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Contact: Andrea Carr
Committee Services
01483 444058

27 October 2021

Dear Councillor

Your attendance is requested at a remote meeting of the **SERVICE DELIVERY EXECUTIVE ADVISORY BOARD** to be held on **THURSDAY 4 NOVEMBER 2021** at **7:00 pm**. The meeting can be accessed remotely via Microsoft Teams.

If for any reason Councillors lose their wi-fi connectivity to the meeting and are unable to re-join using the link in the Outlook calendar invitation, please re-join using the telephone number 020 3855 4748. You will be prompted to input a conference ID: 607 132 363#

Yours faithfully

James Whiteman
Managing Director

MEMBERS OF THE EXECUTIVE ADVISORY BOARD

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

Councillor Paul Abbey
Councillor Dennis Booth
Councillor Andrew Gomm
Councillor Ann McShee
Councillor Bob McShee

Councillor George Potter
Councillor Jo Randall
Councillor Tony Rooth
Councillor Pauline Searle
Councillor Fiona White

Authorised Substitute Members:

Councillor David Bilbé
Councillor Richard Billington
Councillor Chris Blow
Councillor Ruth Brothwell
Councillor Colin Cross
Councillor Guida Esteves
Councillor Graham Eyre
Councillor Gillian Harwood
Councillor Liz Hogger
Councillor Diana Jones
Councillor Steven Lee

Councillor Nigel Manning
Councillor Masuk Miah
Councillor Marsha Moseley
Councillor Susan Parker
Councillor Maddy Redpath
Councillor Will Salmon
Councillor Paul Spooner
Councillor Cait Taylor
Councillor Keith Witham
Councillor Catherine Young

QUORUM: 4



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THE COUNCIL'S STRATEGIC FRAMEWORK

Vision – for the borough

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

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

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

Values for our residents

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

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

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

AGENDA

ITEM NO.

1 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

2 LOCAL CODE OF CONDUCT AND DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS

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

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

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

3 MINUTES (Pages 5 - 8)

To confirm the minutes of the Executive Advisory Board meeting held on 9 September 2021.

4 PUBLIC CONVENIENCES REVIEW (Pages 9 - 24)

5 HOUSES IN MULTIPLE OCCUPATION (HMOS) CONTROLS (Pages 25 - 48)

6 EXECUTIVE FORWARD PLAN (Pages 49 - 76)

7 EAB WORK PROGRAMME (Pages 77 - 80)

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

9 SEPTEMBER 2021

SERVICE DELIVERY EXECUTIVE ADVISORY BOARD

9 September 2021

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

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

* Present

Councillors Tim Anderson, Angela Gunning, John Redpath and Paul Spooner were also present.

SD33 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

Apologies for absence were received from Councillors Dennis Booth and Bob McShee.

SD34 LOCAL CODE OF CONDUCT AND DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS

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

SD35 MINUTES

The minutes of the meeting of the Service Delivery Executive Advisory Board held on 8 July 2021 were confirmed as a correct record, and would be signed by the Chairman at the earliest opportunity.

SD36 COLLECTION OF COUNCIL TAX ARREARS GOOD PRACTICE CITIZENS ADVICE BUREAU (CAB) PROTOCOL

On 28 July 2020, the Council authorised the Director of Resources to review the Citizens' Advice Bureau (CAB) / Local Government Association (LGA) 'Revised Collection of Council Tax Arrears Good Practice Protocol' and to report back to the EAB with details as to where the Council's current approach to the collection of Council Tax arrears differed from the Protocol. This would enable the EAB to make an informed recommendation to the Executive regarding the adoption of the Protocol.

The Lead Councillor for Resources introduced a report regarding the outcome of the review which invited the EAB to recommend that the Council should not adopt the CAB / LGA Protocol and instead support the adoption of a Corporate Debt Recovery Policy.

The Revenues and Benefits Lead presented the report and highlighted various details including the statutory Council Tax recovery process and financial assistance available to people via the Local Council Tax Support (LCTS) Scheme. The Protocol was divided into three sections: Partnership Working, Information and Recovery and the report considered the detailed requirements and identified the Council's approach to each and where it differed. The report concluded that the Council had a good working relationship with the local advice agencies addressing issues as and when they arose and that documentation and information available to the public via the Council's telephone line and website were

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reviewed regularly. Debtors were signposted to advice agencies through all channels and cases were passed to enforcement agents only when other avenues had failed.

The EAB was advised that the review of the Protocol had found that the related benefits did not outweigh the cost of compliance, given that the Council already met the overarching aims of the Protocol. Although the adoption of a Corporate Debt Recovery Policy would not render the Council compliant with the Protocol, it would enhance the information available to Council Tax payers.

In addition to the report, the EAB received a Summary of LCTS Statistics as at 1 May 2021 for background information. The Summary provided the numbers of live cases by Council Tax property band and by receipt of different percentages of LCTS reduction, the spread of working age claims across the Borough, the reasons for nil awards, working age household types and working age percentage of Council Tax reduction.

The following points for forwarding to the Executive arose from related questions, comments and discussion:

1. In response to a question concerning the reason for 251 out of the 314 billing authorities not adopting the Protocol, it was felt that approaching the 251 councils to ascertain their reason for non-adoption would present a considerable amount of work with an anticipated low response rate. An alternative of making enquiries of a selection of peer local authorities in Surrey and nearby counties was suggested to obtain their reasons for adoption or otherwise. The Council was not under pressure from local advice agencies to adopt the Protocol.
2. Ash and Guildford CABs had been approached by officers during summer 2020 and neither had expressed any concern that the Council had not signed up to the Protocol and indicated that they were content with the current arrangements.
3. It was acknowledged that the Council's Revenues and Benefits Team provided an exceptionally good service based on a robust system.
4. Some favour was expressed regarding the adoption of the Protocol as it was written by the CAB in conjunction with the LGA which endorsed it as an example of best practice. Also, the Protocol offered an external standard against which local performance could be measured. The views of local relevant bodies in respect of the Protocol were welcomed.
5. Consideration should be given to adopting any elements within the Protocol which would enhance and reinforce the current system if the associated costs were acceptable.
6. It was important for the Council to liaise with, and signpost customers to, advocacy services which acted on behalf of residents and may lessen the Council's workload whilst preventing situations escalating to the point that enforcement agents became involved. The Government had introduced two 'breathing space' initiatives, one of which related to mental health issues, and had issued further guidance regarding best practice for the collection of Council Tax. The Government was continuing to review the issue of public debts, including Council Tax.
7. As language could be a barrier, it was suggested that liaison with the Communications and Website Teams should be pursued in relation to correspondence or web material associated with Council Tax debt. An easy read version of related documentation was welcomed.
8. The loss of the right to pay Council Tax by instalments where a tax-payer had failed to pay an outstanding instalment within seven days of the issue of the reminder notice was a statutory recovery process. Although alternative local arrangements could be introduced, this would require implementing a different set of recovery procedures covering every stage of the process undefined by statute. The introduction of a

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scheme outside the statutory parameters would incur an additional staffing resource requirement for which there was no capacity.

9. Officers would provide an estimate of the additional costs which would be incurred in the event that the Protocol was adopted.
10. Councillor Paul Abbey's offer to meet officers outside the meeting to share ideas around possible debt recovery initiatives was welcomed.
11. Waverley Borough Council had not adopted the Protocol. In the event that the proposed council merger plans considered Council Tax debts in the future, the issues should be revisited to ensure consistency and best practice. Joint adoption of the Protocol would be an option to ensure this.

The following three options emerged from the debate and were discussed by the EAB:

- (i) To support the report recommendation to not adopt the CAB protocol.
- (ii) To not adopt the CAB Protocol at present, pending consideration of the implications of the related cost and possible future joint working with Waverley Borough Council to ensure consistency and best practice.
- (iii) To adopt the CAB Protocol in its entirety.

Having considered the above options, the EAB agreed to recommend option (ii) to the Executive that the Protocol be not adopted at present pending a future review in the light of the cost implications associated with adopting the Protocol and any impact relating to proposed future working with Waverley Borough Council.

SD37 POLICY ON DEBT RECOVERY

A draft Corporate Debt Recovery Policy and covering report were before the EAB for consideration. The Lead Councillor for Resources introduced the report which invited the EAB to provide feedback in respect of the draft Policy and the proposed recommendation to the Executive that the Council should adopt such a policy.

The Policy was clear and concise seeking to deliver the following benefits:

- Ensure a consistent approach across the Council and establish a way forward for customers with multiple debts.
- Offer clarity for customers setting out what action and support they can expect from the Council together with the Council's expectations of debtors in line with the Future Guildford model of self service.
- Provide a useful reference document for officers when collecting debts.

Officers had been asked to develop a Corporate Debt Recovery Policy prior to the Covid-19 pandemic owing to the perception that there was a conflict between the collection of Council Tax and Council rents, specifically where a debtor was in arrears for both. Although the related investigation found no evidence of such a conflict, it involved officers reviewing some publicly available debt recovery policies of other councils and resulted in the preparation of this Council's draft Policy.

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

1. The draft Policy was welcomed as a succinct, beneficial and admirable policy document.
2. An easy read version of the Policy should be produced to increase accessibility and use and a less formal introduction section within the Policy be written for publication purposes.

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3. With the involvement of Councillors Jo Randall and Ramsey Nagaty as required, the wording of the draft Policy and covering report should be reviewed in relation to the references to the responsibilities of individuals with multiple debts and adding context to the statistics in paragraph 4.4 of the report.
4. Work with the Communications and Website Teams should be pursued to reinforce the message to residents that the Council sought to support debtors in a holistic manner with a view to assisting them to become debt free.
5. The Council's website could direct people with debts to the numerous supporting organisations that were able to offer related advice and assistance.
6. Although there were no indications that 'loan sharks' were an issue in the Borough, related information and signposting to sources of support and advice could be added to the Council's website to assist anyone encountering them.
7. Council assistance involved working with debtors to identify the reason for their debts with reference to their income and expenditure and advising them in respect of the recognition of priority debts such as the need to sustain their tenancies. This support led to high Council Tax and rent collection rates and low levels of evictions.

Further to the recommendation in the report, the EAB agreed that the above points formulated its feedback in respect of the draft Policy and that the recommendation to the Executive that the Council should adopt such a policy be supported.

SD38 EXECUTIVE FORWARD PLAN

The Executive Forward Plan was noted without comment.

SD39 EAB WORK PROGRAMME

Members was advised that the Vice-Chairman, Councillor Ramsey Nagaty, would chair the next meeting of the Executive Advisory Board, to be held on 4 November 2021, in the Chairman's absence. Although the work programme indicated that the agenda in respect of the next meeting would contain a significant amount of business, it was anticipated that some of the items would be re-scheduled. Reference was made to the Art Collection item listed in the unscheduled section of the work programme and an update was sought.

The meeting finished at 8.40 pm

Signed

Date

Chairman

Service Delivery EAB

Public Conveniences Review

Thursday 4th November

Stuart Riddle – Project Lead

1. Outline

The review seeks to explore options 3 and 4 from the approved mandate. This includes the potential removal of grant funding paid to 2 Parish Councils, and a limited number of Guildford Borough Council owned toilets closing or being passed to other organisations. We aim to achieve a revenue savings target of £65k per annum and reduce future capital investments on refurbishments.

The Budget Survey 2021, undertaken by SMSR Research, asked residents to consider Council services in terms of importance, priority, and spending. The survey found that public facilities ranked 9th for all 3 categories, out of the 12 noted services we provide.

The Council has no legal duty to provide public conveniences.

2. Costings

Salaries and on costs	£92k
Overtime	£22k
Operating costs (utilities/consumable)	£35k
Transport	£18k
Maintenance	£19k
Grants	£14k
Overheads	£47k
Business Rates	£8k
Depreciation	£54k
Income	(£16k)
Total Budget	£293k

The £65k savings target will largely come from making one of the toilet cleaner roles redundant. Although one of the toilet cleaner roles will no longer exist, we hope to redeploy the individual into a new role, avoiding redundancy costs.

In order to suitably reduce the current toilet cleaning workload, it is viewed that 4 or 5 facilities will need to be closed, or be passed to another organisation. We can then achieve smaller workload savings by moving the cleaning of all the town centre car park toilets to the Town Centre Team. However, this may just move a budget cost to a different team.

Assuming the highest cost 4 facilities, of those 8 listed below for consideration, we would achieve expenditure savings of £51k.

3. Grant Funding – Ash & Shere

We currently issue grants totalling £14k to Ash and Shere Parish Council's for their toilets. It is acknowledged that removing this funding would result in pressures on their own finances. However, Parish Councils can raise increased funds via their precept, comparatively to other tiers of local Government, due to no referendum principles for all Parish and Town Councils.

The saving target of £65k cannot be met without removing the £14k grant funding paid to these two Parish Councils.

4. Sites to Consider – alphabetical

Site	Reasons	Issues
Allen House	<ul style="list-style-type: none"> • Can be reused as storage. • Frequent ASB. Cleaners find needles and blood. • Low use compared to other toilets (12th out of 15). • Shopper car park so majority of users will be going to hospitality or shops that have plenty of private provision. • One of the few we have to pay Business Rates for - £1.75k 	<ul style="list-style-type: none"> • Alternative usage is limited, no commercial opportunity. • Closure could move ASB to the grounds or elsewhere in the car park.
Bedford Road	<ul style="list-style-type: none"> • Neighbours the linked Friary Centre and its toilets. • Frequent ASB. Cleaners find needles. • Shopper car park so majority of users will be going to hospitality or shops that have plenty of private provision. • Medium use compared to other toilets (9th out of 15). 	<ul style="list-style-type: none"> • The only 24-hour toilet in the Borough. • Alternative usage is limited, no commercial opportunity but can be used for storage by Parking.
Farnham Road	<ul style="list-style-type: none"> • Second lowest footfall of all out toilets (14th out of 15). • 'Tired and dated' with no baby changing facilities. • Long stay car park but used primarily for commuters. Commuters will either be working nearby in Guildford or going to the train station. • The largest spend on utilities - £2.6k 	<ul style="list-style-type: none"> • Alternative usage is limited, no commercial opportunity but can be used for storage.
Onslow Recreation Ground	<ul style="list-style-type: none"> • Low footfall (13th out of 15) and least popular Parks toilet. • Poorer condition compared to other Council offerings. • One of the few facilities without disabled or child changing provisions. • Potential for tennis club to take over the toilet. 	<ul style="list-style-type: none"> • Users of the park and play area may have no other alternative.

Ripley	<ul style="list-style-type: none"> • If Ripley remains open then 5 toilets will be needed, otherwise only 4 may be needed. • Stops small grant funding for the Parish Council to open and close toilets. • Lowest footfall of all our toilets (15th out of 15). • 4th highest budget cost of all toilets - £6.3k 	<ul style="list-style-type: none"> • Important asset for Ripley Parish during events but this makes it likely they could take it over. • Small building with no real alternative use being viable.
Tunsgate	<ul style="list-style-type: none"> • Difficult to clean without a strict rota due to Tunsgate barrier and High Street closing to vehicles. • Due to location there are many other locations via private provision. • High possibility Experience Guildford could take it over. • One of the few we have to pay Business Rates for - £1.7k • 3rd highest budget cost of those on this list - £5.9k 	<ul style="list-style-type: none"> • Used by High Street market traders. • Highest footfall (1st out of 15) due to location. • Limited commercial opportunity due to its small size. • Closest public alternative is Ward Street. Not feasible to close both.
Ward Street	<ul style="list-style-type: none"> • Strong chance of commercial use generating an income. • Surrey CC are looking to include toilets in nearby library. • Of the few that require Business Rates payable it is the most expensive - £3.2k. • The highest depreciation rate at £15k. 	<ul style="list-style-type: none"> • Recently installed a water fountain. • Used by North Street market traders. • High footfall (3rd out of 15). • Closest public alternative is Tunsgate. Not feasible to close both. • Recent refurbishment and one of the highest quality toilets we provide.
Woodbridge Road	<ul style="list-style-type: none"> • Heavily used by customers of the café. • Potential for cricket club or café to take over toilets. • 4th highest budget spend of those on this list - £5.5k • Large use by commuters walking to Guildford train station, which provides public toilets. 	<ul style="list-style-type: none"> • High footfall (5th out of 15). • Heavily used by customers of the café. • Recently installed a water fountain.

5. Officer Recommendation

To achieve the needed expenditure savings I recommend that, as part of the consultation, we set out a preference for –

- 1) Allen House, Bedford Road, Ripley and Woodbridge Road to be closed, or passed to another organisation. These 4 locations will allow us to reduce the total workload suitably to make one of the toilet cleaner roles redundant.
- 2) The removal of grant funding from Ash and Shere Parish Councils.

6. Sites not Suggested

Site	Reasons
Burchatt's Farm	<ul style="list-style-type: none"> • Close to Stoke Park's sports facilities. • Close to the larger parking area in Stoke Park. • Home Farm has already been approved for closure. • We believe this is used by a lot of taxi drivers. • Provision supports Green Flag award.
GLive	<ul style="list-style-type: none"> • Standalone purpose-built modern toilets with no alternative usage opportunities. • One of the highest quality conveniences we provide. • Shopper car park but further away.
Guildford College & Stoke Park Playground	<ul style="list-style-type: none"> • 2nd highest use toilets in the Borough. More impressive as the facility is not in a town centre high street location. • Next to the playground, mini golf, tennis courts and paddling pool. • No nearby alternative for young children and disabled residents. • Provision supports Green Flag award.
Pop-up Urinal (North Street)	<ul style="list-style-type: none"> • Provision supports night-time economy and Purple Flag award. • Reduced public urination at night – reduces ASB and cleaning pressure on other Street Scene operations. • One of the most unique provisions in Surrey. The installation made national news.
Shalford Park	<ul style="list-style-type: none"> • Used as a long stay car park for commuters in the week. The station has no toilet facilities. • Large facility adjacent to changing rooms for sports in the park. • Remote location so commercial opportunities not easily viable. • No nearby alternatives.
Stoughton Cemetery	<ul style="list-style-type: none"> • Receive an income to clean these toilets. Removing this location would have to be approved by third parties and would remove the scale of our operations.
Sutherland Memorial Park	<ul style="list-style-type: none"> • Used by residents using the playground and playing fields. • Nearby large parking facilities. • No nearby alternative and no real alternative use.
The Mount Cemetery	<ul style="list-style-type: none"> • Receive an income to clean these toilets. Removing this location would have to be approved by third parties and would remove the scale of our operations.

7. Risks

There will likely be extensive negative feedback from all external stakeholders. There is also some potential for any agreed closures to affect our future bidding to retain our Green Flag and Purple Flag awards.

Any closures could have a negative impact on the number visitors to the Borough in a post COVID world. This made equalities impact very important but does not rule out closures needed for our savings target. As always, we need to ensure the correct balance between the benefit of cost savings and the negative impact on, or perception with, residents.

8. Equality Impact Assessments

We have undertaken equality impact assessments for the 8 public conveniences on the “sites to consider” list found on point 4. As these toilets are the ones we will be going to consultation with, alongside the officer’s recommendation as the preference, we need to ensure any action Guildford Borough Council takes does not discriminate against any resident or visitor that may fall into a protected group as defined in The Equality Act 2010.

The 8 assessments all concluded that the facilities have existed for many years, and although closures would directly affect all regular or potential users of the public toilet, its potential additional negative effect on those in protected groups is indirect. Leaving facilities open purely for one or more protected group is not financially viable given the Council’s financial position.

9. External Stakeholders

At an early-stage some main stakeholders were made aware of this project and the potential implications of the review. However, it was made clear that no decision has yet been made.

Ash, Ripley and Shere Parish Councils have been contacted and made aware of this review, and the potential for facility closures and removal of grant funding. Ash has not yet responded but comments made by Ripley and Shere are attached.

Guildford Action Group noted that public toilets provide an essential service to all, with attention to those with medical conditions, the elderly and those with babies and young children. They suggested increasing car park charges, seeking funding from Parish Councils, sponsorship and charging at the high-quality toilets to raise funds needed to maintain current provision.

Experience Guildford are against the closure of town centre toilets. They note the Ward Street and Tunsgate facilities being used by market traders. Additionally, residents and visitors often choose a destination, or length of stay, based on the convenience and location of public toilets.

10. Next Steps and Milestones

- 1) Executive – Tuesday 4th January
- 2) Public Consultation – 6 weeks starting mid-January 2022
- 3) CMT – TBC in early March 2022
- 4) Following CMT in March 2022 - Place closure notice on chosen toilets, serve notice to utility providers, commence redeployment of affected staff
- 5) Project Close - Friday 1st April (last working day of financial year)

11. Appendices

Appendix 1 – Results of the Budget Survey 2021, prepared by SMSR Research.

Service	Importance	Priority	Spending	OVR
Services to the elderly and vulnerable	1	1	1	1
Environmental services	2	3	2	2
Public health and safety	3	2	3	3
Economic development, business, jobs, and unemployment	4	4	5	4
Housing services	5	5	4	5
Services for young people	6	6	6	6
Parks and open spaces	7	7	7	7
Leisure centres and physical activities	8	8	8	8
Public facilities	9	9	9	9
Transport and parking	10	10	10	10
Arts and heritage	11	11	11	11
Tourism services	12	12	12	12

Appendix 2 – list of public toilets taken from www.guildford.gov.uk/publictoilets

Site	Baby changing facilities	Disabled toilet
Ward Street	Yes	Yes
Tunsgate	Yes	Yes
Farnham Road (car park)	No	Yes
Bedford Road (car park)	Yes	Yes
The Friary Shopping Centre*	Yes	Yes
Allen House (York Road car park)	Yes	Yes
Woodbridge Road	No	Yes
Shalford Park	Yes	Yes
Onslow Recreation Ground	No	No
Guildford College and Stoke Park Playground	Yes	Yes
Burchatts Farm	No	Yes
Sutherland Memorial Park	No	Yes
Ripley	No	Yes
Stoughton Cemetery	No	No
The Mount Cemetery	No	No
Pop-up urinal (North Street)	No	No
GLive	No	Yes
Shere*		
Ash*		

*Toilets are not looked after by Guildford Borough Council.

Appendix 3 – Ripley Parish Council's response

From: rpc <clerk@ripleyparishcouncil.gov.uk>
Sent: 22 September 2021 13:12
To: Toilet Review <ToiletReview@guildford.gov.uk>
Subject: Re: Public Toilets Provision Review

Hi Stuart,

Thank you for offering the council the opportunity to make representations to the Public Toilets Provision Review. The council considered your correspondence at its recent meeting, and makes the following observation:

Ripley has a 68-acre Village Green which is hugely popular with visitors and provides a number of different uses including recreation, sports, play equipment for young people of different ages, and events such as the award winning Ripley farmers' Market. Footfall on The Green is always large, but during the pandemic we have seen a huge increase in visitor numbers as people sought to access open space for exercise and to meet outdoors. The loos on Ripley Green are an essential facility for visitors and the parish council would have grave concerns over environmental health should the conveniences be closed.

The council would appreciate the loos having a refurbishment in order to fix some of the issues (with hand washing equipment, for example).

Thanks again, and I'll be happy to clarify, if needed, the council's position as the Review continues.

Jim Morris
BSc (Hons), PSLCC

4 Rio House
High Street
Ripley
GU23 6AE

01483 224847
clerk@ripleyparishcouncil.gov.uk



SHERE PARISH COUNCIL - Appendix 4

Suzanne Hoyland
Parish Clerk/RFO
Telephone: 01483 203431
clerk@shereparishcouncil.gov.uk
www.shereparishcouncil.gov.uk

Tanyard Hall
30 Station Road
Gomshall
Guildford
Surrey
GU5 9LF

20th September 2021

Stuart Riddle
Project Lead
Public Toilets Provision Review
Operational and Technical Services
Guildford Borough council

Dear Stuart,

Thank you for consulting Shere Parish Council regarding the review into the grant for the public conveniences in Shere.

Background

The building where the toilets are housed is the Old Fire Station. This is a Grade II listed building in the centre of Shere and was initially leased to the Parish Council in 1977 from Shere Manor Estate and converted to public conveniences. The listed building is important to the character of the village and the AONB. Any repairs or improvements are subject to Listed Building Consent.



Through the access door to the ladies there is a disabled cubicle on the left and another door to the ladies which has one cubicle. From the ladies there is an access door to the storage room. Each has a sink and a hand dryer. In the gentlemen's conveniences there two urinals, one cubicle, sink and hand dryer. Both also have baby changing facilities.

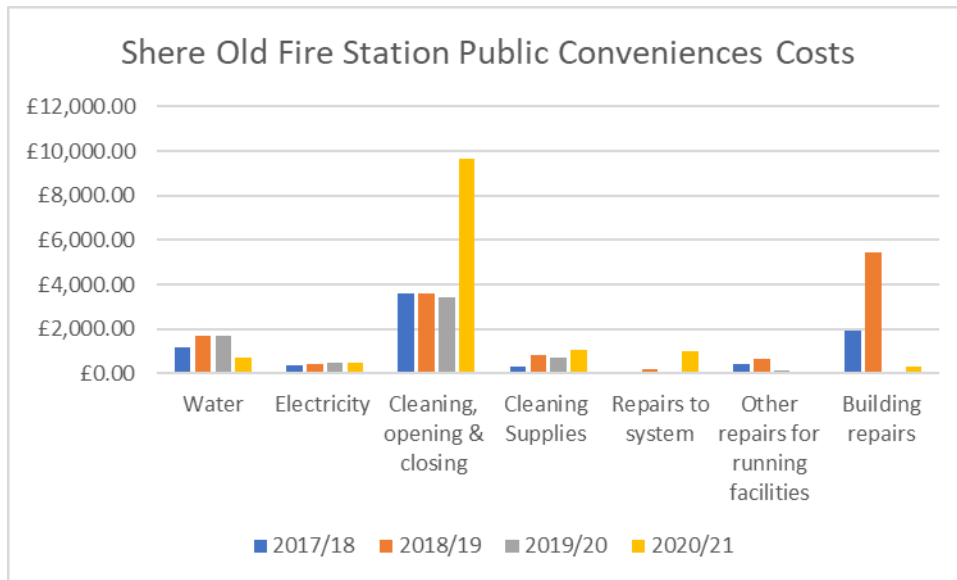
Over the years the toilets have been redecorated, store room rebuilt and maintained to usable standard but they have not been refurbished in any meaningful way for decades. All facilities need upgrading and bringing up to standard, as soon as possible.

Upkeep

It was argued many years ago that the toilets are for visitors and not for the residents of Shere Parish (four villages and half of Abinger Hammer) or from the surrounding villages. As the Parish is relatively small, no resident is more than approximately five miles from their house and as such rarely uses the conveniences. The precept received from Guildford Borough Council comes from the council tax and is to use for the benefit of the residents and community but at the moment in excess of 10% of the precept (last year 10.16%) is spent on the facilities for visitors this, amounted to £13,195.33 in 2020/21.

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Please see breakdown of costs below. You will notice that our cleaning costs have increased significantly.



The current year 2021/22 is predicted to be similar – please see below

Year	Water	Electricity	Cleaning, opening & closing	Cleaning Supplies	Repairs to system	Other repairs for running facilities	Building repairs	Total	Precept	Running facilities % of precept
2021 - to Sept 2021	£486.53	£214.30	£3,750.00	£461.98	£670.99	£320.00	£490.00	£6,393.80	£140,240.00	Predicted to being similar to last year approx. 10%

Visitor numbers have increase exponentially over the last few years. Where it was once just busy weekends, now all car parks and on street parking is fully utilised throughout the week. New businesses such as Hilly's tearoom, Dabbling Duck and Shere Delights Ice Cream Parlour, have also encouraged more visitors to the village and as a result, Shere is now seen as a tourism destination.

The village is advertised by Visit Guildford as 'The picturesque route now follows the A25 eastwards passing through firstly **Shere**; widely considered to be one of the most quintessentially English villages in Surrey. It has a central cluster of old houses, a few shops, a tea house, art gallery, two pubs, a Norman church and a museum, with a steam running through the middle. There are also some fantastic examples of Lutyens architecture here, too - quite romantic really. Apparently, he was in love with a local girl and kept coming back to build something else to impress her! It is clear to see why Shere has been used as a location for many films.'

2012 Olympics have encouraged more cyclists to the area and Shere has one of the few public toilets throughout the Surrey Hills. It's a regular stopping off point for cyclists to use the facilities; both on road and off-road cyclists. Events also take place throughout the year, further encouraging visitors and participants.

Coronavirus Covid-19

During lockdown visitors from outside of the Parish frequented Shere on a regular and increased basis. With no restaurants, cinemas or holidays to entertain, Shere was inundated with visitors. For a while the toilets were shut during the first lockdown. However, it was necessary to reopen for health and safety, as human waste was found around the building and near resident's houses. One householder was asked by a visitor to use their toilet, as they were visiting from many miles away.

Due to the coronavirus, new cleaners were engaged and it was necessary for the cleaning regime to be doubled, during the height of the virus. With additional use, there have been many more problems with the drainage which

has had to be cleared five times this year already. Previous to the last year, instances where there had been a problem with the drains, was extremely rare.

Furthermore, throughout the pandemic visitors have been calling to ask if the toilets were open, to plan their trip.

Summary

There is no doubt that the toilets in Shere are vital but not for residents, they are vital for visitors. The Parish Council is finding that it is increasingly necessary to pay for works, which should be the responsibility of Guildford Borough Council or Surrey County Council – for example the new recycling bins in Shere and pavement widening in Middle Street, both of which are arguably due to the impact of visitors. It is not possible for the Parish Council to continue to support and serve our residents and community, when so much income is spent on those visiting the village. It has reached critical point with the car park, toilets, environment and traffic.

For many years Alderman Keith Childs (former GBC Councillor and Mayor) argued on the Parish Council's behalf that the toilets are the responsibility of Guildford Borough Council and this is still the case and even more so today.

The Parish Council hopes that you will continue to support running the public conveniences in Shere, for visitors to use.

I look forward to hearing from you.

Kind regards

Suzanne Hoyland
Parish Clerk & RFO

Equality Impact Assessment – Bedford Road toilet

The purpose of an assessment is to understand the impact of the Council's activities* on people from protected groups and to assess whether unlawful discrimination may occur. It also helps to identify key equality issues and highlight opportunities to promote equality across the Council and the community. The assessment should be carried out during the initial stages of the planning process so that any findings can be incorporated into the final proposals and, where appropriate, have a bearing on the outcome.

(*Activity can mean strategy, practice, function, policy, procedure, decision, project or service)

Name of person completing the assessment	Stuart Riddle	Date of assessment	26/11/21
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Name of the proposed activity being assessed	Potential closure of Bedford Road public conveniences	Is this a new or existing activity?	Existing
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Who will implement the activity and who will be responsible for it?	Implementation – Stuart Riddle Responsible – Chris Wheeler
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1. Determining the relevance to equality

What are the aims, objectives, and purpose of the activity?	To review Guildford Borough Council's public conveniences and determine which locations are feasible to close while considering limiting the negative impact on residents and visitors to Guildford Borough.
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Is this a major activity that significantly affects how services or functions are delivered?	Yes, a 25% reduction in Guildford Borough Council's directly provided toilets.	Who will benefit from this activity and how?	Guildford Borough Council via a £65k per year costs saving
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Does it relate to a function that has been identified as being important to people with particular protected characteristics?	Yes, Bedford Road toilets include a disabled toilet and baby changing facilities.	Who are the stakeholders? Does the activity affect employees, service users or the wider community?	Residents and visitors that use Bedford road to access Guildford's workplaces, shops, and hospitality
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Based on the above information, is the activity relevant to equality?

<p>Yes – continue to section 2</p> <p>No – please record your reasons why the activity is not relevant to equality</p>	Yes
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2. Is the proposed activity accessible for all the protected groups listed below? <i>(Consider in what ways the activity might create difficulties or barriers to parts of the workforce, community, or protected groups. How might one or more groups be excluded because of the activity?)</i>			
Protected groups	Yes	No	Evidence
Disability		No	No access for all individuals as proposed activity is closure.
Race		No	
Gender		No	
Sexual orientation		No	
Age		No	
Religion or belief		No	
Transgender or transsexual		No	
Marriage and civil partnership		No	
Pregnancy or maternity		No	

3. Is it likely the proposed activity will have a negative impact on one or more protected groups?			
Protected groups	Yes	No	Evidence
Disability	Yes		Closure of disabled toilets and closest toilets if Bedford Road car park used. The closest facility is not Council provided and is in the Friary Shopping Centre. Although, this facility also has disabled toilets it is not 24 hours like Bedford Road.
Race		No	Closure will affect all races equally – the next nearest facility has the same provisions as Bedford Road.
Gender	Yes		Bedford Road is 24 hours and the nearby, identical provision, in the Friary Shopping Centre closes at 6pm leaving the only late-night alternative as pop-up urinals, where usage is preferred by males, in North Street. However, the average use of the female toilets at Bedford Road toilets is zero between 6pm and 7am (2018 public toilet user count).
Sexual orientation		No	Closure will affect all sexual orientations equally - the next nearest facility has the same provisions as Bedford Road.
Age	Yes		Older residents and visitors have an increased chance of urinary incontinence.
Religion or belief		No	Closure will affect all religions and beliefs equally - the next nearest facility has the same provisions as Bedford Road. There are other public conveniences closer to Guildford's places of worship.

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Transgender or transsexual		No	Closure will affect all sexual orientations equally - the next nearest facility has the same provisions as Bedford Road.
Marriage and civil partnership		No	Closure will affect all individuals, no matter marital or partnership status equally – the next nearest facility has the same provisions as Bedford Road.
Pregnancy or maternity	Yes		Closure of baby changing facilities and closest toilets if Bedford Road car park used. Pregnant women have an increased chance of urinary incontinence. The closest facility is not Council provided and is in the Friary Shopping Centre. Although, this facility also has baby changing facilities it is not 24 hours like Bedford Road.

4. What action can be taken to address any negative impact? What measures could be included to promote a positive impact? (*Consider whether it is possible to amend or change the activity due to the likely adverse impact whilst still delivering the objective. Is it possible to consider a different activity which still achieves the aims but avoids an adverse impact? Is an action plan required to reduce any actual or potential adverse impact?*)

The negative impact affects all individuals. The closure of Bedford Road toilets would have a greater negative impact on some protected groups, as outlined in part 3, but it is considered this impact is indirect.

There is no way to achieve a positive impact while looking to fulfil the approved mandate.

5. What are the main sources of evidence that have been used to identify the likely impacts on the different protected groups? (*Use relevant quantitative and qualitative information that is available from sources such as previous EIA's, engagement with staff and service users, equality monitoring, complaints, comments, customer equality profiles, feedback, issues raised at previous consultations and known inequalities*).

In January 2021 there was a Budget Survey published, undertaken by SMSR research, and it asked residents to consider Council services in terms of importance, priority, and spending. The survey found that public facilities ranked 9th for all 3 categories, out of the 12 noted services Guildford Borough Council provides. The survey has a mix of responses from all age groups, BAME, transgender and around 10% of all responders identified as having a disability. However, the report does not separate out responses from those in protected groups and the results leading to the ranking are averages.

Usage numbers of male and female toilets are contained in a report by Healthmatic. The report, completed in 2018, was a user survey of all Guildford Borough Council provided facilities and could show the number of users per hour.

6. Has any consultation been carried out (e.g., with employees, service users or the wider community)? Please provide details

Not yet – a public consultation on the closure of public conveniences is due in January 2022.

7. Is further consultation required as a result of any negative impact identified? If so, what groups do you intend to engage with and how?

All groups will be encouraged to respond to the public convenience consultation starting in January 2022. Charities, Government support services, specialists and resident groups will be encouraged to engage. This will include groups like Guildford Access Group, Surrey Coalition, Age UK, Outline Surrey, and the local NHS trust.

8. Conclusion of Equality Impact Assessment - please summarise your findings

The potential closure of Bedford Road toilets is part of an approved mandate to generate cost savings of £65k per annum. This facility has existed for many years and although its closure would directly affect all regular or potential users of this public toilet, its potential additional negative effect on those in protected groups is indirect. Leaving facilities open purely for one or more protected group is not financially viable given the Council's financial position.

Name of person completing assessment: Stuart Riddle

Date: 26th October 2021

Job title: Project Lead - Public Conveniences Review

Senior manager name: Chris Wheeler

Date:

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Service Delivery Executive Advisory Board

Ward(s) affected: All

Report of Director of Service Delivery

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Lead Councillor responsible: Julia McShane

Tel: 01483 837736

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Date: 4 November 2021

HMO Licensing: A Review of HMO Controls and Costs

Executive Summary

The Purpose of this report is to provide information regarding the viability of applying further controls to Houses in Multiple Occupation (HMOs) and to review the potential costs arising to the Council emanating from HMOs. In addition, to review how the Council may recover costs of HMOs, where applicable.

Due to the level of evidence required to bring forth further HMO controls, this report identifies HMO occupiers and examines HMO spread, density and its connection to complaints from the public, including reports of Anti-Social Behaviour (ASB) to both the Council and the Police.

This report has been led by the data. The data was collected/analysed before the options available to extend HMO controls were evaluated - so that the direction of the report was taken in light of the evidence. The data has led the discussion on the feasibility of further HMO controls in Guildford.

The report discusses legal responsibilities, potential cost gaps and suggests methods to close any potential gaps regarding topics such as waste collection and council tax/business rates.

The report details several areas of risk to the Council and significant challenges to both resourcing of Place Services and Environment & Regulatory Services and in addition, to the effectiveness of either Article 4 and/or Additional Licensing would have - if enacted.

The data analysed in this report does not support the hypothesis that HMO density is causal to ASB. The data proposes that reports to the Council or Police relating to HMOs are not significant or frequent enough to warrant extending additional controls to the HMO marketplace.

The evidence suggests application to the Secretary of State to either enact Article 4 or to extend HMO licensing in Guildford to include areas of Additional Licensing Schemes, would not be successful.

Recommendation to Committee

That the Committee approves the recommendations within this report that advises whether to further explore specific HMO controls in Guildford Borough, specifically:

- Enacting Article 4 that would require newly created HMOs to have planning permission. It is important to note that the spread/density of HMOs that are already in-situ are uncontrollable.
- Implement an Additional HMO Licensing Scheme that would require smaller HMOs to become licensable - increasing regulation in such properties.

Both of these provisions require significant evidence within application to the Secretary of State, that shows HMOs or areas containing high HMO density are being significantly mismanaged.

It is recommended that the Executive approves the recommendations in paragraphs 16-19 as evidenced in the following Graphs and Figures.

- HMO Density Vs ASB Correlation Analysis: Seen in graphs 1-3 & Table 1 of this report
- Reports of poor housing conditions (relating to HMOs) received by the Council: Seen in figure 1 of this report.
- HMO Decline in GBC: Seen in Figures 1 & 3

Reason(s) for Recommendation:

An HMO review report heard at Overview & Scrutiny on 29 June 2021 has prompted further review of the options available to the Council to control the spread/density of HMOs and to evaluate potential cost gaps of HMOs to the Council. In addition, to identify if the Council can successfully implement further controls by analysing the relationship between the current HMO spread/density with links to Anti-Social Behaviour (ASB) and complaints to the Council and HMOs.

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

No

1. Purpose of Report

- 1.1 The purpose of this report is to provide information about Houses of Multiple Occupation (HMOs) and their impact on local residents in the Borough in terms of Anti-Social Behaviour (ASB) and reports to the Council relating to poor property conditions. This report seeks approval for the recommendations herein, relating to extending HMO controls in Guildford. In addition, to review how the Council may recover costs of HMOs, where applicable.

2. Strategic Priorities

- 2.1 The Council's strategic framework aims to "Balance the needs of urban and rural communities alike" whilst "Providing a range of housing that people need, particularly affordable homes". Well managed HMOs and a balance of affordable housing tenures help provide the groundwork for these aims to be met.

- 2.2 By providing and regulating safe environments for residents to live, the Council helps support the strategic priority to “Support older, more vulnerable and less advantaged people in our community”. HMOs provide accommodation for a diverse range of people in the community and are often a housing solution for some of the most marginalised members of society. Well managed mixed housing tenures are an important part of reaching and maintaining these corporate aims.
- 2.3 HMOs can be occupied by students, immigrants, and many other persons such as young professionals who are likely to be interconnected to any results emanating from the strategic priority to “Encourage sustainable and proportionate economic growth to help provide the prosperity and employment that people need”. Where there is prosperity, employment and a “Centre for education” there will be demand for HMOs. Limiting and restricting HMOs may serve to work against these corporate aims.

3. Background

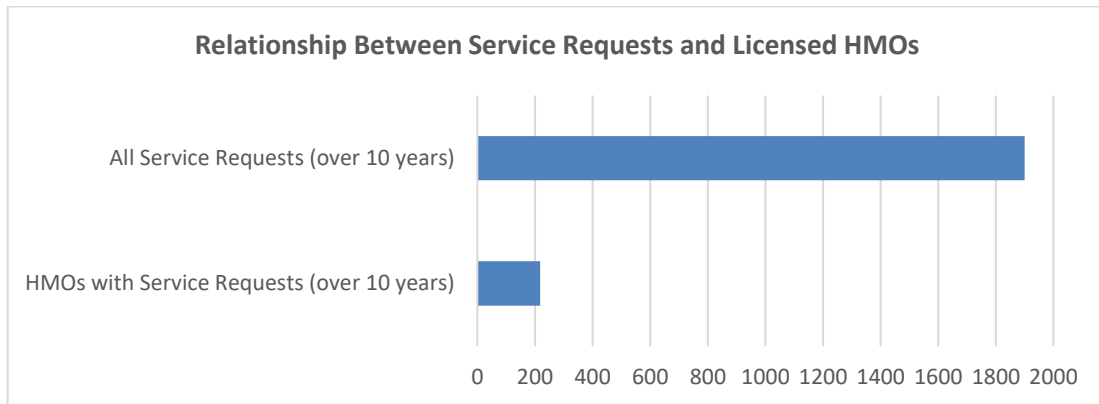
- 3.1 A simple definition of a HMOs is a dwelling that is occupied by 3 or more persons from 2 or more households. An HMO that meets the national mandatory HMO licensing definition is one that houses 5 or more persons from 2 or more households.
- 3.2 Therefore, a property housing 3-4 persons does not require an HMO licence, unless the property falls within the area where an Additional HMO Licensing Scheme is adopted. Additional Licensing is aimed at requiring smaller HMOs to also require an HMO licence to operate under certain circumstances. Currently within the Borough of Guildford, only the mandatory HMO licensing scheme is in effect, regulating larger HMOs. This is to say that smaller HMOs housing 3-4 persons are subject to less regulation.

4. Current Position of HMOs In the Borough

- 4.1 The Council has now licensed over 650 HMOs across the Borough that are mainly located in GU2 and GU1, where the majority of privately rented properties are also located.
- 4.2 The data indicates that there are potentially approximately 1,200 - 2,000 HMOs that are not captured by mandatory HMO licensing that house 3-4 persons. These properties are subject to less regulation than mandatory licensable properties of 5+ persons.
- 4.3 Private Sector Housing do not receive frequent dwelling condition complaints regarding licensed (larger) and unlicensable (smaller) HMOs. The evidence indicates that licensed and unlicensed HMOs of all types are generally well managed and generate 75% less reports about a property to Environment & Regulatory Services. This figure increases to 89% when only considering reports regarding licensed HMOs to the Private Sector Housing team (as seen in Figure 1). This indicates that HMOs (compared to other tenures) have less impact on local residents and tenants alike for issues such as waste, noise and living conditions.

4.4 The data suggests HMOs do not generate significant losses to Council services. It is important to note that reports to Private sector housing and Environmental Protection are not recorded by tenure. The only way to identify if reports are made relating to HMOs is to compare them against the licensed HMO register and council tax student exemptions. There is no method to identify the proportion of reports from other tenures.

5. **Figure 1 – Shows that only 11% of all reports related directly to a licensed HMO – Over a Decade.**



5.1 75% of all property based complaints to Environmental Protection in relation to nuisance complaints are not in relation to a student occupied potential HMO. 89% of complaints to Environment & Regulatory Services about private sector housing issues do not relate to a licensed HMO. The vast majority of complaints to Environment & Regulatory Services relate to other modes of property occupation and not HMOs.

5.2 The data indicates that both larger licensed HMOs and unlicensable smaller HMOs are being well managed and are not burdening the Council with complaints from tenants or the public.

5.3 Since the COVID-19 pandemic new HMO applications have slowed and revocations of existing licenses have increased, this is potentially a mirror of the current market.

5.4 Since the significant expansion of the licensed HMO population seen in 2018, the Council have become aware of and regulate over 650 HMOs across the Borough. These 650 HMOs require a licence to operate and meet the new definition of a mandatory HMO that came into force in 2018. This change in the licensable HMO definition has increased the number of licensed HMOs, however this change has not created new HMOs. The HMOs that are now licensed have been occupied as such previous to the expansion of the Mandatory HMO definition. The main difference is that these larger HMOs now require a licence from the local authority to operate lawfully and are now subject to increased regulation.

- 5.5 Significant proactive and reactive work has gone into the regulation of HMOs since mandatory licensing was enacted in 2006 and the expansion of the mandatory licensing definition in 2018. The implemented recommendations of the 2014 HMO Task and Finish Group highlighted in the Overview and Scrutiny report this year, inclusive of the data analysed indicate that licensed and unlicensed HMOs in the Borough are well managed and receive less reports to the Council compared to other dwellings.

6. Potential Impacts of HMOs that are Visible to the Public

Occupiers of HMOs

- 6.1 HMOs are an important and valuable source of housing being occupied by a vast range of residents from young professionals and students to those on supported income schemes. The most recent data in 2020 shows that currently student occupied HMOs represent 46% of the licensed HMO population. This is to say that 54% of licensed HMOs are not occupied by students. HMOs are becoming an increasingly more realistic housing option for more and more people.

7. Waste Accumulations and Disposal

- 7.1 Private Sector Housing and Environmental Control do not receive frequent reports of accumulations related to licensed HMOs. Data from all reports of land accumulations (accumulations of waste at an address) across the Borough of Guildford between 01.01.2011 – 01.01.2021 were cross referenced with current HMO licence addresses. From 580 reports, 101 related to a current HMO address. It is not guaranteed that these addresses have been HMOs for the 10-year sample range. This data indicates that only 15% of waste accumulations at addresses over the last 10 years were at a licensed HMO address.
- 7.2 Only 25% of reports to the Council regarding an alleged noise nuisance, state of a garden, bonfires or land accumulations from across the Borough relate to a potential HMO with a student Council Tax exemption. This means that 75% of all property based environmental protection complaints to the Council at the Borough-wide level, are not in relation to an HMO with a Council Tax student exemption. Simply put, most reports about a property to the Council regarding nuisance, are not in relation to a property with a student exemption that is big enough to be an HMO.
- 7.3 Landlords have a legal obligation under the Environmental Protection Act 1990 to responsibly dispose of all waste arising from lettings. Failure to do so could lead to prosecution. General household waste emanating from privately rented dwellings is defined as household waste. However, larger accumulations created by a landlord from property maintenance/clearance is defined as commercial waste and usually cannot be taken to a Household Waste & Recycling Centre (HWRC). The

burden rests on the landlord to ensure waste is lawfully disposed. Landlords can choose between private collection services or the Council's competitively priced general waste collection service. Critically, there is no cost recoverable from commercial waste generated at an HMO, given that a landlord can choose the services of a private company to fulfil their legal duties.

- 7.4 Private Sector Housing are currently in contact with waste services to trial a method of receiving periodic notifications relating to unreported waste accumulations – such as student change overs. Waste operators will be able to report waste accumulations directly to private sector housing.

8. Council Tax & Business Rates

- 8.1 Landlords of HMOs can be exempt from paying Council Tax if their properties are inhabited by students. Approximately half of the licensed HMOs in the Borough are occupied with a student council tax exemption. This is to say that many day-to-day council expenses are not recoverable at such addresses. Currently landlords are not subject to business rates for a domestic rental property. This function is set at a national governance level.

- 8.2 Landlords of non-commercial (domestic) dwellings, whilst operating as a profitable business are exempt from business rates that only apply to “non-domestic” properties. In 2017, Canterbury City Council launched a bid to make residential landlords pay business rates, by voting to lobby the district's MPs and the Government for a change in the rules. The bid was aimed at recovering the costs of Council services to student HMOs. Under the bid students would continue to be exempt from Council Tax but landlords were expected to make a taxable contribution. The Residential Landlords Association (RLA) chief executive at the time commented that this additional tax would be passed onto renters in the form of higher rents. This outcome would be undesirable for renters in Guildford where rental rates are already high.

- 8.3 The contributions of landlords to the government and specifically local Council services are already taxable. A rental property is subject to tax on any profit made from rental income that is not covered by landlord personal allowances, which is set at £12,500 for the 2020-2021 tax year.

- 8.4 After researching the media publications and contacting Canterbury City Council; to date business rates are not applied to private residential landlords, 4 years on from the bid.

9. HMOs Density

- 9.1 The current geographic spread of HMOs is not a blank canvas. Local housing markets and public demand have driven the current location and density of licensed and unlicensable HMOs. The location of HMOs and more broadly the

entire private rented sector appear to be geographically located close to the University of Surrey and Central Guildford. The location of HMOs may be driven by a connection to the local economy and educational institutions. Guildford also has excellent travel connections to London and its Boroughs, creating an attractive commute to young professionals working in London who wish to live outside the capital.

- 9.2 Landlords, students and young professions all contribute to and are interconnected through the local economy. Historically, Guildford has slowly evolved into a Borough with a buoyant private rented sector. Public demand to live/rent, work and study in Guildford is likely to continue to increase overtime. Demand for HMOs is likely to be seen the most in locations with a buoyant local economy, educational institutions and an established private rental sector that provides a place to work, study and live - ultimately driving desirability. Restricting HMOs may also be to restrict the local economy and distort local markets.
- 9.3 Restricting the number and concentration of HMOs is most directly achieved through Article 4, which would also deliver a number of specific short and long term risks to the Council and the housing market.

10. Options for Further Regulation

Article 4

- 10.1 The most direct mechanism available to the Council to influence the number and location of HMOs across the Borough is to invoke an HMO Article 4 Direction. Article 4 is applied only to specific streets in a Borough and requires new HMOs created from other tenures to require planning permission for change of use. Article 4 is a decision that must be carefully considered by planning policy and not Regulatory Services alone.
- 10.2 Article 4 is a tool that requires planning permission for a range of different outcomes, one of which is to require new HMOs to have planning permission under the “change of use” mechanism. Any refusal of an Article 4 HMO change in use would not be made simply because an Article 4 Direction was in place. An application would only be refused in consideration of a planning officer’s final decision. A final decision would be based on the individual case at hand, National and local planning policy/guidance/legislation, comments received by the public, statutory consultees and other relevant party comments.
- 10.3 Article 4 only applies to new HMOs and as such no planning application would be needed for existing HMOs. This is to say that the current spread and location of HMOs (licensed or not), are unaffected by the invoking of Article 4. Current locations and ultimately the current density of HMOs will not be reduced under Article 4. The direction would serve to limit the number of newly created HMOs, in specific areas only.

- 10.4 It is important to note that planning permission is already required for larger HMOs, that tend to have the biggest impact on localities. Any HMO occupied by 7 or more persons requires “Sui Generis” planning permission to operate. HMO licencing has identified a number of HMOs housing 7 or more persons without Sui Generis planning permission. Once granted, the HMO licence has subsequently required such HMOs to have planning permission in order for the HMO licence to authorise 7+ persons over the longer term. This is an area where Place and Environment and Regulatory Services are aligned.
- 10.5 To enact an Article 4 Direction there must be a Planning Policy reason for one and the Article cannot be enacted with analysis undertaken by Environment and Regulatory Services alone. Article 4 is primarily a Planning function and as such will require the Planning Committees to approve it. To examine whether the test for an Article 4 direction may be met Environment and Regulatory Services have analysed data and planning specialists have been consulted for the wider policy implications that may emanate from enacting Article 4.
- 10.6 The decision to enact Article 4 to control HMO density is a function led by Planning Policy. The Local Plan (2015-2034) Planning Policy H1 refers to the balance of housing tenure in the Borough. Policy H1 details “New development should provide a mix of housing tenures, types and sizes appropriate to the site size, characteristics and location”. The Policy continues to specify in relation to HMOs that “Proposals for houses in multiple occupation that require planning permission will be supported where the balance of housing types and character of the immediate locality would not be adversely affected and there is sufficient amenity space available”. To be specific, this means that larger HMOs that already require Planning permission are already covered by the Policy and any decision to grant planning permission for these larger HMOs is weighed against their impact on the immediate locality. Policy H1 refers to providing a mix of housing tenures that recognises the need for a balance of housing types.
- 10.7 Planning Policy H1 could also be impacted by the presence of HMOs as opposed to any decision to reduce/limit them. Councillors have received reports from local schools and residents regarding the suspected social impact on localities that HMOs may be having. Local residents and schools have reported that in certain areas there are less children applying for school places and this is suspected to be connected to family homes in such locations being replaced by HMOs. It is important to note that here may be other reasons for decline in school applications.
- 10.8 The Council’s Corporate Plan rightly strives to encourage sustainable and proportionate economic growth to help provide the prosperity and employment that people need, ultimately providing opportunity and a thriving place to live and work for its residents. The wider reaching implications of Article 4 may provide to contradict these goals, unbalancing local markets and housing tenures that have evolved in Guildford due to its Corporate Aims.

- 10.9 National Planning Policy Framework (NPPF) (2019) Paragraph 53, defines how Article 4 should be used. The NPPF is currently under Government consultation that may amend/extend the meaning of Paragraph 53. In particular, to add that Article 4 must 'apply to the smallest geographical area possible'. To put it another way, that a street-by-street approach is most likely to be required and that the Council needs to specifically target any enactment of the Article.
- 10.10 The current Planning Policy will not enable specific numerical values to define HMO density/capacity in a street. Each planning application for a property's change of use would be made by a planning officer on a case by case basis. A decision to grant an Article 4 change of use HMO planning application would not be made based upon a percentage capacity of any specific street. In other words, HMO density cannot be numerically limited in a street anywhere in the Borough. The current Planning Policy will not enable the Article to apply numerical restrictions and/or street-by-street numerical capacities.
- 10.11 Article 4 approval would still be subject to the data in specific areas and relies upon a strong justification based on data driven evidence to the Secretary of State.
- 10.12 Article 4 requires a full and comprehensive consultation period that can take 6-12 months to complete. Landlords may have incentive to apply for Lawful Use Certificates before the date Article 4 came into effect. Affected HMO landlords would have the entire consultation period to make such an application. This would serve to reduce the number of applications after enactment and circumvent the Article's purpose. It is also critical to note that after a 12-month consultation period the local markets may have changed or adjusted. Landlords would also be able to create new HMOs outside of the prescribed area(s) of any Article 4 Direction and evade its purpose, exporting HMOs to other localities. These lower density areas may become increasingly more saturated with HMOs. For example, Article 4 may export HMOs across the Borough, into currently less affected areas and potentially less suitable locations.
- 10.13 Article 4 provides a compensation mechanism for businesses or persons who were profiting from an activity they were previously able to undertake, prior to Article 4 ceasing such activities. Limiting HMO landlords and management companies by invoking an Article 4 Direction may result in applications for compensation through loss of business.
- 10.14 The rental market is already well established in Guildford. New HMOs are unlikely to be created in any greatly significant manner. For instance, Article 4 may not be as effective in Guildford as it may be in other localities with a newly growing private rental sector. It is important to note that a decision to limit or reduce HMOs may have unintended consequences for the Boroughs residents and those proximal to HMOs.

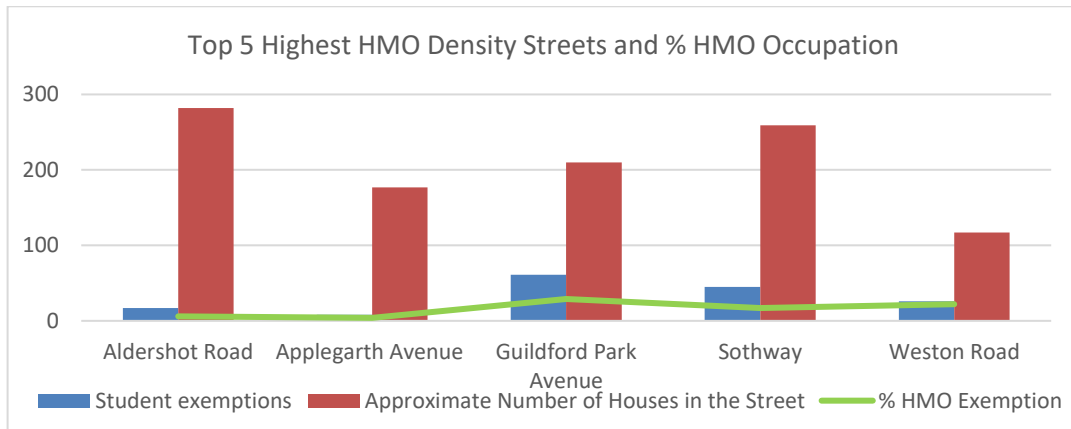
11. Additional HMO Licensing

- 11.1 Another option (other than Article 4) is to increase proactive regulation by defining more HMOs as requiring a HMO licence, as opposed to restricting their existence as is done in Article 4. Additional Licensing Schemes require all HMOs of 3 or more occupants to need a licence from the Council to operate lawfully. Additional Licensing is a decision that is granted by the Secretary of State upon successful application that includes an evidence based reasoning for invoking the Scheme based on HMO mismanagement and Anti-Social Behaviour (ASB). Enacting an Additional HMO Licensing Scheme would overnight, require an estimated 1,000-2,000 properties across the Borough to require a licence to operate – dependant on their location within selected wards.
- 11.2 Defining more HMOs as requiring an HMO licence would be to enact an Additional HMO Licencing Scheme that would require smaller HMOs to be licensed in specific areas that have a significant amount of mismanaged HMOs. HMO mismanagement must be identified with a strong and data driven justification, made in application to the Secretary of State.
- 11.3 GU2 & GU1 contain 96% of the total licensed HMOs in the Borough. Specific streets in GU2 and/or GU1 could be likely candidates for Additional HMO Licensing due to the increased HMO density in these postcodes increasing the likelihood of a relationship between ASB and HMOs that could justify enacting Additional Licensing. Data from reports to Environment and Regulatory Services in the last 10 years, in GU2 - identify 1,113 reports relating to either domestic noise nuisance, bonfires, land accumulations, condition of a premises/garden or rats that may also be indicative of mismanagement and anti-social behaviour. After removing duplicated properties that have had several complaints over time, 731 unique records remain.
- 11.4 Focusing on GU2 where the majority of HMOs are located - and cross referencing the 2020 student Council Tax exemptions data with the 731 properties with reports to Environment and Regulatory Services over the past 10 years (in GU2) – identifies 227 reports related to a property with a Council Tax student exemption. This means that 30% of reports in GU2 over the last 10 years related to properties occupied with student exemptions, that were large enough to be an HMO. This is to say that 70% of all reports relating to the state of a property in GU2 did not have student Council Tax exemption. It is important to note that just because a property has registered a student council tax exemption, does not mean that the house is occupied only by students or is even guaranteed to be an HMO. The true number is likely to be much less than 30% due to this data including any house with even 1x student exemption. In many follow ups the property is in fact a family home with a live-at-home student.

- 11.5 As seen in Graph 1, cross referencing the licensed HMO register with reports to Environment and Regulatory Services over the last 10 years reveals that 11% related to a licensed HMO. This means that 89% of reports related to a non-HMO and does not support the hypothesis that HMOs are causational to increased reports from tenants and the public alike.
- 11.6 Additional HMO regulation could balance the needs of residents close to HMOs with the wider basic needs of education, employment and opportunity that contributes to the Corporate Plan. The Corporate Plan is clear in its aims of supporting older, more vulnerable and less advantaged people in our community. Safe and regulated properties provide for these aims to be met. Restricting HMOs may serve the opposite over time.
- 12. Evidence Base for Additional Licensing and/or Article 4: Relationship Between HMOs Density and Mismanagement in Guildford**
- 12.1 To invoke either Article 4 or an Additional Licensing Scheme in the Borough, the Council must be able to demonstrate an evidence based rationale for such a policy direction. Such evidence must demonstrate that licensed (larger) and currently unlicensable (smaller) HMOs are being mismanaged, resulting in significant complaints from the public.
- 12.2 In addition, it is necessary to demonstrate that HMO density is a significant issue for home owners in high HMO density locations. It is therefore essential to evaluate HMO density and ASB/property reports relating to HMOs to show that there are significantly dense HMO areas and in these areas there is also significant HMO mismanagement.
- 12.3 The Borough wide data and specifically GU2 have been analysed due to having the highest concentration of licensed HMOs. GU2 has very little evidence of HMO mismanagement. 30% of all reports relating to the state of a property (overgrown land, pests, significant disrepair etc) to Environment and Regulatory Services in GU2 over the last 10 years relate to properties large enough to be a HMOs that are occupied with a student Council Tax exemption. This is also likely to be seen at the street-by-street level. This is to say, 70% of reports in GU2 are not related to a dwelling with a student Council Tax exemption.
- 12.4 The data surrounding the 5x most densely HMO populated streets in Guildford shown in Table 1 below, indicate that on the street-by-street level there are less HMOs with a student Council Tax exemption than properties without a Council Tax exemption registered. In short, there are significantly more home owners (or family renters) than HMOs. Guildford Park Avenue has the most student exemptions per residence in the Borough at 29%. Weston Road has a student exemption density of 22% in comparison to the total housing stock in the street.

- 12.5 29% of properties in Guildford Park Avenue have a student exemption. However, the data regarding the two streets in Guildford with the highest student exemption density identify that 71% of Guildford Park Avenue is not occupied by students and 78% of Weston Road is not occupied by students.

13. Table 1: Compares HMO Tenure with Other Tenures



14. Relationship Between HMOs and ASB

- 14.1 Whilst it is useful to compare the number of HMOs with other tenures in high HMO density areas – this does not evaluate any potential relationships between ASB/Property complaints and HMO density.
- 14.2 The data has already established that HMO density peaks at 29% in Guildford and that over the past decade fewer than 30% of all reports relating to the state of a property in GU2 (where 68% of HMOs are located) relate to an HMO of any kind. This is a signal that HMOs are unlikely to have a relationship that is statistically significantly between Police reported ASB and property complaint reports to the Council. This is because 30% of reports in the entirety of GU2 (where 68% of licensed HMOs are located) is not a significant figure that does not signal remarkable problems with HMO management.
- 14.3 Data was collected for analysis between the dates 01.04.2020 – 01.04.2021. It is valuable to note that this data is drawn from a date range that includes a national lockdown in response to COVID-19. However, out of season increases were seen in reports to environmental protection and private sector housing during this date range and may in fact include more reports than a usual year. Online police crime data sets were filtered by ASB and by street. Only roads with high HMO density were analysed to identify the areas that would potentially have higher ASB – if a true relationship between ASB and HMOs exists. Areas with high HMO density would be required to have a proven correlation that indicates a statistical inference that the relationship between HMO density and ASB is likely to be causative (a

strong positive correlation) - if any further extension to HMO controls could be enacted. Correlation does not mean causation, however decisions to increase HMO controls in areas with high HMO density will require a strong positive correlation to ASB for any inferences on causation to be made.

14.4 Initially Police ASB data was examined to establish the extent of any potential relationship to HMO density. HMO density was calculated by adding together all known Council Tax student exemptions in the street with all licensed HMOs and expressing these as a percentage ratio calculated against all properties in the street and filtering for duplicates. Police ASB data was collected by examining all ASB reports in a relevant street and is expressed as a percentage ratio that was calculated against all the properties in the street.

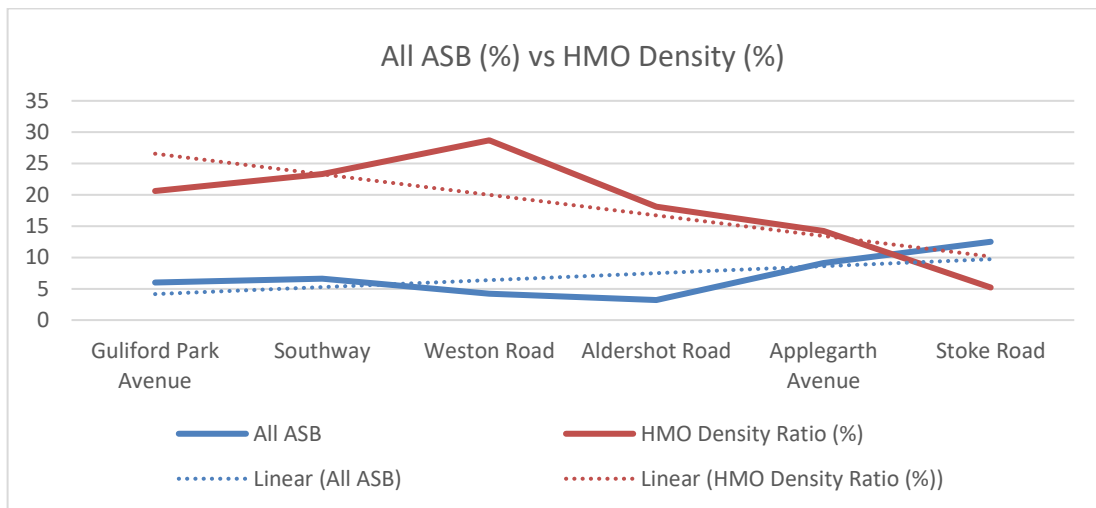
14.5 Police ASB data was then added to all Environment and Regulatory service requests relating to behaviour that is indicative of ASB – such as: noise nuisance, insects, Waste accumulations, State of garden/premises, Rats, Bonfires, Dog fouling, dog ASB and domestic odour. This created a master-gazetteer of all ASB reports to either the Council or the police, directly related to streets with highest HMO density.

14.6 The streets analysed include: Aldershot Road, Guildford Park Avenue, Southway, Weston Road, Applegarth Avenue and Stoke Road.

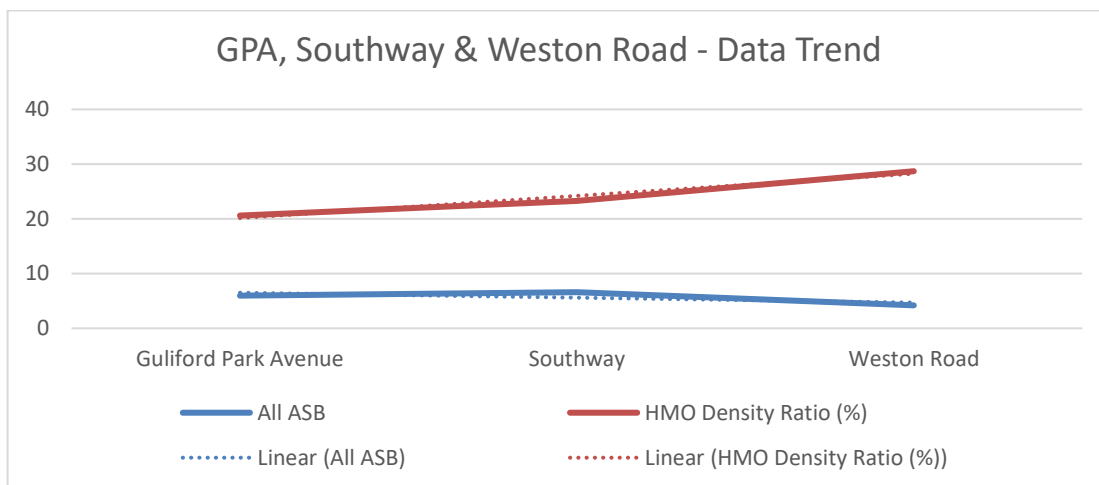
14.7 **Table 2: A Table to Display Correlation Results between ASB & HMO Density**

	Column 1	Column 2
Column 1	1	
Column 2	-0.82231345	1

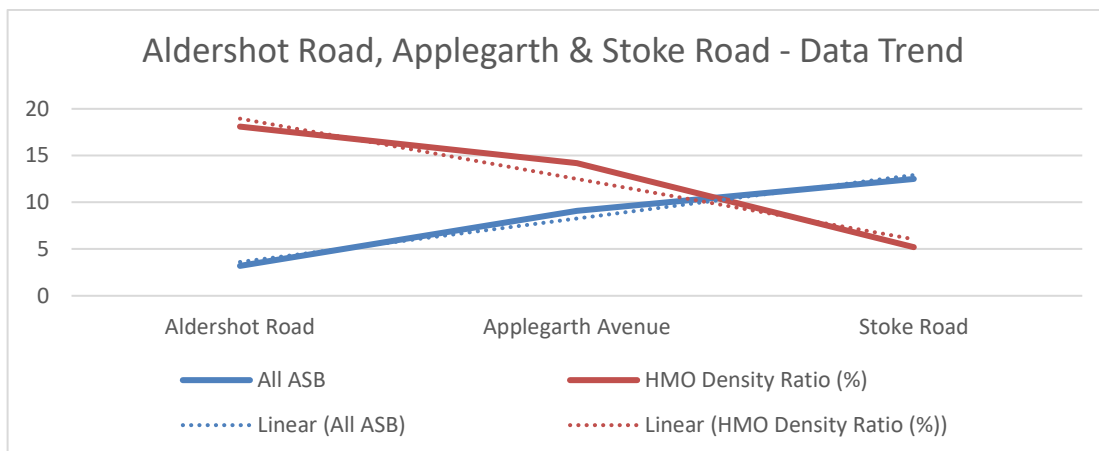
14.8 **Graph 1: A Graph to Illustrate the Relationship Between ASB & HMO Density**



14.9 **Graph 2: A Graph to Focus on the Relationships & Trends in the Data**



14.10 **Graph 3: A Graph to Focus on the Relationships & Trends in the Data**



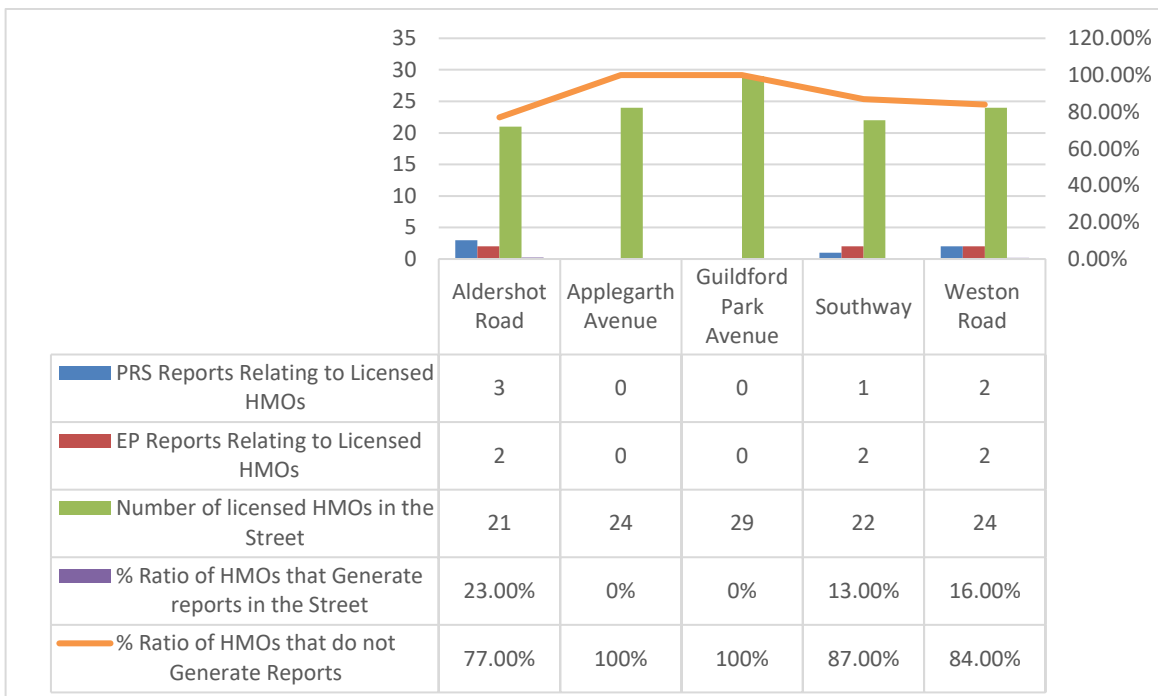
14.11 Table 2 shows that there is a very strong negative (-0.8) relationship between ASB reported to the Council/Police and HMO density. This is to say that as one variable increases, the other decreases (and vice-versa). For example (as seen in Graph 2) in Guildford Park Avenue, Southway and Weston Road as HMO density increases, reports of ASB reduce. Whereas (as seen in Graph 3) in Aldershot Road, Applegarth Avenue and Stoke Road – as ASB increases, HMO density decreases. Both of these effects cannot be associated with a causation between ASB and HMO density.

14.12 This data does not support the hypothesis that HMO density causes an increase in ASB. The data also indicates that there is not a relationship between ASB and HMOs that can be attributed to increased HMOs creating increased ASB. Further to this point, where ASB levels cannot be attributed to areas with high HMO density there is an indication/signal that in fact HMOs in the Borough are well managed.

14.13 Whilst it is useful to compare reports to the Council that relate to HMOs with those that relate to Non-HMOs and evaluate ASB in and around HMOs, Table 3 goes further to evaluate the effect HMOs have upon the local area and their occupants. Data from all reports made to Environmental Protection and Private Sector Housing between 01.10.2018 – 01.10.2021 (the time HMO licensing has been expanded) have been compared to HMO density and expressed as a %-ratio. The 5x densest HMO streets have been used to see if these streets generate significant reports relating to the overall number of licensed HMOs that are present in these streets. In essence – if HMOs are generating significant reports about property disrepair, dwelling conditions, landlord complaints, noise, waste, insect infestations, bonfires (etc) then the proportion of HMO creating reports should be large. If there are 24 HMOs in a street and 0 of them generate a report to the Council over 3-years (as seen in Table 3) – then it will be difficult to say HMOs are problematic.

14.14 Over a 3-year period no more than 5x complaints were received relating to a licensed HMO, in any one street where HMO density is highest. 2x of the 5x most dense HMO streets did not register a single complaint between 2018 -2021. From Table 3 below, an average of 10% of the licensed HMOs in the most dense HMO streets generate complaints in Guildford. In other words, on average 90% of licensed HMOs do not generate complaints to the Council in the densest HMO streets, from either the public or the HMO occupants. This additional data validates other data in this report that HMOs in Guildford are well managed.

Table 3: A Table to Show HMO reports to the Council as a %-Ratio of the Total Number of HMOs in the Most HMO Dense Streets



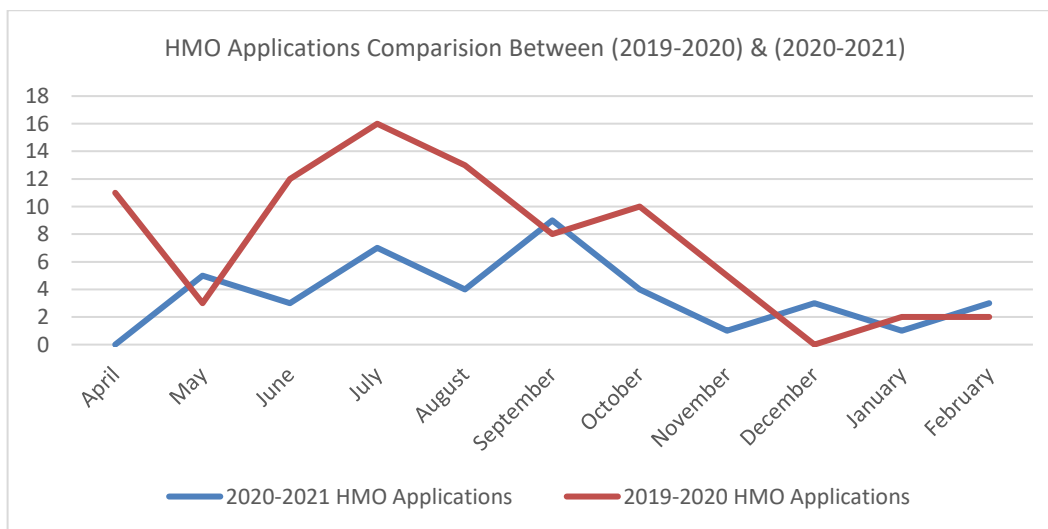
14.15 Table 3 shows that it is not necessary to compare the number and nature of complaints about HMOs with non-HMOs. By expressing reports relating to HMOs as a %-ratio we can see what proportion of HMOs generate complaints and what proportion do not. If most HMOs (or a significant figure) do generate reports then this will be an indication of HMO mismanagement. If a small proportion of HMOs generate reports, this is an indication that HMOs are well managed.

14.16 The licensed HMO population is significantly smaller than that of non-HMOs (even in the densest HMO locations) – this means that reports relating to HMOs are likely to be fewer than reports relating to other tenures that surround HMOs. This being said, the data that really counts is what ratio of HMOs are problematic and mismanaged causing significant reports to the Council. Table 3 shows that in the densest HMO locations the vast proportion HMOs are well managed and do not generate a significant number of reports.

15. HMO Decline

15.1 New HMO applications have slowed over the COVID-19 pandemic and overall between the previous two financial years. Between April 2019 - February 2020 the Council received 82 new HMO applications that were not renewals of existing HMO licenses. Between April 2020 – February 2021 the Council received 39 new HMO applications, which is 47% less that the year before. It could be said that new HMOs are not being created in the same abundance as previous years. Figure 2 below also shows that since September 2020 newly created HMOs with applications to the Council have been falling. This may be due to the pandemic forcing the local market to change. Only time will tell if this trend continues. Newly created HMOs appear to follow a trend of peaking in the summer and reducing over autumn to a low in winter. This may be connected to the student market.

15.2 Figure 2: Shows the Spread of New HMO Applications



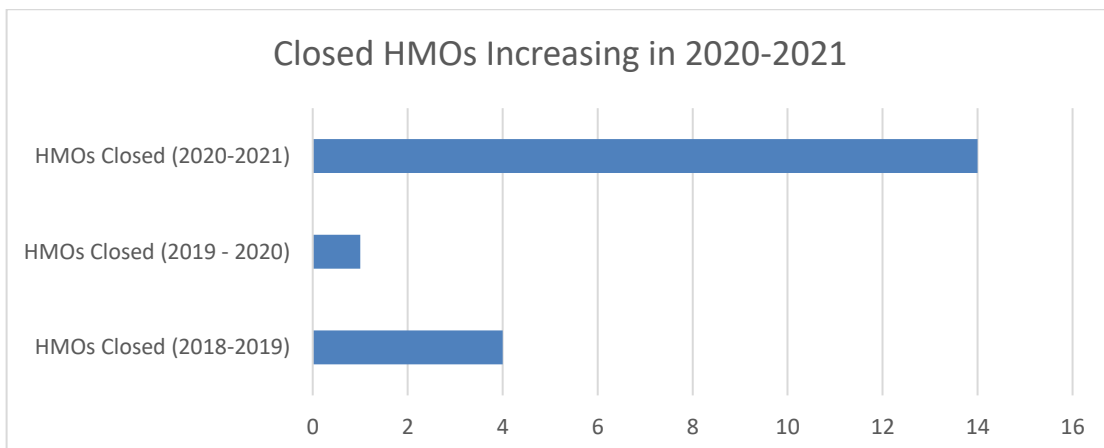
15.3 In addition to new HMO applications slowing this year in comparison to the previous year, significant amounts of existing HMOs are also being closed, withdrawn or revoked. This is usually due to the property being sold or becoming occupied by less than 5x persons and falling outside the scope of mandatory HMO licensing. Figure 3 below shows that over the past 3 years, there has been a significant spike in HMOs that have either been sold or let to less than 5x persons, falling out of mandatory licensing. The data in Figure 3 shows that the HMO market is less stable than previous years – with more landlords selling properties in 2020-2021. The data does not show that all the closed HMOs are no longer HMOs, but that the market is fluctuating. This may also be attributable to the current climate during the COVID-19 pandemic.

Purpose Built Student Accommodation (PBSA)

15.4 PBSA's in Guildford are exempt from HMO licensing, all providers that have been contacted are accredited by ANUK (Accreditation Network UK) that ensure fire safety and overall management. The Council has not received a complaint from residents of PBSA's in relation to dwelling conditions or ASB. Surrey Fire and Rescue Service are responsible for enforcing fire safety in all communal areas of these buildings.

15.5 PBSA is usually occupied by 1st year students who then move into the HMO rental market in their 2nd year of education. However, there are roughly 1,750 bedspaces available in PBSA across Guildford. Licensed HMOs account for approximately 3,500 bedspaces across Guildford. PBSA's are usually more expensive than the HMO market place for renters and during the COVID-19 pandemic new students may choose to invest/risk less monies by renting private HMOs as opposed to PBSA's. The erection of PBSA's is led by planning department decisions based upon each developer's planning application and the comments they receive. Only time will tell if demand for privately rented HMOs will reduce further in light of other accommodation options for students.

15.6 **Figure 3: Shows the Increase in the Number of HMOs Becoming Non-HMOs**



16. Recommendations

Article 4 and HMOs

- 16.1 Officers recommend that the data does not support the inference that an Article 4 Direction would be proportionate to any area of the borough at this time. A full review of the wider impact and scope of Article 4 has been offered in full consideration of the main risks and the current climate.
- 16.2 Article 4 applies to new HMOs and these have reduced by nearly half since the beginning of the COVID-19 pandemic. Student exemption density in Guildford peaks at 29% at the street-by-street level. With the market creating less new HMOs and in consideration of the current climate, there does not appear to be evidence of a rapid growth of either HMOs or reports relating to their mismanagement.
- 16.3 Officers recommend that Article 4 is unlikely to have a substantial impact on localities. The evidence does not highlight significant problems that are suggestive of HMO mismanagement. The evidence does not support a causative relationship between increased HMOs and increased ASB. The data implies that application to the Secretary of State is unlikely to be successful.
- 16.4 The data driven evidence indicates that licensed and unlicensed HMOs of all types are generally well managed and generate 75%-89% less reports about a property to the Council. This indicates that HMOs have less impact on local residents and tenants alike for issues such as waste, noise and living conditions. The data suggests HMOs do not generate significant losses to Council services.

17. Additional HMO Licensing

- 17.1 Officers recommend that at the Borough wide level and in the most HMO dense areas, the data does not support additional HMO licensing and that supplementary HMO regulation is not proportionate to Guildford's circumstances at present. The data shows that there is no causative relationship between ASB and HMOs. The data also reveals that reports to Environment & Regulatory Services relating to the state of a property do not significantly relate to (larger) HMOs or potential (smaller) HMOs that might meet the definition of an additionally licensed HMO. This means that there is no evidence to suggest that there is significant mismanagement of HMOs within Guildford Borough.

18. Business Rates

- 18.1 The Council may wish to consider encouraging a change in national legislation to the effect of requiring private domestic landlords to pay business rates, however the impact on both landlords and tenants would need to be evaluated. In order for a landlord of a HMO in the Borough to pay Business Rates, the Council would

need to provide data driven evidence that the costs of collecting waste and other key services to HMOs are disproportionate to those that are not HMOs. Currently the data suggests that there is insufficient evidence to suggest that licensed HMOs in the Borough are mismanaged and operate at a disproportionate loss to the Council outside of HMO licensing where fees are set on a cost recovery basis, in comparison to other sectors of housing. Any additional costs to landlords are likely to be passed onto renters with increased rent prices in an already expensive rental area of the County/Country. Officers recommend that the Council does not lobby the Government for a change in national legislation.

19. Commercial Waste

- 19.1 Landlords have a legal duty to responsibly remove accumulations such as property renovation waste that is defined as commercial waste and are free to choose between the private and public sector removal. Residents can report accumulations of waste to Environment and Regulatory Services for investigation, however over the last decade only 11% of waste accumulations related to licensed HMOs. Officers recommend that landlords who are duty bound to control accumulations at their properties can choose between Private or Public sectors to clear any accumulations classed as commercial waste. Officers advise that residents, councillors and tenants alike can report accumulations to the Council for a case to be raised and investigated against the appropriate legislation.

20. Consultations

- 20.1 Planning officers from Place Services have been consulted for specialist advice relating to Article 4. The lead councillor has approved this report. There is no formal consultation required in relation to the contents of this report.

21. Key Risks

Resource Implications

- 21.1 Invoking Article 4 would lead to increased demand to process change of use Article 4 planning applications. This is likely to effect Environment and Regulatory Services as well as Place Services who would need to process any Article 4 applications or enforce HMO licensing regulations at such addresses. Applications will need to be processed and Environment and Regulatory Services will be required to make comment on each application and/or statutory consultation.
- 21.2 Invoking Article 4 would require progress review and will inevitably lead to increased planning enforcement and private sector housing enforcement activities, that will significantly impact current resourcing.
- 21.3 Enacting an Additional HMO Licensing Scheme would overnight, require an estimated 1,000-2,000 properties across the Borough to require a licence to

operate – dependant on their location within selected wards. This will bring significant resourcing challenges to Environment and Regulatory Services.

- 21.4 GU2 has the highest concentration of licensed HMOs and as such is a good case study for potential costs of delivering an Additional Licensing Scheme. If an Additional Licensing Scheme was supported by the data and was able to be introduced in Guildford – the HMO licensing fee would cover the costs of licensing those properties that fell within the area of the Scheme. Approximately 500 – 1,000 properties (derived from student exempt dwellings large enough to be an additionally licensable HMO) may require a licence in GU2 if an additional licensing scheme was introduced in Guildford (GU2). It is important to note, that the true number of HMOs that would be subject to additional licensing is likely to be lower than 1000 and as such Figure 4 estimates 50% will require a licence out of the 1,000 potential additional HMOs. This is because, after investigation - many of these dwellings are in fact a family home (with 1x student dependant). Figure 4 below shows that the HMO fee covers administration and delivery of the scheme assuming that the time spent regulating additional HMOs will double as the HMO population doubles from 650 to 1,150. Figure 4 considers that Additional Licensing in GU2 would double the licensable HMOs in Guildford and increase from around 650 to approximately 1,150. This is based on an estimation that 50% of all properties with a student exemption in GU2 will require a licence. It is important to note that there may be unforeseen costs in delivering an additional licensing scheme.

Figure 4 – To Show the FTE Provisions Afforded by the Current HMO Fee - If Addition Licensing was Introduced across GU2 – Assuming 500 Additional Properties Require Licensing

A	B	C	D	E	F	G
Number of Additional HMOs to be Licensed	Fee per HMO Application (Every 5 years) (£)	Revenue from Scheme (Every 5 years) (£) (A x B)	Private Sector Housing Compliance Rate – Higher estimate (£)	Compliance Officer Rate – Higher estimate (£)	Maximum Resource After Case Service Have Processed HMO Application <i>(Approximately 20% of the fee is absorbed by processing the HMO application)</i>	Maximum resourcing after 5 years of resourcing costs (salaries)
500	885	442,500	48,133 Grade 7	36,004 Grade 5	(D = 7.2) FTE (E = 9.5) FTE	(D = 1.4) FTE (E = 1.9) FTE

- 21.5 As a rough guide, the entirety of GU2 may contain an estimation of 500 properties (derived from Council Tax student exemptions in GU2) that are occupied as an HMO by 3-4 persons, that would be subject to Additional Licensing. This influx of HMOs would double the time spent undertaking current routine licensing regulation, without the consideration of enforcement upon noncompliance with

licence conditions and/or failure to make HMO application. From this rough estimate, human resourcing could require more staff than the licence fee will provide. It is important to note that whilst the licensing fee would cover the cost of processing the HMO application form, inspection and issuing the licence paperwork – it would not cover any enforcement. HMO licence fees cannot account for enforcement. The amount of enforcement that may be required if an additional licensing scheme was introduced is an unknown. This is because the level of potential compliance is dependent on human behaviours that are not predictable/foreseeable with any accuracy or reliability. There has been very good compliance with the current mandatory HMO licensing scheme in Guildford - however, this trend cannot necessarily be extended to other potential schemes. Compliance with the HMO licence will also need to be checked in each of the 500 HMOs, this will significantly add to enforcement costs. The human resource implications will also be seen in Customer, Case & Parking Services who will be processing the HMO applications or taking licensing enquiries from landlords.

- 21.6 To summarise, the introduction of Additional licensing in GU2 would significantly increase (inclusive of enforcement) the current private sector housing skilled human resourcing in Regulatory Services with the same level of impact upon Case, Customer & Parking Services (who will process applications, complaints and landlord enquiries). HMO enforcement will be essential to ensure that the Scheme is being complied with. This would have a large impact upon the current 1.5FTE Private sector housing specialist compliance officer resourcing, requiring upwards of 4xFTE additional resourcing to cope with enforcement duties and routine delivery of the scheme. The HMO licence fee will cover the costs of delivering the HMO licence, but will not cover the significant costs that will arise from enforcing HMO legislation upon a further 500 HMOs. As such all enforcement costs are likely to result in a funding deficit.

22. Financial Implications

- 22.1 There are significant resourcing costs that may arise from the enacting of either Article 4 or Additional Licensing, as detailed above in paragraph 21 – 22.
- 22.2 Enacting Article 4 enables a legal mechanism for residents to claim compensation (as detailed in paragraph 10.1.3) where the enactment of Article 4 has ceased financial gains that they were previously able to engage in.

23. Legal Implications

- 23.1 Decisions made from the recommendations in this report, are to either enact or not enact specific aspects of legislation.
- 23.2 There are legal implications from any challenge to Article 4 in relation to compensations claims, it's enactment and/or appeals against decisions to grant/refuse individual planning applications – as detailed in paragraph 10.1.3.

23.3 Article 4 statutory provisions can be found in The Town & Country Planning (General Permitted Development) (England) Order 2015. Decisions made to enact Article 4 will require further consultation with Place Services and Legal Services.

23.4 Additional HMO Licensing statutory provisions can be found in the Housing Act 2004. Decisions made to implement an Additional Licensing Scheme will require full consultation with HMO stakeholders and all representations received considered.

24. Human Resource Implications

24.1 There are resourcing implications to both Environment & Regulatory Services and Place Services. This may create significant demand to both services and have unintended knock-on effects to other workstreams within these services. There may also be unintended increased contact with the Council that will increase demand on Customer, Case and Parking Services.

25. Equality and Diversity Implications

25.1 By restricting specific housing tenures that house the widest spectrum of Guildford's residents, it is possible that this will reduce diversity within the Borough. It is also possible that by reducing the supply of HMOs this will increase demand and potentially rental prices that may negatively impact upon equalities and opportunities across the Borough.

26. Climate Change/Sustainability Implications

26.1 Restricting HMOs in specific areas via Article 4, may reduce the number of personal vehicles with internal combustion engines – in specific streets. However, these vehicles will be exported to other areas of the Borough where Article 4 is not in effect.

26.2 The data analysed in this report does not suggest that HMOs create significant waste challenges to the environment or losses to the Council.

26.3 The data in this report does not suggest that HMOs represent significant ASB increase in Guildford and thus do not significantly impact community wellbeing.

27. Suggested issues for overview and scrutiny

27.1 This report has transgressed into EAB, from an original HMO update report that was heard at Overview & Scrutiny in 2021. There are no issues for Overview and Scrutiny at this stage.

28. Summary of Options

- i. Further exploration of Article 4
- ii. Further exploration of Additional HMO licensing
- iii. No further action at this time

- 28.1 Officers recommended that neither Article 4 nor Additional HMO Licensing is appropriate in Guildford at this time – in full consideration of the statistics and data analysed. Officers recommend that option (iii) is preferred, and no further action is taken at this time.

29. Conclusion

- 29.1 The data analysed infers that HMOs across the Borough, whether they be licensable (large) or unlicensable (smaller) are broadly well managed and do not present significant challenges to local residents, the police or the Council. The data shows that HMO density is not correlated to ASB in a manner in which causation can be inferred. In all the highest HMO density streets across the Borough, as ASB increases, HMO density reduces (and vice-versa). This data does not support the hypothesis that additional HMO controls are required in Guildford at this time. The data suggests that the vast majority of reports to the Council do not relate in any significant manner to HMOs whether they be large or small. Instead, the data suggests that other tenures are responsible for the vast number of complaints to the Council. This is likely due to property owners, family renters/owners and couples are likely to be the source of the majority of complaints to the Council. There is currently no method available in the database to record what housing tenure type has made a complaint.
- 29.2 Since the Coronavirus pandemic, new HMOs are being created significantly less frequently, in addition, there has been an increase in the number of HMOs that are being sold on. This raises questions around the necessity of evoking Article 4 in the current climate and its efficacy if evoked. The data supports the notion that HMOs are not being significantly mismanaged within the Borough and as such it is unlikely that application to either introduce an Additional Licensing Scheme or evoke Article 4 will be successful.
- 29.3 The data shows that waste accumulations are not significantly prevalent at HMO addresses and HMOs are not the main cause of nuisance reports to the Council for issues such as noise, bonfires and property conditions.
- 29.4 This report has analysed data reasonably available to the Council in the same manner as would be required upon application to the Secretary of State; either to introduce Additional Licensing and/or Article 4.
- 29.5 This report acknowledges that there may be a certain level of impact upon residents in areas of Guildford where HMO density is higher. However, this impact, once quantified and evaluated, is identified as not being significant enough to breach the required threshold to introduce additional legislative controls upon HMOs – at this time.

30. Background Papers

Overview & Scrutiny HMO Report: [Overview and Scrutiny Committee - Tuesday, 29th June 2021 at 7:00pm - Guildford Borough Council webcasts \(public-i.tv\)](#)
(Resources tab - Item 7 - download report)

[National Planning Policy Framework](#) 2019 (Paragraph 53)

[Planning Practice Guidance](#) (Paragraphs 38 – 51)

[Guildford Local Plan - Guildford Borough Council](#) – Policy H1 (Page 32 – 39 & paragraph 4.2.23)

31. Appendices

None

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

Service	Sign off date
<i>Finance / S.151 Officer</i>	<i>14.09.2021</i>
<i>Legal / Governance</i>	<i>14.09.2021</i>
<i>HR</i>	<i>16.09.2021</i>
<i>Equalities</i>	<i>N/A</i>
<i>Lead Councillor</i>	<i>14.09.2021</i>
<i>CMT</i>	<i>21.09.2021</i>
<i>Committee Services</i>	



THE FORWARD PLAN

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

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

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

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

Key decisions

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

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

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

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

Availability of reports and other documents

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

Taking decisions in private

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

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

James Whiteman
Managing Director

Guildford Borough Council
Millmead House
Millmead Guildford
GU2 4BB

Dated: 26 October 2021

SCHEDULE

EXTRAORDINARY MEETING OF COUNCIL: 1 November 2021

Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Local Plan Development Management Policies	To approve the Regulation 19 proposed submission plan for public consultation.	No	Report to Council (01/11/2021) Incorporating comments/ recommendations of Joint EAB (20/09/2021) and Executive (26/10/2021)	Stuart Harrison 01483 444512 stuart.harrison@guildford.gov.uk
The Corporate Plan 2021-25	To approve The Corporate Plan 2021-25.	No	Report to Council (01/11/2021) Incorporating comments/ recommendations of Executive (26/10/2021)	Steve Benbough 01483 444052 stephen.benbough@guildford.gov.uk

Guildford / Waverley Collaboration	To consider the recommendation of the Joint Appointments Committee in respect of approval of the appointment of a Joint Chief Executive	No	Report to Council (1/11/2021) Incorporating comments/ recommendations of the Joint Appointments Committee (13/10/2021)	Francesca Smith 01483 444014 francesca.smith@guildford.gov.uk
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EXECUTIVE SHAREHOLDER AND TRUSTEE COMMITTEE: 23 November 2021

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
*	Foxenden Deep Tunnels	To consider the closure of Foxenden Deep Tunnels.	No	Report to Executive Shareholder and Trustee Committee (23/11/2021)	Darren Burgess 01483 444589 darren.burgess@guildford.gov.uk

EXECUTIVE: 23 November 2021

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
	Timetable of Council and Committee Meetings 2022-23	To recommend to Council the approval of the timetable of Council and Committee Meetings 2022-23	No	Report to Executive (23/11/2021) and Council (07/12/2021)	Carrie Anderson 01483 444078 carrie.anderson@guildford.gov.uk
Page 53	Local Council Tax Support Scheme 2022-23	To consider the statutory annual review of the Local Council Tax Support Scheme 2022-23.	No	Report to Executive (23/11/2021) and Council (07/12/2021)	Belinda Hayden 01483 444867 belinda.hayden@guildford.gov.uk
	Pre-Election Publicity Guidance	To recommend to Council the approval of the Pre-Election Publicity Guidance	No	Report to Executive (23/11/2021) and Council (07/12/2021)	Diane Owens 01483 444027 diane.owens@guildford.gov.uk

*	Land at Chinthurst Lane	To approve the granting of an easement over Shalford Common for a development consisting of five new houses	Yes	Report to Executive (23/11/2021)	Damien Cannell 01483 444553 damien.cannell@guildford.gov.uk
	Selection of the Mayor and The Deputy Mayor 2022-23	To submit nominations for the selection of the Mayor and The Deputy Mayor 2022-23 to Council for consideration	No	Report to Executive (23/11/2021) and Council (07/12/2021)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk

Agenda item number: 6

* Information regarding this item is considered to be commercially sensitive and contain details of privileged legal advice and therefore exempt from publication. The item will, if councillors wish, be discussed in private as it will involve the likely disclosure of this exempt information as defined in paragraphs 3 of Schedule 12A to the Local Government Act 1972, namely:

“(3) Information relating to the financial or business affairs of any particular person (including the authority holding that information)”

Any person wishing to make representations in relation to this part of the meeting being held in private for consideration of the above-mentioned matter, must do so in writing to: Carrie Anderson, Senior Democratic Services Officer by email: carrie.anderson@guildford.gov.uk by no later than midday Friday 12 November 2021.

SPECIAL MEETING OF COUNCIL: 2 December 2021

Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Appointment of Honorary Aldermen	To approve the appointment of the Honorary Aldermen	No	Report to Council (02/12/2021)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk

COUNCIL: 7 December 2021

Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Gambling Act 2005: Statement of Principles 2022-25	To adopt the Gambling Act 2005: Statement of Principles 2022-25	No	Report to Council (07/12/2021) Incorporating comments/ recommendations of Licensing Committee (24/11/2021)	Mike Smith 01483 444387 mike.smith@guildford.gov.uk
Timetable of Council and Committee Meetings 2022-23	To recommend to Council the approval of the timetable of Council and Committee Meetings 2022-23	No	Report to Council (07/12/2021) Incorporating comments/ recommendations of Executive (23/11/2021)	Carrie Anderson 01483 444078 carrie.anderson@guildford.gov.uk
Appointment of External Auditors	To consider options for the appointment of external auditors	No	Report to Council (07/12/2021) Incorporating comments/ recommendations of Corporate Governance and Standards Committee (18/11/2021)	Claire Morris 01483 444827 claire.morris@guildford.gov.uk

Local Council Tax Support Scheme 2022-23	To approve the statutory annual review of the Local Council Tax Support Scheme 2022-23.	No	Report to Council (07/12/2021) Incorporating comments/recommendations of Executive (23/11/2021)	Belinda Hayden 01483 444867 belinda.hayden@guildford.gov.uk
The Council's Constitution: Review of Financial Procedure Rules	To review and update the Financial Procedure Rules	No	Report to Council (07/12/2021) Incorporating comments/recommendations of Corporate Governance and Standards Committee (18/11/2021)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk
Pre-Election Publicity Guidance	To approve the Pre-Election Publicity Guidance	No	Report to Council (07/12/2021) Incorporating comments/recommendations of Executive (23/11/2021)	Diane Owens 01483 444027 diane.owens@guildford.gov.uk

Selection of the Mayor and The Deputy Mayor 2022-23	To approve nominations for selection of the Mayor and The Deputy Mayor 2022-23	No	Council (07/12/2021) incorporating comments/recommendations of Executive (23/11/2021)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk
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EXECUTIVE: 4 January 2022

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
*	Guildford West Station	GRIP 3 Outcome report (update report) and future procurement of GRIP stages.	No	Report to Executive (04/01/2022)	Mike Miles 01483 444077 mike.miles@guildford.gov.uk

	Review of Executive Working Groups	To review work progress, terms of reference and membership.	No	Report to Executive (04/01/2022)	John Armstrong 01483 444102 John.armstrong@guildford.gov.uk
	Grant of license for amenity land adjacent to Beechcroft Drive	To enter into a 125-year license agreement on a peppercorn basis with the freeholders of residential property on Beechcroft Drive to allow access over Council land, together with the inclusion of a termination clause.	Yes	Report to Executive (04/01/2022)	Abi Lewis 01483 444908 abi.lewis@guildford.gov.uk

*Information regarding this item is considered to be commercially sensitive and contain details of privileged legal advice and therefore exempt from publication. The item will, if councillors wish, be discussed in private as it will involve the likely disclosure of this exempt information as defined in paragraphs 3 and 5 of Schedule 12A to the Local Government Act 1972, namely:

- “(3) Information relating to the financial or business affairs of any particular person (including the authority holding that information)”
- “(5) Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings”

Any person wishing to make representations in relation to this part of the meeting being held in private for consideration of the above-mentioned matter, must do so in writing to: Carrie Anderson, Senior Democratic Services Officer by email: carrie.anderson@guildford.gov.uk by no later than midday Friday 24 December 2021.

EXECUTIVE: 25 January 2022

Agenda item number: 6

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Page 60	Annual Audit Letter 2020-21	To approve the Annual Audit Letter 2020-21.	No	Report to Executive (25/01/2022) Incorporating comments/ Recommendations of Corporate Governance and Standards Committee (20/01/2022)	Claire Morris 01483 444827 claire.morris@guildford.gov.uk
Page 60	Capital and Investment Strategy (2022-23 to 2025-26)	To recommend to Council the approval of the Capital and Investment Strategy (2022-23 to 2025-26)	No	Report to Executive (25/01/2022) and Council (09/02/2022) Incorporating comments/ Recommendations of Joint EAB (10/01/2022) Corporate Governance and Standards Committee (20/01/2022)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk

	Housing Revenue Account Budget 2022-23	To recommend to Council approval of the HRA Revenue estimates, associated fees and charges, changes to rents of Council dwellings and approval of Housing Capital Programme for 2022-23.	No	Report to Executive (25/01/2022) incorporating comments/ recommendations of the Joint EAB (10/01/2022) and Council (09/02/2022)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk
Page 61	Business Planning – General Fund Budget 2022-23	To recommend to Council: <ul style="list-style-type: none"> • Approval of the general fund revenue budget for 2022-23 • Agreement of a council tax requirement for 2022-23 • Declaration of any surplus/deficit on the collection fund 	No	Report to Executive (25/01/2022) Incorporating comments/ Recommendations of Joint EAB (10/01/2022) and Council (09/02/2022)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk
	Periodic Electoral Review of Guildford Borough Council	To recommend to Council to approve the Council's submission in response to the Local Government Boundary Commission's draft recommendations in respect of the periodic review	No	Report to Executive (25/01/2022) and Council (09/02/2022)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk

	Public Space Protection Order (PSPO)	To approve the Public Space Protection Order (PSPO)	No	Report to Executive (25/01/2022) Incorporating comments/ recommendations of Strategy EAB (09/08/2021)	Yasmine Makin 01483 444070 yasmine.makin@guildford.gov.uk
*	Send Hill Disused Sandpit	To approve the potential disposal of land, currently used as open space, for housing.	No	Report to Executive (25/01/2022)	Damien Cannell 01483 444553 damien.cannell@guildford.gov.uk

COUNCIL: 9 February 2022 (Budget Council)

Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Capital and Investment Strategy (2022-23 to 2025-26)	To approve the Capital and Investment Strategy (2022-23 to 2025-26)	No	Report to Council (09/02/2022) Incorporating comments/ Recommendations of Corporate Governance and Standards Committee (17/01/2022) And Executive (25/01/2022)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk
Housing Revenue Account Budget 2022-23	To recommend to Council approval of the HRA Revenue estimates, associated fees and charges, changes to rents of Council dwellings and approval of Housing Capital Programme for 2022-23.	No	Report to Council (09/02/2022) incorporating comments/ recommendations of the Joint EAB (10/01/2022) and Executive (25/01/2022)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk
Business Planning – General Fund Budget 2022-23	To approve: <ul style="list-style-type: none"> • the general fund revenue budget for 2022-23 • a council tax requirement for 2022-23 Declaration of any surplus/ deficit on the collection fund	No	Report to Council (09/02/2022) incorporating comments/ recommendations of the Executive (25/01/2022)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk

<p>Pay Policy Statement 2022-23</p>	<p>To approve the Pay Policy Statement 2022-23</p>	<p>No</p>	<p>Report to Council (09/02/2022)</p>	<p>Francesca Smith 01483 444014 francesca.smith@guildford.gov.uk</p>
<p>Periodic Electoral Review of Guildford Borough Council</p>	<p>To approve the Council's submission in response to the Local Government Boundary Commission's draft recommendations in respect of the periodic review</p>	<p>No</p>	<p>Report to Council (09/02/2022) Incorporating comments/ Recommendations of Executive (25/01/2022)</p>	<p>John Armstrong 01483 444102 john.armstrong@guildford.gov.uk</p>

EXECUTIVE: 22 February 2022

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
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COUNCIL: 23 February 2022 (Reserve Budget Date)

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

EXECUTIVE: 22 March 2022

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

COUNCIL: 5 April 2022

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

EXECUTIVE: 26 April 2022

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
	Annual Governance Statement 2021-22	To adopt the Council's Annual Governance Statement for 2021-22	No	Report to Executive (26/04/2022) Incorporating comments/recommendations of Corporate Governance and Standards (24/03/2022)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk

COUNCIL: 11 May 2022 (Annual Council Meeting)

Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Election of Mayor and appointment of Deputy Mayor 2022-23	To elect a Mayor and appoint a Deputy Mayor for the municipal year 2022-23.	No	Report to Council (11/05/2022)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk
Appointment of Honorary Remembrancer 2022-23	To appoint the Honorary Remembrancer for the municipal year 2022-23.	No	Report to Council (11/05/2022)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk

UNSCHEDULED ITEMS – EXECUTIVE/COUNCIL

Key Decision (asterisk indicates that the decision is likely to be a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
	Ash Road Bridge and Footbridge Update	To receive an update	No	Report to Executive	Michael Miles 01483 444077 michael.miles@guildford.gov.uk

Key Decision (asterisk indicates that the decision is likely to be a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
*	Bridges – Inspection and Remedial Work	(1) To approve appointment of consultants to: <ul style="list-style-type: none"> (a) carry out inspections (b) cost immediate and long-term works (c) advise on future inspection frequency (2) To approve works that arise from inspections <ul style="list-style-type: none"> (a) Move money from provisional to approved capital programme. 	No	Report to Executive	Helen Buck 01483 444720 helen.buck@guildford.gov.uk
u	The Housing Allocation Scheme	Executive to agree updated scheme for Housing Allocation. <i>Scheme will not come forward until 2022.</i>	No	Report to Executive Incorporating comments/ Recommendations of Service Delivery EAB	Siobhan Kennedy 01483 444247 siobhan.kennedy@guildford.gov.uk

Agenda item number: 6

Key Decision (asterisk indicates that the decision is likely to be a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
*u	New Housing Strategy (including Homelessness Prevention and Rough Sleeping Strategies) 2020-2025	To develop a new housing strategy to include the statutory elements of homelessness prevention and rough sleeping. <i>Dependent on Corporate Plan, maybe delivered at the end of 2021/start of 2022.</i>	No	Report to Executive Incorporating comments/ Recommendations of Service Delivery EAB	Siobhan Kennedy 01483 444247 siobhan.kennedy@guildford.gov.uk
u	Charging for Regulatory Services	To consider proposal to charge for pre-application advice. <i>Not a priority at this time.</i>	No	Executive	Justine Fuller 01483 444370 Justine.fuller@guildford.gov.uk

Key Decision (asterisk indicates that the decision is likely to be a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
*u	Surrey Waste Partnership – Inter Authority Agreement	To confirm the formation of a Joint Committee to replace the Surrey Waste Partnership, to seek sign up to a relevant IAA and to agree what decisions around waste and what services we want delivered via a joint approach. <i>Report estimated Spring 2022.</i>	No	Executive	Chris Wheeler 01483 445030 chris.wheeler@guildford.gov.uk
*u	Industrial Estates	To consider strategies for the future development of individual industrial estates <i>Report estimated 2022.</i>	No	Report to Executive Incorporating comments/ recommendations of Strategy and Resources EAB	Melissa Bromham 01483 444587 melissa.bromham@guildford.gov.uk

Agenda item number: 6

Key Decision (asterisk indicates that the decision is likely to be a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
*u	Community Infrastructure Levy Charging Schedule	To adopt the Community Infrastructure Levy Charging Schedule <i>No schedule yet.</i>	No	Report to Executive Incorporating comments/ recommendations of Guildford Joint Committee	Stuart Harrison 01483 444512 stuart.harrison@guildford.gov.uk
*u	Marketing Requirements SPD	To adopt the Marketing Requirements SPD No schedule yet.	No	Report to Executive	Gavin Stonham 01483 444464 gavin.stonham@guildford.gov.uk
*u	Planning Contributions SPD	To adopt the Planning Contributions SPD <i>No schedule yet.</i>	No	Report to Executive	Stuart Harrison 01483 444512 stuart.harrison@guildford.gov.uk
*u	Green and Blue Infrastructure SPD	To adopt the Green and Blue Infrastructure SPD. <i>No schedule yet.</i>	No	Report to Executive	Dan Knowles 01483 444605 dan.knowles@guildford.gov.uk
*u	Green Belt SPD	To adopt the Green Belt SPD <i>No schedule yet.</i>	No	Report to Executive	Laura Howard 01483 444626 laura.howard@guildford.gov.uk

UNSCHEDULED ITEMS – GUILDFORD JOINT COMMITTEE

Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
Community Infrastructure Delivery	(1) To agree a statement of priority for the delivery of infrastructure described in the GBC Infrastructure Delivery Plan and informed by the GBC Regulation 123 list (2) To discuss and propose strategies for securing additional funding necessary for that delivery	No	Report to Guildford Joint Committee	Stuart Harrison 01483 444512 stuart.harrison@guildford.gov.uk

Agenda item number: 6

SCHEDULE 2

MEMBERSHIP OF THE BOROUGH COUNCIL'S EXECUTIVE

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

Councillor	Areas of Responsibility
<p>Leader of the Council and Lead Councillor for Service Delivery</p> <p>Councillor Joss Bigmore c/o Guildford Borough Council Millmead House Millmead Guildford GU2 4BB</p> <p>(Christchurch Ward)</p>	<p>Customer Service, Governance including corporate Health and Safety, Future Guildford, Human Resources, Partnerships, Web Services, Corporate Strategy and Communications</p>
<p>Deputy Leader of the Council and Lead Councillor for Climate Change</p> <p>Councillor Jan Harwood c/o Guildford Borough Council Millmead House Millmead Surrey GU2 4BB</p> <p>(Merrow Ward)</p>	<p>Innovation, Strategic Planning, Sustainable Transport, Housing Delivery</p>
<p>Lead Councillor for Resources</p> <p>Councillor Tim Anderson c/o Guildford Borough Council Millmead House Millmead Guildford GU2 4BB</p> <p>(Clandon & Horsley Ward)</p>	<p>Finance, Commercial Asset Management, Procurement</p>
<p>Lead Councillor for Development Management</p> <p>Councillor Tom Hunt c/o Guildford Borough Council Millmead House Millmead Surrey GU2 4BB</p> <p>(Friary & St. Nicolas Ward)</p>	<p>Development Control and Enforcement</p>

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

EXECUTIVE ADVISORY BOARD WORK PROGRAMME

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

SERVICE DELIVERY EXECUTIVE ADVISORY BOARD

13 JANUARY 2022				
Item	Additional information	Relevant Lead Councillor(s)	Lead officer	Target completion
Review of Refuse and Recycling Service <i>(Awaiting the new National Waste Strategy from central Government.)</i>	To consider future options and proposals for the Refuse and Recycling Service.	Cllr James Steel	Chris Wheeler, Head of Operational and Technical Services / Liz Mockeridge, Waste Policy and Development Manager	
Day Care Services for the Elderly	To consider this mandate.	Cllr Julia McShane	Samantha Hutchison, Community Services	(deferred from 9 Sept 21)
10 MARCH 2022				
Item	Additional information	Relevant Lead Councillor(s)	Lead officer	Target completion
Shawfield Day Centre	To consider this mandate.	Cllr Julia McShane	Steve Benbough, Strategy and Communications Manager	(deferred from 9 Sept 21)

EXECUTIVE ADVISORY BOARD WORK PROGRAMME

JOINT EXECUTIVE ADVISORY BOARD

11 NOVEMBER 2021				
Item	Additional information	Relevant Lead Councillor(s)	Lead officer	Target completion
Business Planning - General Fund Outline Budget 2022-23	To consider the outline budget and submit comments to the Executive	Cllr Tim Anderson	Claire Morris Resources Director	February 2022
10 JANUARY 2022				
Item	Additional information	Relevant Lead Councillor(s)	Lead officer	Target completion
Housing Revenue Account Draft Budget 2022-23	To consider the Draft HRA budget and submit comments to the Executive.	Cllr Julia McShane / Cllr Tim Anderson	Ian Doyle, Service Delivery Director	February 2022
Capital and Investment Strategy 2022-23 to 2026-27	To consider the Draft Capital and Investment Strategy and submit comments to the Executive.	Cllr Tim Anderson	Victoria Worsfold, Lead Specialist - Finance	February 2022

EXECUTIVE ADVISORY BOARD WORK PROGRAMME

UNSCHEDULED ITEMS

Service Delivery Executive Advisory Board

Item	Additional information	Relevant Lead Councillor(s)	Lead officer	Target completion
Art Collection <i>(To receive initial consideration by the Museum Working Group.)</i>	To review the Council's art collection located at the Woking Road Depot (www2.guildford.gov.uk/boroughcollection/). This will be the subject of a mandate in due course.	Cllr Julia McShane	Sarah Fairhurst, Collections Manager, Heritage Services	
Domestic Abuse Bill	To consider work in relation to the Domestic Abuse Bill.	Cllr Julia McShane	Samantha Hutchison, Community Wellbeing Manager	
Housing (HRA) Development Programme Mandate	To consider this overarching programme mandate.	Cllr Jan Harwood	Matt Gough, Housing Development Lead	
Culture and Heritage Mandate	This mandate will be presented for consideration.	Cllr James Steel	Jonathan Sewell, Head of Culture, Heritage and Leisure Services	
Hostile Vehicle Mitigations Mandate	To consider this project mandate regarding anti-terrorism measures.	Cllr Julia McShane	Jo James, Senior Policy Officer – Community & Events	
Guildford Spectrum (Building)	To consider this mandate.	Cllr James Steel	Jonathan Sewell Head of Heritage, Culture & Leisure Services	

EXECUTIVE ADVISORY BOARD WORK PROGRAMME

Joint Executive Advisory Board

Item	Additional information	Relevant Lead Councillor(s)	Lead officer	Target completion
Shaping Guildford's future – a plan for our town centre	To consider the economic regeneration of Guildford.	Cllr John Rigg	Michael Lee-Dickson, SARP Regeneration Lead	
North Street, Guildford, Development Site	To receive a briefing in respect of the North Street Development Site scheme.	Cllr John Rigg	Andrew Tyldesley, Town Centre Development Lead	
Housing Strategy 2020-2025 (including the Homelessness Prevention and Rough Sleeping Strategies)	To develop a new housing strategy to include the statutory elements of homelessness prevention and rough sleeping. <i>Dependent on Corporate Plan, maybe delivered at the end of 2021/start of 2022.</i>	Cllr Julia McShane	Siobhan Kennedy, Housing Advice Manager	2021
Housing Allocations Scheme	Review of the Housing Allocations Scheme to include legislative changes and potential new homelessness duties. <i>Scheme will not come forward until 2022.</i>	Cllr Julia McShane	Siobhan Kennedy, Housing Advice Manager	2021
Sutherland Memorial Park	To consider the possible development of a masterplan for the Park to ensure a holistic approach.	Cllr James Steel	Jonathan Sewell, Head of Culture, Heritage and Leisure Services	