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Contact Officer:

Carrie Anderson,  
Senior Democratic Services Officer  
Tel: 01483 444078

14 June 2022

Dear Councillor

Your attendance is requested at a meeting of the **EXECUTIVE** to be held in the Council Chamber, Millmead House, Millmead, Guildford, Surrey GU2 4BB on **THURSDAY 23 JUNE 2022** at 7.00 pm.

Yours faithfully

Tom Horwood  
Joint Chief Executive  
Guildford & Waverley  
Borough Councils

**MEMBERS OF THE EXECUTIVE**

Chairman:

Councillor Joss Bigmore (Leader of the Council)

Vice-Chairman:

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

Councillor Tim Anderson, (Lead Councillor for Resources)

Councillor Tom Hunt, (Lead Councillor for Development Management)

Councillor John Redpath, (Lead Councillor for Economy)

Councillor John Rigg, (Lead Councillor for Regeneration)

Councillor James Steel, (Lead Councillor for Environment)

Councillor Cait Taylor, (Lead Councillor for Climate Change)

**WEBCASTING NOTICE**

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

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

**QUORUM 3**

## THE COUNCIL'S STRATEGIC FRAMEWORK (2021- 2025)

### **Our Vision:**

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

### **Our Mission:**

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

### **Our Values:**

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

### **Our strategic priorities:**

#### Homes and Jobs

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

#### Environment

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

#### Community

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

## **A G E N D A**

### **ITEM NO.**

#### **1 APOLOGIES FOR ABSENCE**

#### **2 LOCAL CODE OF CONDUCT - DISCLOSABLE PECUNIARY INTEREST**

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

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

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

#### **3 MINUTES (Pages 5 - 12)**

To confirm the minutes of the meeting of the Executive held on 26 May 2022.

#### **4 LEADER'S ANNOUNCEMENTS**

#### **5 TO CONSIDER ANY RECOMMENDATIONS FROM THE OVERVIEW AND SCRUTINY COMMITTEE (Pages 13 - 20)**

#### **6 \*NORTH STREET DEVELOPMENT SITE, GUILDFORD (Pages 21 - 28)**

#### Key Decisions:

Any item on this agenda that is marked with an asterisk is a key decision. The Council's Constitution defines a key decision as an executive decision which is likely to result in expenditure or savings of at least £200,000 or which is likely to have a significant impact on two or more wards within the Borough.

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

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

must be available for inspection by the public at the Council offices and on the Council's website at least 28 clear days before the key decision is to be made. The relevant notice in respect of the key decisions to be taken at this meeting was published as part of the Forward Plan on 26 May 2022.

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## Executive

- \* Councillor Joss Bigmore (Chairman)
- \* Councillor Julia McShane (Vice-Chair)

- |                           |                          |
|---------------------------|--------------------------|
| * Councillor Tim Anderson | Councillor John Rigg     |
| * Councillor Tom Hunt     | * Councillor James Steel |
| * Councillor John Redpath | Councillor Cait Taylor   |

\*Present

Councillor Catherine Young was also in attendance. Councillor Angela Goodwin was in remote attendance.

### **EX1 APOLOGIES FOR ABSENCE**

Apologies were received from Councillor John Rigg, Lead Councillor for Regeneration and Councillor Cait Taylor, Lead Councillor for Climate Change.

### **EX2 LOCAL CODE OF CONDUCT - DISCLOSABLE PECUNIARY INTEREST**

The Leader of the Council, Councillor Joss Bigmore declared a non-pecuniary interest with regard to item 7 of the agenda in that he held a shareholder investment in B4SH of £3,000.

There were no other declarations of interest.

### **EX3 MINUTES**

The minutes of the meeting held on 28 April 2022 were approved as a correct record. The Chairman signed the minutes.

### **EX4 LEADER'S ANNOUNCEMENTS**

The Council was supporting the Homes for Ukraine scheme by undertaking security checks on those offering accommodation and ensuring the accommodation was suitable for the guests. So far sponsors had been matched with around 400 Ukrainian guests and around 200 had already arrived. The Council had been busy supporting hosts and guests by processing the welcome and thank you payments. It was recognised that ongoing support was important and there had been two well received and well attended information sessions at the Hive held this week. It was noted that the system of support was evolving and that feedback from guests and hosts would be welcome to enable improvements.

There was more information about how to support those affected by the war in Ukraine on the Council's website.

[Supporting Ukraine - Guildford Borough Council](#)

Next week was Jubilee week and there were a number of events planned in celebration including a launch at G Live where the Vivace Chorus would perform. Guildford Museum had a number of events and activities including an opportunity to meet the town crier and make a traditional tricorne hat. The town centre would be decorated with bunting and flowers. On 2 June at 2pm, outside of the Guildhall, the town crier would announce the lighting of the beacon. There would also be beacon lighting in Fairlands, Normandy, Pirbright, Wood Street and Worplesdon. The civic ceremony would be hosted by the Mayor at Guildford Cathedral. On 4 June there would be a picnic at the castle hosted by Guildford in Bloom with entertainment from the Guildford Fringe Festival. There were over fifty street parties planned across the borough. On 7 Jun there would a Platinum Jubilee-themed farmers market in the town.

Stoke Park paddling pool would reopen on Friday 27 May following refurbishment.

The failure of the city status bid was disappointing, but the Leader congratulated those who had been successful. There were particular thanks to the University of Surrey, Property House Management, Surrey County Council and Angela Richardson MP who had provided support for the bid.

There would be testing of the Council's website at Guildford library every Tuesday morning.

The Leader remembered Councillor Richard Billington who had sadly, recently passed away.

#### **EX5 TO CONSIDER ANY RECOMMENDATIONS FROM THE OVERVIEW AND SCRUTINY COMMITTEE**

There had been no updates since the last meeting and the Executive noted the report.

#### **EX6 LOCAL PLAN DEVELOPMENT MANAGEMENT POLICIES**

The Local Plan: Development Management Policies was the second part of Guildford's Local Plan. Together with the adopted Local Plan: Strategy and Sites document (LPSS), it would fully supersede the existing Local Plan 2003 and become part of the Council's Development Plan. The Submission Local Plan (SLP) enabled more detailed policies to be used by Development Management in the determination of planning applications, to test those applications and to ensure good development in the borough was sustainable and attractive.

The Chairman introduced a report that sought Executive approval to submit the SLP to Full Council and then subsequently to the Secretary of State for Examination by an independent Planning Inspector.

The report had been considered by the Joint Executive Advisory Board on 10 May 2022 and the comments arising from that meeting were set out in the supplementary agenda.

A 'Regulation 19 'proposed submission' consultation had been undertaken in January/February 2022, all of the comments and responses had been analysed and some 'minor modifications' had been made. No 'main modifications' were considered necessary. Of those responses it was noted that generally a two-way split could be observed of respondents who considered the proposals were too exacting and those

who felt that the proposals did not go far enough. It was hoped that a balance had been presented and the Council's own viability study showed the plan to be sound. Density levels had been a topic of many respondents and had been a feature of in-house discussions between councillors; however, it had been agreed at Full Council prior to the 'Regulation 19' consultation that policies should not become so prescriptive as to encumber fair evaluations of individual applications.

It was explained that Supplementary Planning Documents (SPDs) were usually adopted by the Council itself. The Parking SPD was unusual case as it might be argued that parking standards was actually policy. The council had taken legal advice and considered that the Parking SPD should be submitted to the Inspector along with the SLP for a final decision. If the Inspector agreed that the parking standard was policy, then it would be possible to turn the Parking SPD into an appendix of the SLP. If the Inspector did not agree and considered it should remain an SPD this would be preferable and be more flexible for the council in future.

The Planning Inspector would only review those comments and responses received during the 'Regulation 19' consultation and predominantly those responses about matters that were repeated many times and identified by the council as common concerns. The Inspector would consider if the council had fully addressed those matters or if there should be further study to reach a conclusion. If any matter had not been raised during the 'Regulation 19' consultation it would not be possible for the council to raise it with the Inspector following submission.

If the recommendation was approved by the Executive to submit to Full Council, it was proposed to submit the plan to the Secretary of State within two weeks of the Full Council decision. Once submitted the full examination in public would be undertaken by the inspector later in the year.

Officers were commended for the report and councillors praised for the rigour of the review process to which the SLP had been subjected. The Executive

**RESOLVED:**

That full Council (at its extraordinary meeting on 9 June 2022), be requested to agree the following:

- (1) That the Submission Local Plan: Development Management Policies (Appendix 1), together with all relevant associated documentation referred to in Appendix 2 to the report, be approved for submission to the Secretary of State for the purpose of proceeding to and through the Examination in Public process.
- (2) That the Lead Councillor with portfolio responsibility for Strategic Planning be authorised, in consultation with the Strategic Services Director, to make such minor alterations to improve the clarity of the submission documents as they may deem necessary.

**Reason(s):**

1. To enable the Submission Local Plan: Development Management Policies document to be submitted for Examination in Public in line with the adopted Local Development Scheme.

2. To enable an Inspector to test the plan in terms of its legal compliance and 'soundness' which will allow the Council to move a step closer to adopting an up-to-date second part of its Local Plan.

## **EX7 BROADBAND FOR THE SURREY HILLS**

The Executive considered a report recommending the Council consider investing £40,000 to further support the financing of Broadband for Surrey Hills (B4SH) through the purchase of shares. The report was introduced by the Lead Councillor for Economy.

Broadband for Surrey Hills (B4SH) was a not-for-profit organisation working to deploy fibre broadband to rural communities across the Surrey Hills. In 2018, the Council had approved a proposal to invest £10,000 as a shareholder to support B4SH in initiating its rollout and agreed to grant free wayleaves where fibre crosses Council-owned land. The same report had suggested that the Council consider further investments to B4SH of up to £40,000 after its first phase of rollout.

Since 2018, B4SH had been connecting rural residents and businesses at a critical time when the pandemic demanded access to fast and reliable broadband. B4SH had recently approached. The Executive,

RESOLVED:

- (1) That the remaining direct investment of £40,000 in shares to Broadband for Surrey Hills Ltd, be approved.
- (2) That a virement of £60,000 be approved from the capital contingency fund to finance the purchase of the shares and provide a budget of £20,000 to support the costs of surveys, mapping and tracer wires required to provide free wayleaves for B4SH.

Reason:

Over the last three years, B4SH had connected over 200 households to 'hyperfast' or 1Gbps full symmetric fibre broadband in the Surrey Hills. As we explore and adopt new ways of working due to cultural shifts brought by the pandemic, it had become increasingly important to ensure our rural communities had access to strong and secure broadband connections.

## **EX8 REVIEW OF EXECUTIVE WORKING GROUPS 2022**

The Executive considered the annual report setting out the work carried out over the previous twelve months by the various working groups (including boards and panels) that had been established by either the Executive or the Leader/lead councillor, together with the work they were likely to undertake over the coming twelve months.

As a part of the annual review, the Executive was asked to determine whether these groups should continue as presently constituted and, if so, to make or confirm appointments to them.

The Leader of the Council introduced the report. The purpose of the Executive working groups was to support the progress and delivery of the Council's Corporate Plan.



Following the restructure resulting from the Future Guildford programme and the pandemic there was a recommendation to disband a number of groups and those ongoing responsibilities would be absorbed within other existing or new groups. Thanks were given to those councillors who had served or continued to serve on the working groups.

An up-to-date list of membership of all the working groups would be circulated to all councillors.

There were some minor corrections and a revised set of the terms of reference for the Housing Management HRA Board set out on the Supplementary Information Sheet circulated at the meeting.

The Executive

RESOLVED:

(1) That, subject to the corrections set out in the Supplementary Information Sheet, the Executive approved the continuation of the following Executive working groups, with no changes to their terms of reference or membership for the municipal year 2022-23

- Climate Change Board
- Guildford Community Covenant Panel
- Housing Development Programme Board
- Local Plan Panel
- Major Projects Portfolio Board
- Property Review Group
- Shaping Guildford's Future Programme Board
- Weyside Urban Village Development Governance Board

(2) That the following working groups be disbanded:

- Arts Development Strategy & Public Art Strategy
- Aspire Health and Wellbeing Board
- Electric Theatre Monitoring Group
- Housing Delivery Board (HRA/RTB/Pipeline)
- Innovation Board
- Museum Working Group
- Play Development Strategy & Fixed Play equipment Group
- Sports Development Strategy Group
- Town Twinning Working Group

(3) That the following new boards be established:

- Capital, Transport & Infrastructure (CTI) Board
- Community Board
- Housing Management HRA Board

(4) That the draft terms of reference for the new boards, as set out in the report and in Appendix 1 to the Supplementary Information Sheet be approved.

- (5) That the membership of the Capital, Transport & Infrastructure (CTI) Board, as set out in Appendix 3 to the report be approved.
- (6) That, in respect of the Community Board and the Housing Management HRA Board, political group leaders be requested to submit nominations for consideration by the Leader of the Council in respect of the vacancies.

Reason:

To comply with the requirement on the part of the Executive to periodically review the continuation of the various Working Groups in accordance with Council Procedure Rule 24 (j).

**EX9 SURREY LEADERS' GROUP NOMINATIONS 2022**

The Surrey Leaders' Group (SLG) was formed of the leaders of the twelve Surrey local authorities. It provided a political forum where leaders can come together to discuss strategic issues and act as a strong representative body for local government in Surrey.

Each year local authorities in Surrey were invited to nominate elected members to positions available on outside bodies to which the Surrey Leaders' Group make appointments. The Leader of the Council introduced the report.

All members of the Council had been canvassed for the vacancies and the opportunity to be nominated. The Executive was invited to approve any expressions of interest submitted by councillors to the positions available this year as follows,

1. Adults and Health Select Committee
2. South-East Reserve Forces and Cadets' Association
3. Surrey Civilian-Military Partnership Board
4. Integrated Care Partnership Board
5. Surrey Pensions Board

A total of 4 expressions of interest had been received. Councillor Young wished to be considered for the Adults and Health Select Committee should her nomination to the South-East Reserve Forces and Cadets' Association be unsuccessful.

The deadline for submission of nominations to SLG was Monday 6 June 2022. The Executive

**RESOLVED:**

That, in respect of the vacancies, the following nominations be put forward to the SLG for consideration:

- Councillor George Potter for the Surrey Pensions Board
- Councillor Fiona White for the Integrated Care Partnership Board
- Councillor Catherine Young for the South-East Reserve Forces and Cadets' Association

- Councillor Catherine Young for the Adults and Health Select Committee should her nomination to the South-East Reserve Forces and Cadets' Association be unsuccessful.
- The Mayor, Councillor Dennis Booth for the Surrey Civilian-Military Partnership Board

Reason:

To ensure that any nomination submitted by this Council is considered by the SLG.

The meeting finished at 7.34 pm

Signed .....

Date .....

Chairman

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## Recommendations to the Executive from the Overview and Scrutiny Committee

### Document Purpose

The intention of this document is to collate and track progress of all recommendations made by the Overview and Scrutiny Committee to the Executive throughout the year, and to log the Executive decisions on the submitted matters. The Executive’s agreed response to the recommendations will be fed back to the Overview and Scrutiny Committee, and relevant officers.

### Explanatory note:

**Progress Status:** This column indicates individual progress status for each recommendation and will present one of three options:

- Awaiting Executive Consideration
- Accepted or Approved by the Executive
- Rejected by the Executive

**Suggested Response to Recommendation and Reasons:** This column indicates what action, if any, the Executive proposes to take or may already have been taken in response to the recommendation and the reasons) for the action, or no action.

### Approved Recommendations:

O&S Meeting Date /O&S Minute No.	O&S Agenda Item	O&S Recommendation	Considered by Executive on	Progress Status	Suggested Response to Recommendation and Reasons	Key Officer responsible for the item
2 March 2021 Reference OS63	Guildford Crematorium Redevelopment	That the Executive be requested to ensure that:	22 March 2022	Executive approved suggested response.	The Future Guildford Programme implemented the Council’s transformation plan.	Abi Lewis/ Directors

O&S Meeting Date /O&S Minute No.	O&S Agenda Item	O&S Recommendation	Considered by Executive on	Progress Status	Suggested Response to Recommendation and Reasons	Key Officer responsible for the item
	Post Project Review	<p>1.Council projects are accurately scoped and well-defined at the outset and any extension of scope is assessed carefully.</p> <p>2.Council projects go beyond legal minimum standards and aspire to be the best possible.</p> <p>3.Senior officers be held accountable for ensuring that resources in place for projects are adequate.</p>			<p>As part of Phase A of the Programme, a new Project and Performance Management (PPM) Governance team was established in 2020 which has undertaken extensive work to implement a new PPM Governance Framework to improve the delivery of all GBC projects and programmes to achieve the strategic objectives set out in the Corporate and Local Plans. Now an Enterprise Portfolio Structure has been defined, work is underway to rationalise boards and clarify decision-making.</p> <p>The following specific processes implemented help to ensure the right project controls are in place from the outset:</p> <ul style="list-style-type: none"> <li>• A start-up process to control the number of projects initiated</li> <li>• A mandate being developed for each project for consideration by service leaders and Councillors helping to develop a common understanding of</li> </ul>	

O&S Meeting Date /O&S Minute No.	O&S Agenda Item	O&S Recommendation	Considered by Executive on	Progress Status	Suggested Response to Recommendation and Reasons	Key Officer responsible for the item
					<p>objectives and anticipated outcomes of projects.</p> <ul style="list-style-type: none"> <li>• The Business Case, developed from the Strategic, through the Outline Business Case and confirmed at Full Business Case is a clear statement of scope and baselines and a robust rationale for proceeding with the project.</li> <li>• Progress through the stages is controlled by gates, these are managed by the Corporate Governance Team.</li> </ul> <p>The project mandate will provide a broad definition of a project’s objectives, scope, constraints, benefits, risks and costs – which are further defined in the development of the business case. Aspirations to exceed minimum standards tends to come at the cost of time and money. The business case should recommend the option that provides best social value or best value for money and responds to any statutory requirements.</p>	

O&S Meeting Date /O&S Minute No.	O&S Agenda Item	O&S Recommendation	Considered by Executive on	Progress Status	Suggested Response to Recommendation and Reasons	Key Officer responsible for the item
					<p>The new PPM Governance Framework provides the opportunity for officers across the organisation to review project mandates and business cases, and to consider the potential impact of the proposals on their service area. This includes consideration of whether the project is achievable within the existing resources (financial and staffing) and whether mitigation is required to deliver the preferred option successfully. This might include highlighting a need to recruit to fill a specialist skillset that is necessary for the project and the required budget to enable this. The internal project governance structures ensure officers provide regular updates on the status of projects and provide the opportunity for risks and issues to be escalated to senior decision makers as necessary. An Enterprise Portfolio Board is being considered to ensure that resource constraints are understood across all GBC service areas before a project is initiated.</p>	



O&S Meeting Date /O&S Minute No.	O&S Agenda Item	O&S Recommendation	Considered by Executive on	Progress Status	Suggested Response to Recommendation and Reasons	Key Officer responsible for the item
9 November 2021 reference OS46	Guildford Crematorium Air Quality Audit	<p>That the following recommendations within section 3 of the SLR audit at Appendix 1 of the report submitted to the O&amp;S Committee be endorsed:</p> <ul style="list-style-type: none"> <li>• That measures or procedures are reviewed and where necessary improved, to allow Regulatory Services to satisfy themselves that work undertaken on their behalf has been undertaken in a comprehensive and technically robust manner, such as:</li> <li>• requiring evidence of the audit procedure, and documented audit trail; and</li> </ul>	22 March 2022	Executive approved suggested response.	<p>GBC's current Standard Selection Questionnaire (SSQ) - used at the outset of a procurement process to determine compliance of a potential supplier with any mandatory requirements - does not request confirmation of statutory or regulatory certification.</p> <p>However, the subsequent technical evaluation process is tailored according to the specifics of the project and the scope of services being procured. Where appropriate, confirmation and evidence of accreditation will be requested and evaluated. If works are procured via a framework e.g. construction works, the contractors are subject to significant scrutiny and vetting before being accepted onto the framework. If a project is particularly complex or technical, the Council will need to consider what specialist resource is needed to support the drafting of technical evaluation criteria</p>	Abi Lewis/ Directors

O&S Meeting Date /O&S Minute No.	O&S Agenda Item	O&S Recommendation	Considered by Executive on	Progress Status	Suggested Response to Recommendation and Reasons	Key Officer responsible for the item
		<ul style="list-style-type: none"> <li>requiring contractors to have a quality assurance system certified to a recognised standard (e.g., ISO 9001).</li> </ul>			<p>and the evaluation of tender responses. This would be established at the mandate stage.</p> <p>The Corporate Procurement Board acts as a gateway for projects that are above a certain financial threshold, or constitute high risk or sensitivity, providing further scrutiny over the most appropriate route to engage a supplier.</p> <p>The new project management and governance toolset, Verto, has the functionality to capture decisions made to ensure that there is an audit trail throughout the project lifecycle.</p>	
9 November 2021 reference OS47	Update on Project & Programme Management Governance	<ul style="list-style-type: none"> <li>That the Executive be requested to ensure that in relation to the closure and evaluation stages of Council projects the author of both the lessons learned report</li> </ul>	22 March 2022	Executive approved suggested response.	The Council's implemented PPM Governance Framework outlines the project lifecycle and approval gates that projects will ensure all lifecycle stages are undertaken for all projects, including closure, evaluation and lessons learned.	Abi Lewis/ Directors

O&S Meeting Date /O&S Minute No.	O&S Agenda Item	O&S Recommendation	Considered by Executive on	Progress Status	Suggested Response to Recommendation and Reasons	Key Officer responsible for the item
		<p>and the post-project evaluation be someone unconnected to the project.</p> <ul style="list-style-type: none"> <li>• That further training and information on the Council's project and programme management be organised for Councillors.</li> </ul>			<p>Going forward the governance team can provide independent review at project closure stage and report to the Enterprise Portfolio Board if that is established.</p> <p>A series of formal training sessions explaining the reasons for mandates and business cases was delivered in November 2020 to introduce the new PPM governance arrangements. Follow up sessions relating to improving their understanding of programme and project governance in order to streamline governance and improve reporting were held for Councillors in December 2021. These sessions outlined the work done on the development of the governance structure and provided a demonstration of the reporting deck that is presented at Major Projects Portfolio Board. Ongoing training is being provided to induct new</p>	

O&S Meeting Date /O&S Minute No.	O&S Agenda Item	O&S Recommendation	Considered by Executive on	Progress Status	Suggested Response to Recommendation and Reasons	Key Officer responsible for the item
					Councillors and keep all Councillors up to date with developments.	

Executive Report

Ward(s) affected: Friary and St Nicolas

Report of: Dawn Hudd, Strategic Services Director.

Author: Abi Lewis. Head of Regeneration and Corporate Programmes.

Email: [abi.lewis@guildford.gov.uk](mailto:abi.lewis@guildford.gov.uk)

Lead Councillor responsible: John Rigg

Tel: 07870 555784

Email: [john.rigg@guildford.gov.uk](mailto:john.rigg@guildford.gov.uk)

Date: 23 June 2022

## North Street Development Site, Guildford

### Executive Summary

On 8 March 2022 the Council exchanged contracts with St Edward (the developer), for the sale of its land within the North Street development site. This will, subject to the developer obtaining planning consent, facilitate the construction of a residential led mixed-use scheme that will include provision of a refurbished bus interchange and the pedestrianisation of North Street.

At its meeting on 26 October 2021, the Executive agreed:

To authorise the Strategic Services Director, in consultation with the Lead Councillor for Regeneration, to establish a working group consisting of stakeholders, Councillors and officers to make recommendations to the Executive in respect of the design of the refurbished bus interchange (including the associated access and public realm improvements) and the proposed pedestrianisation of North Street.

The working group was established and the Strategic Services Director, in consultation with the Lead Councillor for Regeneration, made recommendations which were approved by the Executive on 24 February 2022. The group has since been disbanded.

The developer is now preparing further plans and detailed specification for the bus interchange and pedestrianisation of North Street as required by the contract. These must be submitted to the Council at least four weeks before the planning application is submitted (scheduled for July). The Council must approve or reject the plans and detail specification for the refurbished bus interchange and the pedestrianisation

within 15 working days of receipt. If the Council does not respond within 15 working days consent will be deemed to have been granted.

To agree the detailed plans and specifications and to minimise the probability of the Council failing to meet its obligations (or even being in breach of its contract) further delegated authority is sought to enable timely approval of these matters.

Further there are associated matters where delegated authority is sought in relation to the North Street Market and Taxi ranks to enable commencement of works and the implementation of a planning consent. Failure to deal with these matters within limited time scales could have considerable adverse impact. Details at Section 5. below.

Note that the delegated authorities being sought do not affect or impede the Local Planning Authority in deciding the developer's planning application in the normal way.

**Recommendation to Executive:**

To authorise the Strategic Services Director, in consultation with the Lead Councillor for Regeneration:

- (1) To approve the detailed plans and specification for the refurbished bus interchange.
- (2) To approve the detailed plans and specification for the proposed pedestrianisation of North Street.
- (3) To approve temporary North Street Market arrangements to facilitate the implementation of the developer's planning consent.
- (4) To approve any temporary taxi rank arrangements required to facilitate implementation of the developer's planning consent once all necessary statutory requirements have been followed.
- (5) To seek approval to remove the existing taxi rank in North Street that is located outside the Marks and Spencer store and to make any necessary arrangements and complete any agreements as necessary to proceed with seeking such approval to facilitate the North Street Development and to follow all necessary statutory requirements when seeking such approval.
- (6) To approve any temporary parking changes that are required to facilitate temporary market and taxi rank arrangements.

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

**1. Purpose of Report**

1.1 The purpose of this Report is to update the Executive on various approvals required:

- (a) under the terms of the Council's contract with the developer; and
- (b) to enable works to take place to enable the pedestrianisation of North Street.

**2. Strategic Priorities**

2.1 The relevant strategic priorities of the Council in connection with proposals for facilitating the redevelopment of the Site are set out in the Report to the Executive in February 2020 and September 2020.

**3. Background**

3.1 Under terms of the sales contract the proposed redevelopment of North Street by St Edward will include the refurbishment of the bus station to create a new bus interchange and the pedestrianisation of North Street between Leapale Road and Onslow Street.

3.2 The developer has agreed to invest a considerable amount of money to provide these benefits to the town and require various timely decisions and actions from the Council in order to facilitate delivery.

3.3 The first milestone will be the submission by the developer of a planning application. This is scheduled for July 2022. Prior to this, the Council must agree detailed plans and specifications for both the bus interchange and pedestrianisation proposals as detailed in Section 4 below.

3.4 To enable works to proceed in North Street the Council is required to make temporary relocation arrangements for the North Street market traders and taxi operators. This is detailed in Section 5 below.

3.5 To enable the pedestrianisation scheme in North Street it will be necessary to permanently remove the taxi rank in North Street that is located outside M&S.

**4. Bus Interchange and North Street Pedestrianisation detailed Plans and Specifications**

4.1 In November 2021 the Strategic Services Director, in consultation with the Lead Councillor for Regeneration, established a working group (now disbanded) consisting of stakeholders, councillors and officers to make

recommendations in respect of the refurbished bus interchange and proposed pedestrianisation of North Street.

- 4.2 A recommendation was made and approved at the Executive meeting on 24 February 2022.
- 4.3 Under the terms of the sale contract with the developer the Council as landowner needs to approve (or reject with reasons) detailed plans and specifications for both schemes before a planning application is submitted. At which time the Local Planning Authority will consider the detailed design and specification as part of the planning process.
- 4.4 The developer has scheduled the planning application to be submitted in July 2022 and the detailed plans and specifications must be submitted to the Council four weeks prior to this. The Council will then have 15 working days to approve or reject both the detailed plans and specifications once they have been submitted to the Council.
- 4.5 If the Council does not respond in 15 days, the developer will serve a 5-day reminder on the Council. At the end of this period the Council will be deemed to have given approval if no response has been issued.
- 4.6 The previously approved high-level plans and specifications contain overall design parameters but do not specify materials, fixings, standard, colours or operating systems etc. These matters will be dealt with in the detailed plans and specifications but should not affect the general design parameters and high-level specifications agreed in the contract.
- 4.7 Scott Brownrigg and Aecom are appointed by the developer to prepare the detailed specifications. It has been confirmed that they have agreed to an ongoing duty of care to the Council on the advice that has been given.

## **5. North Street Market and Taxi Ranks.**

- 5.1 At its meeting on 26 October 2021, the Executive agreed "To authorise the Strategic Services Director, in consultation with the Lead Councillor for Regeneration to develop and take forward a plan for engagement with market traders, taxi operators and any other parties that are impacted by the development".
- 5.2 A plan has been prepared and agreed and is in the process of being implemented. A meeting took place with market stall licence holders on 25 April and with taxi operators on 12 May 2022.
- 5.3 To enable the pedestrianisation of North Street it will be necessary to temporarily relocate the North Street Market whilst construction work takes



place. Various options have been discussed and are being further considered by the Council and stall holders.

- 5.4 To enable the pedestrianisation of North Street it will also be necessary to permanently remove the taxi rank outside M&S.
- 5.5 To enable re-arrangement of the junction of North Street and Onslow Street it will be necessary to temporarily relocate the Friary taxi rank from this location.
- 5.6 Temporary and permanent closure and temporary siting of taxi ranks will require approval by the Licensing Committee, notices to be served on the Highway Authority and Police and notices to be posted for 28 days prior as a consultation process. The matter will then be passed for approval by the Licensing Committee.
- 5.7 The Licensing Committee's decision is usually then reported to Executive for confirmation. For the Council to fulfil its contractual obligations it would be beneficial for delegated authority to be available at this point. This will enable the Council to act in a nimble and unfettered way to achieve the Council's goal of redeveloping the North Street site to include the developer pedestrianising North Street.
- 5.8 The location of a temporary market or taxi Rank may require temporary changes to on-street parking. On-street parking is controlled by Surrey County Council (SCC) and any changes will need to follow the usual process to obtain approval. However, for the Council to fulfil its contractual obligations it would be beneficial for delegated authority to be available to enable the temporary arrangements to be promoted by the Council to SCC. The Council will be able to act in a nimble and unfettered way to achieve the Council's goal of redeveloping the North Street site to include the pedestrianisation of North Street.

## **6. Options**

- 6.1 To approve the request for additional delegated authority. This will enable the Council to proceed smoothly towards completion of the sale of the North Street site to the developer and to meet its contractual obligations.
- 6.2 To not approve the request for additional delegated authority. It is unlikely that Executive approval could be given within the required 15 working days. Therefore, the Council would fail to meet its contractual obligations.

## **7. Consultations**

- 7.1 Councillor John Rigg, the Lead Councillor for Regeneration, Chair of Major Projects Portfolio Board and of the sub-portfolio Capital Transport and

Infrastructure Board (which includes the North Street project) supports the recommendations detailed above.

- 7.2 Dawn Hudd, Director of Strategic Services and a member of the North Street Programme Board, has been consulted and supports the recommendations detailed above.
- 7.3 External stakeholders impacted by the proposals have been engaged as outlined in Sections 4 and 5 above. This engagement will continue through the delivery phase.
- 7.4 During the process of seeking to relocate or close the taxi ranks the Police and Highway Authority will be consulted and 28 days public notice will be given by advertisement in local press, all statutory consultations will be complied with under this process.

## **8. Key Risks**

- 8.1 Failure by the Council to promptly approve or give a reasoned rejection of the developer's detailed plans and specification would be a lost opportunity to verify our agreement or otherwise with the developer's proposals. This could leave the Council open to criticism.
- 8.2 If the Council is unable to meet its contractual obligations and causes delay the developer might decide to claim for damages.
- 8.3 If there are delays in approving the plans and specifications the delivery of the redevelopment is likely to be delayed.
- 8.4 If the Council is unable to make the necessary arrangements to relocate the North Street Market, remove the taxi rank outside M&S and temporarily close and/or relocate the taxi rank at the bottom on North Street/Onslow Street in a timely manner, the developer's obligation to carry out pedestrianisation works will cease. Instead, the Council would receive a payment in lieu and would need to make its own arrangements to pedestrianise North Street.

## **9. Financial Implications.**

- 9.1 If the Council agrees the detailed plans and specifications the developer will cover the total cost of works and the Council will not be required to make any financial contribution.
- 9.2 If the Council rejects the plans and specifications, there may be cost implications that as yet cannot be quantified.

- 9.3 If the Council seeks changes that are variances to the previously agreed high-level specification the Council will be responsible for any additional costs.

## **10. Legal Implications**

- 10.1 The Contract and Procurement implications were dealt with in the 26 October 2021 Executive Report.
- 10.2 The approved plans and specifications will form part of the planning application for the North Street Redevelopment Site seeking permission from the Council as the Local Planning Authority to carry out the works.
- 10.3 A local authority can adopt areas on streets or private land as taxi ranks for either continual or part-time use under section 63 of the Local Government (Miscellaneous Provisions) Act 1976 (the Act). The statutory process provides that the local authority must obtain the permission of the Highway Authority, give notice to the Police, publish a public advertisement in a local paper and consider any objections or representations received within 28 days of publication before a taxi rank is appointed.
- 10.4 Section 63(5) of the Act states that the power to appoint taxi ranks includes the power to revoke and alter such appointment and requires the same statutory process to be followed.
- 10.5 Failure to meet contractual obligations within the sale agreement with St Edwards could result in a claim for damages, termination of the agreement and an obligation to return the deposit monies secured under the agreement.

## **11. Human Resource Implications**

- 11.1 Human Resources does not foresee any impact over and above the resource requirements identified in the 26 October report. The Council is reliant on its internal specialists alongside external advisers and a budget has been put in place to cover the cost of these resources.

## **12. Equality and Diversity Implications**

- 12.1 The Equality and Diversity Implications were dealt with in the 26 October 2021 Executive Report.
- 12.2 The Equality and Diversity Implications of moving taxi ranks will be considered in the consultation period.
- 12.3 The Equality and Diversity Implications of pedestrianising North Street and the refurbishment of the Bus Interchange will be considered by the LPA as part of the planning application process.

**13. Climate Change/Sustainability Implications**

13.1 Climate Change and Sustainability implications were reported in the September 2020 Executive Report. The position has not changed.

**14. Conclusion**

14.1 The approval of the additional delegated authorities recommended in this report will provide a clear route for the Council to fulfil its contractual obligations in respect of the refurbished bus interchange and the pedestrianisation of North Street.

14.2 When considering the likely acceptability of the plans and specifications proposed for the overall site, the bus interchange, North Street pedestrianisation and the likely development impacts, the Council will have the benefit of protection by the planning process. It has been made clear to the developer that any decision on the part of the Council to sell its interest in the Site should not be seen as a predetermination or commitment on the part of the Council, in its capacity as LPA, to approve a subsequent planning application for the proposed development. The developer will need to address all relevant national and local planning policies. It will also need to respond to consultation and local sensitivities.

**15. Background Papers**

- September 2020 Executive Report
- October 2021 Executive Report

**16. Appendices.**

None.