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Contact: Sophie Butcher

Committee Services

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24 March 2017

Dear Councillor

Your attendance is requested at a meeting of the **BOROUGH, ECONOMY AND INFRASTRUCTURE EXECUTIVE ADVISORY BOARD** to be held in Council Chamber, Millmead House, Millmead, Guildford, Surrey GU2 4BB on **MONDAY, 3 APRIL 2017 at 7.00 pm.**

Yours faithfully

Sue Sturgeon  
Managing Director

**MEMBERS OF THE EXECUTIVE ADVISORY BOARD**

Chairman: Councillor Jenny Wicks  
Vice-Chairman: Councillor Liz Hogger

Councillor Philip Brooker  
Councillor Nils Christiansen  
Councillor Andrew Gomm  
Councillor Angela Goodwin  
Councillor Julia McShane

Councillor Bob McShee  
Councillor Mike Parsons  
Councillor Mike Piper  
Councillor Matthew Sarti

**Authorised Substitute Members:**

Councillor Colin Cross  
Councillor David Goodwin  
Councillor Gillian Harwood  
Councillor Tony Phillips  
Councillor Caroline Reeves  
Councillor Pauline Searle  
Councillor Adrian Chandler

Councillor Christian Holliday  
Councillor Nigel Kears  
Councillor Murray Grubb Jnr  
Councillor Dennis Paul  
Councillor David Quelch  
Councillor Jennifer Jordan  
Councillor David Wright

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If you have any queries, please contact Committee Services on 01483 444102.

**QUORUM: 4**

## 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.

### Five fundamental themes that support the achievement of our vision:

- **Our Borough** – ensuring that proportional and managed growth for future generations meets our community and economic needs
- **Our Economy** – improving prosperity for all by enabling a dynamic, productive and sustainable economy that provides jobs and homes for local people
- **Our Infrastructure** – working with partners to deliver the massive improvements needed in the next 20 years, including tackling congestion issues
- **Our Environment** – improving sustainability and protecting our countryside, balancing this with the needs of the rural and wider economy
- **Our Society** – believing that every person matters and concentrating on the needs of the less advantaged

•  
**Your Council** – working to ensure a sustainable financial future to deliver improved and innovative 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.

### Mission – for the Council

A forward looking, efficiently run Council, working in partnership with others and providing first class services that give the community value for money, now and in the future.

## 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 revised 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.
- 3 **MINUTES** (Pages 1 - 4)

To confirm the minutes of the Executive Advisory Board meeting held on 20 February 2017.
- 4 **LOCAL ENTERPRISE PARTNERSHIPS - THE WIDER PICTURE & ENSURING A SUSTAINABLE ECONOMY** (Pages 5 - 8)

To receive a briefing on the origins of the Local Enterprise Partnership (LEP), its structure, governance and decision making model and how it influences and supports both Government policy and sustainable economic growth at local level.
- 5 **'EXPERIENCE GUILDFORD' DRAFT BUSINESS PLAN 2018-23 CONSULTATION** (Pages 9 - 10)

To receive a briefing on 'Experience Guildford' which has been operating in Guildford as a retail and leisure Business Improvement District (BID) since 2013. The Board is asked to consider Experience Guildford's draft business plan for 2018-2023 that is currently being consulted on until late June 2017.
- 6 **PROGRESS WITH MATTERS PREVIOUSLY CONSIDERED BY THE BOROUGH, ECONOMY AND INFRASTRUCTURE - EXECUTIVE ADVISORY BOARD** (Pages 11 - 20)
- 7 **EAB WORK PROGRAMME** (Pages 21 - 22)

To consider and approve the EAB's draft work programme. Details of future Executive decisions are included.

**Please contact us to request this document in an alternative format**

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## **BOROUGH, ECONOMY AND INFRASTRUCTURE EXECUTIVE ADVISORY BOARD**

20 February 2017

- \* Councillor Jenny Wicks (Chairman)
- \* Councillor Liz Hogger (Vice-Chairman)

- |                                |                            |
|--------------------------------|----------------------------|
| Councillor Philip Brooker      | Councillor Julia McShane   |
| * Councillor Nils Christiansen | * Councillor Bob McShee    |
| * Councillor Andrew Gomm       | * Councillor Mike Parsons  |
| Councillor Angela Goodwin      | * Councillor Mike Piper    |
| * Councillor Nigel Kearse      | * Councillor Matthew Sarti |

\*Present

### **BEI55 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS**

Councillors Philip Brooker, Angela Goodwin and Julia McShane submitted apologies for absence.

In accordance with procedure rule 23(j), Councillor Jennifer Jordon attended as a substitute on behalf of Councillor Philip Brooker and Councillor Caroline Reeves attended as a substitute on behalf of Councillor Angela Goodwin.

Councillors Matt Furniss (Lead Councillor for Infrastructure and Governance), Geoff Davis (Lead Councillor for Asset Management) and Michael Illman (Lead Councillor for Finance) were in attendance.

### **BEI56 LOCAL CODE OF CONDUCT AND DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS**

There were no declarations of disclosable pecuniary interest.

### **BEI57 MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 9 January 2017 were confirmed as a true record and were signed by the Chairman.

### **BEI58 GUILDFORD DESIGN GUIDE (2017) - PROGRESS AND PROPOSALS**

The item was presented by the Urban Design Officer. The Design and Conservation Team Leader was in attendance. Councillor Paul Spooner, the Leader of the Council and the Lead Councillor for Planning and Regeneration sent apologies for absence.

The Board heard that the existing Design Guide was published in 2004 and had a number of shortcomings such as being limited to residential buildings, being out of date in terms of policy and having poor readability. For this reason, the existing guide was rarely used by

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developers. Consequently, a new Guildford Borough Council Design Guide would be drafted and a proposed format was presented to the Board. Design guides from other councils were also presented and it was suggested ideas from elsewhere might provide useful new ways to set out good and bad design using graphics, images and checklists.

The Chairman pointed out that the new guide would be a key document and would have influence on future developments in the Borough. The Board was asked to consider and comment on the proposed new format and approach, and on the proposal to form a working group to support the ongoing work.

The Board made the following comments:

1. The new guide should be readable and accessible to all.
2. Although the new guide would not cover non-residential buildings in great detail, it was noted some aspects of the guide would apply to both residential and non-residential alike and that buildings regulations also covered context and character.
3. On the question of influence over internal aspects of design such as room size, the Board heard that nationally prescribed internal space standards was already under consideration. It was possible that this aspect would be included as a policy document in D4 Local Plan policies.
4. It was suggested the new guide might consider providing guidance on the appropriate height of buildings according to context, although it was acknowledged this might prove challenging to apply borough-wide.
5. It was proposed that the use of lighting and light pollution could be included in the new guide. Officers attending felt this was a possibility and look into further.
6. The new guide should have clear reference and relevance to development in rural areas as well as the town centre. Indeed, care should be taken to align guidance and Guildford Borough Council policy with Neighbourhood Plans. Villages should be treated as entities in their own right.
7. It was noted that requesting electric charging points for vehicles as standard would be a general policy matter and not for the guide.

The initiative was generally welcomed.

**RESOLVED:**

At first draft stage the Board would consider if a task group should be convened.

**BEI59 SUSTAINABLE MOVEMENT CORRIDOR**

The item was presented by the Major Projects Portfolio Manager.

It was explained that the concept of a Sustainable Movement Corridor (SMC) was initially proposed by consultants ARUP within the Guildford Town and Approaches Movement Study (GTAMS) which was prepared for the Council in 2015. The objective of the SMC was to provide a clear pathway for different modes of transport to move between key points in the town centre and from one side of the town to the other. There was a priority for sustainable modes of transport which would encourage modal shift and reduce reliance on the private car, improve air quality, road safety, journey times and predictability. The idea of the SMC

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was accepted by the Council as an ambition to work towards. For assessment and delivery purposes the SMC had been broken into six segments geographically as east, west, north south and central sections. It was planned that the majority of the SMC would be funded by the developments proposed in the draft Local Plan and from New Homes Bonus and would be further designed in anticipation of that growth.

Indicative timescales to achieve the entire SMC ran up to 2025, however an economic case had successfully been put to EM3 Local Enterprise Partnership resulting in some funding being made available through the Local Growth Fund (LGF) round 3 towards the delivery of the western section. The LGF grant funding would need to be spent by 2021. It was noted that should the development at Blackwell Farm go ahead then further work to the western section would be required.

The sections of the SMC remained largely conceptual, but once properly planned, a programme of stakeholder and public consultation was proposed.

There was an officer resource working on the SMC who was shared with Surrey County Council.

The Board were asked to comment on the SMC. The Board made the following comments:

1. The Board unanimously welcomed the idea of the SMC.
2. There was a risk of the SMC not being achieved if the developments proposed in the draft Local Plan did not go ahead. As an important, strategic piece of work there should be other funding proposals in place.
3. It would be important to ensure that the SMC consultation was not lost amid a raft of other pieces of consultation being launched by the Council. It was felt to be too important.
4. Traffic modelling would be undertaken to anticipate the influence on traffic flow once the sections of the SMC began to impact, but it seemed likely there would be a period of time when congestion could get worse before it would get better.
5. The bus bay on Egerton Road should be looked at as a part of the western section work as there was a risk to other road users and pedestrians.
6. Are there some 'quick wins'? Could cycle routes be looked at sooner and linked up by using quieter, residential streets. Cycling to the Horsleys was described as currently dangerous.
7. The southern section should be the next section progressed as planning permission for the new development at Dunsfold had been granted. It was noted that there had been a developer contribution agreed from the recent Dunsfold aerodrome planning permission (Waverley BC) of £5 million to mitigate the impacts of increased traffic flow from the south side of the town centre.
8. The mix of cyclists and pedestrians using an underpass alongside motor vehicles met with some concern for reasons of safety and air quality. Specifically, the example discussed was the tunnel under the A3 near the University and Hospital.
9. It was asked if roundabouts could be remodelled to enable greater options of priority. Similarly, if bus lanes could offer a mix of priorities to ensure that there were not empty lanes when traffic was waiting.

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The Lead Councillor for Infrastructure and Governance said that the SMC would link up public transport hubs, cycle paths, business districts and Park and Ride services. He added that bus companies were wanting to invest and that 30% of people in Guildford have said they would shift to sustainable transport if it were safe to do so and if journey times could be reliable.

Written comments were also received from the Guildford Society and the Guildford Cycle Campaign.

**BEI60 UPDATE/PROGRESS WITH MATTERS PREVIOUSLY CONSIDERED BY THE BOROUGH, ECONOMY AND INFRASTRUCTURE - EXECUTIVE ADVISORY BOARD**

The update paper was noted.

**BEI61 EAB WORK PROGRAMME**

The work programme was noted.

The meeting finished at 9.00 pm

Signed .....

Chairman

Date .....



## BRIEFING NOTE

Subject: Enterprise M3 Local Enterprise Partnership  
Author: Chris Burchell  
Date: 3 April 2017

### **Purpose of note**

To provide a background note on the Enterprise M3 Local Enterprise Partnership (LEP) for the Borough, Economy and Infrastructure Executive Advisory Board meeting on 3 April 2017.

The Chairman of the Borough Executive Advisory Board would like the Board to more fully understand the origins of the LEP, its structure, governance and decision making model and how it influences and supports both Government policy and sustainable economic growth at local level.

### **Introduction**

In England, **local enterprise partnerships (LEPs)** are voluntary partnerships between local authorities and businesses set up in 2011 by the Department of Business Innovation and Skills to help determine local economic priorities and lead economic growth and job creation within the local area. They carry out some of the functions previously carried out by the regional development agencies, which were abolished in March 2012. To date there are 39 local enterprise partnerships in operation.

Following the 'No Stone Unturned' report by Michael Heseltine, the LEPS's were provided devolved funding for economic development called 'Growth Deals'

Guildford is part of the Enterprise M3 LEP covering West Surrey and most of Hampshire excepting the Solent area which has its own LEP. There were original discussions on a Surrey only LEP, but this was not supported by Government. In consequence, Surrey County Council (SCC) set up an economic partnership called Surrey Connects, but this has since been subsumed into the Surrey Growth Team at SCC.

EM3 operates within a network of existing business support, provided by the private sector, the public sector, and a range of membership and not-for-profit sector bodies. The LEP will work in partnership with these bodies, but does not intend to compete with or duplicate their services. It also works within a network of existing public sector funding and decision making, on economic development, planning and infrastructure delivery for example. It also co-operates closely with the network of adjacent Local Enterprise Partnerships on issues of shared interest.

Enterprise M3 works as a catalyst within these networks to achieve its vision in four complementary ways:

Agenda item number: 4

**We Co-ordinate** - Bringing partners together to create improved outcomes through our Programme Management Group and our network of Action Groups.

**We Inform** - Communicating what is available from partners through our website and social media, our events and our networks.

**We Advocate** - Commissioning evidence and lobby for action from partners or government.

**We Deliver** - Carrying out activities ourselves, where this is the best solution.

The EM3 area is one of the strongest performing regional economic areas in the UK has at its core a Strategic Economic Plan focusing on innovation, exporting, inward investment, improving the supply and quality of skills and infrastructure improvements. The plan recognises the importance of driving through productivity improvements in the economy in a sustainable way and focusses, particularly on world leading sectors such as gaming, satellite technology, digital health, automotive and aerospace which have particular strengths in the region.

The LEP manages the growth deal process whereby local authorities can bid for capital funding to support infrastructure projects. We are currently negotiating the Growth Deal 3 and current and future projects being or proposed to be supported include:-

- Walnut Bridge
- The Sustainable Movement Corridor
- Slyfield Regeneration Scheme
- River way Tow Path improvements
- Guildford West Railway Station

## **Governance**

Enterprise M3 operates within an Assurance Framework, which sets out its governance arrangements, policies and protocols, and the relationship with the accountable local authority including management of funding.

In order to ensure that Enterprise M3, and the Local Growth Fund for which it is responsible, is governed in an appropriate and transparent manner, the LEP reviewed its governance arrangements in 2014.

The Enterprise M3 Board has agreed a high-level governance for Enterprise M3 LEP, which includes the following groups:

- Enterprise M3 Board
- Enterprise M3 Leaders Board
- Programme Management Group
- Executive Steering Group
- European Management Group
- Enterprise Zone Programme Steering Group
- Action Groups

Please see attached diagram for the relationship between these groups

Paul Spooner, the Leader of Guildford Borough Council is a Board member.

# enterprise **m3**

Driving prosperity in the M3 corridor

## The Structure of Enterprise M3 2016

### The Enterprise M3 Board

The Enterprise M3 Board, led by Geoff French, is responsible for the overall strategic direction of the LEP, establishing targets and priorities and monitoring progress towards those targets.

It is a business-led board made up of 20 members, split between the private, public and not-for-profit sector.

### Groups providing strategic advice to the Enterprise M3 Board

The following groups provide strategic oversight for different Enterprise M3 projects and funding streams and advise the Enterprise M3 Board on particular projects.

Enterprise Zone  
Programme Steering  
Group (*Interim*)

European Management  
Group

Programme  
Management Group

### Joint Leaders Board

Made up of the 16 Local Authorities within the Enterprise M3 area, the JLB helps to advise Enterprise M3 on strategic priorities for growth and provides a mechanism for co-ordinating the combined contribution of councils on actions and activities to deliver the Strategic Economic Plan, and the resources required to implement them.

### Action Groups

There are five action groups which are led by a chair from the private sector. These groups report directly to the Enterprise M3 Board and play a key role in providing specialist advice and recommendations on the delivery of the Strategic Economic Plan.

Innovation &  
Enterprise

Global  
Competitiveness  
through  
People

Land  
and  
Property

Transport

Rural

### Enterprise M3 Executive Team

Enterprise M3 has a small executive team led by Executive Director, **Kathy Slack**. This team is responsible for the day-to-day project management, administration and communications of work undertaken by the LEP. This team is made up of employed staff, secondees from local organisations within the Enterprise M3 area and, when required, short-term contracted staff to deliver particular pieces of work.

### Enterprise M3 Board Members

- Geoff French** - Chair of Enterprise M3
- David Axam** - BT
- David Barnes** - Farnborough Aerospace Consortium
- Colonel Andy Barr** - Armed Forces
- Tim Colman** - Federation of Small Business
- Cllr Ferris Cowper** - East Hampshire District Council
- James Cretney** - Marwell Wildlife
- Nick Elphick** - Pure World Energy
- Zoe Gray** - Learning Links
- Cllr Moira Gibson** - Surrey Heath Borough Council
- Tim Jackson** - Sparsholt and Andover College
- Andrew Lambert** - Electronic Media Services Ltd
- Cllr Keith Mans** - Hampshire County Council
- Cllr Peter Martin** - Surrey County Council
- Dr Malcolm Parry** - Surrey Research Park
- Louise Punter** - Surrey Chambers of Commerce
- Cllr Clive Sanders** - Basingstoke & Deane Borough Council
- Dr Mike Short** - Telefonica
- Cllr Paul Spooner** - Guildford Borough Council
- Chris Tinker** - Crest Nicholson

### Chairs of the groups providing strategic advice to the Enterprise M3 Board

Enterprise Zone  
Programme Steering  
Group (*Interim*)

Nick Elphick

European Management  
Group

Zoe Gray

Programme  
Management Group

Geoff French

Joint Leaders Board

Chair:  
Cllr Clive Sanders

### Chairs of Action Groups

Innovation &  
Enterprise

Mike Rushworth

Global  
Competitiveness  
through People

Geoff Glover

Land &  
Property

Malcolm Young

Transport

Mike D'Alton

Rural

John Jervoise



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### **Business Improvement Districts**

A Business Improvement District (BID) is an established concept operating in many town and cities across the U.K. A BID is a not for profit company formed within a defined geographical area and delivers a programme of agreed actions set out in an approved business plan. The business plan might include projects supporting access and visitor facilities, safety, security and cleanliness, marketing and promotional activities.

The BID is formed following a vote of all eligible businesses liable for business rates within the BID area and will generate sufficient funding to implement the business plan. In formulating the scope of the business plan and the thresholds for inclusion in the BID, once approved through a ballot, all business rate payers will contribute within the defined area. This levy is currently 1% of rateable value.

The BID will run for five years after which another ballot must be held if the BID is to continue.

The Local Government Act 2003 empowered local councils to be able to be involved in the administrative framework for a ballot to create a BID, to be a financial stakeholder for a BID and to accommodate the additional rates levy.

### **'Experience Guildford'**

In June 2012, the Executive resolved to support the creation of a BID in Guildford and to become a stakeholder. The Leader of the Council votes in the BID ballot.

The main benefits of a BID to the Council were defined as follows:

- an open and accountable partnership
- an ability to plan long term as the funding would last for five years
- an equitable share of the BID costs amongst all eligible businesses
- a distinction between the Council's base line services and enhanced services to encourage economic prosperity for Guildford
- increased scope for sustainable economic development through inward investment
- enhanced infrastructure investment

'Experience Guildford' has been operating as a retail and leisure BID in Guildford town centre since early 2013.

'Experience Guildford' regularly monitors the health of the retail sector - looking at footfall and occupancy rates. In addition, it has delivered many projects in accordance with the business plan as prescribed by the businesses in 2012. The project areas are:

- Marketing, promotions and events
- Safe, clean and welcoming
- Business support

## Agenda item number: 5

- Car parking and access

In accordance with these areas and in discussion with stakeholders, 'Experience Guildford' has delivered many initiatives including, but not exclusively:

- Guildford on Sea beach
- Customer Service Awards
- Best Bar None Awards
- Independents' Month
- Free training, cost savings for levy payers
- Town Rangers
- Business Crime Reduction Partnership
- Additional pedestrian signage
- Additional Christmas lights
- Additional hanging baskets.

More information about 'Experience Guildford initiatives can be found on the website at the following link

<http://experienceguildford.co.uk>

The BID is reaching the end of the first five-year term and in October the stakeholders of the BID will go to ballot to determine the renewal of the BID company from February 2018 – January 2023.

The Draft Plan is based on the stakeholder survey taken in late 2016 and is out for consultation with the levy payers until the beginning of June.

The Borough, Economy and Infrastructure Executive Advisory Board is asked to review the Draft Business Plan and to comment and make appropriate contributions to the consultation process.

The Draft Business Plan for 2018-2023 can be also be viewed on the website at the following link

<http://experienceguildford.co.uk/ballot-2017/>

**UPDATE/PROGRESS WITH MATTERS PREVIOUSLY CONSIDERED BY THE BOROUGH, ECONOMY, AND INFRASTRUCTURE EAB**

<b>Date of Meeting</b>	<b>Item</b>	<b>Lead Officer</b>	<b>Lead Councillor</b>	<b>Action Agreed</b>	<b>Progress to date</b>
11 Jan 2016	Annual Parking Business Plan and Parking Tariffs	Kevin McKee (Parking Manager)	Cllr Matt Furniss	That the recommendations to the Executive (19/01/16) submitted in the report to the Board, be approved. No further action required.	At its meeting on 19 January 2016, the Executive approved the proposals in the Business Plan and the amended tariffs.
	General Fund Capital Programme (2016-17 to 2020-21)	Claire Morris (Head of Financial Services)	Cllr Nigel Manning (now Cllr Michael Illman)	With reference to Bid 19 PR304 – Fleet Renewals Programme, the Board raised concern at the level of expenditure on the renewal of the fleet and suggested further staging of expenditure be considered. In response, officers suggested that the Executive be requested to place PR304 on the provisional list of items subject to a further report to the Executive and that the fleet renewals programme expenditure be approved for 2016/17 only. The Lead Councillor for Housing and Social Welfare indicated that he would convey the Board's advice on PR304 to the Lead Councillor for Infrastructure and Environment.	The Executive recommended the Capital Programme (including the new bids) for approval by Council  The Executive also agreed to add item 19 (Fleet Renewals Programme), to the General Fund Capital Programme provisional list, and subject to a further report to the Executive, before being progressed.
	Service and Financial Planning – General Fund Budget 2016-17	Claire Morris (Head of Financial Services)	Cllr Nigel Manning (now Cllr Michael Illman)	The following comments were submitted to the Executive: <ul style="list-style-type: none"> <li>The Business Rates Reform announced in the Autumn Statement would be fiscally neutral for central government, rather than for individual councils. Under the reform proposed to business rates the Council would retain less business rate than</li> </ul>	The Executive noted the detailed comments from the EAB on the draft budget and recommended adoption of the Budget and Council Tax for 2016-17 to the Council

Date of Meeting	Item	Lead Officer	Lead Councillor	Action Agreed	Progress to date
				<p>currently. Members advised the Executive to protest to Government about the unfairness of the reform; the Lead Councillor for Housing and Social Welfare indicated his sympathy for the suggestion and undertook to take this request to the Executive.</p> <ul style="list-style-type: none"> <li>• The New Homes Bonus would be withheld in 2017/18 if the Council had not submitted a Local Plan by the relevant deadline.</li> <li>• In reply to a question about the viability of addressing the deficit, the Board was reminded of the Council's transformation programme and the need to transform the Council's operations and services.</li> </ul>	
	<p>Establishment of North Downs Housing Ltd – A Local Authority Wholly Owned Housing Company</p>	<p>Phil O'Dwyer (Director of Community Services)</p>	<p>Cllr Tony Rooth</p>	<p>To submit the following comments to the Executive:</p> <ul style="list-style-type: none"> <li>(i) the Board's endorsement of the creation of a Wholly Owned Local Authority Housing Company;</li> <li>(ii) the Board's agreement with the four, draft company objectives, as detailed in the report;</li> <li>(iii) the Board's endorsement of the governance arrangements; and</li> <li>(iv) the Board's views on Directors of the Housing Company</li> </ul>	<p>At its meeting on 23 February 2016, the Executive noted the EAB's comments and approved:</p> <ul style="list-style-type: none"> <li>(1) the setting up of a wholly owned local authority housing company limited by shares, provisionally called 'North Downs Housing Ltd' and a parent company called 'Guildford Holdings Ltd'.</li> <li>(2) the grant by the Council of a 25-year repayment loan of £1.8 million to the company at an initial interest rate of</li> </ul>



Date of Meeting	Item	Lead Officer	Lead Councillor	Action Agreed	Progress to date
					<p>6.5% to be drawn down in stages as required.</p> <p>(3) the investment of £0.6 million in equity shares of the company financed from the pre-April 2013 housing capital receipts reserve, to be drawn down alongside the loan.</p> <p>(4) a budget of £130,000 to be financed from the Council's invest to save reserve, to fund the start-up and business plan modelling costs for the companies.</p> <p>(5) authorised the Head of Paid Service in consultation with the Monitoring Officer and the Leader of the Council,</p> <p>(a) to approve articles of association and such other documents as may be necessary to govern the companies and to manage the relationship between the Council and the Companies; and</p> <p>(b) the appointment of the first directors</p>
22 Feb 2016	Rural Economic Strategy	Chris Burchell (Local Economy Manager)	Cllr Richard Billington	The Board concluded there was a need for clear definitions, priorities, and measurables. In addition, there should be a mechanism to enable interested organisations to contribute to the development of the strategy and sources of funding should be explored.	A full-time Rural Economy Manager, Chris Stanton has been appointed and will draft a Rural Economic Strategy which will be subject to approval by the Executive in the next 4-6 months. In addition, a consultant has also been employed to undertake a mapping

Date of Meeting	Item	Lead Officer	Lead Councillor	Action Agreed	Progress to date
					exercise of the rural economy in Guildford and Surrey. This item brought back to the Board on 14 November (see note below)
4 April 2016	The Future of Guildford Museum	James Whiteman (Director of Environment)	Cllr Geoff Davis (now Cllr Nikki Nelson-Smith)	The Board fully supported the recommendations for Executive's consideration on 19 April 2016 and subject to its approval, looked forward to the reinvention and development of Guildford Museum as part of Guildford's 'Heritage Quarter'.	<p>The Executive noted the EAB's comments and agreed:</p> <ul style="list-style-type: none"> <li>(1) To commission a feasibility and costing report for the proposed new build extension to the current Museum buildings and approved the vision of developing an updated and exciting museum offering at that site.</li> <li>(2) To transfer £240,000 from the provisional capital programme (ED18(p) Museum and Castle Development scheme to the approved capital programme to carry out the work referred to in paragraph (1) above.</li> <li>(3) To authorise the Director of Environment, in consultation with the Lead Councillor for Economic Development, Heritage and Tourism: <ul style="list-style-type: none"> <li>(i) to establish a Development Group, consisting of internal representatives and external partners, to assist in the delivery of improvements to the Museum; and</li> </ul> </li> </ul>

Date of Meeting	Item	Lead Officer	Lead Councillor	Action Agreed	Progress to date
					<p>(ii) to develop a fundraising strategy and related fundraising committee with a view to identifying and securing external grants and funding for improvements to the Museum</p> <p>(4) To request the Museum Working Group to review and make recommendations on the future of the Victorian Schoolroom, including the possible sale of 39½ Castle Street, should the Schoolroom be discontinued.</p> <p>(5) To approve the Action Plan and request the Museum Working Group to continue its work to deliver the Action Plan.</p>
	Town Centre Regeneration Strategy	Barry Fagg (Major Projects Portfolio Manager Interim)	Cllr Paul Spooner	The Board fully supported the proposals for the implementation and delivery of a Town Centre Regeneration Plan subject to Executive's approval at their meeting on 31 May 2016. [this item was subsequently deferred].	This item was brought back to the Board on 11 July 2016 (please see note below).
13 April 2016	Proposed Submission Local Plan: Strategy and Sites	Stuart Harrison (Planning Policy Manager)	Cllr Paul Spooner	<p>The Board agreed to submit the following comments to the Executive:</p> <p>(1) To consider the Board's overwhelming concern about the lack of adequate infrastructure to support planned development particularly in its rural areas.</p>	<p>At its special meeting on 11 May 2016, the Executive noted the EAB's comments and recommended to full Council that the draft Local Plan: strategy and sites document be approved for public consultation, subject to:</p> <ul style="list-style-type: none"> <li>the removal of site allocation policy</li> </ul>

Date of Meeting	Item	Lead Officer	Lead Councillor	Action Agreed	Progress to date
				<p>Sufficient infrastructure should be delivered when needed to support the cumulative impact of development in the future, in particular for sites that are too small to provide their own infrastructure directly themselves, but which cumulatively would have an impact.</p> <p>(2) To give assurance and guarantee that infrastructure improvements would be delivered in time to support planned growth.</p> <p>(3) To consider reviewing the methodology employed in the Green Belt and Countryside Study, specifically in relation to deciding between, low, medium and high sensitivity areas. This would ensure that it was defensible when examined by the Secretary of State.</p> <p>(4) To support the strongest worded affordable housing policy we can have within the remit of sustainable development.</p> <p>(5) To safeguard green spaces and green approaches in Guildford Town and its surrounding countryside so to enhance the quality of life for all.</p> <p>(6) To review whether a higher</p>	<p>A43 Land around Burnt Common warehouse, London Road, Send, and</p> <ul style="list-style-type: none"> <li>• replacement of site allocation policy A43 with a new site to the east of Burnt Common Lane, south of Portsmouth Road, and north of the A3 known as Garlick's Arch, Send Marsh/Burnt Common and Ripley</li> </ul>

Date of Meeting	Item	Lead Officer	Lead Councillor	Action Agreed	Progress to date
				windfall assumption is justified.	
23 May 2016	Implications for Guildford of the 'Surrey Infrastructure Study'	Neil Taylor (Director of Development)	Cllr Matt Furniss	The Board acknowledged that the Surrey Infrastructure Study had provided a useful framework to look at the infrastructural challenges that faced Guildford whilst also acknowledging the number of caveats that existed. The Board also recognised the significant work that had already been undertaken to bridge funding gaps and looked forward to the development and implementation of Guildford's Infrastructure Plan overall.	No update.
	Guildford Design Guide	Meave Faulkner (Design and Conservation Team Leader)	Cllr Paul Spooner	The Board fully endorsed the following recommendation: <ul style="list-style-type: none"> <li>That a working group be established to oversee the emergence of the Guildford Design Guide, ensuring that it was comprised of enforceable policies that carried planning weight, rather than a guidance document per se.</li> </ul>	A working group has not yet been established owing to a lack of resources in the Design and Conservation Team. An update will be provided shortly. [This item came back to the Board 20.02.17 please see below]
11 July 2016	Stoke Park Masterplan	Paul Stacey (Parks and Landscape Manager)	Cllr Richard Billington	The Board fully endorsed the formation of a project board. The Parks and Landscape Manager would be invited back to the Borough, Economy and Infrastructure meeting in a year's time to look at setting up a project board and how to take this forward.	The Board will invite back Paul Stacey (Parks and Landscape Manager) to a meeting in approx. one year for an update on the establishment of a project board.

Date of Meeting	Item	Lead Officer	Lead Councillor	Action Agreed	Progress to date
	Guildford Town Centre Regeneration Strategy	Barry Fagg (Major Projects Portfolio Manager Interim)	Cllr Paul Spooner	<p>The Board fully supported the work plan and objectives for the regeneration of the town centre. The Board noted that the regeneration plan was to be considered by the Executive at its meeting on 27 September 2016. The Board recognised the short time frame left for members to have further significant input into the plan. Nevertheless, the Board requested that they had sight of the report and any associated private papers at its next meeting on 12 September 2016.</p> <p>[post-meeting note: It was agreed at the Joint Overview and Scrutiny and EAB Work Programme meeting that owing to the short-turn around the above topic would not be considered at the next meeting of the Board on 12 September 2016].</p>	At its meeting on 24 January 2017, the Executive approved the Town Centre Regeneration Strategy.
12 Sep 2016	Guildford Parking Strategy and Electric Vehicle Charging Points	Kevin McKee	Cllr Matt Furniss	The Board generally supported the draft strategy and made a number of comments and suggestions. The draft strategy will go before the Executive in November 2016 to seek approval to go out for public consultation. The outcome of the consultation will be relayed to Board members by email feedback.	The Executive approved the draft strategy on 29 November 2016.
	Guildford Town Centre Technology Solutions	Chris Burchell	Cllr David Bilbé	The Board was supportive of the initiative and made a number of comments. The Board requested the draft implementation report come	To be revisited at the EAB meeting to be held 9 January 2017.[see note below]

Date of Meeting	Item	Lead Officer	Lead Councillor	Action Agreed	Progress to date
				before them in advance of it being presented to the Executive	
31 October 2016	Integrating Community Care Services	John Martin	Cllr Tony Rooth	For information item. The Board made a number of comments for Lead Councillors to consider.	No further action at this stage, although members were asked to bear in mind the matters raised when considering the budget.
	Multi-Use Sports and Entertainment Facility	Jonathan Sewell	Cllrs Iseult Roche/ Richard Billington	For information item. The Board made a number of comments for Lead Councillors to consider.	A viability study and public consultation programme will be developed in due course.
14 November 2016	Public Art Strategy	Jonathan Sewell	Cllr Nikki Nelson-Smith	The Board supported the need for a new Public Art Strategy and made a number of suggestions regarding sources of funding.	The proposed timeline included a period of public consultation in the spring and delivery of a draft to the executive in June 2017.
	Rural Economy Strategy	Chis Burchell	Cllr Richard Billington	The Board welcomed this piece of work and the creation of a designated post. It reviewed and commented on a set of draft priorities and objectives. A rural mapping exercise was underway which would inform the work.	Scheduled for Executive on 18 April 2017.
9 January 2017	M25 Junction 10/A3 Wisley Interchange Consultation	Graham Bown (Atkins Global) and Hugh Coakley (Highways Agency)	Cllr Matt Furniss	The Board made a number of recommendations to be submitted as part of the initial consultation.	The proposed timeline included a period of non-statutory public consultation on 16 Feb 2017 and a preferred route announcement in August 2017. The statutory public consultation would take place from October 2017 – February 2018. A DCO application proposed in July 2018 with construction anticipated to start in March 2020 and opened to traffic in March 2023.

Date of Meeting	Item	Lead Officer	Lead Councillor	Action Agreed	Progress to date
					The Board welcomed further input at a later stage.
	Guildford Town Centre Wi-Fi	Chris Burchell	Cllr David Bilbé	<ul style="list-style-type: none"> <li>The proposal for Guildford Town Centre Wi-Fi would be aligned with the development of a wider ICT Digital Strategy for the Council.</li> <li>Need to engage with the market to understand how private investment could be attracted to the Borough and realise better connectivity for businesses.</li> <li>Ensure that all future regeneration projects adhere to a design brief for installation of digital and telecom infrastructure including ducting and street furniture forms.</li> </ul>	No further action at this stage. The Board was supportive of the work in progress.
20 February 2017	Guildford Design Guide (2017)– Progress and Proposals	Joris Van Der Starre / Meave Falkner	Cllr Paul Spooner	The Board made a number of recommendations to be considered as the initial draft was to be compiled.	The item would be bought back before the Board once a first draft was ready. At the same time it would be determined if it would be appropriate to convene a task group.
	Sustainable Movement Corridor	Zac Ellwood	Cllr Matt Furniss	The item was still largely conceptual, but the planning for each section was coming together to result in a public consultation during Summer 2017. The Board made a number of comments and observations to be considered as by the Lead Councillor and the major Projects Team.	No further action for the Board at this stage.



## EAB WORK PROGRAMMES

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

### BOROUGH, ECONOMY, AND INFRASTRUCTURE EAB

#### SPECIAL MEETING - 20 APRIL 2017

Item	Additional information	Corporate Plan Priority	Relevant Councillor(s)	Lead officer	Target completion
Local Plan	To consider and recommend to Executive and Council to formally approve the Local Plan to go to consultation under Regulation 19 effective from 12 June 2017 for six weeks.	Yes	Cllr Paul Spooner	Planning Policy Manager	2017

#### 22 MAY 2017

Item	Additional information	Corporate Plan Priority	Relevant Councillor(s)	Lead officer	Target completion
The Future of Guildford Museum Update	To receive an update on the Fundraising Strategy Committee was at in terms of identifying and securing external grants and funding improvements for the museum	Yes	Cllr Nikki Nelson-Smith	Jill Draper Heritage Manager	2017

### SOCIETY, ENVIRONMENT, AND COUNCIL DEVELOPMENT EAB

#### 25 MAY 2017

Item	Additional information	Corporate Plan Priority?	Relevant Lead Councillor(s)	Lead officer	Target completion
Shared and Traded services, and income generation (Deferred item from April)	Develop business cases for new traded services to increase commercial income	Yes	Cllr Michael Illman	Head of Financial Services	2020

#### 13 JULY 2017

Item	Additional information	Corporate Plan Priority?	Relevant Lead Councillor(s)	Lead officer	Target completion
Recycling Improvements/	(a) Review core recycling services to ensure that they remain fit-for-	Yes	Cllr Matt Furniss	Fleet and Waste Services Manager	(a) December 2018

## EAB WORK PROGRAMMES

Review of refuse and recycling service (Deferred item from April)	purpose (b) Carry out doorstep surveys in 2017 and 2019 to identify residents' views on current and future recycling services				(b) December 2019
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### Unscheduled items

#### Borough EAB

Item	Additional information	Corporate Plan Priority?	Relevant Lead Councillor(s)	Lead officer	Target completion
Stoke Park Masterplan	First taken to the Board July 2016. Request to return in approximately 1 year		Cllr Richard Billington	Paul Stacey	

#### Society EAB

Item	Additional information	Corporate Plan Priority?	Relevant Lead Councillor(s)	Lead officer	Target completion
Sustainability Issues (including eco-living options and the impact of/adapting to climate change)	Ensure that Council decisions include an impact assessment on whole life energy costs, environmental sustainability and resilience to climate change and that appropriate planning for adaption measures in undertaken	Yes	Cllr David Bilbé	Energy Management and Sustainability Officer	May 2017

**Others (suitability for EABs?)** (1) Implications of the UK leaving the European Union - 'Brexit' (2) Community Right to Bid