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Contact Officer:

John Armstrong, Democratic Services Manager

15 November 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, 23 NOVEMBER 2021** at 7.00 pm.

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 Julia McShane, (Deputy Leader of the Council and Lead Councillor for Community and Housing)

Councillor Tim Anderson, (Lead Councillor for Resources)

Councillor Tom Hunt, (Lead Councillor for Development Management)

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.

If you have any queries regarding webcasting of meetings, please contact Committee Services.

QUORUM 3

THE COUNCIL'S STRATEGIC FRAMEWORK (2021- 2025)

Our Vision:

A green, thriving town and villages where people have the homes they need, access to quality employment, with strong and safe communities that come together to support those needing help.

Our Mission:

A trusted, efficient, innovative, and transparent Council that listens and responds quickly to the needs of our community.

Our Values:

- We will put the interests of our community first.
- We will listen to the views of residents and be open and accountable in our decision-making.
- We will deliver excellent customer service.
- We will spend money carefully and deliver good value for money services.
- We will put the environment at the heart of our actions and decisions to deliver on our commitment to the climate change emergency.
- We will support the most vulnerable members of our community as we believe that every person matters.
- We will support our local economy.
- We will work constructively with other councils, partners, businesses, and communities to achieve the best outcomes for all.
- We will ensure that our councillors and staff uphold the highest standards of conduct.

Our strategic priorities:

Homes and Jobs

- Revive Guildford town centre to unlock its full potential
- Provide and facilitate housing that people can afford
- Create employment opportunities through regeneration
- Support high quality development of strategic sites
- Support our business community and attract new inward investment
- Maximise opportunities for digital infrastructure improvements and smart places technology

Environment

- Provide leadership in our own operations by reducing carbon emissions, energy consumption and waste
- Engage with residents and businesses to encourage them to act in more environmentally sustainable ways through their waste, travel, and energy choices
- Work with partners to make travel more sustainable and reduce congestion
- Make every effort to protect and enhance our biodiversity and natural environment.

Community

- Tackling inequality in our communities
- Work with communities to support those in need
- Support the unemployed back into the workplace and facilitate opportunities for residents to enhance their skills
- Prevent homelessness and rough-sleeping in 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 (Pages 5 - 10)

To confirm the minutes of the meeting of the Executive held on 26 October 2021

4 LEADER'S ANNOUNCEMENTS

5 LOCAL COUNCIL TAX SUPPORT SCHEME 2022-23 (Pages 11 - 50)

6 LOCAL PLAN DEVELOPMENT MANAGEMENT POLICIES * (Pages 51 - 140)

7 REVIEW OF THE LOCAL DEVELOPMENT SCHEME * (Pages 141 - 150)

8 FINANCIAL MONITORING 2021-22 (Pages 151 - 210)

9 GENERAL FUND DRAFT BUDGET 2022-23 AND MEDIUM TERM PLAN 2022-23 TO 2025-26 (Pages 211 - 238)

10 PARISH COUNCILS - CONCURRENT FUNCTIONS GRANT AID APPLICATIONS FOR ASSISTANCE 2022-23 * (Pages 239 - 252)

11 SELECTION OF THE MAYOR AND THE DEPUTY MAYOR 2022-23 (Pages 253 - 256)

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 26 October 2021.

EXECUTIVE

* Councillor Joss Bigmore (Chairman)
Councillor Jan Harwood (Vice-Chair)

* Councillor Tim Anderson	* Councillor John Redpath
* Councillor Tom Hunt	* Councillor John Rigg
* Councillor Julia McShane	* Councillor James Steel

*Present

Councillors Ruth Brothwell, Angela Goodwin, Ramsey Nagaty, George Potter, Tony Rooth, Fiona White and Catherine Young were also in attendance.

EX26 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Jan Harwood.

EX27 LOCAL CODE OF CONDUCT - DISCLOSABLE PECUNIARY INTERESTS

There were no disclosures of interest.

EX28 MINUTES

The minutes of the meetings held on 24 August 2021 and 21 September 2021 were confirmed as correct a correct record. The Chairman signed the minutes.

EX29 LEADER'S ANNOUNCEMENTS

There had been a return to the discussion of Covid restrictions in the press whilst the numbers of those requiring hospitalisation were rising. The Leader urged those who had not yet received full vaccination for Covid and flu to do so to protect others and to support the NHS.

The new waste collection calendar would shortly be delivered to each household in the borough. The calendar would set out delivery dates and guidance on sorting rubbish and what to correctly place in each bin.

Crowdfund Guildford would help support community-led ideas that would make Guildford more vibrant, resilient, and connected. An online launch event would be held on 10 November. Registration and more details could be found at www.guildford.gov.uk/crowdfundGuildford

In recognition of Remembrance Day and 100 years of the symbol of the poppy in remembrance, a special exhibition of the 'Infantry Collection' would run at Guildford House Gallery from 6 to 14 November. The curators had welcomed contributions from volunteers and stories submitted by the public. Opening times for the exhibition were 10:30am to 3:30pm.

EX30 UPDATE TO FOI PUBLICATION SCHEME

The Executive considered a report seeking the approval of an updated version of the Council's Freedom of Information Publication Scheme. The Freedom of Information Act 2000 awarded a general right of access to all types of recorded information held by public authorities. Section 19 of the Act required every public authority to produce a publication scheme setting out the

information made routinely available to the public. The Council's Publication Scheme needed to be updated from time to time to reflect organisational and legislative changes and the most recent guidance available from the Information Commissioner's Office.

The Leader of the Council introduced the report. The Executive unanimously supported the update and consequently,

RESOLVED that the revised Publication Scheme, as set out in Appendix 1 to the report submitted to the Executive, be approved.

Reason:

For an improved up to date, more comprehensive and more user-friendly Publication Scheme in line with the Information Commissioner's recommendations and with other local authorities

EX31 LICENSING OF SEX ESTABLISHMENTS: STATEMENT OF LICENSING POLICY 2022-2025

Under the Policing and Crime Act 2009 local authorities became able to adopt a policy and standard conditions relating to sexual entertainment venues, sex shops and sex cinemas. There were no such venues in the Borough but it was good practice for the Council to hold an up to date policy should the situation change. The Executive had last agreed and adopted a policy with standard conditions on 30 October 2018. That policy was due to expire and an updated policy, reflecting best practice but with no policy changes was presented to the Executive for approval. The revised policy had been subject to public consultation and was recommended to the Executive by the Licensing Committee on 29 September 2021.

The Lead Councillor for Environment introduced the report. The Executive considered the updated policy and consequently,

RESOLVED, that the draft Licensing of Sex Establishments Statement of Licensing Policy 2022-2025, as set out in Appendix 1 to the report be approved.

Reason:

Adopting an updated Licensing of Sex Establishments Policy would provide guidance to applicants and a framework to enable the Council to make consistent and transparent decisions when determining applications for sex establishments.

EX32 CORPORATE PLAN 2021-2025

The Council's draft Corporate Plan set out the strategic framework and priorities for the next four years. The priorities and associated projects were fundamental to ensuring that the Council managed its business and resources effectively and that the Council's activities continued to be aligned to the issues that mattered most to local people.

The Leader of the Council introduced the report. It was explained that a new plan had been under development since 2019 prioritising four key themes; Climate Change and Environment, Housing and Community, Economy and Regeneration, and Improved Council. Consultation with all councillors had been undertaken through a workshop process in November 2019 and the outcomes put out to public consultation in early 2020. The results of the public consultation were set out in the report. The onset of the Coronavirus pandemic put the process on hold and when recommenced one year later it was felt that a new public consultation should be undertaken to reflect any shift in the public's priorities during such an unprecedented period. The results of the second public consultation were also set out in the report. Following the incorporation of the public priorities the revised Plan was presented to the Council's Joint

Executive Advisory Board (JEAB) in March 2021 for further consultation with councillors. The JEAB's comments were set out in the report. The resulting document embracing all consultation was the version presented to the Executive for endorsement. The Chairman of the JEAB was not in attendance, the Vice Chairman had no further comments to those set out in the report.

A 'printer-light' version without extensive colours photographs would be available to download from the Council's website. It was noted that it was important to ensure that the document was accessible to all. Subject to the Leader of the Council consulting with the lead Councillor for Climate Change, it was proposed that the version of the Corporate Plan to be submitted to the Council for adoption would include some minor modifications with regard to environmental matters and specifically biodiversity. The Executive

RECOMMEND (to Council: 1 November 2021):

That the proposed new Corporate Plan 2021-2025, as set out in Appendix 1 to the report submitted to the Executive, with some minor modifications, be adopted.

Reason:

The proposed new Corporate Plan had been prepared to set out the Council's priorities for the period up to 2025.

EX33 CITY STATUS

As part of the Queen's Platinum Jubilee celebrations, there was a civic honours competition for city status. Any local authority that considered that its town ought to be granted city status was able to enter. The Executive considered a report that sought approval for Guildford to submit a bid. In the past there had been three previous bids for city status that had been unsuccessful.

The Leader of the Council introduced the report and explained that city status would support local businesses and tourism and attract investment which were corporate priorities. It was noted that the county of Surrey had no cities within its borders and that Guildford, considered to be the 'County Town' had significant and worthy merit to be awarded the status including a rich history and cultural heritage, successful cutting-edge technologies and businesses and excellent educational opportunities including a world-class university. A 'Back the Bid' campaign had been launched to canvass support in the local community and an updated list of supporters was included on the Supplementary Information Sheet. There was wide-ranging support from a variety of individuals and institutions and cross-party support from within the Council itself.

The Leader observed that those not in support of the bid had expressed concerns about the cost of the bid, potential urban growth, and a change of character for the town. It was confirmed that costs had been sourced from existing budgets and that the Government had specifically requested 'slimline' bids in reflection of the financial challenges faced by local authorities. The Leader believed that the small investment made to submit a bid would be an investment in the longer term. There had been voluntary support from other organisations who were supportive of the bid such as the University of Surrey. It was observed that economic growth was inevitable for the future irrespective if Guildford were a city or a town in terms of status. The Leader observed that should the outcome of the bid be unsuccessful the process of gathering support had been a positive experience for all involved and he would share some of those sentiments about Guildford that he had received.

The significant advantages with regard to future investment potential should city status be awarded were acknowledged. Accordingly, the Executive

RESOLVED: That the Director of Strategic Services, in consultation with the Leader of the Council, be authorised to submit a bid for city status for the borough of Guildford as part of the Queen's Platinum Jubilee celebrations.

Reason:

To authorise the submission of a bid for city status.

EX34 REGULATION 19 CONSULTATION ON LOCAL PLAN: DEVELOPMENT MANAGEMENT POLICIES

Item 9 was withdrawn from the agenda for this meeting due to the need for additional time to enable Executive Members to give full consideration to the feedback given by members of the Joint Executive Advisory Board at their meeting on 20 September 2021. The item would be considered at the next earliest opportunity.

EX35 LOCAL DEVELOPMENT SCHEME 2021

As item 10 was linked to item 9, it too was withdrawn from the agenda for this meeting.

EX36 EXCLUSION OF THE PUBLIC

The Executive

RESOLVED:

That under Section 100A (4) of the Local Government Act 1972 (as amended) and Regulation 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, the public be excluded from the meeting for consideration of agenda item 12 on the grounds that it involved the likely disclosure of exempt information as defined in paragraphs 3 and 5 of Part 1 of Schedule 12A to the 1972 Act.

EX37 NORTH STREET DEVELOPMENT SITE, GUILDFORD

The Executive considered a report that updated on the progress of the Council's interests in the site, explained the proposed changes to the developer's proposals for the redevelopment of the site and discussed how those various proposals were set out, including engagement with relevant stakeholders and interested groups. The Lead Councillor for Regeneration introduced the report.

The Executive was content with progress and consequently,

RESOLVED:

- (1) To agree the Heads of Terms, which included:
 - The sale of the majority of the Council's interest in the Site.
 - The grant of a long leasehold of the area to the south of the refurbished bus station for the creation of new public realm.
 - Provision of a refurbished bus facility.
 - Pedestrianisation of North Street.
 - Leapale Road widening.
 - New North Street / Leapale Road junction.
- (2) To undertake further work to establish a clear understanding of the scope, extent and estimated costs of any public works and services included in the proposed development and, subject to obtaining this information, to consider options for procuring the delivery of

any public works and services to ensure compliance with the Find a Tender rules and the Council's procurement policies.

- (3) To authorise the Strategic Services Director, in consultation with the Lead Councillor for Regeneration, to agree any minor variations to the heads of terms to address any specific points arising during the course of contractual negotiations with the Purchaser.
- (4) To authorise the Strategic Services Director, in consultation with the Lead Councillor for Regeneration and the Director of Resources, to negotiate and enter into all associated property/contractual documentation required in order to facilitate the sale of the Council's interests in the Site, subject to receiving final valuation advice from the Council's external advisors confirming that the transaction amounts to the best consideration reasonably obtainable.
- (5) To authorise the Strategic Services Director, in consultation with the Lead Councillor for Regeneration, to establish a working group consisting of stakeholders, councillors and officers to make recommendations to the Executive in respect of the design of the refurbished bus interchange (including the associated access and public realm improvements) and the proposed pedestrianisation of North Street.
- (6) To authorise the Strategic Services Director, in consultation with the Lead Councillor for Regeneration to develop and take forward a plan for engagement with market traders, taxi operators and any other parties that are impacted by the development.
- (7) To note the Council's public sector equality duties under section 149(1) of the Equality Act 2010.

Reason:

To progress the proposals for redeveloping the site.

The meeting finished at 8.00 pm

Signed

Chairman

Date

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Executive Report

Ward(s) affected: All

Report of Director of Service Delivery

Author: Belinda Hayden

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Email: Belinda.hayden@guildford.gov.uk

Lead Councillor responsible: Tim Anderson

Tel: 07710 328560

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Date: 23 November 2021

Local Council Tax Support Scheme for 2022/23

Executive Summary

Local Council Tax Support (LCTS) enables us to help around 4,500 households to pay their Council Tax, by providing £5.8 million of support. These are households where low incomes do not cover essential housing costs. We share the cost with Surrey County Council, Guildford's share being around 10%.

The Council has a statutory duty to consider annually whether to revise its LCTS scheme (otherwise known as Council Tax Reduction (CTR)), replace it with another or make no changes at all. The Council is obliged to consult with interested parties if it wishes to revise or replace the scheme, although it makes sense to consult even if we do not propose to change the current scheme. The Council must approve a scheme for the 2022/23 financial year by 31 January 2022, to enable annual bills to be calculated correctly.

In 2021/22 we made some small changes to the scheme. We increased Personal Allowances, Premiums and Non-Dependant Deductions. We also removed the cap on Band E entitlement for 2021/22 to provide additional help during the pandemic.

For 2022/23 we propose the following changes, which we forecast will have a revenue cost of £2,500

- Increase Personal Allowances and Premiums to ensure that the help given does not unduly reduce due to inflation.
- Increase Non-Dependant Deductions to reflect an expectation that their contribution to the household expenses should increase each year.
- Continue to remove the cap on Band E entitlement for 2022/23 to provide additional help during the pandemic. This allows anyone in a Band E property who is eligible for 100% help to receive 100% instead of having the help restricted to a maximum of a lower banded Band D property.

Changes to Personal Allowances, Premiums and the Band E restriction will increase the cost of the scheme. The nature of changing caseload and personal circumstances of claimants means that officers forecast that the increase can be accommodated within the existing revenue budget.

Whilst some uncertainty remains around the economy government, initiatives to support individuals and businesses throughout the pandemic have prevented most from needing welfare support. Officers still believe it is important to support people to stay in their own homes in the coming months, and to minimise the transfer of costs to our homeless prevention service.

The discretionary hardship fund was increased for 2021/22 in anticipation of an increase in unemployment levels and calls for help. Whilst we are only half way through the year, and there remains some uncertainty, the economic outlook is much more positive. It no longer looks as if the additional funds will be needed and officers propose that the fund returns to its normal £40,000. This should still provide sufficient funds for any additional applications that may result from the end of furlough or with increased caseload as a result of business failures.

In 2020 the government provided us with COVID19 Council Tax Hardship Funds. These are separate from the LCTS Hardship Fund and allow us to support taxpayers with additional Council Tax discounts. A taxpayer cannot receive more than a 100% reduction. As a large percentage already receive 100% LCTS we did not spend all the funds and carried them forward to provide additional support in 2021. We forecast that funds will remain at the end of 2021 and that these should again be carried forward to provide further discounts in 2022.

Councillors considered the complexities of LCTS at the Strategy and Resources EAB on 14 June. They were asked to provide feedback of key areas they would like officers to either leave untouched or look at in more detail. They feedback that they would like the recalculation linked to Universal Credit to be looked at. This is a complex matter and will be considered as part of the longer Future Options review.

We carried out a stakeholder consultation between 24 September and 13 October 2021. The results of the consultation are set out in section 7 of this report. Only one response was received. Whilst this is disappointing, the proposed changes are low impact. The County and the Police support the changes.

Recommendation to Council (7 December 2021)

The Executive is asked to recommend to Council that:

- (1) The current LCTS scheme (which is on our website), be amended for 2022/23 as set out in detail in Appendix 1, with effect from 1 April 2022.
- (2) The Council maintains a discretionary hardship fund of £40,000 in 2022/23, and carries forward any residual 2020 and 2021 COVID19 Council Tax Hardship Funds.

Reason(s) for Recommendation:

- (1) To ensure that the Council complies with government legislation to implement a LCTS scheme from 1 April 2022.
- (2) To maintain a discretionary fund to help applicants suffering from severe financial hardship.

Is the report (or part of it) exempt from publication?

No

1. Purpose of Report

- 1.1 This report reminds the Executive of our current LCTS Scheme, discusses the changes proposed for 2022/23, and reports on the consultation that we are obliged to carry out with stakeholders prior to adopting a scheme for the new financial year.
- 1.2 The report also advises of the level of financial support provided during the year (and previous years) to the most financially vulnerable in the community. It includes a narrative on the impact of the pandemic on the annual review.

2. Strategic Priorities

- 2.1 The work of the Benefits service contributes two of our fundamental themes: place-making and community.
- 2.2 LCTS provides residents with help with the Council Tax element of their housing costs. By processing claims for financial support quickly and accurately the Benefits service supports the most financially vulnerable and less advantaged of our residents. It is important that the scheme continues to support those most in need.

3. LCTS Background

- 3.1 In April 2013 the government replaced Council Tax Benefit (CTB) with locally determined support schemes. In addition, the government reduced the funding available for such schemes to support those of working age by 10%. For the borough, this equated to a reduction in funding of approximately £700,000, of which approximately 10% related to Guildford Borough Council (as our element of the total council tax is roughly 10%), and 90% to Surrey County Council. The aims of the government's changes were to:
- help decentralise power and give councils increased financial autonomy,
 - support deficit reduction,
 - give councils a greater stake in the success of their local economy.
- 3.2 The schemes implemented from 2013/14 to 2021/22, minimised the impact on vulnerable people as much as possible. Additionally, the Council set aside sums each year to ensure that extra support was available for any resident or family that faced financial hardship because of the benefit reforms. A summary of the changes made is included in Appendix 2.
- 3.3 From 2014 the government rolled central funding for LCTS into the Revenue Support Grant (RSG) for local authorities and it was subject to the same cuts. Despite LGA requests it was not separately itemised, but as our RSG is zero from 2018 we receive no further funding for the LCTS payments we make. We do however receive a separate payment to subsidise administration. The Ministry of Housing, Communities & Local Government (MHCLG) calculates the grant using a formula based on working and pension age caseload, which also factors in labour and accommodation costs. Whilst we do not generally expect this grant to increase the pandemic has had an effect. The grant reduced from £83,088 in 2019/20 to £80,868 for 2020/21, and then increased to £84,091 for 2021/22.

- 3.4 We have successfully embedded the LCTS scheme into the HB service we operate, with very few complaints from customers about how we administer it or indeed the radical nature of the government’s reform. Naturally, we will always be in dialogue with disaffected customers, but they are able to take advantage of the various complaints and appeals mechanisms that are available to them. We have a strong record of accomplishment in dealing with such sensitive issues in a compassionate way.
- 3.5 The embedding of the scheme is good news, as the abolition of CTB in 2013 was a major strand of the government’s changes to the welfare state, and the most significant change to the Benefits service in over 20 years. Every council operates a different scheme now, with many variations designed to encourage more people back into work and address the deficit reduction.

4. Universal Credit (UC) and National Welfare Reform

- 4.1 Universal Credit replaces six benefits, including HB but not LCTS, with one national benefit.
- 4.2. Rollout is in two phases:
- Natural migration (when entitlement to one of the underlying benefits changes) began in Guildford on 24 October 2018. New working age claims for HB can now only be made in limited circumstances.
 - Managed migration for the remaining caseload was originally due to be complete in October 2017. The government has repeatedly delayed plans, and on 11 March 2019 announced that 10,000 claimants in Harrogate would pilot the process from July 2019. In February 2020 the DWP told “Inside Housing” that only 69 people were in the pilot and only a handful had moved to UC. The pilot was suspended due to the pandemic and will not be restarting. Migration of all working age claimants to UC remains due to complete by September 2024. At the time of writing, we do not have details on how this will work, and a lot of uncertainty remains around the process.
- 4.3 The Commons Library is publishing constituency level data on the number of households on UC, legacy benefits and tax credits (table 1 below). These show that more households are now on UC than legacy benefits. The percentage increase in UC claims is higher than the decrease in legacy benefits, indicating that more households are claiming welfare benefits because of the pandemic. It should however be remembered that, unlike the legacy job seekers allowance, UC is both an in and out of work benefit.

Table 1

Constituency level data	Households on UC May 2020	Households on legacy benefits and tax credits May 2020	Households on UC May 2021	Households on legacy benefits and tax credits May 2021
Guildford	3,589	3,324	4,364	2,842
Mole Valley	2,908	2,500	3,504	2,124
Surrey Heath	3,837	3,131	4,568	2,572
Woking	3,921	3,961	5,124	3,252

- 4.4 We will continue to assess ongoing working age HB claims until they migrate to UC. We expect the government to incorporate HB for pension age into pension credit once the roll out of UC is complete. Whilst HB Caseload is reducing (table 2 below), the indication is that we will have substantial numbers to assess for at least the next two to three years.

Table 2

HB Current (Live) Claim Caseload	30/09/18	31/03/19	31/03/20	31/03/21	31/08/21
Pension Age Claimants	1,628	1,587	1,535	1,468	1,446
Working Age Claimants	3,464	3,180	2,515	2,191	2,074

- 4.4 HB is a national benefit administered locally to help those in need with payment of their rent. Although UC will replace HB, in the meantime the government continues to make amendments to both the HB and pension age LCTS regulations. These include annual increases in things such as premiums and personal allowances to protect against increases in the cost of living.

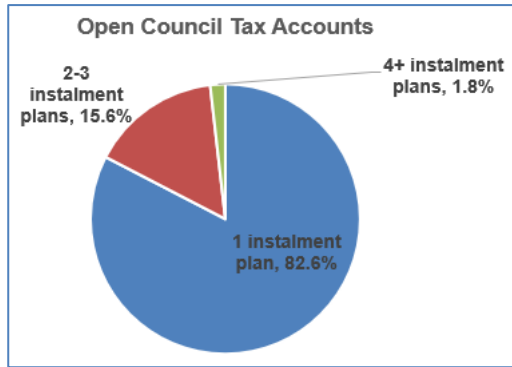
5. The Impact of the COVID-19 Pandemic

- 5.1 We reported in recent years on plans for a more fundamental review of future options for LCTS (Appendix 3). The reasons for the review remain valid, however the project has been delayed firstly by preparations for Phase B of Future Guildford, and secondly by the impact of the pandemic on capacity – with resources diverted to work on grants for businesses, continued support and advice for residents on low incomes, and NHS Test and Trace Support Payments. Much of this work remains ongoing.

The number of live LCTS claims with a UC income on them has increased from 695 on 31 August 2020 to 787 on 31 August 2021. We have carried out some analysis regarding the impact of UC on Council Tax instalment plans to establish whether the delay in our fundamental review is creating an unacceptable situation whereby substantial numbers of residents are having their instalments recalculated every month – with the result that they never have a chance to pay.

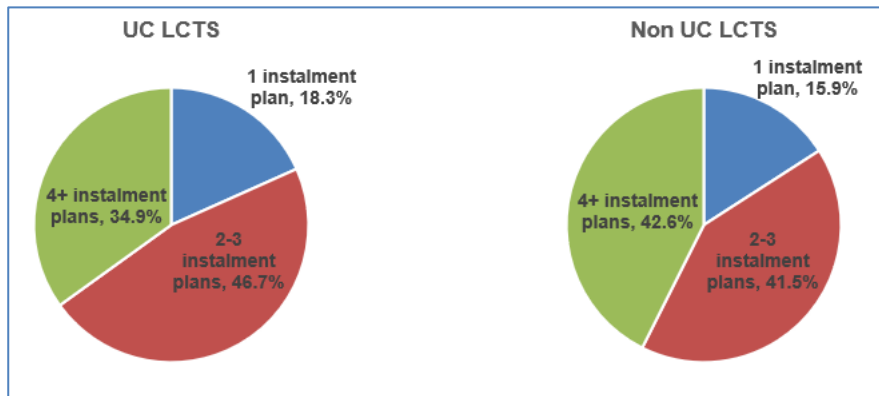
Looking at all open Council Tax accounts (Chart 1) 82.6% have had one instalment plan, 15.6% have had 2 or 3 and 1.8% have had 4 or more instalment plans. Instalment plans recalculate when there is a change to an account – this could be a change in LCTS but it could also be as a result of moving property, applying for a discount or changing a payment method.

Chart 1 All Council Tax Accounts



A higher proportion of working age LCTS recipients have had more than one instalment plan than either pension age or those not in receipt of LCTS. Looking at working age LCTS recipients who still have some Council Tax to pay (Chart 2) being on UC does appear to correlate with more instalment plans but not substantially more. The driving factor is being in work on a low income with fluctuations in pay, and this has not changed with the introduction of UC.

Chart 2 Working Age LCTS with some Council Tax to Pay



We asked councillors at the Strategy and Resources EAB for feedback on areas that they recommend should be either untouched or looked at in more detail during scheme reviews. They agreed that we should look at minimising instalment recalculations.

Unfortunately changing the scheme is not as easy as simply saying we will not recalculate for changes as this would result in unfair scenarios such as:

- The recipient who has 10% of their Council Tax paid and then has a reduction in pay. This would currently entitle them to more help, which a “do not recalculate” rule would prevent.
- The recipient who has 90% of their Council Tax paid and then has an increase in pay. They would currently be entitled to less help, but a “do not recalculate” rule would maintain the help at a higher level.

We also need to consider whether our software supplier can automate the changes, and how any changes interact with other elements of the scheme – for example changes in capital or to non-dependants’ income.

Due to these complexities we need to look at this as part of the fundamental review, however the instalment analysis shows that the delay is not causing a substantial problem.

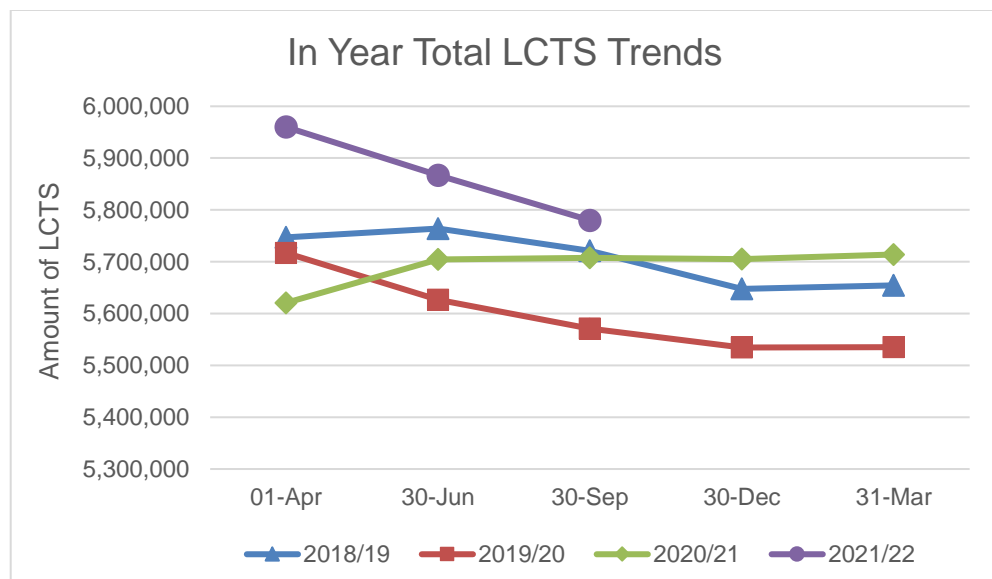
5.2 A year ago we reported that we had seen a relatively small increase in LCTS payments since 1 April 2020. At 30 September 2020 we had seen an in year change of £87,083. As table 3 shows this rose to £93,279 by the end of the year.

Table 3

Year	LCTS at 01/04 £	LCTS at 31/03 £	In Year Change £	Retrospective LCTS changes for previous years £
2013/14	6,720,705	6,578,398	-142,307	n/a
2014/15	6,399,286	6,181,992	-217,294	-69,066
2015/16	6,140,508	5,901,366	-239,142	-171,760
2016/17	5,542,321	5,518,566	-23,755	-51,999
2017/18	5,679,604	5,533,577	-146,027	-71,346
2018/19	5,747,267	5,648,418	-98,849	-64,515
2019/20	5,716,933	5,534,922	-182,011	-84,931
2020/21	5,620,688	5,713,967	93,279	-78,089
2021/22 At 30/09/21	5,959,880	5,779,998	-179,882	-4,686

Generally, the trend in year is for a reduction in total support. Looking at the quarterly totals for the last three years 2021/22 currently appears consistent with 2018/19 and 2019/20, with 2020/21 as the exceptional year (Graph 1)

Graph 1



Figures from the Office of National Statistics (ONS) show that unemployment rates locally rose from 1.8% in March 2020 to 3.1% in March 2021. The highest figure previously was 5.6% in March 2013.

The government put measures into place that minimised the increase in working age welfare claims. The main measure being the furlough scheme. Whilst the government originally intended it to end in 2020, a series of extensions mean that the scheme ended on 30 September 2021.

HMRC released figures on 9 September 2021 that show that the number of employees on furlough continues to decrease as the economy reopens. Employees on furlough in Guildford Borough have fallen from 10,800 at 31 July 2020 to 4,700 at 31 May 2021 to 3,100 at 31 July 2021 (information is based on where HMRC records show an employee lives). It is not unreasonable to assume that the 30 September 2021 figures, when published, will show a further reduction following completion of step 4 of “The Roadmap out of Lockdown” on 19 July.

What we do not know is whether those coming off furlough are returning to their existing job, moving to a new job, or becoming unemployed. However, those on low incomes via any route should (if eligible) already be receiving LCTS and therefore be included in the figures in table 3. It is possible that some of the residual furloughed employees will claim LCTS from October if they lose their job or move to a lower paid post.

- 5.3 The vaccination programme and the end of lockdown appear to give us more economic certainty than a year ago, however research still paints a mixed picture of facts and possibilities.

The Local Government Information Unit (LGiU) briefing on The Institute for Fiscal Studies (IFS) 2021 report on living standards, poverty and inequality concludes that it remains hard to predict the future.

“Despite the enormous economic upheaval that has accompanied the pandemic, the labour market impact has so far been relatively modest. This is thanks in no small part to the UK Government’s Job Retention Schemes, which have succeeded in protecting millions of jobs, albeit unevenly ...

Things may well change in the autumn as the Job Retention Schemes wind down, but it is very hard to predict the future path of employment and unemployment, even without the additional uncertainties of the pandemic. It is likely that many people will lose their jobs as support is withdrawn, but the unemployment shock could be offset to some extent by the new labour shortages that are emerging because of Brexit.”

The National Institute of Economic and Social Research reports a relatively optimistic forecast at a national level:

“The unemployment rate is now forecast to peak at 5.4 per cent in the fourth quarter of 2021, with the majority of furloughed staff either returning to their existing jobs or filling the current gaps in the labour market, but an increase of 150,000 in jobless figures following the end of the Coronavirus Job Retention Scheme. Real household incomes are forecast to grow by 2.8 per cent this year after falling by 0.6 per cent in 2020: strong earnings growth, driven by the return to full earnings of furloughed staff, is partially offset by higher inflation.”

The Office of National Statistics (ONS) Labour market overview, UK: September 2021 also suggests an improving picture of the labour market continuing to recover:

- London, Scotland and the South East have yet to return to pre pandemic numbers of payroll employees. Everywhere else is now above these numbers.
- Young people aged 16-24 have been particularly affected by the pandemic - however even this sector has seen improvement.
- Number of job vacancies across all sectors reached record levels between June and August 2021.

However, the Centre for Cities and the Resolution Foundation report (LGiU briefing) that the impacts of the pandemic on personal finances have been uneven, with wealthier households cutting back on spending and increasing their savings, while poorer households have been unable to reduce their spending and have also seen their incomes fall. Whilst there is a suggestion that households with savings will boost the economy with post lockdown spending, there is also concern for those with reduced incomes and increased debt. Where debts include Council Tax and rent arrears they potentially have an impact on local authorities finances.

- 5.4 The government provided businesses and individuals with a range of support measures throughout the pandemic. These have minimised the number of households requiring welfare benefits and have undoubtedly prevented businesses from closing (company insolvencies were considerably lower in 2019/20 than in 2020/21) – however there will undoubtedly be some business failures in the months ahead as support is withdrawn and a post-pandemic world settles down.

The increase in job vacancies to higher than ever levels is good news for those needing to find alternative employment, although the statistics give no indication of whether these jobs are permanent, zero hour contracts or minimum wage.

With regards to LCTS the potential impact of the pandemic has been much reduced by the government's support for employers and employees. We should however anticipate a further increase in people seeking support over the next 6 or so months. Following which, if there are no further lockdown's, we should reasonably expect levels of support to stabilise and decrease.

- 5.5 The government allocated us a £469,380 COVID-19 hardship fund for us to administer locally in line with published guidance. They expected all working age LCTS claimants in 2020/21 to receive a hardship fund discount of up to £150, after we applied all other discounts and exemptions. Where the liability for the remainder of the financial year was less than £150 the discount should bring the liability down to nil. The discount is to be applied to all existing claimants and then to any who qualify throughout the rest of the year. We adopted a discretionary scheme under delegated authority at the end of June 2020 and issued recipients with revised bills.

Because we operate a LCTS scheme that grants 100% support to 60 to 70% of applicants, we did not spend the fund in 2020/21 and Council agreed that we would carry the residual funds forward. We have been operating the same scheme in 2021/22. Table 4 shows the spending on this fund to date.

Table 4

	Amount £	Balance £
Fund		469,380
Allocated in 2020/21	167,541	301,839
Adjustments to 2020/21 to 30/09/21	1,632	300,207
Allocated in 2021/22 as at 30/09/21	132,781	167,426

We do not have to repay the residual funds. We propose that if there are any residual funds at the end of the year then they be carried forward into 2022/23. A decision on a scheme to help taxpayers to be made once we know the value of those funds.

6. LCTS Annual Review Options

- 6.1 Once again we delayed forecasting the impact of scheme changes until August to try and maximise accuracy. We could not delay further due to the consultation and committee requirements to get a scheme in place for 2022. Although legislation allows us to adopt a scheme as late as 11 March, in practical terms this does not allow us to calculate and issue council tax bills for the first instalment date of the new financial year. To accomplish this the report needs to go to full Council by 31 January.
- 6.2 In reviewing our LCTS scheme there are essentially three options available. We can reduce, maintain or increase the current level of financial support available.
- 6.3 We are not in receipt of additional funding and we have already made substantial reductions in the support that we grant. We made these reductions through targeted and considered scheme changes. These ensure that those most in need continue to have their Council Tax reduced to zero.
- 6.4 The New Policy Institute reported that in 2018, 264 (80 percent) local authorities had implemented schemes where everyone had to pay a percentage of the council tax, no matter what their financial situation was. Asking everyone to pay something is an “easy” way to save a large proportion of LCTS expenditure. However, the consequence of this is a large number of relatively small council tax debts to collect, generating additional work for the Council Tax collection team, and almost inevitably a drop in collection rates.

Prior to the pandemic our collection rates remained amongst the highest in the country and, we believe, the most vulnerable continue to be supported in full. For those adversely affected by our scheme the Discretionary LCTS Hardship Fund allows for a detailed review of their income and expenditure needs, and financial help where necessary.

- 6.5 In autumn 2020 we reported that our existing scheme would continue to support residents who were in greatest need. New applicants for LCTS due to the pandemic would be assessed in the same way as existing claimants. The cost of the scheme would increase with more people applying. Around 10% of the increased cost would fall to Guildford Borough Council.

At the time the unknown cost was a concern, but officers believed it was important to support people to stay in their own homes until the economy bounced back, and to minimise the transfer of costs to our homeless prevention team. For this reason, we did not suggest that the scheme should be changed to keep our expenditure under control.

As at autumn 2021 these reasons have not changed. There remains uncertainty around the ending of furlough and it remains important that we support residents. Our scheme continues to do that.

The overall cost of LCTS rose during 2020/21 (by £93k) but has fallen during the first six months of 2021/22 (by £180k) as the economy reopened. Whilst the cost of any increase due to the end of furlough remains unknown, there is more certainty that it will not be exorbitant.

6.6 Our LCTS scheme is complex, containing many variables to tailor assessment to the individual, as did the national Council Tax Benefit that preceded it. Making no changes to the scheme does not “maintain” the level of financial help being given as it freezes some of the allowances used in the assessment calculation. In HB and the national Pension Age Scheme these figures are uprated annually to offset increases in the cost of living. To ensure that we continue to help those most in need we propose that councillors agree to change our scheme to reflect the latest values being used for either HB or Pension Age LCTS (set out in Appendix 1) for:

- Personal Allowances
- Premiums
- Non-Dependant Deductions

A Personal Allowance is the basic amount that a specific type of household is expected to need each week – for example a family, couple or single person. Premiums are the additional sums required for specific needs such as having a disability or needing a carer. Increasing either of these results in claimants receiving more help than they would if the figures were frozen.

Non-Dependant Deductions are the contribution that someone over 18 makes to the household finances. These work on a banded scale which will also be increased. The contributions range from £4.05 per week for someone who is unemployed to £12.45 for someone earning around £24,000 pa. Increasing non-dependant deductions means that we expect any non-dependant living in the household to contribute slightly more to household expenses (HB already assumes that they should do so). The effect is generally to reduce the amount of LCTS, however if a non-dependant does not have a pay increase and moves into a lower band then the LCTS can increase as their contribution reduces. The complexity of the calculations can also mean that a claimant continues to receive 100% LCTS because their needs exceed their income.

The combined cost of the three changes is forecast at £2,500.

It should be remembered that individual claims are always changing with individual circumstances, meaning that it is likely that claimants will only be affected by the changes for part of the year.

- 6.7 We removed the cap on help for claimants living in a Band E property for 2021/22. The cap normally restricts the maximum help to a Band D charge. The rationale for this was the anticipation that the pandemic would lead to more requests for support from residents who had previously enjoyed permanent and well-paid employment – enabling them to live in a larger property. We estimated that the cost for existing claimants would be around £50,000. The cost for an increase in applications was unknown.

Reviewing Band E recipients, the overall number claiming working age LCTS has increased by 7 since August 2020. Around two-thirds of the caseload has remained static. Of the 142 cases in August 2021:

- 138 are currently for the whole year
- 2 start part way through the year and currently continue to 31 March 2022
- 2 are for a period that has ended
- 101 are the same claimants as last year
- 27 live in the same properties as last year and are now claiming LCTS
- 14 have moved to a band E Property (these are mainly tenants, half have moved into the borough)

Only 64 of the 142 claims receive 100% help. The overall cost of the removal of the cap is just under £50,000.

Given the continued uncertainty about the coming months, that costs have not escalated, and that we need to continue to support those affected by the pandemic to maintain their own homes, removing the Band E restriction for a further year is a balanced way of providing residents with support.

- 6.8 In any normal financial year, retrospective recalculations of support occur because of claimant changes in circumstance. Table 3 (replicated below) sets out the sums granted during the financial year, plus adjustments for previous years. In previous years we have been able to accommodate scheme changes within existing revenue budget. 2020/21 was an exception due to the pandemic, however 2021/22 looks set to follow normal trends and we predict that we can accommodate scheme changes within the existing budget.

Table 3

Year	LCTS at 01/04 £	LCTS at 31/03 £	In Year Change £	Retrospective LCTS changes for previous years £
2013/14	6,720,705	6,578,398	-142,307	n/a
2014/15	6,399,286	6,181,992	-217,294	-69,066
2015/16	6,140,508	5,901,366	-239,142	-171,760
2016/17	5,542,321	5,518,566	-23,755	-51,999
2017/18	5,679,604	5,533,577	-146,027	-71,346
2018/19	5,747,267	5,648,418	-98,849	-64,515
2019/20	5,716,933	5,534,922	-182,011	-84,931
2020/21	5,620,688	5,713,967	93,279	-78,089
2021/22 At 30/09/21	5,959,880	5,779,998	-179,882	-4,686

7. Stakeholder Consultation

- 7.1. We undertook a consultation, from 24 September and 13 October 2021, via our website as well as seeking the views of our major preceptors (Surrey County Council and the Police and Crime Commissioner).
- 7.2 Surrey County Council (SCC) welcomes our intention to continue to provide financial support for the most vulnerable households and support the proposals. They asked some questions about the removal of the Band E cap and have said that they do not want to see it extended for a further year. We have confirmed that the extension is for just 2022/23.
- 7.3 The Office of the Police and Crime Commissioner for Surrey (PCC) asked some questions about the changes and following clarification has no further comments and supports the changes for 2022/23.
- 7.4 Copies of the SCC and PCC responses are included in this report at **Appendices 4 and 5** respectively.
- 7.5 The main aim of the online consultation was to ensure residents had the opportunity to give their views about the proposed LCTS scheme changes for 2022/23. The key objectives of the consultation were as follows (full report is attached at **Appendix 6**):
- To understand residents' views on the proposed changes for 2022/23.
 - To assess the level of agreement towards future options for the LCTS scheme, specifically that all claimants should have to pay a certain fixed percentage of their council tax and the extent to which this may have an impact.
 - To provide residents with the opportunity to suggest other savings or options that could be included in future reviews of the LCTS scheme, including the Future Options Review.
- 7.6 There is a statutory requirement that we consult on our scheme. In earlier years we commissioned SMSR Ltd, an independent research company, to carry out the consultation on our behalf. This involved an online survey and the Citizens Panel and cost around £5000 per year. Writing to individual claimants to advise them of the consultation incurred an additional cost of over £1000.00. In 2017/18 271 residents responded to the consultation.

As reported in previous years even with publicity response rates have been disappointing. Engagement has been low from those in receipt of LCTS. However proposed changes have been minimal and, apart from Non-Dependant Deductions, beneficial to applicants.

Officers concluded that any future consultation around more substantial scheme changes must:

- Include current working age recipients of LCTS, as well as the general population.
- Provide more information on the context – for example our legal obligations, how the welfare system works in general, the contribution

Council Tax makes to service funding, and areas where we do or do not have discretion.

- Provide examples of what the proposed changes may mean for people, so that consultees can understand them better.

7.7 The public consultation received only one response, which supported the changes. Whilst this is disappointing the proposed changes are minor.

7.8 Councillors at the Strategy and Resources EAB found that the current scheme is complex as, in common with other welfare benefits, it attempts to ensure fairness by catering for endless permutations of household circumstance. As such we should probably not be surprised that engagement is low, and it may be that the best feedback on any revised scheme following our fundamental review will come from advice agencies used to dealing with the intricacies of such schemes.

7.9 In conclusion, given the minor nature of the changes it is probably not surprising that few residents responded to the consultation. However, it remains a challenge to engage the public and explain the intricacies of the scheme. Going forward with our Future Options Review, we will consider how we get as much feedback as possible from stakeholders. With regards to the annual reviews we need to continue to balance the cost of consultation against the scale of proposed changes.

8. Key Risks

8.1 As in 2020 the key risk is our inability in the light of the COVID-19 pandemic to predict the demand for Local Council Tax Support, and therefore the revenue cost.

8.2 However the effectiveness of the vaccination programme, furlough, business support and the roadmap out of lockdown (as discussed in paragraphs 5.2, 5.3 and 5.4) has reduced the level of risk.

8.3 The level of support is already being monitored, and this will continue. This will allow officers to flag up any extreme changes with the S151 Officer.

9. Financial Implications

9.1 The amount of LCTS has reduced since its inception in 2013. Table five below shows the total amount paid out over the years when compared to the final year of CTB. As can be seen, even with additional increases in Council Tax to pay for Adult Social Care we have far exceeded the original required saving of £700,000 in 2012/13.

Not all the reduction will be down to the changes we have made directly, but also the government's central reforms to encourage more people into work and become less reliant on benefits, as well as improvements in the economy up to March 2020.

Table 5

Year	Figures as at:	£ amount of CTB/LCTS	Compared to 2012/13
2012/13 (CTB)	31-Mar-13	6,964,525	n/a
2013/14	31-Mar-14	6,578,398	-386,127
2014/15	31-Mar-15	6,181,992	-782,533
2015/16	31-Mar-16	5,901,366	-1,063,159
2016/17	31-Mar-17	5,518,566	-1,445,959
2017/18	31-Mar-18	5,533,577	-1,430,948
2018/19	31-Mar-19	5,648,418	-1,316,107
2019/20	31-Mar-20	5,534,922	-1,429,603
2020/21	31-Mar-21	5,713,967	-1,250,558
2021/22	30-Sep-21	5,779,998	-1,184,527

- 9.2 From 2010 to 2018, Guildford’s Council Tax collection rates were consistently amongst the top twenty in England. In 2019 end of year collection was affected by the pandemic and we slipped to 32nd place. Performance up to 2018 indicates that the changes made to the LCTS scheme are not creating significant levels of bad debt.

This is consistent with the Institute for Fiscal Studies 2019 report “The impacts of localised council tax support schemes”. They found that Council Tax arrears increased in Council adopting minimum payments (everyone must pay something regardless of circumstance) and was unchanged in those that did not (such as Guildford).

- 9.3 From 2013 to 2020 we set aside £40,000 to support the most vulnerable in the community should they be facing short-term difficulties in paying their council tax. In 2021 we increased this to £60,000 to ensure that we had sufficient funds should the pandemic result in an increase in requests for help especially from those in higher banded properties.

Despite publicising our scheme and making sure claiming hardship funds is as inclusive as possible, we have not yet spent anywhere near our budget even in 2020 and 2021, as the following table illustrates.

Table 6

Year	No. of applications	No. of successful applications	Amount of extra support £	Budget £
2013/14	26	8	2,073	40,000
2014/15	64	33	13,371	40,000
2015/16	54	26	10,646	40,000
2016/17	90	49	14,660	40,000
2017/18	68	35	15,903	40,000
2018/19	90	29	11,087	40,000
2019/20	106	30	14,585	40,000
2020/21	137	20	10,451	40,000
2021/22 at 30/09/21	25	8	5,671	60,000

- 9.4 The Discretionary LCTS Hardship Fund enables us to assess the income and expenditure needs of any claimants adversely affected by our scheme rules and provide further financial assistance where necessary. Applicants are encouraged not to depend upon the fund in the long term. Awards have generally been for 75% of the shortfall between entitlement under our amended scheme rules and the governments default rules.

Standard benefit schemes use set assumptions regarding expenditure ie a couple with one child need x amount to live on, but under the hardship scheme we look at actual expenditure. This does enable us to take extraordinary expenditure into account – for example a sick child having to be taken regularly to a distant hospital. In exceptional circumstances we pay 100% of the shortfall.

- 9.5 Schedule 1A of the Local Government Finance Act 1992 requires us to consider transition for anyone disadvantaged by a change to the local scheme. The Hardship Fund ensures that we can do this, however it is important to note that help is only available to those affected by the scheme and is restricted to the amount that they are affected.

Our local rules do not affect all claimants, and many claimants are not entitled to 100% LCTS. The fund does not exist to top up help to those not affected by the scheme, or to help taxpayers facing hardship for any other reason. By way of clarification table 7 shows the reasons for refusing applications in 2020 and 2021.

Table 7

Reason for refusal	Number of applications 2020 to 31/03/21	Number of applications 2021 to 30/09/21
Information not provided to enable assessment	35	5
Income is sufficient for expenses	31	11
No LCTS claim	24	1
Not affected by scheme rules	15	0
Already received 100% LCTS	10	0
Capital £6k+	2	0
Grand Total	117	17

- 9.6 The Council Tax team is aware of the fund and advises customers about it. Where customers face hardship for other reasons, they try to work with them to find solutions (which could include rescheduling instalments or advising them to take independent advice).
- 9.7 It could be argued that we should reduce the fund as we consistently do not allocate all the funds. However, it is important that we have funds in place should we need them. The effects of the pandemic have been cushioned by government initiatives and whilst the worst of the pandemic appears to be over officers recommend that the fund reverts to £40,000 but is not reduced any further.

- 9.8 LCTS is funded from the Collection Fund, and any variance from costed assumptions affects the surplus or deficit of this fund. Any deficit is recovered from the General Fund. The forecast cost of £2500 for 2022/23 scheme changes, is a negligible cost.

10. Legal Implications

- 10.1 The *Local Government Finance Act 2012* introduced local council tax reduction (CTR) schemes to replace CTB from April 2013. The *Council Tax Reduction Scheme (Prescribed Requirements) (England) Regulations 2012* contains the mandatory elements for any local scheme and details the scheme that must be adopted for pensioners.
- 10.2 Schedule 1A to the Local Government Finance Act 1992 as amended makes further provision regarding the LCTS schemes. The Council is under a statutory duty to review its LCTS scheme annually. If the authority wishes to revise or replace its scheme, the Council must (in the following order):
- (a) consult any major precepting authority, which has the power to precept it
 - (b) publish a draft scheme in such manner as it thinks fit and
 - (c) consult such other persons as it considers are likely to have an interest in the operation of the scheme.

The Council must decide on any revision or replacement of the scheme by a meeting of the Council. In 2017 *The Council Tax Reduction Schemes (Amendment) (England) Regulations 2017 SI 1305* changed the deadline for the Council to decide on a scheme from 31 January to 11 March.

- 10.3 Under Schedule 1A to the 1992 Act, the Council must publish the scheme in such a manner as it thinks fit. We will publish our scheme on our website once Council has approved it and we have made all the agreed amendments. In addition, each Council Tax bill that we issue explains that help with the Council Tax may be available and advises taxpayers where further information can be found.

11. Human Resource Implications

- 11.1 The proposed amendments to the LCTS Scheme for 2022/23 will not change the workload for either Customer and Case Services, or the Revenues and Benefits Specialists.

The teams remain key in delivering the migration of UC and other DWP initiatives that we are obliged to carry out, often at short notice. Additionally, they have become involved in non-benefit government initiatives, such as the NHS Test and Trace Support Payments for those on low incomes who are directed to self-isolate, as verification requires access to secure government systems already used by benefits assessors.

- 11.2 Natural migration to UC is reducing the HB caseload in the long term. In the short term, each case moving to UC creates additional work due to the two-week run on of HB. The government put the run on into place to mitigate the delays in the DWP making UC payments, but it has created an additional administrative process for us.

- 11.3 Once claimants are on UC, the workload associated with their LCTS claims increases due to the initial delay in the DWP awarding UC, and subsequently the monthly reassessment of entitlement. We will address this through our separate Future Options for LCTS Review.
- 11.4 The DWP is responsible for the timetable and detailed plans for the managed migration of working age caseload to UC. Migration is currently due to complete by September 2024, having been postponed several times from October 2017. The DWP has yet to share any plans for the migration, and without any details we cannot make any plans. If changes are imminent as regards the managed migration of Universal Credit, officers will advise councillors accordingly.

12. Equality and Diversity Implications

- 12.1 We must demonstrate that we have consciously thought about the three aims of the Public Sector Equality Duty, as set out in *Section 149* of the *Equality Act 2010*, as part of the decision-making process to develop an LCTS Scheme. The three aims the authority must have due regard for are to:
- eliminate discrimination, harassment and victimisation
 - advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
 - foster good relations between persons who share a relevant protected characteristic
- 12.2 The Council must pay due regard to a risk of discrimination arising from the decision before them. There is no prescribed manner in how we must exercise our equality duty, though producing an Equalities Impact Assessment (EIA) is the most usual method. The LCTS EIA, is not affected by the minor changes being recommended for 2022/23.
- 12.3 The *protected characteristics* are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including ethnic or national origins, colour or nationality), religion or belief, sex, sexual orientation.

13. Climate Change/Sustainability Implications

- 13.1 There are no Climate Change/Sustainability implications

14. Executive Advisory Board comments

- 14.1 Following a press release in 2020, councillors indicated that they would like an EAB on LCTS. Officers proposed that this occur in May or early June 2021 for the 2022 scheme, as this would be before any modelling or forecasting took place and would allow the EAB to have input at an early stage.
- 14.2 At the Strategy and Resources EAB on 14 June 2021, councillors were presented with information regarding the complexities and challenges of the current LCTS Scheme and its component parts. They were taken through some example calculations to show how the component parts fit together, and

were asked to provide feedback of key areas they would like officers to either leave untouched or look at in more detail.

- 14.3 In terms of designing an LCTS scheme that was simple, fair and affordable, the current scheme was not considered to be simple and it was questionable whether it would be affordable in the long term. However, the scheme could be deemed to be fair owing to its complexity that enabled it to be tailored to assist in all household circumstances. Whilst a simpler scheme was sought (through the paused Future Options Review), this would need to be balanced against fairness and affordability with a view to achieving the best combination to meet local needs.
- 14.4 Councillors agreed that the main point to be fed back from the Board's discussion was that the calculation of Universal Credit under the LCTS Scheme should be an area to remain untouched in the interests of avoiding onerous and time-consuming monthly recalculations. This area has already been commented on in paragraph 5.1 as some additional analysis has been completed post EAB. The matter will be considered further as part of the Future Options Review.

15. Summary of Options

- 15.1 This report provides an overview of the current position regarding our LCTS scheme and the successes we have experienced with its implementation, from both a customer and financial point of view. It considers the impact of the pandemic on our scheme and what may happen in the next 6 to 12 months.
- 15.2 The Council can implement some relatively small changes to the scheme to:
- address the impact of increases in the cost of living,
 - continue to provide some additional support to claimants in band E properties.
- 15.3 Creating a Local Council Tax Support Scheme is not without risk:
- There is a balance to be found between an affordable local welfare arrangement and significant hardship for residents. Given a scheme that currently supports those most in need as we come out of the pandemic, officers are not recommending that support should be reduced. For a modest cost levels of support can be maintained.
 - Officers have concluded that the hardship fund helps minimise the risk by providing help for those facing financial hardship because of our scheme rules. This could include individuals affected by the pandemic, especially if there is an increase in business failures in 2022/23.
 - The impact of Universal Credit remains uncertain, and therefore a further risk. A more radical review of our scheme is being undertaken to try and mitigate any problems, but due to the complexity of the work involved this is more than a one-year project.
- 15.4 To continue with the momentum of the past eight years, the Executive is asked to recommend to Council that an appropriate hardship fund be maintained in 2022/23, to enable us to continue to support families affected

by our local scheme. Officers suggest this reverts to a £40,000 pot as the uncertainties that led to the increase for 2021/22 did not materialise due to the governments extended furlough and business grant schemes.

- 15.5 In addition, if there are any residual COVID-19 hardship funds left at the end of the financial year officers suggest carrying them forward into 2022/23 to provide further Council Tax discounts for those in financial need.

16. Conclusion

- 16.1 We have intermittently reduced the amount of support available to meet our financial targets, without overly complicating our scheme and causing customers severe hardship.
- 16.2 New claimants as a result of the pandemic, receive the same level of help as pre pandemic claimants. The scheme is detailed and has proved robust since it was introduced in 2013, with limited requests for hardship funds. New claimants will increase the cost of the scheme, but so far these have been minimised by various government COVID support schemes.
- 16.3 It is important that we continue to provide help with the Council Tax to those who are financially vulnerable.
- 16.4 To try and balance cost and support officers suggest the Executive recommends relatively small changes to the scheme to address the impact of increases in the cost of living and to continue to provide some additional support to those in Band E properties.

17 Background Papers

Council Reports:

- Report to Council 6 December 2012; LCTS Scheme Assessment
- Report to Council 12 December 2013; Review of the 2013-14 LCTS Scheme and changes for 2014-15
- Report to Corporate Improvement Scrutiny Committee 18 September 2014; Welfare Reform – Impact and Service Review; One Year On
- Report to Council 9 December 2014; LCTS for 2015-16
- Report to Customer and Community Scrutiny Committee 8 September 2015; Review of the 2015-16 LCTS Scheme and proposed changes for 2016-17
- Report to Council 9 December 2015; LCTS Scheme for 2016-17
- [Report to Council 6 December 2016; LCTS Scheme for 2017-18](#)
- [Report to Council 5 December 2017; LCTS Scheme for 2018-19](#)
- [Report to Council 4 December 2018; LCTS Scheme for 2019-20](#)
- [Report to Council 3 December 2019; LCTS Scheme for 2020-21](#)
- [Report to Council 8 December 2020; LCTS Scheme for 2021-22](#)
- [Report to Strategy and Resources Executive Advisory Board 14 June 2021; Contributing to reviews of the Local Council Tax Support Scheme](#)

Administration Grant Awards:

- Localised Council Tax support provisional allocations
<https://www.gov.uk/government/publications/localised-council-tax-support-administration-subsidy-grant-2019-to-2020>
- Localised Council Tax support provisional allocations
<https://www.gov.uk/government/publications/localised-council-tax-support-administration-subsidy-grant-2020-to-2021>
- Localised Council Tax support provisional allocations
<https://www.gov.uk/government/publications/localised-council-tax-support-administration-subsidy-grant-2021-to-2022>

External Reports and Data

- Inside Housing <https://www.insidehousing.co.uk/news/news/low-number-of-tenants-moved-to-universal-credit-in-harrogate-pilot-65041>
- Commons Library <https://commonslibrary.parliament.uk/constituency-data-universal-credit-roll-out/>
- Office of National Statistics unemployment levels [M01 Regional labour market: Modelled unemployment for local and unitary authorities - Office for National Statistics \(ons.gov.uk\)](https://www.ons.gov.uk/methods/modelling/m01-regional-labour-market-modelled-unemployment-for-local-and-unitary-authorities)
- HMRC <https://www.gov.uk/government/collections/hmrc-coronavirus-covid-19-statistics>
- Institute for Fiscal Studies <https://lgiu.org/briefing/ifs-2021-report-living-standards-poverty-and-inequality-in-the-uk/>
- National Institute of Economic and Social Research <https://www.niesr.ac.uk/publications/uk-economic-outlook-summer-2021-emerging-shadow-covid-19>
- Office of National Statistics UK Labour Market Report <https://www.ons.gov.uk/employmentandlabourmarket/peopleinwork/employmentandemployeetypes/bulletins/uklabourmarket/september2021>
- Centre for Cities and the Resolution Foundation Reports <https://lgiu.org/briefing/mind-the-gap-how-covid-19-has-impacted-on-personal-finances/>
- Company Insolvencies <https://www.gov.uk/government/statistics/company-insolvency-statistics-january-to-march-2021>
- New Policy Institute <https://www.counciltaxsupport.org/schemes/>
- Institute of Fiscal Studies Report “The impacts of localised council tax support schemes”
<https://www.ifs.org.uk/uploads/publications/comms/R153.pdf>

18. Appendices

- Appendix 1 Proposed Changes to The Guildford Borough Council (Council Tax Reduction Scheme) (Persons who are not Pensioners) for 2022-23
- Appendix 2 Summary of Scheme Changes 2013 to 2021
- Appendix 3 Reasons for Reviewing Future Options for LCTS
- Appendix 4 Response from Surrey County Council
- Appendix 5 Response from Police and Crime Commissioner
- Appendix 6 Consultation report

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Proposed Changes to The Guildford Borough Council (Council Tax Reduction Scheme) (Persons who are not Pensioners) for 2022-23

NB all amounts are weekly rates.

1. Personal Allowances

Column (1) - Person or couple	2021 Amount	Amount Proposed 2022
(1) A single claimant who -	(1)	(1)
(a) Is entitled to main phase employment and support allowance	(a) £74.35	(a) £74.70
(b) Is aged not less than 25	(b) £74.35	(b) £74.70
(c) Is aged not less than 18 but less than 25	(c) £58.90	(c) £59.20
(2) Lone Parent	(2) £74.35	(2) £74.70
(3) Couple	(3) £116.80	(3) £117.40

Column (1) - Child or young person	Column (2) – Amount 2021	Column (2) – Amount Proposed 2022
Person in respect of the period -		
(a) beginning on that person's date of birth and ending on the day preceding the first Monday in September following that person's sixteenth birthday;	£68.27	£68.60
(b) beginning on the first Monday in September following that person's sixteenth birthday and ending on the day preceding that person's twentieth birthday	£68.27	£68.60

2. Premiums

Family premium

Where the Family Premium still applies and the applicant is not a lone parent the proposal is to increase the premium from £17.60 to £17.65.

Other premiums

17. Premium	Amount 2021-22	Proposed 2022-23
(1) Disability Premium—	(1)	(1)
(a) where the applicant satisfies the condition in paragraph 9(a);	(a) £34.95	(a) £35.10
(b) where the applicant satisfies the condition in paragraph 9(b).	(b) £49.80	(b) £50.05
(2) Severe Disability Premium	(2)	(2)
(a) where the applicant satisfies the condition in paragraph 11(2)(a);	(a) £66.95	(a) £67.30
(b) where the applicant satisfies the condition in paragraph 11(2)(b)—		
(i) in a case where there is someone in receipt of a carer's allowance or if he or any partner satisfies that condition only by virtue of paragraph 11(5);	(b)(i) £66.95	(b)(i) £67.30
(ii) in a case where there is no-one in receipt of such an allowance	(b)(ii) £133.90	(b)(ii) £134.60
(3) Disabled Child Premium	(3) £65.52 in respect of each child or young person in respect of whom the condition specified in paragraph 13 of Part 3 of this Schedule is satisfied	(3) £65.94 in respect of each child or young person in respect of whom the condition specified in paragraph 13 of Part 3 of this Schedule is satisfied
(4) Carer Premium	(4) £37.50 in respect of each person who satisfies the condition specified in paragraph 14.	(4) £37.70 in respect of each person who satisfies the condition specified in paragraph 14.
(5) Enhanced Disability Premium	(5)	(5)
	(a) £26.60 in respect of each child or young person in respect of whom the conditions specified in paragraph 12 are satisfied	(a) £26.67 in respect of each child or young person in respect of whom the conditions specified in paragraph 12 are satisfied
	(b) £17.10 in respect of each person who is neither	(b) £17.20 in respect of each person who is neither
	(i) a child or a young person; nor	(i) a child or a young person; nor
	(ii) a member of a couple or a polygamous marriage	(ii) a member of a couple or a polygamous marriage
	In respect of whom the conditions specified in paragraph 12 are satisfied	In respect of whom the conditions specified in paragraph 12 are satisfied
	(c) £24.50 where the applicant is a member of a couple or a polygamous marriage and the conditions specified in paragraph 12 are satisfied in respect of a member of that couple or polygamous marriage	(c) £24.60 where the applicant is a member of a couple or a polygamous marriage and the conditions specified in paragraph 12 are satisfied in respect of a member of that couple or polygamous marriage

Part 6 - Amount of components

	Amount 2021-22	Proposed 2022-23
18. The amount of the work-related activity component is	29.55	29.70
19. The amount of the support component is	39.20	39.40

3. Non-Dependant Deductions

	Amount 2021-22	Proposed 2022-23
(1) Subject to the following provisions of this paragraph, the non-dependant deduction in respect of a day referred to in paragraph 47 is -		
(a) in respect of a non-dependant aged 18 or over in remunerative work,	£12.40 x 1/7	£12.45 x 1/7
(b) in respect of a non-dependant aged 18 or over to whom sub-paragraph (a) does not apply,	£4.05 x 1/7	£4.05 x 1/7
(2) In the case of a non-dependant aged 18 or over to whom sub-paragraph (1)(a) applies, where it is shown to the appropriate authority that his normal gross weekly income is		
(a) less than X, the non-dependant deduction to be made under this paragraph is the amount specified in sub-paragraph (1)(b)	X £217.00	X £217.00
(b) not less than X but less than Y, the non-dependant deduction to be made under this paragraph is b;	X £217.00 Y £377.00 b £8.25	X £217.00 Y £377.00 b £8.30
(c) not less than Y but less than Z, the non-dependant deduction to be made under this paragraph is	Y £377.00 Z £469.00 c £10.35	Y £377.00 Z £469.00 c £10.40

4. Band E Restriction

Amend Part 12 - Maximum council tax reduction, Paragraph 47. Maximum council tax reduction under this scheme, sub-paragraph (1)(a)(i)

From

(i) a maximum amount that is equal to the council tax charge of a dwelling in council tax band D, and

To

(i) a maximum amount that is equal to the council tax charge of a dwelling in council tax band **E**, and

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Appendix 2 – Summary of Changes 2013-14 to 2021-22

Guildford Borough Council based its Working Age Local Council Tax Support Scheme on the old Council Tax Benefit Scheme. Local modifications to the scheme are summarised in the table below. Some supplementary information is included as notes below the table.

Element of LCTS Scheme	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
Overall nature of changes	Measures to pass on about £300,000 of the government's funding reduction	Measures to pass on a further £170,000 of the government's funding reduction	Minimal changes	Modest changes to pass on a further £300,000 of the governments funding reduction	No changes	Minimal changes to ensure that the level of help was not unduly reduced by inflation, and to keep the scheme understandable by mirroring changes to some HB rules	Minimal changes to ensure that the level of help was not unduly reduced by inflation, and income or capital from emergency funds treated consistently	Minimal changes to ensure that the level of help was not unduly reduced by inflation, and income or capital from emergency funds treated consistently	Minimal changes to ensure that the level of help was not unduly reduced by inflation. In response to the pandemic relaxation of the band cap and an increase in the Hardship Fund
Second Adult Rebate (Alternative Maximum Council Tax Benefit)	Withdrawn								
Backdating	Reduced from 6 to 3 months					Reduced from 3 months to 1 month to mirror HB changes			
Minimum Weekly Award (entitlement calculated to be less than this amount per week is not paid)	Introduced a £5.00 minimum	Increased from £5.00 to £10.00							
Capital Limit (a limit above which assistance will not be provided)	Reduced from £16,000 to £6,000								

Element of LCTS Scheme	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
Maximum level of Council Tax Support, against which entitlement is calculated	Restricted to the Band D charge for the area in which a property is located	No entitlement for properties in Bands F,G, H. Band E restricted to a Band D charge							Band E restriction to a Band D charge removed in response to the pandemic
Income and Capital Disregards (income that is disregarded for the purpose of calculating LCTS entitlement)	100% income disregard for War Disablement Pensions and War Widows/ Widowers Pensions		Introduced 100% income disregard of “personal budget payments in relation to Education, Health and Care plans for children with special education needs.”	Removed 100% income disregard for both Child Benefit and Maintenance			Introduced 100% income and capital disregard for funds from “The London Emergencies Trust” and the “We Love Manchester Emergency Fund”	Introduced 100% income and capital disregard for the “Windrush Compensation Scheme”	
Personal Allowances and Premiums (the calculated sum for household needs, income is compared to this)		Increased		Frozen		Increased Personal Allowances and Premiums Introduced the exclusion of Family Premium for new entitlements or additional new children to mirror HB changes	Increased Premiums	Increased Premiums	Increased Personal Allowances and Premiums

Element of LCTS Scheme	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
Non-Dependent Deductions (the amount non-dependents are expected to contribute to the household)		Increased		Increased		Increased	Increased	Increased	Increased
Minimum Income for the Self Employed * ¹				Introduced Higher of actual income or 35 hours x National Minimum Wage		Introduced an annual increase in the minimum income floor			
Allowable Temporary Absence outside Great Britain (the period of absence before LCTS is affected)						Reduced from 13 weeks to 4 (with some exceptions) to mirror HB changes			
Discretionary Hardship Fund * ² (supports those affected by the changes in the Local Council Tax Scheme)	Fund introduced	Fund maintained	Fund maintained	Fund maintained	Fund maintained	Fund maintained	Fund maintained	Fund maintained	Fund increased to £60,000 in response to the pandemic.
Other									Residual 2020 COVID19 Council Tax Hardship Funds carried forward* ³

*¹Minimum Income Floor

- The minimum income floor is an assumption that, after an initial set up period of 12 months, a person who is self-employed works for a specific number of hours for a set wage. Where this assumed income exceeds the actual income, we use the assumed income to calculate entitlement to LCTS. We request annual income and review annually. If annual figures are not available we accept whatever can be provided for a shorter period of time, and make a note to review this sooner. Our minimum

income floor increases in line with the minimum wage in place on 1 January of the scheme year. Claimants disadvantaged by the rule can apply for help from the Discretionary Hardship Fund.

- We have not had a lot of queries since introducing the minimum income floor. We would expect significant issues to materialise through requests for help from the Discretionary Hardship Fund or via difficulties with Council Tax collection, and this has not been the case.
- During 2017 Surrey Welfare Rights provided feedback on the way our scheme worked compared to Universal Credit (UC), especially regarding carers and the disabled who were self-employed. In response, we looked more closely at these cases and concluded that:
 - the numbers affected are small as claimants need to satisfy multiple criteria: be carers and self-employed working for less than 35 hours per week on less than the minimum wage.
 - we have a satisfactory mechanism in place through our Hardship Fund to ensure that no one suffers financially
 - a further review of our scheme was likely with the roll out of UC and that it was appropriate to consider Surrey Welfare Rights suggestions at that time
- Universal Credit uses a minimum income floor, with some modification where claimants are disabled or carers. This has not been without criticism. On 10 May 2018 the House of Commons Work and Pensions Committee published a report “Universal Credit: supporting self-employment”. This looks at the difficulties of balancing support for entrepreneurship with protecting the public purse. The minimum income floor is intended to incentivise the self-employed to increase their earnings and develop their business, while ensuring that the Government does not subsidise unsustainable low-paid self-employment indefinitely. It highlighted some issues:
 - The DWP has no plans to publish any significant analysis of UC’s effect on self-employment until at least autumn 2019.
 - The DWP calculates UC awards monthly, but the self-employed have volatile incomes and the result is that they do not receive the same help as the employed. The report suggests longer reporting periods of up to a year where claimants demonstrate irregular payment patterns.
 - For the first year of self-employment claimants are exempt from the minimum income floor. The report suggests that in some instances this period should be extended and that a taper off could also be used.
- We will consider our treatment of the self-employed when we carry out our more fundamental review of the scheme.

*2Payments from the Discretionary Hardship Fund are:

- means tested (an assessment of income and expenditure)
- awarded for a maximum of one year at a time
- not usually for more than 75% of any Council Tax Benefit lost
- not awarded if non-essential expenditure exceeds the loss of Council Tax Benefit incurred
- not backdated.

*32020 COVID19 Council Tax Hardship Funds

In 2020-21 the government allocated us a £469,380 COVID-19 hardship fund for us to administer locally in line with published guidance. They expected all working age LCTS claimants to receive a hardship fund discount of up to £150, after applying all other discounts and exemptions. Where the liability for the remainder of the financial year was less than £150 the discount should bring the liability down to nil. Because a large number of applicants already receive 100% LCTS we had residual funds. We are using these to provide a similar scheme in 2021-22.

Excerpt from Executive Report Local Council Tax Support Scheme for 2020-21

5. Reviewing Future Options for LCTS

- 5.1 The government has designed UC to take advantage of a wealth of electronic data returns and automation. As a result, the DWP calculates UC awards on an ongoing basis and they increase or decrease each month in response to changes in income and other factors. This contrasts with the benefits UC replaces where entitlement typically only changed when the claimant advised the DWP of a change of circumstance.
- 5.2 We take income from UC into account when assessing entitlement to LCTS. We anticipate that monthly changes in entitlement will reduce Council Tax collection rates, frustrate LCTS claimants, and increase administrative costs. An increasing number of Councils are looking at alternative models for their LCTS schemes as a result.
- 5.3 The New Policy Institute reported in 2018 that around five authorities had moved to a banded income scheme. We know that due to the impact of monthly changes in UC others have changed or are considering changing their schemes. Typically a banded scheme:
- States that a claimant will receive an award of £x if their income falls in a certain income band, and £y for a different band. This means that there is tolerance for fluctuations in income.
 - Includes rules to reflect different household expenditures linked to household composition (eg single, couple, children) and needs (eg disability, carers).
 - Includes transitional protection for anyone losing out as a result of the change in entitlement from a previous scheme.
- 5.4 Although we have been dealing with LCTS for UC claims since 24 October 2018, it is still relatively early days and we have not identified any significant trends. As at 4 July 2019 we had 244 claims with a UC income on them. These numbers will increase with time.
- 5.5 Local Council Tax Schemes are complex to ensure that everyone is treated consistently and, if necessary, that the scheme is robust and resilient to challenge in Court. Our current scheme runs to 136 pages of rules, and is based on the Council Tax Benefit that preceded it in 2012.
- 5.6 Officers have concluded that, in the light of UC and the time that has elapsed since 2013 a more fundamental review of our LCTS scheme is necessary. Given the scale of the work required (research, modelling, consultation and rule writing), we cannot accomplish this within a single year, and is therefore running alongside the annual reviews. The review will include consideration of a banded income scheme.

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Appendix 4

From: @surreycc.gov.uk
Sent: 29 October 2021 16:57
To: @guildford.gov.uk;
Subject: RE: Local Council Tax Support - consultation for 2022/23

Thanks for this, really helpful,

From: @guildford.gov.uk
Sent: 29 October 2021 14:40
To: @surreycc.gov.uk
Subject: RE: Local Council Tax Support - consultation for 2022/23 [UNC]

Hi

Hoping that the following answers your enquiry. I can also confirm that the proposal is to remove the cap for just one more year ie 2022/23.

We removed the cap on help for claimants living in a Band E property for 2021/22. The cap normally restricts the maximum help to a Band D charge. The rationale for this was the anticipation that the pandemic would lead to more requests for support from residents who had previously enjoyed permanent and well-paid employment – enabling them to live in a larger property. We estimated that the cost for existing claimants would be around £50,000. The cost for an increase in applications was unknown.

Reviewing Band E recipients, the overall number claiming working age LCTS has increased by 7 since August 2020. Around two-thirds of the caseload has remained static. Of the 142 cases in August 2021:

- 138 are currently for the whole year
- 2 start part way through the year and currently continue to 31 March 2022
- 2 are for a period that has ended
- 101 are the same claimants as last year
- 27 live in the same properties as last year and are now claiming LCTS
- 14 have moved to a band E Property (these are mainly tenants, half have moved into the borough)

Only 64 of the 142 claims receive 100% help. The overall cost of the removal of the cap is just under £50,000.

Given the continued uncertainty about the coming months, that costs have not escalated, and that we need to continue to support those affected by the pandemic to maintain their own homes, removing the Band E restriction for a further year is a balanced way of providing residents with support.

Regards

Revenues & Benefits Manager (Revenues & Benefits Lead)

From: @surreycc.gov.uk
Sent: 29 October 2021 13:07

Agenda item number: 5
Appendix 4 Appendix 4

To: @guildford.gov.uk

Subject: RE: Local Council Tax Support - consultation for 2022/23

Hi

Our response to the proposals is that Surrey County Council welcome GBC's intention to continue to provide financial support for the most vulnerable households and support the proposals, but we would hope to see Band E restriction not extended for a further year.

Can you give me any context and data on the Band E restriction from last year and how many claimants/ £ were affected?

Thanks

Appendix 5

From: @surrey.pnn.police.uk
Sent: 19 October 2021 12:07
To: @guildford.gov.uk
Subject: RE: Guildford BC Local Council Tax Support Scheme

Hi,

Thanks for clarifying that for me.

I don't have any further comments on your proposals

All the best

Office of the Police and Crime Commissioner for Surrey

From: @guildford.gov.uk
Sent: 18 October 2021 15:31
To: @surrey.pnn.police.uk
Subject: RE: Guildford BC Local Council Tax Support Scheme

Hi

Yes this is correct

Thank You

Specialist Services – Housing

From: @surrey.pnn.police.uk
Sent: 18 October 2021 15:25
To: @guildford.gov.uk
Subject: RE: Guildford BC Local Council Tax Support Scheme

Hi,

Thanks for answering so quickly. I presume the £50k is the total cost of which my share is about 12%?

Thanks

Office of the Police and Crime Commissioner for Surrey

From: @guildford.gov.uk
Sent: 18 October 2021 15:18
To: @surrey.pnn.police.uk
Subject: RE: Guildford BC Local Council Tax Support Scheme

Hi

Thank you for your email

In answer to your questions

Uprating amounts – you are correct, this is just in line with the uprating of benefits each year and it keeps the scheme in line

Band E – over the financial implication was just under £50k for the 2022/23 year

Agenda item number: 5
Appendix 5 Appendix 5

Hope this is okay

Let me know if there is anything else required

Thank You

Daniel Rolfe

Specialist – Revenues & Benefits

From: @surrey.pnn.police.uk

Sent: 18 October 2021 12:23

To: @guildford.gov.uk

Subject: RE: Guildford BC Local Council Tax Support Scheme

Hi,

Hope you are well

Thanks for the letter re the proposed Council Tax support costs changes.

I do have a couple of questions if that's ok

Uprating amounts

From what I can see this is just to keep your scheme in line with benefits? If that's the case then looks to be sensible and I have no issue with it

Band E restriction

I did not realise that this had been removed last year. Whilst it may be better to provide more support to people in lower value properties rather than giving it to people in more valuable properties this is a local decision. Given we have already suffered the loss in the tax base as it was introduced last year I can't really object to it now. Perhaps though you can tell me what the rough financial implication was?

Many Thanks

Office of the Police and Crime Commissioner for Surrey

Local Council Tax Support Scheme (LCTSS) Survey 2022

Local Council Tax Support Scheme (LCTSS) Survey 2022

0%

We would like your views on our Local Council Tax Support Scheme

In April 2013 the national system of council tax benefit stopped and every council had to design and manage their own local scheme for council tax support, with reduced Government funding.

We have had to make some difficult decisions about who gets financial support and how we can help those in need.

We have consulted on the scheme every year since 2013 and have made changes to the scheme following your feedback. To find out what the changes are, please visit: [what is local council tax support and how has it changed](#).

To see the proposed revisions for the 2022-23, please go to the [Local Council Tax Support Scheme Consultation page](#).

[Next Page](#)

Survey Responses

We received 1 response as follows

1. Do you agree with updating the amounts used to calculate entitlement within the scheme? Using this year's figures we estimate this will cost an initial £2,500. This prevents claimants losing support as a result of increases in the cost of living.

Answer Choices		Response Percent	Response Total
1	Strongly agree	100.00%	1
2	Agree	0.00%	0
3	Disagree	0.00%	0
4	Strongly disagree	0.00%	0
5	Don't know	0.00%	0
		answered	1
		skipped	0

2. Do you agree, that in response to the pandemic, we should remove the Band D restriction for Band E property claimants for 2022/23? This means that claimants living in a Band E property can get up to 100% of their Council Tax paid. Under our normal rules help is capped at the lower value of a Band D Council Tax. Using this year's figures, we estimate this will cost around £50,000 to continue.

Answer Choices		Response Percent	Response Total
1	Strongly agree	0.00%	0
2	Agree	100.00%	1
3	Disagree	0.00%	0
4	Strongly disagree	0.00%	0
5	Don't know	0.00%	0
		answered	1
		skipped	0

3. Currently a person can receive help with 100% of their council tax, so they don't pay anything. Do you agree that all claimants should have to pay at least a certain fixed percentage of their council tax bill - for example 10%?

Answer Choices		Response Percent	Response Total
1	Strongly agree	0.00%	0
2	Agree	0.00%	0
3	Disagree	100.00%	1
4	Strongly disagree	0.00%	0
5	Don't know	0.00%	0
		answered	1
		skipped	0

4. What do you feel would be an appropriate percentage should a claimant have to pay towards their council tax bill?

Answer Choices		Response Percent	Response Total
1	0%	100.00%	1
2	5%	0.00%	0
3	10%	0.00%	0
4	20% or higher	0.00%	0
5	Don't know	0.00%	0
		answered	1
		skipped	0

5. What impact would this change have on your household?

Answer Choices		Response Percent	Response Total
1	No impact	0.00%	0
2	Low impact	0.00%	0
3	Medium impact	0.00%	0
4	High impact	100.00%	1
5	Not sure	0.00%	0
		answered	1
		skipped	0

6. Do you have any comments or suggestions for other savings or options that could be included in future reviews of our LCTS scheme?

Answer Choices		Response Percent	Response Total
1	Open-Ended Question	100.00%	1
1	30/09/2021 12:01 PM ID: 175564979 no		
		answered	1
		skipped	0

7. What additional information would you like us to make available in future consultations to help you respond?

Answer Choices		Response Percent	Response Total
1	Open-Ended Question	0.00%	0
No answers found.			
		answered	0
		skipped	1

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Executive Report

Ward(s) affected: All

Report of Director of Strategic Services

Author: Stuart Harrison

Tel: 01483 444 512

Email: stuart.harrison@guildford.gov.uk

Lead Councillor responsible: Cllr Joss Bigmore

Tel: 079 74979369

Email: joss.bigmore@guildford.gov.uk

Date: 23 November 2021

Regulation 19 consultation on Local Plan: Development Management Policies

Executive Summary

The Local Plan: Development Management Policies (hereafter referred to as ‘the draft Local Plan’) is the second part of Guildford’s Local Plan. Once adopted it will, together with the adopted Local Plan: Strategy and Sites document (LPSS), fully supersede the existing Local Plan 2003 and become part of the Council’s Development Plan. The draft Local Plan provides the more detailed policies to be used by Development Management in the determination of planning applications. It should be noted that the LPSS includes a small number of development management policies where these were necessary in implementing the strategic policies, for examples in relation to Green Belt, employment and retail.

The structure of the draft Local Plan is consistent with that contained in the LPSS. The chapters therefore consist of: Housing, Protecting, Economy, Design, and Infrastructure and Delivery. A list of all the proposed policies and a brief summary of any changes in the policy approach compared to the Regulation 18 version is contained in Appendix 1.

The Regulation 18 consultation included both ‘issues, options’ and went on to suggest a ‘preferred option’ for each policy. This approach was designed to generate meaningful comments and concerns, which it did and now enables the Council to move straight to a Regulation 19 ‘proposed submission’ document. This in turn will increase the possibility of being able to progress the plan to Examination without the need for main modifications and a further round of consultation.

There have been limited significant changes in the policy approaches set out in the Regulation 18 version however there are some notable changes, and these have been categorised in the following ways: refinement of policy approach, presentational/structural changes, new policies, deleted policies and changes in policy approach from the preferred Regulation 18 approach to an alternative option.

The consultation period will run for 6 weeks from early January to mid-February 2022.

The report also seeks permission to consult upon a Parking Supplementary Planning Document (SPD) for a four week period. This document will be consulted upon, but not adopted. The issue of whether its content should form part of the DPD or be a standalone SPD will be put to the Inspector at the Examination in Public.

Recommendation to Executive

That the Executive recommend to Full Council:

- i) That the draft Local Plan: Development Management Policies document, incorporating any changes recommended by the Executive, be put before Full Council for approval for Regulation 19 public consultation and to approve a six week period of consultation beginning in early January 2022.
- ii) That the draft Parking Supplementary Planning Document, incorporating any changes recommended by the Executive, be put before Full Council for approval for public consultation for a 4 week period beginning in January 2022.
- iii) That the Lead Councillor for Planning Policy be authorised, in consultation with the Director of Strategic Services, to make such minor alterations to improve the clarity of the documents referred to in paragraphs (1) and (2) above, as he may deem necessary.

The recommendations above are made to encourage the Council to:

- 1) Enable the draft Local Plan: Development Management Policies document to be published for public consultation.
- 2) Allow officers to undertake public consultation in line with the Town and Country Planning (Local Planning) (England) Regulations 2012, the Planning and Compulsory Purchase Act 2004, the National Planning Policy Framework 2021, Planning Policy for Traveller Sites 2015, the National Planning Practice Guidance, and the Council's Statement of Community Involvement 2020.

Undertaking a public consultation on the draft Local Plan is a statutory requirement placed on Local Planning Authorities under Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012 ('Local Planning Regulations') and will enable the Council to move closer to adopting the second part of the Local Plan as required by law and policy.

Is the report (or part of it) exempt from publication?

No

1. Purpose of Report

- 1.1 The draft Local Plan must undergo a number of statutory processes, including at least two public consultations, in order to progress towards an examination in public and eventual adoption. This report seeks Executive authority to publish the draft Local Plan document (see Appendix 2) for the second statutory consultation

(Regulation 19) for a period of six weeks (commencing in early January 2022) and to allow for any minor amendments or typographical changes to be made following the meeting.

2. Strategic Priorities

- 2.1 The production of the Local Plan is a statutory requirement and will help the Council meet its strategic priorities. Once adopted, the Local Plan, consisting of the Local Plan: Strategy and Sites and the Local Plan: Development Management Policies, will enable the Council to mitigate and adapt to Climate Change as well as provide for the needs of the community whilst enhancing the economy, and protecting the borough's special built and natural environment.
- 2.2 The draft Local Plan is based upon thirteen strategic objectives, which are framed within one of the following four core themes: society, environment, economy and infrastructure. These strategic objectives are the same as those that underpinned the LPSS and build upon the fundamental themes identified in the Council's Strategic Framework.

3. Background

- 3.1 Planning decisions must be taken in line with the 'development plan' unless material considerations indicate otherwise. The development plan for an area is made up of the combination of strategic policies (which address the priorities for an area) and non-strategic policies (which deal with more detailed matters). The extant policies in the Guildford Borough Local Plan 2003 and the policies in the adopted Local Plan: Strategy and Sites 2019 (LPSS) form part of Guildford's current development plan. Policies from the Local Plan 2003 were saved for development management purposes pursuant to the transitional provisions set out in the Planning and Compulsory Purchase Act 2004 (the 2004 Act). A number of these were superseded by the LPSS (listed in Appendix 8 of the LPSS) and those remaining will be fully superseded by the Local Plan: Development Management Policies.
- 3.2 The policies in the draft Local Plan have been prepared in accordance with the National Planning Policy Framework (NPPF) and the statutory framework prescribed in the Planning and Compulsory Purchase Act 2004 and the Local Planning Regulations (including the Duty to Cooperate). The National Planning Practice Guidance (NPPG) has also been used to inform the plan-making process.

4. The Local Plan Process

- 4.1 A Regulation 18 consultation is the first of two statutory consultations that must be undertaken prior to the submission of the draft Local Plan to the Secretary of State for examination. The second consultation is known as the Regulation 19 consultation.
- 4.2 The Reg 18 consultation contained 'a preferred option' or approach to each specific policy. In light of the representations received it is considered appropriate to progress to a Regulation 19 document that provides the specific wording to the

policies together with an introduction, relevant definitions, a reasoned justification, key evidence base and a monitoring indicator for each policy. It should be noted that only minor modifications can be made to the Regulation 19 consultation version, also known as the Proposed Submission Local Plan, prior to submission to the Secretary of State for examination. Should the Council wish to make main modifications following consultation, a further Regulation 19 consultation/targeted Regulation 19 consultation would need to be carried out prior to submission.

- 4.3 A revised Local Development Scheme (LDS) is also before Executive for adoption to reflect the new timetable for the production and adoption of the Local Plan: Development Management Policies.

5. Regulation 18 consultation results

- 5.1 The Regulation 18 consultation ran for seven weeks between 3 June and 22 July 2020. During this period, a total of 89 respondents commented on the draft plan. The below table provides a breakdown of this by stakeholder group. The number of respondents is significant less than that received during the preparation of the LPSS. This was to be expected given its largely technical and non-geographical nature. Whilst the number of responses were smaller in scale, many raised a number of detailed comments that required careful consideration.

Group	Number	% of total
Developer/landowner/planning consultant	14	16
Statutory/prescribed body (e.g. Surrey County Council, Environment Agency, Surrey Local Nature Partnership, service providers, etc)	20	22.5
Local organisation/parish council/resident's association/political party	27	30
Member of the public	28	31.5
Total	89	100

- 5.2 Officers analysed all the responses as part of drafting the policies for the Regulation 19 version. All main issues raised were identified and have been responded to in the Consultation Statement (Appendix 3). The responses given either rebut the comment and provide an explanation as to why it was not considered appropriate to make changes to the draft Local Plan or agree with the comment and details the changes that were made as a result.
- 5.3 Whilst there have been significant changes to the draft Local Plan, on the whole there have been relatively few changes in policy approach. The main changes to the document are the result of providing the actual policy wording (rather than just the preferred policy approach) and drafting of the supporting text for each policy. However there have been some more notable changes and these are

summarised below. For a more detailed understanding of all the changes, please refer to the summary table in Appendix 1.

Refinement of policy approach

- 5.4 There are a number of policies where there has been a refinement of the policy approach rather than a wholesale change. This includes:
- Regulation 18 Policy P12: Water Resources and Water Quality, which is now called Policy P12: Water Quality, Waterbodies and Riparian Corridors, and now includes additional policy relating to the ecological value of rivers and their riparian corridors.
 - The deletion of Regulation 18 Policy H4: Housing Density with the consideration of appropriate densities now being part of a design-led approach in Regulation 19 Policy D4: Achieving High Quality Design and Respecting Local Distinctiveness.
 - Regulation 18 Policy E11: Horse Related Development, which is now called Policy E11: Animal-related Development, and now includes a broader scope.

Presentational/structural changes

- 5.5 These are purely presentational changes, whereby the policy approaches set out in the Regulation 18 version have been retained however they are now contained within different policies. This includes:
- Regulation 18 Policy P6: Biodiversity in New Developments and Policy P7: Biodiversity Net Gain have been merged into Regulation 19 Policy P6/P7: Biodiversity in New Developments.
 - Regulation 18 Policy P8: Woodland, Trees, Hedgerows and Irreplaceable Habitats and Policy P9: Priority Species and Priority Habitats on Undesignated Sites have been merged into Regulation 19 Policy P8/P9: Protecting Important Habitats and Species.
 - Regulation 18 Policy D5: Privacy and Amenity has been split into Regulation 19 Policy D5: Protection of Amenity and Provision of Amenity Space and Policy D5a: External Servicing Features and Stores.
 - Regulation 19 Policy D21: Enabling Development and Heritage Assets is now a standalone policy, applying to both designated and non-designated heritage assets, rather than forming part of Regulation 18 Policy D16: Designated Heritage Assets.
 - Regulation 18 Policy D19: Heritage Assets: Schedule Monuments & Registered Parks and Gardens has been split into two separate policies.

New policies

- 5.6 These are entirely new policies that were not included as potential policies in the Regulation 18 version. These have been included as a result of changing national policy/guidance and consultation process. These are:
- Policy H7: Review Mechanisms
 - Policy H8: First Homes
 - Policy D10a: Light Impacts and Dark Skies

Deleted policies

- 5.7 These are policies that have been deleted entirely from the Regulation 19 version as, upon further reflection, they are already adequately addressed within the NPPF, existing adopted policy or other emerging policies. These are:
- Policy E10: Rural development (including agricultural diversification)
 - Policy ID7: Sport, Recreation and Leisure Facilities

Change in policy approach from the preferred Regulation 18 approach to an alternative option

- 5.8 These are policies whereby, following consultation and further consideration, the Regulation 18 preferred policy approach is no longer the preferred approach and the Regulation 19 document is now based on the alternative option. These are:
- Regulation 18 Policy D14: Climate Change Mitigation, which is now called Policy D14: Carbon Emissions from Buildings, no longer simply relies on the Government's Future Homes standard being introduced and now includes a reduction in carbon emissions of at least 31% (compared with 20% in the LPSS) on all dwellings. The policy also proposes to apply a 27% reduction to non-residential buildings.
 - Regulation 18 Policy D15: Large scale renewable and low carbon energy, which is now called Policy D15: Renewable and Low Carbon Energy Developments, no longer seeks to allocate a specific site but provides criteria for assessing such proposals
 - Policy ID11: Parking Standards has been significantly changed. The key changes are maximum standards in urban areas (previously Guildford town centre only), expected standards in village and rural areas (previously minimums) and that parking standards in Neighbourhood Plans will take precedence over standards in the LPDMP, except in relation to Strategic Sites

6. Draft Parking Supplementary Planning Document (SPD)

- 6.1 A four-week consultation is also proposed to be undertaken on the draft Parking SPD (Appendix 4). Whilst the LPDMP includes a policy on Parking Standards (Policy ID11), it is considered preferable to include some elements of the parking standards within the SPD rather than the draft Local Plan. Having them contained within an SPD would enable them to be updated more easily in the future should circumstances change. This is because an SPD only requires a single consultation and can be adopted by the Council without having to be submitted to the Secretary of State for examination.
- 6.2 Whilst the SPD will undergo consultation alongside the draft Local Plan, it is not proposed to be adopted until after the examination on the draft Local Plan is complete. The reason for doing so is to establish from the Inspector whether Policy ID11 is sound in relation to its reference to the Parking SPD and the standards being proposed to be included in the Parking SPD are appropriate to include as SPD rather than policy within the emerging Local Plan. Should the Inspector consider that some of the content within the SPD is straying beyond

guidance and should instead be included with the Local Plan, then the plan could be amended to reflect this approach as a main modification.

7. Internal Consultations

- 7.1 In producing this draft document, the Planning Policy team has worked closely with the Development Management team (DM) in seeking to understand issues that have arisen in the regular use of the 2003 policies and to identify any gaps in the policy framework that need to be filled. DM officers have been an integral part of considering how to respond to the representations received as part of the Regulation 18 consultation. A significant role has also been played by officers within the Council including Housing, Parks, Climate Change and Regulatory Services.
- 7.2 Officers have also undertaken an extensive series of Local Plan Panel meetings over a 4 month period. The Panel comprises cross party representation of members and is designed to act as a sounding board in the development of the Local Plan. These meetings have facilitated discussion between officers and members regarding the scope of the document and the wording of policies within the draft Plan.
- 7.3 The document has also been considered by the Joint Executive Advisory Board on the 20 September 2021.
- 7.4 This report seeks authority to commence a further statutory consultation that will engage with all stakeholders and help to inform the Submission Local Plan that will be tested at Examination by an independent Inspector.
- 7.5 In light of the ongoing uncertainty in relation to the COVID pandemic, the consultation will not include any face-to-face events. There will be the opportunity for use of Teams meetings throughout the consultation period for anyone who wishes to discuss the policies with the Planning Officers. This approach is also seen as appropriate given both the technical nature of the document and the absence of any spatial or geographic element to the document. Such an approach would also be consistent with the Council's adopted Statement of Community Involvement which is a requirement of the plan making legislation.

8. Key Risks

- 8.1 Planning decisions should be based on up-to-date Local Plans. Delays in completing the second part of the Guildford Local Plan would mean decision makers still being reliant on the extant policies contained in the 2003 Local Plan.
- 8.2 Adopting a new set of development management policies provides an opportunity of securing higher quality sustainable development in the borough and an opportunity to contribute positively to the climate change emergency. (see Climate Change/sustainability below).

9. Financial Implications

- 9.1 Costs in 2021-22 are estimated at £95,000 (legal support, consultants, Regulation 19 consultation) which can be met from the existing budget. Additional budget of £89,000 will be needed in 2022-23 (mainly programme officer, legal and inspector's costs) and a growth bid will therefore be required. There is however a budget in this financial year for inspector's costs of £50,000 that won't be used and which could be carried forward making the growth bid request £39,000.

10. Legal Implications

- 10.1 The current system of plan making is contained in the Planning and Compulsory Purchase Act 2004 and the Town & Country Planning (Local Planning) (England) Regulations 2012 ('Local Planning Regulations') and supported by the National Planning Policy Framework and Planning Practice Guidance. This report seeks authority to undertake consultation as prescribed by Regulation 19 of the Local Planning Regulations. That consultation is a preparatory step for the production of a draft Local Plan. Following completion of the Regulation 19 consultation process (including the potential making and consultation upon modifications to the draft Local Plan), the Proposed Submission Plan shall be prepared and submitted to the Secretary of State in accordance with the requirements of the Local Planning Regulations. As stated in para 4.2 should the Council wish to make main modifications following consultation, a further Regulation 19 consultation/targeted Regulation 19 consultation would need to be carried out prior to submission.
- 10.2 Under the Council's Constitution and in accordance with the statutory provisions contained the Local Authorities (Functions and Responsibilities) (England) Regulations 2000, Full Council has the power to make decisions in relation to the preparation and adoption of the Development Plan.

11. Human Resource Implications

- 11.1 The production of a development planning document is lengthy and costly. Following consultation there will be a process of recording and evaluation the responses received. In past consultations this has involved employing additional temporary staff to help with the administration involved in processing a significant number of representations. The anticipated scale of representations is such that this is unlikely to be necessary with this consultation.

12. Equality and Diversity Implications

- 12.1 All public authorities are required by the Equalities Act 2010 to specifically consider the likely impact of their policy, procedure or practice on certain groups in the society.
- 12.2 It is our responsibility to ensure that our policies, procedures and service delivery do not discriminate, including indirectly, on any sector of society. Council policies, procedures and service delivery may have differential impacts on certain groups

with protected characteristics, and these will be highlighted in the Equalities Impact Assessment (EqIA) screening. Likely differential impacts must be highlighted, and described, as some may be positive. Where likely significant adverse differential impacts are identified, consideration should be given to opportunities to reduce or mitigate this through a full equalities impact assessment.

- 12.3 An EqIA screening was carried out for this Draft Local Plan (Appendix 5). It is not considered necessary to carry out a full EqIA. This document will be published on the Council's web site alongside the consultation document. Accordingly, it is considered that in approving this report, the Council will be acting in accordance with the public sector equality duty contained in section 149 of the Equality Act 2010.

13. Climate Change/Sustainability Implications

- 13.1 The timely adoption of the Local Plan: Development Management Policies will enable the policies proposed to carry full weight as part of the development plan. The emerging policies in the Draft Local Plan supplement those in the LPSS and provide further detailed requirements. The proposed suite of policies cover a range of topics that will all contribute towards the achievement of Climate Change objectives and sustainable development.

- 13.2 The policies proposed in the Draft Local Plan will have a positive impact in helping to secure sustainable and low impact development, Climate Change resilient development, and renewable and low carbon energy schemes. It will also contribute towards securing improvements in air and water quality, and biodiversity.

- 13.3 The Draft Local Plan is accompanied by a Sustainability Appraisal (SA) (Appendix 6). The SA is an iterative process that is prepared to accompany each version of the Local Plan. It incorporates the requirement for Strategic Environmental Assessment (SEA) and assesses each policy against environmental, social and economic objectives. The Council has also produced a SA Scoping Report. This identifies the scope and level of detail of the information to be included in the sustainability appraisal report. It sets out the context, objectives and approach of the assessment; and identifies relevant environmental, economic and social issues and objectives.

- 13.4 A Habitats Regulations Assessment (HRA) (Appendix 7) has also been prepared. This ensures that the Draft Local Plan conforms with the Habitats Regulations and will not adversely affect any European protected habitats or species.

14. Executive Advisory Board comments

- 14.1 The draft Local Plan was put before the Joint Executive Advisory Board (EAB) on 20 September 2021. A summary of EAB comments together with a response is provided at Appendix 8.

15. Conclusion

- 15.1 Publishing the draft Proposed Submission Local Plan for public consultation is a key stage of the Local Plan making process and will enable the Local Plan part 2 to progress towards full adoption following an Examination in Public carried out by a Planning Inspector.
- 15.2 Completing and adopting this document will result in a fully up to date local plan and enable decision makers to assess planning applications against policies designed to achieve high standards of design and levels of sustainability contributing positively to the Council's climate change emergency declaration.

16. Background Papers

None.

17. Appendices

- Appendix 1: Summary of changes between Regulation 18 and Regulation 19
- Appendix 2: Draft Local Plan
- Appendix 3: Draft Consultation Statement
- Appendix 4: Draft Parking SPD
- Appendix 5: Equalities Impact Assessment (EqIA) screening
- Appendix 6: Sustainability Appraisal (SA)
- Appendix 7: Habitats Regulations Assessment (HRA)
- Appendix 8: Joint EAB comments and responses

Appendix 1: Summary of changes between Regulation 18 and Regulation 19

Housing

Policy H4: Housing density

Reg 18 approach	Reg 19 approach
<ul style="list-style-type: none"> • The aim of this policy is to enable appropriate residential densities in high quality design-led schemes. • This is achieved by having a policy that requires making the best use of land whilst meeting a range of criteria. Higher densities are expected in the Town Centre, on strategic sites or within 500 metres of transport interchanges. 	<p>This proposed policy was removed in the Regulation 19 version and instead relevant aspects of it have been incorporated within policy D4 “Achieving high quality design and respecting local distinctiveness”. This has been done to reflect that an appropriate density is instead the outcome of a design-led approach and that increased densities are only appropriate if they do not have a detrimental impact on an area’s prevailing character and setting.</p>

Policy H5: Housing extensions and alterations

Reg 18 approach	Reg 19 approach
<ul style="list-style-type: none"> • The aim of this policy is to achieve high quality designs for extensions and alterations. • This is achieved by setting out detailed design criteria that consider the street scene, neighbours and the existing property. Policy criteria are also set out for basement extensions and annexes. 	<p>This policy has been retitled to ‘H5 Housing Extensions, Alterations including Annexes’. There has been no significant change in approach in the Reg 19 document however additional detail has been added in relation to ‘height’, ‘materials’, ‘design’, ‘appearance’, and for basement extensions a new requirement for a ‘clear internal access to upper floors’. Reference to annexes not being used as a self-contained dwellings has been deleted as covered by criteria that a bathroom or kitchen is shared with main house.</p>

Policy H6: Housing conversion and sub-division

Reg 18 approach	Reg 19 approach
<ul style="list-style-type: none"> • The aim of this policy is to achieve high quality conversions and sub-divisions of buildings to flats, studios or bedsits. • This is achieved by setting out design criteria for achieving high quality development. 	<p>There has been no significant change in approach in the Reg 19 document however additional detail has been added in relation to the identified design criteria.</p>

Policy H7: Review Mechanisms

Reg 18 approach	Reg 19 approach
<ul style="list-style-type: none"> No proposed policy on 'Review Mechanisms' 	<p>The proposed policy is intended to provide certainty and a stronger basis to require viability review in cases where lower than required affordable housing contributions are sought to be justified at planning application stage. This holds the potential to achieve further planning benefits in relation to affordable housing provision than might be agreed at the point of determination of the planning application.</p>

Policy H8: First Homes

Reg 18 approach	Reg 19 approach
<ul style="list-style-type: none"> No proposed policy on 'First Homes' 	<p>The Planning Practice Guidance states that local and neighbourhood plans that are subject to transitional arrangements (which include those plans that have not been submitted for examination or reached publication stage by 28 June 2021) should include policies for First Homes, considering the national requirements for them which are set out in the PPG. First Homes are the Government's preferred discounted market tenure and available only to first-time buyers whose annual income does not exceed £80,000 (outside Greater London).</p> <p>The proposed policy H8 aims to provide certainty to developers by setting out the minimum national and local policy requirements regarding provision of First Homes which will apply to all residential/mixed use schemes. The draft policy also includes criteria for permitting First Homes Exception Sites, including instances where market housing or other forms of affordable housing may be permitted on such sites.</p>

Employment

Policy E10: Rural development (including agricultural diversification)

Reg 18 approach	Reg 19 approach
<ul style="list-style-type: none"> The aim of this policy is to support economic growth and local communities in rural areas. This is achieved by encouraging certain new economic uses and expansion of such uses in these areas, where proposed uses are not in conflict with national Green Belt policy. 	<p>The proposed policy was removed in the Regulation 19 version, as its provisions were fully duplicated in the NPPF, the LPSS and other policies of the emerging LPDMP.</p> <p>A table identifying where each provision of the Reg 18 policy proposal is addressed in the NPPF, LPSS and LPDMP is set out below.</p>

Policy paragraph no. (Reg 18)	NPPF and/or existing or proposed Local Plan policy that covers the same matters
<p><i>The preferred option is to support the development of the rural economy by means of a policy that clarifies the types of new buildings or changes of use of buildings and land that the Council would consider acceptable in principle, subject to any proposal falling within the exceptions listed in paragraph 145 (a) to (g) of the NPPF for sites in the Green Belt, or meeting the requirement of policy P3 (1) of the Local Plan: Strategy and Sites¹ for non-Green Belt sites.</i></p>	<p><i>See points below.</i></p>
<p>Green Belt <i>Within the Green Belt, the policy might support the following proposed forms of rural development, provided that any proposal falls within the exceptions listed in paragraphs 145 and 146 of the NPPF:</i></p> <p><i>1) New appropriate facilities for small-scale outdoor sport or outdoor recreation, such as a sports pavilion or clubhouse, or a small-scale building within a farm holding to accommodate outdoor recreational facilities such as an animal petting area.</i></p> <p><i>2) Conversion of vacant or redundant agricultural buildings to small-scale business, or recreational uses.</i></p>	<p><i>The NPPF (July 2021) provides exceptions for certain types of uses to be permissible within the Green Belt of the type that policy E10 lends support in principle to (outdoor recreational facilities and the conversion of vacant or redundant agricultural buildings – under “the re-use of buildings provided that the buildings are of permanent and substantial construction” (paragraph 150 (d)). Therefore, whilst not giving specific encouragement for them, it does not preclude them.</i></p>
<p>Countryside <i>Within the area of countryside, as designated on the Policies Map, the policy could support development of the following new uses in principle, provided they respect the area’s local character:</i></p> <p><i>3) Farm shops (provided they support the farm’s agricultural operations and are operated as part of the farm holding)</i></p>	<p><i>Policy P3: Countryside supports rural economic development of any kind in non-Green Belt areas (this includes points 3-8 of E10), provided that a rural/countryside location can be justified, and the proposal is proportionate to the nature</i></p>

<p>4) <i>Other farm diversification proposals, for example activity centres and arts and craft shops</i></p> <p>5) <i>tourist accommodation</i></p> <p>6) <i>small-scale rural tourism attractions</i></p> <p>7) <i>Small-scale leisure facilities</i></p> <p>8) <i>Horticultural nurseries and other small-scale business enterprises</i></p>	<p><i>and scale of the site and its setting and would not increase physical or visual coalescence between the existing urban area and villages around Ash and Tongham.</i></p> <p><i>Policy E5: Rural economy: Para (1) (b) supports the development and diversification of agricultural and other land-based rural businesses.</i></p>
<p><i>New buildings in the countryside should be clustered together where possible to reduce their visual impact on the character of the countryside and any built features should avoid harm to the local environment or residential amenity (particularly through noise).</i></p>	<p><i>Policy D4: Achieving high quality design and respecting local distinctiveness: requires development proposals to respond to prevailing character, landscape and topography.</i></p> <p><i>Policy D10: Noise impacts: Considers the impacts of noise on residents and users of existing developments and on sites protected for biodiversity.</i></p>
<p><i>Non-agricultural uses within farm holdings</i></p> <p><i>New buildings, or proposed changes of use of existing buildings, within a farm holding that are to be used for non-agricultural uses will be required to be operated as part of the farm holding and support the farm’s agricultural operation.</i></p>	<p><i>This paragraph was considered to not be fully consistent with, or in the spirit of, the NPPF which generally promotes rather than imposing restrictions on rural economic development.</i></p>
<p><i>The Council will require adequate space to be made available within the curtilage of any building within a farm holding proposed for a farm shop or other non-agricultural use to allow for staff and visitor parking without detriment to the visual amenity of the countryside.</i></p>	<p><i>Policy ID3: Sustainable transport for new developments covers provision of adequate space for parking within the curtilage of a farm holding proposed for a non-agricultural use.</i></p>
<p><i>If permission is granted for a farm shop, the Council may apply conditions to limit the overall scale of the development and require that any goods for sale that are not produced locally remain ancillary to the sale of local produce.</i></p>	<p><i>This paragraph was considered to not be fully consistent with, or in the spirit of, the NPPF which generally promotes rather than imposing restrictions on rural economic development.</i></p>

Policy E11: Horse Related Development

Reg 18 approach	Reg 19 approach
<ul style="list-style-type: none"> • The aim of this policy is to address the adverse impacts that may arise from the approval of planning applications for horse-related development. • This is achieved by setting criteria related to visual and neighbourhood amenity impacts, bridleway erosion and highway safety impacts. 	<p>This policy has been retitled to ‘E11 Animal-related Development’, and its scope widened to reflect its coverage to all animals, not just horses and other equine animals.</p> <p>There has been no other significant change in approach in the Reg 19 document however additional detail has been added in relation to “the character of the built environment” to the criteria for assessing small-scale developments, and for proposals to be “of an acceptable scale, location, design and layout”.</p> <p>The policy’s first criterion was strengthened by amending it to state that provision of land and stabling for equine animals should “be in compliance with”, rather than “have regard to” Government published standards, and a further criterion was added for commercial animal related proposals not to harm the operation of an agricultural holding, to ensure that they protect existing viable agricultural uses.</p>

Protecting

Policy P6: Biodiversity in new developments

Reg 18 approach	Reg 19 approach
<ul style="list-style-type: none"> • The aim of this policy is maximise biodiversity gains in all new developments • This is achieved by establishing biodiversity as a priority in new developments and sets out the considerations when designing and delivering new developments. 	<p>This policy has been combined with Reg 18 policy P7 “Biodiversity Net Gain” to create Reg 19 policy P6/P7 entitled “Biodiversity in new developments” which collects together policy dealing with provision and enhancement of biodiversity in development sites. However, the approach set in both Reg 18 policies is retained with Biodiversity Net Gain becoming a sub-section of a broader biodiversity policy.</p> <p>The section “Sites that include or are adjacent to sensitive habitats” has been moved to Reg 19 policy P8/P9, which combines Reg 18 policies P8 and P9 into a single policy dealing with the protection of important habitats and species.</p> <p>A new paragraph designed to prevent the spread of invasive species has been added.</p>

Policy P7: Biodiversity net gain

Reg 18 approach	Reg 19 approach
<ul style="list-style-type: none"> The aim is to provide clarity and detail for the requirement for developments to aim to achieve biodiversity net gain set out in policy ID4. This is achieved by requiring a 20% net gain in biodiversity for all new developments, barring exceptions such as brownfield sites. It also sets out a methodology that accords with the emerging national net gains approach. 	<p>This policy has been combined with Reg 18 policy P6 to create Reg 19 policy P6/ P7 entitled “Biodiversity in new developments” which collects together policy dealing with provision of biodiversity in new development. However, the approach set in both Reg 18 policies is retained with Biodiversity Net Gain (BNG) becoming a sub-section of a broader biodiversity policy.</p> <p>The exemptions to the requirement for BNG have been changed to align with national policy by exempting self-build. This was done to reduce the amount of conflict with the emerging Environment Bill.</p>

Policy P8: Woodland, trees, hedgerows and irreplaceable habitats

Reg 18 approach	Reg 19 approach
<ul style="list-style-type: none"> The aim of this policy is to protect important woodlands, trees, hedgerows and irreplaceable habitats. This is achieved by protecting woodland, trees, hedgerows and irreplaceable habitats in order to ensure that these are not lost due to development. 	<p>This policy has been combined with Reg 18 policy P9 to create Reg 19 policy P8/P9 entitled “Protecting important habitats and species”.</p> <p>This brings together policy that deals with the protection and conservation of important and vulnerable habitats and species. However, the approach is retained though the new policy is broader than woodland, trees, hedgerows and irreplaceable habitats.</p> <p>The section “Sites that include or are adjacent to sensitive habitats” has been moved to the policy from Reg 18 policy P6 (biodiversity in new developments) as it deals with protection rather than provision.</p> <p>Unmodified rivers has been added to irreplaceable habitats at the request of the EA and aquatic habitats are now defined as a sensitive habitat.</p> <p>A new clause requiring site design to discourage harm to ancient woodland from human activity was added to address a known issue with cut-throughs harming ancient woodland.</p>

Policy P9: Priority species and priority habitats on undesignated sites

Reg 18 approach	Reg 19 approach
<ul style="list-style-type: none"> The aim of this policy is to protect species and habitats that are not 	<p>This policy has been combined with Reg 18 policy P8 to create Reg 19 Policy P8/P9 entitled “Protecting important habitats and species”.</p>

<p>covered by Policy ID4 (which protects designated sites).</p> <ul style="list-style-type: none"> This is achieved by protecting priority species and habitats on undesignated sites. 	<p>Reg 19 policy P8/P9 brings together policy that deals with the protection and conservation of important and vulnerable habitats and species. However, the approach is retained though the new policy is broader than species and habitats on undesignated sites.</p> <p>The section “Sites that include or are adjacent to sensitive habitats” has been moved to this policy from Reg 18 policy P6.</p> <p>The reference to the mitigation hierarchy in para 2 has been moved to the sensitive habitats section so that it applies to all the habitats covered by the policy.</p> <p>“Species and habitats protected by law” has been amended to “Species of Principle Importance” in the list of Priority Species and Habitats as some legally protected animals are protected for reasons other than conservation.</p>
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Policy P10: Contaminated Land

Reg 18 approach	Reg 19 approach
<ul style="list-style-type: none"> The aim of this policy is to support the remediation of despoiled, contaminated or unstable land on appropriate sites, whilst preventing increased risk to sensitive receptors from potential sources of contamination. This is achieved by placing requirements on developers to ensure that all appropriate investigations and assessments are carried out and provided with the application and that the land is made fit for its intended purpose through remediation, design and site layout. 	<p>Policy has been retitled to ‘P10 Land Affected by Contamination’. There has been no significant change in approach in the Reg 19 document however the Reg 19 policy now makes it clear that where insufficient information is submitted or if remediation cannot be achieved then the application will be refused.</p>

Policy P11: Air Quality and Air Quality Management Areas

Reg 18 approach	Reg 19 approach
<ul style="list-style-type: none"> The aim of this policy is to ensure new development does not have adverse impact on air quality and seeks opportunities to actively improve air quality. This is achieved by placing requirements on developers to ensure that new development does not give 	<p>There has been no significant change in approach in the Reg 19 document with the exception of the deletion of the Biomass criteria. The Regulation 19 policy addresses potential adverse impacts from ‘all sources of emissions to air’, which includes Biomass technology and it is therefore unnecessary to include specific reference to it.</p>

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<p>rise to adverse impacts on health and quality of life from air pollution, seeks to reduce exposure to poor air quality across the borough, and improve levels of air pollutants in Air Quality Management Areas (AQMA).</p>	<p>Policy also strengthened to protect air quality outside of AQMAs.</p>
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Policy P12: Water Resources and Water Quality

Reg 18 approach	Reg 19 approach
<ul style="list-style-type: none"> • The aim of this policy is to ensure new development does not have an adverse impact on water quality. • This is achieved by placing requirements on developers to seek opportunities to improve water quality, avoid a detrimental impact on the flow or quantity of groundwater, and contribute towards Water Framework Directive water bodies maintaining or achieving 'Good Ecological Status'. 	<p>Policy has been retitled to 'P12 Water Quality, Waterbodies and Riparian Corridors'. The content included in the Reg 18 document has been retained (with some amendments), however additional detail has been added in relation to prevent development causing deterioration in the chemical or ecological status of any waterbody, or preventing the achievement of their target status.</p> <p>There is a new criteria that encourages development to seek opportunities to implement measures to improve water quality, specifically the Water Environment Regulations status of a waterbody.</p> <p>This policy now picks up aspects that were previously proposed to be picked up in P6 (a semi-natural buffer adjacent to watercourses) and includes other general policy designed to protect and enhance the ecological value of waterbodies (natural banks, flow quantity and quality, fish movement and natural flood management). It includes the expectation that non-residential developments, excluding essential infrastructure, that would have high water usage, should include water collection and storage measures sufficient to avoid abstraction from existing surface-level and groundwater resources or recourse to the public water supply. This criteria was moved from Reg 18 Policy ID7).</p>

Policy P13: Sustainable Drainage Systems (SuDS)

Reg 18 approach	Reg 19 approach
<ul style="list-style-type: none"> • The aim of this policy is to provide greater clarity on what the Council expects from developers in relation to the SuDs schemes. • This is achieved by placing requirements on developers to ensure 	<p>Policy has been retitled to 'P13 Sustainable Surface Water Management'. There has been no significant change in approach in the Reg 19 document however significant additional detail has been included in order to clarify the points outlined in the Regulation 18 policy approach.</p>

that proposals for major development incorporate SuDS where required by the lead local flood authority and that the SuDS schemes satisfy technical standards and design requirements.	These ensure that SuDS are designed to maximise ecological and aesthetic value, set out a hierarchy of preferred SuDS approaches, provide detail in relation to infiltration SuDS management and cover surface-water run-off in greater detail.
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Policy P14: Regionally Important Geological/Geomorphological Sites

Reg 18 approach	Reg 19 approach
<ul style="list-style-type: none"> The aim of this policy is to protect Regionally Important Geological/Geomorphological Sites (RIGS). This is achieved by having a policy that grants permission for development where the value of RIGS sites will not be harmed unless clear justification is provided. 	There has been no significant change in approach in the Reg 19 document however the mitigation hierarchy has been made clearer.

Design

Policy D4: Achieving High Quality Design and Local Distinctiveness

Reg 18 approach	Reg 19 approach
<ul style="list-style-type: none"> The aim of these policies is to enable the delivery of high-quality, place sensitive and sustainable buildings, streets and spaces, that have regard to their surroundings, and historic and local character and which create an inclusive and attractive environment. This is achieved by setting design principles that will apply to all development proposals. 	Policy has been retitled to 'D4 Achieving High Quality Design and Respecting Local Distinctiveness'. There has been no significant change in approach in the Reg 19 document however the policy has been restructured to improve clarity and focus. The main changes were removal of aspects that were already covered by LPSS Policy D1, and the addition of the expectation that proposals make efficient use of land where it would not have a detrimental impact on an area's prevailing character and setting and that appropriate densities are achieved on sites through a design-led approach. The policy now also hooks in the 10 characteristics of well-designed places from the National Design Guide. The policy also includes a requirement for design codes to be prepared and agreed on certain sites, including strategic sites.

Policy D5: Privacy and Amenity

Reg 18 approach	Reg 19 approach
<ul style="list-style-type: none"> The aim of these policies is to enable the delivery of high-quality, place 	Policy has been retitled to 'D5 Protection of Amenity and Provision of Amenity Space'.

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<p>sensitive and sustainable buildings, streets and spaces, that have regard to their surroundings, and historic and local character and which create an inclusive and attractive environment.</p> <ul style="list-style-type: none"> • This is achieved by setting design principles that will apply to all development proposals. 	<p>Aspects of the policy which required the careful design of bin and bike storage and other servicing features have been moved into a new policy. There has been no significant change in approach in the Reg 19 document however additional detail has been added in relation to the provision of private amenity space.</p>
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Policy D5a: External Servicing Features and Stores

Reg 18 approach	Reg 19 approach
<ul style="list-style-type: none"> • No proposed policy on 'External Servicing Features and Stores' 	<p>This policy picks up aspects previously proposed to be covered by Policy D5. It requires the careful and sensitive design of bin and cycle storage, electric vehicle charging points and other external servicing features so that they do not detract from the overall design of the scheme.</p>

Policy D6: Shopfront design

Reg 18 approach	Reg 19 approach
<ul style="list-style-type: none"> • The aim of these policies is to enable the delivery of high-quality, place sensitive and sustainable buildings, streets and spaces, that have regard to their surroundings, and historic and local character and which create an inclusive and attractive environment. • This is achieved by setting design principles that will apply to all development proposals. 	<p>Policy has been retitled to 'D6 Shopfront Design and Security'. There has been no significant change in approach in the Reg 19 document however additional detail has been added in relation to the key principles of good design.</p>

Policy D7: Advertisements, hanging signs and illumination

Reg 18 approach	Reg 19 approach
<ul style="list-style-type: none"> • The aim of these policies is to enable the delivery of high-quality, place sensitive and sustainable buildings, streets and spaces, that have regard to their surroundings, and historic and local character and which create an inclusive and attractive environment. • This is achieved by setting design principles that will apply to all development proposals. 	<p>The content of the policy has been significantly revised particularly in relation to those aspects that went beyond what can be included in policy, as stipulated in the advertisement regulations. The Reg 19 policy focuses on amenity, public safety and principles of good design.</p>

Policy D8: Public Realm

Reg 18 approach	Reg 19 approach
<ul style="list-style-type: none"> The aim of these policies is to enable the delivery of high-quality, place sensitive and sustainable buildings, streets and spaces, that have regard to their surroundings, and historic and local character and which create an inclusive and attractive environment. This is achieved by setting design principles that will apply to all development proposals. 	<p>There has been no significant change in approach in the Reg 19 document however additional detail was added to the criteria to improve clarity and reference landscaping and mobility hubs. Aspects that were already covered by LPSS Policy D1 were deleted as was reference to on street dining opportunities as this is already addressed through the licencing regime.</p>

Policy D9: Residential intensification

Reg 18 approach	Reg 19 approach
<ul style="list-style-type: none"> The aim of this policy is to enable residential intensification and development within inset villages that respects the prevailing characteristic of the area. This is achieved by setting design principles that will apply to residential intensification schemes, including specific criteria for schemes within villages inset from the Green Belt. 	<p>Reg 19 policy has been retitled to 'D9 Residential infill development proposals' to make it clearer as to what type of development it covers. Policy re-ordered and expanded to include criteria applicable to all types of infill development in all locations, followed by separate criteria on 'Infilling: backland development proposals' and 'Infilling: frontage development proposals'. The policy retains the criteria relevant only in villages however it now applies to all villages, rather than just those inset from Green Belt.</p>

Policy D10: Agent of Change and Noise Impacts

Reg 18 approach	Reg 19 approach
<ul style="list-style-type: none"> The aim of this policy is to ensure that new development can be integrated effectively with existing businesses, community facilities and 'noise-sensitive' uses such as residential uses, by developing a policy that articulates the 'agent of change' principle and manages noise impacts. The principle of 'agent of change' is that existing businesses and facilities should not have unreasonable restrictions placed on them as a result of development permitted after they were established. This is achieved by setting criteria for both 'noise-sensitive' and 'noise-generating' uses. 	<p>Reg 19 policy has been retitled to 'D10 Noise Impacts'. There has been no significant change in approach in the Reg 19 document however some aspects that comprised guidance rather than policy have been moved to the supporting text.</p>

Policy D10a: Light Impacts and Dark Skies

Reg 18 approach	Reg 19 approach
<ul style="list-style-type: none"> No proposed policy on 'Light Impacts and Dark Skies' 	<p>Consultation feedback highlighted that the Regulation 18 Plan did not cover Light Impacts. New Policy D10a addresses potential adverse impacts from artificial light.</p> <p>The policy requirements are similar to the structure of 'D10 Noise Impacts'. The approach ensures that the issue of potential impacts are considered and, where potential impacts are found, appropriate avoidance and mitigation measures are implemented in order to prevent these.</p>

Policy D11: The River Wey and Guildford & Godalming Navigation

Reg 18 approach	Reg 19 approach
<ul style="list-style-type: none"> The aim of this policy is to support the protection and enhancement of these corridors, including their visual quality, setting, amenity, ecological value, architectural and historic interest and views within and from. This is achieved by supporting development which promotes high quality contextual design; seeks to improve access to, from and positively contributes to enhancing the landscape and biodiversity of the riparian environment. 	<p>There has been no significant change in approach in the Reg 19 document however some aspects which are applicable to all watercourses are now picked up through other policies. Additional detail has been added to clarify the different aspects that need to be considered when developing on or near to the river. The policy also seeks to improve visual and physical access to and along the river.</p>

Policy D12: Sustainable and low impact development

Reg 18 approach	Reg 19 approach
<ul style="list-style-type: none"> The aim of this policy is to provide greater detail to supplement adopted Policy D2 where it supports sustainable and low impact development. This is achieved by setting requirements and expectations for energy efficiency, resource efficiency, water efficiency, waste and embodied carbon. 	<p>There has been no significant change in approach in the Reg 19 document however additional detail has been added in relation to support for schemes that improve the energy/carbon performance of existing buildings.</p>

Policy D13: Climate Change Adaptation

Reg 18 approach	Reg 19 approach
<ul style="list-style-type: none"> The aim of this policy is to deliver climate change resilient development. This is achieved by setting out the considerations when designing and delivering climate change adapted development. 	<p>There has been no significant change in approach in the Reg 19 document.</p>

Policy D14: Climate change mitigation

Reg 18 approach	Reg 19 approach
<ul style="list-style-type: none"> The aim of this policy is to deliver climate change mitigation measures. This could be achieved by setting out an increase to the LPSS carbon emissions standard for new buildings. Whilst we are awaiting the government's approach in relation to this issue, we consider it would be premature to put forward a preferred approach at this time. 	<p>This policy has been retitled to 'D14 Carbon Emissions from Buildings'. The government has set out its approach to housing standards in its response to the Future Homes consultation and is considering its response to the Future Buildings consultation. Policy D14 improves our extant carbon emission standard for new homes from 20% to 31% lower than building regulations maximum standards. The policy also proposes to apply a 27% reduction to non-residential buildings.</p>

Policy D15: Large scale renewable and low carbon energy

Reg 18 approach	Reg 19 approach
<ul style="list-style-type: none"> The aim of this policy is to facilitate large scale renewable and low carbon development. This is achieved by potentially allocating land for low and zero carbon development and requiring any new energy developments to protect biodiversity. 	<p>Policy has been retitled to 'D15 Renewable and low carbon energy Generation and Storage. The preferred option of allocating land for renewable and low carbon energy has not been taken forward, and instead a policy that generally supports and facilitates renewable energy development has been included in the Reg 19 version.</p>

Policy D16: Designated Heritage Assets

Reg 18 approach	Reg 19 approach
<ul style="list-style-type: none"> The aim of these policies is to set out a positive strategy and operational detailing for managing new development affecting designated heritage assets in a manner that sustains and enhances their architectural and historical significance. 	<p>There has been no significant change in approach in the Reg 19 document. The Enabling Development aspect has been separated from this policy and now forms its own individual policy – due to it being applicable to both designated and non-designated heritage assets.</p>

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<ul style="list-style-type: none"> • This is achieved by placing requirements on developers to submit proportionate evidence and justification, setting out specific guidelines and design principles for the delivery of well-conceived development that sustains and enhances the significance of assets. 	
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Policy D17: Listed Buildings

Reg 18 approach	Reg 19 approach
<ul style="list-style-type: none"> • The aim of these policies is to set out a positive strategy and operational detailing for managing new development affecting designated heritage assets in a manner that sustains and enhances their architectural and historical significance. • This is achieved by placing requirements on developers to submit proportionate evidence and justification, setting out specific guidelines and design principles for the delivery of well-conceived development that sustains and enhances the significance of assets. 	<p>There has been no significant change in approach in the Reg 19 document however the policy has been re-structured with some additional emphasis on the matter of setting being provided.</p>

Policy D18: Conservation Areas

Reg 18 approach	Reg 19 approach
<ul style="list-style-type: none"> • The aim of these policies is to set out a positive strategy and operational detailing for managing new development affecting designated heritage assets in a manner that sustains and enhances their architectural and historical significance. • This is achieved by placing requirements on developers to submit proportionate evidence and justification, setting out specific guidelines and design principles for the delivery of well-conceived development that sustains and enhances the significance of assets. 	<p>There has been no significant change in approach in the Reg 19 document although the policy has been re-structured.</p>

Policy D19: Heritage Assets: Schedule Monuments & Registered Parks and Gardens

Reg 18 approach	Reg 19 approach
<ul style="list-style-type: none"> The aim of these policies is to set out a positive strategy and operational detailing for managing new development affecting designated heritage assets in a manner that sustains and enhances their architectural and historical significance. This is achieved by placing requirements on developers to submit proportionate evidence and justification, setting out specific guidelines and design principles for the delivery of well-conceived development that sustains and enhances the significance of assets. 	<p>Due to the different legislative regimes governing these particular heritage assets, each is now covered by their own distinct policy.</p> <p>This policy is now entitled ‘Scheduled Monuments’. The policy has been re-structured, with additional emphasis on the matter of setting being provided.</p>

Policy D19a: Historic Parks & Gardens

Reg 18 approach	Reg 19 approach
<ul style="list-style-type: none"> This policy formed part of ‘D19 Heritage Assets: Schedule Monuments & Registered Parks and Gardens’ 	<p>Due to the different legislative regimes governing these particular heritage assets, each is now covered by their own distinct policy.</p> <p>This policy is now entitled ‘Historic Parks & Gardens’. The policy has been re-structured, with additional emphasis on the matter of views being provided.</p>

Policy D20: Non designated heritage assets

Reg 18 approach	Reg 19 approach
<ul style="list-style-type: none"> The aim of this policy is to ensure that the value and significance of the borough’s non-designated heritage assets are recognised and safeguarded so that they can continue to contribute to the richness of the historic environment and help to inform future development and regeneration. This is achieved by identifying a presumption for their retention and enhancement, as well as placing requirements on developers to support all applications with a proportionate evidence and justification. 	<p>There has been no significant change in approach in the Reg 19 document although the policy now provides for the possibility of as yet unknown or identified archaeological remains being encountered, and stipulating clearly under what circumstances a preliminary archaeological site evaluation would be required.</p>

Policy D21: Enabling Development and Heritage Assets

Reg 18 approach	Reg 19 approach
<ul style="list-style-type: none"> Proposed policy on enabling development formed part of Policy D16: Designated Heritage Assets 	<p>The policy is now applicable to both designated and non-designated heritage assets. It includes the key test and requirements that were once quoted in national guidance.</p>

Infrastructure

Policy ID5: Protecting Open Space

Reg 18 approach	Reg 19 approach
<ul style="list-style-type: none"> The aim of this policy is to provide detail and clarity for policy ID4 in order to enhance protection open space. This is achieved by preventing the loss of existing open space except for narrow circumstances defined in the NPPF. 	<p>There has been no significant change in approach in the Reg 19 document. The only notable change was to delete the reference to not permitting the loss of an open space with a specific nature conservation, historic, cultural or recreational value) as such sites are protected by other Local Plan policies that deal with these issues, including LPSS Policy D3: Historic Environment and the emerging LPDMP Policy P6/P7: Biodiversity in New Developments.</p>

Policy ID6: Open space in new developments

Reg 18 approach	Reg 19 approach
<ul style="list-style-type: none"> The aim of this policy is to ensure that new developments provide new open spaces that provide best value in terms of multi-functional benefits. This is achieved by setting standards for open space provision in new developments to ensure that provision meets the open space needs arising from it. 	<p>There were several changes in the Reg 19 version of the policy, of which the following were the key ones: The table in the policy in the Reg 18 document that set out the quantity and access standards for open space was amended in the Reg 19 policy to indicate that the access standards are expected, rather than absolute maximum distances. This change is to allow site-specific flexibility in cases where the access standards cannot be precisely met without compromising a scheme's design and layout. A further amendment was to state that community growing space will be "expected" for denser developments (rather than "may be particularly appropriate") and that such provision should be in addition to, rather than a replacement for, any required contribution to statutory allotment provision.</p>

Policy ID7: Sport, recreation and leisure facilities

Reg 18 approach	Reg 19 approach
<ul style="list-style-type: none"> The aim of this policy is to support the appropriate provision of sport, recreation and leisure facilities. This is achieved by supporting development that provides, increases or improves opportunities for public sport, recreation and leisure, including schemes for new, replacement and extensions to existing facilities, and engineering works. 	<p>This policy was removed, as its provisions were duplicated in the NPPF, which deals with the first point in relation to provision of new footpaths and cycle links, and other emerging LPDMP policies, including Policy P12: Water Quality, Waterbodies and Riparian Corridors (which covers the third point about water collection and storage measures for developments that have high water usage). The second point of Policy ID7, which would have restricted development to that “necessary to support the proposed recreational or leisure use and ancillary activities”, was considered unjustified and not in accordance with other Local Plan policies, or the NPPF, which generally promotes all types of rural development and considers development of outdoor sport and outdoor recreation facilities in the Green Belt appropriate in principle (paragraph 149 b)).</p> <p>The Local Plan 2003 included a number of specific sports facility policies and the purpose of this proposed policy was to capture elements of these which, at the time, were not being picked up by other proposed policies. Upon review, all aspects of the LP03 are addressed elsewhere. This is demonstrated in the table below.</p>

2003 Local Plan policy (paraphrased)	NPPF and existing or proposed Local Plan policy that cover the same matters
<p><u>R6: Intensification of recreational use</u></p> <p>Supports floodlighting/all weather surfaces subject to acceptable environmental, traffic and visual impacts.</p>	<p>D1 (LPSS): design</p> <p>ID3 (LPSS): traffic assessment and travel plan for significant trip generation</p> <p>ID11: parking standards</p> <p>D10a: light impacts on amenity</p>
<p><u>R7: Built facilities for recreational use</u></p> <p>Supports new/improved facilities in urban areas</p>	<p>See above commentary</p>
<p><u>R8: Golf courses</u></p>	<p>NPPF 174a, 174b and E5 (LPSS): Protects BMV</p>

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<p><i>Protects Best and Most Versatile agricultural land.</i></p> <p><i>Prevents adverse impacts on landscape character, nature conservation interest, archaeological interest, water environments, historic landscapes and heritage assets.</i></p> <p><i>Limits built development to only that necessary.</i></p> <p><i>Protects rights of way.</i></p> <p><i>Adequate and discrete parking.</i></p>	<p><i>D1 (LPSS): Landscape character, discrete parking.</i></p> <p><i>ID4 (LPSS), P6, P7, P8: Nature conservation and water environments</i></p> <p><i>D3 (LPSS), NPPF 11, 190a, 192a, 194, whole of chapter 16: archaeological interest, historic landscapes, heritage assets</i></p> <p><i>See above commentary (Limits built development to necessary)</i></p> <p><i>NPPF 100, legal protection: Protects/enhances rights of way.</i></p> <p><i>ID3 (LPSS), ID11: Adequate parking.</i></p>
<p><u><i>R9: Noisy sports, adventure games and similar activities</i></u></p> <p><i>Protects amenity of nearby occupants, landscape character, nature conservation interest, archaeological interest, water environments, historic landscapes, heritage assets, BMV agricultural land, nearby recreational uses.</i></p> <p><i>Limits built development.</i></p> <p><i>Discrete parking.</i></p>	<p><i>Largely as R8.</i></p> <p><i>D5: protection of amenity</i></p> <p><i>D10: noise impacts.</i></p>
<p><u><i>R10: Water based recreational activities</i></u></p> <p><i>Protects landscape character, nature conservation interest, archaeological interest, water environments, historic landscapes, heritage assets and the best, BMV agricultural land, character, openness.</i></p> <p><i>Discrete parking</i></p> <p><i>Traffic and highway safety.</i></p>	<p><i>Largely as R8.</i></p> <p><i>NPPF chapter 13, P2 (LPSS): Openness (Green Belt)</i></p>

Policy ID8: Community facilities

Reg 18 approach	Reg 19 approach
<ul style="list-style-type: none"> The aim of this policy is to ensure that community facilities are accessible to serve residents' needs. 	<p>There has been no significant change in approach in the Reg 19 document. The main changes include ensuring the criteria for considering potential loss are robust, whilst appropriate to particular circumstances.</p>

<ul style="list-style-type: none"> This is achieved by expecting that facilities are accessible by walking, cycling and public transport, resisting their loss and supporting associated complementary or ancillary uses. 	<p>Furthermore, policy to encourage flexibility of design of community hubs has been added to address changing community needs.</p>
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Policy ID9: Retention of Public Houses

Reg 18 approach	Reg 19 approach
<ul style="list-style-type: none"> The aim of this policy is to prevent the loss of public houses to other uses. This will be achieved through requiring that the business is marketed as a public house and alternative community facility for a continuous period of at least 18 months. 	<p>There has been no significant change in approach in the Reg 19 document however the proposed requirement for an applicant to assess alternative licenced premises within “easy walking distance” of the public house proposed for redevelopment/change of use has been amended to a requirement to assess premises within “reasonable walking distance” of residential properties served by the pub’s catchment area. This was considered a more practical and effective way for the policy to operate as it would consider the location of the pub’s existing customers, rather than simply the location of the pub itself.</p>

Policy ID10: Achieving a comprehensive Guildford borough cycle network

Reg 18 approach	Reg 19 approach
<ul style="list-style-type: none"> The aim of this policy is to define a comprehensive Guildford borough cycle network, including the provision of, and improvements to, cycle routes and cycle parking facilities, enabling new developments to deliver apposite direct improvements. This will be achieved by combining the outputs from Guildford BC’s Route Assessment Feasibility Study for the Guildford urban area (2020) and Surrey CC’s Guildford Local Cycling Plan (2015), the latter most particularly for the rest of the borough outside of the Guildford urban area. 	<p>There has been no significant change in approach in the Reg 19 document however reference is now made to the updated DfT guidance (Cycle Infrastructure Design (LTN 1/20)) which requires a higher standard of infrastructure delivery.</p> <p>The Reg 19 approach makes explicit the primary focus on the promotion of utility cycling (for work, school, errands) to aid modal shift, as opposed to leisure journeys.</p> <p>The mechanisms by which the improvements can be delivered are also detailed.</p>

Policy ID11: Parking standards

Reg 18 approach	Reg 19 approach
<p>The aims of this policy are:</p>	<p>There has been a significant change in approach in the Reg 19 document.</p>

<ul style="list-style-type: none"> • in Guildford town centre to optimise the density of, and to limit the level of car trip making associated with, new residential developments • in the rest of the borough to avoid the problems of congested on-street parking in new residential developments and overspill parking on adjacent local streets • to achieve appropriate provision of car parking associated with non-residential developments across the borough • to achieve appropriate provision of cycle parking and electric vehicle charging facilities in new residential and non-residential developments <p>This will be achieved by:</p> <ul style="list-style-type: none"> • defining standards for the provision of off-street car parking for new developments in the borough, specifically with maximum standards for residential developments in Guildford town centre, minimum standards for residential developments in the rest of the borough and expected standards for non-residential developments across the borough • defining minimum cycle parking standards for new developments • defining electric vehicle charging standards for new developments. 	<p>This aims of the policy are:</p> <ul style="list-style-type: none"> • to make provision to meet the needs of new residents and occupiers whilst limiting overspill parking on adjacent streets. • to provide flexibility in application tailored to both urban and rural settings, which allows for the design of a development proposal to respond to place-specific opportunities for the promotion of transport sustainability and the efficient use of land. <p>Key changes which will achieve this include:</p> <ul style="list-style-type: none"> ○ Residential parking standards in the urban area (now suburban areas as well as town centre) set as maximum ○ Residential parking standards in village and rural areas set as expected ○ Non-residential parking standards set as maximum <p>Further policy direction set:</p> <ul style="list-style-type: none"> ○ Parking standards in Neighbourhood Plans will take precedence over standards in the LPDMP, except in relation to Strategic Sites ○ Requirement to provide visitor parking at a rate of 0.2 spaces per dwelling where 50% or more of spaces are provided as allocated spaces ○ Minimum dimensions for car parking spaces & garage sizes specified ○ Stipulations for the promotion of either low-car or car-free development set out <p>The approach of maximum standards for new residential developments in the town centre and electric vehicle charging facilities in new residential and non-residential developments remains unchanged.</p> <p>All proposed car parking standards reflect and are benchmarked against local car availability levels, calculated using Census data.</p> <p>The standards for the provision of minimum cycle parking have been updated to bring them in line with the latest DfT Guidance as set out in</p>
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	the Local Transport Note 1/20 Cycle Infrastructure Design.
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Appendix 2: Draft Local Plan

Note: Following deferral of agenda item 9 at the Executive Meeting of 26th October 2021 and in the interests of reducing the need for duplicate printing, only the proposed changes to Appendix 2: Draft Local Plan are reflected below.

Please refer to Item 9, pages 217 – 452 of the public report pack for the meeting Executive on 26th October 2021 also available at:

<https://democracy.guildford.gov.uk/mgChooseDocPack.aspx?ID=1238>.

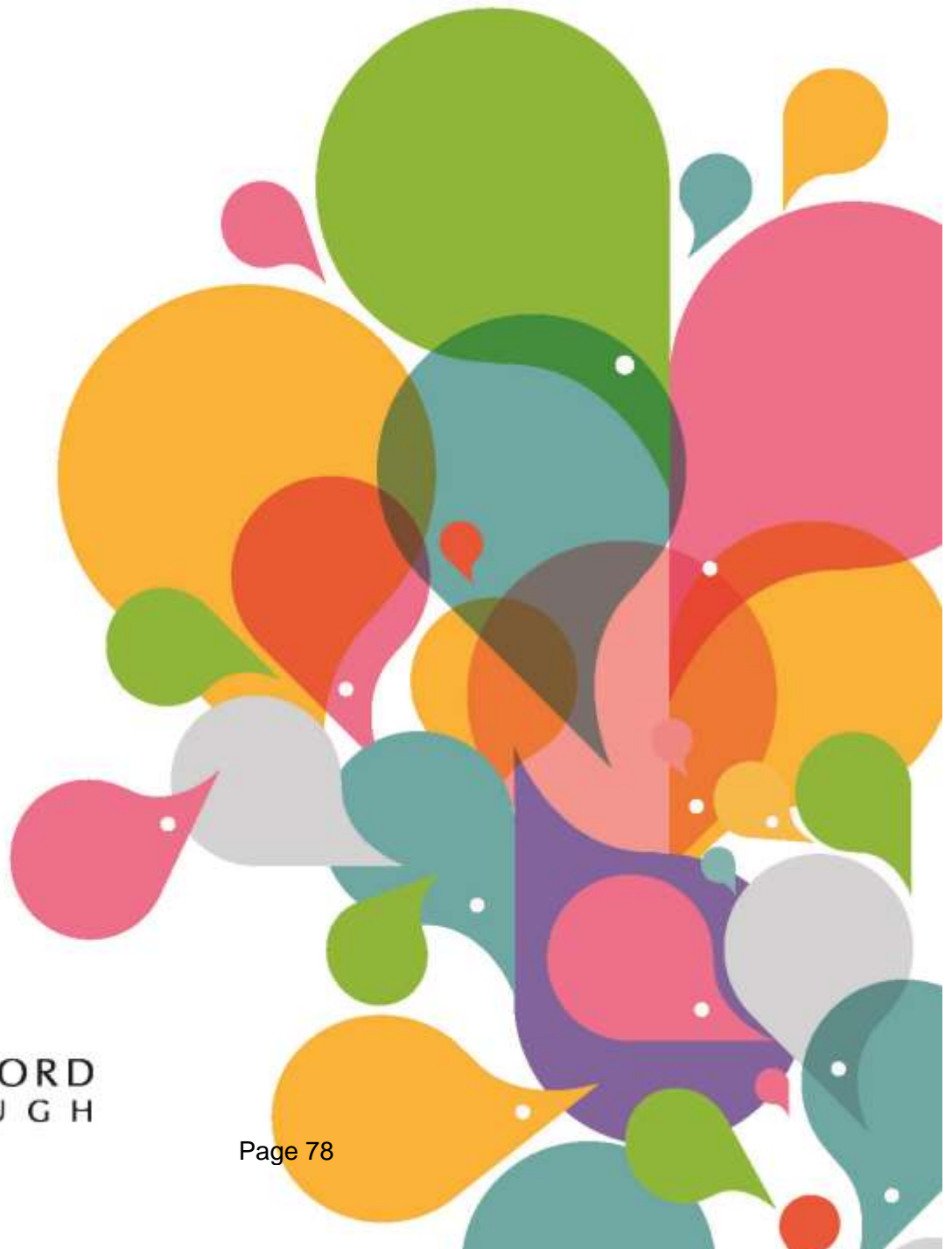
Further to the above, the changes proposed to the Draft Local Plan are reflected as follows:

Draft Guildford Borough Local Plan: Development Management Policies

Proposed Submission Local Plan

November-January 2021

Consultation under Regulation 19 of the Town and Country Planning (Local
Planning) (England) Regulations 2012



Policy H5: Housing Extensions and Alterations including Annexes

Introduction

- 2.1 Extensions to homes can be a convenient way of providing additional living space for growing households or to adapt homes to meet changing needs. High house prices in a competitive housing market have had the impact of people choosing to remain in their existing home and extend, renovate or improve it to meet their needs rather than move. Grown-up children now tend to live in the family home for longer due to the unaffordability of owner occupation, ineligibility for social housing or high renting costs. This can lead to a demand for loft or basement conversions to increase living space. Older people are more likely to have a long-term health problem or disability and consequently may need to adapt their home or move into accommodation with their family. The necessity to work from home in recent years has also led to rethinking and reconfiguring how we use our homes. Our housing stock therefore needs to be flexible to adapt to the occupant's changing needs and this planning policy will guide household improvements.

Policy H5: Housing Extensions and Alterations including Annexes

- 1) Development proposals for residential extensions and alterations are required to have regard to the impact on the street scene, neighbouring properties and the existing property such that they:
 - a) respect the existing context, scale, height, design, appearance and character of, and have no unacceptable impact upon the adjacent buildings and immediate surrounding area;
 - b) have no unacceptable impact on the amenities enjoyed by the occupants of adjacent buildings in terms of privacy and access to sunlight and daylight; and
 - c) take into account the form, scale, height, character, materials and proportions of the existing building.

Basement extensions

- 2) Development proposals for basement extensions are required to:
 - a) be proportionate and ensure that their potential impact on the local environment, trees, tree roots, garden area, architectural character of the property, neighbouring properties and residential amenity is acceptable;
 - b) have clear internal access to upper floors;
 - c) have no unacceptable impact on local ground water conditions, flooding or drainage issues; and
 - d) include a structural impact report from a certified structural engineer. The report should show that there is no unacceptable impact to land and the structural

Policy E11: ~~Equine~~Animal-related Development

Introduction

- ~~3.1~~ The keeping of horses, ponies, donkeys and hybrid breeds is a popular leisure activity in Many households keep animals at home, and, in rural areas, which includes many parts of the borough, animals can ~~and~~ also provides an additional source of business income to farmers and others. Whilst ~~these animal-related commercial~~ activities may generate ~~rural~~ economic benefits for rural areas, poorly designed and/or ~~sited~~located developments can, either individually or cumulatively, lead to a multitude of adverse impacts for the countryside and the amenity of residents.
- ~~3.13.2~~ Horse and other equine-related developments, for example, can adversely affect the countryside's openness and rural character with the introduction of stables, hay stores and tack rooms, paddocks, fencing and on-site riding facilities such as jumps and fences. Horse keeping can also lead to result in the erosion of paths and bridleways, fragmentation of viable agricultural holdings, reduced pasture quality from overgrazing and reduced opportunities for recovery of biodiversity. ~~On sites close to existing residential uses, unless designed carefully, horse related developments may also lead to amenity and disturbance impacts for owners and occupants of neighbouring properties.~~
- ~~3.3~~ These same concerns apply to cCommercial equestrian animal-related developments, ~~such as riding schools (manèges) and livery/boarding stables, which~~ have the potential for even greater adverse impacts than domestic/private developments, due to their greater intensity of use and potential for increased traffic generation.
- ~~3.4~~ In the case of non-equine animals, such developments – if poorly controlled – may result in amenity and disturbance impacts for owners and occupants of nearby properties, for instance noise from barking of dogs kept at commercial boarding kennels. Because a certain amount of noise from these uses is inevitable, kennels are often more appropriate in rural rather than urban locations, however care must still be taken over their location relative to existing residential and other uses, and over their design.
- ~~3.23.5~~ It is also in the interests of animal welfare important that planning policies guiding animal-related development are clear and that any new proposed development that requires planning permission makes appropriate provision for animal welfare. This should include equine-related developments adherence to latest national standards and Government advice for the design of stable buildings, fencing and pasture for equine animals⁵⁵.

Policy E11: ~~Equine~~Animal-related Development

⁵⁵ Note that welfare standards for premises within England offering boarding, including day care, for dogs and cats are addressed through licencing restrictions. Details are available at <https://www.gov.uk/guidance/boarding-for-cats-or-dogs-licence-england>. The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 also applies to these and to commercial horse-related activities (<https://www.legislation.gov.uk/ukdsi/2018/9780111165485>).

- 1) Development proposals for private and/or commercial ~~horse or other equine animal-~~related developments are required to:
 - ~~a) provide adequate stabling, fencing and land for grazing and exercise is available to ensure the proper care of the animals, in compliance with the latest Government-published guidelines and standards;~~
 - a) be of a scale, location, design and layout that is acceptable in relation to its intended use and in terms of its impact on the character of the built environment and surrounding landscape;
 - b) have no unacceptable impact on the nature conservation or biodiversity value of the site and the quality of pasture, ~~by reason of overgrazing or otherwise;~~
 - c) re-use existing buildings where feasible, or, in the case of a new facility, ~~is~~ be satisfactorily integrated with existing buildings, avoiding isolated or otherwise visually prominent locations; ~~and~~
 - d) have no unacceptable impact on the amenity of neighbouring or nearby properties by reason of noise, smell, overlooking, lighting of external areas or other general disturbance; and.
 - d)e) in the case of equine-related development, provide adequate stabling, fencing and land for grazing and exercise to ensure the proper care of the animals, in compliance with the latest Government-published guidelines and standards.
- 2) Particular consideration will be given to the cumulative adverse impacts of ~~equine animal-~~related development proposals in the vicinity of the proposed site and the wider area and conditions may be imposed ~~appropriate planning conditions to control these~~ where necessary.

Commercial developments

- 3) Commercial ~~equine animal-~~related development is also required to meet the following criteria:
 - a) Development proposals are required to ensure that they do not prejudice the agricultural operation of any holding.
 - b) Development proposals likely to generate a significant number of vehicular trips are required to be accompanied by a transport statement or transport assessment to show that there will be no unacceptable impacts on highway safety and that the safety of horses, riders and other road users will not be compromised.

Reasoned justification

3.6 ~~Equine Animal-~~related development, if it requires planning permission, should be designed and sited sensitively to ensure it does not lead to unacceptable visual, amenity and biodiversity impacts, or adverse impacts on highway safety.

3.7 Amenity impacts can result from several causes, as detailed in point 1) d) of Policy E11. Noise

and light impacts of proposed animal-related developments should be addressed by applicants as per policies D10: Noise Impacts and D10a: Light Impacts and Dark Skies. Adverse visual impacts can result from new buildings or other permanent structures in or on the edge of open countryside for which planning permission would be required⁵⁶, and which are not restricted by other policies which would directly prevent them. Examples of buildings for non-equine animal-related development that this might apply to, in addition to kennels, that fall within the remit of this policy are pavilions or static caravans used for the sale of refreshments, or public convenience blocks on private land for the intended use by businesses offering training for dogs and their owners.

Equine-related development

- 3.33.8 In ~~regard~~ relation to point 1) ~~ae~~ of Policy E11, the Department for Environment, Food and Rural Affairs' (Defra) *Equine Code of Practice for the Welfare of Horses, Ponies, Donkeys and their Hybrids*⁵⁷ (December 2017) sets out a comprehensive range of welfare standards covering provision of stabling, pasture quality and the appropriate minimum amount of space per animal for exercise and grazing. The British Horse Society has also published recommended minimum standards for stabling on its website⁵⁸, alongside other pointers on horse care, behaviour and management.
- 3.43.9 We will assess development proposals according to the standards in Defra's Code of Practice, or any Government-published standards that may supersede these in future.
- 3.53.10 The reasons for ~~requiring provision of~~ providing a minimum amount of land for pasture are for animal welfare and to ensure that the land is not overgrazed and ~~subsequently becomes~~ consequently degraded. Defra's Code of Practice states that horses generally require approximately 0.5 to 1 hectares (or 1.25 to 2.5 acres) per animal where no supplementary feed is provided, and more if the land is also used for exercise and/or hay production. Anything below this is not considered to provide adequate grazing unless the horse is principally stabled with supplementary feeding.
- 3.63.11 The assessment of whether an ~~equine animal~~-related development's scale is acceptable will be considered as a planning judgement on an individual application basis. In particular, quantifying the amount of pasture that may be considered suitable for any given site is not an exact science and ~~proposals will be assessed on an individual basis taking into account~~ depends on a number of factors as indicated in the published standards and guidelines referred to above.
- 3.73.12 We will also take account of constraints on the use of the land such as existing or proposed buildings and landscape features e.g. access tracks, trees or watercourses, which would reduce

⁵⁶ A breeding or boarding use within a domestic outbuilding could also be considered a change of use and therefore subject to planning permission which will require consideration of its potential visual or amenity impacts (noise is likely to be the primary amenity impact, in this case).

⁵⁷ Available online at: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/700200/horses-welfare-codes-of-practice-april2018.pdf

⁵⁸ Available online at: <https://www.bhs.org.uk/advice-and-information/horse-care>

the total amount of ‘useable’ pasture available.

3.13 Applications for stables or loose boxes on land below 0.5 hectares may only be considered acceptable where the applicant demonstrates adequate provision of accessible, available land to allow for the proper care (exercise and grazing) of the proposed number of animals. This might take the form of long-term agreements for the use of adjoining land not under the direct ownership of the applicant (i.e. leased or rented land). If there is uncertainty that adequate land will be available over the longer period, then permission may not be granted. General advice on grazing agreements and other useful information is available from Surrey County Council’s website⁵⁹.

Commercial animal-related development

3.83.14 The second part of Policy E11 requires that commercial equine animal-related development proposals do not prejudice the agricultural operation of any holding. Such developments may be applied for as a permanent means of diversification of the existing agricultural business to a non-agricultural commercial use, which could include uses such as boarding stables or riding schools. These may involve subdividing the land and could potentially have an adverse impact on the ongoing agricultural operation, rather than helping to support it.

3.93.15 Farmland is a vital local and national resource, the loss of which has economic, environmental and social costs. To address point a) of this second part of the policy, landowners or their planning agents are ~~therefore~~ advised to provide some form of evidence with their planning application to demonstrate that the loss of any land in existing agricultural use that could occur as the result of a proposed commercial equine animal-related development would not have adverse impacts for the viable operation of the farm business.

Key Evidence

- Defra (2017) Equine Code of Practice for the Welfare of Horses, Ponies, Donkeys and their Hybrids
- British Horse Society: Horse Care, Behaviour and Management Standards

Monitoring Indicators

Indicator	Target	Data Source
Percentage of appeals where the Inspector found insufficient grounds to refuse the application in relation to Policy E11.	N/A	Planning Appeals

⁵⁹ Available online at: <https://www.surreycc.gov.uk/land-planning-and-development/countryside/advice/horse-care>

Policy P8/P9: Protecting Important Habitats and Species

- 4.51 National and local ambitions for the restoration of our nature cannot be achieved if important habitats and species continue to decline. As a result, it is imperative that development proceeds in a way that preserves important components of the natural environment, some of which are irreplaceable.

Policy P8/P9: Protecting Important Habitats and Species

- 1) Development proposals for sites that contain or are adjacent to irreplaceable habitats, priority habitats, habitats hosting priority species, sites designated for their biodiversity value and all aquatic habitats are required to preserve the relevant ecological features through the application of the mitigation hierarchy, and to deliver enhancements to the ecological features in line with Policy P6/P7. The habitats should be protected by appropriate buffers and, if necessary, barriers in order to prevent adverse impacts, including those resulting from recreational use.

Irreplaceable habitats

- 2) Irreplaceable habitats will be protected. Development proposals that result in the loss, damage or deterioration of irreplaceable habitats will be refused, unless there are wholly exceptional reasons and the exceptional benefits of the development proposal outweigh the loss of the habitats. Proposals for compensation will not form part of this assessment. However, if wholly exceptional reasons have been demonstrated, a suitable compensation strategy to address the level of harm predicted will be required that delivers appropriate and proportionate compensation in terms of quality and quantity. Proposals for compensation will be additional to other requirements relating to biodiversity, including biodiversity net gain requirements.
- 3) A habitat will be considered to be irreplaceable if it meets the definition in the NPPF glossary or guidance issued by the Surrey Nature Partnership, or if it is identified as irreplaceable in the Local Nature Recovery Strategy, or it is on land identified in an established inventory, such as the Revised Ancient Woodland Inventory (RAWI).

Ancient woodland and significant trees

- 4) Where ancient woodland falls within or adjacent to a development site, the following measures are required.
 - a) The submission of information setting out the location of all significant ancient or veteran trees (a BS5837 Survey).
 - b) An appropriate buffer around the ancient woodland of a minimum of 15 metres or a greater distance if specified by national policy.
 - c) A clear separation between the woodland and the rest of the development, delineated by a physical feature such as a wildlife permeable barrier, a cycle lane, path or lightly trafficked road.

appropriate net gain to loss ratio.

- 4.66 Irreplaceable habitats include, but are not limited to, the following habitats.
- a) Ancient woodland and replanted ancient woodland.
 - b) Ancient and veteran trees.
 - c) Ancient wood pasture and historic parkland (including the open space between trees).
 - d) Unimproved grassland.
 - e) Stretches of river that have had little historic modification.
 - f) Heathland and associated mires (including bogs).
 - g) Ancient hedgerows, and 'important' hedgerows that contain protected, endangered, vulnerable or rare species.

Ancient woodland

- 4.67 Development can affect ancient woodland through direct loss and also through changes to drainage and damage to root systems. Development can also have impacts on the ecosystem of an ancient woodland through pollution, recreation pressure, fly-tipping, and changes to noise and lighting that can affect its unique wildlife. The Council has experienced problems in the past where residents come to regard nearby woodland as an extension of their private curtilage and cleared it for access or used it for disposal of garden waste; activities that can be harmful to woodland ecology. Therefore, it is important that areas of valuable ancient woodland are protected by an appropriate buffer, and that the border between private space and ancient woodland on public land is clearly delineated, for example by running a physical feature such as a path, low-use road or ditch between the built development and the woodland.
- 4.68 Surrey's Revised Ancient Woodland Inventory 2011 (RAWI) provides a well-documented and consistent approach to establish whether land is ancient woodland. Natural England and the Forestry Commission will sometimes provide bespoke advice on whether woodland qualifies as ancient and have produced standing advice for planning authorities which includes an assessment guide which can be completed by those with suitable specialist knowledge of woodland ecology in order to determine whether a woodland is ancient. Challenges to a listing on the RAWI should be made prior to a planning application, and the listing amended with agreement provided in writing by the relevant authority.
- 4.69 Some areas of ancient woodland may appear not to qualify as such, or may appear to be of lower value e.g. due to limited flora. For example, PAWS are areas of ancient woodland (or within ancient woodland) that may have been clear or partly-felled and replanted, often with commercial stands of timber (typically fast growing softwoods) so they may not appear to be an irreplaceable habitat. However, much of the value of ancient woodland lies in their soils and many remnants of the ancient habitat will remain. Consideration of the value of the habitat will take into account the potential of the land for ancient woodland species to migrate and young featureless trees to eventually become veterans.
- 4.70 An appropriate buffer of a minimum of 15 metres around ancient woodland should be set at a distance necessary to preserve the nature, health and setting of the ancient woodland, taking into account the nature and area of proposed development. If national policy sets a wider minimum distance, the greater distance will apply.

4.704.71 Proposals for new SANGs must follow Natural England's SANG guidelines and accordingly must avoid negative impacts on habitats of high nature conservation value, including Ancient Woodland. SANG proposals must ensure that Ancient Woodland is protected and enhanced in accordance with this policy.

Ancient wood pasture and historic parkland

4.714.72 Ancient wood pasture and historic parkland are often forms of ancient woodland. They are areas of land that have been historically managed through grazing, have a very open structure, a tree canopy cover generally above 20 per cent (though possibly with considerable variation), and where the habitat type has been in continuous existence since at least 1600. Ancient wood pasture and historic parklands may not be included in the Ancient Woodland Inventory if their low tree density failed to register them as woodland on historical maps. The presence of ancient and veteran trees is a key indicator but other factors including the presence of historic features, permanent pasture and scrub will also be taken into account. Ancient wood pasture and historic parkland habitats may have been altered by activities such as sward improvement, overgrazing and tree felling, or become in-filled with secondary woodland. However, associated indicative species will remain present and, as with ancient woodland, the habitat can be effectively restored. The protection of the whole habitat is necessary even though tree cover may be comparatively sparse, so open space between trees in an area of ancient wood pasture or historic parkland is also subject to the same protections as ancient woodland.

Ancient and veteran trees

4.724.73 Where ancient and veteran trees exist within a development site, they should be incorporated into the public realm where they can be appropriately managed and will not be vulnerable to damaging operations carried out by a private landowner. Additionally, this means that these often-attractive trees remain visible for all to enjoy.

Hedgerows

4.734.74 Hedgerows are some of the most important habitats in parts of Britain, providing marginal connective habitat for a large number of threatened species. They provide a refuge for creatures displaced by the incremental destruction of more natural habitats to make way for increasingly intensive agriculture, and can act as dispersal corridors allowing movement of important pollinating invertebrates through farmland areas. They also provide breeding, nesting and feeding habitat for many birds. Ancient hedgerows tend to be the most biodiverse in terms of both plants and animals and where an 'important' hedgerow contains protected, endangered, vulnerable or rare species, the assemblage of species is such that replacing the hedgerow would be technically difficult or take a very significant time. These types of hedgerows therefore meet the NPPF definition for irreplaceable habitat.

4.744.75 Ancient hedgerows are those that existed before the Enclosures Acts (mainly passed between 1720 and 1840). All ancient hedgerows are considered to be irreplaceable habitats.

4.754.76 'Important' hedgerows are hedgerows that are at least 30 years old and meet at least one

Policy P11: Air Quality and Air Quality Management Areas

Introduction

- 4.4044.105** Clean air is vital for environmental and human health. Poor air quality represents the largest environmental health risk in the UK. It shortens lives and contributes to chronic illness. Health can be affected both by short-term exposure to high-pollution episodes and by long-term exposure to lower levels of pollution.
- 4.4054.106** Similarly, air pollution also negatively impacts plants and animals, natural habitats, ecosystems, and environmental processes. Serious environmental impacts of air pollution occur as a result of nitrogen (NO_2) deposition, acid deposition, and direct toxic effects of pollutants in the air.
- 4.4064.107** Air pollution comes from many sources. Emissions from distant and local sources can build up into high local concentrations of pollution. Although there are legally-binding limits, there are no 'safe' levels. Therefore, it is essential that any new development within Guildford borough avoids creating, or contributing to, poor air quality levels both within and outside the Borough boundary.
- 4.4074.108** The NPPF⁸⁰ is clear that:

Planning policies and decisions should sustain and contribute towards compliance with relevant limit values or national objectives for pollutants, taking into account the presence of Air Quality Management Areas and Clean Air Zones and the cumulative impacts from individual sites in local areas. Opportunities to improve air quality or mitigate impacts should be identified, such as through traffic and travel management, and green infrastructure provision and enhancement.

- 4.4084.109** Therefore, in the determination of planning applications, consideration will be given to the impact of development in terms of the impacts on air quality caused both by the operational characteristics of the development and the vehicular traffic generated by it. Consideration will be given to the impacts of all sources of emissions to air, but particular attention should be provided to the most damaging air pollutants (fine particulate matter, ammonia, nitrogen oxides, sulphur dioxide, non-methane volatile organic compounds).

Air Quality Management Areas

- 4.4094.110** Local Authorities are required to periodically review and assess the current, and likely future, air quality in their area against national air quality objectives, as set out by the Environment Act 1995⁸¹ and the UK's Air Quality Strategy⁸². Where an objective is unlikely to be met by the relevant deadline, Local Authorities are required to designate those areas as Air Quality Management Areas ('AQMAs') and take action to work toward meeting those objectives. Development within, and in close proximity to, AQMAs will therefore require careful consideration to ensure that a positive contribution is made towards the Council's Air Quality

⁸⁰ National Planning Policy Framework (2021), paragraph 186

⁸¹ See Part IV. Available online at: <https://www.legislation.gov.uk/ukpga/1995/25/contents>.

⁸² Available online at: <https://www.gov.uk/government/publications/the-air-quality-strategy-for-england-scotland-wales-and-northern-ireland-volume-1>.

Quality Assessments.

~~4.117~~4.118 Planning applications for particular large-scale ammonia-emitting developments, such as for intensive livestock units, within 5km of Ancient Woodland sites, must demonstrate that the development would not have significant adverse impacts on Ancient Woodland habitats. The Department for Food and Rural Affairs (2018) has published the Code of Good Agricultural Practice (COGAP), which provides best-practice guidance for reducing ammonia emissions from farms in England⁸⁸.

Air Quality Management Areas

~~4.118~~—Currently, ~~three~~ AQMAs have been declared within Guildford borough, due to exceedances of the annual mean Air Quality Strategy ('AQS') objective for NO₂ of 40µgm-3 (micrograms per cubic metre). These are located at 'The Street, Compton', 'A281, The Street, Shalford' and 'Guildford Town Centre'. In each case, road traffic emissions comprise the primary source of NO₂. Further AQMAs may be designated during the lifetime of this Plan. Applicants are advised to check for the status and extent of AQMAs on the Council and the Department for Environment, Food and Rural Affairs's websites⁸⁹. ~~Additional detail on these AQMAs detailed above, including a map of each area, is available online:~~

~~4.119~~—The Street, Compton: ~~https://uk-air.defra.gov.uk/aqma/details?aqma_ref=1731~~

~~4.120~~4.119 A281, The Street, Shalford: ~~https://uk-air.defra.gov.uk/aqma/details?aqma_ref=3358~~

~~4.124~~4.120 The Council ~~has~~ must developed an Air Quality Action Plan ('AQAP') for each AQMA, which sets out a strategy for improving the air quality conditions for that area, to fulfil its duties under the Local Air Quality Management framework. These are available on the Council's website⁹⁰.

4.121 The Council has a statutory duty to work toward the UK's Air Quality Objectives. In fulfilling this duty, the Council has developed an Air Quality Strategy (2017 – 2022), which identifies key air quality issues within the borough and sets out an approach toward maintaining and improving air quality, including specific actions that will be undertaken to achieve this.

4.122 Furthermore, Guildford Borough Council has a legal duty to protect the life and wellbeing of local communities, under Article 2 and Article 6 of the Human Rights Act and common-law duties, and is compelled to take action to reduce pollution to ensure amenity is preserved, under Article 2 and Article 8 of the European Convention on Human Rights.

~~4.122~~—

A3 Guildford trunk road

4.123 Highways England, which is responsible for the Strategic Road Network, has identified that a section of the A3 Guildford trunk road is experiencing exceedances of the limit value for annual

⁸⁸ Available online at: www.gov.uk/government/publications/code-of-good-agricultural-practice-for-reducing-ammonia-emissions.

⁸⁹ Available online at: <https://www.guildford.gov.uk/article/21335/Guildford-air-quality-management-areas> and <https://uk-air.defra.gov.uk/aqma/list>

⁹⁰ Available online at: www.guildford.gov.uk/article/21335/Guildford-air-quality-management-areas.

mean NO₂ air pollution which are adversely affecting sensitive receptors including residents and users of a footpath.⁹¹ The section of the road is, for Highways England's air quality assessment work, known as Pollution Climate Mapping link number 17736. This is located between the left in/out junction of Wilderness Road with the southbound carriageway to the west and Dennis interchange to the east. Highways England's forecast is that, by 2030, the limit value will continue to be exceeded, including with a potential barrier which is under consideration by Highways England.

Air Quality Assessments

- 4.124 Air Quality Assessments may be required for the reasons outlined in paragraph (3) of this policy. In accordance with paragraph 3(c) specifically, the Council's Environment and Regulatory Services will confirm whether the available evidence demonstrates the proposed development would introduce or intensify sensitive uses within an area that is known to experience existing poor air quality conditions. Where ~~it is demonstrated~~there is a risk that ambient pollutant levels may cause significant adverse effects on the health of sensitive receptors in the area, an Air Quality Assessment will be required.
- 4.125 Where an Air Quality Assessment is required, the applicant should seek confirmation from the Council's Environment and Regulatory Services on the appropriate approach and methodology to be used in conducting the assessment. The specific approach and methodology required for each assessment should be tailored to address the key issues driving the need for the assessment. In all cases, the Air Quality Assessment should be undertaken using an approach that is appropriate to the scale of the likely adverse impacts.
- 4.126 Air Quality Assessments must be completed during the early stages of the design and preparation of the development proposal. If the applicant has engaged the Council's pre-application service, the Light Impact Air Quality Assessment should be submitted and reviewed as part of this.
- 4.127 In order to ensure that a consistent approach is used in producing Air Quality Assessments, all assessments are expected to be prepared in accordance with guidance provided by Environmental Protection UK and the Institute of Air Quality Management: 'Land-Use Planning & Development Control: Planning For Air Quality' (2017)⁹². Specifically, the report detailing the results of the assessment is expected to contain the information set out at paragraph 6.22 (a) – (m) of that guidance.
- 4.128 Once the report has identified the magnitude of potential adverse impacts and described these for each relevant source and/or sensitive receptor, the applicant must seek agreement from the Council's Environment and Regulatory Services as to the 'significance' of those impacts. As a discipline, assessment of Air Quality impacts does not benefit from the rigid application of a significance matrix. The determination of 'significance' must therefore be made by the Council's

⁹¹ See Air Quality on England's Strategic Road Network: Progress Update (Commission No. 1 - 101 Pollution Climate Mapping links on the SRN - Analysis of potential non-compliance with limit values for Nitrogen Dioxide, as identified by Government's Pollution Climate Mapping Model) (Highways England, July 2021). Available at <https://highwaysengland.co.uk/our-work/environment/air-quality-and-noise/air-quality/air-quality-reports/>. Accessed 23 July 2021.

⁹² Available online at: <https://iaqm.co.uk/text/guidance/air-quality-planning-guidance.pdf>.

Environment and Regulatory Services on a case-by-case basis, in agreement with the air quality professional that conducted the assessment. Further guidance on the determination of 'significance' within air quality assessment is available from the Institute of Air Quality Management ([20172009](#))⁹³.

- 4.129 Where an Air Quality Assessment identifies potential significant adverse impacts on sensitive receptors, an Emissions Mitigation Assessment must be completed. The Emissions Mitigation Assessment must detail the appropriate avoidance and mitigation measures that will be implemented to prevent significant adverse impacts on sensitive receptors, including future occupiers or users of the site, from any sources of emissions to air. Emissions Mitigation Assessments should normally be submitted as part of the overall Air Quality Assessment and inform the conclusions made within it.

Air Quality Avoidance and Mitigation Hierarchy

- 4.130 The 'Air Quality Avoidance and Mitigation Hierarchy', as set out below, is based on published guidance by the Chartered Institute of Ecology and Environmental Management (CIEEM)⁹⁴. Development proposals are required to incorporate appropriate avoidance and mitigation measures in the design of the scheme, in accordance with the preferences set out in the hierarchy. Emissions Mitigation Assessments are required to set out how the proposed measures have been incorporated in relation to the order of preference established in the hierarchy.
- 4.131 In accordance with the Air Quality Avoidance and Mitigation Hierarchy, development proposals should seek to avoid exposure to the pollutant in the first instance. Having implemented avoidance measures as far as is reasonably practicable, both technically and economically, development proposals should then implement appropriate mitigation measures in order to reduce the potential effects of exposure.

Table P11a: Air Quality Avoidance and Mitigation Hierarchy

Approach	Notes
Avoid	1) Eliminate or isolate sources of emissions. 2) Replace sources with lower-emission alternatives. 3) Maximise distance between sources and sensitive receptors.
Mitigate	4) Mitigation measures that act on the source. 5) Mitigation measures that act on the pathway. 6) Mitigation measures at or close to the point of exposure that address impacts upon the receptor.

- 4.132 In each case that an avoidance or mitigation measure is implemented, measures that are designed to operate passively should take preference over measures that require management or maintenance.

⁹³ Available online at: www.iaqm.co.uk/text/guidance/air-quality-planning-guidance.pdf, www.iaqm.co.uk/text/guidance/iaqm_significance_nov09.pdf.

⁹⁴ CIEEM (2018) Guidelines for Ecological Impact Assessment in the UK: Terrestrial, Freshwater, Coastal and Marine version 1.1. Chartered Institute of Ecology and Environmental Management.

Policy P13: Sustainable Surface Water Management

Introduction

- 4.164 Development has tended to extend the amount of impermeable surfaces which inhibits the natural infiltration of surface-water and increases surface-water runoff rates and volumes. This can overload drainage infrastructure and increase local and downstream flood risk.
- 4.165 Conventional drainage infrastructure focuses on moving water away from a development as quickly as possible. Combined sewers, which collect both surface-water runoff and foul waste water, can be overwhelmed during heavy rain periods which increases the risk that polluted water is released into rivers. The increase in intense rainfall events ~~expected to~~ that will result from climate change will exacerbate this problem. Conventional drainage can also contribute to the deterioration of water quality through diffuse pollution.
- 4.166 Natural Flood Measures (NFM) use natural processes to deal with surface water. Sustainable Drainage Systems (SuDS) mimic natural drainage and focus on reducing the rate and quantity of surface water runoff by allowing it to infiltrate into the ground or attenuating rainfall close to where it falls. They can work alongside or replace conventional drainage methods and can provide benefits additional to flood risk reduction and such as groundwater recharge, enhancements to biodiversity and visual amenity and opportunities for leisure.
- 4.167 The NPPF (paragraphs 167 and 169) requires new developments to avoid increasing flood risk elsewhere, and major developments and developments in areas at risk of flooding to incorporate SuDS unless there is clear evidence that this would be inappropriate. SuDS proposals are required to take account of advice from the Lead Local Flood Authority (LLFA). The LLFA for Guildford is Surrey County Council.
- 4.168 LPSS 2019 Policy P4 Flooding, Flood Risk and Groundwater Protection Zones requires all development proposals to demonstrate that land drainage will be adequate and will not result in an increase in surface water runoff, and prioritises the use of SuDs to manage surface water drainage unless it can be demonstrated that they are not appropriate. Where SuDs are provided, arrangements must be put in place for their management and maintenance over their full lifetime.

Policy P13: Sustainable Surface Water Management

All development proposals

- 1) Drainage schemes are required to intercept as much rainwater and runoff as possible, including runoff from outside the site.
- 2) Greenfield sites are required to achieve runoff rates and volumes consistent with greenfield conditions. Previously developed sites are required to achieve runoff rates and volumes as close as reasonably practicable to greenfield runoff rates. In any case, runoff rates and volumes must be no greater than the conditions of the site prior to the development.

1. Earl of Onslow Pit (West Clandon Chalk Pit)
2. Newlands Corner Car Park
3. Albury Downs (Water Lane) Chalk Pit
4. Albury Sand Pit
5. Water Lane Sand Pit
6. Guildford Lane, Albury
7. Blackheath Lane, Albury
8. Compton Mortuary Pit
9. Wood Pile Quarry
10. Warren Lane, Albury

4.204 Designated RIGS are shown on the policies map. Unmapped features will be considered to be of RIGS quality where they meet one or more of the criteria at paragraph [4.2014.198](#).

Key Evidence

- GeoConservationUK RIGS Selection guidance

Monitoring Indicators

Indicator	Target	Data Source
Percentage of appeals where the Inspector found insufficient grounds to refuse the application in relation to Policy P14	N/A	Planning Appeals

- f) Detailing
- 5) Development proposals are required to reflect appropriate residential densities that are demonstrated to result from a design-led approach taking into account factors including:
- a) the site size, characteristics and location;
 - b) the urban grain of the area and appropriate building forms, heights and sizes for the site; and
 - c) the context and local character of the area.
- 6) Development proposals are expected to make efficient use of land and increased densities may be appropriate if it would not have a detrimental impact on an area's prevailing character and setting.
- ~~7) Allocated sites that are in separate ownerships are required to be designed in a comprehensive manner to ensure the efficient use of land and integrated development.~~
Development proposals are expected to be designed so as not to hinder the potential future delivery of adjoining development sites.

Masterplanning and Design Codes

- ~~8) Strategic sites listed in LPSS 2019 Policy D1(13) are required to produce masterplans and follow a Design Code approach through the planning application process. This will require a Design Code to be agreed prior to the granting of full or reserved matters planning permission for any phase of the development. Where outline planning permission has been agreed subject to Design Code agreement, any relevant Reserved Matters applications which are submitted without the Design Code being agreed will be refused.~~
- ~~7)9) Masterplans and Design Codes will also be required for any site that will be developed in more than one phase or by more than one developer. Failure to agree a Design Code approach is likely to result in the refusal of an application.~~

Definitions

- 5.5 *Local distinctiveness* - The positive features of a place and its communities which contribute to its special character and sense of place.

Reasoned Justification

- 5.6 The National Design Guide 2019¹⁰⁹, or guidance superseding it, outlines and illustrates the Government's priorities for well-designed places in the form of ten characteristics. In a well-designed place, an integrated design process brings the ten characteristics together in a mutually supporting way. They interact to create an overall character of place. Good design considers how a development proposal can make a contribution towards all of them. Whilst this policy is applicable to proposals of all sizes, some characteristics will be more relevant in larger schemes than smaller ones. The evidence provided should be proportionate to the nature, size

¹⁰⁹ Available online at: www.gov.uk/government/publications/national-design-guide

- 5.11 This does not necessarily mean simply replicating what is already there. For some sites, particularly those located in more sensitive areas where there is already a strong or unique local character, it may be more appropriate to reflect aspects of the local vernacular within the scheme's design. This could range from adopting typical building forms to using local materials and architectural detailing. In other instances, particularly on larger or less sensitive sites, there may be opportunities for more innovative and forward-thinking design solutions which can create a new character and identity whilst still contributing to local distinctiveness. This includes the use of modern methods of construction which are becoming more common and can offer significant environmental benefits as well as being more cost and time effective to construct. Character is often derived through change and the variety of buildings built over different periods.
- 5.12 A well-designed place is not simply about the way the buildings look. Instead, it is important that the principles of good design are embedded at each stage of the design process. A well-designed place will evolve through making the right choices at all levels, from the scheme's layout through to the detailing of individual buildings.
- 5.13 Given the significant variation in character, both within individual settlements and across the borough, it is not considered appropriate or justified to prescribe minimum densities within this plan. Instead, an appropriate density on a site (or parts of a site) should result from a design-led approach that considers the site's characteristics, proposed building types and form, and the context and character of the area. It should be an outcome of a process, as opposed to reflecting a predetermined density.
- 5.14 National policy requires the promotion of 'an effective use of land in meeting the need for homes and other uses, while safeguarding and improving the environment and ensuring safe and healthy living conditions'¹¹⁷. Optimising the density on development sites including those allocated in the LPSS 2019 enables the delivery of much needed homes to meet the housing requirement whilst minimising the need for additional sites, which may be more sensitive or less sustainably located.
- 5.15 Increased densities are likely to be appropriate on a range of sites, in particular on larger sites which are capable of delivering a range of densities across them. This enables higher density development to be located in less sensitive parts of the site and in close proximity to services and facilities with lower densities in more sensitive parts such as on the edge of the settlement in order to form a sympathetic transition between the built up area and the countryside beyond.
- 5.16 Providing a range of densities across a site also helps to create a variety of character so that different areas or neighbourhoods each have their own identity. The density of a site will also be influenced by the mix and type of homes provided. A sustainably located town centre site delivering predominantly smaller units as part of flatted development would have a much higher density than a site delivering predominantly houses. The appropriate mix of homes should be appropriate to the site size, characteristics and location. Housing mix and its relationship with site characteristics is addressed in LPSS 2019 Policy H1: Homes for All.

[5.17 The preparation of Design Codes should follow the principles set out in the National Design Guide and the National Design Code taking into account any other relevant national](#)

¹¹⁷ National Planning Policy Framework (2021), paragraph 119

guidance. Due regard should also be given to any relevant Supplementary Planning Documents and any Neighbourhood Plan requirement. Masterplans and Design Codes should be prepared collaboratively through engagement with the community, the planning authority, highways authority and other stakeholders.

5.18 For strategic sites it is likely that an overarching strategic design code would be needed which should be agreed at an early stage. More detailed phase or area Design Codes should then be prepared following a clear hierarchy of the design evolution and following the principles set by a strategic code.

5.175.19 Masterplans and Design Codes will also be required on other sites as specified in the policy in order to deliver schemes that are designed in a comprehensive manner. Whilst the majority of sites allocated in the LPSS 2019 are in single ownership there are some in multiple ownership. For those in multiple ownership, it is important that the schemes that are ultimately delivered are integrated and function as well as those designed and permitted as a single scheme. This means that landowners should work towards a shared vision for the site and This will ensure that matters such as the design and location of roads, cycle and pedestrian links, open space, services and facilities are all considered holistically across the wider site. It is also important that any development proposal considers the way in which it will knit into the existing settlement fabric, promoting interconnectedness and avoiding sterilising the future development potential of adjoining land.

Key Evidence

- National Design Guide (2019)
- National Model Design Code (2021)
- Building for a Healthy Life (2020)
- Sport England: Active Design (2015)
- Strategic Development Framework SPD (2020)
- Guildford Town Centre Views SPD (2019)
- Surrey Landscape Character Assessment Guildford report (2015)
- Guildford Landscape and Townscape Character Assessment (2007)

Monitoring Indicators

Indicator	Target	Data Source
Percentage of appeals where the Inspector found insufficient grounds to refuse the application in relation to Policy D4	N/A	Planning Appeals

- b) address issues of overlooking and enclosure, which may otherwise impact unacceptably on the proposed property and any neighbouring properties; and
 - c) design the amenity space to be of a shape, size and location to allow effective and practical use of the space by residents.
- 3) All balconies or terraces provided on new flatted development proposals are required to be:
- a) designed as an integrated part of the overall design; and
 - b) a minimum of 4sqm.
- 4) Development proposals are required to have regard to relevant national and local design guidance or codes, including in relation to garden sizes and residential building separation distances.

Definitions

5.205.22 *Amenity* - A positive element or elements that contribute to the overall character or enjoyment of an area.

5.245.23 *Amenity space* - The outside space associated with a home or homes. It may be private or shared.

Reasoned Justification

Protection of amenity

5.225.24 This policy is only concerned with the amenity impact of a proposal once it has been built. Amenity related issues that may occur during the construction phase are covered by separate Environmental Health legislation.

5.235.25 Care should be taken to ensure development proposals do not overshadow or visually dominate existing properties or have an unacceptable impact on existing levels of privacy. There are many factors that need to be considered when designing a scheme to ensure that this does not occur. In terms of the buildings themselves, consideration should be given to their layout and orientation both with each other, if proposing more than one property, but also with any existing neighbouring residential properties. Potential amenity issues can also be avoided through consideration of the internal room layout, and the positioning and glazing of windows.

5.245.26 Access to daylight and sunlight will depend both on the way new and existing buildings relate to one another, as well as the orientation of windows in relation to the path of the sun. In particular, windows that are overshadowed by buildings, walls, trees or hedges, or that are north-facing, will receive less light. Solar gain should also be optimised to reduce the need for mechanical heating, but with appropriate measures to prevent overheating in line with LPSS 2019 Policy D2: Climate change, sustainable design, construction and energy, Policy D12: Sustainable and Low Impact Development and Policy D13: Climate Change Adaptation.

5.255.27 Excessive light and noise can have a major impact on amenity. Development proposals for

Reasoned Justification

- 6.83 The mapped network contained within the Policies Map has been developed by combining three evidence sources, Surrey County Council's [Guildford Local Cycling Plan](#) (Surrey County Council, undated circa 2015)²⁸⁶, Guildford Borough Council's [Guildford Route Assessments Feasibility Study](#) (Transport Initiatives and Urban Movement, 2020)²⁸⁷ and the council's concept proposals for the routing of the Sustainable Movement Corridor²⁸⁸. This provides for a denser and safer cycle network in the Guildford urban area while also addressing gaps in the network outside the urban area. It provides a common, updated basis for the improvement of the Guildford borough cycle network and connections onto, an approach which has received positive endorsement from Surrey County Council.
- 6.84 As well as the mapped network of routes, the Guildford Route Assessments Feasibility Study (2020) contains a set of 14 tables (Tables 17-30) detailing proposed cycling improvements for the main routes identified [in the Guildford urban area](#). The identified issues, proposals and cost estimates should be reviewed in scheme development. [For the rest of the borough \(where the evidence base is sourced from Surrey County Council's Guildford Local Cycling Plan\) further work will be required to define the nature of the route and level of provision required.](#)
- 6.85 The map is not exhaustive, and consideration will be given to proposals not presently included in the Policies Map.
- 6.86 Utility trips are of prime importance in terms of encouraging modal shift. The local cycle network is incomplete at present with short sections of infrastructure in place, but which do not join up, sometimes ending at key junctions or when carriageway width narrows. Natural and built barriers hinder the quality of infrastructure provided and access – such as guardrail and bollards, a lack of dropped kerbs or safe crossing facilities and crossings for rail, road and waterways which include steps or steep gradients on approach. Many cycle routes in the borough cater for leisure trips which, while attractive for a relaxed, quieter cycle, typically do not offer users with a direct, high-quality route which can compete with other modes of travel such as the private car in terms of convenience. Similarly, current facilities on the carriageway do not necessarily present an attractive choice for those less confident or returning to cycling.
- 6.87 Travel behaviour change interventions have the greatest impact when a new routine is to be developed, such as a new home or new place of work, further highlighting the importance of delivering a comprehensive network for utility trips to and from new development.
- 6.88 Site specific requirements can be found in the relevant site allocation policies and further requirements may develop during the planning application process, [such as safe routes to school. For example, particular attention needs to be given to routes used by school children in the interests of safety.](#)
- 6.89 The delivery of a comprehensive Guildford borough cycle network may involve the upgrade of

²⁸⁶ Available online at: <https://www.guildford.gov.uk/article/25508/Guildford-Cycle-Route-Assessments-Report>

²⁸⁷ Available online at: <https://www.guildford.gov.uk/article/25508/Guildford-Cycle-Route-Assessments-Report>

²⁸⁸ 'Note – The Sustainable Movement Corridor: Scheme feasibility and design, funding and delivery and links to the strategic sites' (Guildford BC, 2018). This note was submitted to the examination of the LPSS with the reference GBC-LPSS-025a.

existing routes or connections, or new infrastructure, or a combination of both. In the design and delivery of elements of the network, proposals should appropriately respond to the opportunities and constraints of the built and rural environments, land uses and designations.

- 6.90 Developers should ensure the highest standard of infrastructure is delivered. Latest guidance for the development of cycling infrastructure, as of 2020, can be found within the Department for Transport's LTN 1/20 Cycling Infrastructure Design. If this LTN is superseded, the successor document(s) will be applicable.
- 6.91 The measures applicable to each development proposal will vary on a case-by-case basis, but all should take account of the needs of cyclists, for example by providing safe, secure, convenient, accessible and direct access to, from and within development. This ~~can~~ may be achieved through cycle lanes or tracks, low traffic neighbourhoods, 20mph speed limits and modal filters, dependant on location. Infrastructure should be integrated, well signed, lit with high quality surfaces, benefit from attractive landscape design, and comprehensive wayfinding and further enhanced by sufficient, convenient, safe and secure cycle parking facilities (discussed further in Policy ID11 Parking Standards).
- 6.92 The Strategic Development Framework SPD²⁸⁹ contains design principles for the strategic sites of Slyfield Area Regeneration Programme (now known as Weyside Urban Village), Gosden Hill Farm, Blackwell Farm, the former Wisley airfield and the Ash & Tongham location for growth. Developers of these sites should adhere to the principles within this SPD in developing on and off-carriageway cycle links.
- 6.93 Conflict can arise between walkers and cyclists on shared use paths. By providing a comprehensive Guildford borough cycle network and adhering to national guidance, this conflict will be reduced as shared use facilities will generally no longer be appropriate, unless it can be demonstrated that segregated facilities cannot or should not be provided. The delivery of a comprehensive Guildford borough cycle network does not mean the importance of the pedestrian network should be overlooked.
- 6.94 Future innovation in mobility, such as e-scooters (electric scooters), may compliment current modes such as pedal cycles and e-bikes. If e-scooters were to be legalised - either privately owned e-scooters or as part of a public hire scheme, or both - it is envisaged that e-scooters would be treated in the same vein as pedal cycles and therefore able to be used on the road or on dedicated cycling infrastructure.

²⁸⁹ Available online at: <https://www.guildford.gov.uk/strategicdevelopmentframeworkspd>

Appendix D – List of superseded policies

The following table sets out which extant development plan policies are superseded by the Local Plan: Development Management Policies.

<u>Extant development plan policy</u>	<u>Local Plan: Development Management Policies policy</u>
<u>LP2003 G1 General Standards of Development (3), (4), (8), (11), (12), (13)</u>	<u>D5: Protection of Amenity and Provision of Amenity Space</u> <u>D4: Achieving High Quality Design and Respecting Local Distinctiveness</u> <u>D10a: Light Impacts and Dark Skies</u> <u>P10: Land Affected by Contamination</u> <u>P8/P9: Protecting Important Habitats and Species</u> <u>D10: Noise Impacts</u>
<u>LP2003 G5 Design Code (2), (3), (4), (5), (7), (8), (9)</u>	<u>D4: Achieving High Quality Design and Respecting Local Distinctiveness</u> <u>D8: Public Realm</u>
<u>LP2003 G7 Shop Front Design</u>	<u>D6: Shopfront Design and Security</u>
<u>LP2003 G8 Advertisements</u>	<u>D7: Advertisements, Hanging Signs and Illumination</u>
<u>LP2003 G9 Projecting Signs in The High Street</u>	<u>D7: Advertisements, Hanging Signs and Illumination</u>
<u>LP2003 G11 The Corridor of the River Wey And the Guildford And Godalming Navigations</u>	<u>D11: The Corridor of The River Wey & Godalming Navigations</u> <u>P12: Water Quality, Waterbodies and Riparian Corridors</u>
<u>LP2003 H4 Housing in Urban Areas</u>	<u>D4: Achieving High Quality Design and Respecting Local Distinctiveness</u> <u>D5: Protection of Amenity and Provision of Amenity Space</u>
<u>LP2003 H7 Conversions</u>	<u>H6: Housing Conversion and Sub-division</u>
<u>LP2003 H8 Extensions to Dwellings in The Urban Areas</u>	<u>H5: Housing Extensions and Alterations including Annexes</u>
<u>LP2003 E5 Homeworking</u>	<u>D5: Protection of Amenity and Provision of Amenity Space</u> <u>ID11: Parking Standards</u>
<u>LP2003 HE2 Changes of Use of Listed Buildings</u>	<u>D16: Designated Heritage Assets</u> <u>D17: Listed Buildings</u>
<u>LP2003 HE4 New Development Which Affects the Setting of a Listed Building</u>	<u>D16: Designated Heritage Assets</u> <u>D17: Listed Buildings</u>
<u>LP2003 HE5 Advertisements on Listed Buildings</u>	<u>D17: Listed Buildings</u>

LP2003 HE7 New Development in Conservation Areas	D16: Designated Heritage Assets D18: Conservation Areas
LP2003 HE8 Advertisements in Conservation Areas	D7: Advertisements, Hanging Signs and Illumination D16: Designated Heritage Assets
LP2003 HE9 Demolition in Conservation Areas	D16: Designated Heritage Assets D18: Conservation Areas
LP2003 HE10 Development Which Affects the Setting of a Conservation Area	D16: Designated Heritage Assets D18: Conservation Areas
LP2003 HE12 Historic Parks and Gardens	D16: Designated Heritage Assets D19a: Registered Parks and Gardens
LP2003 NE4 Species Protection	P8/P9: Protecting Important Habitats and Species
LP2003 NE5 Development Affecting Trees, Hedges and Woodlands	P8/P9: Protecting Important Habitats and Species D18: Conservation Areas
LP2003 NE6 Undesignated Features of Nature Conservation interest	P8/P9: Protecting Important Habitats and Species
LP2003 R2 Recreational Open Space Provision in Relation to Large New Residential Developments	ID6: Open Space in New Developments
LP2003 R3 Recreational Open Space Provision in Relation to New Small Residential Developments	ID6: Open Space in New Developments
LP2003 R4 Recreational Open Space Provision in Relation to New Commercial Developments	ID6: Open Space in New Developments
LP2003 R6 intensification of Recreational Use	D10a: Light Impacts and Dark Skies; ID11: Parking Standards
LP2003 R8 Golf Courses	D4: Achieving High Quality Design and Respecting Local Distinctiveness ID11: Parking Standards
LP2003 R9 Noisy Sports, Adventure Games and Similar Activities	D4: Achieving High Quality Design and Respecting Local Distinctiveness D5: Protection of Amenity and Provision of Amenity Space
LP2003 R10 Water Based Recreational Activities	D4: Achieving High Quality Design and Respecting Local Distinctiveness
LP2003 R12 Non-Commercial Horse Related Development	E11: Animal Related Development
LP2003 R13 Commercial Horse-Related Development	E11: Animal Related Development

LP2003 CF1 Provision of New Community Facilities	ID8: Community Facilities Policy D4: Achieving High Quality Design and Respecting Local Distinctiveness D5: Protection of Amenity and Provision of Amenity Space
LP2003 CF2 Loss of Community Facilities	ID8: Community Facilities
LP2003 CF3 Pre-School Education	ID8: Community Facilities D4: Achieving High Quality Design and Respecting Local Distinctiveness D5: Protection of Amenity and Provision of Amenity Space
LP2003 CF4 Expansion of Schools	ID8: Community Facilities; Policy D4: Achieving High Quality Design and Respecting Local Distinctiveness
LP2003 CF5 Care in The Community	D4: Achieving High Quality Design and Respecting Local Distinctiveness D5: Protection of Amenity and Provision of Amenity Space ID8: Community Facilities
LPSS D2: Climate Change, Sustainable Design, Construction and Energy (5), (6), (7), (9)	D14: Carbon Emissions from Buildings (1), (2), (3), (4)

Key:

[LP2003 = Guildford Local Plan 2003](#)

[LPSS = Local Plan: Strategy and Sites 2015-2034](#)

[The remainder of the Guildford Borough Local Plan 2003 policies have been reviewed through the second part of the Local Plan: Development Management Policies and are no longer saved. These policies are: LP2003 G3 Development Concerning Hazardous Substances LP2003 G4 Development in The Vicinity of Hazardous Substances; LP2003 G10 Telecommunications; GT1 Land at Bedford Road Opposite the Odeon Cinema; GT2 Former Farnham Road Bus Depot; RE11 New Agricultural Dwellings; RE12 Temporary Housing Accommodation in The Countryside for An Agricultural or Forestry Worker; RE13 New Agricultural Buildings; RE14 Extension of Residential Curtilages into The Countryside; R7 Built Facilities for Recreational Use.](#)

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Appendix 3: Draft Consultation Statement

Please refer to Item 9, pages 453 – 891 of the public report pack for the meeting Executive on 26th October 2021 also available at:

<https://democracy.guildford.gov.uk/mgChooseDocPack.aspx?ID=1238>.

Any necessary consequential changes to the responses will be made prior to consultation to ensure alignment with the policy approach followed in the Draft Local Plan (Appendix 2).

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Appendix 4: Draft Parking SPD

Please refer to Item 9, pages 893 – 951 of the public report pack for the meeting Executive on 26th October 2021 also available at:

<https://democracy.guildford.gov.uk/mgChooseDocPack.aspx?ID=1238>.

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Appendix 5: Equalities Impact Assessment (EqIA) screening

Please refer to Item 9, pages 953 – 965 of the public report pack for the meeting Executive on 26th October 2021 also available at:

<https://democracy.guildford.gov.uk/mgChooseDocPack.aspx?ID=1238>.

Following consideration of the proposed changes as per Appendix 2 and the Council's public sector equality duty, it has not been necessary to update the EqIA screening and the findings remain valid.

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Appendix 6: Sustainability Appraisal

Please refer to Item 9, pages 967 – 1013 of the public report pack for the meeting Executive on 26th October 2021 also available at:

<https://democracy.guildford.gov.uk/mgChooseDocPack.aspx?ID=1238>.

Any consequential changes will be made prior to consultation to ensure alignment with the wording included in the Draft Local Plan (Appendix 2).

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Appendix 7: Habitats Regulations Assessment

Please refer to Item 9, pages 1015 – 1067 of the public report pack for the meeting Executive on 26th October 2021 also available at:

<https://democracy.guildford.gov.uk/mgChooseDocPack.aspx?ID=1238>.

Any consequential changes will be made prior to consultation to ensure alignment with the wording included in the Draft Local Plan (Appendix 2).

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Appendix 8: Summary of Joint EAB comments and responses to issues raised

Please note that this Appendix replaces Item 9, pages 1069 – 1086 of the public report pack for the meeting Executive on 26th October 2021 also available at: <https://democracy.guildford.gov.uk/mgChooseDocPack.aspx?ID=1238>.

Housing Chapter

Policy H4: Housing Density

EAB comment	Response
<ul style="list-style-type: none"> There was a repeated view expressed by EAB members that Policy H4 should be retained. 	<ul style="list-style-type: none"> It is agreed that policy relating to density should not be removed, but consider that it's more comfortably located within the Plan's design policies and proposed Policy D4 in particular (rather than under housing policies / H4). The approach proposed is based upon the premise that appropriate residential density should be an outcome of a design-led approach to a site, rather than reflecting a predetermined density or merely an application of a mathematical calculation. Inclusion of density under Policy D4 acknowledges that it should be a by-product of a design-led approach that considers what is appropriate given the site and its context. It is considered that this gives character and good design greater prominence than a predetermined view on areas where high density should be delivered. This design-led approach to density is reflected in Policy D4(5) which includes consideration of: <ul style="list-style-type: none"> the site size, characteristics and location; the urban grain of the area and appropriate building forms, heights and sizes for the site; and the context and local character of the area. The above considerations are in any case partially drawn from the Reg 18 preferred option for Policy H4(1). Reg 18 Policy H4(2) which has not been carried forward into D4 related to the expectation that higher density development should be delivered in certain locations.
<ul style="list-style-type: none"> Further guidance in the form of a Local Residential Design Guide, Borough Character Study, Design Codes and various SPDs was sought. 	<ul style="list-style-type: none"> Issue is outside the scope of the LPDMP process

It was clarified that SPDs would be developed when the LPDMP was adopted to elaborate on the policies.	
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Policy H5: Housing Extensions and Alterations including Annexes

EAB comment	Response
<ul style="list-style-type: none"> • A related Character Study and Green Belt SPD were required. 	<ul style="list-style-type: none"> • Issue is outside the scope of the LPDMP process
<ul style="list-style-type: none"> • Proportionality was raised as an issue requiring consideration, particularly in the Green Belt, due to the risk that homes could be extended and altered in an out of character manner in terms of size, scale, mass and height, tall homes will dwarf smaller homes. Using 1968 rather than 1948 as a measurement starting point was suggested. • There was a need to differentiate between Green Belt, Countryside and Urban areas (as was the case with 2003 H8 and H9 Policies). 	<ul style="list-style-type: none"> • LPDMP does not contain additional Green Belt policy – this is instead covered by LPSS Policy P2. In Green Belt areas, an extension needs to be ‘proportionate’ to the original building if it is to be considered ‘appropriate’ in Green Belt terms. However just because it is appropriate in Green Belt terms does not mean that it is automatically approved – it would need to fulfil any relevant design criteria too. Policy H5 provides this additional policy setting out the criteria that a scheme would need to meet from a design point of view irrespective of where they are located. Part 1c and 2a of the policy mention proportions and proportionate in design terms. For this reason, it is not considered necessary to have separate policies for different parts of the borough. • Policy amended as follows: Policy H5(1)(a) respect the existing context, scale, height, design, appearance and character of, and have no unacceptable impact upon the adjacent buildings and immediate surrounding area • LPSS Policy P2 defines ‘original building’ as that which existed in 1948. The LPDMP is not proposing to replace this policy.
<ul style="list-style-type: none"> • Permitted Development Rights needed to be controlled, where possible, with a view to enabling rational extensions in the Green Belt and related guidance should be included in the Reasoned Justification section. 	<ul style="list-style-type: none"> • If a development is classed as permitted development local plan policies cannot be applied. • Article 4 directions, restricting permitted development, are applied separately to planning policy. They must be deemed necessary to protect the local amenity or the wellbeing of an area and clearly identify the potential harm (PPG Para: 038 Reference ID: 13-038-20190722) Recently the NPPF was updated to emphasise that Article 4 directions should only be used where it is essential to avoid wholly

	unacceptable adverse impacts, be based on robust evidence and apply to the smallest geographical area possible.
<ul style="list-style-type: none"> The provision of greater clarity in Policy D9 was sought. 	<ul style="list-style-type: none"> D9 is about infilling (i.e. new properties) – not extensions

Policy H6: Housing Conversion and Sub-division

EAB comment	Response
<ul style="list-style-type: none"> There was a request to transfer the specific elements (character, proportion, amenity space, adequate parking) from Policy H7 back to Policy H6. 	<ul style="list-style-type: none"> Draft Policy H6 addresses character in paragraph 1a, and amenity space and adequate parking are addressed in paragraph 1c. The question of proportion is not relevant, as conversions and sub-divisions are undertaken within the existing built form.
<ul style="list-style-type: none"> Sub-division of infill properties was seen as an issue and it was felt that it would be beneficial to cross-reference and strengthen wording in relevant Policies to prevent it. 	<ul style="list-style-type: none"> Policy H6 is only relevant to proposals involving the sub-division or conversion of buildings. The sub-division of plots of land to deliver additional dwellings is infill development and would need to be assessed in light of other relevant policies (including proposed policy D9). It is not considered justified for this proposed policy to seek to prevent subsequent subdivision of homes within an infill scheme. The proposed policy would however ensure that the criteria are applied as part of an assessment of acceptability of (any future) applications involving subdivision of homes.
<ul style="list-style-type: none"> There was a need for an HMO SPD to provide guidance in respect of property conversions and sub-divisions in order to prevent loss of family homes and negative impact on the character and amenities of affected areas. 	<ul style="list-style-type: none"> Issue is outside the scope of the LPDMP process
<ul style="list-style-type: none"> It was requested that this Policy be expanded to secure an element of affordable housing as part of the conversion of retail and offices to residential units. 	<ul style="list-style-type: none"> If a development is classed as permitted development local plan policies cannot be applied.

Policy H7: Review Mechanisms

EAB comment	Response
<ul style="list-style-type: none"> Whilst a review mechanism was welcomed in relation to affordable housing viability, it was requested that the Policy be expanded to include the use of viability assessments in other areas involving financial commitments such as housing mix and infrastructure requirements to justify departure from policies. The viability review mechanism must ensure that developers could not leave the construction of the affordable element of a development late and at risk from being reduced or removed from scheme. 	<ul style="list-style-type: none"> The proposed policy seeks to follow on from the specific scope provided for adjusted affordable housing contributions being agreed in terms of the adopted LPSS, Policy H2(6). It is considered that expanding the scope of the proposed policy may not be appropriate, as such similar scope for reducing or not providing necessary infrastructure to support a development based on viability concerns is not reflected in the LPSS (Policy ID1(6) references the Council taking higher costs into account, but not reduced provision of necessary infrastructure – non-provision of necessary infrastructure is a basis for refusal). Furthermore, outside of the affordable housing provisions, the LPSS does not associate potential deviation from wider housing mix (LPSS Policy H1(1)) with a justification based on viability, but rather reflects other factors that would influence such mix. The proposed timing of / trigger point/s for viability review under the proposed policy is explained in the supporting text. The review is aimed at securing further (and does not enable reduced) contributions toward affordable housing from which may have been agreed at the time permission was granted. It would not be appropriate for this policy to seek to influence the timing of delivery of / contributions to affordable housing previously secured – certain provisions already exist under LPSS Policy H2(5).
<ul style="list-style-type: none"> Although the Government defined the methodology of viability studies, it was beneficial to outline the Council's related expectations in the Policy. 	<ul style="list-style-type: none"> Several clarifications regarding the Council's expectations are outlined in the supporting text to the Policy. In the light of existing practise at GBC regarding viability assessment submissions and the Council's review of such, consideration may be given to whether further clarity is necessary, which is likely to be best suited to SPD or operational guidance.
<ul style="list-style-type: none"> There was a need to ensure that Terms of Reference for affordable housing did not conflict with those in the Local Plan. 	<ul style="list-style-type: none"> The proposed policy is considered to be consistent with the LPSS.
<ul style="list-style-type: none"> The creation of a social housing pot, such as that for SAMM / SANG contributions, was suggested as a means towards funding the provision of affordable housing. 	<ul style="list-style-type: none"> Off-site contributions secured, including through the review mechanism, would go toward such a 'pot' enabling affordable housing delivery (see also LPSS para 4.2.47).

Policy H8: First Homes

EAB comment	Response
<ul style="list-style-type: none"> This Policy was supported and it was suggested that the text of the Policy be broadened to cover future definitions of affordable housing in the event that Government policy or definition changes. 	<ul style="list-style-type: none"> The Council is required to include a First Homes policy in the LPDMP as it does not qualify for the Government’s transitional arrangements in PPG paragraph 018: Reference ID 70-018-20210524. It would not be possible at this stage to broaden the policy to cover future definitions of First Homes or other types of affordable housing, as the nature of these new or revised definitions and of any specific local policy requirements relating to them within future NPPF and/or PPG updates are presently unknown.
<ul style="list-style-type: none"> With regard to exception sites, it was requested that policy wording be clarified to explain what would constitute an exception site in or out of the Green Belt. 	<ul style="list-style-type: none"> The definitions section has been updated to clarify the distinction between First Homes Exception Sites and other residential applications that do not qualify as exception schemes. The NPPG explains that rural exception sites are the only exception site that will be allowed in the Green Belt or in designated rural areas. First Homes Exception Sites that meet the qualifying criteria in the PPG may be built in countryside areas beyond the Green Belt, however other proposed residential schemes that do not include First Homes will not generally be permitted outside of an identified settlement boundary, as Policy P3: Countryside limits development in such areas to proposals that require a countryside or rural location.
<ul style="list-style-type: none"> First time buyer programmes must not reduce available stock for affordable housing. 	<ul style="list-style-type: none"> First Homes are now defined as affordable housing. The proposed quantum of First Homes sought (at a min of 25% of the affordable homes contribution) is consistent with delivering the tenure split in LPSS Policy H2(5) i.e. currently 70% Affordable Rent. The LPSS Policy H2 requirement of at least 40% contribution to affordable homes from qualifying schemes is unchanged.

Economy Chapter

Policy E11: Equine-Related Development

EAB comment	Response
<ul style="list-style-type: none"> The EAB agreed that the definition of should be widened from equine-related development to include all animals. 	<ul style="list-style-type: none"> Policy E11 has been renamed ‘Animal-related Development’ and its scope widened to cover all animals. The horse specific criteria have been retained separately within the policy, with inclusion of more general criteria related to all animals.

Protecting Chapter

Policy P6/P7: Biodiversity in New Developments

EAB comment	Response
<ul style="list-style-type: none"> Bring forward Green and Blue Infrastructure and Green Belt SPDs to support the protecting policies. 	<ul style="list-style-type: none"> Issue is outside the scope of the LPDMP process
<ul style="list-style-type: none"> Add a sentence to ensure that existing wildlife corridors are protected. 	<ul style="list-style-type: none"> Paragraph 6c of Policy P8/P9 identifies wildlife corridors as a priority habitat and requires protection and enhancement.
<ul style="list-style-type: none"> Change the number of houses where net increase was applicable from 25+ to 4+. 	<ul style="list-style-type: none"> Net gain applies to all developments (except those exempted nationally e.g. self-build) not only domestic schemes of 25 plus.
<ul style="list-style-type: none"> It was requested that a policy be introduced to specifically prevent the use of chemicals for site clearance prior to sowing. Alternatives were being sought. 	<ul style="list-style-type: none"> Too detailed for policy. There is likely a long list of other measures that would be considered just as harmful so it is not appropriate to single one out. The policy prohibits degradation prior to baseline work.

Policy P8/P9: Protecting Important Habitats and Species

EAB comment	Response
<ul style="list-style-type: none"> Ancient Woodland should not be included in SANG measurement and should be ring fenced for protection. 	<ul style="list-style-type: none"> The policy includes protection for irreplaceable habitats that include buffers and barriers where necessary. However, Ancient Woodland in SANG can be appropriate where it brings beneficial management and could prevent harmful activity such as cut-throughs and fly-tipping. SANG management plans will need to demonstrate adequate protection for Ancient Woodland contained within it. It is acknowledged that national policy may in future reflect a different appropriate minimum buffer distance around ancient woodland. The policy has been amended to account for this as follows: Policy P8/P9(4)(b) An appropriate buffer around the ancient woodland of a minimum of 15 metres or a greater distance if specified by national policy. The Reasoned Justification has been expanded as follows:

	<p>An appropriate buffer of a minimum of 15 metres around ancient woodland should be set at a distance necessary to preserve the nature, health and setting of the ancient woodland, taking into account the nature and area of proposed development. If national policy sets a wider minimum distance, the greater distance will apply.</p> <p>Proposals for new SANGs must follow Natural England’s SANG guidelines and accordingly must avoid negative impacts on habitats of high nature conservation value, including Ancient Woodland. SANG proposals must ensure that Ancient Woodland is protected and enhanced in accordance with this policy.</p>
<ul style="list-style-type: none"> • Ancient and significant hedgerow protection should be included in this Policy together with a reference to the Hedgerow Regulations 1997. 	<ul style="list-style-type: none"> • The policy confers Irreplaceable Habitat status on Ancient Hedgerows and any hedgerows designated as "important" because of their biodiversity features. This is a very high level of protection. A reference to the hedgerow regulations is provided at paragraph 4.78 to help clarify which hedgerows qualify as irreplaceable habitats.
<ul style="list-style-type: none"> • Support was expressed for a blanket Tree Preservation Order in respect of all trees over a certain size. 	<ul style="list-style-type: none"> • Issue is outside the scope of the LPDMP process. This is not a matter for planning policy (TPO cannot be applied through policy).

Policy P11: Air Quality and Air Quality Management Areas (AQMA)

EAB comment	Response
<ul style="list-style-type: none"> • Clause 1 of this Policy should state that development proposals must (not should) have regard to the need to improve air quality and reduce the effects of poor air quality. 	<ul style="list-style-type: none"> • Paragraph 1 is intended to apply to all development, irrespective of site location and context. It is designed to induce an improvement in the existing air quality condition in which the proposed development is situated. Therefore, changing the requirement to ‘must’ would make it inappropriate in various contexts, as there may be no air quality concerns in the area of the proposed development. • Paragraph 2 requires that development ‘must’ not result in significant adverse impacts on sensitive receptors.
<ul style="list-style-type: none"> • Although the possibility of introducing a Borough wide AQMA focusing on 	<ul style="list-style-type: none"> • Policy ID11: Parking Standards actively promotes the installation of electric vehicle charging points in new build properties to encourage and facilitate the

<p>the A3 corridor was raised, there was a view that AQMAs were ineffective in improving air quality. However, as there was an opinion that an increase in the number of electric vehicles could gradually assist with the improvement of air quality in the future, it was requested that the Council develop a policy to actively promote the installation of charging points in new build properties to encourage and facilitate the use of electric vehicles.</p>	<p>use of electric vehicles. Specifically, the policy sets minimum requirements for the provision of electric vehicle charging in new developments. These standards are defined in the LPDMP for strategic sites and in the draft Parking SPD for non-strategic sites. Neighbourhood Plans may depart from these standards, except in relation to strategic sites.</p>
<ul style="list-style-type: none"> As the wording of this Policy was considered to be ambiguous in terms of granting planning permission in respect of new developments with garaging and driveways owing to their likely contribution to air pollution, it was suggested that the wording was reviewed. 	<ul style="list-style-type: none"> Wording is considered to be clear as development proposals within, and in close proximity to, Air Quality Management Areas (AQMAs) are required to demonstrate how the proposed avoidance and mitigation measures would make a positive contribution towards the aims of the Council's Air Quality Strategy and the appropriate Air Quality Action Plan. This could include a range of different measures that would need to be assessed at the planning application stage.
<ul style="list-style-type: none"> In view of the expiry of the Council's Air Quality Strategy next year and limited officer resources to progress this matter, it was suggested that an EAB task group could be established to support the team to deliver new strategy. 	<ul style="list-style-type: none"> Issue is outside the scope of the LPDMP process

Policy P13: Sustainable Surface Water Management

EAB comment	Response
<ul style="list-style-type: none"> The words 'expected to' and 'likely' should be deleted from this Policy in recognition that climate change was already occurring. 	<ul style="list-style-type: none"> The wording has been updated accordingly (throughout the document).

<ul style="list-style-type: none"> • There was a need to address construction run off in the Policy. 	<ul style="list-style-type: none"> • Construction issues are dealt with through separate legislation on environmental health.
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General Point

EAB comment	Response
<ul style="list-style-type: none"> • All Policies featured in this Chapter could be strengthened by increased interlinking. 	<ul style="list-style-type: none"> • The Development Plan must be read as a whole.

Design Chapter

Policy D4: Achieving High Quality Design and Respecting Local Distinctiveness

EAB comment	Response
<ul style="list-style-type: none"> • The Council's Residential Design Guide (2004) requires updating. 	<ul style="list-style-type: none"> • Issue is outside the scope of the LPDMP process
<ul style="list-style-type: none"> • Bring forward Borough Character Study 	<ul style="list-style-type: none"> • Issue is outside the scope of the LPDMP process
<ul style="list-style-type: none"> • Local Design Codes need to be introduced. 	<ul style="list-style-type: none"> • Whilst the issue is outside the scope of the LPDMP process, it is considered that design codes should be a submission requirement in addition to the existing requirement for masterplans (as per the LPSS Policy D1(13)). • Additional policy added D4: Masterplanning and Design Codes <p>(8) Strategic sites listed in LPSS 2019 Policy D1(13) are required to produce masterplans and follow a Design Code approach through the planning application process. This will require a Design Code to be agreed prior to the granting of full or reserved matters planning permission for any phase of the development. Where outline planning permission has been agreed subject to Design Code agreement, any relevant Reserved Matters applications which are submitted without the Design Code being agreed will be refused.</p>

	<p>(9) Masterplans and Design Codes will also be required for any site that will be developed in more than one phase or by more than one developer. Failure to agree a Design Code approach is likely to result in the refusal of an application.</p> <ul style="list-style-type: none"> Additional text added to Reasoned Justification: The preparation of Design Codes should follow the principles set out in the National Design Guide and the National Design Code taking into account any other relevant national guidance. Due regard should also be given to any relevant Supplementary Planning Documents and any Neighbourhood Plan requirement. Masterplans and Design Codes should be prepared collaboratively through engagement with the community, the planning authority, highways authority and other stakeholders. <p>For strategic sites it is likely that an overarching strategic design code would be needed which should be agreed at an early stage. More detailed phase or area Design Codes should then be prepared following a clear hierarchy of the design evolution and following the principles set by a strategic code.</p> <p>Masterplans and Design Codes will also be required on other sites as specified in the policy in order to deliver schemes that are designed in a comprehensive manner.</p>
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Policy D5: Protection of Amenity and Provisions of Amenity Space

EAB comment	Response
<ul style="list-style-type: none"> There was a need for a net increase in open space rather than a loss. 	<ul style="list-style-type: none"> This policy seeks to deliver additional amenity space as part of new development
<ul style="list-style-type: none"> Introduction of a standard for external space per dwelling, similar to current internal space standards, to include private amenity space, separation distances and delivery spaces was welcomed. 	<ul style="list-style-type: none"> The desired outcome is high quality design and amenity space that is useable and fit for purpose – it is considered more effective that the policy includes the qualitative considerations and requirements that are imperative in achieving this. The setting of quantitative standards may not always deliver these outcomes nor will they likely be appropriate/justified in all circumstances. Where it is considered that quantitative standards deliver a desired outcome then these have been set out in policy e.g. minimum space standards and balcony size.

	<ul style="list-style-type: none"> • However, it is acknowledged that further guidance and standards may be forthcoming thus a Policy paragraph has been added as follows: <u>D5(4) Development proposals are required to have regard to relevant national and local design guidance or codes, including in relation to garden sizes and residential separation distances.</u>
<ul style="list-style-type: none"> • There was a requirement to ensure new developments had sufficient amenity spaces. 	<ul style="list-style-type: none"> • This policy seeks to deliver this.

Policy D8: Public Realm

EAB comment	Response
<ul style="list-style-type: none"> • The addition of pocket parks to the public realm was sought. 	<ul style="list-style-type: none"> • Open space provision will be delivered in accordance with the standards set in Policy ID6

Policy D9: Residential Infill

EAB comment	Response
<ul style="list-style-type: none"> • Owing to related concerns, a written response to explain the difference between limited infilling in the villages and infill development was offered by Councillor Jan Harwood and accepted. 	<ul style="list-style-type: none"> • LPSS Policy P2: Green Belt, alongside the NPPF, provides the basis for determining whether proposals for 'limited infilling' in villages that are washed over by the Green Belt could be considered 'appropriate development' under NPPF paragraph 149e or not. It is important to be clear that simply because a development proposal is considered to be 'appropriate development' in terms of Green Belt policy, this does not translate directly into the proposal being acceptable in terms of this design policy. These are separate tests and such proposals would need to demonstrate that they are both 'appropriate development' in Green Belt terms, as well as being acceptable in design terms (which is the purpose of Policy D9). See decision-making flow diagram at the end of this appendix.
<ul style="list-style-type: none"> • As key concerns and issues were not addressed, the possibility of establishing an Infilling Task Group to consider this matter in depth and deliver solutions was considered. 	<ul style="list-style-type: none"> • Issue is outside the scope of the LPDMP process however there has been considerable engagement with all members regarding the preferred approach, which was supported, and a decision was reached that the LPDMP would not contain further Green Belt policy. • All policies have already been subject to considerable debate through the cross-party Local Plan Panel, and it is considered that a Task Group would be repeating this work.

<ul style="list-style-type: none"> • A requirement for a Design Guide and Design Codes was identified. 	<ul style="list-style-type: none"> • Issue is outside the scope of the LPDMP process
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Policy D10: Noise Impacts

EAB comment	Response
<ul style="list-style-type: none"> • Remedies and enforcement of this policy was queried. 	<ul style="list-style-type: none"> • Issue is outside the scope of the LPDMP process
<ul style="list-style-type: none"> • The issue of noise pollution stemming from the A3 trunk road should be considered alongside associated air quality issues. It was requested that the Policy be diligently enforced. 	<ul style="list-style-type: none"> • Issue is outside the scope of the LPDMP process

Policy D10a: Light Impacts

EAB comment	Response
<ul style="list-style-type: none"> • The issue of light impacts needed to extend beyond the AONB and include general rural areas. • Point 6 in the Policy needed to cover the whole of the AONB and other sensitive and rural areas supported by Neighbourhood Plans. 	<ul style="list-style-type: none"> • Paragraph 6 reflects the wording contained in the AONB Management Plan. This therefore reflects the areas of the AONB within which the AONB Board consider the issue of protection of dark skies to be appropriate. To widen the area in the LPDMP would require evidence that justifies going further than the approach taken in the AONB Management Plan. • The supporting text refers applicants to neighbourhood plans as these often include such policies. All Neighbourhood Plan policies form part of the development plan.

Policy D11: River Wey Corridor

EAB comment	Response
<ul style="list-style-type: none"> • The need for a Borough Character Study was identified. 	<ul style="list-style-type: none"> • Issue is outside the scope of the LPDMP process
<ul style="list-style-type: none"> • The tightening of wording to ensure that developments reflect the landscape setting of the river was sought. 	<ul style="list-style-type: none"> • Setting is covered by paragraphs 1a, b, c or d • All these criteria are required to be met so any proposals that do not meet these would be refused. The policy is considered to provide a high level of protection for the existing character including the landscape setting of the river.

	<ul style="list-style-type: none"> The matter of setting is also covered by Policy D18 by virtue of the Navigations being a Conservation Area.
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Policy D12: Sustainable and Low Impact Development

EAB comment	Response
<ul style="list-style-type: none"> The suggestion that the Climate Change Board review these types of development prior to the before Regulation 19 consultation was agreed. 	<ul style="list-style-type: none"> The Council's Climate Change team was consulted as part of producing the draft LPDMP. It was not considered necessary to seek the views of other Councillors sitting on the Board as these had already been provided through other forums.

Policy D13: Climate Change Adaption

EAB comment	Response
<ul style="list-style-type: none"> The suggestion that the Climate Change Board review this adaptation before the Regulation 19 consultation was agreed. 	<ul style="list-style-type: none"> The Council's Climate Change team was consulted as part of producing the draft LPDMP. It was not considered necessary to seek the views of other Councillors sitting on the Board as these had already been provided through other forums.

Policy D14: Carbon Emissions from Buildings

EAB comment	Response
<ul style="list-style-type: none"> Climate Change Board to review before Regulation 19 consultation as agreed 	<ul style="list-style-type: none"> The Council's Climate Change team was consulted as part of producing the draft LPDMP. It was not considered necessary to seek the views of other Councillors sitting on the Board as these had already been provided through other forums.

Policy D15: Renewable and Low Carbon Energy Developments

EAB comment	Response
<ul style="list-style-type: none"> It was agreed that the Climate Change Board should also review Policies D12-15. 	<ul style="list-style-type: none"> The Council's Climate Change team was consulted as part of producing the draft LPDMP. It was not considered necessary to seek the views of other Councillors sitting on the Board as these had already been provided through other forums.

<ul style="list-style-type: none"> Urgency in language was needed to assert that Climate Change was currently happening. 	<ul style="list-style-type: none"> The wording has been updated accordingly (throughout the document).
<ul style="list-style-type: none"> Reverse language such as “if possible” to compel the applicant to prove why sustainable measures were “impossible” was requested. 	<ul style="list-style-type: none"> This relates to Policies D12 Sustainable and Low Impact Development and D13 Climate Change Adaptation The use of phrases such as “where possible” has been restricted to circumstances where it is appropriate, such as the use of domestic water recycling systems which have a high cost impact and are uncommon at present. In some cases, the addition of the words “wherever possible” makes the sentence stronger, as in the sentence “the use of permeable ground surfaces wherever possible” in policy D13 as it signifies the requirement to maximise their use, or in the sentence “retention and incorporation of green and blue infrastructure as far as possible” where it acknowledges that development can sometimes of necessity result in the loss of some undeveloped land but that it should be minimised and key features should be retained.
<ul style="list-style-type: none"> Concern was expressed around the “biodiversity” definition if the Council continued to allow glyphosate usage. 	<ul style="list-style-type: none"> This relates to policy P6/P7 Biodiversity in new development. Prohibition of glyphosate on new developments is likely to go beyond the scope of reasonable policy. The Council currently uses glyphosate due to lack of an alternative so it would be difficult to compel applicants to do the same.
<ul style="list-style-type: none"> Given the urgency of Climate Change, these policies were picked up by various members as requiring strengthening, greater ambition and tighter definition. 	<ul style="list-style-type: none"> This relates to Policy D14 Carbon Emissions from Buildings. The emerging policy sets a higher standard than current national standards and additional policy has been added to encourages schemes to improve upon these standards. The LPDMP is supported by a Viability Study which tests all policy requirements to ensure that, cumulatively, they do not threaten the viability of development proposals. The Viability Study has considered whether the standard could be increased to 35% and the advice has been that, on balance, when considered against the range of other policy requirements, the standard of 31% should be sought instead.
<ul style="list-style-type: none"> More active promotion and requirement of policies was sought, e.g. requirements on electric vehicle parking in new homes. 	<ul style="list-style-type: none"> This relates to other policies. Electric vehicle parking standards are covered by other policies. Likewise, other climate change measures are covered by other policies (i.e. not all climate change measures are in the climate change policies)

<ul style="list-style-type: none"> Linkage should exist between Air Quality and Climate Change policies. 	<ul style="list-style-type: none"> The Development Plan must be read as a whole.
<ul style="list-style-type: none"> Climate Change Board to review before Regulation 19 consultation as agreed 	<ul style="list-style-type: none"> The Council's Climate Change team was consulted as part of producing the draft LPDMP. It was not considered necessary to seek the views of other Councillors sitting on the Board as these had already been provided through other forums.

Policy D18: Conservation Areas

EAB comment	Response
<ul style="list-style-type: none"> The Conservation Area Character Appraisals should be brought forward and consideration be given to the appointment of a graduate resource to take the work forward. 	<ul style="list-style-type: none"> Issue is outside the scope of the LPDMP process

Policy D20: Non-Designated Heritage Assets

EAB comment	Response
<ul style="list-style-type: none"> The last sentence of paragraph 5.355 of the draft Local Plan should be deleted as it is considered to be superfluous and discouraging. 	<ul style="list-style-type: none"> This is a caution cited in the Historic Environment PPG (Reference ID: 18a-039-20190723). The phrasing used is exactly the same.
<ul style="list-style-type: none"> Strengthen the language in paragraph 3 (page 171 of the draft Local Plan document) and explain the mechanism for accepting suggestions for non-designated heritage assets nominated by other parties. 	<ul style="list-style-type: none"> The wording of paragraph 3 is as strong as it can be. It has been purposefully written in this manner to ensure that it is future proofed so that it can adapt to future national policy & guidance changes. We do not consider there is a Guildford specific policy approach to this issue and are seeking to apply national policy and guidance. The supporting text already refers to assets identified in neighbourhood plans.

Infrastructure Chapter

Policy ID5: Protecting Open Space

EAB comment	Response
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<ul style="list-style-type: none"> This Policy needed to be strengthened and aligned with Policy D5: Protection of Amenity and Provision of Amenity Space to avoid the loss of open space and community facilities. 	<ul style="list-style-type: none"> It is not feasible to provide a greater degree of protection for existing open space than the policy currently provides, as the NPPF sets parameters (in paragraph 99) for circumstances in which development on open space which meets its definition may be permitted. In regard to the suggestion of aligning the policy with Policy D5, these policies need to be kept separate, as they deal with entirely different matters. Policy ID5 deals with protection of existing open space under the NPPF definition which means open space of “public value” (which is likely to be mainly space that is publicly accessible), whereas Policy D5 deals with provision of amenity space, which is private or shared space for use by householders. The definitions sections in both policies clarify this.
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Policy ID6: Open Space in New Developments

EAB comment	Response
<ul style="list-style-type: none"> There was a wish for current provision to be increased (reference comments on D5). 	<ul style="list-style-type: none"> The quantitative open space standards in the policy are calculated for each proposed development based on the standards in Table ID6a and using the estimated occupancy of the proposed development from the latest Census. These were based on recommendations made in the Council’s Open Space, Sports and Recreation Assessment. The report to the Local Plan Panel explained the justification for these recommended standards, although broadly they are realistic and achievable and meet local needs as identified through surveys of borough residents, parish councils and adjacent local authorities. They also exceed current open space provision in the borough. Policies are required to be evidence based.
<ul style="list-style-type: none"> Concern regarding long term management of open space, especially for affordable and shared ownership homes, was expressed. 	<ul style="list-style-type: none"> Management of open space in perpetuity should be and is already achieved in most cases by default as responsibility for maintenance lies with developers or a management company appointed by them, unless an arrangement is made for the Council to acquire the space from the developer. In the latter case this is subject to the Council’s agreement and a one-off contribution from the developer covering a period after which the cost is absorbed into the Council’s maintenance programme.

Policy ID8: Community Facilities

EAB comment	Response
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<ul style="list-style-type: none"> • Current provision needed to be increased (reference comments on D5). • A standard of delivery should be set. 	<ul style="list-style-type: none"> • Expectations with regard to community facility provision (including schools, GP surgeries, community halls) to support development are already identified in the LPSS. • This includes provision reflected in the site allocation policies (e.g. community uses, services, new local centre) and requirements for identified strategic sites. The level of on-site provision, including for schools and health facilities, was informed by the evidence from providers. • Reference is made in the supporting / introductory text that the Council requires contributions via s106 agreement toward community facilities. Where justified, contributions to community facility provision is sought, and secured, including toward off-site infrastructure. • A development proposal is only required to meet the needs arising from the development rather than correct existing deficiencies. In small to medium scale development, this is often best achieved through improvements to existing community facilities rather than the provision of new facilities.
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Policy ID10: Achieving a Comprehensive Guildford Borough Cycle Network

EAB comment	Response
<ul style="list-style-type: none"> • It was felt that this Policy was weak and should place a greater emphasis on cycling and prioritise it to ensure delivery of cycleways catering for all types of cyclists by developers to achieve modal shift and use of the Sustainable Movement Corridor. Further clarity was required in relation to what constituted an acceptable cycle route in terms of safety and speed limits etc. There were concerns that many of the Borough's roads were too narrow to accommodate both vehicles and cycles and therefore separate Borough-wide routes were required. 	<ul style="list-style-type: none"> • The policy identifies routes and infrastructure which comprise a Comprehensive Guildford Borough Cycle Network as the basis and starting point for achieving development-related investment, requires cycle routes and infrastructure to be designed and adhere to the principles and quality criteria contained within the latest national guidance, and allows for updated plans – as could be prepared by Guildford BC and/or Surrey CC – to be taken into account, such as the expected Local Cycling and Walking Infrastructure Plan which Surrey CC will be leading on the preparation of. • Surrey CC, as the Local Highway Authority, is responsible for setting design standards for adopted local roads. The DfT's Local Transport Note (LTN) 1/20 Cycling Infrastructure Design (2020) provides a new recommended basis for those standards and there is an expectation that Local Highway Authorities will demonstrate that they have given due consideration to this guidance when designing new cycling schemes and, in particular, when applying for Government funding that includes cycle infrastructure. The national guidance requires that design should begin with the principle that all potential cyclists and their machines should

	<p>be catered for in all cycle infrastructure design. The national guidance is available at https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/951074/cycle-infrastructure-design-ltn-1-20.pdf.</p> <ul style="list-style-type: none"> • Surrey CC has commissioned an update of the Council’s street design guidance, and the draft of this from April 2021 is informed by the new national guidance. See https://mycouncil.surreycc.gov.uk/mgConvert2PDF.aspx?ID=78302 and https://mycouncil.surreycc.gov.uk/mgConvert2PDF.aspx?ID=78303. • Figure 4.1 Appropriate protection from motor traffic on highways, from new national guidance, summarises the traffic conditions when protected space for cycling (fully kerbed cycle tracks, stepped cycle tracks and light segregation), marked cycle lanes without physical features and cycling in mixed traffic are now considered by Government to be appropriate. As an example, this indicates that any road with a speed limit of 40mph or above would require a fully kerbed cycle track in order to provide a cycling route that is considered suitable for most people. • Additional text was added to the Reasoned Justification to clarify the status of the proposed routes shown: As well as the mapped network of routes, the Guildford Route Assessments Feasibility Study (2020) contains a set of 14 tables (Tables 17-30) detailing proposed cycling improvements for the main routes identified in the Guildford urban area. The identified issues, proposals and cost estimates should be reviewed in scheme development. For the rest of the borough (where the evidence base is sourced from Surrey County Council's Guildford Local Cycling Plan) further work will be required to define the nature of the route and level of provision required. • Additional text was added to the Reasoned Justification to highlight the importance of safe school cycle routes: For example, particular attention needs to be given to routes used by school children in the interests of safety.
<ul style="list-style-type: none"> • It was requested that the legibility of the map at Appendix A be improved through colour coding and designation of cycle routes prior to the Regulation 19 consultation. 	<ul style="list-style-type: none"> • The legibility of the maps will be improved.

Policy ID11: Parking Standards

EAB comment	Response
<ul style="list-style-type: none"> The 2011 data should be updated on the release of 2021 Census information as a Main Modification. 	<ul style="list-style-type: none"> 2021 Census data will not be released until 2023. We obtained and analysed DfT vehicle data and compared this to changes in housing stock since 2011 to understand any changes in availability levels over this time and results shows the two have increased in line with one another, indicating that the number of vehicles available to the average household in Guildford borough has remained approximately static over this period of time. Standards for non-strategic sites in SPD could, if the Inspector decides they are most appropriate in an SPD, be updated in future considering new evidence.
<ul style="list-style-type: none"> As parking standards set out in this Policy related to local but not district centres, it was requested that the latter be added to the Policy. 	<ul style="list-style-type: none"> Reference to urban local and district centres is included in relation to potentially appropriate locations for low car or car free schemes. Rural district centres are not considered to be appropriate for these types of schemes due to their relative accessibility to alternative modes of transport.
<ul style="list-style-type: none"> The tables relating to public houses should be adjusted to treat them as restaurants for the purposes of parking provision as a retention measure. 	<ul style="list-style-type: none"> Public houses are assessed by 'Individual assessment/justification' which allows a range of factors to be considered such as the nature of the business, location and alternative modes of transport at proposed site. A factor that would likely be taken into account for a planning application would be the relative role of wet (drinking only) and dry (where food is served) sales for the proposed development.

Draft Parking SPD

Policy ID3: Sustainable Transport for New Developments

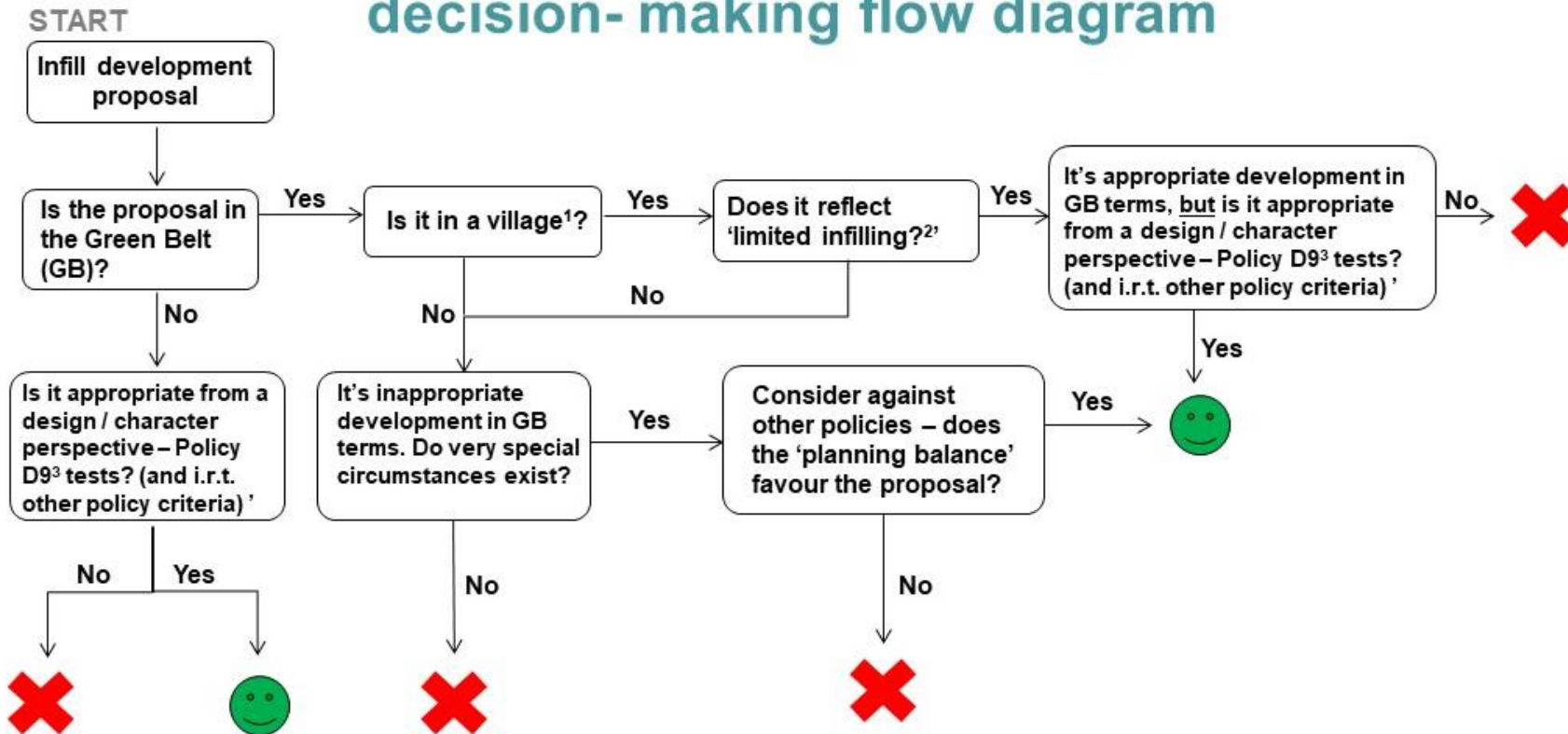
EAB comment	Response
<ul style="list-style-type: none"> With regard to this Policy of the Local Plan Strategy and Sites document, on which this SPD provided policy guidance, concern was expressed that the low levels of off-street parking suggested was likely to lead to issues with parking on streets and pavements. 	<ul style="list-style-type: none"> The proposed residential parking standards are geographically differentiated. For each category of area, the standards have been benchmarked against local car availability levels. Having been benchmarked, the standards are set as maximum standards in the urban areas. The LPSS Policy ID3, at 4) b), and similarly in the proposed LPDMP Policy ID11, at 5) d), are aimed at preventing the risk of development-related parking on the public highway from adversely impacts road safety or the movement of other road users.

<p>A practical approach to enforcement was required to prevent roads from becoming impassable. A written response from a transport perspective would be circulated to the EAB by e-mail.</p>	<ul style="list-style-type: none"> Further to the above, the Local Highway Authority is able to introduce and then enforce parking restrictions on adopted local roads, and, if deemed appropriate, could seek a developer contribution to implement new parking restrictions or alternatively a mechanism for monitoring the development's impact with the potential for parking restrictions to be introduced later if required.
--	---

General Points

EAB comment	Response
<ul style="list-style-type: none"> A Project Plan must be produced and resource allocated for SPDs. 	<ul style="list-style-type: none"> Issue is outside the scope of the LPDMP process
<ul style="list-style-type: none"> Monitoring Indicators need to be broadened to include specific measures rather than rely on appeal outcomes. 	<ul style="list-style-type: none"> Monitoring indicators assess the effectiveness of the LPDMP policy – they are not trying to quantify the extent of the issue it is seeking to address. Ultimately the policy will be tested through the appeal process when an inspector will consider how much weight should be given to it in determining the appeal. It is for this reason that its success at appeal, in being used as a reason for refusal in dismissing appeals, is used as the monitoring indicator for the vast majority of the policies. Furthermore, the monitoring is undertaken by the Planning Policy team and needs to be proportionate. Monitoring of many issues is also undertaken by other GBC departments and external organisations.

Proposals for infill development: decision-making flow diagram



¹ See Local Plan Strategy and Sites – Policy P2(c)i-iii and para 4.3.22

² See Local Plan Strategy and Sites – Policy P2(c)i-iii and para 4.3.23

³ See emerging Local Plan: Development Management Policies – Policy D9

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Executive Report

Ward(s) affected: All

Report of Strategic Services Director

Author: Stuart Harrison

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Date: 23 November 2021

Local Development Scheme 2021

Executive Summary

This report seeks to agree an updated Local Development Scheme (LDS) for the new Local Plan: development management policies. The LDS sets the timetable for plan production and opportunities for stakeholders to be involved in the process.

As a Development Plan Document (DPD), the Local Plan: development management policies must be prepared in accordance with the statutory process. As such there are a number of stages that it must go through, including a number of public consultations. The LDS sets out these key milestones for the forthcoming Guildford borough Local Plan: development management policies.

Recommendation to Executive

That the Executive resolves that the LDS as set out in Appendix 1 to this report is to have effect from 1 December 2021.

Reason(s) for Recommendation:

To progress the new Guildford borough Local Plan: development management policies by having a LDS with an up-to-date timetable for the Local Plan.

Is the report (or part of it) exempt from publication?

No

1. Purpose of Report

- 1.1 An up-to-date LDS is required to progress the new Local Plan: development management policies for Guildford borough. This document sets out a timetable for preparing the documents that make up the Council's development plan (namely the Local Plan).

- 1.2 As set out in the Planning and Compulsory Purchase Act 2004 (as amended), the Council has a statutory requirement to prepare Local Plan documents in accordance with the timetable in the LDS. Officers have revised the timetable for the Local Plan: development management policies, and this report asks the Executive to approve the updated document.

2. Strategic Priorities

- 2.1 The updated LDS is an essential pre-requisite to achieving the new Local Plan: development management policies, which will contain a suite of planning policies that support the achievement of the Council's strategic priorities.

3. Background

- 3.1 An LDS is required by the Planning and Compulsory Purchase Act 2004 (as amended). The LDS must specify the local plans which, when prepared, will comprise part of the development plan for the area.
- 3.2 The LDS is the timetable and project plan for the production of the new Local Plan. It explains the documents the Council intends to prepare and when, in order to plan for future development in the borough.
- 3.3 The Council adopted the previous LDS on 24 March 2020 prior to the Regulation 18 consultation on Part 2 of the Local Plan - the Local Plan: development management policies. Significant member engagement through the cross party Local Plan Panel together with some delays to key parts of the evidence base has resulted in a delay to the envisaged timetable (from March/April 2021 to January/February 2021) which therefore needs to be updated prior to the commencement of the Regulation 19 consultation. A further reason for the delay is that the Regulation 18 consultation was delayed by a couple of months due to COVID and the need to adopt an updated Statement of Community Involvement prior to consultation. The milestones following the Regulation 18 consultation were not amended in the previous LDS to take account of this delay.

4. Consideration of the timetable

- 4.1 The LDS at present assumes that there will be only one Regulation 19 consultation. This accords with the minimum statutory requirements in producing a new Local Plan. Whilst the changes between Regulation 18 and Regulation 19 consultation versions can be significant, main modifications cannot be made to the Regulation 19 consultation version and the version that is subsequently submitted to the Secretary of State (the Submission Local Plan). For this reason, if main modifications are considered necessary then a further Regulation 19 consultation would need to be undertaken and this would result in a delay to the process.

5. Scope of the new Local Plan

- 5.1 The Local Plan: development management policies will provide the more detailed policies to be used by Development Management in the determination of

planning applications. Once adopted it will supersede all the extant Local Plan 2003 policies and will form part of the Council's development plan.

6. Consultations

6.1 The timetable has been shared with the Portfolio holder.

7. Key Risks

7.1 The risks of delay to the process as a result of the need for further consultation are covered above in para 4.1.

7.2 Significant changes to legislation, in particular the emerging Planning Bill, could also necessitate revisiting policies and potentially further consultation.

8. Financial Implications

8.1 There are no financial implications associated with this report.

8.2 The Regulation 19 Consultation on the Local Plan: Development Management Policies report contains all the financial implications of the consultation itself.

9. Legal Implications

9.1 A Local Development Scheme is required under section 15 of the Planning and Compulsory Purchase Act 2004 (as amended). This must specify the development plan documents (i.e. local plans) which, when prepared, will comprise part of the development plan for the area. The Local Development Scheme must be kept up-to-date and made publicly available.

9.2 Under the Council's Constitution and in accordance with section 9D Local Government Act 2000, the Executive has the power to make decisions in relation to the coming into effect of the Local Development Scheme.

10. Human Resource Implications

10.1 There are no HR implications.

11. Equality and Diversity Implications

11.1 All public authorities are required by the Equalities Act 2010 to specifically consider the likely impact of their policy, procedure or practice on certain groups in the society.

11.2 It is our responsibility to ensure that our policies, procedures and service delivery do not discriminate, including indirectly, on any sector of society. Council policies, procedures and service delivery may have differential impacts on certain groups with protected characteristics, and these will be highlighted in the Equalities Impact Assessment (EqIA) screening. Likely differential impacts must be highlighted, and described, as some may be positive. Where likely significant

adverse differential impacts are identified, consideration should be given to opportunities to reduce or mitigate this through a full equalities impact assessment.

- 11.3 There is no requirement for an EqIA on the LDS. An EqIA screening has been undertaken on the emerging Local Plan: development management policies.

12. Climate Change/Sustainability Implications

- 12.1 The updated LDS is an essential pre-requisite to achieving the Local Plan: development management policies. The new Local Plan will contain a suite of planning policies that contribute to the achievement of climate change objectives.

13. Conclusion

- 13.1 Having an up-to-date LDS is a fundamental requirement to enable the Council to progress the new Local Plan through to adoption. It is important that members of the public and other interested parties know the Council's timetable for producing our Local Plan, and how and when they can get involved.

14. Appendices

Appendix 1: Guildford Borough Council Local Development Scheme 2021

Guildford borough Local Plan Local Development Scheme December 2021

Summary

The Local Development Scheme (LDS) is the timetable and project plan for the new Guildford borough Local Plan. The LDS explains what Development Plan Documents we will be preparing and when, to plan for future development in the borough.

To see the latest progress against the LDS timetable, view our webpage at www.guildford.gov.uk/lds.

Use the LDS to see when you can get involved in planning for the area. You can also sign up for details and notifications of all our consultations at <https://guildford.inconsult.uk/consult.ti/system/listConsultations?type=all>.

1. Background

There are two different types of planning policy documents:

- Development Plan Documents (DPDs) - the Town and Country Planning (Local Planning) (England) Regulations 2012 refers to these as Local Plans. These are the main planning policy documents produced by the Council and form part of the statutory development plan for the area; and
- Supplementary Planning Documents (SPDs) – these are designed to expand on policies in DPDs or provide additional detail.

The Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011) requires councils to prepare and maintain an LDS setting out the DPDs that it intends to prepare, together with details and a timetable for their preparation.

The National Planning Practice Guidance (NPPG) states that the LDS must specify the documents which, when prepared, will comprise the Local Plan for the area. It must be made available publicly and kept up-to-date as it is important that local communities and interested parties can keep track of progress.

The first part of the new Local Plan has already been produced and was adopted on 25 April 2019. The adopted Local Plan: strategy and sites (LPSS) identifies Guildford's housing, employment, retail and traveller need and allocates sufficient sites to meet these needs. Whilst it primarily includes strategic policies, it does contain a small number of more detailed development management policies where these were necessary to implement the strategic policies, for example those relating to Green Belt, employment and retail. The Council is now preparing the second part of the Local Plan which will contain the full suite of detailed development management policies.

The composition of the existing and future development plan, are illustrated in Figure 1 below.

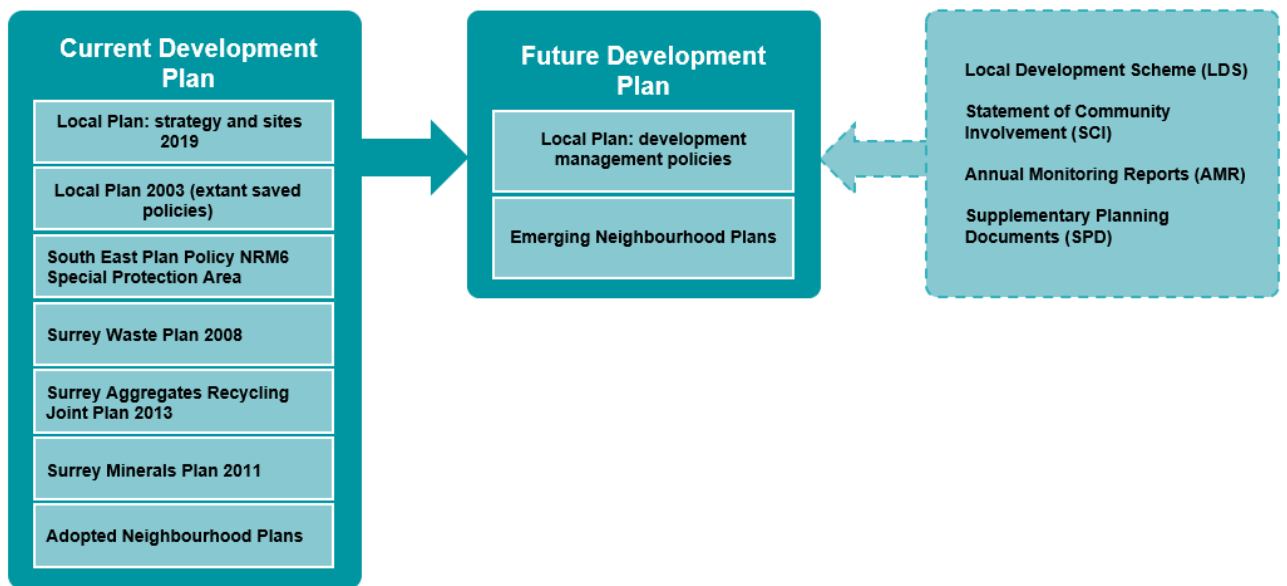


Figure 1: the proposed future development plan for Guildford borough, including the new Local Plan

2. The current planning policy position

As set out above the recently adopted LPSS forms part of the development plan and carries full weight. You can read this at www.guildford.gov.uk/localplan/2015-2034. The policies contained therein supersede parts of the previous Guildford borough Local Plan 2003. You can read the policies that remain extant at www.guildford.gov.uk/localplan/2003. The policies within the Local Plan 2003 that have been superseded are listed in Appendix 8 of the LPSS.

The intention is that once the forthcoming Local Plan: development management policies document is adopted that this will, alongside the LPSS, supersede the Local Plan 2003 in its entirety.

Policy NRM6 contained within the South East Plan 2009 that deals with the Thames Basin Heaths Special Protection Area is still relevant to the determination of planning applications.

The Government published the National Planning Policy Framework (NPPF) in March 2012 and this was recently updated in July 2018, and again in February 2019 (albeit the latter update was very minor in nature). The latest amendments were made in July 2021. Annex 1 of the NPPF states that the Council can continue to give weight to relevant policies in the adopted Local Plan according to the degree to which those policies are consistent with the NPPF (paragraph 219). Any new Local Plan being prepared must be consistent with national planning policy.

National Planning Practice Guidance¹ (NPPG) has also been published which replaces previous guidance and shows how the NPPF should be implemented in development plans. It is an online resource that is capable of being updated regularly.

Planning for minerals and waste is the responsibility of Surrey County Council, which produces its own LDS for the future production and review of its Waste and Minerals Plans. For more details, see www.surreycc.gov.uk/land-planning-and-development/minerals-and-waste. We are a consultee during the preparation of these documents for Surrey County (including our area).

3. Supplementary planning guidance and documents

We have adopted a number of Supplementary Planning Documents (SPDs) providing additional information on a range of topics. These documents do not create policy but provide additional guidance on existing policies. You can view these at www.guildford.gov.uk/localplan/spd.

We have also previously produced a number of additional non-statutory planning guidance documents, which can also be viewed via the above link. We will continue to produce SPDs as required and these will be available on the same link.

4. Community engagement

Planning shapes the environment that we live in, where we live, work, shop and play. Planning decisions determine where new homes, offices, shops and leisure facilities go and what happens to our countryside, open spaces and historic environment. You can be involved in how our borough develops from the early stages of local planning policy formulation to the end stage of commenting on planning applications. What you think matters and we will try to reflect this in the documents we produce and the decisions we make. Whilst there will not always be a consensus of views, we will always listen to what you have to say.

The Council has recently revised its Statement of Community Involvement (SCI). You can read this at www.guildford.gov.uk/sci.

5. Evidence base

A comprehensive list of the Evidence Base that informed plan making to date is set out in Appendix 7 of the LPSS. The existing evidence base, together with any new evidence commissioned to inform the forthcoming Local Plan can be viewed at www.guildford.gov.uk/localplan/evidencebase.

6. Community Infrastructure Levy

For the latest information on Community Infrastructure Levy (CIL) please visit our website www.guildford.gov.uk/localplan/cil.

7. Guildford borough Local Development Scheme 2021

The detailed timetable for the production of the new Local Plan is set out in Appendix 1 below. This LDS supersedes the previous LDS approved in May 2020.

The preparation of the Local Plan includes a number of formal consultation periods when you can get involved:

- Draft Local Plan Regulation 18 consultation (Issues, Options and Preferred Options)
- Proposed Submission Regulation 19 consultation

8. Policies Map

A Policies Map geographically illustrates the land use designations, policies and site allocations of DPDs on an Ordnance Survey base map².

The current Policies Map forms part of the adopted LPSS and any non-superseded policies of the Local Plan 2003.

Any Local Plan must be accompanied by a Sustainability Appraisal (SA) (incorporating Strategic Environmental Assessment (SEA)). These will be published simultaneously as part of any consultation on the Local Plan.

There is also a legal requirement³ to consider whether new planning policy documents are likely to have a significant effect on European sites of nature conservation importance, prior to the Plan being given effect. Habitats Regulations Assessment (HRA) will be produced for the Local Plan.

Equalities impact assessment (EqIA) screening (and if necessary an EqIA) or similar will also be used to consider the potential differential effects of the Local Plan policies on sections of the community as we prepare these.

In preparing the Local Plan, we will comply with the requirements of the legal duty to co-operate, introduced by the Localism Act 2011. This requires local councils and other prescribed organisations to work together to cooperate on relevant strategic and cross boundary planning matters. Guildford Borough directly adjoins six other local planning areas – Woking, Elmbridge, Waverley, Mole Valley and Surrey Heath in Surrey and Rushmoor in Hampshire. Some strategic issues may require us to cooperate on an even wider basis and the organisations we need to work with will vary depending on the strategic issue. Our progress on complying with the duty to cooperate is reported through our Annual Monitoring Report (www.guildford.gov.uk/localplan/monitoring).

Preparation of the Local Plan will also involve co-operation with Surrey and Hampshire County Councils, Highways England, the Environment Agency and a number of other prescribed bodies⁴.

9. Monitoring

Progress against the LDS will be reviewed and reported in the Annual Monitoring Report. In doing so we will consider what changes, if any, need to be made and will bring forward such changes through a formal review of the LDS.

10. More information

This document was produced by the Planning Policy Team, Guildford Borough Council, Millmead House, Millmead, Guildford, Surrey, GU2 4BB.

If you have any questions about the LDS or the Local Plan, please contact the Planning Policy team:

Telephone: 01483 444471

Email: planningpolicy@guildford.gov.uk

² This is in accordance with Regulation 9 of the Town and Country Planning (Local Planning) (England) Regulations 2012

³ Through the Conservation of Habitats and Species Regulations 2010 (the Habitat Regulations)

⁴ The prescribed bodies are set out in the Regulation 4 of the Town and Country Planning (Local Planning) (England) Regulations 2012

Appendix 1: Detailed timetable

New Guildford borough Local Plan: Development Management Policies	
Note – the following dates are estimates only	
Scope	Sets out the development management policies for the development of the borough to provide a framework for decision making on applications for development.
Which saved policies will it replace?	Will supersede any remaining policies in the Local Plan 2003
Geographical coverage	Borough wide
Status	Development Plan Document
Conformity	Consistent with the National Planning Policy Framework
Timetable	
Evidence base gathering, draft the plan, sustainability appraisal and governance processes	April 2019 – May 2020
Consultation on draft Local Plan: Development Management Policies (seven weeks) (Regulation 18)	June – July 2020
Analysis of representations, preparation of submission plan, sustainability appraisal, governance processes	August 2020 – October 2021
Pre-submission publication and consultation (six weeks) (Regulation 19)	January – February 2021
Submission to the planning inspectorate for Examination (Regulation 22)	May/June 2022
Examination in public – hearings (Regulation 24)	September/October 2022
Anticipated adoption (Regulation 26)	March 2023
Preparation	
Lead Service	Planning Policy, Strategic Services
Management	Corporate Management Team, the Lead Councillor for Planning, the Local Plan Panel will consider draft documents prior to consultations

Guildford borough Local Development Scheme December 2021

Resources	Planning Policy Team, with input from colleagues including Development Management, Parks and Leisure, Environmental Health, Surrey County Council, and external specialists and consultants as required
Community and Stakeholder involvement	In accordance with the published Statement of Community Involvement

Executive

Ward(s) affected: All

Report of Director of Resources

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Date: 23 November 2021

Financial Monitoring 2021-22

Executive Summary

The report summarises the projected outturn position for the Council's general fund revenue account, based on actual and accrued data for the period April 2021 to September 2021.

Officers are projecting an increase in net expenditure on the general fund revenue account of £1,762,936.

Covid-19 continues to impact the Council. The direct expenditure incurred by the Council in the current financial year stands at £299,597. The Council has received a grant of £622,690 to finance direct Covid-19 costs for 2021-22.

The indirect costs of Covid-19, particularly the loss of income is reflected in the services forecasting. The Council has made a claim for some of the income loss for the 3 months of April to June, under the Sales, Fees and Charges (SFC) compensation scheme of £1.45 million. This is currently included within the projection. Officers are currently projecting a loss of income for the full year of around £4.2 million. At present the Government does not appear to have any plans to extend the SFC compensation scheme beyond June 2021.

This report considers the expenditure and income forecasted up to 30 September 2021 and is potentially subject to movement depending on the success of the Government's roadmap for lifting all covid restrictions.

There is a reduction (£178,097) in the statutory Minimum Revenue Provision (MRP) charge to the general fund to make provision for the repayment of past capital debt reflecting a re-profiling of capital schemes.

A surplus on the Housing Revenue Account will enable a projected transfer of £8.4 million to the new build reserve and meet the forecasted £2.5 million to the reserve for

future capital at year-end. The transfer to the New Build reserve is £7,373 slightly higher than budgeted due total income being slighted lower than budgeted.

Progress against significant capital projects on the approved programme as outlined in section 7 are underway. The Council expects to spend £60.4 million on its capital schemes by the end of the financial year.

The Council's underlying need to borrow to finance the capital programme is expected to be £37.78 million by 31 March 2022, against an estimated position of £94.59 million. The lower underlying need to borrow is a result of slippage on both the approved and provisional capital programme as detailed in paragraph 7.3 to 7.6 of the report.

The Council held £204 million of investments and £339 million of external borrowing on 30 September, which includes £193 million of HRA loans. Officers confirm that the Council has complied with its Prudential indicators in the period, which were set in February 2021 as part of the Council's Capital and Investment Strategy.

Recommendation to Executive

That the Executive

- notes the results of the Council's financial monitoring for the period April 2021 to September 2021 and
- approves the actions set out in paragraph 4.3 to achieve in-year savings to help reduce the overspend and mitigate the impact on reserves.
- approves a "voluntary expenditure freeze" be implemented across services.

Reason(s) for Recommendation:

To allow the Executive to undertake its role in relation to scrutinising the Council's finances.

Is the report (or part of it) exempt from publication?

No

1. Purpose of Report

- 1.1 Recommendation 8 of the 2015 Council Governance Review was: 'That the importance of the Corporate Governance and Standards Committee to the Council be recognised, particularly in the way in which it supports the overview and scrutiny function through ongoing scrutiny of financial matters, including its proposed expanded remit on the treasury management function and budget monitoring.
- 1.2 This Committee started its enhanced review of our financial management at its meeting on 24 September 2015. This report covers the period April 2021 to September 2021.

2. Strategic Priorities

- 2.1 Councillors have reviewed and adopted a corporate plan for the period 2018-2023. The plan includes many significant projects and aspirations that will challenge us financially. Monitoring of our financial position during the financial year is a critical part of the management of resources that will ultimately support delivery of the corporate plan.

3 Background

- 3.1 The Council undertakes regular financial monitoring in the following ways:
- a. reporting the General Fund and Housing Revenue Account position projected for the full year based on actual expenditure in the reporting periods on a bimonthly basis [periods 3, 4, 6, 8 and 10]. This report covers the period to September 2021 [period 6].
 - b. Bi-monthly monitoring of the capital programme
 - c. monthly and quarterly monitoring of its treasury management activity
- 3.2 The Council's Corporate Management Team (CMT), Chief Finance Officer and deputy, and officer capital programme monitoring group review monitoring reports. Financial monitoring for all services is reported to the Council's Corporate Governance and Standards Committee on a regular basis.
- 3.3 This report sets out the financial monitoring and covers:
- (a) general fund revenue monitoring (section 4)
 - (b) housing revenue account monitoring (section 5)
 - (c) treasury management (section 6)
 - (d) capital programmes (section 7)

4 General Fund Revenue Account monitoring

- 4.1 Officers are projecting an increase in net expenditure on services, net of reserve transfers of £1,762,936.
- 4.2 Officers have begun putting together an in-year savings plan in order to mitigate the current overspend. Current proposals (not yet included in the forecast outturn) are shown in the table below.

Service	Details	Amount £
Asset Management	Asset maintenance Programme. Pause of works not immediately essential and no financial commitment yet made	£300,000
Finance	Interest on Investments: Propose to trade in the M&G Global dividend fund to realise capital growth of around £1.5 million as investment income this year. We will then re-invest the original £2 million investment into a similar fund which	£1,500,000

	yields a similar income return. Arlingclose to suggest a replacement fund.	
Strategy	Reduction in grants budgets as prior year savings following review of grants didn't feed into 2021-22 budget process	£185,980
	Total	£1,985,980

4.3 For the first six months of the year officers have been projecting a significant overspend which without additional actions will not be brought back into a balanced position. Officers are seeking executive approval for a voluntary expenditure freeze which will consist of the following actions. The following actions will not apply to the Housing Revenue Account, Approved Capital Programme or Capital Programmes funded from reserves:

- Service managers to very closely monitor income and expenditure on a monthly basis and report underspends at the earliest opportunity
- Service managers to identify any in year savings which can be made to the Director of Resources, where a log will be maintained for further discussion with Executive.
- All discretionary expenditure to be put on hold or delayed, as far as reasonably possible.
- Service managers to review fees and charges for possible increases in the current financial year and advise the Director of Resources of opportunities for further discussion with Executive.
- Reduce the use of agency staff unless funded by specific government grants, Future Guildford, or capital.
- No movement between the provisional capital programme to the general fund capital programme to be considered.
- Accelerate those efficiencies within the savings programme with a view to delivering at speed.
- Consider not filling any vacant posts in discretionary services and agree any need for recruitment with Directors.

4.4 The direct costs associated with the Covid-19 pandemic in the current financial are £299,597 and are included in the forecast for the Resources Directorate. The breakdown of the direct costs to date are shown in the table below along with an estimated forecast for the year. The forecast assumes that we will spend the grant money that we have received from Government.

Description	Actual £	Forecast £
Housing		20,000
Emergency Accommodation	800	
Culture		240,000
Leisure costs	105,619	

Other lockdown compliance		149,000
Equipment, materials, contractors	149,678	
Public Health		220,000
Track and Trace	43,500	
Gross Expenditure	299,597	629,000

- 4.5 **Appendix 1** shows the summary monitoring report for the general fund revenue account. Officers have prepared the projected outturn on four months actual and accrued data.
- 4.6 Net external interest receivable is currently estimated to be £690,000 more than budgeted. This is due to lower interest payable of £300,000 due to not taking out planned external loans to finance capital expenditure, and additional investment income of £390,000 from North Downs Housing Ltd. The interest amount given to the HRA on its investment balances is in line with 2020-21 interest rates and has reduced by £460,000
- 4.7 The Minimum Revenue Provision (MRP) based on the Capital Financing Requirement (CFR) on 31 March 2021 for the purposes of this report is shown as £1.356 million. This is £178,097 lower than originally estimated. The reduction is due to slippage in the capital programme experienced during 2020-21.
- 4.8 **Appendix 2** shows the financial performance of each service against the revised budget. We monitor the projected outturn against the revised (or latest) budget as this takes into account any virement or supplementary estimates approved since the original budget was set in February 2021.
- 4.9 The tables below show the supplementary estimates and virements approved to date.

Supplementary Estimates 2021-22

Service/Description	Approval Date	Committee	Value £
Nil			
TOTAL			NIL

Virement Record 2021-22

Service/Description	Nature of Virement	Approved by	Date of Approval	Value £
Homicide review	Revenue	CFO	23-04-2021	12,000
Stoney Castle	Revenue	MD	21-06-2021	180,000
TOTAL				192,000

- 4.10 **Appendix 2** provides detailed information on variances at service level. The table below summarises the variances against the revised budgeted directorate level expenditure on each of the services in 2021-22 before any changes to reserves.

Directorate	Revised Budget, £	Projected Outturn, £	Variance, £
Resources	4,735,468	5,794,108	1,058,640
Services	13,461,110	17,982,711	4,521,601
Strategy	396,301	-125,930	-522,231
Totals	18,592,879	23,650,889	5,058,010

- 4.11 The main variances which contribute towards the overspend (that are not offset by transfers from reserves) are: -
- i. Planning development control - £520,351 overspend due to additional expenditure on agency staff and consultants to support major planning applications (partially offset by income from planning performance agreements) and loss of income due to suspending the pre-application advice service to deal with an increase in planning application volumes
 - ii. Leisure Management Contract - £785,650 overspend due to the loss of income from the contract because of Covid-19 and a lower management fee income on extension of the contract
 - iii. Off street & On-Street parking income - total of £3.7 million overspend due to loss of parking fee income projected due to Covid-19 and an expectation that income levels will not fully recover to pre-covid levels this financial year
 - iv. Miscellaneous income - £2.93 million underspend – this is the central income contingency budget which partially offsets the overspends in each service area above

Use of Reserves

- 4.12 As part of the budget setting process for 2021-22 it was anticipated that £16.975 million would be transferred from earmarked reserves during the year. Major movements anticipated at this point in the year are explained in the table below.

Reserve	Variance (£000)	Explanation
On Street Parking Reserve	260	Surplus income not expected
Car Park Maintenance	(2,421)	Revenue contributions to capital spending.
IT Renewals	(831)	IT expenditure
New Homes Bonus	(200)	Ripley Village Hall offset by less expenditure expected on the Town Centre masterplan.
Spectrum Reserve	(277)	Capital financing costs
Invest to Save Reserve	(2,578)	Future Guildford implementation cost - offsets expenditure on the Business Improvement service
Other Reserves	(109)	To finance SPA site maintenance

Net movement	(6,156)	Movement from reserve
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- 4.13 The forecast level of reserves for the 31 March 2022 is shown below. The forecast assumes that the overspend currently projected would need to be financed from the General Fund Reserve if no action is taken to mitigate the overspend.

Forecast Level of Reserves 31 March 2022	Balance 31.3.21, £000	Net Movement 2021-22, £000	Expected Balance 31.3.22, £000	Useable amount, £000
Business Rates equalisation	24,040	(17,641)	6,399	2,899
Car Parks Maintenance	3,566	(2,295)	1,271	0
Interest Rate Movements	1,197	0	1,197	0
New Homes Bonus	747	(565)	182	182
Insurance	976	0	976	0
IT Renewals	544	(288)	256	0
Invest to Save	2,420	(2,328)	92	92
Spectrum	2,012	(616)	1,396	0
COVID grants	2,385	0	2,385	0
SPA Reserves	10,213	1,314	11,527	0
Other reserves	7,623	174	7,798	709
TOTAL Earmarked Reserves	55,722	-22,254	33,468	3,882
General Fund Reserves	3,748	(1,763)	1,985	1,985
TOTAL GENERAL FUND RESERVES	59,470	(24,007)	35,463	5,867

- 4.14 As part of the budget report to Council in February 2021, the Chief Finance Officer advised that based on a risk analysis of the council's budget the Council should seek to hold a minimum level of reserves of £12 million. The Council is forecast to have £35.4 million in total reserves for the general fund at the end of this financial year, however, £11.5 million of those reserves relate to SPA sites where the Council needs to hold the reserve 'in perpetuity' to fund site maintenance and £23.9 million of reserves are held to offset future expenditure which we are committed to under various contracts, legislation or grant determinations meaning that those reserves would need to be replaced to meet the commitments if they were used. This leaves a balance of useable reserves of £5.8 million.

5 Housing Revenue Account

HRA Budget	2021-22 Estimate, £	2021-22 Projection, £	Variance, £
Income	(33,732,537)	(33,718,202)	14,335
Expenditure on Housing Services	17,710,972	17,689,264	(21,708)
HRA Share of CDC	256,800	256,800	0
Net Interest	5,142,230	5,142,230	0
Net reserves transfer	11,220,795	11,228,168	7,373
Net HRA Budget	598,260	598,260	0

5.1 **Appendix 3** shows the budget monitoring report for the Housing Revenue Account (HRA) for the period to September 2021. The report shows that HRA gross service expenditure, projected outturn is 99% of the budgeted level arising from a likely underspend in repairs due to access restrictions because of Covid 19, whilst income is projected to be 99% of the budgeted level, with a likelihood of increased bad debt provision. The projected outturn would enable a transfer of around £8.4 million to the new build reserve and £2.5 million to the reserve for future capital expenditure.

- The rental income estimates for 2021-22 included a revised prudent allowance for Right to Buy (RTB) sales and the re-commissioning of new units. Rental income from dwellings is currently projected to be £30.5 million.
- Emphasis continues to be on planned rather than responsive maintenance, supported by the benefits accruing from past levels of expenditure on planned capital and revenue maintenance works. Looking at last year's out-turn we are forecasting a modest increase in budget but slightly below last year's expenditure on repairs.
- The tenant services underspend is due to the economic impact of Covid-19.
- Apart from receipts from RTB sales, the estimates for the year do not provide for any repayment of HRA debt principal or for setting aside any amounts towards the repayment of debt. This is consistent with the HRA Business Plan, which prioritised the provision of additional housing. This approach will be subject to regular review and an updated business plan will be submitted reflecting constraints placed on the HRA by the prevailing legislation.

5.2 Tenancy arrears remain stable and are consistent with the assumptions contained in the business plan. Particular attention is paid to introductory tenancies (tenants of less than 12 months), as they often have no previous experience of managing a household budget or of renting a property.

6 Treasury Management

- 6.1 The Chartered Institute of Public Finance and Accountancy's (CIPFA) Code of Practice on Treasury Management ("the Code") recommends that Councillors are informed of treasury management activities at least twice a year. This report therefore ensures the Council is embracing best practice in accordance with CIPFA's recommendations by reporting quarterly to Councillors.

Debt management

- 6.2 We have a substantial long-term PWLB debt portfolio for the HRA totalling £193 million. Currently, the general fund is only borrowing short-term for cash flow purposes. There is no cost of carry on our short-term borrowing. The Council held £146.5 million short term loans and making total borrowing as at 30 September 2021 £339 million. **Appendix 13** shows the schedule of loans.

Investment activity

- 6.3 During the period, we have continued with the diversification of our in-house investment portfolio into secure instruments such as bonds and secure bank deposits (not subject to bail-in) in line with our Treasury Management Strategy. The Council held £23.3 million of strategic investments and £181 million of in-house investments at 30 September 2021. **Appendix 14** shows the schedule of investments.

Prudential Indicators

- 6.4 Officers confirm that the Council has complied with its Prudential indicators in the period, which were set in February 2021 as part of the Council's Treasury Management Strategy Statement.

Authorised limit and Operational Boundary for External Debt

- 6.5 The Local Government Act 2003 requires the Council to set an Affordable Borrowing Limit, irrespective of their indebted status. This is a statutory limit, which we should not breach.
- 6.6 The Council's authorised borrowing limit was set at £531 million for 2021-22.
- 6.7 The Operational Boundary is based on the same estimates as the Authorised Limit but reflects the most likely, prudent but not worst-case scenario without the additional headroom included in the Authorised Limit.
- 6.8 The operational boundary was set at £477 million for 2021-22.
- 6.9 The Chief Financial Officer confirms that there have been no breaches to the authorised limit and operational boundary during the year.

7 Capital Programmes

7.1 **Appendices 4 to 9** of this report set out the following for each scheme on the Council's capital programme

- the gross estimate for the scheme approved by the Executive
- the cumulative expenditure to 31 March 2022 for each scheme
- the estimate for 2021-22 as approved by Council in February 2021
- the 2021-22 revised estimate which considers the approved estimate, any project under spends up to 31 March 2021, and any virement or supplementary estimates
- 2021-22 current expenditure
- 2021-22 projected expenditure estimated by the project officer

7.2 The table below summarises the current position on the various strands of the Council's capital programme. A detailed explanation is provided in paragraphs 7.3 to 7.11 below.

CAPITAL EXPENDITURE SUMMARY	2021-22 Approved £000	2021-22 Revised £000	2021-22 Outturn £000	2020-21 Variance £000
General Fund Capital Expenditure				
- Main Programme	92,790	88,165	49,033	-39,132
- Provisional schemes	53,533	53,681	7,717	-45,964
- Schemes funded by reserves	1,975	4,008	3,541	-467
- S106 Projects	0	235	153	-82
Total Expenditure	148,298	146,088	60,444	-85,645
Housing Revenue Account Capital Expenditure				
Approved programme	17,988	24,936	15,761	-9,176
Provisional programme	34,117	34,367	0	-34,367
Total Expenditure	52,105	59,303	15,761	-43,543

Approved (main) programme (Appendix 4)

7.3 Expenditure is expected to be £49 million representing a £39.1 million variance to the revised estimate of £88.2 million. If a project is on the approved programme, it is an indicator that the project has started or is near to start following the approval of a final business case by Executive. Whilst actual expenditure for the period of £16.4 million may seem low, several significant projects are in progress and delivery of corporate projects and programmes is progressing. These include:

- OP6 – Vehicles, Plant & Equipment Replacement (£1.4 million) – to include the replacement of minibuses and sweepers.
- P5 – Walnut Bridge replacement (£2.1 million) – works are progressing and the timeframe for completion by 31 March 2022. This project is part grant funded from the Enterprise M3 Local Enterprise Partnership (LEP).

As part of the grant funding agreement there are specific milestones that must be met in the delivery of the project and any slippage in delivery of the programme to the milestones may result in the loss of grant funding. The Major Projects Portfolio Board is monitoring the progress of this project and at the moment the project is on track to deliver by the completion date.

- P21 – Ash Road Bridge (£7.7 million) – work is progressing on this scheme. This project is part grant funded from Homes England Housing Infrastructure Fund (HIF). As part of the grant funding agreement there are specific milestones that have to be met in the delivery of the project and any slippage in delivery of the programme to the milestones may result in the loss of grant funding. Officers complete regular monitoring reports to Homes England and the Major Projects Portfolio Board on the progress of the project which is currently on track.
- ED6 – WUV (£17.46 million) and (New GBC Depot (£2.4 million) - work is progressing on the detailed design, pre-planning and site investigation work for this scheme to inform the final business case. Funds have now been moved from the provisional to the approved programme and reprofiled as detailed in the September 2021 Executive report. This project is also part grant funded from Homes England Housing Infrastructure Fund (HIF). As part of the grant funding agreement there are specific milestones that have to be met in the delivery of the project and any slippage in delivery of the programme to the milestones may result in the loss of grant funding. Officers complete regular monitoring reports to Homes England, the WUV programme Board and the Major Projects Portfolio Board on the progress of the project which shows the project is currently on track.
- North Downs Housing (£2.97 million) and Guildford Holding Ltd (£1.98 million) – target to purchase further properties this financial year.
- ED49 – Midleton Industrial Estate redevelopment (£4 million) – Phase 4 due to go out to tender, report to be prepared to move remaining budget from provisional programme.
- P16 – A331 Hotspots (£3.6 million) – scheme is being delivered by SCC and amounts will be payable upon request from SCC. This project is part grant funded from the Enterprise M3 Local Enterprise Partnership (LEP). As part of the grant funding agreement there are specific milestones that have to be met in the delivery of the project and any slippage in delivery of the programme to the milestones may result in the loss of grant funding.
- P22 – Guildford Economic Regeneration Programme - (£1.1 million).

7.4 In addition to the schemes outlined above, the re-profiling of the following significant amounts that were due to be spent on schemes or projects in 2021-22 will now be carried forward into 2022-23 or future years:

- Sustainable Movement Corridor (£2.5 million) – Currently estimated spend in 2021-22 is £300,000, this scheme is currently being reprofiled, This project is part grant funded from the Enterprise M3 Local Enterprise Partnership (LEP). As part of the grant funding agreement there are specific milestones that have to be met in the delivery of the project and

any slippage in delivery of the programme to the milestones may result in the loss of grant funding.

- P12 – Strategic Property Acquisitions (£25.2 million). This budget has been moved into later years due to a lack of investment opportunity in the market and the government tightening rules around property acquisition for commercial purposes.
- North Downs Housing (£1.07 million) and Guildford Holding Ltd (£710,000) – reprofiled to 22-23. Original budget for 2021-22 was NDH £4.04 million and GHL £2.7 million but due to slowdown in property purchases spend has been reduced and remaining budget reprofiled to 2022-23.
- FS1 – Capital Contingency Fund – (£4.96 million)
- P21 – Ash Road Bridge (£2.8 million) – work is progressing on this scheme, current estimated spend in 2021-22 is £7.7 million from original budget of £10.5 million due to a revision of project milestones with Homes England for 2021-22. The latest monitoring report for the project shows it remains on track.

Provisional programme (Appendix 5)

- 7.5 Expenditure on the provisional programme is expected to be £7.7 million, against the revised estimate of £53.7 million, representing a variance of £45.96 million. These projects are still at feasibility stage and will be subject to Executive approval of a business case before they are transferred to the approved capital programme. It is only once the business case is approved that the capital works can begin. Monitoring the progress of these projects is key to identifying project timescales.

The re-profiling of schemes has resulted in a lower level of expenditure than planned in 2020-21.

- 7.6 A number of projects, that were also anticipated to start in 2021-22 have been re-profiled into future years including:
- PL21(p) - Ash Road Footbridge (£4.5 million)
 - P12(p) – Strategic Property Acquisitions (£28.3 million)
 - North Street/ Bus Station relocation (£1 million)
 - North Downs Housing (£5.5 million)
 - Guildford Holding Ltd (£3.7 million)
 - Guilford west (PB) Station (£1 million)

S106 (Appendix 6)

- 7.7 Capital schemes funded from s106 developer contributions are expected to total £153,000. Developer contributions are time limited and if they are not used within the timescales to fund a capital project then they will need to be repaid to the developer. As a result, it is important that the Council closely monitors the S106

funds it has and puts plans in place to spend the contributions within the required timescales.

Reserves (Appendix 7)

- 7.8 Some capital schemes are funded from the Council's specific reserves. The outturn is anticipated to be £3.541 million. The main projects are:
- expenditure on car parks £1.80million
 - ICT renewals and infrastructure improvements £831,000

Capital resources (Appendix 8)

- 7.9 When the Council approved the budget in February 2021, the estimated underlying need to borrow for 2021-22 was £94.6 million. The current estimated underlying need to borrow is £37.8 million. The reduction is due to slippage in the programme where schemes have been re-profiled into future years.

Housing Investment Programme Approval Capital (Appendix 9)

- 7.10 The HRA approved capital programme is expected to outturn at £15.8 million against a revised estimate of £24.9 million. Several projects are in progress. These include:
- Guildford Park – (£792,000) this scheme is awaiting decision regarding progression of works and submission of a new planning application for approval. The complete budget for this scheme has been moved to the HRA capital programme, a significant amount of the cost of this project is still on the provisional capital programme awaiting final business case approval. (£2.6 million has been reprofiled to future year)
 - Various small site projects – (£807,000) there is slippage on these projects. (£5.6 million has been reprofiled to future years)
 - Acquisitions of Land and Buildings – (£4.9 million) spend is dependent on availability of sites, we are currently actively purchasing suitable properties to mitigate slippage on building projects.
 - Major Repairs & Improvements – (£9.2 million) outturn is expected to be on budget as works delayed due to COVID can now be progressed.

The Guildford Park, various small site new build projects and acquisition of land and buildings into the HRA is partially funded by receipts generated through Right to Buy (RTB) Sales of Council Houses. With the recent changes on Right to Buy Pooling the council now has 5 years in which it can spend RTB receipts and can fund 40% of the cost of replacement housing from the RTB receipts. Should the Council not spend enough money on its Housing Investment Programme in order to utilise its RTB receipts within the timescales then they will need to be repaid to government with interest at base rate plus 4%. The RTB schedule below details:

- the amount of expenditure required to avoid repayment, based on actual spend to date and assumption of 20 RTB sales per year, and

- A forecast of expenditure to be incurred as detailed on the approved housing capital programme.

Based on this scenario there is no current risk of repayment, however, should the capital programme be subject to delay and slippage this risk will increase (Appendix 12).

Reconciliation of Spend to RTB	2021-22 £000	2022-23 £000	2023-24 £000	2024-25 £000	2025-26 £000	2026-27 £000
Value of receipts that will need surrendering if no further spend			708	2,167	708	4,457
HIP Expenditure required to avoid RTB repayments	0	0	1,770	5,418	1,771	11,143
Forecast HIP Expenditure from the Approved Capital programme	4,346	8,041	9,253	1,400	400	0
Cumulative Expenditure forecast	6,486	14,527	23,780	25,180	25,580	25,580
Forecast additional receipts that will be used (c x 40%)	1,738	3,216	3,701	560	160	0
Cumulative additional receipts that will be used ((cumulative e) + a)	1,738	4,955	7,948	6,341	5,792	1,335
Revised value of receipts that might need to be surrendered			0	0	0	0

Housing Investment Programme Provisional Capital (Appendix 10)

7.11 The provisional programme revised estimate is £34.4 million with no expenditure anticipated this financial year to date. The reprofiling of schemes will result in a lower level of expenditure in 2021-22.

- Guildford Park – (£19 million) - this scheme is awaiting decision regarding progression of works and submission of a new planning application for approval. (£14.5 million has been reprofiled to future years)
- Bright Hill & Redevelopment Bids – (£16.2 million) - reprofiled to future years

The projects above are partially funded by RTB receipts, there is a significant risk that repayment of RTB receipts will be necessary in future years if project delivery falls significantly behind schedule.

Housing Revenue Account Resources (Appendix 11)

7.12 Appendix 11 shows how the HRA capital programme is financed and the projected balances on reserves at the end of the financial year.

Summary of Housing Revenue Account Capital Expenditure and Financing (Appendix 12)

7.13 The summary shows the overall expenditure and financing of the Housing Investment Programme and the Overall HRA Capital programme for the current financial year and how the projected expenditure on the Housing Investment Programme relates to what is required to be spent as per the RTB model to avoid repayment of RTB receipts.

8 Consultations

- 8.1 The finance specialists prepare the budget monitoring in consultation with the relevant service managers.

9 Equality and Diversity Implications

- 9.1 There are no direct equality and diversity implications as a result of this report. Each service manager will consider these issues when providing their services and monitoring their budgets.

10 Financial Implications

- 10.1 The financial implications are contained throughout the report.

11 Legal Implications

- 11.1 The Local Government Act 1972, Section 151 states that each local authority has a statutory duty to make arrangements for the proper administration of their financial affairs. In addition, the Accounts and Audit Regulations 2015 impose an explicit duty on the Council to ensure that financial management is adequate and effective and that they have a sound system of internal control, including arrangements for the management of risk.
- 11.2 Proper administration is not statutorily defined; however, there is guidance, issued by the Chartered Institute of Public Finance and Accountancy (CIPFA) on the responsibilities of the Chief Financial Officer (CFO). This states that local authorities have a corporate responsibility to operate within available resources and the CFO should support the effective governance of the authority through development of corporate governance arrangements, risk management and reporting framework. Regular monitoring of the Council's actual expenditure to budget and forecasting of the expenditure for the full year is part of the proper administration and governance of the Council.
- 11.3 There are no further direct legal implications because of this report.

12 Human Resource Implications

- 12.1 There are no human resource implications arising from this report.

13 Summary of Options

- 13.1 This report outlines the anticipated outturn position for the 2021-22 financial year based on three months actual data. There are no specific recommendations and therefore no options to consider.

14 Conclusions

- 14.1 The report summarises the financial monitoring position for the period April 2021 to September 2021 for the 2021-22 financial year.

- 14.2 Officers are currently projecting an increase in expenditure of £1,762,936 on the general fund revenue account. Mainly due to ongoing pressures on expenditure and particularly income in relation to Covid-19.
- 14.3 The Chief Financial Officer in consultation with the Lead Councillor for Resources will determine the treatment of any overspend as part of closing the 2021-22 accounts.
- 14.4 The surplus on the Housing Revenue Account will enable a transfer of £8.4 million to the new build reserve and £2.5 million to the reserve for future capital at year-end.
- 14.5 Actual expenditure incurred on our general fund capital programme for the period has been comparatively low against the programme envisaged at the 1 April 2021. Officers are making progress against significant capital projects on the approved programme as outlined in section 7. The Council expects to spend £60.4 million on its capital schemes by the end of the financial year.
- 14.6 It is anticipated that the Council's underlying need to borrow to finance the capital programme will be £37.8 million by 31 March 2022. The Council has complied with Prudential Indicators during the period.
- 14.7 At the end of September 2021, the Council had £204 million of investment balances, and £339 million borrowing.

15 Background Papers

- 15.1 None

16 Appendices

- Appendix 1 - General Fund Revenue Account Summary
- Appendix 2 - General fund services - revenue detail
- Appendix 3 - Housing Revenue Account summary
- Appendix 4 - Approved capital programme
- Appendix 5 - Provisional capital programme
- Appendix 6 - Schemes funded from S106
- Appendix 7 - Capital reserves
- Appendix 8 - Capital resources
- Appendix 9 - Housing Revenue Account approved capital programme
- Appendix 10 - Housing Revenue Account provisional capital programme
- Appendix 11 - Housing Revenue Account resources
- Appendix 12 - Summary of HRA Capital Expenditure and Financing
- Appendix 13 – Schedule of loans
- Appendix 14 – Schedule of investments

GENERAL FUND SUMMARY 2021 - 2022

Actual 2020-21 £	GENERAL FUND SUMMARY	Original Estimate 2021-22 £	Latest Estimate 2021-22 £	Projected Outturn 2021-22 £
14,629,500	Strategy Directorate	-100,753	396,301	-125,930
24,504,905	Services Directorate	16,616,462	13,461,110	17,982,711
9,270,235	Resources Directorate	2,077,170	4,735,468	5,794,108
48,404,640	Total Directorate Level	18,592,879	18,592,879	23,650,889
	Growth to be allocated to services	0	0	0
	Savings to be allocated to services	0	0	0
-28,193,497	Depreciation (contra to Service Unit Budgets)	-8,791,000	-8,791,000	-8,213,830
20,211,143	Directorate Level excluding depreciation	9,801,879	9,801,879	15,437,059
-2,069,098	External interest receivable (net)	-682,726	-682,726	-1,372,726
11,437	Housing Revenue Account	481,700	481,700	20,000
1,288,064	Minimum Revenue Provision	1,534,915	1,534,915	1,356,818
313,003	Revenue income from sale of assets	0	0	0
	Revenue Contributions to Capital Outlay (RCCO)			
0	Met from: Capital Schemes reserve	0	0	0
0	Other reserves	537,000	537,000	2,847,000
0	General Fund	0	0	0
19,754,549	Total before transfers to and from reserves	11,672,768	11,672,768	18,288,151
	Transfers to and from reserves			
	Capital Schemes reserve			
0	Funding of Revenue Contribution to Capital Outlay Contribution in year	0	0	0
-599,781	Budget Pressures reserve	0	0	0
0	Business Rates Equalisation reserve	-17,640,564	-17,640,563	-17,640,578
-328,000	Car Park Maintenance reserve	63,000	63,000	-2,358,384
18,324,301	Election Costs reserve	63,000	63,000	63,000
191,572	Insurance reserve	0	0	0
62,500	IT Renewals reserve	543,000	543,000	-288,000
0	Invest to Save reserve	250,000	250,000	-2,328,000
-122,679	New Homes Bonus reserve	-298,000	-298,000	-498,000
-1,846,187	Energy Management reserve	0	0	0
-355,581	On Street Parking reserve	-260,000	-260,000	0
41,442	Pensions reserve (Statutory)	0	0	0
0	Recycling reserve	0	0	0
2,929,168	Spectrum reserve	193,000	193,000	-83,696
0	Carry Forward Items	0	0	0
6,493,702	Covid reserve			
1,005,458	Other reserves	112,000	112,000	1,306,648
45,550,465	Total after transfers to and from reserves	-5,301,797	-5,301,795	-3,538,859
	Business Rates Retention Scheme payments			
31,843,510	Business Rates tariff payment	31,844,000	31,844,000	31,844,000
0	Business Rates levy payment to MHCLG	100,000	100,000	100,000
0	Business Rates tariff payment/Safety net from MHCLG	0	0	0
	Non specific government grants			
0	s31 grant re BRR scheme	-1,308,138	-1,308,138	-1,308,138
0	s31 grant re council tax	-100,000	-100,000	-100,000
0	New Burdens grant	0	0	0
0	COVID Funding	-622,690	-622,690	-622,690
-18,870,985	Other government grant	-389,546	-389,546	-389,546
-851,019	New Homes Bonus grant	-192,251	-192,251	-192,251
89,515,481	GUILDFORD BOROUGH COUNCIL NET BUDGET	24,029,578	24,029,580	25,792,516
1,876,544	Parish Council Precepts	1,935,225	1,935,225	1,935,225
91,392,025	TOTAL NET BUDGET	25,964,803	25,964,805	27,727,741
-34,713,245	Business Rates - retained income	-33,727,000	-33,727,000	-33,727,000
-4,140,430	Collection Fund Deficit - Business Rates	20,120,077	20,120,077	20,120,077
0	Collection Fund Surplus - Council Tax	-30,274	-30,274	-30,274
52,538,350	COUNCIL TAX REQUIREMENT	12,327,606	12,327,608	14,090,544
	Projected (under)/over spend			1,762,936
	Movement in MRP and External Interest			(868,097)
	Underlying (under) / overspend on services			2,631,033

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Revenue Account - Service Detail 202106

Directorate	Service	Revenue Classification	Revised Budget	Projected Outturn	Variance
Resources Directorate					
	Audit Management				
		Total Audit Management	-27,280	-18,996	8,284
		Audit Contract cost £114k. Revised Budget is not correct and needs to be amended.			
	Business Improvement				
		Total Business Improvement	-232,640	3,851,462	4,084,102
		Future Guildford implementation and redundancy costs associated with phase B will be funded from reserves as per original business case approved by Council in Feb 2019. A budget adjustment will be undertaken in P7 to reflect this in the service budget.			
	Corporate Financial				
		Total Corporate Financial	232,740	304,934	72,194
		Brokers fees are higher than budgeted due to more short term loans, but partially offset by interest below the service line. Higher recharge to HRA for treasury management costs than budgeted.			
	Corporate Services				
		Total Corporate Services	1,384,183	1,658,514	274,331
		The cost of the annual audit is higher than budgeted due to additional work required. Consultancy costs have been incurred relating to programme and project governance. There are salary costs here that need to be moved to other services.			
	Feasibility Studies				
		Total Feasibility Studies	40,470	63,892	23,422
		No Comments			
	ICT Investment and Renewal Fund				
		Total ICT Investment and Renewal Fund	21,190	-265,710	-286,900
		No Comments			
	Insurance Revenue Account				
		Total Insurance Revenue Account	0	85,236	85,236
		Charges against this cost centre will be recharged across services where additional costs have been incurred which are greater than the anticipated general recharge.			
	Lead Specialist - Finance				
		Total Lead Specialist - Finance	49,786	361,978	312,192
		Additional temporary staff has been employed to help with the closure of accounts and supporting the transfer of data as a result of the ICT refresh programme			

Lead Specialist - HR

Total Lead Specialist - HR	-188,580	-163,806	24,773
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Some support is being charged to HR, need to confirm whether more appropriate to charge those costs to a Future Guildford budget. HR Consultancy costs include Comensura costs which cover agency worker bookings across all services and will be reallocated.

Lead Specialist - ICT

Total Lead Specialist - ICT	580,953	609,034	28,082
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With the FY20/21 budget being used as the baseline for the FY21/22 budget, the forecast has been updated to reflect a modern bottom-up analysis of planned ICT spend. People budgets (salary, pensions etc.) are awaiting an update to re-align them based on the new Future Guildford organisation structure which centralised many roles into ICT. The permanent headcount in ICT is currently below that of the Future Guildford structure due to vacancies, though ICT people budgets are currently £146k below forecast spend for the year as they do not reflect all role changes yet. This should be resolved once people budgeting is completed for the organisation. In total direct controllable cost forecasts across ICT are £55k above budget. The main deviations £50k - Microsoft Extended Support for Windows 2008 - This provides security patching and support from Microsoft for our older servers whilst services are migrated to £85k - Business World application support contract for the resolution of system Defects and implementation of new functionality on the HR/Payroll side of the system.

Lead Specialist - Legal

Total Lead Specialist - Legal	-527,765	-469,039	58,726
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The overspend is due to redundancies made within the team following the Legal restructure as well as adverts for 6 vacancies. Vacancy cover has required locum solicitors which are expensive (but cheaper than outsourcing the work), however permanent staff have swiftly been recruited in a very difficult to recruit to market. The online JCT contracts costs need to be recharged to the relevant services. The adobe electronic signatures licence costs will be funded by a saving on printing and postage. Income streams from legal advice to North Downs Housing and Guildford Holdings are now developed and Ash Road Bridge capacity funding for internal legal resource has been granted, this will increase the income to the legal team this financial year.

Miscellaneous Expenses

Total Miscellaneous Expenses	2,347,906	-581,411	-2,929,317
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Variance relates to £1.45million grant claim to government for lost income under Sales, Fees and Charges compensation scheme, £1.142m income loss contingency budget and £177k vacancy credit underspend, all 3 of which offset income losses or additional expenditure across other services. In addition £200k additional Future Guildford Savings have been recognised.

Non Reportable Activity

Total Non Reportable Activity	0	0	0
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No Comments

Other Employee Costs

Total Other Employee Costs	48,451	27,898	-20,553
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No Comments

Parish Liaison

Total Parish Liaison	192,673	174,135	-18,538
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No Comments

Resources Caseworker

Total Resources Caseworker	68,362	35,278	-33,084
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Majority of adjustments have been made as a result of payroll costings being reallocated to correct codes and to align with figures provided by finance.

Unallocatable Central Overhead

Total Unallocatable Central Overhead	747,030	120,710	-626,320
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No Comments

Total Resources Directorate	4,737,478	5,794,108	1,056,630
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Service Delivery Directorate

Affordable Housing

Total Affordable Housing	39,181	112,247	73,066
No anticipated rise in salary costs this year against established FTE. Any delay in confirmation of current post will be off set by MHCLG grant. Current projected outturn higher than forecast due to agency fees.			

Arts Development

Total Arts Development	42,000	42,338	338
No Comments			

Building Control

Total Building Control	16,852	196,398	179,546
Addition 0.8 FTE at team leader level in salary costs. Agency and consultancy costs. Under projection of fee income.			

Building Maintenance

Total Building Maintenance	165,632	-582,138	-747,770
Helen Buck - Tech Services - materials & services - adjusted back to budget to allow for current service output. Income will exceed budget			

Business Rates

Total Business Rates	33,993	33,810	-183
Period 6 Main variances and issues; Allocation of salaries across F6141, F6151 and C4511 needs some adjustment post Phase B Future Guildford. Software costs (essential licenses) are looking as if they will rise by more than the budget increase from last year. Income recovery currently looks to exceed budget, however this relates to court costs from taking debtors to court and reflects the difficulties being faced by the business community. In practice the costs may not be recoverable. The estimate only includes costs from 2020 Court			

Case Services

Total Case Services	1,367,992	1,373,668	5,676
No Comments			

Cemeteries

Total Cemeteries	211,537	200,683	-10,854
Salary allocation under review			

Civil Emergencies

Total Civil Emergencies	54,994	63,030	8,036
No Comments			

Community Meals and Transport

Total Community Meals and Transport	467,207	249,417	-217,790
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Increase of salaries will be due to additional support and increase of service from covid, which has continued, some of this will need to be re-coded to the Covid code. There is also a pending restructure, so we have had to rely on overtime until we can recruit to the vacant posts. Increased catering will be the additional meals, ensuring that we had enough stock on site to allow for Brexit issues and enough for the additional increase of need for the service during lockdown – Expectations that at least 4 weeks worth of stock kept on site to fill Mr Frosty. Food spend increased so we could keep an additional 4 weeks worth of food on rotation. There was also raised charges for the food due to increases by the provider. The Community Meals external vehicle hire charges have remained static due to our 5 year lease agreement. All of these activities will be generating more income to off-set the overspends.

Corporate Health and Safety

Total Corporate Health and Safety	18,837	12,960	-5,878
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No Comments

Council Tax

Total Council Tax	109,788	344,477	234,690
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Allocation of salaries needs some adjustment post Phase B Future Guildford. Agency costs for processing are transferring to Customer Case and Parking from the start of October. Prior to implementation of Phase B these costs were offset by vacancies within the original service. Income Recovery is reduced as a result of less court time due to COVID. The projected outturn is based on being half way between last year's actual outturn and this year to date. In addition to the link to court availability the outturn is also linked to the number of Council Tax payers defaulting and being taken to Court.

Countryside and Parks Services

Total Countryside and Parks Services	1,769,534	2,149,411	379,877
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Additional income from SCC recharges and rent from Guilden Park. Additional employee related costs of £190k- budgets to be reorganised between Operations and LeisureAsset maintenance over budget by £108,450- Assets to move budget at year end. Additional supplies and services in part due to skate park improvements.

Crematorium

Total Crematorium	-1,031,672	-680,337	351,335
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Salary Allocation under review. Depreciation over budget, with Finance to Review. Software costs planned to be over budget, awaiting virement from ICT renewals for new system. Income overall on track, allocation issue.

Customer Services

Total Customer Services	326,766	334,846	8,080
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All staff cost are being correctly posted to this budget.;CS is a recharge service and any expenditure should be balanced through income (charge to services),Salaries adjusted to bring back to budget. No concerns that we will have any issues with overspend in this area.

Day Services

Total Day Services	541,822	767,276	225,454
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Salaries - there will be overtime related to Covid and the additional support our service was giving during and after the initial lockdowns – This overtime will need to be transferred to the Covid code. There will be loss of income as Day Care services were not operating during lockdown/isolation and staff were used to support the Councils response to Covid with Food Parcels. During the height of lockdown, we were working 7 days a week to provide food parcels, which was only achieved by paying overtime to full time staff. Although the Shawfield Centre is not currently operating and the salary spend for increased Care Officers from this site has moved to The Hive – Increased staffing, increased customers and subsequently increased Centre spend to accommodate more older people/community services being run out of The Hive.

Development Control

Total Development Control	219,088	739,439	520,351
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Additional cost requirements since start of 2021 to assist service delivery with increased number of planning applications and COVID demands. Agency cost for majors team support brought online - cost to be recovered through Planning Performance Agreement income which is paid through installments. Planning Enforcement Agency staff included in DM however now sit outside DM. Consultants support on planning applications, significant amount will be funded through PPA income; Viability consultants are charged to applicants therefore cost will be met. Additional legal support on major applications required, some cost will be met through S.106 legal fees. Barrister support on major applications such as Garlicks Arch with attendance at planning committee. Pre-app suspended since April resulting in reduced income, to be reviewed end of August. Planning application numbers are higher, however, these are mainly at householder level where fees are set at a lower level. Planning Performance Agreement fees continue with phased payments expected on larger schemes. Situation regarding work levels to be reviewed towards the end of December 2021. Majors support to be retained depending on PPA income. Adjustments made in respect of planning fee income. Salary budgets adjusted to reflect shift of admin to the caseworker unit. Agency costs remain high however some offset with PPA expected over the coming year. Fee income adjustments made due to two large applications submitted this week, one of which includes addition £50,000 PPA commitment

Digital Services

Total Digital Services	154,669	283,246	128,577
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Salary adjustments (incorrect staff allocations) now with Finance, with the expectation that we will see no overspend in this area. YTD salaries require adjustment. Posts currently sitting within digital require re-allocation. Not expecting any salaries overspend for 2021/22.

Emergency Communications

Total Emergency Communications	-163,188	-135,099	28,090
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Staff involved with this service were deployed to focus on the provision of the Councils Food Parcel Service and to support the increase in need of the Community Meals Service which will account for the overtime, which will need to be coded back to Covid code . Surrey County Council give us contact money each year to provide spaces at the social centre for customers that require more support due to a memory impairment, which accounts to the majority of the people accessing this service – The contracted spaces at The Hive may have also increased due to customers from the Shawfield Centre attending the centre. We are yet to receive/code some payments due for a few self-funding customers that we have registered.

EMI Services

Total EMI Services	119,476	140,166	20,690
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No Comments

Engineering and Transportation Services

Total Engineering and Transportation Services	-187,301	17,955	205,256
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Lower staffing levels after FG leading to a lower recharge level than budgeted.

Environmental Health

Total Environmental Health	463,279	463,279	0
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No Comments

Family and Refugee Support Programme

Total Family and Refugee Support Programme	-1,803	6,972	8,775
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No Comments

Fleet Management

Total Fleet Management	63,240	-2,576	-65,816
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no comments

Food Safety

Total Food Safety	246,870	235,182	-11,688
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No Comments

G Live

Total G Live	1,665,057	1,718,255	53,198
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Income affected by closure and management fee reduced by revised contractual arrangement (which will also reduce the likelihood of a surplus),

Guildford House

Total Guildford House	268,289	487,170	218,881
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Significant costs for both building work and specialist consultancy arising. Building closure has affected income., Significant costs for both building work and specialist consultancy (@£175k) coming from central funding. Building closure for Covid and maintenance has impacted income., significant asset maintenance costs due to the mathematical tiling and kitchen refurbishment etc.

Guildford Museum	Total Guildford Museum	670,065	677,969	7,904
	Various Asset Management projects funded from central funding, particular 48 Quarry Street.			
Guildhall	Total Guildhall	82,868	267,256	184,388
	The income for the site has been affected by Covid. Guildhall affected by asset management costs funded from central funding (@£165k).			
Homelessness Support	Total Homelessness Support	745,705	438,064	-307,640
	Under spend on RSI year 4 grant due to delays in procurement. MHCLG grant of 140K to cover extra duties for rough sleepers and top up for support for the first quarter 2021/22.e.g Additional emergency accommodation costs. Homelessness Prevention Grant of 417K will in part cover additional costs relating to Domestic abuse and use of sanctuary scheme .			
Housing Advice	Total Housing Advice	350,100	350,110	10
	No Comments			
Housing Benefits	Total Housing Benefits	26,174	125,629	99,455
	Allocation of salaries needs some adjustment post Phase B Guildford. Agency costs for processing are transferring to Customer Case and Parking from the start of October. Prior to implementation of Phase B these costs were offset by vacancies within the original service. There remains more work to understand both Rent Allowances and Rent Rebates. The cost of paying Housing Benefit is broadly met by DWP Subsidy grant. Some work is needed to understand the interaction of overpayment recovery with the Subsidy, and the timing of payments.			
Housing Surveying	Total Housing Surveying	-120,835	-154,537	-33,701
	Salary allocations under review at time of monitoring.			
Land Charges	Total Land Charges	-32,074	-68,519	-36,445
	Increased income noted			
Land Drainage	Total Land Drainage	294,970	212,492	-82,478
	Lower than expected recharges for Engineers.			
Leisure and Community	Total Leisure and Community	105,438	101,828	-3,610
	No Comments			

Leisure Management Contract	Total Leisure Management Contract	1,230,079	2,015,729	785,650
	Sites hit by covid closures affecting receipt of management fee and utility consumption and recharges. Awaiting details of revised utility rates to end of year. Covid impact has reduced management fee over the two year contract extension.			
Leisure Play	Total Leisure Play	104,670	78,148	-26,522
	FISH activity not delivered in Q1 & Q2 due to COVID. Activities planned to resume in Q3/Q4			
Leisure Rangers	Total Leisure Rangers	167,663	165,485	-2,178
	No Comments			
Leisure Sports	Total Leisure Sports	32,600	24,078	-8,523
	No Comments			
Licensing	Total Licensing	109,701	128,587	18,886
	No Comments			
Millmead House	Total Millmead House	-274,629	-499,552	-224,923
	Salary allocations under review by Finance. Business rates actuals not in at point of review. Recharges over budget.			
MOT Bay	Total MOT Bay	-45,724	28,423	74,147
	Income reduced due to lower staffing levels and impacts from covid			
North Downs Housing	Total North Downs Housing	0	2,682	2,682
	No Comments			
Off Street Parking	Total Off Street Parking	-5,142,982	-2,252,512	2,890,470
	Parking income adjusted to a projection if 70% of expected revenue for financial year (reduced to £7.2m from £10.2m in line with latest estimates). Business rates, insurance, utilities and depreciation to bring them back to budget. Continuing uncertainty over revenue due to Covid.			
On Street Parking	Total On Street Parking	-681,143	118,347	799,490
	Agency agreement (SCC) adjusted to zero, reflecting the likelihood of a deficit rather than any profit. Fees (PCNs) and Revenue (parking) have both been adjusted to reflect the impact of Covid			

Ordnance Survey and Mapping	Total Ordnance Survey and Mapping	8,070	5,171	-2,899
	No Comments			
Park and Ride Service	Total Park and Ride Service	794,610	674,648	-119,962
	Onslow - projected outturn is £52k based on the assumption SCC are waiving subsidy until 2022. Spectrum - weekend service is currently suspended;£59k expenditure to be added to business rates;£164k savings expected based on current Onslow & Spectrum position.			
Parks Countryside Management	Total Parks Countryside Management	1,565,076	1,646,364	81,288
	Actuals need to match revised budget amendments on salary budget lines.			
Pest Control	Total Pest Control	-2,414	-11,352	-8,938
	No Comments			
Private Sector Housing	Total Private Sector Housing	110,822	124,779	13,957
	No Comments			
Private Sector Housing Maintenance	Total Private Sector Housing Maintenance	38,406	94,582	56,175
	Reflective of depot charges in care and repair. ICT software – corporate costing			
Project Aspire	Total Project Aspire	0	2,016	2,016
	No Comments			
Public Conveniences	Total Public Conveniences	289,184	348,397	59,213
	£50k project management costs associated with review. £18k overspent in premises repairs including some vandalism			
Public Health	Total Public Health	284,649	306,922	22,273
	No Comments			
Refuse and Recycling	Total Refuse and Recycling	3,841,138	3,991,512	150,374
	Salary allocations under review Transport pool hire over budget, under review, likely to be allocation issue. Services over budget (bartec in cab software annual service charge), likely to be miscode, under investigation. Additional costs related to covid in staffing and agency lines.			
River Control	Total River Control	26,860	28,744	1,884
	No Comments			

Roads and Footpaths	Total Roads and Footpaths	109,690	89,009	-20,681
	No Comments			
Snow and Ice	Total Snow and Ice	-23,160	-20,406	2,754
	No Comments			
SPA Sites	Total SPA Sites	24,550	-1,293,240	-1,317,790
	Difficult to forecast spend on SPA sites as expenditure and income may cover a number of years.			
Street Cleansing	Total Street Cleansing	1,990,150	1,979,512	-10,638
	No Comments			
Street Furniture	Total Street Furniture	107,800	92,274	-15,526
	No Comments			
Taxi Licensing	Total Taxi Licensing	44,590	56,298	11,709
	No Comments			
Tourist Information Centre	Total Tourist Information Centre	213,634	232,988	19,354
	No Comments			
Town Centre CCTV	Total Town Centre CCTV	100,700	76,763	-23,937
	No Comments			
Traveller Caravan Sites	Total Traveller Caravan Sites	-99,461	-87,403	12,058
	No Comments			
Vehicle Maintenance	Total Vehicle Maintenance	-7,633	624	8,258
	No Comments			
Waste and Fleet Business Development	Total Waste and Fleet Business Development	-572,144	-671,081	-98,937
	Higher levels of garden waste subscription than anticipated Increased levels of garden waste sales, but covid has affected trade waste services .			
Woking Road Depot	Total Woking Road Depot	45,210	22,747	-22,463
	No Comments			

Strategy Directorate

Woking Road Depot Stores

Total Woking Road Depot Stores	-33,998	-38,937	-4,939
Minor adjustments to out turns have been made.			

Total Service Delivery Directorate	13,461,110	17,982,711	4,521,600
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About Guildford

Total About Guildford	8,780	13,208	4,428
No Comments			

Business Forum

Total Business Forum	25,240	27,845	2,605
No Comments			

Citizens Advice Bureau

Total Citizens Advice Bureau	284,710	301,303	16,593
No Comments			

Civic Expenses

Total Civic Expenses	213,320	183,670	-29,650
It was agreed in January 2021 that we would not require the Mayor's Theme budget moving forward and no monies would be spent against the budget in 2021-22, and this is the cause of the major variance.			

Climate Change

Total Climate Change	75,164	-50,921	-126,085
Revised to be in line with budget. Savings within Consultancy.			

Community Development

Total Community Development	132,789	136,072	3,283
No Comments			

Community Lottery

Total Community Lottery	-100	-991	-891
No Comments			

Community Safety

Total Community Safety	64,430	47,538	-16,892
No Comments			

Community Wellbeing

Total Community Wellbeing	290,583	277,000	-13,583
No Comments			

Corporate Property Management

Total Corporate Property Management	1,802,207	1,140,511	-661,695
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Asset Maintenance: Expenditures are incurred in other cost centres. £705k of this budget needs to be re-allocated to the cost centres where the costs have been incurred. This exercise usually occurs at year end. Looking to review the process to occur every quarter to better reflect actual expenditure within GBC GF.

Council and Committee Support

Total Council and Committee Support	487,646	428,127	-59,519
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The overall variance of nearly £60k is due to potential savings in printing costs for agendas, following the move to paper-light process for meetings agreed in early 2020.

Democratic Representation

Total Democratic Representation	744,381	699,855	-44,526
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Variance of £42k seem to relate to payroll, which requires investigation.

Elections

Total Elections	88,969	108,369	19,400
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Overspend is showing due to costs incurred in respect of the PCC and SCC elections, which will be recovered from central government and SCC, as appropriate, following completion of the accounts for each of those elections.

Electoral Registration

Total Electoral Registration	257,619	259,367	1,749
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We are trying to reduce the cost of the annual canvass each year and the more residents use email and online services the less it will cost GBC, but we have no control over how the public will respond each year so have based all projections on the cost of the previous canvass.

Events

Total Events	7,711	6,405	-1,306
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No Comments

Grants to Voluntary Organisations

Total Grants to Voluntary Organisations	478,010	423,853	-54,157
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Estimated saving of £42,000. This is due to stopping the voluntary grants scheme as recommended. Part of the saving comes from a previous review of grants that doesn't seem to be have been reflected in this year's budget.

Housing Outside the HRA

Total Housing Outside the HRA	59,630	47,264	-12,366
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MHCLG funding for 2 years to cover the cost of the hub prior to refurbishment. Year 2 remaining £46.670

Industrial Estates

Total Industrial Estates	-2,596,941	-2,655,630	-58,690
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Budgets not reflective of changes to rental income. A review of all properties and rental income is underway to enable the correct budgets are reflected next year

Investment Properties

Total Investment Properties	-4,705,260	-4,884,386	-179,125
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Budgets not reflective of changes to rental income. A review of all properties and rental income is underway to enable the correct budgets are reflected next year

Lead Specialist - Information Governance

Total Lead Specialist - Information Governance	10,145	15,707	5,563
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Part of the overspend (£2,500) due to increased costs of Freedom of Information software licence.

Leisure Grants to Voluntary Organisations

Total Leisure Grants to Voluntary Organisation	393,060	415,603	22,543
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No Comments

Major Projects

Total Major Projects	995,819	1,832,030	836,211
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Revised budget need to be updated for consultant costs as £743,494 will be funded from reserves for consultant costs for GERP (£466,798) and Spectrum (£276,696). Unbudgeted agency costs £302,847 are partially mitigated by salary saving of (£106,050) and underspend on consultancy costs of (£113,483).

Markets

Total Markets	-7,214	-8,023	-809
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No Comments

Other Property

Total Other Property	-597,270	-441,873	155,397
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Depreciation under budgeted in relation to New property. Current budget is £23k, projected outturn to be approx. £190k based on current charges.

Planning Policy

Total Planning Policy	1,149,056	937,296	-211,760
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Printing savings. Inspector costs savings as process delayed. Neighbourhood Plan adoption results in increased income. Salaries reduction in Conservation and Design to reflect establishment posts. Neighbourhood Plan+ income estimated to be 80k in year. Conservation and design posts filled from October 2021.

Public Relations

Total Public Relations	633,282	416,380	-216,903
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Overspend showing due to incorrect salary allocations to this cost centre.

Tourism & Development

Total Tourism & Development	215,995	147,584	-68,412
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Savings principally due to salaries underspend.

Town Centre Management

Total Town Centre Management	-115,467	50,907	166,374
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Reduced sponsorship income reported to CMT.

Youth Council

Total Youth Council
No Comments

10	0	-10
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Total Strategy Directorate
Total General Fund

396,301	-125,930	-522,231
18,594,889	23,650,888	5,055,999

2019-20	2020-21	Analysis	2021-22	2021-22	Variance
Actual £	Projection £		Estimate £	Projection £	
		Borough Housing Services			
793,019	668,787	Income Collection	684,649	675,963	(8,686)
1,164,320	1,230,913	Tenants Services	1,259,070	1,248,483	(10,587)
122,998	114,599	Tenant Participation	117,245	119,748	2,503
107,717	94,367	Garage Management	95,099	92,512	(2,587)
41,744	43,280	Elderly Persons Dwellings	43,779	47,766	3,987
575,851	601,168	Flats Communal Services	611,716	611,716	0
414,254	429,677	Environmental Works to Estates	430,894	432,711	1,817
6,265,983	3,793,321	Responsive & Planned Maintenance	5,857,920	5,857,920	0
137,128	147,322	SOCH & Equity Share Administration	150,489	139,568	- 10,921
9,623,015	7,123,434		9,250,861	9,226,388	(24,473)
		Strategic Housing Services			
485,497	665,119	Advice, Registers & Tenant Selection	681,991	678,235	(3,756)
201,203	181,031	Void Property Management & Lettings	184,820	191,536	6,716
5,120	5,120	Homelessness Hostels	5,248	5,120	(128)
175,717	153,752	Supported Housing Management	157,954	159,006	1,052
527,717	467,493	Strategic Support to the HRA	476,346	476,346	0
1,395,255	1,472,515		1,506,359	1,510,242	3,883
		Community Services			
883,927	734,460	Sheltered Housing	872,642	871,524	(1,118)
		Other Items			
5,640,147	5,528,730	Depreciation	5,528,730	5,528,730	0
5,059,974	0	Revaluation and other Capital items		0	0
160,590	150,000	Debt Management	150,000	150,000	0
36,359	403,543	Other Items	402,380	402,380	0
22,799,267	15,412,682	Total Expenditure	17,710,972	17,689,264	(21,708)
(32,532,978)	(33,484,159)	Income	(33,732,537)	(33,718,202)	14,335
(9,733,711)	(18,071,477)	Net Cost of Services(per inc & exp a/c)	(16,021,565)	(16,028,938)	(7,373)
251,530	251,530	HRA share of CDC	256,800	256,800	0
(9,482,181)	(17,819,947)	Net Cost of HRA Services	(15,764,765)	(15,772,138)	(7,373)
(598,260)	(598,260)	Investment Income	(598,260)	(598,260)	0
5,131,995	5,675,260	Interest Payable	5,142,230	5,142,230	0
(4,948,446)	(12,742,947)	Deficit for Year on HRA Services	(11,220,795)	(11,228,168)	(7,373)
67,919	75,000	REFCUS - Revenue funded from capital	75,000	75,000	0
2,500,000	2,500,000	Contrib to/(Use of) RFFC	2,500,000	2,500,000	0
2,380,528	8,530,888	Contrib to/(Use of) New Build Reserve	8,433,504	8,440,876	7,372
0	0	Tfr (fr) to Pensions Reserve		0	0
0	1,637,058	Tfr (from)/to CAA re: Voluntary Revenue Provision	212,292	212,292	0
0	0	Tfr (from)/to CAA re: Revaluation		0	0
0	0	Tfr (from)/to CAA re: REFCUS		0	0
0	0	Tfr (from)/to CAA re: Intangible assets		0	0
0	0	Tfr (from)/to CAA re: rev. inc. from sale of asset		0	0
0	0	HRA Balance	0	0	0
(2,500,000)	(2,500,000)	Balance Brought Forward	(2,500,000)	(2,500,000)	0
(2,500,000)	(2,500,000)	Balance Carried Forward	(2,500,000)	(2,500,000)	0
2019-20	2020-21	Analysis	2021-22	2021-22	
Projection £	Estimate £		Estimate £	Projection £	
		Borough Housing Services			
(29,570,473)	(29,967,996)	Rent Income - Dwellings	(30,507,420)	(30,507,420)	0
(208,349)	(159,003)	Rent Income - Rosebery Hsg Assoc	(212,100)	(208,350)	3,750
(225,551)	(316,830)	Rents - Shops, Buildings etc	(322,533)	(316,830)	5,703
(753,058)	(759,740)	Rents - Garages	(785,572)	(785,572)	0
(30,757,431)	(31,203,569)	Total Rent Income	(31,827,625)	(31,818,172)	
(113,577)	(144,180)	Supporting People Grant	(144,180)	(144,180)	0
(1,098,353)	(1,114,559)	Service Charges	(1,136,108)	(1,136,108)	0
(15,339)	0	Legal Fees Recovered	(28,840)	(28,840)	0
(53,277)	(506,317)	Service Charges Recovered	(58,769)	(57,729)	1,040
(495,001)	(515,534)	Miscellaneous Income	(537,015)	(533,173)	3,842
(32,532,978)	(33,484,159)	Total Income	(33,732,537)	(33,718,202)	14,335

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GENERAL FUND CAPITAL PROGRAMME - ESTIMATED EXPENDITURE 2021-22 to 2026-27

Ref	Directorate/Service and Capital Scheme name	Approved gross estimate (a) £000	Cumulative spend at 31-03-21 (b) £000	2021-22			Projected exp est by project officer (f) £000	2022-23 Est for year (ii) £000	2023-24 Est for year (iii) £000	2024-25 Est for year (iv) £000	2025-26 Est for year (v) £000	2026-27 Est for year (v) £000	Future years est exp (g) £000	Projected expenditure total (b)+(f)+(g) = (h) £000	Grants / Contributions towards cost of scheme (i) £000	Funded from Reserves (j)	Net cost of scheme (h)-(i)-(j) = (k) £000
				Estimate approved by Council in February (c) £000	Revised estimate (d) £000	Expenditure at P6 (e) £000											
APPROVED SCHEMES																	
COMMUNITY DIRECTORATE																	
General Fund Housing																	
	Disabled Facilities Grants		annual	605	605	291	605	605	605	-	-	1,815	2,420	(806)	-	1,614	
	Better Care Fund		annual	-	-	182	-	-	-	-	-	-	-	-	-	-	
	Home Improvement Assistance		annual	-	-	4	-	-	-	-	-	-	-	-	-	-	
	Solar Energy Loans		annual	-	-	-	-	-	-	-	-	-	-	-	-	-	
	BCF TESH Project		annual	-	-	-	-	-	-	-	-	-	-	-	-	-	
	BCF Prevention grant		annual	-	-	19	-	-	-	-	-	-	-	-	-	-	
	SHIP		annual	-	-	-	-	-	-	-	-	-	-	-	-	-	
	General Grants to HAs		annual	100	100	-	100	100	100	-	-	300	400	-	-	400	
	General feasibility, site preparation costs for affordable housing		annual	120	-	-	-	-	-	-	-	-	-	-	-	-	
	Bright Hill Car Park Site			79	-	-	-	-	-	-	-	-	-	-	-	-	
	Garage Sites-General			163	-	-	-	-	-	-	-	-	-	-	-	-	
	Guildford Park feasibility			-	-	-	-	-	-	-	-	-	-	-	-	-	
	Shawfield			2	-	-	-	-	-	-	-	-	-	-	-	-	
	Site B10b feasibility			2	-	-	-	-	-	-	-	-	-	-	-	-	
	Redevelopment bid 13			193	-	-	-	-	-	-	-	-	-	-	-	-	
	Asset Management			-	-	-	-	-	-	-	-	-	-	-	-	-	
ED14(e)	Void investment property refurbishment works	570	383	-	47	-	47	-	-	-	-	-	560	-	-	560	
	Unit 2 The Billings void works (complete)	-	-	-	-	2	-	-	-	-	-	-	-	-	-	-	
ED14	5 High Street void works	-	-	11	13	-	13	-	-	-	-	-	-	-	-	-	
ED15	1 Middleton void works	-	-	-	2	-	2	-	-	-	-	-	-	-	-	-	
	C4 41 Moorfield Road Slyfield void works			-	124	2	114	10	-	-	-	-	-	-	-	-	
ED14	10 Middleton void works	230	222	-	8	-	8	-	-	-	-	-	230	(100)	-	130	
ED21	Methane gas monitoring system	100	45	51	51	-	0	51	-	-	-	51	100	-	-	100	
ED21a	Methane gas monitoring Depots	-	-	-	4	-	4	-	-	-	-	-	-	-	-	-	
ED22	Energy efficiency compliance - Council owned properties	245	82	163	163	0	-	163	-	-	-	163	245	-	-	245	
ED26	Bridges -Inspections and remedial works	317	201	100	116	2	116	-	-	-	-	-	317	-	-	317	
ED41	The Billings roof	200	29	170	171	3	171	-	-	-	-	-	200	-	-	200	
ED44	Broadwater cottage	319	300	-	19	45	19	-	-	-	-	-	319	-	-	319	
ED45	Gunpowder mills - scheduled ancient monument	222	196	-	26	-	26	-	-	-	-	-	202	-	-	202	
ED51(p)	Guildford House Exhibition lighting	50	-	-	50	51	50	-	-	-	-	-	50	-	-	50	
ED53	Tyting Farm Land-removal of barns and concrete hardstanding	200	143	-	57	0	(0)	57	-	-	-	57	200	-	-	200	
ED56	Foxenden Tunnels safety works	110	28	-	82	8	82	-	-	-	-	-	110	-	-	110	
ED57	Holy Trinity Church boundary wall	63	52	2	11	1	11	-	-	-	-	-	63	-	-	63	
CP1	SMP Ph1 Calorifer replacement	28	-	28	28	-	-	-	-	-	-	-	-	-	-	-	
CP2	SMP Main pavilion amenity club	50	3	-	47	66	47	-	-	-	-	-	50	-	-	50	
CP3	SMP cricket pavilion	120	4	116	116	75	116	-	-	-	-	-	120	-	-	120	
	COMMUNITY DIRECTORATE TOTAL	2,824	2,126	1,466	1,841	753	1,512	986	705	705	0	0	2,386	5,586	-906	4,680	
ENVIRONMENT DIRECTORATE																	
Operational Services																	
OP1/OP	Flood resilience measures (use in conjunction with grant)	445	324	121	121	-	121	-	-	-	-	-	445	-	-	445	
OP5	Mill Lane (Pirbright) Flood Protection Scheme	71	55	16	16	-	16	-	-	-	-	-	71	(19)	-	52	
OP6	Vehicles, Plant & Equipment Replacement Programme	10,665	9,242	566	1,423	916	1,423	-	-	-	-	-	10,665	(26)	-	10,639	
OP26	Marrow lane grille & headwall construction	60	3	57	57	-	57	-	-	-	-	-	60	-	-	60	
OP27	Marrow & Burpham surface water study	15	-	15	15	-	15	-	-	-	-	-	15	-	-	15	
OP28	Crown court CCTV	10	-	10	10	-	-	10	-	-	-	10	10	-	-	10	
OP22	Town Centre CCTV upgrade	250	-	250	250	-	-	250	-	-	-	250	250	-	-	250	
	Parks and Leisure																
PL11	Spectrum Roof replacement	4,000	1,783	151	168	8	168	-	-	-	-	-	3,100	-	-	3,100	
	Spectrum roof - steelwork ph2	-	409	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Spectrum roof - steelwork ph3	-	740	-	-	-	-	-	-	-	-	-	-	-	-	-	
PL15	Infrastructure works: Guildford Commons	150	4	-	2	-	2	-	-	-	-	-	6	-	-	6	
PL15(a)	Infrastructure works: Guildford Commons: Marrow	-	15	-	-	-	-	-	-	-	-	-	15	-	-	15	
PL15(b)	Infrastructure works: Guildford Commons: Shalford	-	129	-	-	-	-	-	-	-	-	-	129	-	-	129	
PL20(c)	Redevelopment of Westborough and Park barn play area	320	-	320	320	-	-	320	-	-	-	320	320	-	-	320	
PL34	Stoke cemetery re-tarmac	47	-	47	47	-	47	-	-	-	-	-	47	-	-	47	
PL35	Woodbridge rd sportsground replace fencing(complete)	280	278	-	3	4	3	-	-	-	-	-	280	-	-	280	
PL42	Pre-sang costs	100	57	-	43	43	43	-	-	-	-	-	100	-	-	100	
PL57	Parks and Countryside - repairs and renewal of paths,roads	295	150	130	145	14	145	-	-	-	-	-	295	-	-	295	
PL58	Shalford Common - regularising car parking/reduction of	121	26	99	95	3	5	30	60	-	-	90	121	-	-	121	
PL60	Traveller encampments	53	-	48	53	-	25	28	-	-	-	28	53	-	-	53	
PL60	Traveller transit site provision	127	-	75	127	-	127	-	-	-	-	-	127	-	127	127	
	ENVIRONMENT TOTAL DIRECTORATE	17,009	13,216	1,905	2,895	987	2,197	638	60	-	-	698	16,111	(45)	-	15,939	
FINANCE DIRECTORATE																	
FS1	Capital contingency fund	annual	-	5,000	5,000	-	45	5,000	5,000	5,000	-	15,000	15,045	-	-	15,045	
	RESOURCES DIRECTORATE TOTAL	0	0	5,000	5,000	0	45	5,000	5,000	5,000	0	0	15,000	15,045	0	15,045	
DEVELOPMENT/INCOME GENERATING/COST REDUCTION PROJECTS																	
Development / Infrastructure																	
ED54	Rodboro Buildings - electric theatre through road and parking	450	27	422	423	5	128	250	11	-	-	261	416	-	-	416	

GENERAL FUND CAPITAL PROGRAMME - ESTIMATED EXPENDITURE 2021-22 to 2026-27

Ref	Directorate/Service and Capital Scheme name	Approved gross estimate (a) £000	Cumulative spend at 31-03-21 (b) £000	2021-22		Expenditure at P6 (e) £000	Projected exp est by project officer (f) £000	2022-23 Est for year (iii) £000	2023-24 Est for year (iii) £000	2024-25 Est for year (iv) £000	2025-26 Est for year (v) £000	2026-27 Est for year (v) £000	Future years est exp (g) £000	Projected expenditure total (b)+(f)+(g) = (h) £000	Grants / Contributions towards cost of scheme (i) £000	Funded from Reserves (j)	Net cost of scheme (h)-(i)-(j) = (k) £000
				Estimate approved by Council in February (c) £000	Revised estimate (d) £000												
P5	Walnut Bridge replacement	5,098	2,947	17	2,151	866	2,151	-	-	-	-	-	-	5,098	(2,456)	(950)	1,691
	SMC(West) Phase 1	4,403	1,567	1,658	2,836	97	300	100	-	-	-	-	100	1,967	(914)		1,052
P16	A331 hotspots	3,930	351	500	3,579	0	3,579	-	-	-	-	-	-	3,930	(2,939)		991
P14	Town Centre Approaches	1,033	453	400	580	382	580	-	-	-	-	-	-	1,033	(700)		333
P22	Ash Bridge Land acquisition	120	104	-	16	7	16	-	-	-	-	-	-	120	-		120
P21	Ash Road Bridge	33,770	2,780	19,697	10,525	1,039	7,700	21,800	1,490	-	-	-	23,290	33,770	(30,400)		3,370
P21	Ash Road Footbridge	500	29	279	180	4	180	255	36	-	-	-	291	500	-		500
P11	Guildford West (PB) station	500	-	500	500	-	-	500	-	-	-	-	500	500	-		500
	Development Financial																
	Investment in North Downs Housing (60%)	15,180	11,142	1,682	4,038	1,605	2,965	1,073	-	-	-	-	1,073	15,180	-		15,180
	Equity shares in Guildford Holdings Ltd (40%)	10,120	7,433	1,117	2,687	1,074	1,977	710	-	-	-	-	710	10,120	-		10,120
ED49	Middleton Ind Est Redevelopment	9,350	5,319	3,700	4,031	2,799	4,031	-	-	-	-	-	-	9,350	-		9,350
P12	Property acquisitions	33,520	8,309	25,000	25,211	84	(0)	25,211	-	-	-	-	25,211	33,520	-		33,520
PL9	Rebuild Crematorium	11,822	10,909	-	127	16	127	-	-	-	-	-	-	11,036	-		11,036
ED27	North Street Development / Guild Town Centre regeneration	1,477	1,137	-	340	82	340	-	-	-	-	-	-	1,477	(150)		1,327
P22	Guildford Economic Regeneration (GER) Programme	1,100	-	1,100	1,100	-	1,100	-	-	-	-	-	-	1,100	-		1,100
ED32	Internal Estate Road - CLLR Phase 1	11,139	10,913	-	226	32	226	-	-	-	-	-	-	11,139	(5,107)		6,032
ED6	Slyfield Area Regeneration Project (SARP)	98,444	8,420	28,347	17,460	4,231	17,460	52,730	3,436	-	-	-	56,166	98,644	(42,674)		55,970
ED6	WUV - Allotment relocation	200	612	-	-	1,049	-	-	-	-	-	-	-	-	-		-
ED6	WUV - Int roads, Site clearance	-	1	-	-	-	-	-	-	-	-	-	-	-	-		-
ED6	WUV - New GBC Depot	2,480	59	-	2,421	528	2,421	-	-	-	-	-	-	2,480	-		2,480
ED6	WUV - Thames Water relocation	-	14,895	-	-	714	-	-	-	-	-	-	-	-	-		-
ED6	WUV - Land Purchase	-	1,091	-	-	-	-	-	-	-	-	-	-	-	-		-
	DEVELOPMENT/INCOME GENERATING/COST REDUCTION	244,636	88,497	84,419	78,430	14,615	45,280	102,629	4,973	0	0	0	107,602	241,379	-85,340	-950	155,089
	APPROVED SCHEMES TOTAL	264,468	103,839	92,790	88,165	16,355	49,033	109,253	10,738	5,705	0	0	125,686	278,120	-86,291	-950	190,752
	non-development projects total	19,833	15,342	8,371	9,735	1,740	3,753	6,624	5,765	5,705	0	0	18,084	36,741	-951	0	35,663
	development/infrastructure - non-financial benefit	49,804	8,258	23,473	20,790	2,401	14,634	22,905	1,537	0	0	0	24,442	47,333	-37,409	-950	8,974
	development- financial benefit	194,832	80,240	60,946	57,640	12,214	30,646	79,724	3,436	0	0	0	83,160	194,046	-47,931	0	146,115
	TOTAL	264,468	103,839	92,790	88,165	16,355	49,033	109,253	10,738	5,705	0	0	125,686	278,120	-86,291	-950	190,752
	SUMMARY																
	APPROVED SCHEMES - TOTAL	264,468	103,839	92,790	88,165	16,355	49,033	109,253	10,738	5,705	-	-	125,686	278,120	(86,291)		190,752
	GRAND TOTAL	264,468	103,839	92,790	88,165	16,355	49,033	109,253	10,738	5,705	-	-	125,686	278,120	(86,291)		190,752

GENERAL FUND CAPITAL PROGRAMME - ESTIMATED EXPENDITURE 2021-22 to 2026-27

Ref	Directorate / Service Units Capital Schemes	Gross estimate approved by Executive	Cumulative spend at 31-03-21	2021-22 Estimate approved by Council in February	Revised estimate	Expenditure at P6	Projected exp est by project officer	2022-23 Est for year	2023-24 Est for year	2024-25 Est for year	2025-26 Est for year	2026-27 Est for year	2027-28 Est for year	2028-29 Est for year	2029-30 est for yr and SARP to 3233	Future years estimated expenditure	Projected expenditure total	Grants or Contributions towards cost of scheme	Net total cost of scheme to the Council	
		(a)	(b)	(c)	(e)	(f)	(g)	(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)	(ix)	(h)	(b)+(g)+(h)=(i)	(j)	(i) - (j) = (k)
		£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
PROVISIONAL SCHEMES (schemes approved in principle: further report to the Executive required)																				
COMMUNITY DIRECTORATE																				
Corporate Property																				
ED21(P)	Methane gas monitoring system	150	-	-	-	-	-	150	-	-	-	-	-	-	-	150	150	-	150	
ED22(P)	Energy efficiency compliance - Council owned properties	950	-	-	-	-	-	950	-	-	-	-	-	-	-	950	950	-	950	
ED26(P)	Bridges	370	-	370	370	-	370	-	-	-	-	-	-	-	-	-	370	-	370	
ED48(P)	Westfield/Moorfield rd resurfacing	3,152	-	-	-	-	-	3,152	-	-	-	-	-	-	-	3,152	3,152	-	3,152	
ED56(p)	Land to the rear of 39-42 Castle Street	10	-	-	-	-	-	10	-	-	-	-	-	-	-	10	10	-	10	
CP5	Energy & CO2 reduction in Council non HRA properties	2,268	-	768	768	-	768	500	500	500	-	-	-	-	-	1,500	2,268	-	2,268	
	Office Services	33	-	-	-	-	-	33	-	-	-	-	-	-	-	-	33	-	33	
BS3(p)	Millmead House - M&E plant renewal	33	-	-	-	-	-	33	-	-	-	-	-	-	-	-	33	-	33	
	COMMUNITY DIRECTORATE TOTAL	6,933	-	1,138	1,138	-	1,138	543	4,752	500	-	-	-	-	-	5,795	6,933	-	6,933	
ENVIRONMENT DIRECTORATE																				
Operational Services																				
OP5(P)	Mill Lane (Pitbright) Flood Protection Scheme	200	-	-	-	-	-	200	-	-	-	-	-	-	-	200	200	(20)	180	
OP6(P)	Vehicles, Plant & Equipment Replacement Programme	780	-	780	780	-	780	-	-	-	-	-	-	-	-	-	780	-	780	
OP21(P)	Surface water management plan	200	-	-	-	-	-	200	-	-	-	-	-	-	-	200	200	-	200	
Parks and Leisure																				
PL16(P)	New burial grounds - acquisition & development	88	38	30	50	-	50	-	-	-	-	-	-	-	-	-	88	-	88	
PL18(P)	Refurbishment / rebuild Sutherland Memorial Park Pavilion	150	-	-	-	-	-	-	-	150	-	-	-	-	-	150	150	-	150	
PL45(p)	Stoke Pk gardens water feature refurb	40	-	40	40	-	40	-	-	-	-	-	-	-	-	40	40	(29)	11	
PL56(p)	Stoke Park Masterplan enabling costs	500	-	200	250	-	250	350	150	-	-	-	-	-	-	500	500	-	500	
PL57(p)	Parks and Countryside - repairs and renewal of paths, roads and	1,442	-	992	1,042	-	192	250	250	250	250	250	-	-	-	1,250	1,442	-	1,442	
PL58(p)	Sports pavilions - replace water heaters	154	-	42	70	-	-	-	154	-	-	-	-	-	-	154	154	-	154	
PL59(p)	Millmead fish pass	60	-	60	60	-	-	60	-	-	-	-	-	-	-	60	60	-	60	
	ENVIRONMENT DIRECTORATE TOTAL	3,614	38	2,144	2,292	-	1,022	700	800	554	250	250	-	-	-	2,554	3,614	(49)	3,565	
DEVELOPMENT/INCOME GENERATING/COST REDUCTION PROJECTS																				
Development / Infrastructure																				
	Investment in North Downs Housing	30,100	-	5,518	5,518	-	-	5,518	12,539	-	-	-	-	-	-	-	18,057	-	18,057	
	Equity shares in Guildford Holdings Ltd	-	-	3,683	3,683	-	-	3,683	8,360	-	-	-	-	-	-	12,043	12,043	-	12,043	
P10(p)	Sustainable Movement Corridor	6,045	-	-	-	-	-	-	-	6,045	-	-	-	-	-	6,045	6,045	-	6,045	
P11(p)	Guildford West (PS) station	4,700	-	1,000	1,000	-	-	1,000	3,700	-	-	-	-	-	-	4,700	4,700	-	4,700	
P17(p)	Bus station relocation	500	-	-	-	-	-	-	500	-	-	-	-	-	-	500	500	-	500	
P21(p)	Ash Road Footbridge	4,521	-	4,521	4,521	-	-	-	183	4,288	50	-	-	-	-	4,521	4,521	(2,500)	2,021	
Development Financial																				
ED48(p)	Redevelop Middleton industrial estate	5,557	-	5,557	5,557	-	5,557	-	-	-	-	-	-	-	-	-	5,557	-	5,557	
ED16(P)	Stifford Area Regeneration Project (SARP) (GBC share)	222,684	-	-	-	-	-	-	73,584	28,697	34,881	24,342	22,271	14,910	17,909	216,594	216,594	(52,300)	164,294	
ED38(P)	North Street development	1,500	-	1,000	1,000	-	-	150	50	50	50	50	50	950	1,500	1,500	-	1,500		
HC4(p)	Bright Hill Development (to HRA)	13,500	-	680	680	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
P12(p)	Property acquisitions	38,292	-	28,292	28,292	-	-	28,292	10,000	-	-	-	-	-	-	38,292	38,292	-	38,292	
	DEVELOPMENT/INCOME GENERATING/COST REDUCTION PROJECTS TOTAL	327,399	-	50,251	50,251	-	5,557	38,643	108,516	39,580	34,981	24,392	22,321	14,960	18,859	302,252	307,809	(54,800)	253,009	
PROVISIONAL SCHEMES - GRAND TOTALS		337,946	38	53,533	53,681	-	7,717	39,886	114,068	40,634	35,231	24,642	22,321	14,960	18,859	310,601	318,356	(54,849)	263,507	
non development projects																				
	development/infrastructure - non-financial benefit	45,866	0	14,722	14,722	0	0	10,201	24,782	10,833	50	0	0	0	0	45,866	45,866	-2,500	43,366	
	development-financial benefit	281,533	0	35,529	35,529	0	5,557	28,442	83,734	28,747	34,931	24,392	22,321	14,960	18,859	256,386	261,943	-52,300	209,643	
	TOTAL	337,946	38	53,533	53,681	0	7,717	39,886	114,068	40,634	35,231	24,642	22,321	14,960	18,859	310,601	318,356	(54,849)	263,507	
SUMMARY																				
PROVISIONAL SCHEMES - TOTAL		337,946	38	53,533	53,681	-	7,717	39,886	114,068	40,634	35,231	24,642	22,321	14,960	18,859	310,601	318,356	(54,849)	263,507	
GRAND TOTAL		337,946	38	53,533	53,681	-	7,717	39,886	114,068	40,634	35,231	24,642	22,321	14,960	18,859	310,601	318,356	(54,849)	263,507	

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GENERAL FUND CAPITAL PROGRAMME - S106 ESTIMATED EXPENDITURE 2021-22 to 2025-26

Ref	Service Units / Capital Schemes	Approved gross estimate	Cumulative spend at 31-03-21	2021-22 Estimate approved by Council in February	Revised estimate	Expenditure at P6	Projected exp est by project officer	2022-23 Est for year	2023-24 Est for year	2024-25 Est for year	2025-26 Est for year	2026-27 Est for year	Future years est exp	Projected expenditure total	Grants / Contributions towards cost of scheme	Net cost of scheme
		(a)	(b)	(c)	(d)	(e)	(f)	(i)	(ii)	(iii)	(iv)	(v)	(g)	(b)+(f)+(g) = (h)	(i)	(h)-(i)
		£000	£000	£000		£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
	APPROVED SCHEMES (fully funded from S106 contributions)															
	ENVIRONMENT DIRECTORATE															
	Operational Services															
	Parks and Leisure															
S-PL36	Gunpowder mills - signage, access and woodland imp	36	22	-	14	-	5	9	-	-	-	-	9	36	(36)	
S-PL38	Chantry Wood Campsite	36		-	36	-	-	36	-	-	-	-	36	36	(36)	
S-PL51	Foxenden Quarry	101	3		98	-	98							101	(101)	
S-PL47	Fir Tree Garden	28	4	-	24	-	-		-	-	-	-	-	4	(4)	
S-PL48	Boardwalk Heathfield Nature Reserve	13			13	-	-	13					13	13	(13)	
S-PL49	Waterside Playarea Muti Unit	30			30	28	30						-	30	(30)	
S-PL50	Albury Playground Equip (PC)	23	17		5	-	5						-	23	(23)	
S-PL51	Lido Road Car Par	5			5	3	5						-	5	(5)	
S-PL52	West Horsley (PC) Playground	10			10	10	10						-	10	(10)	
	ENVIRONMENT DIRECTORATE TOTAL	282	46	-	235	41	153	58	-	-	-	-	58	257	(258)	-
	APPROVED S106 SCHEMES TOTAL	282	46	-	235	41	153	58	-	-	-	-	58	257	(258)	-

SUMMARY	
APPROVED S106 SCHEMES - TOTAL	
GRAND TOTAL	

46	-	235	41	153	58	-	-	-	-	58	257	(258)	-
46	-	235	41	153	58	-	-	-	-	58	257	(258)	-

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GENERAL FUND CAPITAL SCHEMES - PROJECTS FUNDED VIA RESERVES: ESTIMATED EXPENDITURE

Item No.	Projects & Sources of Funding	Approved gross estimate	Cumulative spend at 31-03-21	2021-22 Estimate approved by Council in February	Revised estimate	Expenditure at P6	Projected exp est by project officer	2022-23 Est for year	2023-24 Est for year	2024-25 Est for year	2025-26 Est for year	2026-27 Est for year	Future years est exp	Projected expenditure total
		(a)	(b)	(c)		(e)	(f)	(i)	(ii)	(iii)	(iv)	(v)	(g)	(b)+(f)+(g) = (h)
		£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
	COMMUNITY DIRECTORATE													
	ENERGY PROJECTS per SALIX RESERVE:(PR220)			-		-	-	-					-	-
R-EN12	LED lighting	44		-	44	-	44	-	-	-	-	-	-	44
R-EN13	ASHP CAB (no longer reqd)	28		28	28	-	28	-	-	-	-	-	-	28
R-EN14	MILLMEAD HOUSE & FARNHAM ROAD CP - PV	192	70		122	84	122	-					-	192
R-EN15	FARNHAM ROAD CP- PV													
	ENERGY PROJECTS per GBC INVEST TO SAVE RESERVE:													
	GBC 'Invest to Save' energy projects (to be repaid in line			-	-	-	-	-					-	-
R-EN14	SMP - air source heat pump	28	1	27	27	-	27	-	-	-	-	-	-	28
	ENERGY RESERVES TOTAL	292	71	55	221	84	221	-	-	-	-	-	-	292
	FINANCE DIRECTORATE													
	INFORMATION TECHNOLOGY - IT Renewals Reserve (PR265) : approved annually													
	Hardware / software budget	500		500	320	-	320	303	440				743	1,063
R-IT1	Hardware	annual	annual	-	-	-	-	-	-	-	-	-	-	-
R-IT2	Software	annual	annual	-	-	112	-	-	-	-	-	-	-	-
	ICT Refresh Phase 2				180		180	197	60				257	437
R-IT3	IDOX Acolaid to Uniform	275		-	275		275	-	-				-	275
R-IT4	LCTS alternative	56		-	56		56	-	-				-	56
	IT RENEWALS RESERVE TOTAL	831	-	500	831	112	831	500	500	-	-	-	1,000	1,831
	ENVIRONMENT DIRECTORATE													
	SPECTRUM RESERVE													
R-S14	Spectrum schemes (to be agreed with Freedom Leisure)	516	168	-	348	-	348	-					-	516
	Spectrum - Retaining Wall	184			184	14	184							184
	SPECTRUM RESERVE TOTAL	700	168	-	532	14	532	-	-	-	-	-	-	700
	CAR PARKS RESERVE													
R-CP1	Car parks - install/replace pay-on-foot equipment	1,170	240	930	930	-	930	-	-	-	-	-	-	1,170
	Car Parks - Lighting & Electrical improvements:													
R-CP14	Lift replacement (PR000293)	841	676	-	165	40	165	-	-	-	-	-	-	841
R-CP17	Leapale rd MSCP drainage (PR000433)	90	26	-	64	-	8	-	-	-	-	-	-	34
R-CP19	Structural works to MSCP	300	50	100	250	-	-	250	-	-	-	-	250	300
R-CP20	MSCP- Deck surface replacement & barriers	652	526	-	126	-	126	-	-	-	-	-	-	652
R-CP21	Additional barriers Farnham Rd	15		-	15	-	-	15	-	-	-	-	15	15
R-CP22	Deck surface replacement (stair cores)Farnham Rd	70		-	70	-	-	70	-	-	-	-	70	70
R-CP23	Deck surface replacement Leapale Rd	600	8	390	593	482	577	15	-	-	-	-	15	600
R-CP25	Structural repairs roof turret timbers Castle St	60		-	60	-	-	60	-	-	-	-	60	60
	CAR PARKS RESERVE TOTAL	3,798	1,526	1,420	2,272	522	1,805	410	-	-	-	-	410	3,742
	SPA RESERVE :													

Agenda item number: 8
Appendix 7

GENERAL FUND CAPITAL SCHEMES - PROJECTS FUNDED VIA RESERVES: ESTIMATED EXPENDITUR

Item No.	Projects & Sources of Funding	Approved gross estimate	Cumulative spend at 31-03-21	2021-22 Estimate approved by Council in February	Revised estimate	Expenditure at P6	Projected exp est by project officer	2022-23 Est for year	2023-24 Est for year	2024-25 Est for year	2025-26 Est for year	2026-27 Est for year	Future years est exp	Projected expenditure total
		(a)	(b)	(c)		(e)	(f)	(i)	(ii)	(iii)	(iv)	(v)	(g)	(b)+(f)+(g)
		£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
	SPA schemes (various)	100	annual	-	151	-	151	-	-	-	-	-	-	151
R-SPA1	Chantry Woods					-	-						-	
R-SPA2	Effingham					-	-						-	
R-SPA3	Lakeside					-	-						-	
R-SPA4	Riverside					-	-						-	
R-SPA5	Parsonage					-	-						-	
	SPA RESERVE TOTAL	100	-	-	151	-	151	-	-	-	-	-	-	151
	GRAND TOTALS	5,721	1,765	1,975	4,008	732	3,541	910	500	-	-	-	1,410	6,716

Agenda item number: 8
Appendix 7

GENERAL FUND CAPITAL PROGRAMME : SUMMARY OF RESOURCES AND FINANCIAL IMPLICATIONS

1.0 AVAILABILITY OF RESOURCES - NOTES :

1.1 The following balances have been calculated taking account of estimated expenditure on the approved capital schemes

1.2 The actuals for 2020-21 have not been audited.

1.3 Funding assumptions:

1. All capital expenditure will be funded in the first instance from available capital receipts and the General Fund capital programme reserve.
2. Once the above resources have been exhausted in any given year, the balance of expenditure will be financed from borrowing, both internally and externally, depending upon the Council's financial situation at the time.

1.4 These projections are based on estimated project costs, some of which will be 'firmed up' in due course. Any variations to the estimates and the phasing of expenditure will affect year on year funding projections.

2.0 Capital receipts - Balances (T01001)

	2020-21 Actuals £000	2021-22 Budget £000	2021-22 Est Outturn £000	2022-23 Estimate £000	2023-24 Estimate £000	2024-25 Estimate £000	2025-26 Estimate £000	2026-27 Estimate £000
Balance as at 1 April	95	95	112	0	0	0	0	21,641
Add estimated usable receipts in year	2,571	0	165	0	0	0	21,641	27,117
Less applied re funding of capital schemes	-2,554	-95	-277	0	0	0	0	0
Balance after funding capital expenditure as at 31 March	112	0	0	0	0	0	21,641	48,758

GENERAL FUND CAPITAL PROGRAMME : SUMMARY OF RESOURCES AND FINANCIAL IMPLICATIONS

during year = outturn (col v, actual = col u)

3.0 Capital expenditure and funding - summary

Estimated capital expenditure

Main programme - approved
Main programme - provisional
s106
Reserves
GF Housing

Total estimated capital expenditure

To be funded by:

Capital receipts (per 2.above)
Contributions
R.C.C.O. :
Other reserves

Balance of funding to be met from (i) the Capital Reserve, and (ii) borrowing

Total funding required

	2020-21 Actuals £000	2021-22 Budget £000	2021-22 Est Outturn £000	2022-23 Estimate £000	2023-24 Estimate £000	2024-25 Estimate £000	2025-26 Estimate £000	2026-27 Estimate £000
	27,710	92,790	49,033	109,253	10,738	5,705	0	0
	0	53,533	7,717	39,886	114,068	40,634	35,231	24,642
	81	0	153	58	0	0	0	0
	1,649	1,975	3,541	910	500	0	0	0
	0	0	0	0	0	0	0	0
Total estimated capital expenditure	29,440	148,298	60,444	150,107	125,306	46,339	35,231	24,642
To be funded by:								
Capital receipts (per 2.above)	-2,554	-95	-277	0	0	0	0	0
Contributions	-7,070	-51,415	-18,120	-48,626	-11,615	-2,954	0	0
R.C.C.O. :								
Other reserves	-6,164	-2,195	-4,263	-1,130	-720	-220	0	0
	0	0	0	0	0	0	0	0
	-15,787	-53,705	-22,661	-49,756	-12,335	-3,174	0	0
Balance of funding to be met from (i) the Capital Reserve, and (ii) borrowing	-13,653	-94,593	-37,783	-100,351	-112,971	-43,165	-35,231	-24,642
Total funding required	-29,440	-148,298	-60,444	-150,107	-125,306	-46,339	-35,231	-24,642

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4.0 General Fund Capital Schemes Reserve (U01030)

Balance as at 1 April
Add: General Fund Revenue Budget variations
Contribution from revenue

Less: Applied re funding of capital programme

Balance after funding capital expenditure etc.as at 31 March

	2020-21 Actuals £000	2021-22 Budget £000	2021-22 Est Outturn £000	2022-23 Estimate £000	2023-24 Estimate £000	2024-25 Estimate £000	2025-26 Estimate £000	2026-27 Estimate £000
Balance as at 1 April	600	0	0	0	0	0	0	0
Add: General Fund Revenue Budget variations	0	0	0	0	0	0	0	0
Contribution from revenue	0	0	0	0	0	0	0	0
	600	0	0	0	0	0	0	0
Less: Applied re funding of capital programme	-600	0	0	0	0	0	0	0
Balance after funding capital expenditure etc.as at 31 March	0	0	0	0	0	0	0	0

Estimated shortfall at year-end to be funded from borrowing

	13,053	94,593	37,783	100,351	112,971	43,165	35,231	24,642
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Appendix 8

GENERAL FUND CAPITAL PROGRAMME : SUMMARY OF RESOURCES AND FINANCIAL IMPLICATIONS

5.0 Housing capital receipts (pre 2013-14) - estimated availability/usage for Housing, Affordable Housing and Regeneration projects - GBC policy

	2020-21 Actuals £000	2021-22 Budget £000	2021-22 Est Outturn £000	2022-23 Estimate £000	2023-24 Estimate £000	2024-25 Estimate £000	2025-26 Estimate £000	2026-27 Estimate £000
Balance as at 1 April (T01008)	3,618	0	-0	-0	0	0	0	0
Add: Estimated receipts in year	0	0	0	0	0	0	0	0
Less: Applied re Housing (General Fund) capital programme	0	0	0	0	0	0	0	0
Less: Applied re Housing company	-3,618	0	0	0	0	0	0	0
	-0	0	-0	0	0	0	0	0
Less: Applied on regeneration schemes	0	0	0	0	0	0	0	0
Housing receipts - estimated balance in hand at year end	-0	0	-0	0	0	0	0	0

5.1 Housing capital receipts (post 2013-14) - estimated availability/usage for Housing, Affordable Housing and Regeneration projects only (statutory (impact CFR))

	2020-21 Actuals £000	2021-22 Budget £000	2021-22 Est Outturn £000	2022-23 Estimate £000	2023-24 Estimate £000	2024-25 Estimate £000	2025-26 Estimate £000	2026-27 Estimate £000
Balance as at 1 April (T01012)	0	0	0	0	0	0	0	0
Add: Estimated receipts in year	544	289	765	289	292	295	298	301
Less: Applied re Housing (General Fund) capital programme	-123	-220	-100	-220	-220	-220	-220	-220
Less: Applied re Housing Improvement programme	-421	-69	-665	-69	-72	-75	-78	-81
	0	0	0	0	0	0	0	0
Less: Applied on regeneration schemes	0	0	0	0	0	0	0	0
Housing receipts - estimated balance in hand	0	0	0	0	0	0	0	0

Total £'000s

6.1 Estimated annual borrowing requirement

	13,053	94,593	37,783	100,351	112,971	43,165	35,231	24,642	354,143
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GUILDFORD B.C. - HOUSING INVESTMENT PROGRAMME 2021-22 to 2026-27: HRA APPROVED PROGRAMME

	Project Budget £000	2020-21 Actual £000	Project Spend at 31-03-21 £000	2021-22 Estimate £000	Carry Forward	2021-22 Revised Estimate £000	Expenditure as at P6 £000	2021-22 Projected Outturn £000	2022-23 Estimate £000	2023-24 Estimate £000	2024-25 Estimate £000	2025-26 Estimate £000	2026-27 Estimate £000	Total Project Exp £000
Acquisition of Land & Buildings	15,900	5,276	7,414	4,800	86	4,886	1,843	4,886	1,800	1,800	0	0	0	15,900
New Build														
Appletree pub site	3,200	18	3,502	0	0	0	62	62	0	0	0	0	0	3,564
Fire Station/Ladymead	2,000	17	1,917	0	83	83	41	41	0	0	0	0	0	1,957
Guildford Park	75	0	75	0	0	0	0	0	0	0	0	0	0	75
Guildford Park (from GF)	6,500	3,148	3,148	2,806	546	3,352	106	792	888	1,672	0	0	0	6,500
Bright Hill	500	0	0	0	500	500	9	85	415	0	0	0	0	500
Foxburrows Redevelopment	533			0	533	533	0	0	533					533
Shawfield Redevelopment	300	4	4	0	296	296	0	0	296					300
Various small sites & feasibility/Site preparation	1,000		0	0	0	0	0	0	0	0	1,000	0	0	1,000
Pipeline projects:	9,425	61	115	3,325	2,285	5,610	0	0	0	5,381	0	0	0	9,425
Manor House Flats							25	76	1,530					
Banders Rise							1	6	130					
Station Road East							2	7	112					
Dunmore Garden Land							1	5	159					
Clover Road Garages							34	70	1,032					
Rapleys Field							9	32	415					
Georgelands 108							1	7	118					
27 Broomfield							3	8	109					
17 Wharf Lane							3	8	104					
Schemes to promote Home-Ownership								0						
Equity Share Re-purchases	annual	458	annual	400	0	400	0	400	400	400	400	400	0	annual
Major Repairs & Improvements				6,582	2,618	9,200		0						
Retentions & minor carry forwards	annual	0	annual				0	0						annual
Modern Homes - Kitchens, Bathrooms & Void refurb	annual	971	annual				805	3,191						annual
Doors and Windows	annual	241	annual				101	856						annual
Structural/Roof	annual	307	annual				55	1,053						annual
Energy efficiency: Central heating/Lighting	annual	1,262	annual				486	1,351						annual
General	annual	880	annual				614	2,749						annual
Grants														
Cash Incentive Scheme	annual	0	annual	75	0	75	0	75						annual
TOTAL APPROVED SCHEMES	39,433	12,643	16,174	17,988	6,948	24,936	4,201	15,761	8,041	9,253	1,400	400	0	39,753

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GUILDFORD B.C. - HOUSING INVESTMENT PROGRAMME 2020-21 to 2026-27: HRA PROVISIONAL PROGRAMME

	Project Budget	2020-21 Actual	Project Spend at 31-03-21	2021-22 Estimate	Carry Forward	2021-22 Revised Estimate	2021-22 Projected Outturn	2022-23 Estimate	2023-24 Estimate	2024-25 Estimate	2025-26 Estimate	2026-27 Estimate	Total Project Exp
	£000	£000	£000	£000		£000	£000	£000	£000	£000	£000	£000	£000
Acquisition of Land & Buildings	7,000	0	0	0		0	0	3,000	4,000	0	0	0	7,000
New Build													
Guildford Park	16,000	0	1,225	14,499	250	14,749	0	26	14,749	0	0	0	16,000
Guildford Park (from GF)	23,125			4,380		4,380	0	0	4,380	11,625	7,120		23,125
Bright Hill	3,000	0	0	3,000	0	3,000	0	3,000	0	0	0	0	3,000
Bright Hill Development (from GF)	13,500	0	0	680	0	680	0	680	5,000	7,000	820	0	13,500
Slyfield (25/26 £5m; 26/27 £44m)	1,000	0	0	0	0	0	0	1,000	0	0	0	0	1,000
Foxburrows Redevelopment	10,124			9,058		9,058	0	9,058	1,066	0	0	0	10,124
Shawfield Redevelopment	3,000			2,500		2,500	0	2,500	500	0	0	0	3,000
Major Repairs & Improvements													
Major Repairs & Improvements	annual		annual	0		0	0	5,500	5,500	5,500	5,500	5,500	annual
Retentions & minor carry forwards	annual		annual										annual
Modern Homes: Kitchens and bathrooms	annual		annual										annual
Doors and Windows	annual		annual										annual
Structural	annual		annual										annual
Energy efficiency: Central heating	annual		annual										annual
General	annual		annual										annual
Grants													
Cash Incentive Scheme	annual		annual	0		0	0	75	75	75	75	75	annual
Total Expenditure to be financed	76,749	0	1,225	34,117	250	34,367	0	24,839	35,270	24,200	13,515	5,575	76,749

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GUILDFORD B.C. - HOUSING INVESTMENT PROGRAMME 2021-22 to 2026-27: HRA RESOURCES AND FUNDING STATEMENT

	2020-21 Actual	2021-22 Estimate	2021-22 Projected Outturn	2022-23 Estimate	2023-24 Estimate	2024-25 Estimate	2025-26 Estimate	2026-27 Estimate
	£000	£000	£000	£000	£000	£000	£000	£000
EXPENDITURE								
Approved programme	12,685	17,988	15,761	8,041	9,253	1,400	400	0
Provisional programme	0	34,117	0	24,839	35,270	24,200	13,515	5,575
Total Expenditure	12,685	52,105	15,761	32,880	44,523	25,600	13,915	5,575
FINANCING OF PROGRAMME								
Capital Receipts	421	400	0	400	400	400	400	0
1-4-1 receipts	2,186	13,514	2,595	8,072	11,564	5,888	2,382	0
Contribution from Housing Revenue a/c (re cash incentives)	0	75	75	75	75	75	75	75
Future Capital Programme reserve	0	0	0	0	0	0	0	0
Major Repairs Reserve	3,662	6,582	9,200	5,500	5,500	5,500	5,500	5,500
New Build Reserve	4,818	31,534	3,891	18,834	26,984	13,738	5,558	0
Grants and Contributions	1,599	0	0	0	0	0	0	0
Total Financing (= Total Expenditure)	12,685	52,105	15,761	32,880	44,523	25,600	13,915	5,575

RESERVES - BALANCES

	2020-21 Actual	2021-22 Estimate	2021-22 Projected Outturn	2022-23 Estimate	2023-24 Estimate	2024-25 Estimate	2025-26 Estimate	2026-27 Estimate
	£000	£000	£000	£000	£000	£000	£000	£000
Reserve for Future Capital Programme (U01035)								
Balance b/f	35,829	38,329	38,329	40,829	43,329	45,829	48,329	50,829
Contribution in year	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500
Used in year	0	0	0	0	0	0	0	0
Balance c/f	38,329	40,829	40,829	43,329	45,829	48,329	50,829	53,329
Major Repairs Reserve (U01036)								
Balance b/f	9,852	8,526	6,190	2,625	2,760	2,760	2,760	2,760
Contribution in year	0	5,500	5,635	5,635	5,500	5,500	5,500	5,500
Used in Year	-3,662	-6,582	-9,200	-5,500	-5,500	-5,500	-5,500	-5,500
Balance c/f	6,190	7,444	2,625	2,760	2,760	2,760	2,760	2,760
New Build Reserve (U01069)								
Balance b/f	56,112	54,634	51,295	55,645	45,217	26,808	21,816	25,178
Contribution in year	0	8,406	8,241	8,406	8,574	8,746	8,921	9,099
Used in Year	-4,818	-31,534	-3,891	-18,834	-26,984	-13,738	-5,558	0
Balance c/f	51,295	31,506	55,645	45,217	26,808	21,816	25,178	34,277
Usable Capital Receipts: 1-4-1 receipts (T01011)								
Balance b/f	6,004	7,657	4,526	3,579	-1,884	-10,564	-13,690	-13,231
Contribution in year	708	2,609	1,646	2,609	2,884	2,762	2,841	2,898
Repayment in year	0	0	0	0	0	0	0	0
Used in Year	-2,186	-13,514	-2,594	-8,072	-11,564	-5,888	-2,382	0

Balance c/f	4,526	-3,248	3,579	-1,884	-10,564	-13,690	-13,231	-10,333
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Note: a contribution to this reserve is dependent on the number of RTB sales in the year determined in the HRA self financing model. There are many variables to the calculation of the 1:4:1 contribution. As an estimate, I have used a model provided by Sector which is based on our assumption of RTB sales

Usable Capital Receipts - HRA Debt Repayment (T01010)

Balance b/f	4,216	4,243	4,262	4,308	4,969	5,652	6,357	7,085
Contribution in year	46	661	46	661	683	705	728	752
Used in Year	0	0	0	0	0	0	0	0
Balance c/f	4,262	4,904	4,308	4,969	5,652	6,357	7,085	7,837

Note: each RTB sale generates a contribution to this reserve toward debt repayment determined in the HRA self financing model. A small number of sales are anticipated each year.

Usable Capital Receipts - pre 2013-14 (T01008)

Balance b/f	3,618	2,260	-0	-0	0	0	0	0
Contribution in year	0	0	0	0	0	0	0	0
Used in Year (HRA = above)	0	0	0	0	0	0	0	0
Used in Year (GF Housing Co)	-3,618	0	0	0	0	0	0	0
Used in Year (GF Housing - DFG)	0	0	0	0	0	0	0	0
Balance c/f	-0	2,260	-0	0	0	0	0	0

Note: Can only be used for HRA capital expenditure, affordable housing and regeneration schemes as set by GBC policy

Usable Capital Receipts - post 2013-14 (T01012)

Balance b/f	0	0	-0	-0	-0	-0	-0	-0
Contribution in year	542	289	765	289	292	295	298	298
Used in Year (HRA = above)	-419	-69	-665	-69	-72	-75	-78	-475
Used in Year (GF Housing)	-123	-220	-100	-220	-220	-220	-220	-220
Balance c/f	-0	0	-0	-0	-0	-0	-0	-397

Note: Can only be used for HRA capital expenditure, affordable housing and regeneration schemes as set by the Government

Use of Right to Buy Receipts Monitoring

Scheme	2021-22 £000		Carry Forwards from 2020-21	2021-22		Projected Outturn Spend 31.3.22	Difference	% Slippage	Future Years Budgets (All Years)		
	Approved	Provisional		TOTAL Budget (Approved & Provisional)	Forecasted spend @ P6 Monitoring				Approved	Provisional	TOTAL Future years (All years)
Acquisition of Land & Buildings	4,800		86	4,886	1,843	4,886	0	0%	3,600	7,000	10,600
New Build Programme											
Guildford Park		14,499	250	14,749	0	0	-14,749	100%	0	14,775	14,775
Guildford Park - moved from GF	2,806	4,380	546	7,732	106	792	-6,940	90%	2,560	23,125	25,685
Appletree pub site	0		0	0	62	62	62	0%	0		0
Fire Station/Ladymead	0		83	83	41	41	-43	51%	0		0
Bright Hill	0	3,000	500	3,500	9	85	-3,415	98%	415	3,000	3,415
Bright Hill - moved from GF	0	680	0	680	0	0	-680	100%	0	12,680	12,680
Weyside Urban Village									0	1,000	1,000
Various small sites & feasibility/Site preparation	0			0	0	0	0		1,000		1,000
Pipeline projects:	3,325		2,285	5,610	0	0	-5,390	96%	9,090		9,090
Manor House Flats					25	76					
Banders Rise					1	6					
Station Road East					2	7					
Dunmore Garden Land					1	5					
Clover Road Garages					34	70					
Rapleys Field					9	32					
Georgelands 108					1	7					
27 Broomfield					3	8					
17 Wharf Lane					3	8					
Foxburrows Redevelopment	0	9,058	533	9,591	0	0	-9,591	100%	533	10,124	10,657
Shawfield Redevelopment	0	2,500	296	2,796	0	0	-2,796	100%	296	3,000	3,296
Equity Share repurchases	400			400	0	400	0	0%	1,600		1,600
SUB TOTAL Housing Investment Prog (HIP)	11,331	34,117	4,580	50,028	2,140	6,486	-43,542	87%	19,094	74,704	93,798
Major repairs and improvements	6,582		2,618	9,200	2,061	9,200	0	0%	0	27,500	27,500
HRA cash incentive grants	75			75	0	75	0	0%	0	375	375
TOTAL HRA Capital Programme	17,988	34,117	7,198	59,303	4,201	15,761	-43,542	73%	19,094	102,579	121,673

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Financing	2020-21 £000		TOTAL Budget Approved at Council	Forecasted spend @ P6 Monitoring	Projected Outturn Spend 31.3.22	Difference	% Slippage			Financing of future spend
Capital Receipts										
1-4-1 receipts			13,514		2,595	-10,919	-81%			27,905
Contribution from Housing Revenue a/c (re cash incentives)			75		75	0				375
Future Capital Programme reserve			0		0	0				0
Major Repairs reserve			6,582		9,200	2,618				27,500
New Build Reserve			31,534		3,891	-27,643				65,113
Grants and Contributions			0		0	0				0
TOTAL Financing			52,105		15,761	-36,344				122,493

Reconciliation of Spend to RTB	2021-22 £000	2022-23 £000	2023-24 £000	2024-25 £000	2025-26 £000	2026-27 £000	2027-28 £000
Value of receipts that will need surrendering if no further spend			708	2,167	708	4,457	
HIP Expenditure required to avoid RTB repayments	0	0	1,770	5,418	1,771	11,143	
Forecast HIP Expenditure from the Approved Capital programme	4,346	8,041	9,253	1,400	400	0	0
Cumulative Expenditure forecast	6,486	14,527	23,780	25,180	25,580	25,580	25,580
Forecast additional receipts that will be used (c x 40%)	1,738	3,216	3,701	560	160	0	0
Cumulative additional receipts that will be used ((cumulative e) + a)	1,738	4,955	7,948	6,341	5,792	1,335	1,335
Revised value of receipts that might need to be surrendered			0	0	0	0	0

Note - no repayment will be required in 2021-22 - based on 20 RTB sales and only including current expenditure -repayment will not be required in future years unless actual expenditure does not occur in line with forecast.

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Loan Schedule

Lender	Amount £	Rate	Start	End
Temp (<365 days) Local authority				
South Derbyshire DC	£5,000,000.00	0.08000%	06-Apr-21	06-Jan-22
West Midlands Combined Authority	£10,000,000.00	0.07000%	21-May-21	21-Jan-22
North West Lancashire DC	£5,000,000.00	0.09000%	23-Apr-21	24-Jan-22
South Kesteven DC	£2,000,000.00	0.10000%	22-Jul-21	24-Jan-22
LB Wandsworth	£5,000,000.00	0.12000%	22-Mar-21	22-Feb-22
North Yorkshire CC	£5,000,000.00	0.15000%	26-Feb-21	25-Feb-22
Warwickshire CC	£10,000,000.00	0.15000%	01-Mar-21	28-Feb-22
West Yorkshire CA	£15,000,000.00	0.07000%	02-Jun-21	02-Mar-22
Sheffield CC	£10,000,000.00	0.12000%	16-Mar-21	15-Mar-22
LB Wandsworth	£5,000,000.00	0.20000%	26-Mar-21	25-Mar-22
Wokingham BC	£10,000,000.00	0.08000%	19-Jul-21	19-Apr-22
Hampshire CC	£5,000,000.00	0.09000%	04-May-21	03-May-22
Oxfordshire CC	£10,000,000.00	0.10000%	01-Jul-21	13-May-22
Durham CC	£10,000,000.00	0.12000%	21-May-21	20-May-22
West of England Combined Authority	£10,000,000.00	0.15000%	08-Jun-21	07-Jun-22
Local Government Assocoation	£1,500,000.00	0.10000%	08-Jun-21	07-Jun-22
West of England Combined Authority	£10,000,000.00	0.15000%	08-Jun-21	07-Jun-22
North of Tyne Authority	£10,000,000.00	0.17000%	02-Jul-21	01-Jul-22
Nottingham office of PCC	£8,000,000.00	0.15000%	05-Jul-21	04-Jul-22
	£146,500,000.00			
Long-term (>365 days)				
Variable PWLB	£20,000,000.00	0.48000%	28-Mar-12	28-Mar-22
Variable PWLB	£25,000,000.00	0.48000%	28-Mar-12	28-Mar-22
Fixed PWLB	£10,000,000.00	2.70000%	28-Mar-12	28-Mar-24
Fixed PWLB	£10,000,000.00	2.82000%	28-Mar-12	28-Mar-25
Fixed PWLB	£10,000,000.00	2.92000%	28-Mar-12	28-Mar-26
Fixed PWLB	£10,000,000.00	3.01000%	28-Mar-12	28-Mar-27
Fixed PWLB	£25,000,000.00	3.15000%	28-Mar-12	28-Mar-29
Fixed PWLB	£25,000,000.00	3.30000%	28-Mar-12	28-Mar-32
Fixed PWLB	£25,000,000.00	3.44000%	28-Mar-12	28-Mar-37
Fixed PWLB	£15,000,000.00	3.49000%	28-Mar-12	28-Mar-41
Fixed PWLB	£17,435,000.00	3.50000%	28-Mar-12	28-Mar-42
	£192,435,000.00			
	£338,935,000.00			

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Schedules of investments

<u>Lender</u>	<u>Amount £</u>	<u>Rate</u>	<u>Start</u>	<u>End</u>
<u>Fixed deposits <365 days</u>				
LA - Wokingham BC	5,000,000	0.2700%	10-Nov-20	09-Nov-21
LA - Brentwood Borough Council	5,000,000	0.0400%	16-Jun-21	11-Nov-21
LA - Thurrock Council	2,000,000	0.3800%	04-Jan-21	04-Jan-22
LA - Thurrock Council	4,000,000	0.3800%	12-Jan-21	12-Jan-22
LA - Aberdeen City	5,000,000	0.1000%	18-Jan-21	17-Jan-22
LA - IOW	5,000,000	0.1000%	20-Jan-21	19-Jan-22
West Dunbartonshire Council	3,000,000	0.0300%	23-Jul-21	24-Jan-22
LA - Thurrock Council	4,000,000	0.3800%	02-Feb-21	01-Feb-22
Southern Housing Group Ltd	6,000,000	1.2931%	04-Apr-21	05-Feb-22
LA - Lancashire CC	5,000,000	0.0500%	21-Jun-21	21-Feb-22
LA - Lancashire CC	5,000,000	0.0600%	28-Jun-21	28-Feb-22
LA - Warrington BC	10,000,000	0.3000%	12-Mar-21	11-Mar-22
LA - LB Croydon	10,000,000	0.4500%	04-May-21	03-May-22
LA - Slough BC	5,000,000	0.1200%	28-May-21	27-May-22
LA - Birmingham CC	5,000,000	0.1500%	30-Sep-21	29-Sep-22
	79,000,000			
<u>ST Bonds <365 days</u>				
London Stock Exchange	2,000,000	0.1720%	19-Jan-21	02-Nov-21
Barclays Bank UK PLC	1,800,000	0.0838%	25-May-21	12-Jan-22
Lloyds Bank Plc	2,000,000	0.1178%	28-Jun-21	31-Mar-22
	5,800,000			
<u>LT Bonds</u>				
National Australia Bank	2,000,000	1.1250%	10-Nov-16	10-Nov-21
Commonwealth Bank of Australia	2,000,000	1.1250%	18-Jan-17	22-Dec-21
CIBC	2,000,000	1.1250%	17-Jul-17	30-Jun-22
Transport for London	1,500,000	0.3940%	08-Jun-21	09-Aug-22
Santander UK plc	1,000,000	0.3034%	16-Nov-17	16-Nov-22
Barclays Bank UK PLC	1,000,000	0.4771%	23-Oct-18	09-Jan-23
Lloyds	1,500,000	0.4255%	03-Feb-20	03-Feb-23
United Overseas Bank	1,000,000	0.3040%	01-Feb-19	28-Feb-23
Nationwide	850,000	0.4729%	12-Apr-18	12-Apr-23
Santander UK plc	1,000,000	0.7850%	12-Feb-19	12-Feb-24
Nationwide	1,500,000	0.6070%	10-Jan-20	10-Jan-25
Leeds BS	750,000	0.5967%	15-Jan-20	15-Jan-25
Coventry BS	500,000	0.5767%	15-Jan-20	15-Jan-25
National Australia Bank	1,000,000	0.5555%	04-Feb-20	04-Feb-25
Royal Bank of Canada*	1,500,000	0.2500%	13-Jul-21	13-Jul-26
Royal Bank of Canada*	500,000	0.2800%	13-Jul-21	13-Jul-26
	19,600,000			
<u>LT Fixed</u>				
Staffordshire Moorlands	1,500,000	1.3000%	20-May-20	20-May-22
Uttlesford DC - Saffron Walden	3,000,000	0.4500%	24-Nov-20	24-May-22
Mid Suffolk DC	5,000,000	0.3800%	05-Jul-21	05-Jul-23
Yorkshire Housing	5,000,000	1.0000%	09-Jun-21	09-Jun-23
People for Places	5,000,000	1.0000%	17-Jun-21	19-Jun-23
	19,500,000			
Call a/c	4,150,014			
MMF	49,929,000			
Notice a/c	3,000,000			
	57,079,014			
<u>Investment Funds</u>				
CCLA	6,843,790			
M&G	3,704,746			
Schroders	727,377			
UBS	2,277,462			
Fundamentum	1,960,000			
Royal London	2,315,385			
Federated cash plus	5,000,000			
Funding Circle	496,030			
	23,324,789			
Total investments	204,303,804			

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Executive Report

Wards affected: All

Report of Chief Financial Officer

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Date: 23 November 2021

General Fund Draft Budget 2022-23 and Medium Term Plan 2022-23 to 2025-26

Executive Summary

This report outlines the current position on the 2022-23 draft general fund budget and the business planning assumptions for 2022-23 to 2025-26. The report asks the Executive to note the position and re-confirm the strategy for savings and efficiencies in order to set a balanced budget in the medium term.

The Joint Executive Advisory Board (JEAB) will consider the outline budget at their meetings on 11 November.

Executive agreed the Savings Strategy for 2022-23 to 2025-26 at its meeting on 22nd June 2021. The strategy set out that the assumptions used in calculating the budget gap and therefore the quantity of savings required over the medium term. The core assumptions underpinning the draft budget have been reviewed and the revised assumptions are set out in the table below:

Summary table

	2022-23	2023-24	2024-25	2025-26
	%	%	%	%
General inflation	2.0	2.0	2.0	2.0
Pay award	3.1	3.0	3.0	2.0
Pay Increments	1.0	1.0	1.0	1.0
Increases in fees and charges	3.0	3.0	3.0	3.0
Council Tax	1.94	1.94	1.94	1.94
Housing rents	4.1	3.0	3.0	3.0
Council Tax Base	2.0	1.4	1.3	1.1
Vacancy Factor	2%	2%	2%	2%
Government Settlement Funding Assessment (SFA)	nil	£503k Reduction (17%)	£650k Reduction (21%)	£663k Reduction (21%)

The Council will make the final decision on the estimates for 2022-23 at its meeting on 9th February 2022; agreement of an allowance at this stage (for example the assumed pay award) does not mean that it cannot be changed later in the process.

It is usual in terms of building the budget to use the current year as a base for moving forward and then adjust for known changes from growth and savings, this is known as an incremental budget. The current financial year (2021-22) will also need to be considered as this is currently projected to generate a net overspend of around £1.76m (this will be confirmed as the year progresses) due to a slower than anticipated recovery from the Covid-19 pandemic for fees and charges (particularly parking) and pressures on the planning service. A separate report on this agenda reports the financial monitoring position for period 6 and proposes an action plan to try to mitigate the overspend if possible. Subject to the approval of the mitigation measures, it is likely that reserves will need to be utilised to address the overspend position. Further utilisation of reserves to balance the Council's budget is not recommended; it will diminish our ability to withstand economic shocks and will increase the need to replenish reserves in future years of the medium term plan.

The report explains that we have included our best assumptions about the level of government funding, but that we will not know the amount of our retained business rates for certain until central government releases the provisional local government finance settlement which the Department for Levelling Up, Housing and Communities (DLUHC) has provisionally indicated will be in December 2021. We have assumed a 1.94% increase in Council Tax which is the maximum increase the Council can levy without needing to set a referendum under current rules however it is possible this may change with the settlement announcement.

The draft Council Tax base is 58,335.91, which is 2.06% higher than 2021-22. This has increased the resources available by approximately £213,000.

The current position on the 2022-23 draft budget currently shows a shortfall between the likely resources and the proposed net expenditure of £1.2million. In addition, the draft projection for 2022-23 to 2025-26 shows a medium term budget shortfall (gap) of £5.5 million based on current assumptions. However sensitivity analysis shows that the budget gap over the medium term period could be between £3.7million and £11.4million.

The major reasons for movements between 2021-22 and 2022-23 are set out in the report with further information at **Appendix 2**. Due to the shortfall between the Council's likely income and its current anticipated expenditure (ie, the budget gap) we have not invited any new growth bids for increases in service provision for 2022-23. This is consistent with the fact the Council has recently undertaken a programme of transformation under 'Future Guildford' which has reduced expenditure and is working through the savings strategy to try to achieve a balanced budget in the medium term. However, officers have included some new growth assumptions relating to the pay claim submitted by Unison, the impact of the national insurance increase and the extension of the leisure management contract. Some capital bids may have revenue implications attached to them. These will be considered as part of the capital and investment strategy report in January 2022.

Because it is still early in the budget process, the report also sets out the areas of uncertainty that may influence the final position.

Recommendation to Executive:

The Executive is recommended to:

1. Approve the budget assumptions used in the preparation of the 2022-23 draft budget and three year forward projections
2. Note the current position on the draft budget for 2022-23 and the budget shortfall anticipated over the 3 years to 2024-25
3. Approve the savings identified as part of the savings strategy for 2022-23 through to 2025-26 (Section 11,12,13 & Appendix 3) which have been included in the draft budget
4. Approve the in-year savings of £46,750 arising from the review of classical music, book festival, voluntary and CAB grants for 2021-22 which were not included as part of the 2021-22 budget.
5. Approve the additional growth items identified in section 11 and Appendix 3 which have been included in the draft budget
6. Agree to the proposal to Council to make the contributions to/from the Council's various earmarked reserves for specific purposes as set out in section 9 of the report as part of the budget report in February 2021

Reason(s) for Recommendation:

To assist the Executive in the preparation of the General Fund estimates for 2022-23.

1. Purpose of report

- 1.1 This report outlines the current position on the 2022-23 draft budget and asks the Executive to note the position.
- 1.2 Because it is still early in the budget process, the report also sets out the areas of uncertainty that will influence the final position and a savings strategy to be implemented over the period 2022-23 to 2025-26 in order to achieve a balanced budget over the medium term.

2. Strategic Priorities

- 2.1 The budget underpins the Council's strategic framework and delivery of the Corporate Plan.

3. Background

- 3.1 This report will cover the following areas:
 - Budget assumptions (Section 4)
 - Revenue Support Grant and Business Rate Retention Scheme (Section 5)
 - Council Tax, tax base and collection fund (Section 6)
 - New Homes Bonus (Section 7)
 - Capital expenditure and minimum revenue provision (Section 8)
 - Use of reserves and interest earnings (Section 9)
 - Forecasted outturn position for 2022-23 (Section 10)
 - Draft budget for 2022-23 (Section 11)
 - Projections for the financial years 2023-24 through to 2025-26 (Section 12)

- An update on the savings strategy approved in June to achieve a balanced budget in the medium term (Section 13)

4. Budget Assumptions

- 4.1 In order to prepare the outline budget for 2022-23 officers need to know the parameters within which they need to work.
- 4.2 Setting parameters for the whole plan period is beneficial in the calculation of projections over the medium term. The working assumptions used have therefore been used for the whole plan period up to 2025-26.
- 4.3 The Council will make the final decision on the estimates for 2022-23 at its meeting on 9 February 2022; agreement of an allowance at this stage (for example the assumed pay award) does not mean that this cannot be changed later in the process.

Inflation and Pay assumptions

- 4.4 There are generally three accepted inflation measures:
 - 4.4.1 Retail Prices Index (RPI) - A long standing measure of UK inflation that has historically been used for a wide range of purposes.
 - 4.4.2 Retail Prices Index excluding mortgage interest (RPIx) - RPIx is the equivalent to RPI excluding the effects of mortgage interest payments.
 - 4.4.3 Consumer Prices Index (CPI) - A measure of consumer price inflation and is currently the measured targeted by the Bank of England.
 - 4.4.4 CPIH – the consumer prices index including owner occupiers housing costs
- 4.5 For planning purposes, it is proposed that a 2.0% central inflation allowance for 2022-23 is set and thereafter a 2% allowance from 2022-23 to 2024-25. This amounts to around £424,000 for the General Fund. Whilst the September 2021 CPI was 3.1%, the Bank of England's view is that increased inflation is a temporary situation that has occurred on the back of the economy re-opening post covid and it expects inflation to fall back to 2% in the medium-term.
- 4.6 The impact of a 1% change in this assumption would be approximately £333,000 for the General Fund.
- 4.7 In 2021-22, no pay award was awarded on the basis that Average Weekly Earnings growth for the first half of 2020 was negative due to the impact of COVID 19 across most sectors and the cost pressures of the pandemic on the Council.
- 4.8 Average Weekly Earnings growth for the public sector (excluding financial services) was around 2.8% in August 2021 and was around 7.2% across the whole economy. The Council normally considers both the Average Weekly Earnings and CPI inflation in determining the pay inflation for the budget. In the report to Executive in June 2021, officers recommended for planning purposes that an assumption of 2.0% pay allowance is applied for 2022-23 and across the future years of the medium term plan. The assumption is consistent with the medium term CPI projection. The cost to the General Fund in 2022-23 of pay

inflation at a 2% rate is £530,000. However, the anticipated cost of contractual salary increments adds a further additional pressure to the budget of around £300,000. The total cost of the assumed pay inflation to the council is therefore £830,000.

- 4.9 The council has received a pay claim from Unison requesting a 10% increase in pay over a 3 year period. Unison claim that pay restraint in the public sector over the last decade has consistently been behind average pay settlements in the private sector. They argue that this is leading to recruitment and retention issues and an increase in the cost of living for council employees. The agreement of any pay settlement with the union is a matter for the Head of Paid Service, however whilst the matter is still under discussion and a final decision has not been made, a growth item of £274,000 for 2022-23, 2023-24 and 2024-25 has been included within the draft budget and the medium term financial plan to accommodate the potential additional cost of providing a pay settlement of 3% in each year.
- 4.10 The impact of a 1% change in pay inflation assumption would be approximately £274,000 for the General Fund.
- 4.11 When setting the budget, officers make an assumption about the natural turnover of staff during the year. This is known as the 'vacancy factor'. The use of a vacancy factor means that the Council does not budget for all staff posts to be filled 100% throughout the year and thus reduces the staffing budget requirement. It is proposed that a 2% vacancy factor is used over the period 2022-23 to 2025-26.
- 4.12 In autumn 2021, the government announced an increase of 1.25% on national insurance, although government has stated that public sector bodies will be compensated for the cost of the rise through the finance settlement, a growth of £373,000 has been included within the budget to account for the cost whilst we wait for the LGFS to be announced.

Sales, Fees and Charges Income

- 4.13 Recent Council policy has been to increase income by the RPI measure of inflation, thereby increasing the proportion of services financed by the users of the service rather than through the Council Tax or housing rents. However, in practice, reviews of the markets in which services operate has meant the target has not been consistently achieved. It is proposed that a target of 3.0% is used for increases in fees and charges for 2022-23 and 3% for each year of the remaining planning horizon, applied where there is capacity in the market. This is broadly in line with the CPI in September 2021 rather than RPI which in September 2021 was 4.9%. A 3% rise in fees and charges should increase the council's income by around £672,000. These assumptions represent what we expect to increase fees and charges by, however, there is a possibility that the COVID 19 pandemic will present a more permanent correction to the Council's income due to reduction in activity levels and usage of services. In preparing the draft budget, Officers have assumed that income will return to pre-covid levels by 2022-23. This assumption is highly uncertain, particularly as evidence to date is

that parking income in particular is remaining sub-dued. The optimistic and pessimistic scenarios have been modelled in section 13.

- 4.14 The fees and charges schedule will be presented to Council for approval in February 2022.
- 4.15 In summary, the assumptions used in the 2022-23 draft budget are set out in the table below.

	2022-23 %	2023-24 %	2024-25 %	2025-26 %
General inflation	2.0	2.0	2.0	2.0
Pay award	3.1	3.0	3.0	2.0
Pay Increments	1.0	1.0	1.0	1.0
Increases in fees and charges	3.0	3.0	3.0	3.0

5. Business Rates Income under the Business Rates Retention Scheme (BRRS)

- 5.1 Since 2018-19 the Council has not received a Revenue Support Grant (RSG) from Central Government. Funding from central government to the Council now solely consists of the amount of business rates the Council can retain under the Business Rates Retention Scheme. The government sets out what this is as part of the local government finance settlement (LGFS) each year. The Council's Settlement Funding Assessment (SFA) is the amount of business rates it can retain.
- 5.2 Within the period covered by the business planning horizon, there will be significant change to the system of local government finance. It is anticipated that by 2023, government will re-assess the baseline need to spend of each local authority through the "fair funding review", it is uncertain whether it will then establish a financing system based on 75% business rates retention or whether the proposed business rate reforms will be made as part of the 'Levelling Up' proposals due to be announced in the Winter of 2021.
- 5.3 As part of the fair funding review (or the levelling up proposals), further powers and responsibilities are likely to be passed to local government and the cost drivers and demand for local government services will be re-assessed. It was originally anticipated that the new funding system would come into effect from April 2020, however, the implementation date was first pushed back to April 2021, and has now been delayed by 2 years by central government due to the COVID19 pandemic.
- 5.4 The settlement for 2022-23 is likely to be very similar to that of 2020-21 and 2021-22 with more significant changes expected to be proposed for 2023-24. We anticipate that the 2022-23 local government finance settlement (LGFS) will be a "roll-forward" settlement and therefore the SFA will increase by inflation of 2%. Based on previous consultations around the fair funding review, officers anticipate that there will be a 17% reduction in SFA for 2023-24 increasing to 22% by 2025-26. The Department of Levelling Up, Housing and Communities (DLUHC) has provisionally indicated that the draft Local Government Finance Settlement (LGFS) will be announced in December 2021, therefore a further

update on government funding will be provided to Executive in January 2022 as part of the final budget report.

6. Council Tax, tax base and collection fund

- 6.1 The outline budget assumes that council tax will increase by 1.94% (approximately £3.53) which officers anticipate will be the maximum increase the Council will be allowed without having to hold a referendum. This means that the band D tax will go up from £181.82 to £185.35. The increase will generate approximately £201,000 based on the 2021-22 tax base.
- 6.2 Officers have estimated the draft council tax base for 2022-23 at 58,335. This is 2% higher than the 2021-22 figure. The final Council Tax Base will be confirmed by the end of November when the Director of Resources sets the Council tax base. The assumed increase will increase the available resources by approximately £214,000.
- 6.3 Any surplus or deficit on the Collection Fund in the current financial year (2021-22) would normally feed into the 2022-23 budget. However, due to the impact of COVID 19 on the collection fund in 2020-21, the government has allowed local authorities to spread 'exceptional deficits' over a 3 year period. The collection fund council tax deficit of £43,020 presented in the draft budget relates to the exceptional deficit incurred in 2020-21. Officers are currently assessing what the potential deficit for 2021-22 on the collection fund will be and will update the amount in time for Executive in January 2022. It is currently uncertain whether the deficit for 2021-22 can also be spread over 3 years. If there is a substantial deficit on the collection fund for council tax, in order to balance the budget and prevent further service reductions, Officers propose that the Council uses one of its earmarked reserves to offset the impact of the council tax collection fund deficit in 2022-23 and then seeks to rebuild that reserve in 2023-24. Further details will be presented in the final budget report in January 2021.
- 6.4 At present, it also seems likely that there will be a deficit on the business rates element of the Collection Fund, also due to the COVID 19 pandemic and an increase in the number of empty properties. Officers propose that any business rates deficit is financed from the Business Rates Equalisation Reserve, which has been the Council's policy in recent years.

7. New Homes Bonus (NHB)

- 7.1 The NHB was introduced in 2011 to provide an incentive for local authorities to encourage housing growth in their areas. In December 2016 the Government announced reforms to the NHB as follows;
- (i) Reduction in the number of years payments are made (legacy payments) from 6 to 5 in 2017-18, to 4 years for 2018-19 to 2019-20, and to 1 year in 2020-21
 - (ii) Introduction of a national baseline for housing growth of 0.4% of council tax base from 2017-18, below which new homes bonus is not paid
- 7.2 In the technical consultation published on 3rd October 2019 the government set out its intention to review the NHB for future years. Further consultation will happen on any proposals prior to implementation which has not yet been forthcoming, however, it is widely anticipated that the NHB scheme will cease

from April 2023 onwards. The 2022-23 outline budget assumes a grant of £113,000 will be made. This grant will be transferred to the NHB reserve and used to fund specific one off projects.

8. Capital expenditure and minimum revenue provision

- 8.1 The Council has a single capital programme for the General Fund that we finance from the Capital Schemes reserve, capital receipts and revenue contributions towards specific schemes. Unless we generate significant capital receipts, the Council needs to borrow from either its own resources (earmarked for other uses) or from the market; at the current time borrowing is internal as it is more financially advantageous.
- 8.2 Because the capital programme shows an underlying need to borrow, represented at the year-end by the capital-financing requirement (CFR), there is a requirement to make a debt charge to the revenue account called the minimum revenue provision (MRP). This charge is based on the value and life of the assets funded by borrowing (internal or external). The minimum revenue provision for 2021-22 was estimated to be £1.535million, which was based on an estimated General Fund CFR at 31 March 2021 of £122.3 million. It is currently estimated that the CFR at 31 March 2022 will be £191.9 million and the MRP for 2022-23 will be £2.46 million. This figure is included in the draft budget. Officers are currently preparing an updated capital programme for Councillors to consider early in 2022. The level of capital programme that Councillors wish to support will determine the level of capital receipts used, interest earnings and MRP for 2022-23.

9. Use of Reserves and interest earnings

- 9.1 An important element of the Council's budget is the income it receives from investment of the cash held in reserves. The balances held at the end of 2020-21 and the projected balances at the end of 2021-22 financial years are shown below:

Forecast Level of Reserves 31 March 2022	Balance 31.3.21, £000	Net Movement 2021-22, £000	Expected Balance 31.3.22, £000	Useable amount, £000
Business Rates equalisation	24,040	(17,641)	6,399	2,899
Car Parks Maintenance	3,566	(2,295)	1,271	0
Interest Rate Movements	1,197	0	1,197	0
New Homes Bonus	747	(565)	182	182
Insurance	976	0	976	0
IT Renewals	544	(288)	256	0
Invest to Save	2,420	(2,328)	92	92
Spectrum	2,012	(616)	1,396	0

COVID grants	2,385	0	2,385	0
SPA Reserves	10,213	1,314	11,527	0
Other reserves	7,623	174	7,798	709
TOTAL Earmarked Reserves	55,722	-22,254	33,468	3,882
General Fund Reserves	3,748	(1,763)	1,985	1,985
TOTAL GENERAL FUND RESERVES	59,470	(24,007)	35,463	5,867

- 9.2 As part of the budget report to Council in February 2021, the Chief Finance Officer advised that based on a risk analysis of the council's budget the Council should seek to hold a minimum level of reserves of £12 million. The Council is forecast to have £34.3 million in total reserves for the general fund at the end of this financial year, however, £11.5 million of those reserves relate to SPA sites where the Council needs to hold the reserve 'in perpetuity' to fund site maintenance and £18 million of reserves are held to offset future expenditure which we are committed to under various contracts, legislation or grant determinations meaning that those reserves would need to be replaced to meet the commitments if they were used.
- 9.3 If the current overspend for 2021-22 cannot be fully or partially mitigated then the council will be required to fund the overspend from its general fund reserves. The table above outlines that if the overspend is funded from reserves this will leave the council with a general reserve of £1.9million and an overall balance of useable reserves of around £5.9 million.
- 9.4 Use of the Council's unallocated reserves will present a risk to the financial sustainability of the Council as the reserve levels will fall to a level that will be considered too low for the operating risks faced by the Council and will reduce the ability of the council to withstand economic shocks in the future. As a result if, the overspend for 2021-22 cannot be mitigated then the Council will need to plan to rebuild reserves over the medium term period.
- 9.5 In the 2021-22 budget, we anticipated a net interest receipt of £682,726. The estimate for net interest in the draft budget for 2022-23 is interest payable of £497,515. Interest payable to the Housing Revenue Account (HRA) is estimated at £84,340 reflecting the level of balances and investment returns consistent with the application of a risk-free rate of return.

Proposed Use of Key Earmarked Reserves

- 9.6 The Council used a substantial amount of reserves in 2020-21 to fund the cost of the Future Guildford Transformation programme and the additional costs of the COVID 19 Pandemic on the Council. Officers are anticipating a further use of reserves in 2021-22 to offset the on-going impact of the pandemic in the current financial year. This means that the ability to use reserves to fund unplanned revenue expenditure in the future will be limited and should be avoided.

New Homes Bonus Reserve

- 9.7 The balance on the NHB reserve at the 31st March 2022 is anticipated to be £0.2million. The draft budget assumes a transfer of the £113,000 NHB grant to the reserve in 2022-23. Officers propose to use £80,000 of this reserve to fund the Council's contribution to the rebuild of Ripley Village Hall as previously agreed by the Executive in January 2020. It is anticipated there will be an unallocated amount of around £200,000 left in the reserve which Councillors could consider using to fund a one-off project. Officers are currently looking at which projects require funding and will include any proposal in the final budget report.

Invest to Save Reserve

- 9.9 The invest to save reserve exists to pump prime the upfront costs of service transformation and efficiency projects, including staff redundancy costs. The Council partially funded the implementation costs associated with the Future Guildford transformation programme from this reserve. Following the funding of remaining Future Guildford costs incurred during 2021-22 it is anticipated that there will be a balance of £92,000 on this reserve at 31st March 2022. Over recent years, the Council has made a contribution to the Invest to Save reserve of £250,000 per annum which allowed us to build the reserve in order to fund the transformation programme. Officers recommend making an annual contribution of £250,000 in 2022-23 and each of the years in the medium term plan to 2025-26. Rebuilding the reserve will enable the Council to support further transformation of Council services.

The Car Parks Maintenance Reserve

- 9.10 The balance on the car parks maintenance reserve as at 31st March 2022 is anticipated to be £1.3 million due to financing repairs to council car parks included in the Council's capital programme. This reserve was established to fund repairs, maintenance and improvement of car parks. Building up and using the reserve mitigates the need to fund such capital expenditure from borrowing. However £860,000 of the reserve was used in 2020-21 to fund the impact of the covid pandemic and in particular the loss of parking income. In previous years, the Council budgeted to make an annual contribution of £500,000 to the reserve from parking income and then expenditure on capital projects and repairs and maintenance of car parks is taken from the reserve. Officers propose that the Council budgets to rebuild this reserve by £355,000 in 2022-23 and then gradually increase the annual budget contribution to the reserve back up to £500,000 per annum over the three year period up to 2025-26. This will rebuild the reserve to a level that can be used for future repairs and maintenance of the car parks.

IT Renewals

- 9.11 The anticipated balance on the ICT renewals fund as at 31st March 2022 is £0.256million. The reserve has been used in the last three years to fund the investment in technology required under the ICT refresh and Future Guildford Programmes to aid new ways of working and improve value for money and efficiency in the delivery of Council services. Officers recommend that the Council budgets to make a contribution of around £543,000 to the ICT renewals

reserve in 2022-23 to enable the completion of phase 2 of the ICT refresh Programme which involves the migration of remaining software applications to cloud based solutions and enables the decommissioning of old on-premise applications. The annual contribution to the fund can then be reduced to around £290,000 to fund on-going annual ICT renewals such as the lifecycle replacement of laptops, mobile equipment and ICT application upgrades.

Business rates equalisation reserve

- 9.12 The balance on the business rate equalisation fund is anticipated to be £6.4million at the 31st March 2022. A contribution of £1.98million to the reserve is required to be made in 2022-23 as the final contribution to repay the three year pre-payment of the superannuation backfunding to the pension fund (as determined by the 2019 triennial) which was paid from the reserve in 2019-20. It is the Council's policy that the reserve is used to even out fluctuations in the business rate retention scheme including the business rates element of the surplus or deficit on the Collection fund. As a result, officers recommend making a contribution of £8.4million from the reserve to fund the projected collection fund deficit for 2021-22. This will mean that the balance on the reserve is likely to be nil by 31st March 2023.

Other Reserves

- 9.13 Officers propose retaining annual contributions to the Election costs reserve, spectrum reserve and 'other' reserves as set out in Appendix 1.

10. Forecasted position for 2020-21

- 10.1 The financial monitoring report for the first six months of 2021-22 will be reported to the Corporate Governance and Standards Committee on 18 November 2021 and the Executive as part of this agenda. The projected net expenditure on the General Fund for the current financial year is estimated to be £1.76 million more than the original estimate. The main factor contributing to the forecasted position in 2021-22 is the loss of income from the covid -19 pandemic and a slower than anticipated recovery across the majority of services, but in particular parking and leisure services. In addition, additional pressure and costs are being incurred on the planning service due to a significant increase in planning applications. The financial monitoring report sets out an action plan to try to mitigate the overspend as far as possible,

11. 2022-23 draft budget – current position

- 11.1 Although it is still early in the estimates process (the Council does not set its 2022-23 budget and Council Tax until 9 February 2022), the current outline budget shows a shortfall between the likely resources and the proposed net expenditure of £1.6million. This shortfall needs to be funded by progressing the savings strategy agreed by Executive in June 2021.
- 11.2 In order to arrive at the final budget, service managers prepare an outline budget based on existing levels of service, which has then been amended for existing commitments and agreed savings arising from the savings strategy. For 2022-23 Officers have not submitted any new service growth proposals due to the need to reduce expenditure and resolve the budget shortfall. However, there are a

number of growth items included in the draft budget arising from statutory or contractual obligations as follows:

- Salary increments & Unison pay claim (as outlined in section 4)
- National insurance increase (as outlined in section 4)
- Increase in ICT software licence fees arising from technology introduced as part of Future Guildford (the growth has been reviewed and is £120,000 lower than that anticipated as part of the future Guildford business case approved by Council in February 2019)
- Loss of income from the Leisure Management contract arising from the recent 2 year contract extension

11.3 On-going savings and additional income from the Future Guildford transformation programme, particularly relating to the procurement strategy and the asset management strategy have been included in the draft budget as previously outlined in the Future Guildford business case, the procurement strategy and the asset management strategy approved by Executive.

11.4 Savings from the Council's savings strategy approved by Executive in June 2021 have been included in the draft budget where the saving has been quantified and discussed with the Executive Advisory Boards. A summary of progress against the savings strategy is outlined in **Appendix 3** along with the EAB's comments on the savings project mandates. The savings which have been included in the draft budget are:-

- £300,000 from the service review of park and ride services
- £90,000 from the Guildford-Waverley collaboration appointment of the Joint Chief Executive
- £65,000 for the review of public conveniences
- £70,000 reduction in cultural service grants (classical music grant and book festival grant)
- £25,000 reduction in CAB grant
- £50,000 saving for removing the voluntary grants scheme
- £143,000 additional income from raising fees and charges above 3% increase across waste, parks and streetscene and bereavement services

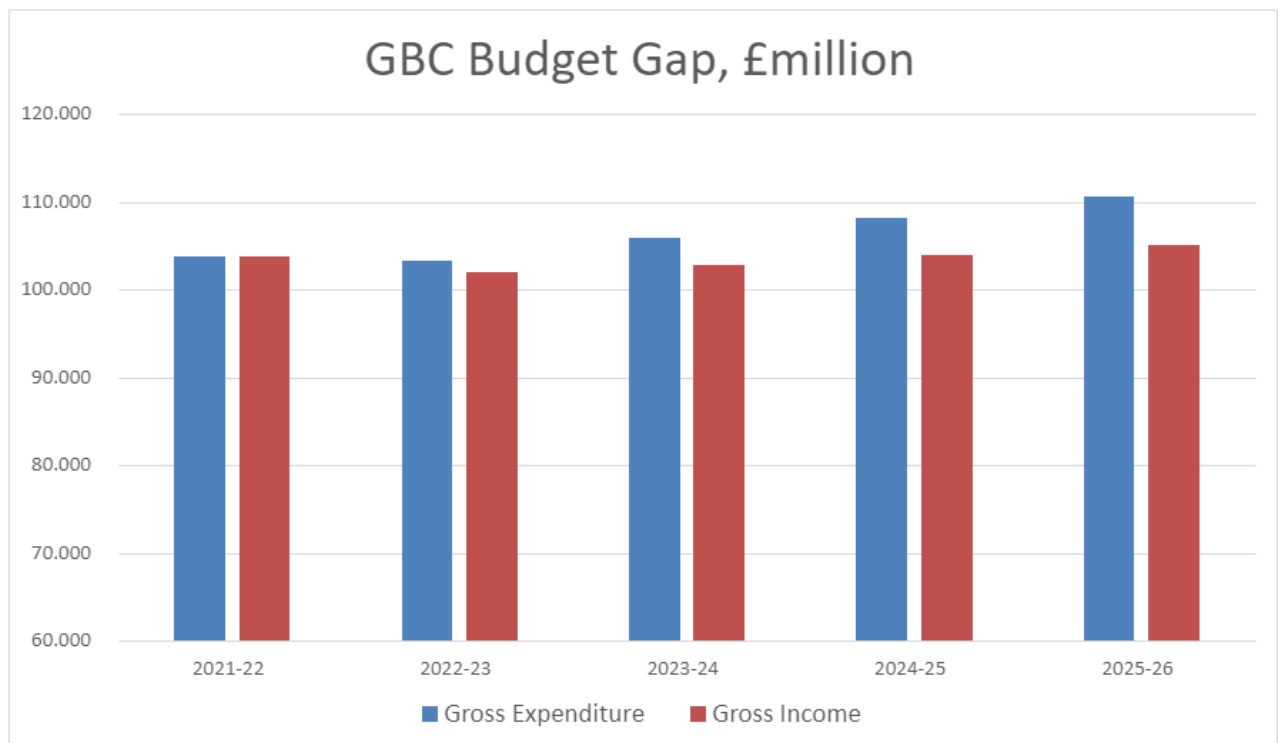
11.5 A summary of budget movements for 2022-23 and the medium term plan is outlined in the table below with further detail in **Appendix 2**. The movements for 2021-22 relate to the overspend reported as part of the period 6 monitoring.

	2021/22	2022/23	2023/24	2024/25	2025/26	TOTAL 2022-23 to 2025- 26
	£m	£m	£m	£m	£m	£m
Brought forward budget	10.4	10.4	10.1	14.0	15.3	49.8
Inflation		0.3	0.3	0.2	0.2	
Pressures (Growth items)	5.0	(1.1)	2.6	0.9	0.0	2.5

Increased borrowing costs of Capital Programme	(0.2)	1.7	1.6	0.9	1.5	5.6
Identified Efficiencies	(2.9)	(1.2)	(0.6)	(0.7)	(0.1)	(2.6)
Total budget requirement (CTAX Requirement)	12.3	10.1	14.0	15.3	17.0	56.4
Change in net budget requirement	1.9	(0.3)	3.9	1.4	1.6	6.6
Change in use of reserves	0.9	(0.9)	(2.5)	0.1	0.1	(2.3)
Funding Reductions	0.0	2.4	0.4	(0.3)	(0.4)	2.1
Budget Gap (Reductions still to find)	2.8	1.2	1.8	1.1	1.4	5.5

12. Projections for 2023-24 to 2025-26

12.1 The projections for the budget for 2023-24 to 2025-26 based on the assumptions set out in this report is that there will be a cumulative budget deficit (gap) of £5.5million by 2025-26. The budget gap (ie, the difference between the expenditure and income of the Council) is shown in the table above, the chart below and Appendix 1 and 2 provides further detail.

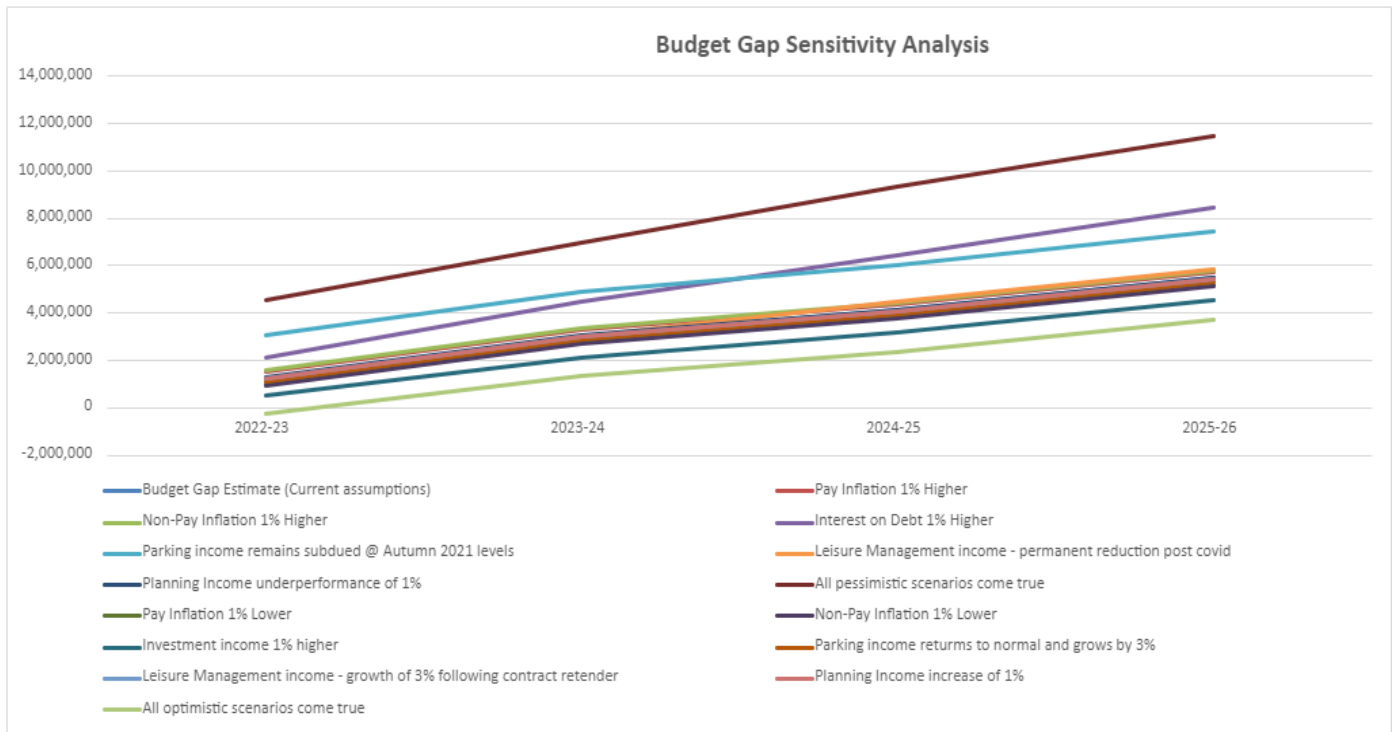


Year	GBC Budget, £m				
	2021-22	2022-23	2023-24	2024-25	2025-26
Gross Expenditure	103.732	103.301	105.876	108.106	110.614
Gross Income	103.732	102.056	102.853	103.996	105.146
Budget Gap (difference between Expenditure and Income)	0.000	1.245	3.023	4.110	5.468

- 12.2 A number of scenarios have been modelled as part of a sensitivity analysis on the budget gap. Based on an optimistic and a pessimistic set of assumptions. The scenarios are as follows:

Optimistic Scenario	Pessimistic Scenario
Pay and Non-pay inflation 1% lower than core assumptions in section 4	Pay and Non-pay inflation 1% higher than core assumptions in section 4
Investment income 1% higher than budget assumption	Interest on Debt 1 % higher than budget assumption
Parking income grows by 1% above pre-covid levels	Parking income remains sub-dued at around 15% less than pre-covid levels
Leisure management contract income increases by 3% on retender	Leisure management contract income continues at contract extension level (approx. 30% reduction)
Planning fee income increases by 1%	Planning fee income reduces by 1%

- 12.3 The above scenarios have been modelled individually and as a compound overall scenario. The outcome is shown in the graph below and indicates that the budget gap could range from £3.7million to £11.4million over the medium term plan period.



13. Savings Strategy

13.1 The scale of the shortfall between income and expenditure is significant, particularly considering the fact that the Council has made substantial savings, efficiencies and additional income in the last 3 years.

- 13.2 In order to deliver further savings of around £6million the Executive approved a Savings strategy in June 2021 which identified a number of work streams:-
- a. Review and potential reduction of the Council's discretionary services
 - b. Review of the Council's capital programme to reduce MRP and Interest costs falling on the general fund revenue budget
 - c. Review the Council's need for office accommodation
 - d. Consideration of merging the Council with a neighbouring borough
 - 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)

13.3 Further detail regarding the progress against the workstreams is set out in Appendix 3.

14. Comments of Joint EAB

14.1 The Joint Executive Advisory Board (JEAB) will consider the outline budget at its meeting on 11 November 2021. There was significant discussion about the draft budget and councillors asked questions about various topics such as the government funding, guildford-waverley collaboration, planning service, progress against the savings strategy and discussion of individual savings projects. The following substantive points were raised by the EAB for Executive consideration:

- EAB wished to support any representations made to government about increased flexibilities around raising planning fees so that appropriate fees could be charged to cover the Council's costs in processing applications
- There was general support for the unison pay claim to overcome recruitment issues
- In relation to the proposed reduction in CAB grant included in the savings strategy, EAB councillors wished to see the additional benchmarking report that had been circulated by officers to the Executive (this is now included at Appendix 5)
- That the Council should explore the advantages and disadvantages of a town council to cover the unparished Guildford urban area and would like further information on what process would need to be followed if any decision were made to set up a town council in the future
- Whether the proposed contribution to the car parks maintenance reserve could be revised downwards
- EAB councillors would appreciate further information about the Council's operational assets review, particularly in relation to the lockwood centre. Councillors also supported offering office space within millmead to community and charitable organisations at reduced rents

15. Consultations

- 15.1 The Joint Executive Advisory Board (JEAB) will be consulted about the outline budget for 2022-23 and progress against the savings strategy. In addition, the savings strategy and the savings project mandates have been presented to EABs through out the year and will continue to be presented to EABs as proposals are further developed. EAB comments are included in section 14 and Appendix 3.
- 15.2 In 2020 as part of the development of the 2021-22 budget and the savings strategy, the Council undertook a public consultation on the priorities for spending. The outcome of the consultation was reported to Council in February 2021 as it considered the savings strategy.

16. Equality and diversity implications

- 16.1 There are no equality or diversity implications arising from this report. Where changes to services are included within the budget the service managers will carry out the relevant equality impact assessments as part of the changes before they are implemented.

17. Financial implications

- 17.1 The financial implications are considered throughout the report.

18 Legal implications

- 18.1 The Council is required by the Local Government Finance Act 1992 to calculate its budgetary requirements on an annual basis. Under S151 of the Local Government Act 1972 the Chief Finance Officer is appointed to ensure the proper administration of the Council's finances.

19. Human Resources implications

- 19.1 Each year the Council reviews whether to make a pay award, in agreement with Unison, and takes into account factors such as changes in the UK economy and the Council's financial situation. In considering the level of pay award we aim to achieve a fair balance between the competing pressures of offering an attractive pay and benefits package and securing the best value for money for our residents and taxpayers. The pay award for 2022-23 is currently still under discussion.

20 Summary of options

- 20.1 The committee is able to offer comments in support of, or against, any of the proposals contained in the report.

21. Conclusion

- 21.1 At this early stage in the budget process, there is a gap between the projected net expenditure for 2022-23 and our estimated resources of £1.2million. There remain a number of external factors that may result in a budget gap developing further as we move through the process. It remains possible that there will be revisions to the local government finance settlement but we will not know this until December.
- 21.1 The medium term financial plan position remains challenging and we estimate that we will need to find savings of approximately £5.5 million over the period to 2025-26. In order to set a balanced budget for 2022-23 and the medium term period, the report sets out an update on progress against the Council's savings strategy in section 13, with further detail in Appendix 3.

22. Appendices

Appendix 1 - General Fund summary and 3 year projections

Appendix 2 - Budget Movement Summary

Appendix 3 - Savings Strategy Progress update.

Appendix 4 Service level budgets for 2022-23

Appendix 5 CAB benchmarking information

23. Background papers

1. Service Delivery EAB 8th July 2021 Item 4; classical music grant
2. Service Delivery EAB 8th July 2021 Item 5; Guildford Book festival mandate
3. Council 5th October 2021 item 12a; Proposed Termination payment
4. Strategy and Resources EAB 11th October 2021 item 4; Review of CAB funding
5. Strategy and Resources EAB 11th October 2021 Item 5; Review of Voluntary Grants
6. Service delivery EAB 4th November 2021 Item 4; Public Conveniences Review [Item 4 - Public Conveniences Appendices Complete.pdf \(guildford.gov.uk\)](#)

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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	430,351	601,341	775,705	953,510
14,652,320	13,227,733	13,125,549	13,014,500	12,894,201
2,129,803	5,217,673	5,399,004	5,583,912	5,772,467
18,592,927	18,875,756	19,125,894	19,374,117	19,620,179
	(1,057,541)	(394,569)	527,415	527,415
	(1,215,000)	(1,844,650)	(2,529,150)	(2,617,900)
(8,791,000)	(8,790,570)	(8,790,570)	(8,790,570)	(8,790,570)
9,801,927	7,812,645	10,096,105	10,581,812	10,739,124
(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	11,355,333	15,220,820	16,571,509	18,212,454
Transfers to and from reserves				
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
(15,981,580)	(6,442,667)	(298)	14	56,457
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)	0	0	0	0
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)	6,675,666	16,681,522	18,094,524	19,855,913
Business Rates Retention Scheme payments				
31,844,000	32,290,000	31,848,000	32,465,000	33,114,000
100,000	53,132	0	0	0
Non specific government grants				
(2,966,832)	(1,317,698)	0	0	0
(100,000)	0	0	0	0
0	0	503,597	650,749	663,764
(622,690)	0	0	0	0
(389,546)	0	0	0	0
(192,251)	(113,000)	0	0	0
24,029,917	37,588,100	49,033,119	51,210,273	53,633,677
1,935,225	0	0	0	0
25,965,142	37,588,100	49,033,119	51,210,273	53,633,677
(33,727,000)	(34,200,000)	(34,876,000)	(35,552,000)	(36,263,000)
0	0	0	0	0
20,120,077	8,626,000	0	0	0
(30,274)	43,020	43,020	0	0
12,327,945	12,057,120	14,200,139	15,658,273	17,370,677
COUNCIL TAX REQUIREMENT				
10,392,720	12,057,120	14,200,139	15,658,273	17,370,677
57,159	58,335.91	59,153.51	59,957.51	60,622.31
181.82	206.68	240.06	261.16	286.54
	13.67%	16.15%	8.79%	9.72%
	206.68	240.06	261.16	286.54
	1.94%	1.94%	1.94%	1.94%
	185.35	188.94	192.61	196.35
	10,812,400	11,176,640	11,548,330	11,902,900
	12,057,120	14,200,139	15,658,273	17,370,677
	1,245,000	3,023,000	4,110,000	5,468,000
	1,245,000	1,778,000	1,087,000	1,358,000

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Guildford BC Budget Movement Summary

APPENDIX 2

See note

	2021/22	2022/23	2023/24	2024/25	2025/26	TOTAL 2022-23 to 2025-26
	£m	£m	£m	£m	£m	£m
Brought forward budget	10.4	10.4	10.1	14.0	15.3	49.8
Inflation		0.3	0.3	0.2	0.2	
Pressures (Growth items)	5.0	(1.1)	2.6	0.9	0.0	2.5
Increased borrowing costs of Capital Programme	(0.2)	1.7	1.6	0.9	1.5	5.6
Identified Efficiencies	(2.9)	(1.2)	(0.6)	(0.7)	(0.1)	(2.6)
Total budget requirement (CTAX Requirement)	12.3	10.1	14.0	15.3	17.0	56.4
Change in net budget requirement	1.9	(0.3)	3.9	1.4	1.6	6.6
Change in use of reserves	0.9	(0.9)	(2.5)	0.1	0.1	(2.3)
Funding Reductions	0.0	2.4	0.4	(0.3)	(0.4)	2.1
Budget Gap (Reductions still to find)	2.8	1.2	1.8	1.1	1.4	5.5

Pressures	Commentary	2021/22	2022/23	2023/24	2024/25	2025/26	TOTAL 2022-23 to 2025-26
		£m	£m	£m	£m	£m	£m
Pensions backfunding liability	as per Triennial Valuation. GBC made a saving at last valuation by paying a lumpsum upfront funded from reserves and then re-paying the reserves over the following 2 years. From the next valuation the annual backfunding amount will need to go back into the service budgets unless funded from reserves again.		0.000	2.000	0.000	0.000	2.000
ICT Cloud SaaS costs	increase in annual service and licence costs from implementing Cloud SaaS technology across customer services, finance/HR/Payroll and Revenues and Benefits as per Future Guildford Transformation Programme & Business Case		0.176	0.000	0.000	0.000	0.176
Salary increments	growth for salary increments (assume 1% of total pay) as per staff pay scheme and contractual obligations		0.300	0.006	0.000	0.000	0.306
Leisure Partnership Contract	Contract extension formerly agreed in Sept 2021 for 2 years following which contract will need to be retendered for October 2023. Income from contract has been reduced on extension due to on-going Covid impact. Anticipate that income loss will not carry through to retendered contract in 2023.	0.785	0.267	0.000	(0.267)	0.000	0.000
National insurance increase	provision for the cost of increased NI contributions as per Government Budget announcement		0.236	0.000	0.000	0.000	0.236
Unison Pay Claim	Budget Assumptions Agreed by Council in Feb 21 for the medium term plan was pay inflation at 2 % each year. Unison have submitted a pay claim of 10% over 3 years. This has yet to be agreed along with the profile.		0.189	0.189	0.189	0.000	0.567
Less: Removal of one-off budgeted items from 2021-22	Removal of one-off expenditure on projects budgeted for during 2021-22 (eg, Town Centre Masterplan)		(1.083)	0.000	0.000	0.000	(1.083)
SFC Income Loss	Mainly relates to parking. We put a £1.2million central income loss contingency budget in for 2021-22 to make provision for a reduction in fees and charges income during and immediately post-COVID 19. We anticipate that income will gradually return to pre-covid levels during the Medium Term Period.	3.700	(1.143)	0.000	0.000	0.000	(1.143)
Income loss from North Street development	Loss of income from car parking resulting from the sale of land for the North Street Development		0.000	0.320	0.000	0.000	0.320
Savings from the Climate Change strategy Planning	Reduction in energy usage and emissions		0.000	0.115	0.000	0.000	0.115
	Significant increase in householder applications resulting in additional agency spend and removal of pre-app service to cope with demand (loss of income as a result of pre-app service suspension)	0.520	0.000	0.000	0.000	0.000	0.000

Agenda item number: 9
Appendix 2

National Waste minimisation strategy	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.		0.000	0.000	1.000	0.000	1.000
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Efficiencies	Commentary	2021/22	2022/23	2023/24	2024/25	2025/26	TOTAL
		£m	£m	£m	£m	£m	2022-23 to 2025-26 £m
Asset Management Strategy	Increase income generation from assets as per strategy		(0.194)	(0.133)	(0.149)	0.000	(0.476)
Procurement Strategy	Efficiencies in non-staff costs resulting from more compliant procurement and category management of expenditure in line with procurement strategy		(0.278)	(0.467)	(0.533)	(0.089)	(1.366)
Guildford and Waverley Collaboration	Reduction in Senior management costs as part of greater collaboration and sharing of services with Waverley BC		(0.090)	0.000	0.000	0.000	(0.090)
Public Conveniences	Partial closure of service		(0.065)	0.000	0.000	0.000	(0.065)
Leisure Grants - Classical Music Grant	Removal of grant funding		(0.060)	0.000	0.000	0.000	(0.060)
Leisure Grants - Guildford Book Festival Grant	Reduction of grant funding		(0.010)	(0.005)	(0.003)	0.000	(0.018)
Park and Ride	Reduction or partial closure of Park and Ride services		(0.300)	0.000	0.000	0.000	(0.300)
Fees and Charges Review	Additional income from above inflation increased in various fees and charges	(3)	(0.143)	0.000	0.000	0.000	(0.143)
Voluntary grants review	Reduction to CAB grant and Removal of Voluntary Grants Scheme to be replaced with CrowdFunding scheme.		(0.075)	(0.025)	0.000	0.000	(0.100)

Funding assumptions	Commentary	2021/22	2022/23	2023/24	2024/25	2025/26	TOTAL
		£m	£m	£m	£m	£m	2022-23 to 2025-26 £m
New Homes Bonus Change			0.1	0.1	0.0	0.0	0.2
Collection fund deficit change			0.1	0.0	(0.0)	0.0	0.0
Business Rates Retention Scheme	Change in net income as a result of the BRRS		1.7	0.1	(0.1)	(0.1)	1.7
Covid grant	grant received in 2021-22 assumed to be one-off		0.6	0.0	0.0	0.0	0.6
Lower tier services & other grants	grant received in 2021-22 assumed to be one-off		0.4	0.0	0.0	0.0	0.4
Fair funding review impact & BRRS reset	assumptions as per advice from LGFutures		0.0	0.5	0.1	0.0	0.7
Income due to increased tax base	increased assumed as per Local Plan Housing Delivery schedule less slippage allowance		(0.2)	(0.2)	(0.2)	(0.1)	(0.6)
Income due to increase Council tax	assumed @ 1.94%		(0.2)	(0.2)	(0.2)	(0.2)	(0.9)

Appendix 3

Savings Strategy Theme				Savings Achieved	Expected Profile of Savings still to be achieved					Included in Draft Budget?	EAB Comments
Service Area	Description of suggested action	Rough order of magnitude of savings, £	Progress	2021-22	2022-23	2023-24	2024-25	2025-26	TOTAL		
Discretionary Services											
Public Transport – support to bus operators	Explore options to decrease expenditure on park and ride and community transport. This will include review of cost versus use of each site& comparisons with other towns.	340,000	Mandate initially presented to Joint EAB on 7th Jan 2021 as part of savings strategy presentation. Savings included in MTFP for delivery in 2022-23. Updated mandate with further detailed options to be re-presented to EAB in next few months.	40,000	300,000				340,000	yes	general support for review of park and ride services subject to further detail.
Leisure Services	Look to retender the GLive and Spectrum contracts (Medium term action post covid)	Tbc	Mandate being prepared. Glive Contract extended until 2024 and freedom leisure contract until 2023. So opportunity for savings is very much in later years				tbc	tbc	0	no	tbc
Community services	Commission a review of usage of community and day centres with a view to consolidating sites. Review the scale of community development activity.	300,000	Service currently undertaking consultation with users. Will report project madate to EAB in January 2022		300,000				300,000	no	tbc
Public Conveniences	Review of service provision and options for a full or partial closure.	65,000	Mandate initially presented to service delivery EAB 1st April 2021, further consideration of options to be considered by service delivery EAB on 4th November 2021.		65,000				65,000	yes	EAB on 1st April supported further investigation of Options to remove grant funding to Ash and Shere parish Council's and Options 4 to seek limited closure of other toilets aligned with a redistribution of work. Comments from EAB on 4th November tbc.
Parks and Countryside	Review of Non-staffing expenditure of service post FG Phase B	355,000	Now moved into procurement savings as an additional target by 2025-26		88,750	88,750	88,750	88,750	355,000	yes	N/A; Procurement strategy was reviewed by O&S Committee prior to Executive approval.
Ways of working	Review of staff benefits and ways of working	150,000	to be progressed with GBC-WBC collaboration project so likely to be later in the medium term plan. Timescales tbc				tbc	tbc	0	no	tbc
Mayoralty	Review provision of car, chauffeur & event costs	45,000	Mandate presented to EAB on 7th Jan 2021. Savings included in 2021-22 budget.	45,000					45,000	yes	EAB were in general support for removing the car and chauffeur
Review of discretionary grants	Review of grants to voluntary, community and leisure organisations eg, CAB, , various grants to voluntary organisations & Project Aspire	127,000	Mandates presented to Strategy and Resources EAB on 11th october. CAB Mandate proposes a £25k reduction to CAB funding in 2022-23 and a further £25k reduction in 2023-24. Voluntary grants mandate	11,750	75,000	25,000			111,750	yes	One - there was no support for options (e) to (g) and the Board was of the view that there was insufficient information to endorse option (b) which was a phased reduction in grant funding. Further benchmarking information has been provided separately to Executive to address some of the questions raised by the EAB. Voluntary grants mandate - the board expressed preference for an option of reducing the budgets for the voluntary grants scheme and the project aspire grants scheme by 50% to £25,000 and £15,000 respectively although this option was not in the mandate. Executive to reconsider both mandates at informal meeting on 3rd November.
Culture, Heritage and Tourism	Public Entertainment / Cultural grants	83,000	mandate for classical music grant and book festival presented to Service Delivery EAB in July 2021.	35,000	70,000	5,000	3,000		113,000	yes	Classical music grant - following discussion the board confirmed its agreement to Option B (that the grant be reduced by £30,000 in 2021-22) be pursued subject to review in one year's time. Book festival grant - the EAB agreed option B for a phased reduction in funding to £18k in 2021, £13k in 2022, £8k in 2023 and £5k in 2024 be recommended to Executive.
	Theatre	310,000	Mandate being prepared.	tbc					0	no	
	Tourism	200,000	Mandate being prepared	tbc					0	no	
	Museum, Galleries and Heritage	407,000	Mandate being prepared	tbc					0	no	
TOTAL Discretionary Services		2,382,000		131,750	898,750	118,750	91,750	88,750	#####		
Operation Assets											

Savings Strategy Theme				Savings Achieved	Expected Profile of Savings still to be achieved					Included in Draft Budget?	EAB Comments	
Service Area	Description of suggested action	Rough order of magnitude of savings, £	Progress	2021-22	2022-23	2023-24	2024-25	2025-26	TOTAL			
Millmead			Programme level mandate presented to Joint EAB in June 2021. Individual Project Mandate to be presented to EAB in December 2021							0	no	tbc
Stoke Park Home Farm			Mandate being prepared							0	no	tbc
Staff Accommodation			Mandate being prepared							0	no	tbc
Total Operational Assets		1,500,000		0	0	0	0	0	0	0		
Capital Programme	reduction in MRP / Interest costs as a result of reducing the capital programme	500,000	work in progress: removal of 3 schemes agreed by Executive in August 2021 (Guildford Gytratory, Stoke park office Accommodation and Stoke Park Home Farm development) totalling £15.6million reduction in capital budget. Resulting MRP / Interest savings to be analysed and further schemes to be reduced identified. £200k saving in 2021-22 due to slippage on programme in 2020-21 and removal of 4 projects from capital programme in Feb 2021 (Museum, public realm, bike share and town centre gateway) totalling £23.863million capital programme reduction.	200,000	200,000	100,000			500,000		no - to be included and re-profiled once draft capital and investment strategy available	EAB will consider the capital and investment strategy in January 2022.
Collaboration with another Council												
Guildford - Waverley Collaboration	Senior Management team and other staffing re	1,384,000	target as per financial feasibility study but amount to be confirmed. Decision to merge senior management team taken in July 2021. Appointment process for JCEX is progressing. Restructure of rest of senior management team is reliant on JCEX	22,500	67,500				90,000	yes		Report to Council on 5th october confirmed saving for joint chief executive
	Property	tbc	target as per financial feasibility study - to be confirmed						0			
	ICT / Procurement	116,000	target as per financial feasibility study - to be confirmed						0			
		1,500,000										
TOTAL SAVINGS STRATEGY		5,882,000		331,750	#####	218,750	91,750	88,750	#####			

2022-23 Budget - Service Detail

APPENDIX 4

Version	BUDGET YR 2
Fund	GENERAL

Sum of Unapproved A	Column Labels										
Row Labels	Depreciation and Impairment Losses	Employees	Income	Premises- Related Expenditure	Supplies & Services	Support Services	Third Party Payments	Transfer Payments	Transport- Related Expenditure	Grand Total	
Resources Directorate	919,300	6,142,283	-8,733,255	1,750	5,013,675	1,605,500	14,800		253,620	5,217,673	
Audit Management		-945	-149,610		116,400		7,150				-27,005
Business Improvement		-3,938	-249,120		-10,665	30,910			0		-232,813
Corporate Financial		-185	-150,000		134,578	249,660			730		234,783
Corporate Services		694,509	-121,200		403,170	413,980			8,256		1,398,715
Feasibility Studies					40,800	470					41,270
ICT Investment and Renewal Fund	913,900		-893,250			540					21,190
Insurance Revenue Account		838,175	-832,710		4,845	6,220					16,530
Lead Specialist - Finance		954,104	-1,056,230		12,168	133,220			22,877		66,139
Lead Specialist - HR		363,221	-702,210		51,602	98,170			9,041		-180,176
Lead Specialist - ICT		1,027,421	-1,526,790	1,750	955,295	143,670			16,094		617,441
Lead Specialist - Legal		533,787	-1,409,015		112,800	226,420			15,855		-520,153
Miscellaneous Expenses			-15,604		2,708,757	450					2,693,603
Other Employee Costs		276,630	-467,630		2,721	49,520	14,800		178,132		54,172
Parish Liasion		535			187,586	8,010			200		196,331
Resources Caseworker	5,400	734,184	-1,159,886		293,618	211,599			2,435		87,350
Unallocatable Central Overhead		724,784				25,510					750,294
Service Delivery Directorate	7,590,350	17,754,269	-67,758,695	7,211,308	10,448,227	5,399,865	2,290	27,800,000	4,780,118	13,227,733	
Affordable Housing		2,524			12,775	23,810			424		39,534
Arts Development		-549			16,742	22,700			3,501		42,394
Building Control		324,149	-518,530	1,020	63,741	117,550			22,083		10,013
Building Maintenance		1,168,565	-4,062,987	76,540	2,771,358	80,050			173,886		207,412
Business Rates		218,294	-258,910		34,108	39,850			5,656		38,998
Case Services		1,075,993			8,160						1,084,153
Cemeteries	12,200	142,512	-80,297	21,971	36,938	59,560			20,714		213,597
Civil Emergencies		16,302		1,170	34,494	3,090			426		55,482
Community Meals and Transport		467,487	-160,380		85,205	50,470			31,556		474,338
Corporate Health and Safety		140,322	-156,330		16,958	18,090			2,834		21,874
Council Tax		32,010	-290,000	580	234,083	135,680			2,283		114,636
Countryside and Parks Services	297,600	1,429,049	-1,011,438	137,092	243,640	429,589			272,075		1,797,608
Crematorium	31,800	282,530	-1,747,541	171,373	120,406	49,540	0		18,910		-1,072,983
Customer Services		708,873	-453,570	80	5,612	79,890					340,885
Day Services	94,700	285,501	-163,584	135,146	104,959	90,730			1,173		548,626
Development Control		1,214,581	-1,805,981		158,452	575,150			52,425		194,626
Digital Services		61,451			68,482	27,170			194		157,297
Emergency Communications		132,419	-461,309		80,497	68,470			11,220		-168,703
EMI Services		192,948	-130,420	10,651	2,019	47,050			184		122,433
Engineering and Transportation Services	700	249,327	-398,170	8,060	2,149	52,320			38,452		-47,162
Environmental Health		116,378	-22,343	612	295,038	65,670			15,528		470,882
Family and Refugee Support Programme		310,351	-421,900		5,805	91,260			19,472		4,988
Fleet Management	1,428,080	24,932	-2,529,371	83,700	68,056	241,010			756,720		73,126
Food Safety		169,443	-1,627		16,592	57,820			8,417		250,645
G Live	1,327,100	16,038	-50,280	24,740	315,070	30,030			2,197		1,664,894
Guildford House	33,600	126,838	-85,405	56,679	52,434	84,500			1,652		270,298
Guildford Museum	59,800	431,851	-32,000	90,570	37,818	89,820			1,099		678,958
Guildhall	13,300	25,834	-40,203	22,626	9,188	51,970					82,716
Homelessness Support		263,850	-35,000	5,100	415,236	101,730			7,436		758,352
Housing Advice		10			350,090						350,100
Housing Benefits		200,574	-28,374,100	4,500	193,911	206,140		27,800,000	2,428		33,453
Housing Surveying		510,846	-781,550		26,926	102,740			31,290		-109,748
Land Charges		112,858	-274,042		92,041	32,730			444		-35,969

Sum of Unapproved A		Column Labels									
Row Labels	Depreciation and Impairment Losses	Employees	Income	Premises- Related Expenditure	Supplies & Services	Support Services	Third Party Payments	Transfer Payments	Transport- Related Expenditure	Grand Total	
Land Drainage				133,330		324		163,700		297,354	
Leisure and Community	47,600	2,208	-9,580	15,945		5,365		43,700	594	105,832	
Leisure Management Contract	1,941,000	27,665	-2,103,258	1,295,906		21,411		35,100	5,940	1,223,764	
Leisure Play		49,326	-39,550	14,994		32,116		29,680	18,808	105,374	
Leisure Rangers		136,834				3,294		10,930	19,719	170,777	
Leisure Sports		2,426	-1,545			15,678		13,940	2,481	32,980	
Licensing		175,179	-199,809			35,037		91,510	5,776	107,691	
Millmead House	298,100	312,824	-1,995,699	745,167		160,719		200,390	17,036	-261,464	
MOT Bay	5,640	44,526	-158,692	24,740		8,007		26,030	393	-49,357	
Off Street Parking	1,296,400	398,871	-10,695,779	2,583,945		644,431		318,340	37,349	-5,416,443	
On Street Parking		517,632	-1,880,617	57,089		407,257		148,710	33,824	-716,105	
Ordnance Survey and Mapping						3,606		4,530		8,136	
Park and Ride Service	248,100	-168	-38,250	312,658		67,163		16,080	192,040	797,623	
Parks Countryside Management	117,900	375,185	-284,532	321,965		678,299		55,078	332,223	1,596,117	
Pest Control		5,346	-55,300			40,612		6,000	756	-2,587	
Private Sector Housing		121,749	-118,656			29,014		67,430	11,382	110,919	
Private Sector Housing Maintenance		224,860	-300,679			48,990		48,480	16,346	37,997	
Public Conveniences	53,800	110,971	-12,050	57,453		21,782		42,710	18,245	292,911	
Public Health		100,161	-88,122			34,499		60,370	181,369	288,276	
Refuse and Recycling	112,500	2,441,856	-767,324	119,034		301,748		241,720	1,459,946	3,909,481	
River Control	2,500	-10		5,518		16,500		2,440	20	26,968	
Roads and Footpaths				37,414		918		72,110		110,441	
Snow and Ice		0	-55,140	16,980		41		1,230	14,002	-22,888	
SPA Sites	23,610		-53,000	50,000				2,440		23,050	
Street Cleansing	3,000	1,274,052	-184,341	63,390		279,066		175,240	409,132	2,019,538	
Street Furniture	11,800	-68		28,672		46,653		18,480	542	108,369	
Taxi Licensing		70,170	-127,926			30,088		67,420	3,059	42,811	
Tourist Information Centre		185,523	-60,089	2,254		38,065		50,690	153	216,596	
Town Centre CCTV	3,420	1,295				80,082		16,910		101,707	
Traveller Caravan Sites		-19	-210,090	101,489		7,332		3,889	71	-97,328	
Vehicle Maintenance	2,500	279,971	-774,430	11,830		282,886		46,620	154,774	4,151	
Waste and Fleet Business Development	49,600	290,162	-2,478,850	22,780		1,073,902		99,530	311,043	-631,832	
Woking Road Depot	73,400	129,444	-623,668	324,205		40,202		80,940	27,949	52,471	
Woking Road Depot Stores	600	22,208	-94,450	12,340		14,160		11,320	469	-33,353	
Strategy Directorate	280,920	3,816,306	-11,464,351	2,043,988		3,487,440		2,183,008	83,040	430,351	
About Guildford		-11	-4,635			10,240		3,110	153	8,857	
Business Forum		-20	-30			24,183		1,570		25,703	
Citizens Advice Bureau						289,088		1,290		290,378	
Civic Expenses		94,891		1,330		75,869		30,330	14,475	216,895	
Climate Change	9,500	54,912	-185,050	1,640		158,424		38,640	571	78,637	
Community Development		66,571		5,100		50,431		12,790	311	135,202	
Community Lottery			-3,000			2,958				-42	
Community Safety	3,600	97	-15,000			54,398		22,110	345	65,550	
Community Wellbeing		228,331				10,203		49,930	7,044	295,508	
Corporate Property Management		938,361	-1,176,060	1,438,200		162,964		474,680	14,280	1,852,425	
Council and Committee Support		364,682	-260,340			91,837		292,960	6,173	495,311	
Democratic Representation		98,714	-107,800			546,607		212,800	6,778	757,099	
Elections	1,200	56,839				10,376		20,500	1,391	90,306	
Electoral Registration		90,153	-26,808	2,500		159,995		34,120	1,373	261,332	
Events		11,859	-9,090			3,691		1,390	51	7,901	
Grants to Voluntary Organisations		97				479,544		7,700		487,341	
Housing Outside the HRA	62,400		-7,100	1,436		724		2,210		59,670	
Industrial Estates	4,600	-138	-3,148,490	350,515		44,267		155,730	71	-2,593,445	
Investment Properties	5,100	-206	-5,005,940	91,386		41,900		163,860	10	-4,703,890	
Lead Specialist - Information Governance		62,654	-72,610			14,034		7,590	10	11,678	
Leisure Grants to Voluntary Organisations						400,921				400,921	
Major Projects		348,890				349,500		167,240	9,262	874,892	

Sum of Unapproved A	Column Labels									
	Depreciation and Impairment Losses	Employees	Income	Premises-Related Expenditure	Supplies & Services	Support Services	Third Party Payments	Transfer Payments	Transport-Related Expenditure	Grand Total
Markets		3,978	-32,000		14,755	6,240			71	-6,956
Other Property	194,520		-1,077,871	137,745	25,022	124,010				-596,575
Planning Policy		741,518	-783	5,715	225,452	180,800			14,356	1,167,059
Public Relations		537,776		1,140	49,141	54,790			1,887	644,734
Tourism & Development		48,891	-138,614	7,282	190,235	106,070			4,070	217,933
Town Centre Management		67,456	-193,130		682	10,550			357	-114,085
Youth Council		10								10
Grand Total	8,790,570	27,712,858	-87,956,302	9,257,047	18,949,342	9,188,373	17,090	27,800,000	5,116,777	18,875,756

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Executive Report

Wards affected: Ash South and Tongham, Ash Vale, Ash Wharf, Clandon and Horsley, Effingham, Lovelace, Normandy, Pilgrims, Pirbright, Send, Shalford, Tillingbourne and Worplesdon

Report of Director of Resources

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Date: 23 November 2021

PARISH COUNCILS – CONCURRENT FUNCTIONS GRANT AID APPLICATIONS FOR ASSISTANCE 2022-23

Executive Summary

The Council's concurrent functions grant aid scheme provides financial assistance to parish councils. Concurrent functions are services which both the Borough Council and the parish councils are empowered to undertake.

The Executive is asked to approve the budget for 2022-23 at this time because the parish councils need to be aware of the level of grant aid available to them so that they can build the sums into their budget calculations for the coming year. They will fix their budgets and precept requirements for 2022-23 in December and early January, enabling this information to be included in the Guildford Borough Council's final budget approval process in February 2022.

Parishes were asked to complete a detailed application form and written estimate for each project and identify how the project meets at least one of the five fundamental themes within the Council's corporate plan. We have received 33 requests from 17 of the 23 active parish councils totalling £97,828. A panel of officers have evaluated the bids. One bid was subsequently retracted by the Parish, the bids brought forward for approval total £97,109, which is £7,109 over the base budget of £90,000, it is requested that the remaining balance be met from the Parish Council Urgent Schemes Reserves to achieve a balanced budget.

Recommendation to Executive

That the Executive approves

- (i) the grant budget for 2022-23 at £90,000, subject to final confirmation at budget council in February 2022.
- (ii) Future years' budget from 2023-24 be reduced to £60,000 as per

- (iii) recommendation from the Director of Resources.
- (iii) the parish council requests for grant aid for 2022-23, as set out in Appendix 3 to this report.
- (i) the remaining balance of £7,109 be met from the Parish Council Urgent Schemes Reserve.

Reasons for Recommendation:

- (i) to assist parish councils with expenditure on concurrent function schemes in 2022-23.
- (ii) to enable parish councils to take account of financial assistance from Guildford Borough Council when calculating their precept requirements for 2022-23.

1. Purpose of Report

- 1.1 This report gives details of the applications from parish councils for financial assistance through the concurrent functions grant aid scheme in 2022-23. The parish councils will include all grants recommended for approval in their precept calculations for the 2022-23 financial year.

2. Strategic Priorities

- 2.1 As part of the bidding process, we asked parishes to indicate how their project(s) meet one of the five fundamental themes within the Council's corporate plan. In all cases, the projects meet at least one of the five themes.

3. Background

- 3.1 The Council's concurrent functions grant aid scheme provides financial assistance to parish councils. Concurrent functions are services which both the Borough Council and the parish councils are empowered to undertake. The policy relating to the operation of the scheme was last updated in 2019-20 and is summarised in **Appendix 1**.
- 3.2 In 2018-19 the minimum grant request was amended to £500, this was having an adverse effect on smaller Parish Councils who rely on the grant Therefore it was been agreed by the Director of Resources, in conjunction with the Lead Councillor for Resources to reduce this amount to £200 with effect from 2019-20 grant applications.
- 3.3 Parish council tax payers pay more than Guildford town centre tax payers. They contribute towards facilities and services provided throughout the Borough as well as additional facilities provided by the Parish on their behalf. For example, the Parish pays for the upkeep of their own play areas, as well as those for which the Borough is directly responsible e.g. Sutherland Memorial Park. The purpose of the CFGA scheme is essentially to address this 'double-rating' element.
- 3.4 It is important to note that the Parishes only receive a maximum of 50% in grant aid towards any projects (the % is lower for any schemes over £10,000). The

balance has to be funded from their precept. Therefore, the Parishes need to carefully consider their priorities and spending needs when submitting bids. The parishes vary considerably in size, tax base, responsibilities for service provision etc. They are autonomous bodies and each will have its own priorities.

- 3.5 The tax payers in the Parishes also pay towards the annual provision for concurrent functions grant aid as included in the Borough's budget (the cost is included in the basic Borough council tax levy).
- 3.6 The parish councils need to be aware of the level of grant aid available to them so that they can build the sums into their budget calculations for the coming year. They will fix their budgets and precept requirements for 2022-23 in December and early January, enabling this information to be included in the Borough Council's final budget approval process in February.
- 3.7 Parishes have two years to complete the works. In exceptional circumstances, the Director of Resources, in conjunction with the Lead Councillor for Resources, are authorised to agree a one-year extension. In 2020-21, 1 project totalling £110 was authorised for a one-year extension.
- 3.8 In 2012-13, an amendment to the scheme was made to allow monies to be retained in a reserve and available for applications for urgent schemes during a financial year. In 2020-21, a net amount of £10,414 was transferred from this reserve as a result of grant amounts in excess of budget (£1,889) as agreed Executive November 2019 and amounts (£8,525) that were either not used, as schemes were out of time, or were delivered within the estimated cost. To date, 47 applications have been made for urgent assistance. The opening balance of this reserve at the start of 2022-23 is expected to be £55,328.55 and after the requested transfer of £7,109, urgent scheme requests received in year and contribution for unspent grants the closing balance is estimated to be £44,219.
- 3.9 The Executive is asked to consider the applications for grant aid for 2022-23. We have received 33 requests from 17 of the 23 active parish councils. A panel of officers namely, the Parks Development Officer, Principal Planning Officer, S106 Officer and Specialist Finance Capital & Assets assessed the bids to ensure compliance with both the scheme criteria and the Council's wider policy objectives, and in the light of the budget available. The panel referred back to the parish council concerned any queries raised and obtained satisfactory responses in all cases. Grant aid towards the requests totals £97,109, in order to bring this figure within the £90,000, the officers request that the remaining £7,109 be met from the Parish Council Urgent Schemes Reserves.
- 3.10 Concurrent Functions grant is not the only grant the Council provides to the parish councils. The Council also provides a grant called the Local Council Tax Support (LCTS) grant. The grant compensates for the loss of council tax income from those properties in receipt of Local Council Tax Support. The grant was introduced when the LCTS scheme was introduced and originally funded from central government grant, which the Council passed through to Parish Councils. The grant from central government has now ceased, as such the Council now funds the LCTS grant to parishes from its own locally raised taxes (e.g. council

tax and retained business rates). The total of LCTS grant to parishes for 2022-23 is proposed to be £92,291 (see **Appendix 4**). This is the same as the LCTS grant paid in 2021-22.

4. Consultations

- 4.1 All parish councils were invited to bid for concurrent functions grant aid
- 4.2 All councillors within affected wards have been consulted and all responses have been supportive

5. Executive Advisory Board comment

- 5.1 The Executive advisory board has not been consulted about this report.

6. Equality and Diversity Implications

- 6.1 There are no equality and diversity implications as a result of this report

7. Financial Implications

- 7.1 The financial implications are set out throughout the report.

8. Legal Implications

- 8.1 The Local Government Act 1972 (s.136) empowered the Borough Council to contribute towards expenditure on concurrent functions i.e. functions exercisable by both the Parishes and/or the Borough. Although the grant was discretionary when introduced, the provisions of the Local Government Finance Act 1992, required local authorities to consider their treatment of special expenses (section 35(2)(d)). In 1993, following consultation with the Parish Councils, the Council decided its policy of not treating any of the Borough's expenditure as special expenses be continued and that the cost of all services be charged equally to all Council Tax payers with financial assistance continuing to be offered to the Parishes via the Concurrent Functions Grant Scheme. The Concurrent Functions Grant Aid scheme, which has been operating since 1975, is an appropriate arrangement for dealing with the issues arising from concurrent functions (services which both the Borough Council and the Parish Councils are empowered to undertake). The scheme is a clear and fair way for grants to be distributed to support parish council activities, based upon pre-determined criteria.
- 8.2 The Council has general powers to make grants of the type referred to in the report. The annual base budget provision for the scheme was fixed at £90,000 by the Executive in November 2017.
- 8.3 The grant award recommendations are based on the current scheme policy set out at Appendix 1. The functions referred to are concurrent.

9. Human Resource Implications

- 9.1 There are no human resource implications as a result of this report

10. Summary of Options

- 10.1 The Executive is asked to approve the budget for 2022-23 at this time because the parish councils need to be aware of the level of grant aid available to them so that they can build the sums into their budget calculations for the coming year. Any delay in approving the budget would affect the parish councils' ability to fix their budget and precept requirement for 2022-23 at the appropriate time to be included in Guildford Borough Council's final budget approval process in February 2022.

11. Conclusion

- 11.1 The level of requests from parish councils for concurrent functions grant aid has exceeded the budgetary provision and it is necessary to determine a method to address this. Following adoption of a suitable method, the report recommends that the budget for 2019-20 is set at £90,000 to accommodate all the successful bids and that the base budget reduces to £60,000 for future years with a minimum grant of £200 for each scheme..

12. Background Papers

- 12.1 Applications on file (2022-23)

13. Appendices

- 13.1 Appendix 1 - Scheme policy
Appendix 2 - Summary of parish council applications 2022-23
Appendix 3 - Summary of LCTS Grant 2022-23

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CFGA GRANT SCHEME – CRITERIA & OPERATIONAL ARRANGEMENTS

The scheme provides financial assistance to parish councils towards parish expenditure on 'concurrent function' projects of a non-routine nature only. Concurrent functions are services which both Guildford Borough Council and the parish councils are empowered to undertake and include the following areas of activity:

- Allotments
- Commons
- Open spaces
- Playing fields
- Play areas
- Burial grounds & cemeteries
- Closed churchyards
- Parking
- Litter bins
- Seats
- Bus shelters
- Public conveniences
- War memorials
- Public clocks
- Village Halls & Community Centres
- Tourism
- Entertainment & Arts support
- Leisure facilities owned by Parish

In addition, the scheme supports environmental improvement and traffic calming projects undertaken by the parishes, provision of CCTV and street lighting, and the acquisition of IT equipment etc. to assist in the administration of parish duties; all areas of activity also undertaken by the Council.

1.2 The current formula for the calculation of grant aid entitlement is as follows:-

- i) for schemes costing up to £10,000, grant aid is calculated at the rate of 50% of expenditure incurred, up to the maximum grant approved;
- ii) any approved expenditure in excess of £10,000 as in (i) above is assisted at the rate of 20%.

However, the Council may adjust the above formula as necessary if the parish councils' requests exceed the Council's financial provision for the scheme.

1.3 Parishes must amalgamate any parish projects, which relate to a particular location in the same year.

1.4 We allocate grants on condition that works are completed and the grant claimed within two years, with the proviso that the Director of Finance in conjunction with the Lead Councillor for Finance are authorised to agree an extension request for one year, in exceptional circumstances.

1.5 Parish councils must submit relevant invoices for approved works when claiming grant aid.

1.6 Parish councils are required to acknowledge **all** contributions towards a project by including some form of notice or branding on the facility, wherever possible

1.7 The annual base budget provision for the scheme for 2020-21 onwards was fixed at £90,000 by the Executive in November 2018.

- 1.8 Parish councils will be required to complete a detailed grant application form, prioritising their bids.
- 1.9 Parish councils will be required to supply written estimates for **all** projects from 2018-19 onwards
- 1.10 The total scheme limit for each parish council is set at £50,000 from 2018-19 onwards
- 1.11 The minimum grant request is £200 from 2019-20 onwards.
- 1.12 A panel of officers will evaluate the bids, against established criteria, prior to going before the Executive Committee.
- 1.13 Grant monies returned by parish councils during any year are retained in a reserve and available for applications for **urgent** schemes during a financial year. Such applications have to justify why they are urgent and cannot wait until the next normal bidding round in addition to meeting the scheme criteria. We will only approve applications if there is sufficient money from returned grants to cover the new grant. Parishes are required to complete a detailed Urgent Schemes Request form, similar to the grant application form. Approval of the urgent in-year grants is delegated to the Director of Resources in consultation with the Lead Councillor for Resources. Please contact Michele Rogers (01483 444842) if you require any further information with regard to the Urgent Schemes process.

Guildford Borough Council – Corporate Plan

The Council's vision:

A green, thriving town and villages where people have the homes they need, access to quality employment, with strong and safe communities that come together to support those needing help.

Our Corporate Priorities

Homes and jobs

Residents having access to the homes and jobs they need:

- revive Guildford town centre to unlock its full potential
- provide and facilitate housing that people can afford
- create employment opportunities through regeneration
- support high quality development of strategic sites
- support our business community and attract new inward investment
- maximise opportunities for digital infrastructure improvements and smart places technology

Environment

Protecting our environment:

- provide leadership in our own operations by reducing carbon emissions, energy consumption and waste
- engage with residents and businesses to encourage them to act in more environmentally sustainable ways through their waste, travel and energy choices
- work with partners to make travel more sustainable and reduce congestion
- make every effort to protect and enhance our biodiversity and natural environment

Community

Empowering communities and supporting people who need help:

- tackling inequality in our communities
- work with communities to support those in need
- support the unemployed back into the workplace and facilitate opportunities for residents to enhance their skills
- prevent homelessness and rough-sleeping in the borough

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CONCURRENT FUNCTIONS GRANT AID 2022-23 - PARISH COUNCIL APPLICATIONS		Appendix 2	
Parish Council / Project		Estimated Cost £	Grant Aid* £
1 ASH			
	Harpers Recreation Ground Play Equipment	14,929	6,000
	New CCTV and ANPR Security Cameras	10,586	5,000
	Teen Shelter Ash Recreation Ground	7,700	3,850
	Electric Vehicle - Cabbed John Deer TE Gator	16,700	6,340
			21,190
2 ALBURY			
	Information Board at Viewing Platform	635	318
			318
3 CLANDON WEST			
	Replacement Playground Swing	6,138	3,069
			3,069
4 EFFINGHAM			
	King George V Playing Fields Play Equipment & Litter Bins	10,535	5,107
	Purchase 2 Vehicle Activated Signs	6,976	3,488
			8,595
5 EAST HORSLEY			
	Construct Footpath Forest Road	41,000	11,200
			11,200
6 WEST HORSLEY			
	Picnic Table and Signage for The Orchard	1,260	630
			630
7 OCKHAM			
	Install Vehicle Activated Speed Indicator	3,082	1,541
	Historic Sign in Old Lane	1,507	754
	Memorial Garden	9,986	4,993
			7,288
8 PIRBRIGHT			
	Replace Surface at Playground	1,800	900
	New Gate/Drop Posts for Village Green	1,600	800
			1,700
9 PUTTENHAM			
	Tree and Tree Guards x 10 at Puttenham Down	587	294
	Computerisation of Burial Records	1,490	745
			1,039
10 ST MARTHA			
	Provide Electric Charging Facility at Car Park for West Lodge	6,300	3,150
			3,150
11 SEALE & SANDS			
	Landscaping within Parish	540	270
	Replace Recreation Ground Gates	5,734	2,867
	Surface Work at Recreation Ground	410	205
	Play Equipment	507	254
			3,596
12 SEND			
	Replace Bus Shelters x2 on Send Marsh Road	14,280	5,856
			5,856
13 SHACKLEFORD			
	New Fence & Bark Surface for Playground	3,947	1,974
			1,974
14 SHALFORD			
	Repairs to Changing Room and Access Track at Brookwood Sports Field and New Signage	1,745	873
			873
15 SHERE			
	New Play Tower for Peaslake Play Area	14,650	5,930
	Extend Paving in Garden of Tanyard Hall	2,560	1,280
	New Benches x 3	2,896	1,448
			8,658
16 TONGHAM			
	Youth Shelter	9,031	4,516
	Access Ramp for Community Centre	10,000	5,000
			9,516
17 WORPLESDON			
	Jacobs Well Parking Spaces and Access Road	13,387	5,677
	Interpretation Boards (biodiversity) x 5	5,567	2,784
			8,461
	TOTAL OF GRANT REQUESTS		
	re works estimated to cost	228,065	97,109
		Base Budget	90,000
		Over budget	7,109

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Appendix 3			
<u>Local Council Tax Support (LCTS) Grant 2022-23</u>			
			£
	Albury		1,865.00
	Artington		175.00
	Ash		44,986.00
	East Clandon		146.00
	West Clandon		776.00
	Compton		1,841.00
	Effingham		1,561.00
	East Horsley		1,476.00
	West Horsley		1,045.00
	Normandy		7,235.00
	Ockham		-
	Pirbright		1,197.00
	Puttenham		750.00
	Ripley		3,805.00
	St Martha		39.00
	Seale & Sands		352.00
	Send		1,396.00
	Shackleford		237.00
	Shalford		4,223.00
	Shere		5,303.00
	Tongham		4,401.00
	Wanborough		58.00
	Worplesdon		9,424.00
			<u>92,291.00</u>

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Executive report

Ward(s) affected: All

Report of Director of Strategic Services

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Date: 23 November 2021

Selection of Mayor and Deputy Mayor: 2022-23

Executive Summary

At its meeting on 7 December 2021, the Council will be asked to consider nominations for the Mayoralty and Deputy Mayoralty of the Borough for the municipal year 2022-23.

The constitutional changes adopted by the Council in April 2014 as part of the review of the Civic Function in respect of the Mayoralty provide that the Council normally elects the Deputy Mayor appointed at the annual meeting of the Council as Mayor at the next succeeding annual meeting. The Council is therefore requested to consider formally the nomination of the current Deputy Mayor, Councillor Dennis Booth for the Mayoralty of the Borough for 2022-23.

Group leaders were asked to submit nominations for the Deputy Mayoralty for 2022-23 by no later than 19 November 2021. At the time the agenda for this meeting was published, the following nomination had been received:

Councillor Masuk Miah.

Any further nominations that are received will be reported at the meeting.

Recommendation to Executive:

To recommend to Council on 7 December 2021,

- (1) That the Deputy Mayor, Councillor Dennis Booth be nominated for the Mayoralty of the Borough for the municipal year 2022-23.
- (2) Taking into account nominations received, to nominate a councillor for the Deputy Mayoralty of the Borough for the 2022-23 municipal year.

Reason for Recommendation:

To make early preparations for the selection of the Mayor and Deputy Mayor for the municipal year 2022-23.

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

1 Purpose of Report

- 1.1 To ask the Council to consider nominations received for election of Mayor and appointment of Deputy Mayor for the municipal year 2022-23.

2 Strategic Priorities

- 2.1 Ensuring that the process for selection of Mayor and Deputy Mayor is undertaken publicly is consistent with the Council's desire to be open and accountable to its residents.

3. Background

Selection of Mayor: 2022-23

- 3.1 The constitutional changes adopted by the Council as part of the review of the Civic Function in April 2014 in respect of the Mayoralty provide that the Council normally elects the Deputy Mayor appointed at the annual meeting of the Council as Mayor at the next succeeding annual meeting. The Council is therefore requested to consider formally the nomination of The Deputy Mayor, Councillor Dennis Booth for the Mayoralty of the Borough for 2022-23.

Selection of Deputy Mayor: 2022-23

- 3.2 Group leaders were asked to submit nominations in respect of the appointment of Deputy Mayor for 2022-23. At the time the agenda for this meeting was published, the following nominations had been received:

Councillor Masuk Miah

Any further nominations that are received will be reported at the meeting.

- 3.3 The Council will be asked to consider this matter at its meeting on 7 December 2021 to enable early preparations to be made for the formal election of the Mayor and appointment of Deputy Mayor for 2022-23 at the Council's annual meeting on 11 May 2021. This gives them time to make the necessary adjustments to their personal and professional lives in order to prepare for their forthcoming mayoral/deputy mayoral years and will provide plenty of time to enable appropriate training or refresher training to be given to the respective nominees.

4. Financial Implications

- 4.1 The costs associated with the selection of a Mayor and Deputy Mayor will be met from within existing budgets.

5. Legal Implications

- 5.1 The Council is required annually to elect a Mayor and appoint a Deputy Mayor in accordance with Sections 3 and 5 respectively of the Local Government Act 1972. The Local Government Act 2000 also provides that the Council's chairman or vice-chairman (the Mayor and Deputy Mayor) cannot serve on the Executive at the same time.

6. Human Resources Implications

6.1 There are no human resource implications arising from this report.

7. Background Papers

None

8. Appendices

None

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