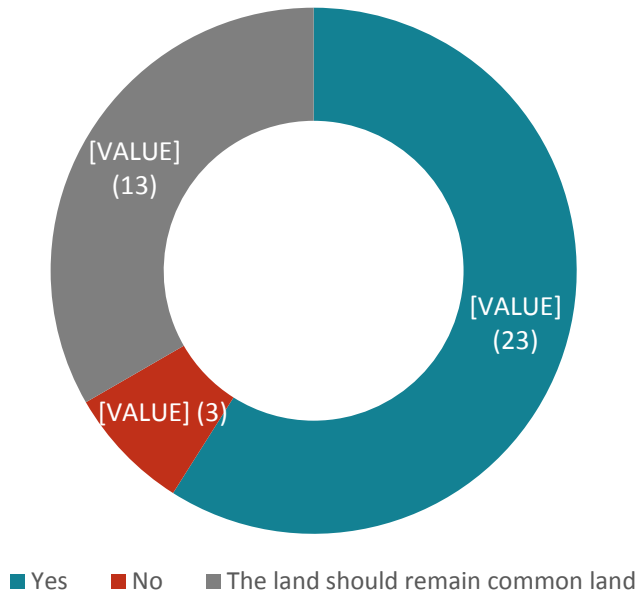
“Parking in the part of Station Road going from Pound Place to Kings Road/Christmas Hill should be restricted too, in line with other areas of Shalford, or be by permit only.”

“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.

Would you agree with this approach? n=39



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.”

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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.”

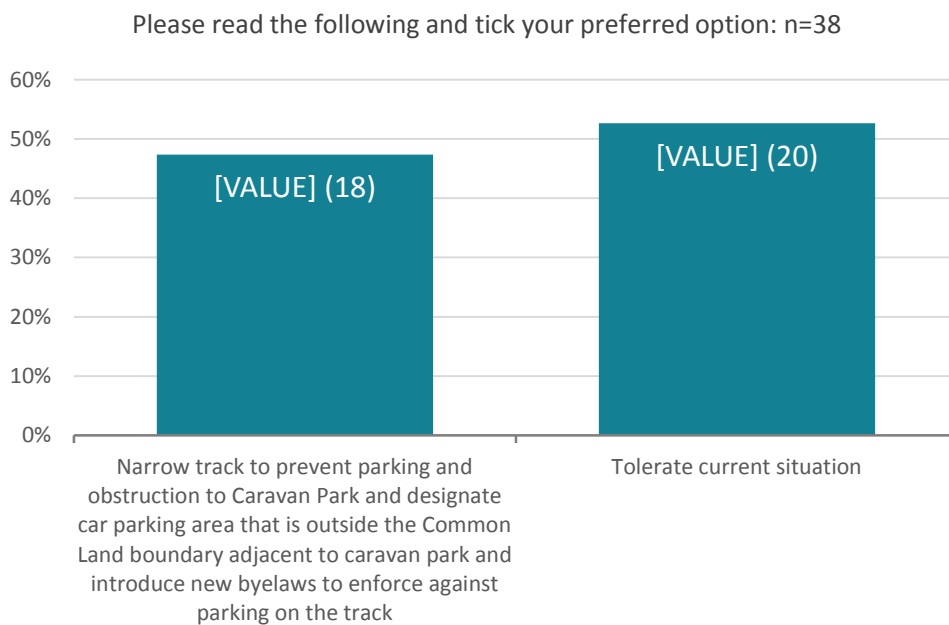
“If a new tenant takes on the pub it would need a car park for customers. Also, it is not understood why the consultation isn't including the untidy car parking that occurs on the other side of the road from The Parrot, predominantly by the residents of the houses there. Until the future of the Parrot 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.”

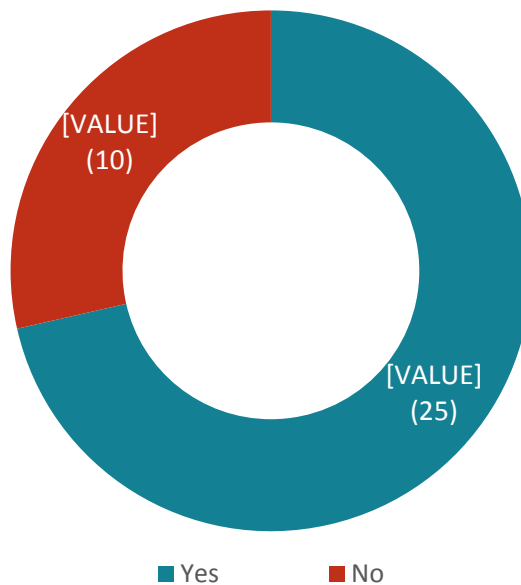
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“The proposed scheme would have a significant cost but little if any benefit. Regarding Q5b, I can imagine a low gate suffering at least as much damage as the bollards and, more importantly, not appearing as much of a challenge to travellers looking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

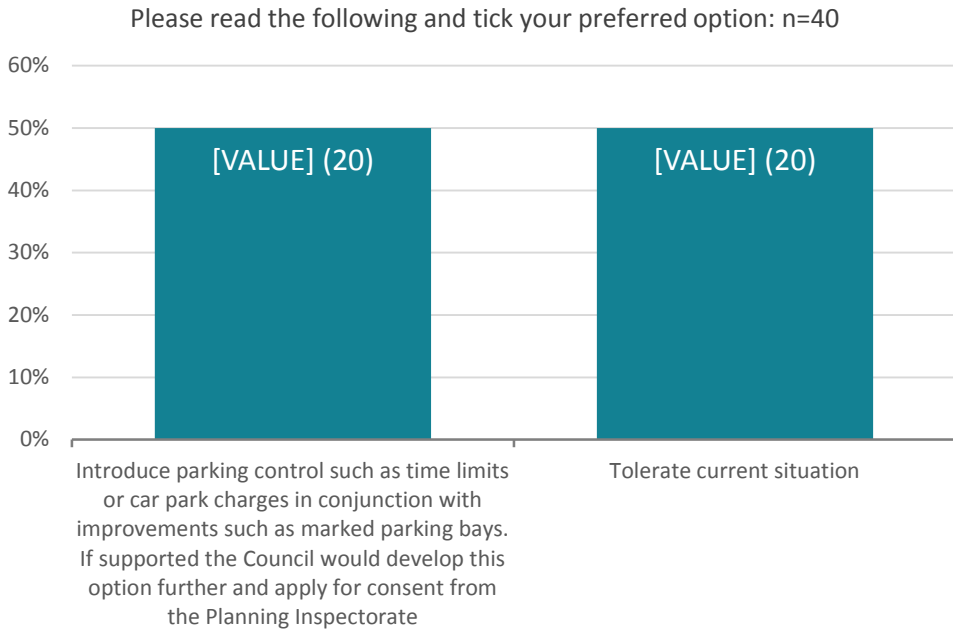


More than two-thirds (71%) said they agreed with the proposed action of replacing the drop-down bollards on the access track for the Shalford Fair with a low gate to reduce damage. Nearly a third (29%) opposed the plan.

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.

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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.”

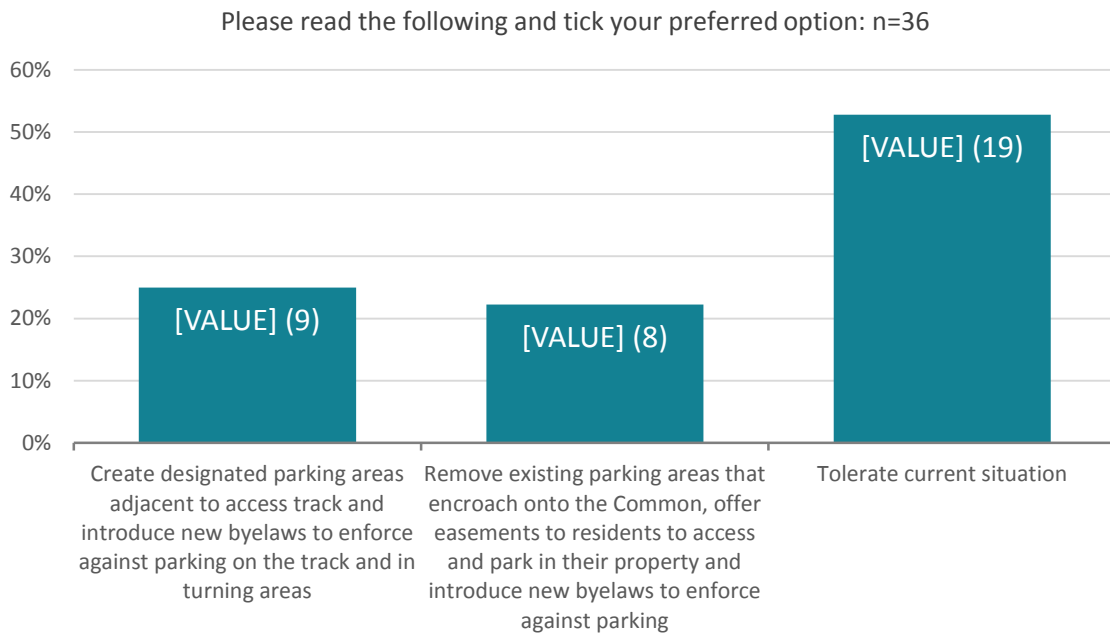
“The problem with parking controls here is that it is used by commuters who will just find other places to park and annoy the Shalford residents!”

“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!"

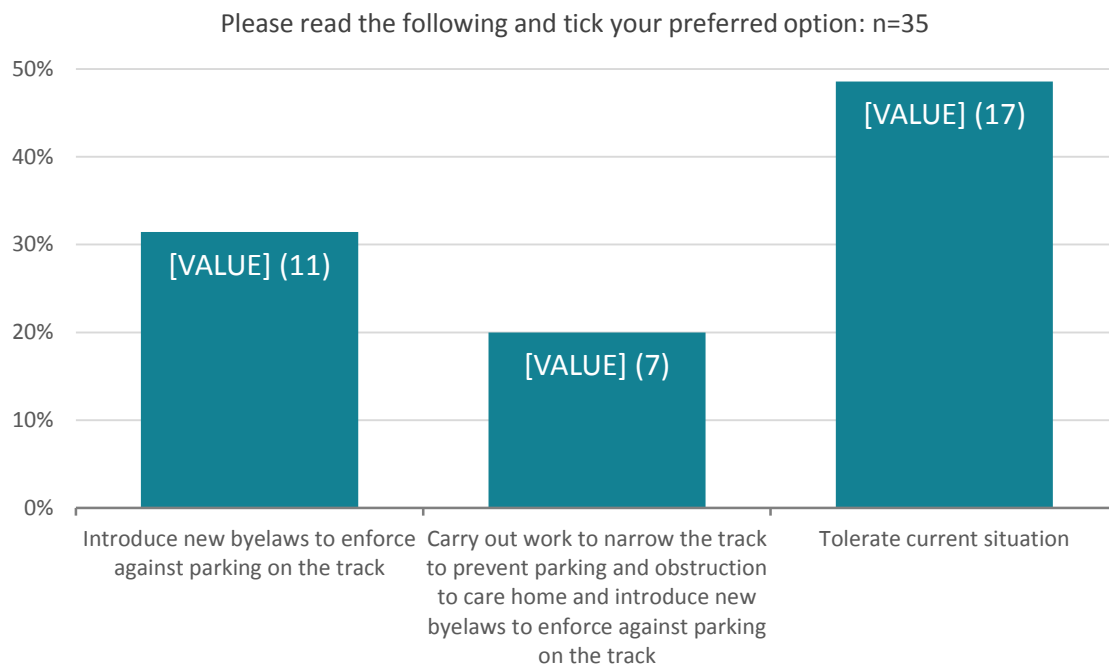
"I know the parking isn't wonderful for the residents of these terraces but the suggested alternatives would just make things worse."

"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

Agenda item number: 5
Appendix 1

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

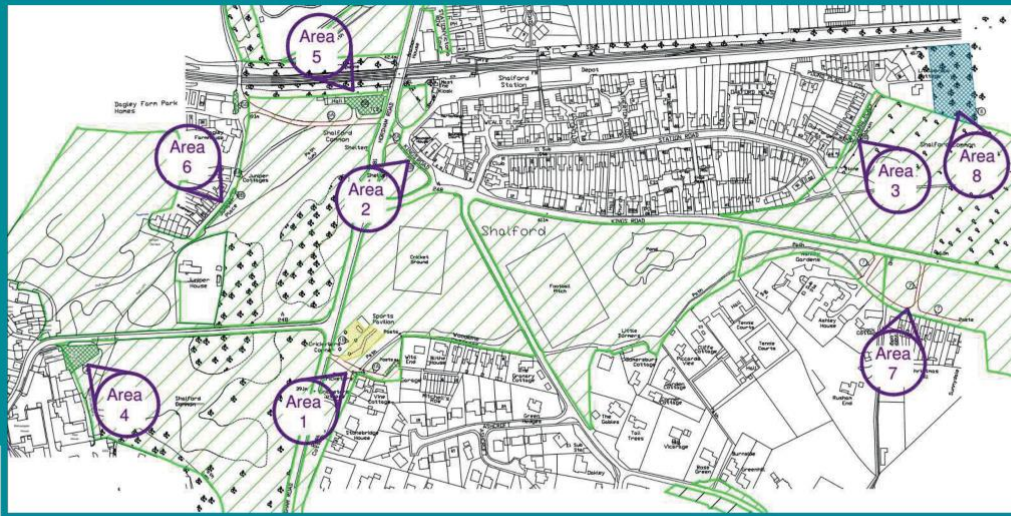
Parking locations and restrictions
around Shalford Green



Locations under consideration



Locations Under Consideration

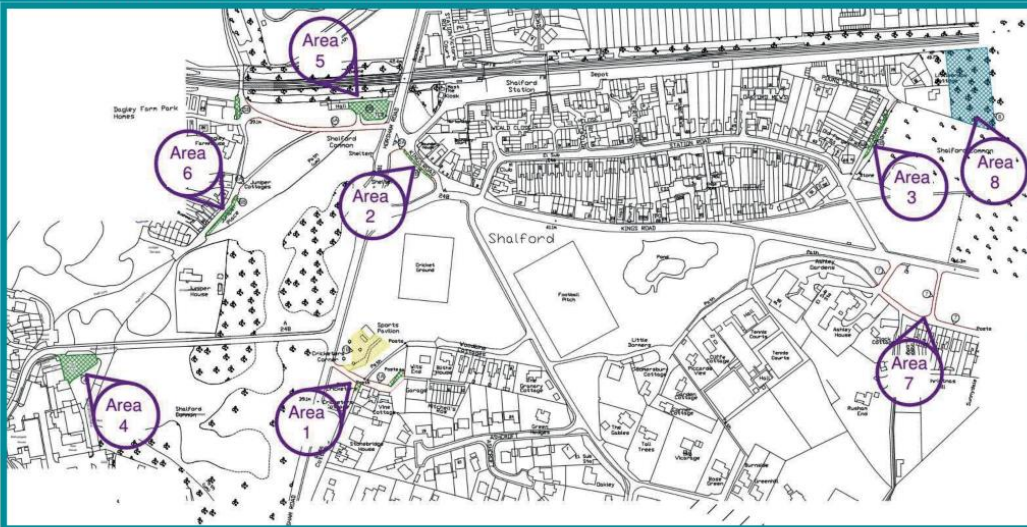


- Area 1 - Huber's Garage/Mitchell's Row
- Area 2 - Kings Road Shop Front
- Area 3 - Pound Place
- Area 4 - Parrot pub car park
- Area 5 - Recycling car park & Dagley Lane access road
- Area 6 - Dagley Lane / Juniper Terraces
- Area 7 - Approaches to Ashley Gardens and Christmas Hill
- Area 8 - Exchange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

 Registered Common Land
(CROW Act 2000)



Locations Under Consideration



- Area 1 - Huber's Garage/Mitchell's Row
- Area 2 - Kings Road Shop Front
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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



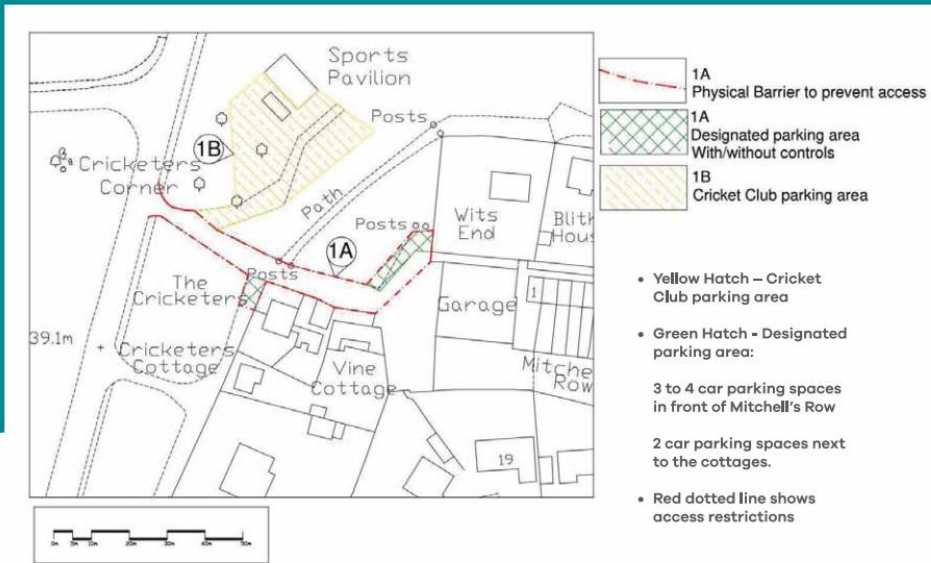
Area 1A
View of Huber's garage from Horsham Road Area



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



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



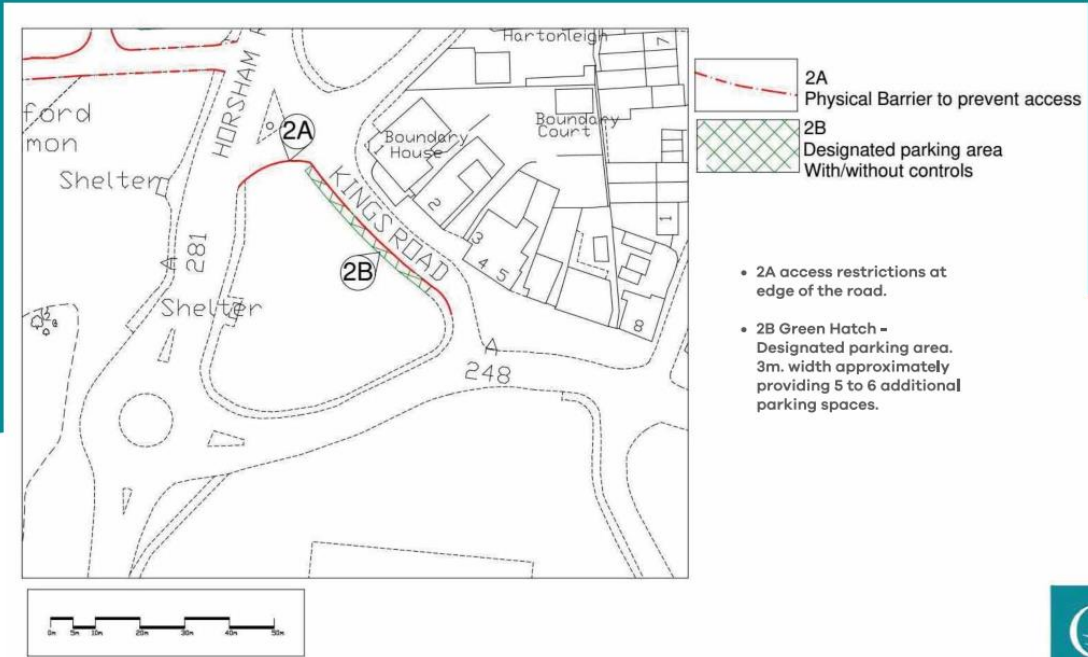
Area 2. Kings Road shop front



Kings Road looking towards Horsham Road



Area 2. Kings Road shop front



Area 3. Pound Place



Pound Place looking towards Station Road



Pound Place from Station Road junction



Area 3. Pound Place



- 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.



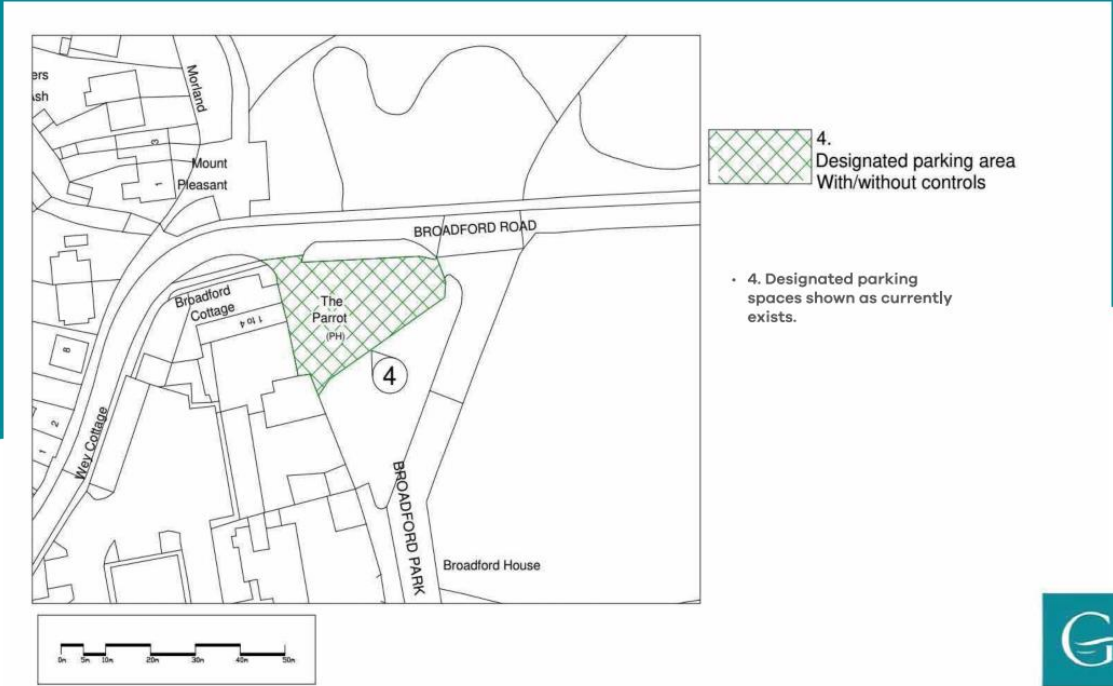
Area 4. Parrot Pub car park



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



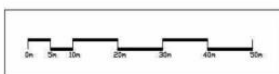
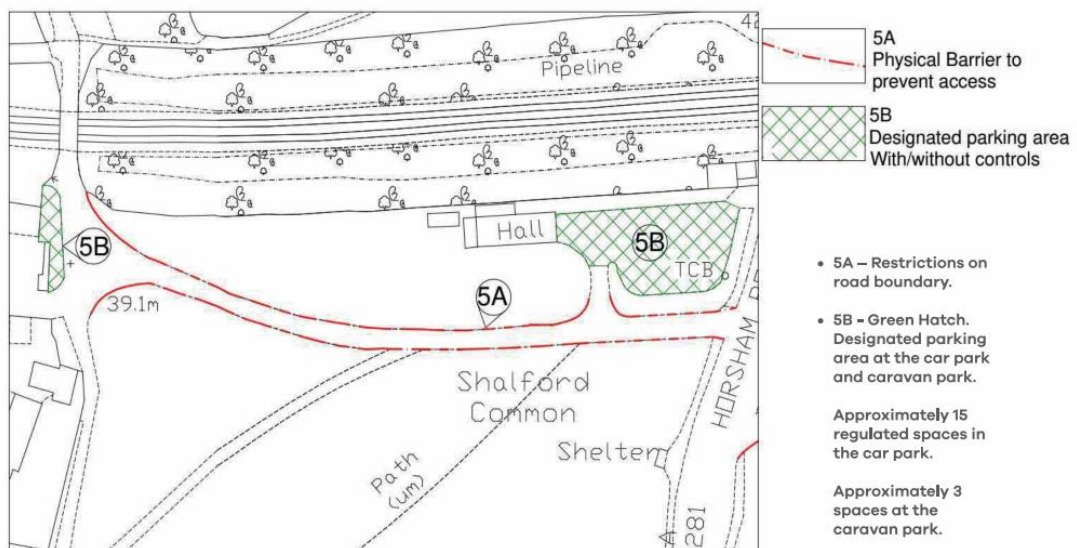
Area 5. Recycling car park & Dagley Lane access road



Dagley Lane looking from Horsham Road



Area 5. Recycling car park & Dagley Lane access road



Area 6. Dagley Lane / Juniper Terraces



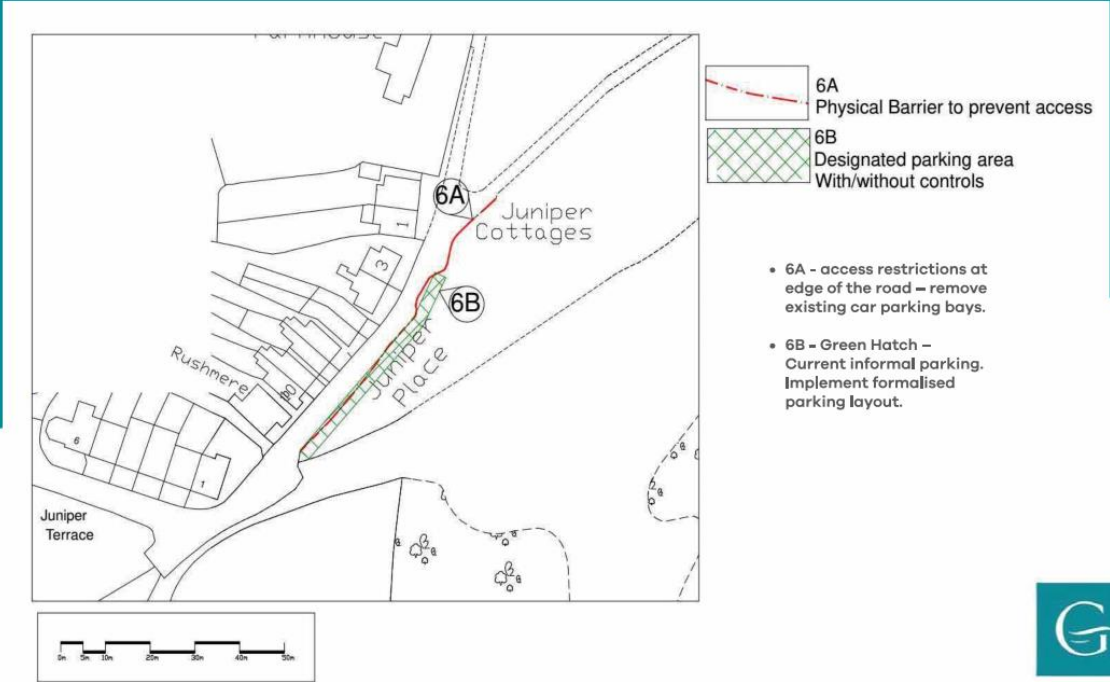
Dagley Lane looking south



Dagley Lane looking north



Area 6. Recycling car park & Dagley Lane access road



Area 7. Approaches to Ashley Gardens & Christmas Hill



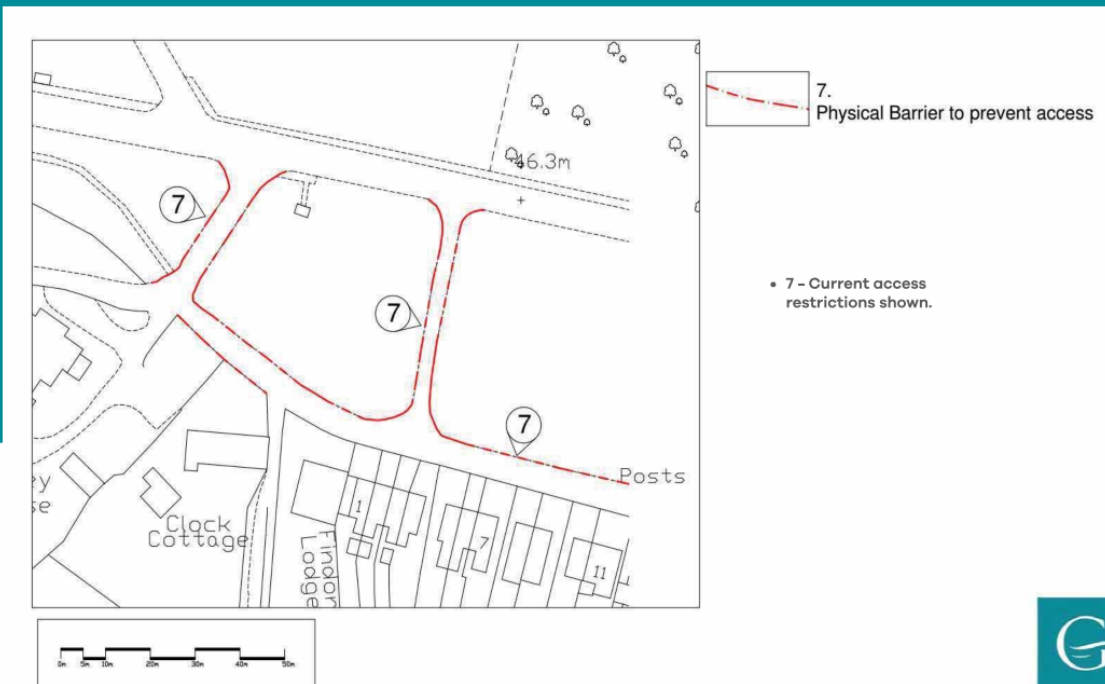
Ashley Gardens from Station Road



Ashley Gardens looking towards Milkwood



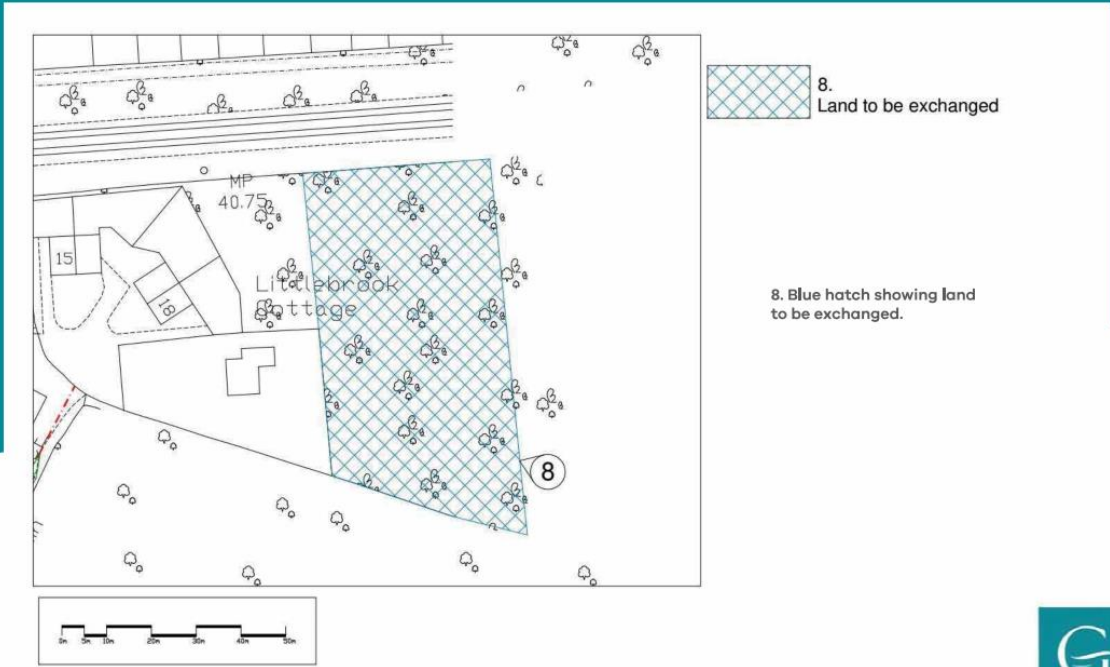
Area 7. Approaches to Ashley Gardens & Christmas Hill



Area 8. Exchange Land



Area 8. Exchange Land



Thanks for your time



Social & Market Strategic Research
Wellington House
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SMSR
RESEARCH

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Shalford Green

Parking locations and restrictions around Shalford Green



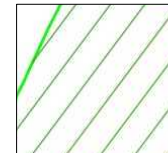
Parks and Leisure Services
Guildford Borough Council



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
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Registered
Common Land
(CROW Act 2000)





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



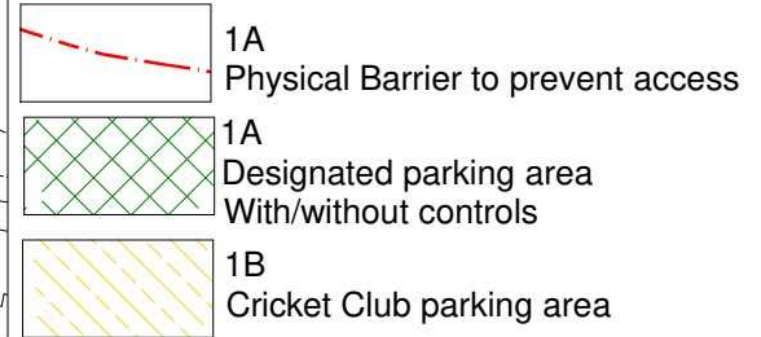
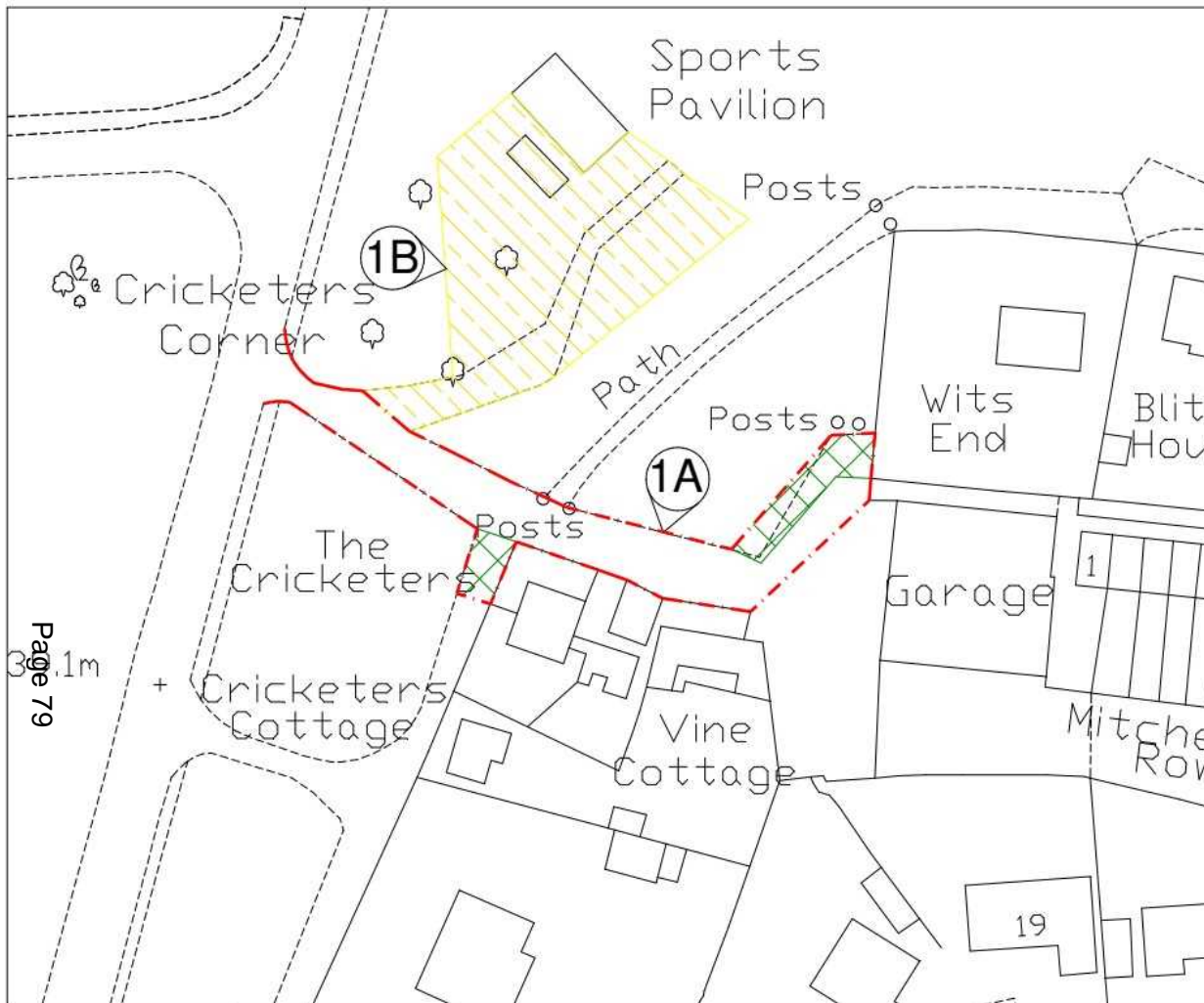
Page 78

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 1 Huber’s Garage / Mitchell’s row




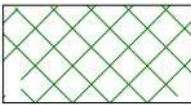
Area 2. Kings Road shop front



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 2 – Kings Road shop front

Area 3. Pound Place



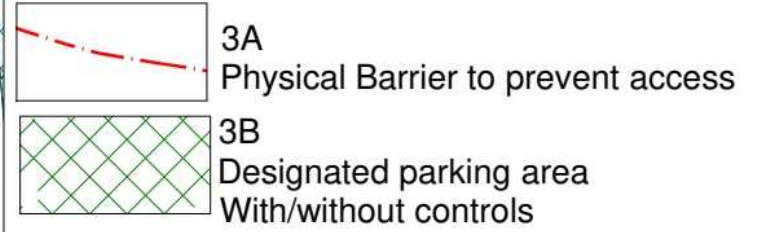
Pound Place looking towards Station Road

Agenda item number: 5
Appendix 2

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Pound Place from Station Road junction



- 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



84





4. Designated parking area
With/without controls

- 4. Designated parking spaces shown as currently exists.

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

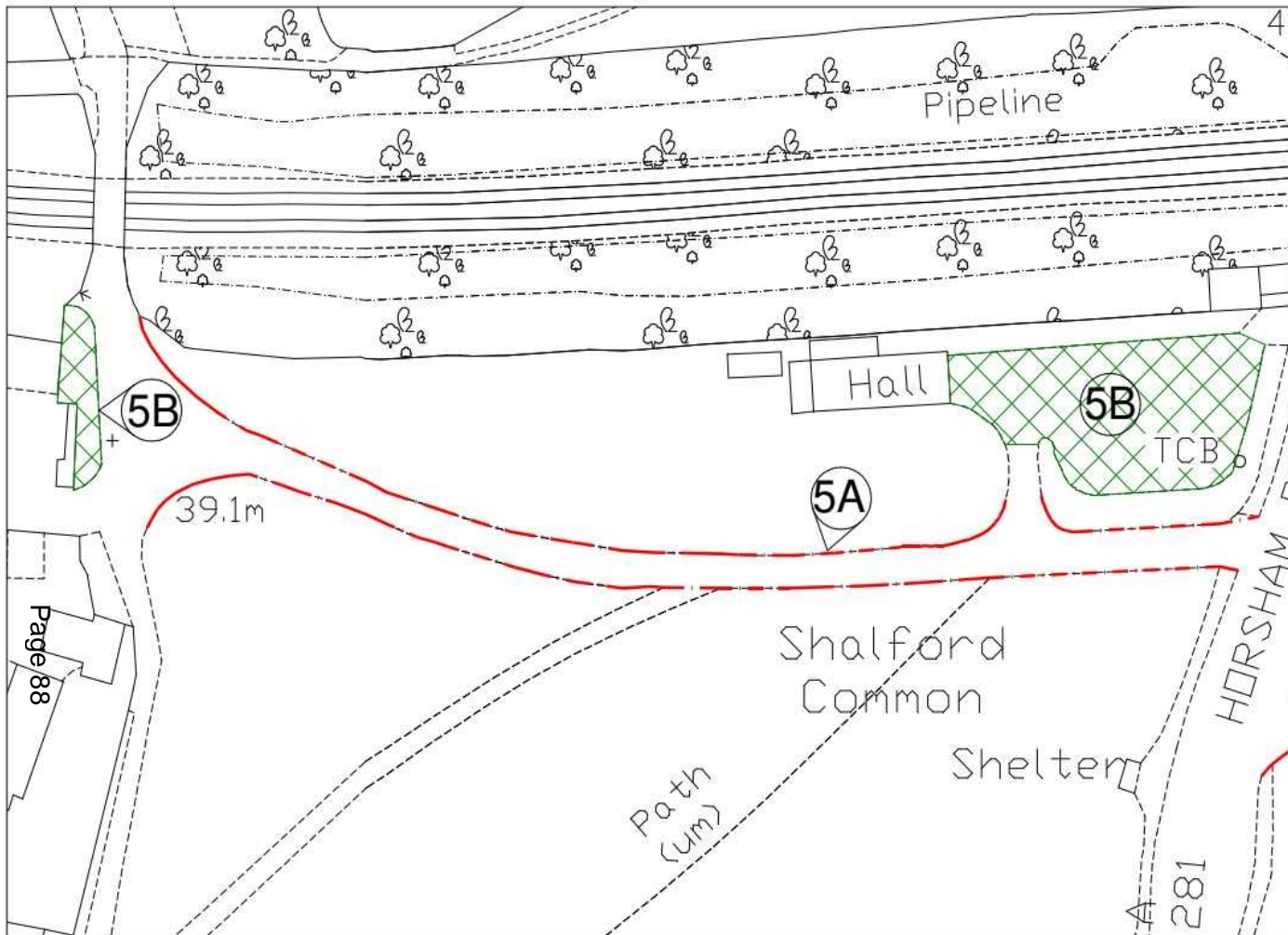



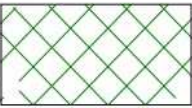
Area 5. Recycling car park & Dagley Lane access road



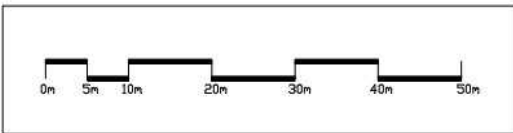
Dagley Lane looking from Horsham Road





-  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.



Area 5 – Recycling car park and Dagley Lane access road



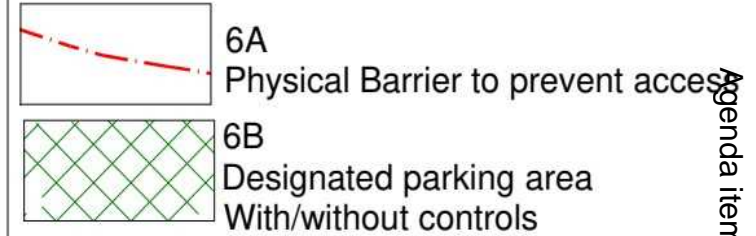
Area 6. Dagley Lane / Juniper Terraces



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. Physical Barrier to prevent access

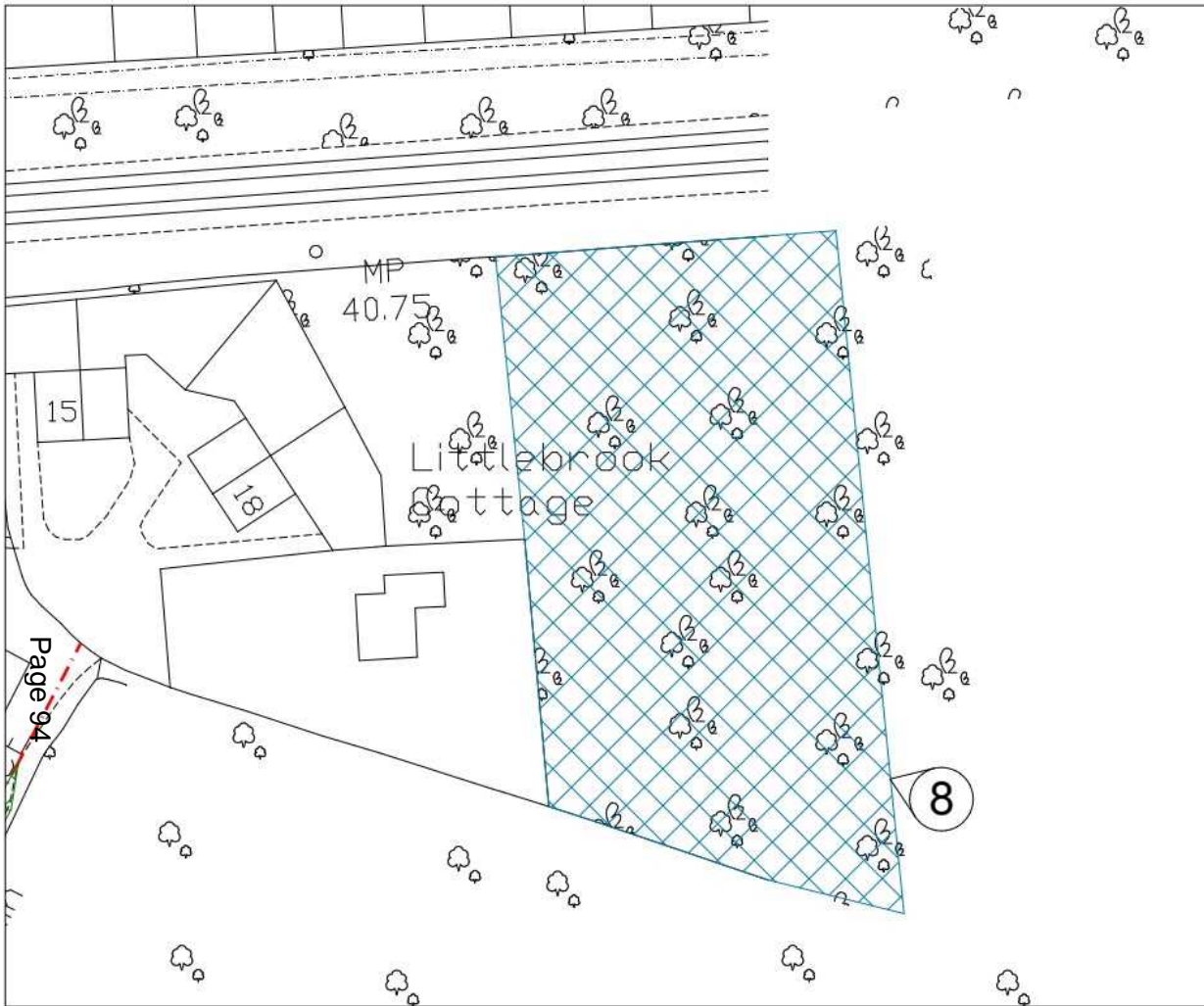
- 7. Current access restrictions shown.

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/ Risks
<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> <p>Risk that there may be opposition against parking enforcement on the track.</p>

Priority Areas	Officer's Proposal	Next steps	Impact/ Risks
<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>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> <p>Risk: Secretary of State consent may not be obtained, but this is considered unlikely with support from this consultation.</p> <p>Risk: Terms and conditions may not be agreed with the cricket club. The Council will mitigate this risk by offering favourable conditions.</p>

Priority Areas	Officer's Proposal	Next steps	Impact/ Risks
<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 through 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 through the Council Projects Governance procedure.</p>	<p>Risks: 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/ Risks
<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/ Risks
<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/ Risks
<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>
<p>Consultation response in % and (actual</p>			

Priority Areas	Officer's Proposal	Next steps	Impact/ Risks
<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>
<p>Consultation response in % and (actual</p>			

Priority Areas	Officer's Proposal	Next steps	Impact/ Risks
<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. Clarifies that parking is permitted in a designated area of the Common.</p>
<p>Consultation response in % and (actual</p>			

Priority Areas	Officer's Proposal	Next steps	Impact/ Risks
<p>numbers)</p> <p>7) Approaches to Ashley Gardens and Christmas Hill</p> <p>1. Introduce new byelaws to enforce against parking on the track 31% (11)</p> <p>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)</p> <p>3. Tolerate current situation 49% (17)</p>	<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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Executive Report

Ward(s) affected: All

Report of Director of Resources

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Date: 22 June 2021

Savings Strategy 2022-23 to 2025-26

Executive Summary

The General Fund Budget report presented to Council in February 2021 set out that the general fund budget gap over the period 2021-22 to 2025-26 is likely to be around £5.9million (this was set out in the CFO report at Appendix 1 and also in the general fund summary forward projections at Appendix 2). Sensitivity analysis carried out for the budget showed that the gap could be between £2million and £7million. Consequently, the Chief Finance Officer's (CFO) report at Appendix 1 of the Budget report recommended that the Council needs to identify a range of savings opportunities totalling around £6million so that it is able to balance its budget in the medium term.

The CFO has reviewed and updated the position ahead of key workstreams from the savings strategy coming forward to Executive for decision. This report sets out that the overall budget gap remains at £6.0million (as detailed in Appendix 2) however, the profile of the gap and therefore the savings required have changed between the years of the medium term financial plan.

The report sets out a strategy of 5 key workstreams to find savings of £6.0million in order to balance the budget over the medium term. Progress against those workstreams and updated actions are set out in the report. The savings strategy is an overarching programme of work aimed at delivering the savings and any delay or non-implementation of savings projects will require further actions and savings projects to come forward to meet the gap. The report sets out progress to date against the various projects and when councillors can expect information to be brought forward over the course of the next few months.

Recommendation to Executive

To approve the updated savings strategy set out in this report and Appendix 1.

Reason(s) for Recommendation:

To ensure the Council remains financially sustainable into the medium term.

1. Purpose of Report

1.1 This report updates Executive on the overall Savings Strategy and sets the overarching programme of work.

2. Strategic framework

2.1 Good financial management and financial sustainability underpins all of the Council's corporate plan priorities.

3. Background

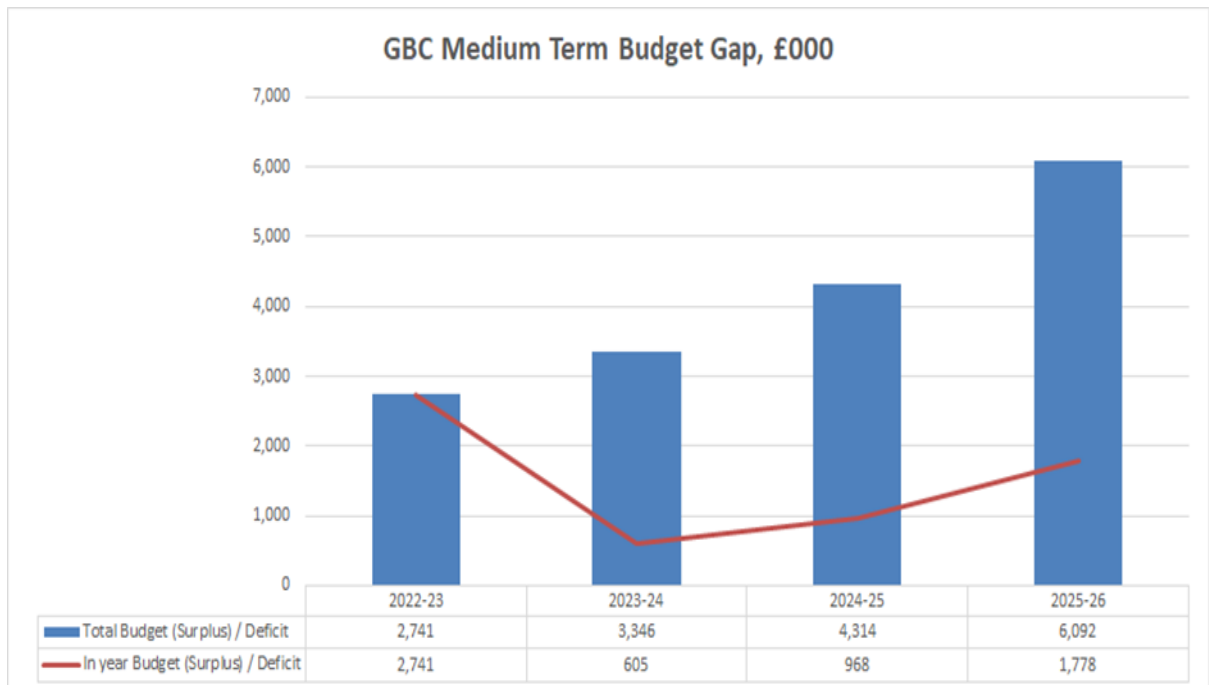
3.1 The General Fund Budget report presented to Council in February 2021 set out that the general fund budget gap over the period 2021-22 to 2025-26 is likely to be around £5.9million (this was set out in the CFO report at Appendix 1 and also in the general fund summary forward projections at Appendix 2). Sensitivity analysis carried out for the budget showed that the gap could be between £2million and £7million. Consequently, the CFO report at Appendix 1 of the Budget report recommended that the Council needs to identify a range of savings opportunities totalling around £6million so that it is able to balance its budget in the medium term.

3.2 The assumptions used to calculate the General Fund Budget gap are as follows:-

	2021-22	2022-23	2023-24	2024-25	2025-26
	%	%	%	%	%
General inflation	0.0	2.0	2.0	2.0	2.0
Pay award	0.0	2.0	2.0	2.0	2.0
Pay Increments	2.0	2.0	2.0	2.0	2.0
Increases in fees and charges	0.0	3.0	3.0	3.0	3.0
Income reduction due to COVID19	-5.0	-2.0	-2.0	-1.0	0.0
Council Tax	2.83	1.94	1.94	1.94	1.94
Housing rents	0.0	2.0	2.0	2.0	2.0
Council Tax Base	-0.84	1.3	1.57	1.52	1.24
Vacancy Factor	2%	2%	2%	2%	2%
Government	nil	£442k	£588k	£735k	£735k

Settlement Funding Assessment (SFA)		Reduction	Reduction	Reduction	Reduction
--	--	-----------	-----------	-----------	-----------

- 3.3 Officers have recently updated the medium term financial position in preparation for the 2022-23 Budget process. Changes have been made to the medium term plan as follows:-
- a. The growth and savings for 2021-22 that were listed in the growth and savings schedule (Appendix 3 of the February 2021 budget report) have now been allocated to the directorates and included in the base budget for 2022-23
 - b. Estimates of the Minimum Revenue Provision for debt repayment (MRP) have been updated to reflect the period 10 capital programme outturn forecasts for 2020-21. These will need to be further updated once the 2020-21 capital programme outturn is produced.
 - c. The list of growth and savings has been updated to include the anticipated impact of the Leisure Contract extension in October 2021, the potential cost of green energy supply (mandate to be presented to Councillors) and anticipated cost of implementing the national waste strategy (for which a briefing note / project mandate will need to come forward in due course)
 - d. Detailed analysis of the Council’s reserves and projections for future contributions to reserves have been updated.
- 3.4 The impact of the changes above can be seen in the general fund summary 4 year projection which is shown in Appendix 2 with further service level budget detail at Appendix 3 and details of the growth and savings included in the medium term financial plan at Appendix 4. The overall gap has risen slightly to just over £6million however, the anticipated profile of the gap between the financial years has changed from that reported in February. The current budget gap estimate is as follows:-



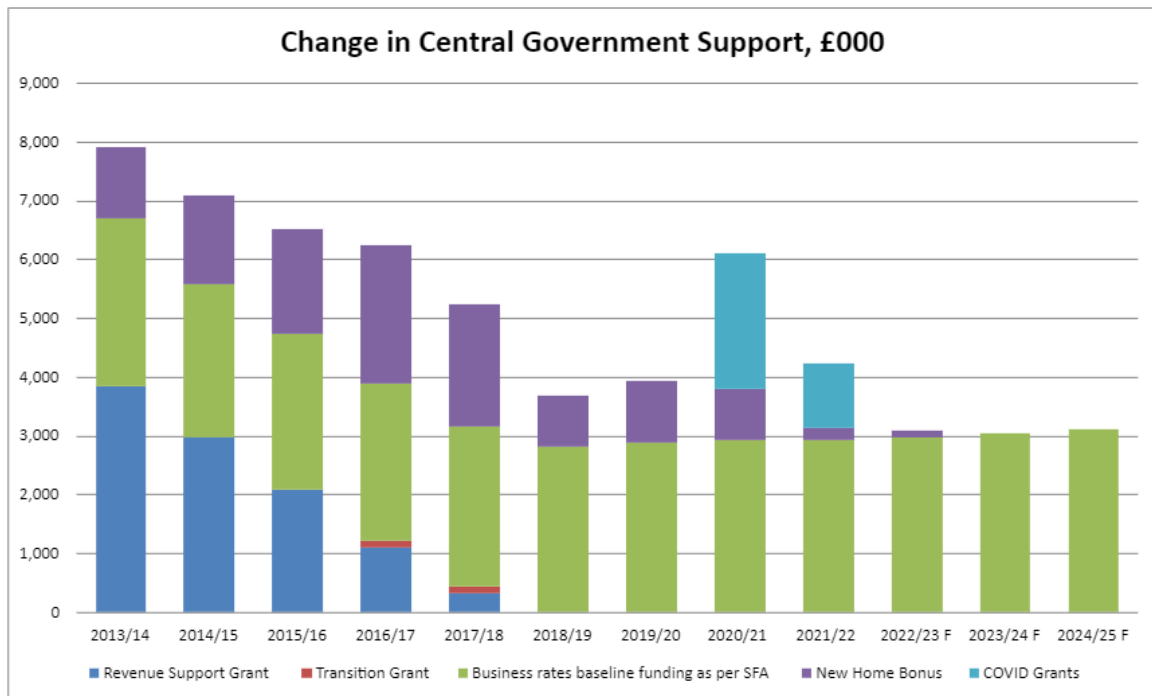
3.5 The budget gap arises due to:

- a. Increase in net service expenditure, mainly due to inflation over the 4 years of £1.4million
- b. Increase in minimum revenue provision for the repayment of debt arising from the Council's capital programme over the 4 year period, £5.2million
- c. Reduction in retained business rate income as a result of the anticipated settlement fund assessment over the 4 year period, £3.4million

Offset by,

- d. Increase in income from Council Tax rises at the maximum allowed without a referendum over 4 years, £1.4million
- e. Savings already profiled into the medium term plan, £1.8million
- f. Other minor adjustments, £800,000

3.6 As reported in the Budget report to Council in February 2021, the Council has seen a reduction in Government support from Central government since 2013, although additional exceptional support has been provided during the Covid-19 pandemic.



- 3.7 In 2020-21 the Council has seen significant additional costs as a result of the impact of the Covid-19 pandemic. The Council is still in the process of closing its accounts for 2020-21 and the Outturn position will be reported to executive in July 2021. However the period 10 monitoring (as at January 2021) forecasted additional expenditure of £5.4million on Council services which had been offset by £2.2million additional COVID grants from government leaving a net additional expenditure of £3.3million for the Council to fund. In addition, the P10 monitoring report forecasted an anticipated income loss of around £8million which has been partially offset by a claim of £4.5million under the Government's Sales, Fees and Charges compensation scheme leaving a net loss of income of £3.5million. Taken together the net additional expenditure and income loss were forecasted to have a total impact on the Council leading to a £7million overspend against the Council's original net budget. In order to fund the overspend, the Council has previously agreed a draw down of reserves of up to £15million. The final overspend and therefore draw down of reserves will be confirmed as part of the Outturn report.
- 3.8 Additional expenditure and income losses as a result of COVID-19 will also be experienced in 2021-22. The Council received additional funding of £622,000 in general covid grant from government and will be able to make a further claim under the sales fees and charges scheme. It is anticipated however, that the net additional costs and loss of income will lead to a further overspend in 2021-22. It is too early in the financial year to predict the scale of the overspend.
- 3.9 Future Guildford has transformed the staffing structure of the Council and introduced a significant amount of new technology to improve the efficiency of Council processes and move the Council's services to be more on-line with customers serving themselves both internally and externally.

- 3.10 The scope for increasing efficiency of the services provided by the Council following Future Guildford is somewhat limited. There are some further residual improvements to be made through the ICT and Digital roadmap that can be explored to improve efficiency but in many cases the services were restructured and the staff savings have already been taken. The key residual work streams from Future Guildford which may generate further efficiencies are:-
- a. Review and replacement of Housing Repairs System (Orchard)
 - b. Further BusinessWorld development (Income Manager, Bank reconciliation, HR Training, HR Performance management & project costing and billing)
 - c. Expansion of Salesforce field service technology to regulatory and compliance services
 - d. Review of the Housing Allocations system
- 3.11 Therefore in general other savings must be found.
- 3.12 The scale of the shortfall between income and expenditure is significant. In order to deliver further savings of around £6million against the net service budget (before reserves transfers) of £18million means that savings equivalent to around 10% of the Council's budget per annum need to be found. This may require some difficult decisions to be made around the level of service provision that the Council can afford to provide to the community.

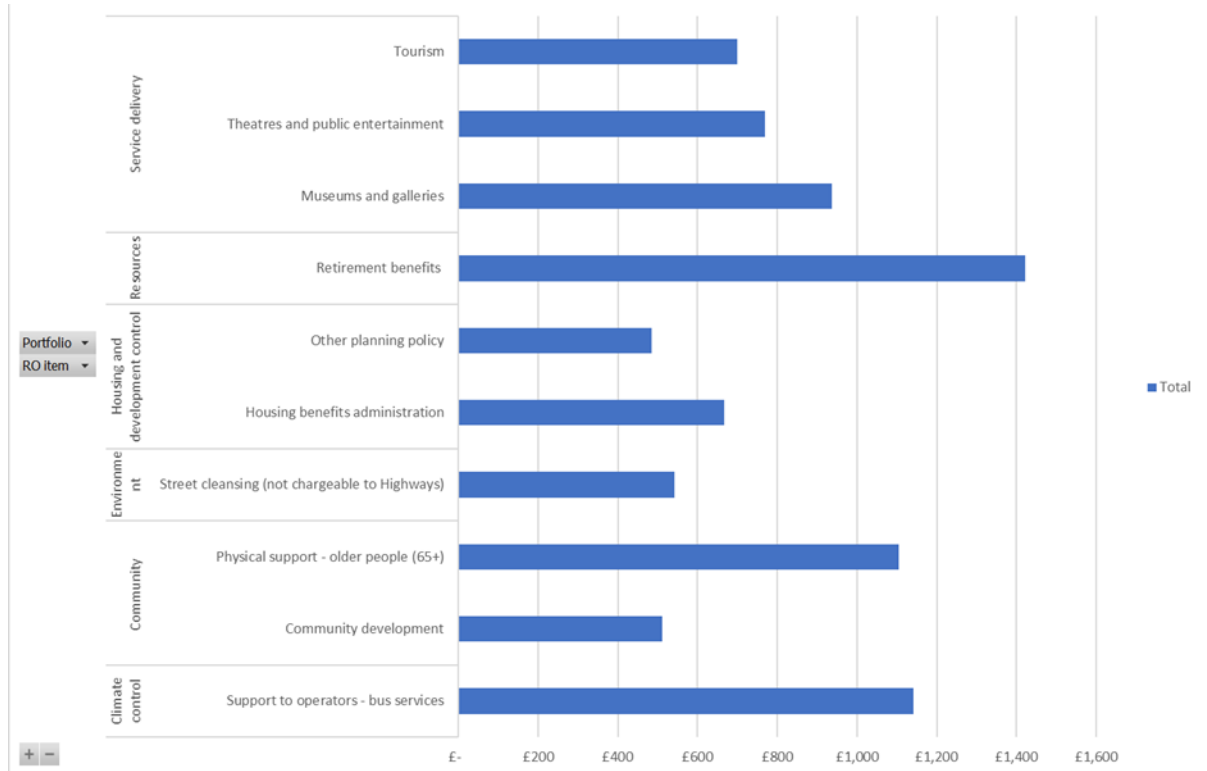
Savings Strategy

- 3.13 Recognising the need to achieve significant savings beyond those set out within Future Guildford, in November 2020, the Executive considered and approved a saving strategy which identified a number of work streams:-
- a. Review and potential reduction of the Council's discretionary services, target rough order of magnitude of savings £2.2million (split £1.7million savings and £0.5million additional income)
 - b. Review of the Council's capital programme and Major projects to reduce debt and interest costs, target rough order of magnitude savings £0.5million
 - c. Review the Council's need for operational assets, target rough order of magnitude savings £1.5million
 - d. Consideration of further collaboration of the Council with a neighbouring borough, target rough order of magnitude savings £1.5million
 - e. Consideration of merging the Council with a number of other neighbouring boroughs and part of the County Council to create a Unitary Council (one of multiple unitary Council's in Surrey), no saving target set.

Update on Workstreams

Review of Discretionary Services

3.14 Benchmarking of expenditure by Guildford Borough Council against the expenditure of other similar councils on a per head of population basis (using 2018-19 RO form data) identified that the Council spends significantly more than other Council's on some areas of service. The top 10 areas where the Council's expenditure is significantly above other similar council's are shown in the chart below:-



3.15 For many of the areas above, the service is classed as a non-statutory, or 'discretionary' area of service for a borough council, ie, there is no legislation setting out the Council has to provide the service. Therefore the continued provision of these services and at what level is a choice which has to be measured against what the Council can afford to spend. With the support of Ignite Consulting, Officers identified a programme of actions and have been further reviewing the potential rough order of magnitude of savings that may be possible from each action if the idea is pursued. The table in **Appendix 1 (Part 2 Confidential)** details the progress against each action.

Review of the Capital Programme and Major Projects

3.16 This programme is to carry out a detailed review of the Council's capital programme to remove or reduce the programme of projects that cause a revenue cost on the general fund. Projects will be prioritised and measured against what

the Council can afford to fund using the local performance indicators that were approved as part of the capital and investment strategy in 2020-21.

- 3.17 Officers will also look to review and re-focus the Council's major projects to provide a more affordable/social housing led regeneration focus to the programmes rather than an infrastructure/market housing led focus. The aim and intention of the review is to create scope to charge more of the development cost to the HRA and to ensure that the Council fully utilises the capacity and funding it has within the HRA to deliver affordable/ social housing regeneration schemes. Some initial recommendations from the review were approved by Council as part of the Capital and Investment Strategy report in February 2021 where projects such as the museum, public realm, bike share and town centre gateway were removed from the capital programme. Further work is continuing on the review and it is anticipated that two more projects totalling £14million, will be proposed for removal from the capital programme as part of the Capital and Investment outturn report in June 2021 which will help reduce the projection of debt and interest costs over the medium term plan. Further work on the capital programme will continue as part of the 2022-23 budget process and a re-assessment of the debt (MRP) and interest costs over the medium term plan period will be made. Officers are targeting a reduction in debt and interest costs of around £0.5million from those currently projected however, there may be scope to make further reductions.

Review of Operational Assets

- 3.18 This option may be progressed in conjunction with Option D or Option E, or it may be progressed independently. As part of Future Guildford, the Council's officer team were starting to implement remote or Agile working. The aim was that many officers would split their time between working in the office, working at different sites or working at home. COVID19 has significantly accelerated this move and also introduced the ability to hold virtual committee meetings and enabled an increased level of virtual customer services. As a result, there is an opportunity for the Council to further review its need for office space and other accommodation. The workstream will consider options such as:
- a. vacating Millmead house for sale or redevelopment, and buying or renting smaller office accommodation in the town/ borough
 - b. sharing Council offices and premises with another authority
 - c. consolidating GBC sites
 - d. producing a strategic plan for the depot, car parks and stoke park
- 3.19 This workstream has now started and a mandate has been prepared. The Mandate is scheduled to be presented to EAB on 14th June alongside this savings strategy update. Officers are targeting savings of around £1.5million from this strand of work however, whether that target can be met or not is subject to review as part of the project.

Collaboration with another Council

- 3.20 Officers are exploring the option of closer collaboration with Waverley Borough Council. In order to deliver the scale of the savings required, the option of a full merger of Officer teams, systems and processes, particularly at corporate and senior leadership level needs to be considered across all services. It is unlikely that sharing a small number of services will generate the scale of savings that are required for the Council to balance its budget in the medium term. Work on this workstream is progressing and a mandate to pursue further collaboration and sharing of services with Waverley Borough Council will be considered by the EAB on 14th June. Officers are targeting savings of around £1.5million from this workstream however, a high level scoping study is currently being undertaken with support from the LGA which will be able to verify the rough order of magnitude of savings possible and the timescales achievable for the delivery of the savings. The initial scoping study is currently in progress and will be presented to Councillors in July 2021.

Creation of one of Multiple Unitary authorities

- 3.21 This workstream was managed by KPMG on behalf of all the Borough and District Council's in Surrey. Initial conclusions from the study were presented to the Joint Executive Advisory Board on 15th February 2021 and to the Executive on 16th February. The report concluded that further work on unitary councils would not proceed, but identified areas for greater joint working between councils. Arising from this work, Guildford and Waverley agreed to progress work to determine the potential magnitude of savings possible from further collaboration and sharing of services (as described in 4 above).

4. Consultations

- 4.1 The Strategy and Resources EAB were consulted on this report at its meeting on 14th June 2021. Comments from the EAB will be presented to executive as a late sheet. As key workstreams and projects to deliver savings come forward, a project mandate will need to be prepared and agreed by executive. Each project mandate will consider different options for delivery of the savings and will be consulted upon with the EAB prior to approval at the executive. More complex savings projects will require a full business case in addition to the Mandate.

5. Key Risks

- 5.1 The Council is facing significant financial challenges over the next 4 years and there is a significant risk that if any part of the programme is delayed or not implemented that other actions will need to be found to balance the Council's budget over the medium term.

6. Financial Implications

- 6.1 The financial implications have been stated throughout the report.

7. Legal Implications

- 7.1 The Council has a legal obligation to set a balanced budget (section 32 of the Local Government Finance Act 1992).

8. Human Resource Implications

- 8.1 There are no Human Resource implications as a result of this report. HR implications of the savings projects will be set out in the business case for each project if necessary.

9. Equality and Diversity Implications

- 9.1 There are no Equality and Diversity implications arising from this high level strategy, there may be equality and diversity implications arising from some of the savings projects and if that is the case an equalities impact assessment will be required for those particular projects.

10. Climate Change/Sustainability Implications

- 10.1 There are no climate change impacts arising from this high level strategy however, some of the savings projects may have a positive impact on climate change.

11. Executive Advisory Board comments

- 11.1 To be advised following the meeting on 14th June 2021.

12. Conclusion

- 12.1 This report provides an update on the various workstreams being undertaken as part of the savings strategy and how each of the work streams fit within the overall programme. The strategy provides the overarching programme of work but project mandates and business cases are required for each sub-programme and then individual project. The project and programme mandates are in various stages of preparation but all will be presented to the EAB and Executive for decision in due course if they have not been presented already.

15. Background Papers

Council February 2021 – General Fund Budget report

16. Appendices

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Appendix 1 (Confidential) – Discretionary Services workstream update

Appendix 2 – General Fund Budget Summary

Appendix 3 – Service level budgets

Appendix 4 – growth and savings summary already included in the MTFP

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Budget Council Feb 21
Revised Estimate
2021-22
£

GENERAL FUND SUMMARY

	Projection 2022-23 £	Projection 2023-24 £	Projection 2024-25 £	Projection 2025-26 £
Directorates - Net Expenditure				
1,810,804	1,960,260	2,087,474	2,216,846	2,283,352
14,652,320	14,700,058	14,735,021	14,764,296	15,207,224
2,129,803	2,235,936	2,341,877	2,449,886	2,523,383
18,592,927	18,896,254	19,164,372	19,431,028	20,013,959
	(452,121)	(772,141)	(108,765)	(108,765)
	(683,250)	(1,194,150)	(1,786,900)	(1,786,900)
		2,000,000	2,000,000	2,000,000
(8,791,000)	(8,790,570)	(8,790,570)	(8,790,570)	(8,790,570)
9,801,927	8,970,313	10,407,511	10,744,793	11,327,724
(682,726)	497,515	465,649	355,909	127,824
481,700	84,340	79,130	81,220	88,680
1,534,915	2,460,833	4,079,936	5,052,568	6,756,826
0	0	0	0	0
Revenue Contributions to Capital Outlay (RCCO)				
0	0	0	0	0
537,000	500,000	500,000	500,000	500,000
0	0	0	0	0
11,672,816	12,513,001	15,532,226	16,734,490	18,801,054
Transfers to and from reserves				
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
(15,981,580)	2,005,920	68,094	7,456	69,457
63,000	355,000	412,000	470,000	530,000
63,000	63,000	63,000	63,000	63,000
0	0	0	0	0
543,000	543,000	293,000	293,000	293,000
250,000	250,000	250,000	250,000	250,000
0	0	0	0	0
(298,000)	113,000	0	0	0
(260,000)	(194,000)	(166,000)	(136,000)	(136,000)
0	0	0	0	0
0	0	0	0	0
193,000	196,000	200,000	204,000	208,000
0	0	0	1	2
112,000	243,000	243,000	243,000	243,000
(3,642,764)	16,087,921	16,895,320	18,128,947	20,321,513
Business Rates Retention Scheme payments				
31,844,000	31,200,000	31,800,000	32,500,000	33,150,000
100,000	0	0	0	0
Non specific government grants				
(2,966,832)	0	0	0	0
(100,000)	0	0	0	0
0	441,460	588,641	735,760	735,760
(622,690)	0	0	0	0
(389,546)	0	0	0	0
(192,251)	(113,000)	0	0	0
24,029,917	47,616,381	49,283,961	51,364,707	54,207,273
1,935,225	0	0	0	0
25,965,142	47,616,381	49,283,961	51,364,707	54,207,273
(33,727,000)	(34,200,000)	(34,900,000)	(35,600,000)	(36,312,000)
0	0	0	0	0
20,120,077	0	0	0	0
(30,274)	43,020	43,020	0	0
12,327,945	13,459,401	14,426,981	15,764,707	17,895,273
10,392,720	13,459,401	14,426,981	15,764,707	17,895,273
57,159	57,827.40	58,645.00	59,449.00	60,113.80
181.82	232.75	246.01	265.18	297.69
% Increase	28.01%	5.70%	7.79%	12.26%
Band D Tax (incl Parishes)	232.75	246.01	265.18	297.69
Target increase per annum	1.94%	1.94%	1.94%	1.94%
Council tax @ target increase	185.35	188.94	192.61	196.35
Borough Council demand for target tax rise	10,718,150	11,080,560	11,450,390	11,803,050
Current demand	13,459,401	14,426,981	15,764,707	17,895,273
Cumulative Budget Gap	2,741,000	3,346,000	4,314,000	6,092,000
In year budget gap	2,741,000	605,000	968,000	1,778,000

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Detailed Budget Projections by Service
Year 2 2022-23

Row Labels	Sum of Revised Budget
HRASERVICES	-15,706,910
Elderly Persons Dwellings	76,785
Environmental Works	442,192
Equity Share Administration	97,288
Flats Communal Services	367,076
Garage Management	103,341
Homelessness Hostels	-203,271
HRA Income	-32,325,890
Income Collection	699,773
Other Items Of Expenditure	6,078,502
Responsive & Planned Maintenance	5,868,573
Sheltered Housing	918,586
Strategic Support	360,598
Supported Housing Management	162,387
Tenant Participation	151,333
Tenant Selection	379,053
Tenant Services	900,658
Void Property Management	216,106
RESOURCE	2,235,936
Corporate Financial	280,316
Corporate Services	1,021,417
Feasibility Studies	41,270
ICT Investment and Renewal Fund	21,190
Insurance Revenue Account	16,530
Lead Specialist - Finance	-183,337
Lead Specialist - HR	-168,110
Lead Specialist - ICT	469,494
Lead Specialist - Legal	-212,965
Miscellaneous Expenses	93,402
Other Employee Costs	106,436
Unallocatable Central Overhead	750,294
SERVICES	14,700,058
Affordable Housing	116,043
Building Control	365,970
Building Maintenance	87,295
Business Rates	-19,053
Cemeteries	215,069
Civil Emergencies	62,057
Community Meals and Transport	198,421
Corporate Health and Safety	12,044
Council Tax	545,711
Countryside and Parks Services	3,842,281
Crematorium	-1,102,347
Customer Services	-61,725
Day Services	565,494
Development Control	782,321
Digital Services	243,079
Emergency Communications	-119,516
EMI Services	114,165
Engineering and Transportation Services	-36,124
Environmental Health	765,004
Family Support Programme	115,223
Fleet Management	76,824
Food Safety	381,409
Guildford House	404,316
Guildford Museum	534,245
Guildhall	147,569
Homelessness Support	872,781
Housing Advice	350,161
Housing Benefits	451,730
Housing Surveying	13,259
Land Charges	-17,197
Land Drainage	297,354
Leisure and Community	115,952
Leisure Play	218,716
Leisure Rangers	235,646
Leisure Sports	103,370
Licensing	161,179
MOT Bay	-464

Year 3 2023-24

Row Labels	Sum of Revised Budget
HRASERVICES	-15,620,957
Elderly Persons Dwellings	78,194
Environmental Works	449,664
Equity Share Administration	97,760
Flats Communal Services	372,149
Garage Management	104,991
Homelessness Hostels	-203,272
HRA Income	-32,325,952
Income Collection	709,874
Other Items Of Expenditure	6,079,646
Responsive & Planned Maintenance	5,878,672
Sheltered Housing	928,995
Strategic Support	365,217
Supported Housing Management	164,596
Tenant Participation	153,815
Tenant Selection	391,551
Tenant Services	913,296
Void Property Management	219,846
RESOURCE	2,341,877
Corporate Financial	283,310
Corporate Services	1,027,493
Feasibility Studies	42,086
ICT Investment and Renewal Fund	21,190
Insurance Revenue Account	33,390
Lead Specialist - Finance	-168,671
Lead Specialist - HR	-159,297
Lead Specialist - ICT	503,751
Lead Specialist - Legal	-199,099
Miscellaneous Expenses	93,027
Other Employee Costs	111,073
Unallocatable Central Overhead	753,623
SERVICES	14,735,021
Affordable Housing	117,933
Building Control	365,963
Building Maintenance	129,201
Business Rates	-15,109
Cemeteries	217,129
Civil Emergencies	62,687
Community Meals and Transport	200,133
Corporate Health and Safety	14,945
Council Tax	559,277
Countryside and Parks Services	3,909,790
Crematorium	-1,146,625
Customer Services	-55,376
Day Services	571,879
Development Control	768,822
Digital Services	247,475
Emergency Communications	-115,166
EMI Services	116,983
Engineering and Transportation Services	-30,570
Environmental Health	776,658
Family Support Programme	124,354
Fleet Management	86,970
Food Safety	387,875
Guildford House	408,749
Guildford Museum	540,052
Guildhall	148,579
Homelessness Support	887,970
Housing Advice	350,163
Housing Benefits	467,520
Housing Surveying	27,028
Land Charges	-20,874
Land Drainage	299,785
Leisure and Community	116,540
Leisure Play	221,472
Leisure Rangers	240,119
Leisure Sports	105,164
Licensing	160,140
MOT Bay	-3,195

Year 4 2024-24

Row Labels	Sum of Revised Budget
HRASERVICES	-15,533,298
Elderly Persons Dwellings	79,631
Environmental Works	457,286
Equity Share Administration	98,236
Flats Communal Services	377,323
Garage Management	106,674
Homelessness Hostels	-203,274
HRA Income	-32,326,015
Income Collection	720,177
Other Items Of Expenditure	6,080,814
Responsive & Planned Maintenance	5,888,969
Sheltered Housing	939,611
Strategic Support	369,927
Supported Housing Management	166,849
Tenant Participation	156,347
Tenant Selection	404,300
Tenant Services	926,187
Void Property Management	223,660
RESOURCE	2,449,886
Corporate Financial	286,365
Corporate Services	1,033,691
Feasibility Studies	42,918
ICT Investment and Renewal Fund	21,190
Insurance Revenue Account	50,588
Lead Specialist - Finance	-153,711
Lead Specialist - HR	-150,308
Lead Specialist - ICT	538,692
Lead Specialist - Legal	-185,001
Miscellaneous Expenses	92,641
Other Employee Costs	115,802
Unallocatable Central Overhead	757,019
SERVICES	14,764,296
Affordable Housing	119,861
Building Control	365,801
Building Maintenance	171,903
Business Rates	-11,087
Cemeteries	219,209
Civil Emergencies	63,329
Community Meals and Transport	201,835
Corporate Health and Safety	17,904
Council Tax	573,115
Countryside and Parks Services	3,978,532
Crematorium	-1,192,307
Customer Services	-48,899
Day Services	578,361
Development Control	754,510
Digital Services	251,958
Emergency Communications	-110,738
EMI Services	119,847
Engineering and Transportation Services	-24,904
Environmental Health	788,518
Family Support Programme	133,669
Fleet Management	97,313
Food Safety	394,469
Guildford House	413,248
Guildford Museum	545,966
Guildhall	149,598
Homelessness Support	903,462
Housing Advice	350,164
Housing Benefits	483,626
Housing Surveying	41,072
Land Charges	-24,707
Land Drainage	302,265
Leisure and Community	117,139
Leisure Play	224,272
Leisure Rangers	244,682
Leisure Sports	106,994
Licensing	159,021
MOT Bay	-6,028

Off Street Parking	-4,907,765
On Street Parking	-364,824
Ordnance Survey and Mapping	8,136
Park and Ride Service	806,813
Policy, Community and Events	1,398,776
Private Sector Housing	407,620
Public Conveniences	297,027
Public Health	85,916
Refuse and Recycling	3,999,721
Resources Caseworker	-452,312
River Control	27,356
Roads and Footpaths	110,441
Snow and Ice	-20,807
SPA Sites	23,050
Street Cleansing	2,332,076
Street Furniture	112,030
Taxi Licensing	91,842
Tourist Information Centre	259,075
Town Centre CCTV	101,707
Traveller Caravan Sites	-94,859
Vehicle Maintenance	17,404
Waste and Fleet Business Development	-689,509
Woking Road Depot	111,671
Woking Road Depot Stores	1,213
STRATEGY	1,960,260
About Guildford	52,840
Arts Development	119,832
Audit Management	-118,547
Business Forum	27,315
Citizens Advice Bureau	290,378
Civic Expenses	214,640
Climate Change	47,901
Community Development	153,543
Community Lottery	-42
Community Safety	166,622
Community Wellbeing	330,409
Corporate Programmes	1,618,889
Council and Committee Support	431,605
Democratic Representation	833,026
Elections	96,253
Electoral Registration	279,744
G Live	1,723,028
Grants to Voluntary Organisations	492,981
Housing Outside the HRA	59,670
Industrial Estates	-2,583,897
Investment Properties	-4,688,529
Lead Specialist - Information Governance	5,747
Leisure Grants to Voluntary Organisations	400,921
Leisure Management Contract	1,294,268
Major Projects	639,314
Markets	-3,270
Other Property	-596,575
Parish Liasion	199,255
Pest Control	885
Public Relations	279,928
Tourism & Development	406,692
Town Centre Management	-214,581
Youth Council	10
Grand Total	3,189,344

Row Labels	Sum of Revised Budget
HRASERVICES	-15,706,910
RESOURCE	2,235,936
SERVICES	14,700,058
STRATEGY	1,960,260
Grand Total	3,189,344

General Fund only 18,896,254

Off Street Parking	-5,187,028
On Street Parking	-394,327
Ordnance Survey and Mapping	8,203
Park and Ride Service	808,050
Policy, Community and Events	1,421,773
Private Sector Housing	412,918
Public Conveniences	300,595
Public Health	87,513
Refuse and Recycling	4,076,423
Resources Caseworker	-428,567
River Control	27,457
Roads and Footpaths	111,153
Snow and Ice	-20,487
SPA Sites	21,505
Street Cleansing	2,371,685
Street Furniture	112,586
Taxi Licensing	90,971
Tourist Information Centre	262,886
Town Centre CCTV	102,735
Traveller Caravan Sites	-94,226
Vehicle Maintenance	29,689
Waste and Fleet Business Development	-751,438
Woking Road Depot	117,953
Woking Road Depot Stores	2,562
STRATEGY	2,087,474
About Guildford	53,797
Arts Development	121,783
Audit Management	-113,576
Business Forum	27,819
Citizens Advice Bureau	296,160
Civic Expenses	218,241
Climate Change	50,821
Community Development	156,269
Community Lottery	17
Community Safety	169,786
Community Wellbeing	336,131
Corporate Programmes	1,665,441
Council and Committee Support	438,148
Democratic Representation	847,517
Elections	97,735
Electoral Registration	283,897
G Live	1,723,486
Grants to Voluntary Organisations	502,612
Housing Outside the HRA	59,701
Industrial Estates	-2,580,756
Investment Properties	-4,687,109
Lead Specialist - Information Governance	7,193
Leisure Grants to Voluntary Organisations	408,940
Leisure Management Contract	1,265,418
Major Projects	648,866
Markets	-2,933
Other Property	-596,123
Parish Liasion	203,045
Pest Control	776
Public Relations	284,313
Tourism & Development	412,382
Town Centre Management	-212,334
Youth Council	10
Grand Total	3,543,415

Row Labels	Sum of Revised Budget
HRASERVICES	-15,620,957
RESOURCE	2,341,877
SERVICES	14,735,021
STRATEGY	2,087,474
Grand Total	3,543,415

General Fund only 19,164,372

Off Street Parking	-5,474,974
On Street Parking	-424,975
Ordnance Survey and Mapping	8,272
Park and Ride Service	809,304
Policy, Community and Events	1,445,229
Private Sector Housing	418,237
Public Conveniences	304,234
Public Health	89,141
Refuse and Recycling	4,154,635
Resources Caseworker	-404,368
River Control	27,559
Roads and Footpaths	111,879
Snow and Ice	-20,161
SPA Sites	19,914
Street Cleansing	2,412,072
Street Furniture	113,154
Taxi Licensing	90,044
Tourist Information Centre	266,758
Town Centre CCTV	103,783
Traveller Caravan Sites	-93,579
Vehicle Maintenance	42,220
Waste and Fleet Business Development	-815,350
Woking Road Depot	124,356
Woking Road Depot Stores	3,939
STRATEGY	2,216,846
About Guildford	54,772
Arts Development	123,773
Audit Management	-108,506
Business Forum	28,334
Citizens Advice Bureau	302,057
Civic Expenses	221,914
Climate Change	53,792
Community Development	159,049
Community Lottery	78
Community Safety	173,013
Community Wellbeing	341,967
Corporate Programmes	1,712,924
Council and Committee Support	444,822
Democratic Representation	862,297
Elections	99,247
Electoral Registration	288,131
G Live	1,723,944
Grants to Voluntary Organisations	512,434
Housing Outside the HRA	59,732
Industrial Estates	-2,577,553
Investment Properties	-4,685,661
Lead Specialist - Information Governance	8,667
Leisure Grants to Voluntary Organisations	417,118
Leisure Management Contract	1,235,661
Major Projects	658,609
Markets	-2,589
Other Property	-595,664
Parish Liasion	206,911
Pest Control	661
Public Relations	288,785
Tourism & Development	418,155
Town Centre Management	-210,042
Youth Council	11
Grand Total	3,897,730

Row Labels	Sum of Revised Budget
HRASERVICES	-15,533,298
RESOURCE	2,449,886
SERVICES	14,764,296
STRATEGY	2,216,846
Grand Total	3,897,730

General Fund only 19,431,028

APPENDIX 3 - SUMMARY OF GROWTH AND SAVINGS INCLUDED ON THE GENERAL FUND SUMMARY

NAME	DESCRIPTION	STATUS	PROJECT MANAGER	DIRECTORATE	Revenue	Revenue	Revenue	Revenue	Revenue	Revenue	Revenue	Revenue	Revenue	Revenue
					Costs	Savings	Costs	Savings	Costs	Savings	Costs	Savings	Costs	Savings
					2021/22	2021/22	2022/23	2022/23	2023/24	2023/24	2024/25	2024/25	2025/26	2025/26
River Control flood emergencies (B8111 D9437)	The saving was discussed as part of the FG process and was agreed the Director - emergency budget to be viewed as revenue contingency		Tim Pilsbury	Environment		(10,000)		(10,000)		(10,000)		(10,000)	0	(10,000)
Snow and Ice- salt (K1555 B1296)	The saving was discussed as part of the FG process and was agreed by the Director - budget to be viewed as revenue contingency		Tim Pilsbury	Environment		(10,000)		(10,000)		(10,000)		(10,000)	0	(10,000)
Future Guildford - phase A	Savings from the staff restructure under taken in FG Phase A					(1,300,000)		(1,300,000)		(1,300,000)		(1,300,000)	0	(1,300,000)
Future Guildford - Phase B	Savings from the staff restructure undertaken in FG Phase B. 90% of saving assumed to impact on the general fund rest has been allocated to HRA					(2,656,300)		(2,656,300)		(2,656,300)		(2,656,300)	0	(2,656,300)
Reduce vacancy factor	An adjustment of -4% is made to staff establishment budgets to account for vacancies during the year, following the FG restructure this has been reduced to 2% as anticipate lower vacancy levels				177,000		177,000		177,000		177,000		177,000	0
Legal Services	From FG service challenge process. Reduce external Legal Services costs					(42,000)		(42,000)		(42,000)		(42,000)	0	(42,000)
Traveller Transit Site	Growth bid to contribute an annual contribution to Surrey Wide transit site - report to be agreed by Executive in Feb 2021				7,000		7,000		7,000		7,000		7,000	0
Street Cleansing	Reduced Transport related expenditure of £20,000 as a result of service challenge /service plan review / work done for the TECKAL.					(20,000)		(20,000)		(20,000)		(20,000)	0	(20,000)
Hard to reach properties	From service challenge process. Relates to reducing waste collection costs through changing service to hard to reach properties					(45,000)		(45,000)		(45,000)		(45,000)	0	(45,000)
Reduction in Printing costs	Service Challenge Saving - reduction in printing costs as a result of removing printed version of About Guildford (£40k saving) and a reduction in printing committee agendas (£45k saving)					(85,000)		(85,000)		(85,000)		(85,000)	0	(85,000)
Mayoralty Service Challenge Review	Removal of budgets for Mayors Car & Chauffeur (net £25k savings after additional mileage claim accounted for) and removal of mavor's theme budget					(45,000)		(45,000)		(45,000)		(45,000)	0	(45,000)
Park and Ride Service Challenge Review	Savings resulting from removing the weekend service at Spentrum P&R site and corresponding reduction in Bus Subsidy. Further £300k savings to be achieved in 2022-23 onwards as per project mandate					(40,000)		(340,000)		(340,000)		(340,000)	0	(340,000)
Asset Management Strategy & Plan	Part of FG Commercial income saving - additional Investment property income from new asset investment strategy approved in 2020-21					(350,100)		(544,350)		(677,250)		(826,000)	0	(826,000)
Strategy and Communiactions	Staff restructure as per paper to CMT on 24th November 2020; Deletion of Senior Policy Officer (Performance and Programme Governance) and regrading of two other Senior POLicy officerss from Band 8 to Band 9 & PMO officer from Band 5 to Band 6.					(46,000)		(46,000)		(46,000)		(46,000)	0	(46,000)
Gypsy Site management	Transfer site management to SCC					(2,000)		(2,000)		(2,000)		(2,000)	0	(2,000)
Procurement savings	FG Procurement Strategy & Plan savings					(189,000)		(378,000)		(756,000)		(1,200,000)	0	(1,200,000)

NAME	DESCRIPTION	STATUS	PROJECT MANAGER	DIRECTORATE	Revenue Costs	Revenue Savings	Revenue Costs	Revenue Savings	Revenue Costs	Revenue Savings	Revenue Costs	Revenue Savings	Revenue Costs	Revenue Savings
					2021/22	2021/22	2022/23	2022/23	2023/24	2023/24	2024/25	2024/25	2025/26	2025/26
Procurement temp staff	Temp Staff costs to implement the procurement savings action plan as per procurement strategy				150,000		150,000		150,000		150,000		150,000	0
Town Centre Management Master plan	Growth bid approved as part of 2020-21 Budget relating to work on the TCMP - funded from New Homes Bonus reserve				460,000								0	0
Carbon Emissions Footprint & zero emissions trajectory	Growth bid approved as part of 2020-21 Budget				131,000		115,000		115,000		115,000		115,000	0
Drinking water filling points	Growth bid approved as part of 2020-21 Budget										0		0	0
Oak Processionary Moth	Growth bid approved as part of 2020-21 Budget				30,000		30,000		30,000		30,000		30,000	0
ICT annual license fees	Increase in the ICT annual revenue licensing budget for the technology brought in under FG - eg, Salesforce, BusinessWorld, Open Revenues. As per FG Blueprint business case approved by Council in Feb 2019.				393,707		631,000		631,000		631,000		631,000	0
Car Parks Maintenance reserve	One-off reduction as per 2020-21 Budget												0	0
Salary increments	growth for salary increments (assume 1% of total pay). Need to keep in budget until detailed salaries budget completed for each year then can be removed to ensure not double counted.						299,573		305,562		305,562		305,562	0
COVID Contingency Budget - income loss	Assume income losses will continue to be covered by SFC scheme in 2021-22 based on 2020-21 budgets but that GBC needs to cover the first 5% income loss (excl property rents) for the first 3 months. Assume 2% ongoing loss 2022-23 reducing to 1% in 2024-25 as per budget assumptions approved by Executive November 2020.				1,142,930		662,633		336,624		0		0	0
COVID - ongoing pandemic costs contingency budget	Figure matches the COVID grant announcement from government - contingency budget to deal with additional service costs as a result of COVID 19. Anticipate needing to use most of it to continue to fund support for the Leisure management Contract, COVID marshalls and food parcels etc				622,690		0		0		0		0	0
UPDATED: Leisure Partnership Agreement Contingency budget	The LPA is due to be retendered in Nov 21. Current working assumption is that the current arrangement will be extended by 2 years. With revised arrangements to be put in place for 2023-24. Growth of £557k based on contract negotiations May 2021 for 2 year extension.				0		557,000		557,000		557,000		557,000	0
NEW GROWTH: National Waste Strategy Implementation	As per Chris W - contingency budget at present but anticipate significant additional cost of the national waste strategy due to be implemented in 2024-25. Amount is net of possible new burdens funding. Growth bid / Mandate required in due course										1,000,000		1,000,000	
NEW GROWTH: Green Energy Supply	Potential increase in costs of Council's electricity contract as a result of 'greening' the energy supply. As per Climate Change group and 'Green Electricity Supply mandate'.						33,000		33,000		33,000		33,000	
Total					3,114,327	(4,840,400)	2,662,206	(5,523,650)	2,342,186	(6,034,550)	3,005,562	(6,627,300)	3,005,562	(6,627,300)

					Revenue Costs	Revenue Savings	Revenue Costs	Revenue Savings	Revenue Costs	Revenue Savings	Revenue Costs	Revenue Savings	Revenue Costs	Revenue Savings
NAME	DESCRIPTION	STATUS	PROJECT MANAGER	DIRECTORATE	2021/22	2021/22	2022/23	2022/23	2023/24	2023/24	2024/25	2024/25	2025/26	2025/26
Net Change from 2021- 22 for GF Summary							(452,121)	(683,250)	(772,141)	(1,194,150)	(108,765)	(1,786,900)	(108,765)	(1,786,900)

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