



**STATEMENT OF EXECUTIVE DECISIONS**

Tuesday 7 January 2020

The decisions summarised below were taken by the Executive at the above-mentioned meeting and, subject to the call-in procedure referred to in Overview and Scrutiny Procedure Rule 17 and to the Notes at the end of this document, shall have effect five working days after the meeting. Details of any recommendations to Council are also included for completeness.

Members of the Executive

Chairman:

\*Councillor Caroline Reeves (Leader of the Council and Lead Councillor for the Environment & Sustainability across the borough, Transformation, Sustainable Transport, Economic Development, and Governance))

Vice-Chairman:

\*Councillor Fiona White ((Deputy Leader of the Council and Lead Councillor for Personal Health, Safety and Wellbeing))

\*Councillor Joss Bigmore, (Lead Councillor for Finance and Assets, Customer Service)

\*Councillor Angela Goodwin, (Lead Councillor for Housing, Access and Disability)

\*Councillor David Goodwin, (Lead Councillor for Waste, Licensing, and Parking)

\*Councillor Jan Harwood, (Lead Councillor for Planning, Regeneration and housing delivery)

\*Councillor Julia McShane, (Lead Councillor for Community Health, Support and Wellbeing)

\*Councillor John Rigg, (Lead Councillor for Major Projects)

\*Councillor Pauline Searle, (Lead Councillor for Countryside, Rural Life, and the Arts)

\*Councillor James Steel, (Lead Councillor for Tourism, Leisure, and Sport)

\*Present

Councillors Dennis Booth, Angela Gunning, Ramsey Nagaty, John Redpath, Tony Rooth, and Deborah Seabrook were also in attendance.

**Agenda  
Item No.**

**Officer(s) to  
action Item**

**1. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

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

In relation to agenda item 7, the following non-pecuniary interests were disclosed:

Councillor Caroline Reeves was a Trustee of Guildford Action.

Councillor Julia McShane was the Council's representative on the Surrey Lifelong Learning Partnership, Guildford Action and Guildford Philanthropy

Councillor Pauline Searle was a patron of Homestart

Councillor Fiona White was the Council's representative and a Trustee on Guildford Citizens Advice.

Councillor Joss Bigmore disclosed a pecuniary interest in relation to Item 8 in that he and his wife were landlord owners of property in Guildford. Councillor Bigmore absented himself from the meeting during the consideration of Item 8.

Councillor James Steel disclosed a non-pecuniary interest in relation to Item 8 in that he was a tenant in a House in Multiple Occupation (HMO), a member of the "Cut the rent" Committee at the University of Surrey and a member of the Guildford Private Renters Association.

### **3. MINUTES**

The minutes of the meeting of the Executive held on 26 November 2019 were confirmed as a correct record.

### **4. LEADER'S ANNOUNCEMENTS**

The Leader of the Council made two announcements. Firstly, that Surrey County Council had confirmed £1 million funding for a project that would improve bus services in Guildford, particularly with regard to the provision of 'real time' information at bus stops. It would also become possible to request developer contributions for the provision of 'real time' services when planning applications were submitted in appropriate cases.

Secondly, the Leader relayed residents' concerns about the use of sky lanterns and would be seeking legal advice on how we might discourage local people from using sky lanterns and launching them from Council owned land.

### **5. SHALFORD COMMON LAND MANAGEMENT**

The Executive

RESOLVED:

- (1) That the options for seven priority areas on the Common, as set out in the report submitted to the Executive, be put forward for public consultation.
- (2) That an action plan be implemented to comply with commons legislation for car parking, access, leisure activities and highway improvements.
- (3) That a public consultation be carried out as part of the action plan.
- (4) That the introduction of new byelaws and revocation of existing byelaws for Shalford Common to support the proposed actions be approved in principle, subject to approval of full Council.

Paul Stacey

Reasons:

- Compliance with Guildford Borough Council's statutory obligations as land owner to protect Shalford Common from encroachments in line with the Commons Act 2006 including the prevention of unauthorised parking
- Reduction of conflicts and complaints regarding un-authorised car parking
- Provision of car parking areas compliant with the Commons Act 2006
- Protection of biodiversity on Shalford Common which is a designated SNCI

Alternative options considered and rejected by the Executive:

None

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

None

**6. RIPLEY VILLAGE HALL FORWARD FUNDING PROPOSAL**

The Executive

**RESOLVED:**

- (1) That a cashflow loan be provided to Ripley Village Hall Trust, to be repaid from S106 contributions for community use in Ripley and 30% of the New Homes Bonus grant anticipated from the Garlick's Arch Development.
- (2) That the exact sum of the loan be agreed by the Director of Resources in consultation with the Lead Councillor for Finance, Assets, and Customer Services once planning permission is in place and a S106 agreement is signed.
- (3) That the loan amount shall not exceed the S106 and NHB funding available to the Council.
- (4) That an upfront payment of the loan of £25,000 be made from the Council's new homes bonus reserve, which will be part of the 30% NHB contribution towards the scheme.

Claire Morris

Reason:

To enhance community facilities in Ripley by supporting and making a contribution towards the redevelopment of the Village Hall.

Alternative options considered and rejected by the Executive:

1. To support the redevelopment of the Village Hall but find alternative funding sources
2. Not to support the redevelopment of the Village Hall

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

None

## 7. \* REVIEW OF GRANTS

The Executive

RESOLVED:

- (1) That the Council enters into funding agreements for the services provided by the following organisations and that the sums indicated below be included in the 2021-22 budget for this purpose:

Steve  
Benbough

Guildford Action Day Service	£90,000
Citizens Advice County Court Service	£5,000
Guildford Action for Families	£30,000
Home Support Services Guildford	£20,000
Oakleaf Enterprise	£20,000
Canterbury Care Centre	£20,000
Homestart	£5,000

- (2) That a revised Voluntary Grants Scheme with an annual budget of £50,000 be retained to provide financial support for organisations working with the most vulnerable and disadvantaged residents.
- (3) That funding for the core service provision of Guildford and Ash Citizens Advice be increased by 10% with effect from 2021-22, to the following total amounts:

Guildford Citizens Advice	£235,300
Ash Citizens Advice	£76,450

- (4) That the Community Grants Scheme be replaced by a new Aspire Grants Scheme with an annual budget of £30,000.
- (5) That the Managing Director, in consultation with relevant Lead Councillors, be authorised to make all necessary arrangements to implement the new funding arrangements set out in the report submitted to the Executive, including determining the detailed eligibility criteria and rules for the operation of the revised grant schemes.
- (6) That the establishment of a Guildford crowdfunding platform to provide financial support for projects being promoted by local community groups and organisations be approved.
- (7) That the allocation of £160,000 from the New Homes Bonus Reserve to fund the operating costs of the proposed crowdfunding platform and the Council's financial contribution to eligible projects for a two-year trial period be approved.
- (8) That the Managing Director be authorised to investigate and, if appropriate, make all necessary arrangements to establish a joint crowdfunding platform with Surrey County Council.
- (9) That the Managing Director be authorised to seek tenders for the establishment and operation of a Guildford crowdfunding platform and to appoint the most suitable provider.

- (10) That, subject to paragraph (8) above, the Managing Director be authorised to make all necessary arrangements for launching and administering the proposed new crowdfunding platform, including determining the detailed eligibility criteria for voluntary and community organisations wishing to raise funds and making financial contributions towards qualifying projects.

Reason:

To ensure that the Council's support for voluntary and community organisation meets Corporate Plan priorities of supporting those with the greatest needs, whilst maintaining funding streams for local projects that enhance our communities.

Alternative options considered and rejected by the Executive:

None

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

Councillor Caroline Reeves was a Trustee of Guildford Action.  
Councillor Julia McShane was the Council's representative on the Surrey Lifelong Learning Partnership, Guildford Action and Guildford Philanthropy  
Councillor Pauline Searle was a patron of Homestart  
Councillor Fiona White was the Council's representative and a Trustee on Guildford Citizens Advice

**8. EXTENSION OF PRIVATE RENTED SECTOR ENFORCEMENT POWERS**

The Executive

**RESOLVED:**

- (1) That the charging structure for financial penalties imposed in accordance with the powers introduced by Section 126 of the Housing and Planning Act 2016 as set out in Appendix 1 to the report submitted to the Executive, be approved.
- (2) That the Regulatory Services Manager be authorised to implement the charging structure and make any necessary arrangements to ensure the procedure is process driven with a consistent approach.

Sean Grady

Reason:

To enable the Council to exercise the powers introduced by Section 126 of the Act to impose financial penalties as an alternative to prosecution for certain offences under the Housing Act 2004.

Alternative options considered and rejected by the Executive:

To not utilise the power to issue civil penalties and to continue with the current enforcement provisions

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

Councillor Joss Bigmore disclosed a pecuniary interest in that he and his wife were landlord owners of property in Guildford. Councillor Bigmore absented himself from the meeting during the consideration of this matter.

Councillor James Steel disclosed a non-pecuniary interest in that he was a tenant in a House in Multiple Occupation (HMO), a member of the "Cut the rent" Committee at the University of Surrey and a member of the Guildford Private Renters Association.

## **9. PUBLIC HEALTH FUNERALS**

The Executive

RESOLVED: That a 6-week consultation on the draft Public Health Funeral Policy, as set out in Appendix 1 to the report submitted to the Executive, be approved, subject to an amendment to paragraph 3.2 to the effect that where the cost of the funeral arrangements cannot be recovered from the deceased's estate, the Council would cover the cost.

Justine Fuller

### Reason:

To ensure that Public Health Funerals are conducted in a fair and transparent way and that the deceased's estate is managed in line with the current legislation and guidance

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

1. Approve a modified version of the draft policy for a 6-week consultation.
2. Ask officers to draft a revised policy for consideration at a future meeting.
3. Reject the draft policy as there is no statutory requirement to have a Public Health Funeral Policy.

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

None

## **10. DIGITAL GAMES HUB FUNDING PROPOSAL (ROCKETDESK GUILDFORD RIVERSIDE)**

The Executive

RESOLVED: That funding of £40,000 to Rocketdesk Guildford Ltd. be approved to support economic growth and that such funding shall comprise:

Chris  
Burchell

1. A funding grant of £10,000 from existing budgets; and
2. A deferred loan of £30,000, to be repaid over a 24-month period, funded from the business rates equalisation reserve.

### Reason:

This proposal will directly support the growth and development of the Digital Games sector in the Borough which is a priority in both the Council's Corporate Plan and Innovation Strategy.

Alternative options considered and rejected by the Executive:

To not award the funding, but instead to promote the new facility, or to provide business support (as already highlighted) or to seek out referrals for potential occupiers.

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

None

**11. \* WEYSIDE URBAN VILLAGE DEVELOPMENT**

The Executive

RESOLVED: That the Managing Director be authorised, in consultation with the Leader of the Council, to sign and complete the Grant Agreement with Homes England to implement the infrastructure works and draw down the grant expenditure.

Claire Morris/  
Michael Lee-  
Dickson

The Executive further

RECOMMEND (to Council):

- (1) That an additional capital supplementary estimate of £274.057 million be approved to allow a total capital budget of £359.504 million to enable the Council to deliver the infrastructure phase of the Weyside Urban Village Development.
- (2) That £5.781 million of the additional capital budget be placed on the approved capital programme to progress the allotment relocation and funding of the Thames Water agreement costs during 2019-20.
- (3) That the Council acts as Infrastructure Developer until completion of the Thames Water Infrastructure in 2026.

Reasons:

There are financial, economic and social benefits:

The budget would enable the Council to deliver the infrastructure for the development ensuring deliverability and control.

The land value would be increased by the infrastructure phase being delivered upfront and ahead of Land Parcel Sales.

The project would also deliver:

- 1500 new homes including 600 Affordable Homes
- 2000 square metres of community space
- 6500 square metres of employment space
- A new relocated fit for purpose Thames Water Sewage Treatment Works
- Extensive infrastructure improvements
- This scheme contributes to the delivery of the adopted Local Plan

- This scheme contributes £233 million in economic impacts for Guildford

The project has significant infrastructure to be put in place to enable the above critical success factors to be delivered. Allocating the capital budget would enable all of the infrastructure phase to be delivered and would de-risk the site in readiness for the next stage to facilitate the delivery of homes.

Alternative options considered and rejected by the Executive:  
To cease the project retaining the site in its existing state.

Details of any conflict of interest declared by the Leader or lead councillors and any dispensation granted:  
None

## 12. \* WALNUT BRIDGE - APPLICATION FOR ADDITIONAL FUNDING

The Executive

RESOLVED:

- (1) That a virement of £450,000 be transferred from the capital contingency fund for the Walnut Bridge Project.
- (2) That the Bedford Plaza Public realm works be incorporated within the Walnut Bridge Project.
- (3) That £350,000 be transferred from the provisional to approved capital budget to fund the public realm work.

Elizabeth  
Fleming

Reasons:

1. To address the funding gap to get the project completed.
2. The assimilation of the Bedford Plaza Public Realm works into the Walnut Bridge project would:
  - combine the lighting design for both schemes within the main Bridge Contract; and
  - leverage some of the associated budget for use on the Bridge project through economies of scale and mobilisation costs etc.
3. The budget for the public realm works needed to be transferred to the approved budget to enable the work to proceed.

Alternative options considered and rejected by the Executive:  
To not proceed with the project.

Details of any conflict of interest declared by the Leader or lead councillors and any dispensation granted:  
None

## 13. EXCLUSION OF THE PUBLIC AND PRESS

The Executive



RESOLVED: That under Section 100A (4) of the Local Government Act 1972 (as amended) and Regulation 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, the public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act.

**14. WOODBRIDGE ROAD SPORTSGROUND PAVILION  
REFURBISHMENT - SETTLEMENT OF THE FINAL ACCOUNT FOR  
WORKS**

The Executive

RESOLVED: That the use by the Managing Director of the delegated power to act in relation to matters of urgency in respect of this matter, be noted.

Paul Stacey

Reason:

To report decisions in accordance with the Council's Constitution

Alternative options considered and rejected by the Executive:

None

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

None

NOTES:

- (a) Any decision marked “#” means that the item was deemed by the Managing Director and agreed by the Executive and Chairman of the Overview and Scrutiny Committee to be a matter of urgency for the reason indicated and, in accordance with Overview and Scrutiny Procedure Rule 17 (h), such decision takes effect immediately and is therefore *not* subject to the call-in procedure.
- (b) The call-in procedure is as follows:
- (i) the Chairman of the Overview and Scrutiny Committee; or
  - (ii) a minimum of five members of the Council
- may require that a decision be referred to the Overview and Scrutiny Committee for review.
- (c) Councillors wishing to exercise their right to call-in a decision taken by the Executive must give notice in writing to the Democratic Services and Elections Manager. The reason for a councillor calling-in a decision shall accompany any such request and must meet one of the following criteria:
- (a) that there was insufficient, misleading or inaccurate information available to the decision-maker;
  - (b) that all the relevant facts had not been taken into account and/or properly assessed;
  - (c) that the decision is contrary to the budget and policy framework and is not covered by urgency provisions; or
  - (d) that the decision is not in accordance with the decision-making principles set out in the Constitution.

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

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