

Executive

* Councillor Julia McShane (Chairperson)

* Councillor Tom Hunt (Vice-Chair)

* Councillor Angela Goodwin

* Councillor George Potter

* Councillor Catherine Houston

Councillor Merel Rehorst-Smith

* Councillor Richard Lucas

* Councillor Fiona White

* Councillor Carla Morson

*Present

EX100 Apologies for Absence

An apology for absence was received from Councillor Merel Rehorst-Smith.

EX101 Local Code of Conduct - Disclosable Pecuniary Interest

There were no disclosures of interest.

EX102 Minutes

The minutes of the meeting held on 23 January 2025 were confirmed as a correct record. The Leader signed the minutes.

EX103 Leader's Announcements

Asking for resident feedback on our annual delivery plan

We're inviting residents to help shape the future of Guildford borough by sharing their views for our annual Delivery Plan.

An online survey has been launched to gather public feedback on the Delivery Plan which will outline the most significant actions and activities the council will undertake based on the key priorities in the new Corporate Strategy.

We have recently consulted with local businesses, public sector partners, and educational institutions on the Delivery Plan, and are now encouraging all residents to have their say on the actionable things that should be included in the plan.

[The Delivery Plan survey](#) is open until the 14 March. Please encourage residents to take part to ensure their views are heard.

Crowdfund Guildford

The Spring round of Crowdfund Guildford funding is open. The deadline for project submissions is Wednesday 12 March. We want to fund projects that:

- help vulnerable groups
- make rural areas better
- improve green spaces
- encourage people to enjoy nature and
- improve wellbeing.

We also encourage schools and Parish Councils to apply for funding to help bring their community ideas to life.

You can [find out more about Crowdfund Guildford](#), learn [how to start a fundraising campaign](#), and [see the other projects supported by the scheme so far on the Crowdfund Guildford website](#).

EX104 Local Plan update including Local Development Scheme

Central Government required every council to agree an updated Local Development Scheme (LDS) work programme by 6 March 2025. The LDS set the timetable for plan production and opportunities for stakeholders to be involved in the process.

The Executive considered a report setting out a Local Plan update that included further detail in relation to the scope and budget for the Local Plan as well as to consider a recommendation to formally agree an updated Local Development Scheme (LDS) which was available at Appendix 1.

The reporting process followed on from the Council resolution in February 2024 to update the Local Plan: Strategy and Sites (LPSS).

The Executive noted that although such plans were separate to the Local Plan it was advisable that local communities kept neighbourhood plans updated to reflect changes in policy.

There was acknowledgement of the challenges facing local authorities in the light of increased housing targets.

The Executive welcomed the report and,

RESOLVED:

That the Local Development Scheme (LDS), as set out in Appendix 1 to the report submitted to the Executive, be adopted subject to the revised Figure 1, as set out

in the Supplementary Agenda Pack, and published, and that it has effect from 7 March 2025.

Reason:

To meet the Government's deadline for producing an updated LDS within 12 weeks of the publication of the National Planning Policy Framework (NPPF) 2024 (i.e. by 6 March 2025).

EX105 Review and Approval of Housing Policy: Alternative Accommodation (Decant) Policy

The Executive considered a draft policy that set out an approach for the Council if relocating residents temporarily or permanently when properties were uninhabitable due to planned works, emergencies, or redevelopment.

The policy ensured compliance with legal requirements, provided financial and practical support for decanting, and prioritised minimal disruption to residents. The policy included provision for needs assessments, consultation, suitable alternative accommodation, compensation for costs incurred, and measures to ensure fairness, transparency, and efficient use of resources. It applied to eligible tenants and leaseholders but excluded temporary accommodation residents and service occupiers.

Regular reviews would ensure alignment with legislation and residents' needs.

The Executive noted that this policy had been subject to tenant consultation and was one of a suite of new and revised policies that would be presented for adoption as the Council improved its Housing Service,

The Executive,

RESOLVED:

- (1) That the proposed Alternative Accommodation (Decant) policy, as set out in Appendix 1 to the report submitted to the Executive, be approved.
- (2) That the Assistant Director of Housing be authorised, in consultation with the Leader and Lead Councillor for Housing, to make any minor amendments to the Policy.

Reason:

To ensure that the Housing Department has documented policies to support tenants during the provision of alternative accommodation (decant) process. Temporary moves can be very disruptive to tenants. This policy therefore seeks to minimise that disruption and sets out the types of accommodation which

might be offered as well as the payments which can be made to ensure that the tenant is not financially disadvantaged.

EX106 New Letting of B4 Moorfield Point, 41 Moorfield Road, Slyfield Industrial Estate

The Council owned a large investment property portfolio comprising industrial, office and retail properties. The properties were held for income generation and capital appreciation to support Council services.

Demand for small industrial units continued to be good in this location. The strongest offer came from Style di Vita, an interior design and furniture company. A new 10 year lease would be granted outside the security of tenure provisions of the Landlord and Tenant Act 1954 at a rent of £48,246 per annum exclusive of VAT, business rates, service charge, utilities and all other outgoings.

All lease agreements with an income in excess of £200,000 over the life of the contract were required to be approved by the Executive.

The Executive,

RESOLVED:

That the Council enters into a ten year lease with Style di Vita Ltd at a rent of £48,246 per annum, subject to a break option and an open market upwards-only rent review at year five.

Reasons:

- The proposed letting represents best consideration. It is the best offer received after thorough marketing and the rent represents an increase on previous lettings in this location.
- The proposed annual rent secures an increase in the annual rental income stream for the Council.

EX107 Freehold disposal of land known as Land to the rear of 4 Middle Farm Close, Effingham

The Executive considered a report setting out a recommendation to approve the freehold disposal of Land to the rear of 4 Middle Farm Close, Effingham in line with the Asset Disposal Strategy approved by the Executive on 18 April 2024.

Following the departure of a long-term agricultural tenant and the subsequent vacancy of the farm, the homeowner of a residential property known as 4 Middle Farm Close (located east of the farm's boundary and main accessway) enquired if the Council would sell a small parcel of the farmland measuring 0.07 acres. The

parcel of land was located directly to the rear of 4 Middle Farm Close and would form an extension of their garden.

The Executive,

RESOLVED:

- (1) That the freehold disposal of Land to the rear of 4 Middle Farm Close, Effingham, be approved.
- (2) That the Joint Assistant Director for Assets and Property be authorised to negotiate terms for a disposal of Land to the rear of 4 Middle Farm Close, Effingham at best consideration and subsequently to enter into all relevant legal documentation required to complete the sale in return for a capital receipt.

Reason:

To generate a capital receipt that will contribute towards the target to secure £50 million (net) of capital receipts from the sale of General Fund property assets, as set out in the Council's Financial Recovery Plan to reduce Council debt and achieve a sustainable financial position.

EX108 Freehold disposal of garden land known as Land Adjoining Bridgellis, Orestan Lane, Effingham

The Executive considered report setting out a recommendation to approve the freehold disposal of garden land adjoining Bridgellis, Orestan Lane, Effingham in line with the Asset Disposal Strategy approved by the Executive on 18 April 2024.

The land comprised 0.39 acres and formed an extension of a garden annexed to a residential property known as Bridgellis and fronted onto a footpath extension of Orestan Lane. The land had been licensed to the homeowner of Bridgellis since 1995 and had been used as garden amenity land. The homeowner was currently paying a licence fee of £391 per year under a licence agreement.

The Council had no use for the land. It was regarded as surplus to service requirements and had been identified for disposal.

The Executive noted that it would be beneficial if the net revenue benefit and loss of such decisions could be included in the financial implications paragraph of future reports.

The Executive,

RESOLVED:

- (3) That the freehold disposal of garden land Adjoining Bridgellis, Orestan Lane, Effingham, be approved.
- (4) That the Joint Assistant Director for Assets and Property be authorised to negotiate terms for a disposal of garden land Adjoining Bridgellis, Orestan Lane, Effingham at best consideration and subsequently to enter into all relevant legal documentation required to complete the sale in return for a capital receipt.

Reason:

To generate a capital receipt that will contribute towards the target to secure £50 million (net) of capital receipts from the sale of General Fund property assets, as set out in the Council's Financial Recovery Plan to reduce Council debt and achieve a sustainable financial position.

EX109 Variation to 1 year contract to deliver void works

The Executive report sought approval to enter into a contract variation with KinCraig to deliver void works across the borough by an additional £864,000.

The original procurement, approved by Executive on 3 October 2024, had estimated that the value of repairing the housing void for a period of 12 months (until September 2025) would be in the region of £700,000. However, the original £700,000 contract value would be exceeded by the end of March 2025 because the stock was in a poorer condition than had been anticipated and required more work and a larger number of component replacements than was previously envisaged.

The Executive heard that the Council was using the National Housing Federation list of providers and that the voids work was inspected to ensure the standard required had been delivered.

It was estimated that the Council's procurement for a new longer-term contractor would be completed in July 2025.

The Executive,

RESOLVED:

That the Council enters into a contract variation with KinCraig to increase the value of the Voids Contract by a further £864,000, as described in the report submitted to the Executive.

Reason:

To enable the council to continue undertaking and managing the refurbishment of void properties so that these can be relet.

EX110 Proposed Purchase of former Council Property

The report in the published agenda had been withdrawn as it was factually incorrect. The corrected version contained exempt information and had been circulated to all councillors but was not published.

Before considering the exempt report attached as Appendix 1 to the restricted Supplementary Agenda Pack, the Executive

RESOLVED:

(1) That pursuant to Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of revised agenda item 7 on the grounds that it was likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during consideration of the item, there would be disclosure to them of exempt information (as defined by Section 100I of the Act) of the description specified as appropriate in Paragraphs 1 and 3 of the revised Part 1 of Schedule 12A to the Act namely:

Para (1): Information relating to any individual.

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

(2) That the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

Following consideration of the exempt report, the Executive

RESOLVED: That the Council purchases the long leasehold interest of 56 Roundhill Way, Guildford, for £225,000.

Reasons:

- The Council is responsible for the structural repairs to the block in which the property is located, and it is the only property in the block which is privately owned.
- To take ownership of the property will enable the property to be put back to the most appropriate use within the HRA.

The meeting finished at 7.00 pm

Signed

Date

Chairman