

EXECUTIVE

Councillor Julia McShane (Chairperson)

* Councillor Tom Hunt (Vice-Chair)

* Councillor Angela Goodwin

* Councillor Catherine Houston

* Councillor Richard Lucas

* Councillor Carla Morson

* Councillor George Potter

* Councillor Merel Rehorst-Smith

* Councillor Fiona White

*Present

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

EX31 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Julia McShane.

EX32 LOCAL CODE OF CONDUCT - DISCLOSABLE PECUNIARY INTEREST

There were no declarations of interest.

EX33 MINUTES

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

EX34 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.](#)

EX35 ADOPTION OF THE PLANNING CONTRIBUTIONS FOR OPEN SPACE IN NEW DEVELOPMENTS SPD

The Executive considered a report recommending the adoption of the Planning Contributions for Open Space in New Developments Supplementary Planning Document (SPD). The SPD was not new policy but did provide guidance to support implementation of existing Policy ID6: Open Space in New Developments of the Local Plan: Development Management Policies ('the LPDMP'). Policy ID6 set requirements for the provision and future maintenance of, open space in new residential developments. If adopted, the SPD would be a material consideration in planning decisions and would provide additional clarity supporting applicants and decision makers to consistently determine planning applications that comply with the policy.

The Executive noted that the draft SPD was a comprehensive document and had been through a robust consultation process. Consequently, the Executive,

RESOLVED:

To adopt 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.

EX36 GUILDFORD BOROUGH LCWIP REPORT ENDORSEMENT

Guildford Borough Council (GBC) had been working in partnership with Surrey County Council (SCC) to develop a Local Cycling and Walking Infrastructure Plan (LCWIP) for Guildford. An LCWIP was a key transport planning document that has been defined by the Department for Transport (DfT) with the objective to increase the number of people walking, wheeling, and cycling (often referred to as 'active travel'). It was intended to support a strategic approach in identifying cycling and walking improvements that were needed at the local level.

The LCWIP Report was the first stage in the process to provide an improved strategic, evidence-based basis to future investment in active travel in the Borough.

The Executive noted that the draft LCWIP was an SCC document and endorsement was sought from the GBC Executive prior to adoption. GBC had contributed £20,000 to the scheme but no additional funding was sought. There had been no statutory consultation but the document had been discussed extensively at local level to produce a comprehensive document. It was intended the Highways authority would take forward the concept designs set out in the report to feasibility stage at which time funding would be sought.

Councillor Catherine Young was in attendance and expressed concern in respect of the proposals for East Horsley and queried the potential to add further locally funded sites to the Phase 1 document. Although the Executive would prefer to receive member questions in advance of the meeting, it was content to take forward those queries to SCC for clarification. Consequently, the Executive,

RESOLVED:

1. To endorse 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.

EX37 REPLACEMENT / UPGRADE OF VARIOUS CAR PARK PAYMENT EQUIPMENT

The Executive considered a report that sought authority to use capital funds within the car park maintenance reserve to fund the procurement and acquisition of new car park payment equipment across all council run car parks. There was a significant risk to the council's revenue income should the equipment fail. The 'pay and display' equipment replacement was proposed as a joint procurement exercise with Waverley Borough Council. An Extraordinary meeting of full Council had been scheduled for 13 August to receive the recommendations of the Executive.

The proposals were described by the portfolio holder as a good example of how the collaboration between the two councils would bring procurement savings, increase income, offer alternative revenue streams and improve customer service to the residents of both boroughs. The capital expenditure requested reflected just 1% of the projected revenue income over a ten-year period. The Executive,

RESOLVED:

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.

EX38 REVIEW OF EXECUTIVE WORKING GROUPS 2024-25

The report asks sought Executive to review the current list of working groups and their terms of reference, and to determine whether these groups should continue for the coming year or be dissolved. Where there was a preference for certain working groups to continue, the Executive was invited to confirm in respect of each group, the chairman, the terms of reference, and to appoint councillors to them for the next 12 months. The revised recommendations were set out in the Supplementary Information Sheet along with the membership of the Housing Operations Board.

It was noted that in every case, apart from the Strategic Projects and Programmes Board (SPPB), the Executive working groups voluntarily had a cross-party membership. The SPPB was the Executive itself sitting to receive reports from the four cross-party Delivery Boards. Minutes, if taken, might be available more widely at each working group chairman's discretion. Each working group had its own terms of reference where any substitute membership arrangements would be set out. Constitutionally, there were no specific arrangements for the Executive to adhere to in regard to its working groups. The Executive,

RESOLVED:

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

The meeting finished at 7.45 pm

Signed

Date

Chairman