

**STATEMENT OF EXECUTIVE DECISIONS**

Thursday, 8th August, 2024

The decisions summarised below were taken by the Executive at the above-mentioned meeting and, subject to the call-in procedure referred to in Overview and Scrutiny Procedure Rule 16 and to Note (a) at the end of this document, shall have effect five working days after the day of the meeting. Details of any recommendations to Council are also included for completeness.

Members of the Executive

Chairman:

Councillor Julia McShane (Leader of the Council & Lead Councillor for Housing)

Vice-Chairman:

Councillor Tom Hunt (Deputy Leader of the Council & Lead Councillor for Regeneration) \*

Councillor Angela Goodwin, Lead Councillor for Engagement and Customer Services \*

Councillor Catherine Houston, Lead Councillor for Commercial Services \*

Councillor Richard Lucas, Lead Councillor for Finance and Property \*

Councillor Carla Morson, Lead Councillor for Community and Organisational Development \*

Councillor George Potter, Lead Councillor for Environment and Climate Change \*

Councillor Merel Rehorst-Smith, Lead Councillor for Regulatory and Democratic Services \*

Councillor Fiona White, Lead Councillor for Planning \*

\*Present

Councillors Vanessa King, Sue Wyeth-Price and Catherine Young were also in remote attendance.

**Agenda**

**Item**

**No.**

**Officer(s)**

**to action**

**Item**

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Julia McShane.

Councillors Vanessa King, Sue Wyeth-Price and Catherine Young were in remote attendance.

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

There were no declarations of interest.

**3. MINUTES**

The minutes of the meeting held on 15 July 2024 were confirmed as correct. The Chairman signed the minutes.

**4. LEADER'S ANNOUNCEMENTS**

The Deputy Leader of the Council made the following announcements:

Following the recruitment process and interviews with the Guildford and Waverley Joint Senior Staff Committee the council had appointed two people to join our Joint Leadership Team. Congratulations to Julian Higson, who had been permanently appointed as Strategic Director, Housing, Communities and Environment. Ezra Wallace would join as Strategic Director, Economy, Planning and Place in the autumn. Ezra was currently Director of Policy and Projects at Westminster City Council.

Getting the community involved was an important part of our Ash Road Bridge project. During July, community groups and students from Ash Manor School were invited on site to find out how the bridge was progressing. Such events contributed to the social value for the project. Social value was about giving something back to the community. The visits were the latest in a range of activities that our contractor, VolkerFitzpatrick Limited (VFL) had organised in Ash. They had also raised an amazing £15,000 to help fund a youth worker for the Ash Youth Club. [You can find out more about the Ash Road Bridge project our website.](#)

The countdown for Pride in Surrey 2024 had begun. On Saturday 21 September Surrey's annual Pride event would take place in Guildford's magnificent Stoke Park. The event would start in the morning with a colourful Pride Parade marching through our historic Town Centre and would finish

at Stoke Park for the main event. Would you like to take part in the Parade? You can find out more on the [Pride in DeputSurrey website](#)

Join us on Sunday, 29 September 2024, from 11:00 am to 4:00 pm for the first-ever Cleaner Air Day. Happening in Guildford town centre, this event was a free family fun day to celebrate and learn ways we can all help improve air quality. [More information about Cleaner Air Day in Guildford is on the Visit Surrey website.](#)

**5. ADOPTION OF THE PLANNING CONTRIBUTIONS FOR OPEN SPACE IN NEW DEVELOPMENTS SPD**

Decision:

Gavin  
Stonham

The Executive adopted the Planning Contributions for Open Space in New Developments Supplementary Planning Document as set out in Appendix 1 to the report.

Reason(s):

Adopting the SPD would support implementation of adopted LPDMP Policy ID6: Open Space in New Developments. The SPD described the types and standards of open space required in new developments and explained, with worked examples, how the amounts of onsite open space and financial contributions in lieu required by the policy are calculated. This advice would provide increased certainty to developers. The SPD would replace extant guidance on open space in the Planning Contributions SPD 2017.

Other options considered and rejected by the Executive:

To reject the SPD or instruct officers to make amendments and resubmit the document to Executive.

Details of any conflict of interest declared by the Leader or lead councillors and any dispensation granted:

None.

**6. GUILDFORD BOROUGH LCWIP REPORT ENDORSEMENT**

Decision:

Kimberley  
Ewan

1. The Executive endorsed the LCWIP Report subject to clarification of the detail in respect of the proposal for the inclusion of CWZ18 (Station Parade, East Horsley) with proposals for CWZ29 (Bishopsmead Parade); and subject to confirmation of the deadline for the inclusion of any new sites to Phase 1 for which local funding could be available.
2. That the Joint Strategic Director Economy, Planning and Place be authorised, in consultation with the Lead Councillor with portfolio responsibility for Planning Policy, to make such minor alterations to improve the clarity of the LCWIP as they may deem necessary.

Reason(s):

1. Endorsement would enable SCC as the Local Transport Authority to adopt the report through their democratic process by showing Borough 'buy-in' to the report.
2. To enable SCC to access DfT funding and other funding streams for active travel infrastructure development.
3. To endorse the report would align with the Council's corporate objectives and planning policy on transport, climate change and air quality.
4. The endorsement would give greater planning weight to the LCWIP Report at planning determination and provide an updated borough-wide network plan for walking & cycling.
5. To enable minor alterations to be made to the LCWIP should they be necessary prior to publication.
6. The Executive considered the questions raised by Councillor Catherine Young required clarification.

Other options considered and rejected by the Executive:

Do not endorse the LCWIP Report. This may delay the potential for future investment in walking and cycling.

Details of any conflict of interest declared by the Leader or

lead councillors and any dispensation granted:

None.

**7. REPLACEMENT / UPGRADE OF VARIOUS CAR PARK PAYMENT EQUIPMENT \***

Decision:

Andy  
Harkin

That Executive recommended to the Extraordinary Full Council meeting on 13 August 2024 that Council:

1. Approve funding up to £650k from the capital car park maintenance reserve budget to fund a replacement barrier pay on foot (PoF) car park payment system.
2. Approve funding up to £250k from the capital car park maintenance reserve budget to fund a replacement/upgrade to the pay and display (P&D) car park payment equipment.
3. Authorise the Assistant Director, Commercial Services, in consultation with the Joint Strategic Director, Finance, to take any action in relation to the procurement and letting of contracts in respect to the P&D equipment, this could be undertaken as a joint procurement by GBC and WBC to obtain best value for both councils.
4. Authorise the Assistant Director, Commercial Services, in consultation with the Joint Strategic Director, Finance, to take any action in relation to the procurement and letting of contracts to replace the PoF equipment, which could be combined with the P&D procurement to enable suppliers that offer both systems to bid and maximise the procurement opportunity for the Council.

Reason(s):

Reason(s) for Recommendation:

1. The existing PoF car park payment equipment was 13 years old and maintenance, upkeep and the availability of spares was becoming increasingly problematic. Replacement equipment would allow for the introduction

of a modern, ticketless, automatic number plate recognition (ANPR) system providing an improved service to customers, greater opportunities to future-proof payment provision and offer flexibility to maximise income generation, better business intelligence and reduced maintenance issues.

2. Most of the existing P&D car park payment equipment was around 10 years old. Although maintenance, upkeep and the availability of spares were not currently problematic, over the course of the next few years, this was likely to become more of an issue. More importantly, the replacement / upgrade would expand the availability of contactless technology across all pay and display car parks, providing an improved range of payment options / service for customers, the ability to introduce ticketless parking and provide greater opportunities to future-proof payment provision and offer flexibility to maximise income generation and reduced maintenance issues.
3. A joint procurement by GBC and WBC for the P&D equipment would help derive best value through economies of scale and further increase alignment of the equipment and systems that the two organisations use. Recently GBC and WBC had adopted the same handheld enforcement devices, back-office penalty, and permit processing software and both Councils had recently taken the decision for GBC to perform enforcement duties in WBC's off-street car parks. Combining the P&D and PoF procurements, allowing suppliers that offer both systems to bid, could help derive further savings even if their respective implementations follow slightly different timelines.

Other options considered and rejected by the Executive:

Do nothing or do only some of the recommendations.

Details of any conflict of interest declared by the Leader or lead councillors and any dispensation granted:

None.

## 8. REVIEW OF EXECUTIVE WORKING GROUPS 2024-25

### Decision:

Carrie  
Anderson

1. Approved the membership and terms of reference for the Executive working groups recommended to continue as set out in the appendices to the report;
2. Agreed to dissolve the Financial Recovery Executive Working Group and the HRA Housing Management HRA Board; and,
3. Established the Housing Operations Board and approve its terms of reference and membership.

### Reason(s):

To assist the Executive to select or set up appropriate, properly resourced groups to provide support or undertake work on its behalf.

### Other options considered and rejected by the Executive:

None.

### Details of any conflict of interest declared by the Leader or lead councillors and any dispensation granted:

None.

### NOTES:

- (a) Any decision marked “#” means that the item was deemed by the Chief Executive and agreed by the Executive and Chairman of the Overview and Scrutiny Committee to be a matter of urgency for the reason indicated and, in accordance with Overview and Scrutiny Procedure Rule 16 (h), such decision takes effect immediately and is therefore *not* subject to the call-in procedure.

The call-in procedure is as follows:

- (i) the Chairman of the Overview and Scrutiny Committee; or
- (ii) a minimum of five members of the Council

may require that a decision be referred to the Overview and Scrutiny Committee for review.

- (c) Councillors wishing to exercise their right to call-in a decision taken by the Executive must give notice in writing to the Democratic Services and Elections Manager. The reason for a councillor calling-in a decision shall accompany any such request and must meet one of the following criteria:
- (a) that there was insufficient, misleading or inaccurate information available to the decision-maker;
  - (b) that all the relevant facts had not been taken into account and/or properly assessed;
  - (c) that the decision is contrary to the budget and policy framework and is not covered by urgency provisions; or
  - (d) that the decision is not in accordance with the decision-making principles set out in the Constitution.

Such notice should be marked for the attention of John Armstrong who can be contacted by e-mail on [john.armstrong@guildford.gov.uk](mailto:john.armstrong@guildford.gov.uk)

- (d) On receipt of a call-in request, the Monitoring Officer will decide, in consultation with the chairman of the Overview and Scrutiny Committee, whether it is valid and will notify the councillors concerned accordingly.
- (e) In the case of a valid call-in, the decision shall be referred to a special Call-in meeting of the Overview and Scrutiny Committee, which shall be held within 21 days of the decision on validity referred to in paragraph (d) above.
- (f) A decision marked with an asterisk denotes that the matter is a “Key Decision” which is defined in the Council’s Constitution as an executive decision:
- (i) which is likely to result in significant expenditure or savings (of at least £200,000) having regard to the budget for the service or function to which the decision relates; or
  - (ii) which is likely to have a significant impact on two or more wards within the Borough.