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Contact: Sophie Butcher

Committee Services

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6 October 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, 16 OCTOBER 2017 at 7.00 pm.**

Yours faithfully

James Whiteman
Managing Director

MEMBERS OF THE EXECUTIVE ADVISORY BOARD

Chairman: Councillor Jenny Wicks

Vice-Chairman: Councillor Angela Goodwin

Councillor Nils Christiansen
Councillor Andrew Gomm
Councillor Liz Hogger
Councillor Gordon Jackson
Councillor Nigel Kearse

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

Authorised Substitute Members:

Councillor Adrian Chandler
Councillor Colin Cross
Councillor David Goodwin
Councillor Murray Grubb Jnr
Councillor Gillian Harwood
Councillor Christian Holliday
Councillor Jennifer Jordan

Councillor Dennis Paul
Councillor Tony Phillips
Councillor David Quelch
Councillor Caroline Reeves
Councillor Tony Rooth
Councillor Pauline Searle

WEBCASTING NOTICE

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If you make a representation to the meeting you will be deemed to have consented to being recorded. By entering the Council Chamber, you are also consenting to being recorded and to the possible use of those images and sound recordings for webcasting and/or training purposes.

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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 13 September 2017.
- 4 **PUBLIC ARTS STRATEGY**
(Presentation)
- 5 **DESIGN GUIDE** (Pages 5 - 12)
- 6 **PROGRESS WITH ITEMS PREVIOUSLY CONSIDERED BY THE EAB** (Pages 13 - 24)
- 7 **EAB WORK PROGRAMME** (Pages 25 - 26)

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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13 SEPTEMBER 2017

BOROUGH, ECONOMY AND INFRASTRUCTURE EXECUTIVE ADVISORY BOARD

13 September 2017

* Councillor Jenny Wicks (Chairman)
* Councillor Angela Goodwin (Vice-Chairman)

* Councillor Nils Christiansen	* Councillor Julia McShane
* Councillor Andrew Gomm	* Councillor Bob McShee
Councillor Liz Hogger	* Councillor Mike Parsons
* Councillor Gordon Jackson	* Councillor Mike Piper
* Councillor Nigel Kearse	* Councillor Matthew Sarti

*Present

Councillors Matt Furniss, Deputy Leader of the Council and Lead Councillor for Infrastructure and Governance, Susan Parker, and Caroline Reeves, were also in attendance.

In accordance with Procedure Rule 23(j), Councillor Pauline Searle attended as a substitute for Councillor Liz Hogger.

BEI8 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

An apology for absence was submitted on behalf of Councillor Liz Hogger. The Committee was advised of a substitute as detailed above.

BEI9 LOCAL CODE OF CONDUCT AND DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS

There were no declarations of Disclosable Pecuniary Interests.

BEI10 MINUTES

The minutes of the Board meeting held on 10 July 2017 were approved.

BEI11 BIKE SHARE SCHEME

The Major Projects Transport Planner gave a presentation summarising his report submitted to the Board. The Board was advised of the likely potential for a bike share scheme for Guildford, particularly in areas close to the town centre. The Major Projects Transport Planner informed the Board of the benefits of a bike share scheme, scheme options, the likely costs, and the proposal to undertake a full feasibility study. The Board members were invited to comment on the scope and content of the proposed feasibility study.

Comments and questions from the Board members raised the following points and information:

- The location of docking stations, including at the Borough's park and ride sites, would be included in any feasibility study for the bike share scheme.
- The Board was advised that the scale of the bike share scheme for the town was important; a minimum provision of 150 bikes and 10-15 docking stations was anticipated. The Board was informed that the greater the number of docking stations the more sustainable the scheme. The Board was advised that to install a docking

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station at the railway station would require work with Network Rail and South West trains.

- The meeting was advised that the input of G-BUG (Guildford Bike User Group) would be sought as part of the work on the feasibility study. In response to a suggestion that cycling apps data be used to help identify the best docking station locations, the Lead Councillor for Infrastructure and Governance advised that route monitoring equipment was fitted to the bikes.
- In relation to user surveys, the Board was advised that relevant data would be obtained from Bikeplus as part of the feasibility study.
- The University of Surrey was a participation in the Santander Cycles University Competition, which involved the design of a bike hire scheme for the university. Board members discussed the value of possible co-ordination with the University's scheme and the advantages of the Council's procurement not being unduly swayed by the outcome of Competition.
- Local organisations, the third sector, or the bike share company directly would undertake the redistribution and maintenance of bikes. The Council could use Key Performance Indicators (KPIs) to monitor performance.
- Board members suggested the need in infrastructure improvements to be enacted in conjunction with the bike share scheme, particularly to ensure cyclists could avoid the gyratory system. The meeting was informed that the River Wey towpath was already part of the cycle network.
- The Lead Councillor for Infrastructure and Governance advised the meeting that his preferred option was for the Council to provide the capital costs of the scheme and for sponsorship to meet the revenue costs. The Board indicated that a capital-free scheme should be considered as an option.
- The Board was advised that the typical length of contract for a bike share company was five years.
- Board members questioned whether the bike share scheme might turn pedestrians rather than motorists, into cyclists. The need for users to join the scheme and pay a membership fee might act as a disincentive. Users would be charged on how long the bike was hired.
- Bike share users would be advised on road safety, and recommended to wear a cycle helmet, but would sign a disclaimer when signing up to the scheme. The worth of investigating folding recyclable helmets was suggested [for example, the EcoHelmet].
- The meeting was advised that the weight of the bikes helped deter theft.
- The Board members suggested that the views of businesses should be included in the bikeshare scheme feasibility study, including businesses outside the town centre, and that the scheme be promoted to local businesses.
- Board members felt that the topography of Guildford meant that a number of electric bikes were likely to be necessary to encourage use of the scheme.

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- The range of the electric bikes would be ascertained in the proposed feasibility study. In addition, the study would include the impact of the Bike share scheme on car parking revenues and on park and ride bus usage.
- The Board was advised that non-electric docking stations were movable.

The Chairman summarised the discussion, noting that the Board:

- supported undertaking a feasibility study for a bikeshare scheme;
- felt it was important that if there were different bikeshare schemes in Guildford that they be compatible, although not necessarily the same provider;
- supported traditional docking over free-floating but felt the feasibility study could examine both;
- felt options for the capital and revenue costs be examined, including a capital-free scheme;
- advised the locations of docking stations should not be confined to the town centre, infrastructure improvements were important to the scheme,
- Suggested the BID and other retailers be consulted over the proposed scheme;
- opportunities to link the bike share scheme to other corporate ambitions; and
- any legal or liability implications from introducing a public bike share.

BE12 ELECTRIC CARS

The Parking Services Manager gave a presentation on electric vehicles. This presentation included a summary of the journey range of electric cars and an outline of different types of battery charging. The meeting was advised about 'range anxiety' as a barrier to the adoption of all-electric vehicles. The Parking Services Manager advised the meeting that Surrey County Council aimed to have a strategy in place by March 2018. In addition, the Board was informed of current concessions for electric cars in Guildford and details of the charging points in the Borough.

Comments and questions from the Board members raised the following points and information:

- The cost of replacing the batteries in electric cars could be considerable. The meeting was advised that swapping batteries during journeys was being proposed as an alternative to charging them.
- The Council offered a green permit scheme for off-street car parks and a discounted on-street permit for vehicles under 1200cc or running on electricity or solely on an alternative fuel source.
- The meeting was advised that the cost of converting a lamppost to enable charging of an electric vehicle was approximately £1000.
- The suggestion was put forward that wireless electric vehicle charging (through induction) would soon replace wired technology charging. The potential risk of over-

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providing charging points that might become quickly outdated was discussed. Members considered the need to balance encouraging electric vehicle use with a desire to not spending public money imprudently.

- The Lead Councillor for Infrastructure and Governance indicated that the Council needed to respond with current technology to encourage electric vehicle use and raise awareness. In addition, he suggested the Council would lead by example with its own fleet.
- Board members advocated siting charging points in locations that would reduce congestion, for example, at park and ride sites.
- The Parking Services Manager indicated that if the Council controlled the charging points it could control the costs, including whether or not to make them free.
- The Board was advised that improvements in battery technology were expected to be considerable.
- The advantage of locating electric vehicle proposals within the broader perspective of a Smart town initiative was suggested.
- The Board was advised that electric cars and electric bikes could not use the same charger.
- Board members suggested the development of an app for an electric charging reservation system.

The Chairman indicated her thanks to the officers and Board members for the information, suggestions and advice offered.

BEI13 EAB WORK PROGRAMME

The Board was advised that the Leader of the Council and Lead Councillor for Planning and Regeneration and the Deputy Leader of the Council and Lead Councillor for Infrastructure and Governance were both unable to attend the next meeting of the Board.

The Chairman asked the Board members to submit topics for consideration for the work programmes of the EABs.

The meeting finished at 8.54 pm

Signed

Date

Chairman

BRIEFING NOTE

Subject: **RESIDENTIAL EXTENSIONS and ALTERATIONS DESIGN GUIDE**

Author: Natalie Oates (Urban Design)

Date: September 2017

Purpose of note

The purpose of this note is to brief EAB on the **Residential Extensions and Alterations: Supplementary Planning Document (SPD)** - project outline and programme for 2017/18 (in advance of EAB on 16.10.17).

Introduction

This note (and attachment) includes information on the background, aims, content outline and programme for the delivery of SPD. This is to make EAB aware of the programme going forward.

Background and Issues

A review of Guildford Borough Council design guidance was undertaken by GBC Design + Conservation in August 2017, to assess the level of guidance available and if it is 'fit for purpose'.

Clear design policy can provide a useful tool for a) Officers and Councillors in planning assessment and decision-making *and* b) for providing advice to applicants, to help **raise design standards and avoid poor quality planning applications**. It is important that any design guidance is clear, current and fit for its context.

The outcome of the internal review identified **two** priorities:

- 1. Residential Extensions Guide (2003)** – to update + relaunch as **Residential Extensions + Alterations Guide 2018** to bring in line with national and local policy;
- 2. Borough Wide Design Guide** – need for a new guide to set the Council's standards and expectations on '*all matters*' relating to design.

The 'Residential Extensions + Alterations Guide 2018' has been identified as the first priority with a programme for adoption as SPD by April 2018.

Recommendations or actions required

Information for EAB only/no actions required.

Resource Implications

The guide is to be produced in-house by urban design/conservation and will be prepared in accordance with the 'Project Plan' (see attached).

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RESIDENTIAL EXTENSIONS + ALTERATIONS SPD:

Project Outline + Programme

1.0 Introduction

- 1.1 Guildford Borough is widely known as an attractive, safe and great place to live. Whilst the Council continues committed to maintaining this legacy, **the area is experiencing increasing pressure for development, which brings with it new challenges and opportunities;** in particular how to accommodate high quality new development, whilst at the same time protect and enhance the qualities that make the area so attractive. Development pressure and housing needs however should **never** be an excuse for poor design.
- 1.2 Good quality design is an integral part of sustainable development. The National Planning Policy Framework states that **'design quality matters'** and that planning should drive up standards across all forms of development through local policy. The NPPF states that by establishing **sound, clear and easy to follow design policies and processes** for use by both developers and local communities, local planning authorities can make design a more transparent and accessible part of the planning process. **Sound design guidance is an important tool to help encourage high quality sustainable development whilst resist and refuse poor design.**

2.0 Project Background

- 2.1 In this context, a review of Guildford Borough Council design guidance was undertaken in 2017, to assess the level of design guidance available and to ensure that it is current and fit for purpose. A number of priorities were identified as part of this process:
- to update + relaunch the **Residential Extensions Guide (2003)** to bring in line with national and local policy;
 - **Borough Wide Design Guide** – a comprehensive guide to set out the Council's standards and expectations on 'all matters' relating to design;
 - **Master-planning for Major/Strategic sites;**
 - **Area/topic specific guidance** for Green Belt, AONB, Conservation Areas.
- 2.2 The *Residential Extensions + Alterations Guide* – identified as the **first priority** in terms of new design guidance (with a focus on residential). It will comprise a refresh of the 2003 guide with adoption as a Supplementary Planning Document in April 2018. It will be prepared in advance of any other guidance identified in the review and set the benchmark for Guildford design policy and guidance going forward. It will clearly define 'what is *appropriate* and *acceptable*' to the Council in the 'majority of cases' and assist householders, Agents and their Architects in making successful and well-designed extensions or alterations to a residential property.
- 2.3 The *Borough Wide Design Guide* will be a comprehensive document, which **sets out and establishes the benchmark for design excellence + principles for good design** across the Borough. The **purpose** of this Design Guide would be to provide guidance on how to achieve the highest quality design – from the design of **places, spaces, buildings and streets**. Setting out the Councils commitment to

high quality design will ensure that Guildford can deliver much-needed homes and other uses going forward, without negatively affecting the character of the existing urban and rural surroundings. It will be a written and presented as a practical ‘manual’ and reference point for Councillors and applicants for ‘all matters’ relating to design. *see **Page 5 Guildford Design Guide: Structure.**

2.4 The Borough wide design guide indicative timescales for adoption is 2019. Timescales for other guides is to be confirmed.

3.0 Purpose of Guide

3.1 The purpose of Residential Extensions + Alterations Guide is to:

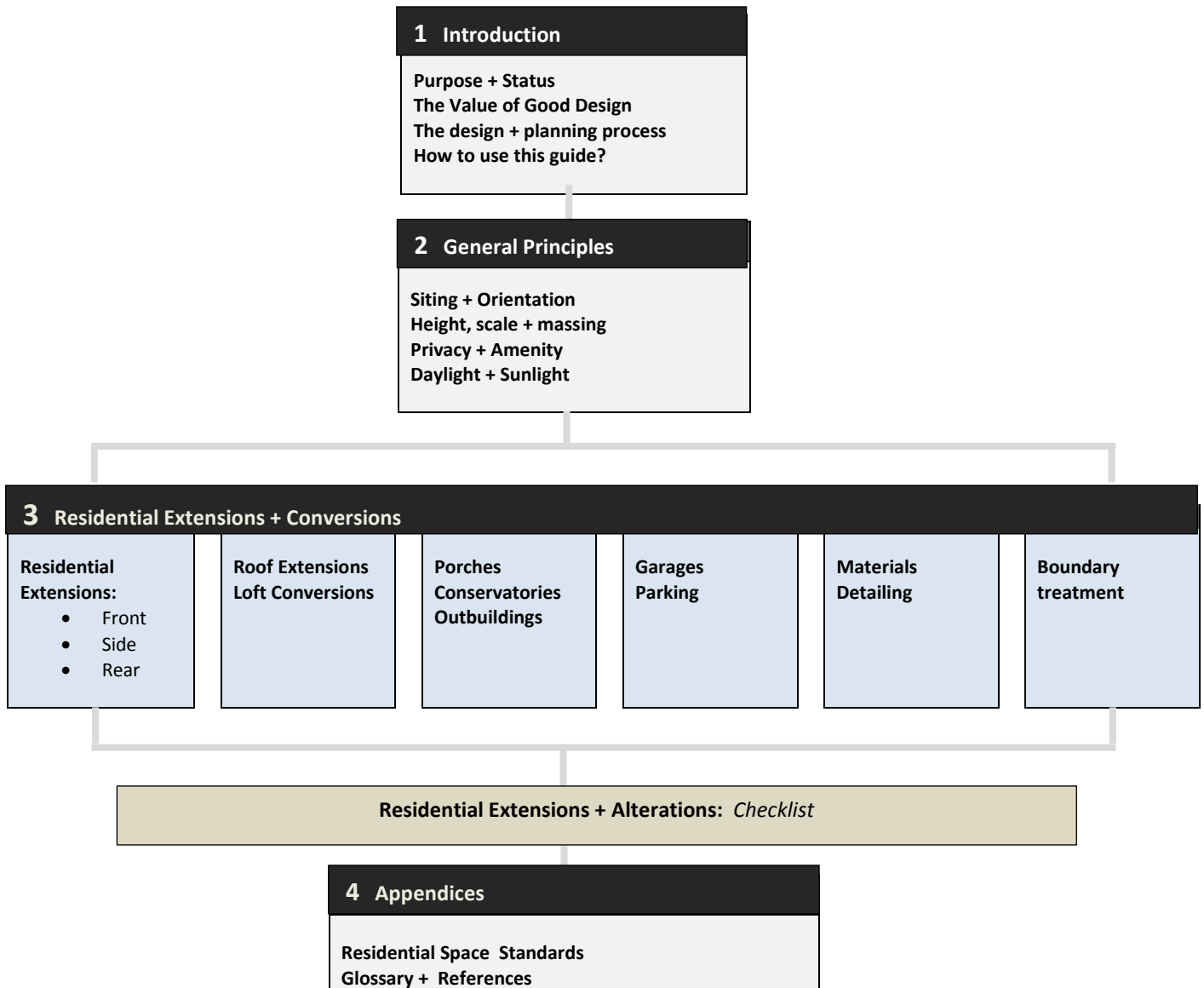
- **update and replace the previous GBC RESIDENTIAL EXTENSIONS guide (2003)** – to bring in line with current national and local policy;
- **provide advice for ‘Householders’ who wish to ‘extend or alter’ their property** (regardless of whether they need planning permission);
- **provide guidance for Guildford Borough Council Officers and Councillors** in planning assessment and decision making;
- **adopt as Supplementary Planning Document (SPD)** to be used as a **material consideration in the determination of planning applications** throughout the Borough.

4.0 Project Scope

4.1 The scope of the guide will:

<i>include:</i>	Councils expectations for residential planning applications (extensions + alterations)
	Key design principles
	Technical advice and guidance
	Clear and concise text + images (with best practices images)
	Manual ‘how to’ approach throughout document
<i>NOT include:</i>	Design solutions for individual properties
	Advice on architectural style or detailing
	Area specific guidance

5.0 Project Structure + Contents



6.0 Project Plan

Key Stages	Task + Milestones	Dates
1	Inception	Set out Project Brief
		Set up internal 'working group(s)' + other consultees
		*Meet EAB 16.10.17 – Design Guide Programme
2	Develop + Test Guide	Design Guide Scope + Contents
		Draft Design Guide (text)
		Graphics and desk top Publishing
		Plan Workshop
		*Planning Committee Workshop (7 DEC 2017)
4	Consult + adopt	Draft Design Guide – amendments + document production
		*Formal Consultation (4 weeks) Council adopt as SPD
		Sept 2017
		Oct – Nov
		Dec
		Jan-Feb 2018

7.0 Project Management

Agenda item number: 5
Appendix 1

Project Sponsor

GBC Director - Tracey Coleman

Project Manager

GBC Urban Design

Project Stakeholders

GBC Councilor Paul Spooner (lead member for planning)

GBC Councilor Phillip Brooker

GBC EAB

GBC CMT

GBC Development Management

GBC Planning Policy

GBC Conservation

GBC Planning Committee

Project Steering Group (2 weekly meetings)

GBC Development Management

GBC Planning Policy

GBC Conservation + Urban Design

Project Workshop (Planning Committee – 7 Dec 2017)

Guildford Design Guide: Outline

1 Value Of Good Design

INTRODUCTION
Value of Good Design
Guildford Borough wide vision

GENERAL PRINCIPLES
Planning Policy Context
Design Principles

GETTING THE PROCESS RIGHT
Getting the process right
How to use this Guide

<p>2 Understanding the Site CHARACTER + CONTEXT</p> <p>Area character</p> <p>Site Context</p> <p>Landscape setting</p> <p>Buildings + features</p> <p>Routes + connections</p> <p><u>*Site Appraisal Checklist</u></p>	<p>3 Generating a Design Response LAYOUT + URBAN FORM</p> <p>Urban form</p> <p>Access + Movement</p> <p>Movement Hierarchy</p> <p>Density</p> <p>Public + Private space</p> <p>Safe + secure layouts</p> <p><u>* Design Checklist</u></p>	<p>DESIGNING FOR MOVEMENT</p> <p>Movement network</p> <p>Street Hierarchy</p> <p>Street Types</p> <p>Street Design</p> <p>Parking</p> <p><u>*Design Checklist</u></p>	<p>LANDSCAPE + OPEN SPACE</p> <p>Landscape Structure</p> <p>Open space</p> <p>Public Realm</p> <p>Detailed design</p> <p><u>*Design Checklist</u></p>	<p>4 Detailing the Place BUILDINGS + DETAILING</p> <p>Siting and layout</p> <p>Height, scale and massing</p> <p>Roofscape</p> <p>Privacy + Amenity</p> <p>Materials and Detailing</p> <p><u>*Design Checklist</u></p>	<p>ENVIRONMENTALLY SUSTAINABLE DESIGN</p> <p>Sustainable layouts</p> <p>Sustainable Building Design</p> <p>Sustainable Construction</p> <p>Building for Life: 12</p> <p><u>*Design Checklist</u></p>
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Section 5: REFERENCES
References
Glossary

SUPPORTING DESIGN DOCUMENTS
Conservation Area Appraisals
Village Design Statements

SPACE + TECHINICAL STANDARDS
Parking standards etc

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

Date of Meeting	Item	Lead Officer	Lead Councillor	Action Agreed	Progress to date
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"> 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 	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"> • The New Homes Bonus would be withheld in 2017/18 if the Council had not submitted a Local Plan by the relevant deadline. • 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. 	
	<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"> (i) the Board's endorsement of the creation of a Wholly Owned Local Authority Housing Company; (ii) the Board's agreement with the four, draft company objectives, as detailed in the report; (iii) the Board's endorsement of the governance arrangements; and (iv) the Board's views on Directors of the Housing Company 	<p>At its meeting on 23 February 2016, the Executive noted the EAB's comments and approved:</p> <ul style="list-style-type: none"> (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'. (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

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
					<p>exercise of the rural economy in Guildford and Surrey. This item brought back to the Board on 14 November (see note below)</p>
4 April 2016	The Future of Guildford Museum	James Whiteman (Director of Environment)	Cllr Geoff Davis (now Cllr Nikki Nelson-Smith)	<p>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>	<p>The Executive noted the EAB's comments and agreed:</p> <ul style="list-style-type: none"> (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. (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. (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"> (i) to establish a Development Group, consisting of internal representatives and external partners, to assist in the delivery of improvements to the Museum; and

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"> the removal of site allocation policy

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				<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"> • 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

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"> 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. 	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.	No EXEC date as yet
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
	Guildford Town Centre Wi-Fi	Chris Burchell	Cllr David Bilbé	<ul style="list-style-type: none"> • The proposal for Guildford Town Centre Wi-Fi would be aligned with the development of a wider ICT Digital Strategy for the Council. • Need to engage with the market to understand how private investment could be attracted to the Borough and realise better connectivity for businesses. • Ensure that all future regeneration projects adhere to a design brief for installation of digital and telecom infrastructure including ducting and street furniture forms. 	<p>The Board welcomed further input at a later stage.</p> <p>No further action at this stage. The Board was supportive of the work in progress.</p>
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.

Date of Meeting	Item	Lead Officer	Lead Councillor	Action Agreed	Progress to date
20 April 2017	Proposed submission (Local Plan)	Tracey Coleman	Cllr Paul Spooner	The Board recommended that the draft Local Plan as submitted to the Board, be approved for formal public consultation for a period of six weeks beginning 9 June 2017 – 24 July 2017 subject to one amendment.	The Local Plan was taken to the Executive on 16 May and incorporated the Board's comments.
17 July 2017	12 month review of Council's revised governance arrangements	John Armstrong	Cllr Matt Furniss	Recommendations to be submitted to full Council for consideration on 25 July 2017	Recommendations accepted by full Council on 25 July 2017
	Progress on councillor involvement in the preparation of the budget	John Armstrong	Cllr Michael Illman	Four councillors to be appointed to Joint EAB Budget Working Group	Councillors Nils Christiansen, Colin Cross, Mike Piper and Matt Sarti be appointed to the Joint EAB Budget Task Group for 2017-18
13 September 2017	Bike Share Scheme	Rob Curtis Major Projects Transport Planner	Cllr Matt Furniss	The Board: <ul style="list-style-type: none"> supported undertaking a feasibility study for a bikeshare scheme; felt it was important that if there were different bikeshare schemes in Guildford that they be compatible, although not necessarily the same provider; supported traditional docking over free-floating but felt the feasibility study could examine both; felt options for the capital and revenue costs be examined, including a capital-free scheme; advised the locations of docking stations should not be confined to the town centre, infrastructure improvements were important to the scheme, 	

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				<ul style="list-style-type: none"> • Suggested the BID and other retailers be consulted over the proposed scheme; • opportunities to link the bike share scheme to other corporate ambitions; and • any legal or liability implications from introducing a public bike share 	
	Electric Cars	Kevin McKee Parking Services Manager		Board members suggested the development of an app for an electric charging reservation system	

BOROUGH EAB WORK PROGRAMME

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

BOROUGH, ECONOMY, AND INFRASTRUCTURE EAB

23 NOVEMBER 2017 **** JOINT EAB****					
Item	Additional information	Corporate Plan Priority	Relevant Councillor(s)	Lead officer	Target completion
Outline Budget 2018-19*	To consider the outline budget	No	Cllr Michael Illman	Head of Financial Services	February 2018
8 JANUARY 2018					
Item	Additional information	Corporate Plan Priority	Relevant Councillor(s)	Lead officer	Target completion
General Fund and HRA Capital Programmes	Consider the General Fund and HRA capital programmes	No	Cllr Michael Illman	Head of Financial Services	February 2018
19 FEBRUARY 2018					
Item	Additional information	Corporate Plan Priority	Relevant Councillor(s)	Lead officer	Target completion
LEP's wider picture/Ensuring a sustainable economy	Co-ordinate the LEP relationship and maximise funding opportunities to support Guildford as a smart growth hub	Yes	Cllr Paul Spooner	Local Economy Manager	2020
9 APRIL 2018					
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 in terms of identifying and securing external grants and funding improvements for the museum	Yes	Cllr Nikki Nelson-Smith	Jill Draper Heritage Manager	2017
21 MAY 2018 tbc					
Item	Additional information	Corporate Plan Priority	Relevant Councillor(s)	Lead officer	Target completion
Stoke Park Masterplan (TBC)	First taken to the Board July 2016. Request to return in approximately 1 year	Yes	Cllr Richard Billington	Paul Stacey	2020
2 JULY 2018 tbc					
Item	Additional information	Corporate Plan Priority	Relevant Councillor(s)	Lead officer	Target completion

BOROUGH EAB WORK PROGRAMME

Unscheduled items

Borough EAB

Item	Additional information	Corporate Plan Priority?	Relevant Lead Councillor(s)	Lead officer	Target completion
Review of Grants – Consideration of Options		Yes	Cllr Michael Illman	Steve Benbough	
Community Right to Bid – Including Assets of Community Value				Joyce Hamilton	