

## STATEMENT OF EXECUTIVE DECISIONS

Tuesday, 21st 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, Tony Rooth, and Patrick Sheard 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**

There were no disclosures of interest.

**3. LEADER'S ANNOUNCEMENTS**

The Leader announced that she would be circulating details of a number of initiatives regarding the proposed Town Centre Masterplan to all councillors.

#### 4. NATIONAL PLANNING POLICY FRAMEWORK (NPPF)

Decision:

That the draft letter to the Secretary of State requesting a further review of the NPPF and its guidance, attached as Appendix 1 to the report submitted to the Executive, be finalised and sent by the Lead Councillor on behalf of the Executive to the Secretary of State for Housing, Communities and Local Government.

Stuart  
Harrison

Reason:

To address the motion agreed by full Council on 3 December 2019.

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

#### 5. NEW CORPORATE PRIORITIES AND CORPORATE PLAN

Decision:

- (1) That the new draft corporate priorities for the Council, as set out in paragraph 3.2 of the report submitted to the Executive, be approved for public consultation purposes, subject to the amendment of the priority "Providing the housing that people need" to read: "*Residents to have access to a good quality home that meets their needs at a price they can afford*".
- (2) That the proposed process and indicative timetable for the production of a new corporate plan, as set out in the report, be approved.
- (3) That the Managing Director be authorised, in consultation with Group Leaders, to appoint a councillor working group to support the development of the new corporate plan.

Stephen  
Benbough

Reason:

To enable the Council to develop new corporate priorities and a corporate plan to provide the strategic framework for managing our business and resources effectively.

Alternative options considered and rejected by the Executive:

Making no changes to the existing Corporate Plan covering the period 2018 to 2023.

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

None

**6. \* ASSET DISPOSAL FOR LESS THAN BEST CONSIDERATION**

Decision:

- (1) That the grant of the nine leases with terms, as set out in Appendices 3 and 4 to the report submitted to the Executive, be approved.
- (2) That a new procedure for the Council to follow when considering and approving the disposal of land and buildings (including leases) for less than best consideration, as set out in Appendix 1 to the report, be adopted.
- (3) That the Head of Asset Management be authorised, in consultation with the Chief Finance Officer, the Lead Councillor for Finance and Assets, Customer Service and the relevant lead councillor, to accept terms for the disposal of assets for less than the best consideration that can reasonably be obtained where the undervalue (the difference between the market value and the proposed transaction) is £30,000 or less and the lease term is 15 years or less.

Mark  
Appleton

Reasons:

To secure the letting of various Council-owned buildings that will both generate an income for the Council and provide accommodation to community-based organisations that support the general wellbeing of our communities and apply a robust but streamlined approach for future disposal of assets for less than best consideration.

Alternative options considered and rejected by the Executive:

To continue with the current practice of referring each application for a disposal for less than best consideration to the Executive for approval.

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

None

**7. \* OFF-STREET PARKING BUSINESS PLAN 2020-21**

Decision:

- (1) That the Monday to Saturday and Sunday 'daytime' charges across off-street car parks be held at the current levels to support the town centre economy, except for those at Farnham Road MSCP, Bedford Road Surface, Commercial Road 2, Mary Road and Old Police Station car parks.
- (2) That a discounted 'early-bird' rate of 90p per hour be introduced at Farnham Road MSCP, instead of the present £1 per hour, for those that enter the car park before 7.00am, and that the maximum daily charge of £7.20 be levied for these users, instead of the standard £8.00.
- (3) That the hourly Monday to Saturday 'daytime' rate in Bedford Road Surface, Commercial Road 2, Mary Road and Old Police Station

Andy Harkin

car parks for stays up to 3 hours in duration be increased from £1.30 per hour to £1.50 per hour, and that from April 2021 all tariffs across the town centre car parks be increased by 10p per hour, or equivalent thereof, in respect to season tickets and contract parking rates.

- (4) That the Monday to Friday and Monday to Saturday season ticket and pre-payment card charges in York Road MSCP be increased by 5%.
- (5) That approval be given to on-street residents' permit holders for Areas A, B and D to park in all the town centre pay and display car parks until 10am the next day (Monday to Saturday) rather than 8am, if they purchase and display a valid pay and display ticket for the previous evening between 6pm and 10pm,
- (6) That the decking of Leapale Road MSCP car park be coated to improve the service life of the structure, in a similar fashion to that already present in Bedford Road MSCP and Castle MSCP, and that as part of the project, the spaces be increased in size / reduced in number (from 384 to around 300), to improve circulation within the car park and encourage greater use, particularly by users with mobility issues, those with young families, and electric vehicles.
- (7) That the EV charging spaces be enforceable, and that the necessary changes to the traffic regulation order required to achieve this be advertised, objections invited, and that if any representations are received, these be considered and determined by the Parking Manager in consultation with the Lead Councillor.
- (8) That the performance of Parking Services in 2018-19, as detailed in Appendix 1 to the report submitted to the Executive, be noted.

Reasons:

- (i) In recent years, the incremental increases in tariffs have not impacted the overall usage of the car parks. This is in spite of the challenging conditions being experienced by the retail sector within 'the high street'. The relatively modest changes to the pricing structure introduced in York Road MSCP and North Street car parks in April 2019 have continued this trend (see Appendix 1).

As was the case in 2019-20, the plan for 2020-21 is again to hold the price of parking in the vast majority of car parks with a few notable exceptions, namely Farnham Road MSCP, Bedford Road Surface, Commercial Road 2, Mary Road and Old Police Station car parks,

- (ii) Farnham Road MSCP is the primary long-stay car park within the town. To reflect this, the charges in this car park are lower than the short/medium-stay town centre car parks.

Access to this car park, for those travelling from all directions other than the west, involves driving around the Bridge Street gyratory system. At peak times, congestion can be an issue, albeit that this

is a wider issue, rather than one specifically caused by the operation of this car park.

To encourage users of Farnham Road MSCP to arrive within the car park before the morning peak of the rush hour, it is proposed that the hourly rate for those arriving before 7am Monday to Saturday, be reduced from the current £1 per hour, to 90 pence per hour, for the duration of their stay. The maximum daily charge for users that arrive earlier will reduce from £8.00 to £7.20. It is hoped these changes will reduce congestion and assist with the town's Air Quality and Climate Change target.

- (iii) Currently, all the main short and medium-stay town centre car parks have a standardised charging structure. Whilst this is the case, it is evident that the surface car parks are often more popular than the multi-storey car parks. Indeed, queues can sometimes form on the approaches to the surface car parks, at times when ample spare capacity is available in nearby multi-storey car parks. This can lead to congestion.

Whilst preliminary findings of a recently undertaken Parking Study suggest car park users are more greatly influenced by convenience, rather than tariff, it is felt appropriate to adopt a pricing differential to encourage greater use of the larger-capacity, multi-storey car parks. A 20p differential in the hourly tariff between the surface and the multi-storey car parks may encourage changes in the behaviour for those users that might be more sensitive to price considerations.

Again, it is hoped these changes will assist with the town's Air Quality and Climate Change targets by reducing queuing on the approaches to the smaller-capacity surface car parks.

Therefore, Option 2 (section 12.2) is recommended to achieve these aims.

- (iv) In April 2019, the Monday to Saturday 'daytime' charge in York Road MSCP was increased by 30 pence per hour, from £1.00 per hour to £1.30 per hour. However, the decision was taken to increase season ticket and pre-payment cards at a lower rate over a number of years until equity was reached with other similar town centre car parks.

The 5% season ticket increase proposed for 2020-21 is in keeping with this plan to achieve equity over time.

- (v) There tends to be significant spare capacity within the town centre car parks in the evenings and overnight. Meanwhile, permit-holding residents within certain parts of Areas A, B and D have raised concerns about the availability of on-street space in the vicinity of their homes, at these times.

Whilst possible changes to the operational hours of the town centre CPZ, being considered by the Guildford Joint Committee as part of the current on-street parking review, may go some way towards addressing these issues, there is scope to offer local

permit-holding residents greater flexibility to use the pay and display car parks overnight.

Although Area D permit holders can already do so for free, they have to pay the normal daytime charges if they remain within the car park after 8am.

The proposal modifies this dispensation, by extending it to permit-holding residents of Areas A and B. Although all permit holders will be expected to purchase and display a valid 'overnight' ticket, costing £1, it will allow them to park until 10am the next day (Monday to Saturday), rather than 8am, when the normal 'day-time' charges start. Therefore, they effectively get £3.60-£3.80 worth of parking for £1.

Alternative options considered and rejected by the Executive:

Option 1 – No increase on pricing, no change to current situation. If Option 1 with no changes had been chosen, the forecasted 2020-21 budget for off-street parking would be £8,229,120, which was based on this year's projections rather than the projected budget of £8,904,500.

Option 3 – increase charges at all off-street car parks by 10 pence per hour up to 3 hours. This would generate an estimated 6.5% increase in revenue of £420,000 per annum. If Option 3 had been implemented for all car parks, the forecasted 2020-21 budget for off-street parking would be £8,767,160, which was based on this year's projections rather than the projected budget of £8,904,500.

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

None

**8. \* CAPITAL AND INVESTMENT STRATEGY 2020-21 TO 2024-2025**

Decision:

That, subject to Council approving the budget on 5 February 2020,

Victoria  
Worsfold

(1) the following new capital proposals referred to in Appendix 2 to the report submitted to the Executive:

- Sutherland Memorial Park ph 1 Calorifier replacement
- Sutherland Memorial Park main pavilion amenity club
- Sutherland Memorial Park cricket pavilion

be added to the General Fund Capital programme approved list and that the relevant officer be authorised to implement the schemes.

(2) the following new capital proposals referred to in Appendix 2 to the report:

- Investment property acquisition
- New house

- Energy & c02 reduction in non-HRA properties
- Capital contingency fund

be added to the General Fund Capital programme provisional list and that these schemes, subject to the limits in the Financial Procedure Rules, be subject to a further report to the Executive, before being progressed.

(3) the following new capital proposals referred to in Appendix 2 to the report:

- LED lighting
- Car Parks Maintenance Reserve
- Air Source heat pump at Citizens Advice Bureau

be added to the General Fund Capital Programme approved list, to be funded by reserves, and that the relevant officer be authorised to implement the schemes.

- (4) the revenue implications of the new capital schemes referred to in paragraphs (1), (2) and (3) above be implemented in the relevant years stated in the bid.
- (5) the affordability limit for schemes to be funded by borrowing be set as per paragraph 4.32 in Appendix 1 to the report.
- (6) scheme ref ED38(p) relating to the North Street Development on the provisional capital programme be reduced to £2 million and any further scheme shall be subject to a new business case.

Alternative options considered and rejected by the Executive:

- Invest in a narrower range of counterparties and/or for shorter times
- Invest in a wider range of counterparties and/or for longer times
- Borrow additional sums at long-term fixed interest rates
- Borrow short-term or variable loans instead of long-term fixed rates
- Reduce level of borrowing

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

None

Recommendation to Council:

- (1) That the General Fund capital estimates, as shown in Appendices 3 and 4 to the report submitted to the Executive (current approved and provisional schemes), as amended to include the bids approved by the Executive above, Appendix 5 (schemes funded from reserves) and Appendix 6 (s106 schemes), be approved.
- (2) That the Minimum Revenue Provision policy, referred to in section 5 of the report be approved.
- (3) That the capital and investment strategy be approved, specifically the Investment Strategy and Prudential Indicators contained within

the report and in Appendix 1.

Reasons:

- To enable the Council to approve the Capital and Investment strategy for 2020-21 to 2024-25
- To enable the Council, at its budget meeting, to approve the funding required for the new capital investment proposals

**9. \* HOUSING REVENUE ACCOUNT BUDGET 2020-21**

Decision:

That, subject to Council approving the budget on 5 February 2020,

Peter  
O'Connell

- (1) The projects forming the HRA major repairs and improvement programme, as set out in Appendix 3 to the report submitted to the Executive, be approved.
- (2) The Director of Service Delivery be authorised, in consultation with the Lead Councillor for Housing/Access and Disability, to reallocate funding between approved schemes to make best use of the available resources.
- (3) The Director of Service Delivery be authorised, in consultation with the Lead Councillor for Housing/Access and Disability to set rents for new developments.

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

Recommendation to Council:

- (1) That the HRA revenue budget, as set out in Appendix 1 to the report submitted to the Executive, be approved.
- (2) That the 2.7% rent increase in line with the Rent Standard 2020 and Policy Statement 2019 be approved.
- (3) That the fees and charges for HRA services, as set out in Appendix 2 to the report, be approved.
- (4) That a 2.7% increase in garage rents be approved.
- (5) That the Housing Investment Programme as shown in Appendix 4 (current approved and provisional schemes), be approved.

Reasons:

To enable the Council to set the rent charges for HRA property and associated fees and charges, along with authorising the necessary revenue and capital expenditure to implement a budget consistent with the objectives outlined in the HRA Business Plan.



10. \* **BUSINESS PLANNING - GENERAL FUND OUTLINE BUDGET 2020-21**

Decision:

- (1) That the transfer to reserves of the sums included in the proposed budget at Appendix 2 to the report submitted to the Executive, be approved.
- (2) That the growth bids, as set out in paragraph 10 of the report, be approved.

Claire Morris

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

Recommendation to Council:

- (1) That the proposed fees and charges for 2020-21 relating to General Fund services and attached at Appendix 3 to the report submitted to the Executive, be adopted with effect from 1 April 2020.
- (2) That the budget be approved, and specifically that the Council Tax requirement for 2020-21 be set at £10,192,858.
- (3) That the Band D Council Tax for 2020-21 be set at £176.82, an increase of £5 (3.00%).

Reason:

To enable the Council to set the Council Tax requirement and council tax for the 2020-21 financial year.

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 Councilmay 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.