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Contact: Sophie Butcher

Committee Services

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13 September 2019

Dear Councillor

Your attendance is requested at a meeting of the **PLACE MAKING AND INNOVATION EXECUTIVE ADVISORY BOARD** to be held in Council Chamber, Millmead House, Millmead, Guildford, Surrey GU2 4BB on **MONDAY 23 SEPTEMBER 2019 at 7.00 pm.**

Yours faithfully

James Whiteman
Managing Director

MEMBERS OF THE EXECUTIVE ADVISORY BOARD

Chairman: Councillor Angela Gunning
Vice-Chairman: Councillor Gordon Jackson

| | |
|--------------------------------|---------------------------|
| Councillor Jon Askew | Councillor Diana Jones |
| Councillor Christopher Barrass | Councillor Masuk Miah |
| Councillor Ruth Brothwell | Councillor Maddy Redpath |
| Councillor Graham Eyre | Councillor Will Salmon |
| Councillor Liz Hogger | Councillor Patrick Sheard |

Authorised Substitute Members:

| | |
|-------------------------------|----------------------------|
| Councillor Paul Abbey | Councillor Bob McShee |
| Councillor David Bilbé | Councillor Marsha Moseley |
| Councillor Richard Billington | Councillor Ramsey Nagaty |
| Councillor Dennis Booth | Councillor George Potter |
| Councillor Colin Cross | Councillor Jo Randall |
| Councillor Andrew Gomm | Councillor Tony Rooth |
| Councillor Gillian Harwood | Councillor Paul Spooner |
| Councillor Tom Hunt | Councillor James Walsh |
| Councillor Steven Lee | Councillor Catherine Young |
| Councillor Nigel Manning | |

WEBCASTING NOTICE

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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.

Three fundamental themes and nine strategic priorities that support our vision:

- | | |
|---------------------|--|
| Place-making | Delivering the Guildford Borough Local Plan and providing the range of housing that people need, particularly affordable homes |
| | Making travel in Guildford and across the borough easier |
| | Regenerating and improving Guildford town centre and other urban areas |
| Community | Supporting older, more vulnerable and less advantaged people in our community |
| | Protecting our environment |
| | Enhancing sporting, cultural, community, and recreational facilities |
| Innovation | Encouraging sustainable and proportionate economic growth to help provide the prosperity and employment that people need |
| | Creating smart places infrastructure across Guildford |
| | Using innovation, technology and new ways of working to improve value for money and efficiency in Council 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.

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 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.

Councillors are further invited to disclose any non-pecuniary interest which may be relevant to any matter on this agenda, in the interests of transparency, and to confirm that it will not affect their objectivity in relation to that matter.

3 MINUTES (Pages 1 - 6)

To confirm the minutes of the Executive Advisory Board meeting held on 20 May 2019.

4 SHALFORD COMMON LAND MANAGEMENT (Pages 7 - 46)

5 BEDFORD WHARF - PLAZA LANDSCAPING (Pages 47 - 54)

6 ANNUAL ECONOMIC REPORT 2018-19 (Pages 55 - 78)

7 JOINT EAB BUDGET TASK GROUP (Pages 79 - 82)

8 EXECUTIVE FORWARD PLAN (Pages 83 - 110)

9 EAB WORK PROGRAMME (Pages 111 - 114)

To consider and approve the EAB's draft work programme.

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

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20 MAY 2019

PLACE MAKING AND INNOVATION EXECUTIVE ADVISORY BOARD

20 May 2019

- * Councillor Angela Gunning (Chairman)
- * Councillor Gordon Jackson (Vice-Chairman)

- | | |
|----------------------------------|-----------------------------|
| * Councillor Jon Askew | Councillor Diana Jones |
| * Councillor Christopher Barrass | * Councillor Masuk Miah |
| * Councillor Ruth Brothwell | * Councillor Maddy Redpath |
| * Councillor Graham Eyre | * Councillor Will Salmon |
| Councillor Liz Hogger | * Councillor Patrick Sheard |

* Present

Councillors Caroline Reeves and John Rigg were also in attendance.

PMI1 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

Apologies for absence were received from Councillor Liz Hogger.

PMI2 LOCAL CODE OF CONDUCT AND DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS

Councillor Jon Askew declared a non-pecuniary interest in relation to agenda item number 4 regarding the digital games sector in Guildford owing to his involvement in gaming exhibitions.

PMI3 MINUTES

The minutes of the meeting of the Executive Advisory Board held on 8 April 2019 were confirmed as a correct record, and assigned by the Chairman.

PMI4 OFFICER UPDATE ON THE COUNCIL'S SUPPORT FOR THE DIGITAL GAMES SECTOR IN GUILDFORD WITH FUTURE OPPORTUNITIES AND CHALLENGES

The Executive Advisory Board received a report and presentations in respect of the digital gaming sector in Guildford which was one of the most important hubs of digital games development in the country and worldwide hosting over 70 companies engaged in this sector. The report provided the background to the sector, relevant facts and figures, future plans and how the Council could provide support to the industry, and outcomes for the Council.

An introductory presentation given by the Local Economy Manager, whose team included innovation, tourism and the town centre brief, outlined Guildford's top performing economy, explained why digital games in Guildford were so important and promoted the annual Innovate Guildford Festival which sought to inspire young people into careers in science, technology and the arts. A vitality index which considered twenty different data sets placed Guildford amongst the top ten economies in the country, the University of Surrey had been nominated as the Sunday Times University of the Year 2016 and several key corporations had their headquarters located in the town. Challenges for the economy were ensuring any growth was proportionate and sustainable, providing sufficient affordable housing for key workers, congestion and its impact on productivity, future talent pool and availability of appropriate office space. Digital games in Guildford were important as the digital economy was identified in the UK's Industrial Strategy by the Government as a key part of the future prosperity agenda which would deliver future jobs in a relatively low carbon environment and

20 MAY 2019

the technology could help support other sectors and challenges around future living. Also, there was a specific Corporate Plan action to support the sector which aligned with University of Surrey's academic and research objectives.

A second presentation delivered by Sam Read, Games and Immersive Partnership Manager at the University of Surrey, referred to Guildford being described as 'The Hollywood of Videogames' by a Guardian journalist. The presentation explained the impact of videogames on UK lives in terms of average weekly hours of gaming and game revenues, the value of the UK games industry and consumer market, Guildford's videogame cluster, Guildford's first videogame studio in 1987, enabling entrepreneurship through initiatives such as Rocketdesk, Galvanising Guildford Games (G3) futures, the Guildford Games Festival, Guildford games website and branding, and the UK games market growth in 2018 in terms of game software, hardware and culture. G3 was the only games industry conference in the south-east and offered networking opportunities for around 150 attendees, brought external partners into the games industry and supported local games industrial initiatives. There was a full branding project for Guildford's games industry to utilise and the website highlighted Guildford's studios, history, activity and supporting ecosystem with a view to enabling Guildford to become an easy-to-share example of creative prestige in the UK and to inspiring confidence for inward investment.

The following points arose from related questions and discussion:

- It was acknowledged that gaming was very popular and played across the world and via local area networks.
- Reference was made to one company which had utilised Rocketdesk, a new home for start-up game developers and other creative technology professionals in the area, and found it invaluable for companies starting up. The facility offered a support network with opportunities for exchanging complimentary skills and fostering innovations. There were many virtual teams in Guildford.
- Support and free business advice was available to assist start-up companies from business networks, growth hubs and organisations such as the SETsquared Partnership, a global business incubator and accelerator.
- The Council would be supporting an intellectual property event to assist businesses.
- Competitively priced office space, good connectivity and local networking assisted businesses.
- Nationally the UK was behind other countries in terms of broadband and Local Plan policies sought to address this by encouraging the inclusion of full fibre broadband in all developments, including housing. The use of broadband in public buildings would strengthen the connectivity network and related mapping was currently being undertaken. It was hoped that Government funding would be made available to improve connectivity.
- There were other games industry clusters across the country including Dundee and Leamington Spa although these were established more recently than the Guildford cluster. There was a good track record of local authority involvement and competition.
- Games streaming technology was advancing.
- Reference was made to Two Point Studios, a videogame development company based in Farnham, which had a strong reputation.
- Gaming had featured in initial discussions around exhibits in Guildford Museum and the games industry would drive tourism in the future owing to its popularity.
- Raising the profile of the Guildford gaming sector would attract investment and provide employment opportunities in local companies.
- It was felt that there was more which the Council could offer to improve skills such as operating computer coding classes.

20 MAY 2019

- The good work being undertaken at Guildford Library was highlighted as an attraction point for the skills needed by industry.
- The Leader of the Council felt that the Innovation Strategy Board had achieved much work and drawn many partners together and should continue its work and maintain contacts.

PMI5 OFFICER UPDATE ON THE COUNCIL'S SUPPORT FOR THE TOURISM SECTOR IN GUILDFORD WITH FUTURE OPPORTUNITIES AND CHALLENGES

The Tourism Marketing and Development Manager gave a presentation to supplement her report in respect of the tourism sector which addressed the background to the sector and current performance; provided a SWOT analysis of the strengths, weaknesses, opportunities and threats associated with tourism; explained the meetings, incentives, conferences and events (MICE) process; detailed group day visits and short breaks, visiting friends and relatives, free independent travellers and UK inbound tourists; described the Tourist Information Centre; and explained marketing collateral, key drivers, key industry partners and the future.

The current position consisted of strong partnership working with tourism businesses (hotels, attractions, conference venues and promoters) and working with key partners in the industry including Tourism South East, Visit Britain, Visit England, UK Inbound and British Destinations. Guildford had a high profile in tourism in the UK and further afield.

The Cambridge Report 2017 detailed the 350,000 overnight tourism trips to Guildford in 2017 and advised that 4.8 million day trips were made to Guildford in 2016 and that £232.5 million had been spent by overnight and day visitors to the town. The total value of tourism activity in Guildford in 2016 was estimated to be £307.5 million and the industry consisted of 4,158 full time equivalent jobs and 5,679 actual jobs.

In terms of meetings and conferences, Guildford continued to be a hub for business tourism, with its close proximity to London and the main airports. It was a popular and convenient meeting place for local and global companies and some of the above footfall and bed nights were as a result of business tourism. 11,700 business events had been held at Guildford and Surrey venues and overall direct spend from delegates (and partners) was an estimated £129.4 million. Residential / 24-hour delegate rates in Guildford and Surrey, at £173, were significantly above the national average (£134). Day rates, at £42, were also above the national average (£37).

The SWOT analysis revealed that strengths were proximity to London, an existing and proactive network, strong local partnerships and a wide range of 'product'. Weaknesses were staffing: students and EU workers, proximity to London, shortage of hotel beds and lack of funding (Discover England Fund). Opportunities were Sterling versus other currencies in the short term, UK Inbound – other areas Brazil, India, Australia/New Zealand. Threats consisted of Brexit, a lack of joined up approach from other Borough's and larger destination marketing organisations with greater spending power inside and outside the UK.

Under MICE, members of the Conference and Venues Group paid £430 per annum and received a listing in the Venues brochure, a full entry on the website, press leads, and opportunities to join in pro-active marketing initiatives such as exhibitions and familiarisation visits at additional cost. Networking meetings were held twice a year and there was a Tourism Conference in order to share best practice and discuss promotional opportunities.

Group visits usually consisted of day visits and short breaks by coach. Group rate and coach parking information was included in the annual Visit Guildford Destination Guide and there was a dedicated [Groups section](#) on the Visit Guildford website which included

20 MAY 2019

information around parking, food and drink stops, group friendly hotels and offers. An Excursions Exhibition was held every January with other tourism partners and familiarisation visits were provided.

Where visiting friends and relatives was concerned, there was a large market with visitors often staying with relatives rather than in paid accommodation and they accounted for much of the reported footfall in local attractions and day visits. This category of tourism also included some UK Inbound visitors. The Visit Guildford website was the main vehicle for informing tourists and there was event led promotion through local media listings.

Free independent travellers were the most difficult to target and the website, social media, Alexa, radio and editorial were utilised to promote Guildford as a destination.

In terms of UK inbound visitors, Western Europe and the Nordics/Scandinavia were targeted through Tourism South East's (TSE's) International Marketing campaigns which included taking translated information on sales missions, sending the Council leads from travel press and travel trade, and sales missions. China was targeted through the Go China campaign, a presence on websites hosted in China, representations in a travel trade brochure, travel trade sales exhibitions, following up leads, Chinese social media, an App, students visits and a leaflet covering tourism, education and business. Custom GB circulated e-newsletters to over 10,000 USA travel agents regularly.

The Guildford Tourist Information Centre (TIC), which had regularly won awards in the Beautiful South Awards, was open 6 days a week in winter and 7 days a week in summer and offered advice and assistance to both residents with visiting friends and family and visitors to the town. The primary objective was to encourage people to visit the town, stay longer and spend more. Souvenirs, maps, books and tickets to local events and attractions were sold and provided additional income to the Council. The ticketing service also offered marketing, help and advice to promoters to help them maximise the effectiveness and profitability of their events. The TIC Team also engaged with local businesses, worked closely with the University of Surrey and attended Freshers Fairs and Open Days to promote the town to prospective and new students.

Other means to promote Guildford were various tourist guides, leaflets and booklets, social media, town guides walks, press and public relations, videos, exhibitions and excursions. The Visit Guildford website had been viewed on over 230,000 occasions in the last 12 months.

Key drivers were partnership working, social media, repetition and reliability, proactivity, awareness of trends and the TIC.

Key industry partners were Tourism South East, Visit Britain/Visit England, British Destinations, Tourism Alliance, UK Inbound and tourism businesses, Custom GB and Visit Surrey.

Looking to the future, Brexit would upset the tourism landscape and there was a need to keep up to date with future trends and to explore new markets i.e. Brazil and India.

The following points arose from related discussion and questions:

- The Spike Heritage Centre was included in the Visit Guildford guide and benefited from a car park which could accommodate a coach.
- Groups tended to consist of elderly people with some mobility issues and therefore coach parking was required. The topography of Guildford could discourage visits by

20 MAY 2019

people with mobility issues and therefore transport and drop off points needed to be planned to assist them.

- The 2014 Visitor Strategy was reported to have achieved its targets and was due for a refresh.
- Attractions in Guildford included gaming, Lewis Carroll, sport, events and shopping which were all promoted.
- Improved access to the River Wey frontage was welcomed as a tourist attraction and it was felt that both the river and Basingstoke Canal should be promoted. A replacement day boat, including a restaurant, was sought to increase river access.
- Facilitating a gaming competition tapping into local area networks and introducing an e-sports programme were suggested as tourist attractions.
- The provision of a new tourism centre with digital technology in Guildford was possible in the future.

PMI6 EXECUTIVE FORWARD PLAN

The EAB acknowledged that it needed to become more familiar with the content of the Forward Plan before it was in a position to comment on it. To assist with this process, it was agreed that the Corporate Plan 2018-23 be circulated to members.

PMI7 EAB WORK PROGRAMME

The EAB work programming process was explained to Councillors who were invited to suggest any items or join future working groups.

PMI8 PROGRESS WITH ITEMS PREVIOUSLY CONSIDERED BY THE EAB

The Leader of the Council advised that expressions of interest for nominations to the Executive Working Groups would be sought. It was reported that the Bike Share Scheme would be delayed until the summer whilst the interaction with a similar scheme operated by the University of Surrey was agreed. The possibility of adding electrical charging points to lampposts was raised, however, there were associated practical difficulties and resource issues.

PMI9 LATE SHEETS

The Late Sheet confirmed the membership of the Executive Advisory Board.

The meeting finished at 9.05 pm

Signed

Date

Chairman

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Place-making and Innovation Executive Advisory Board Report

Ward(s) affected Shalford

Report of Director of Environment

Author: Hendryk Jurk, Countryside Manager

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Email: Hendryk.jurk@guildford.gov.uk

Lead Councillor responsible: Pauline Searle

Tel: 01483 825424

Email: pauline.searle@guildford.gov.uk

Date: 24/09/2019

Shalford Common Land Management

Executive Summary

Guildford Borough Council is the freehold owner of Shalford Common (“the Common”) which is registered common land. The statutory regulation of common land is set out in the Commons Act 2006.

There have been ongoing problems with parking on the Common for many years, which are increasing. The Council receives on a regular basis complaints about cars being parked on the Common, (including on access tracks) which is in breach of commons legislation.

This report outlines:

- i) the issues at Shalford Common,
- ii) the legal context and
- iii) ways in which to address the issues by a series of measures intended to reduce encroachments on Shalford Common from un-authorized vehicles. The measures also include necessary works to improve authorised access that complies with commons legislation.

The Council is seeking to draw up an action plan setting out measures to be implemented in respect of car parking, access onto the Common, leisure activities and highway improvements. The purpose of these measures is to:

- i. ensure that the Council as landowner complies with its statutory duty to protect the Common
- ii. reduce the number of conflicts and complaints regarding parking and the Council’s management of the Common
- iii. achieve better management of the Common

The proposed measures will be applied to seven priority areas and consist of a combination of

- i. Designation of car parking areas in compliance with the Commons Act 2006

- ii. Physical measures to prevent unauthorised access
- iii. Enforcement through new byelaws

The proposals will be subject to a public consultation to obtain representations and opinion to assist in achieving the intended outcomes. Public consultation will also be a statutory requirement to introduce new byelaws and the proposed changes to registered Common Land.

Recommendation to Executive

That the Executive

- 1) consider the issues and options in managing the increased demand for car parking at Shalford Common
- 2) decide and agree on the options for seven priority areas to be put forward for public consultation
- 3) agree to implement an action plan to comply with commons legislation for car parking, access, leisure activities and highway improvements.
- 4) agree to introduce new byelaws for Shalford Common to support the proposed actions

Reason(s) for Recommendation:

- i. 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
- ii. Reduction of conflicts and complaints regarding un-authorised car parking
- iii. Provision of car parking areas compliant with the Commons Act 2006
- iv. Protection of biodiversity on Shalford Common which is a designated SNCI

1. Purpose of Report

1.1. The Executive is asked to

- consider the issues and options in managing the increased demand for car parking at Shalford Common
- decide and agree on the options for seven priority areas to be put forward for public consultation
- agree an action plan to put measures in place to comply with commons legislation for car parking, access, leisure activities and highway improvements
- agree to introduce new byelaws for Shalford Common to support the proposed actions

2. Strategic Priorities

2.1. The proposals support the following strategic priorities:

- Protecting our environment
- Enhancing sporting, cultural, community and recreational facilities

- 2.2. The key outcome from the project will be compliance with commons legislation by Guildford Borough Council.
- 2.3. It will improve Shalford Common as a community facility by managing the increased demand of car parking and restricting encroachments from traffic onto the Common.
- 2.4. It will improve safety for site users and residents, improve access for recreation and protect the site's biodiversity.

3. Background

3.1. Issues at Shalford Common

- 3.1.1. Shalford Common ("the Common") is a registered common in the ownership of Guildford Borough Council. The management of registered common land is governed by the Commons Act 2006 (that replaces the Commons Act 1899 and partially replaces the Commons Act 1965)
- 3.1.2. The Commons Act 2006 places restrictions/obligations on the landowner for the maintenance of the Common, which are mainly concerned with the preservation of the landscape character, free public access and prevention of encroachments.
- 3.1.3. There is an increasing amount of unauthorised parking on Shalford Common and frequent encroachments occur.
- 3.1.4. Over the years, several hard surfaced access tracks were constructed on the Common, without obtaining consent under the commons legislation and therefore do not comply with existing legislation.
- 3.1.5. A number of areas have become established areas for road traffic and car parking, and are therefore effectively removed from recreational use.
- 3.1.6. There are areas where the Council has actively developed parking areas, for example the Parrot Pub car park, which would have required consent from the Planning Inspectorate who carries out the functions of the Secretary of State for DEFRA. Consent was not applied for.
- 3.1.7. The Council regularly receives complaints regarding cars parked on the Common, including cars parked on grassed areas, laybys and access tracks.
- 3.1.8. Whilst the commons legislation states that common land requires protection from encroachments, it does not provide for effective enforcement mechanisms.
- 3.1.9. This means that the Countryside section receives a large number of complaints around car parking and unauthorised access on Shalford Common without having effective means to address the issues.
- 3.1.10. This situation leads to continued complaints and long processes to gather evidence and issue notices in order to address encroachments from car parking.
- 3.1.11. The Countryside section is currently using the following approaches:

- i. For cars parked off track on grassed areas: Warning stickers and, for repeat offenders, enforcement under S41 of the Local Government (Miscellaneous Provisions) Act 1982.
- ii. Cars parked anywhere on the Common and declared SORN: Enforcement under S41 of the Local Government (Miscellaneous Provisions) Act 1982.
- iii. Parking on access tracks:
 - Tolerate parking in areas with few complaints.
 - Install physical barriers to limit opportunities for parking where this is possible.

3.1.12. The most efficient tool to restrict encroachments is the installation of physical barriers.

3.1.13. Over the past year, the Council has installed barriers such as earth bunds and bollards that prevent unauthorised access to parts of the Common.

3.1.14. Some of these barriers have been damaged and required replacement within a short time scale. This includes the height barrier at the Scout Hut car park and the access track to the Huber Garage.

3.1.15. The legal enforcement mechanisms where physical barriers cannot be installed, for example the access tracks, are lengthy and ineffective as deterrent. The current approach continues to attract complaints.

3.1.16. There is strong local opposition to the restriction or removal of long established car parking in areas that have been encroached on.

3.1.17. This situation makes it difficult for the Countryside section to maintain the Common to a satisfactory standard whilst at the same time aiming to adhere to and enforce legislation under the Commons Act 2006.

3.1.18. Some residents in Shalford object to the development of any infrastructure on the Common that is in breach of commons legislation or promotes urbanisation of the area.

3.2. Legal Situation

3.2.1. Common land legislation means that certain management activities and installation of infrastructure that affects access to and enjoyment of the Common require the approval of the Secretary of State under S38 of the Commons Act 2006. Activities include installation of permanent structures, surfacing and fencing.

3.2.2. The management of the Common is supported by a Scheme of Regulation dated 14th April 1939 made under the Commons Act 1899. It grants further powers to Guildford Borough Council (as successor of Guildford Rural District Council) to carry out activities that would otherwise require consent under S38 and states amongst others:

- i. The Council may execute works for the protection of the Common.
- ii. The Council shall maintain the Common free from all encroachments.

- iii. Subject to [S38 consent]..., the Council may set aside areas for parking and charge... provided that this does not create any nuisance to a dwelling house.
- 3.2.3. Legislation (Road Traffic Act 1988 s34 and S193(4) of the Law of Property Act 1925) does not allow unauthorised parking on the Common. However, there are limited powers for the Local Authority to enforce this legislation.
- 3.2.4. Residents can, through easements obtain the right to drive over common land in order to access car parking within their property.
- 3.2.5. A proportion of properties adjacent to the Common have either been granted easements or have acquired easements by prescription, which allow them to drive legitimately over the Common. Most properties do not have sufficient car parking space for the number of cars at that property.
- 3.2.6. The Countryside section has sought Counsel advice regarding options to regularise existing infrastructure and options to enforce against unauthorised parking on the Common.
- 3.2.7. Possible legal enforcement mechanisms to prevent parking on the Common are:
- i. Road Traffic Act 1988 s34: driving over common land including over any public footpath or bridleway crossing it is illegal. The enforcing authority is the police, and carries a maximum fine of £1,000.
 - ii. S193(4) of the Law of Property Act 1925 makes it an offence, without lawful authority, to draw or drive upon any common land any ... vehicle. The enforcing authority is the Council, and carries a maximum fine of £200.
 - iii. The Council currently has byelaws in effect in respect of the Common, however as they were made in 1947 these are considered outdated and ineffective. Byelaw number 7 prohibits a person, without lawful authority, to drive or place any vehicle on the Common. Byelaw 20 allows an officer of the Council, after due warning, to remove any vehicle driven or placed on the Common in breach of the scheme of management or any byelaws. This is enforceable through the Magistrates' Court, punishable by a fine of £2.
- 3.2.8. Certain works, including the creation of car parking areas, can be carried out with consent from the Secretary of State, provided these works are for the benefit of the Common.
- 3.2.9. Works that have been carried out without consent prior to the Commons Act 2006 remain unlawful. It is not possible to apply for retrospective consent for works carried out on the Common before 1st October 2007. There is also no enforcement power in respect of works carried out before 1st October 2007, and so these works are immune from enforcement. However, alterations and repairs to such unlawful works would require consent.
- 3.2.10. The provision of car parks on the Common for inhabitants at large would likely be inconsistent with the Open Spaces Act 1906 or the Public Health Act 1875, since

these car parks would not be reasonably necessary to enable the public to enjoy the Common as an open space or for the Common to be used as public walks or pleasure grounds.

3.2.11. Similarly, the provision of the car park at the Parrot Pub is not consistent with commons legislation as it is situated on the Common. To regularise the position the Council would need to deregister this part of the Common.

3.2.12. The Recycling Car Park at the Scout Hut would be consistent with commons legislation provided it is largely used to enable visits to Shalford Common.

3.2.13. Deregistration of common land requires the provision of exchange land. There is no guarantee that an application for deregistration is successful.

3.3. Proposed measures to address the parking issues

3.3.1. We are proposing a set of measures that aim at resolving the parking and common land issues in a consistent way across Shalford Common.

3.3.2. The proposed measures recognise a need for parking in Shalford and aim to achieve the following outcomes

- i. Provision of car parking areas compliant with the Commons Act 2006
- ii. Minimise loss of common land that remains accessible for recreational purposes
- iii. Prevention of encroachments onto the Common
- iv. Reduction of complaints regarding un-authorized car parking
- v. Protection of biodiversity on Shalford Common which is a designated SNCI (Site of Nature Conservation Interest)

3.3.3. Surrey Police have previously stated that dealing with vehicles on common land should be a Council matter rather than the Police.

3.3.4. Whilst the proposals include installation of physical measures where possible to prevent unauthorised access on the Common, enforcement would be required in the areas that need to remain accessible.

3.3.5. New or updated byelaws would be required to allow enforcement against short-term parking on access tracks. This would ensure that one single piece of legislation can be applied and publicised in order to provide a consistent approach, as well as allowing for a more effective deterrent than the current byelaws.

3.3.6. Deregistration of common land would be necessary to facilitate the provision of the existing car park at the Parrot Pub under existing agreements.

3.3.7. Common land deregistration requires the provision of "exchange land" to be registered as common land that provides new public access.

3.3.8. Suitable land to provide as "exchange land" is available adjacent to Shalford Common, locally known as Coronation Nursery Land.

3.3.9. The main areas that attract consistent complaints are listed in Table 1 below.

3.3.10. We are proposing to prioritise implementing solutions in those areas in order to allow for a consistent approach across the Common.

3.3.11. Maps and photos of the priority areas listed below are provided in appendix 1.

| Table 1 Priority Areas | | |
|------------------------|--|--|
| 1A) | <p>Huber’s Garage/ Mitchell’s Row:</p> <p>There is a patch of land which forms part of the Common, which sits outside Huber’s Garage and next to Mitchell’s Row. An access track runs along this land, allowing access for those who visit the garage. Parking on access track and on the land by garage business and residents in Mitchell’s Row.</p> <p>The access licence to Huber’s Garage contains the condition “Not to park or allow to park vehicles on the access track.” The existing easement held by Huber’s Garage does not allow physical measures such as narrowing the track.</p> <p>Two properties on the access track have parking within their property. Cars parked on the access track restrict access to these properties.</p> <p>Easements cannot be offered to residents in Mitchell’s Row, as it is not practical to do so because there is no available space for people to park on their property.</p> <p>Officers propose to consult on implementation of the following options:</p> <ol style="list-style-type: none"> a. Officers preferred option: Create designated parking areas adjacent to access track but as in b) to enforce against parking on the track through new/ reviewed byelaws b. Enforce no parking zones through new/ reviewed byelaws for effective control and deterrent. c. Prosecuting unlawful parking under the existing byelaws or s193(4) of the Law of Property Act 1925. d. Tolerate. | <p>Risks/ Issues:</p> <ul style="list-style-type: none"> • Local opposition to parking enforcement or installation of physical measures due to loss of parking. • Local opposition to designated parking areas or tolerating approach due to loss of common land. • Enforcement under current legislation is resource intensive and an ineffective deterrent. • There would be a need to enforce widely across the Common to achieve consistency. This could significantly stretch resources. • Available parking areas may be reduced due to the presence of long term parked cars. |
| 1B) | <p>Cricket Club Parking</p> <p>The grassed area next to the cricket clubhouse</p> | <p>Risks/ Issues:</p> <ul style="list-style-type: none"> • Levels of use may not be agreed |

| | | |
|----------|---|--|
| | <p>is used for parking during cricket matches.</p> <p>Officers propose offering an access licence to Shalford Cricket Club, subject to an agreement on reasonable levels of use in line with the spirit of the commons legislation.</p> <p>Officers propose to replace the drop down bollards on access track with a low gate to reduce damage.</p> <p>The Council would apply for consent from the Secretary of State for this car parking area and access gate.</p> | <p>with the Cricket Club.</p> <ul style="list-style-type: none"> • The system could be open for abuse by allowing additional car parking on non-match days. • Physical barriers may require continued replacement due criminal damage. • Secretary of State consent may not be obtained. |
| <p>2</p> | <p>Kings Road Shop front:</p> <p>Cars are regularly parked on the Common opposite official parking spaces.</p> <p>Officers propose to consult on implementation of the following options:</p> <ol style="list-style-type: none"> a. Preferred Option: Install curb to prevent access to Common. Introduce parking restrictions as part of adopted Highway. b. Designate parking areas, remove from Common and provide exchange land. Introduce parking restrictions as part of adopted Highway. | <p>Risks/ Issues:</p> <ul style="list-style-type: none"> • Preventing parking in this location is likely to displace the problem elsewhere. • Application to de-register approx. 75m² of common land may be unsuccessful. • Land may not be adopted as public highway. • Major cost implication for both options as this requires a retaining wall to be built to highway standard. • Further alterations to this junction may be required to improve the highway in this area. |
| <p>3</p> | <p>Pound Place</p> <p>Cars are parked adjacent to existing access track. There are issues with parked cars obstructing access for emergency services.</p> <p>Officers propose to consult on implementation of the following options:</p> <ol style="list-style-type: none"> a. Remove the parking bays on the Common adjacent properties and offer easements as it is practical to do so as people have available space in their properties to park. Anyone granted an easement would then need planning | <p>Risks/ Issues:</p> <ul style="list-style-type: none"> • Local opposition to parking enforcement or installation of physical measures due to loss of parking. • Local opposition to designated parking areas or tolerating approach due to loss of common land. • Enforcement: Resource intensive and impacts on the wider common. There would be |

| | | |
|------------|---|--|
| | <p>permission for car parking areas at their property.</p> <p>b. Create designated parking areas adjacent to access track, enforce against parking on the track through new/ reviewed byelaws</p> <p>c. Tolerate</p> | <p>a need to enforce widely across the Common to achieve consistency.</p> <ul style="list-style-type: none"> • Available parking areas may be reduced due to the presence of long term parked cars. • There would be a need to take the same approach across the Common to achieve consistency, for example Dagley Lane |
| <p>4</p> | <p>Parrot Pub Car Park</p> <p>This car park is currently licensed to the Parrot Pub, although it is on the Common.</p> <p>Preferred option: removal from registered Common and provide exchange land to regulate the area in line with commons legislation.</p> <p>Asset Management advised that this land would remain the responsibility of Parks.</p> | <p>Risks/ Issues:</p> <ul style="list-style-type: none"> • Application to de-register approx. 670m² of Common Land may be unsuccessful at a cost of £6,900. Public consultation will mitigate this risk. • Further measures (such as byelaws) are required should it be necessary to control car parking. |
| <p>5A)</p> | <p>Access track to Dagley Lane Caravan Park</p> <p>Cars are parked adjacent to existing access track. There are issues with parked cars obstructing access for emergency services.</p> <p>Officers propose to:</p> <p>Narrow track to prevent parking and obstruction to Caravan Park.</p> <p>Designate car parking area that is outside the Common Land boundary adjacent to caravan park.</p> <p>Enforce against parking on the track through new/ reviewed byelaws.</p> <p>Replace the drop down bollards on access track for the Shalford Fair with a low gate to reduce damage.</p> <p>Apply for Planning Inspectorate consent for this car parking area and access gate.</p> | <p>Risks/ Issues:</p> <ul style="list-style-type: none"> • Cost • May create further obstructions to the caravan park initially • Local opposition to tolerating of car parking on any Common Land. • Parking control may be required in this area, but risk that introduction of controlled parking zone would be seen as urbanisation of the Countryside. |
| | | |

| | | |
|------------|--|---|
| <p>5B)</p> | <p>Recycling Car Park</p> <p>The car park is on the Common, and does not have consent from the Planning Inspectorate.</p> <p>Officers propose to establish options for charging/control through byelaws or through Parking services. S 38 retrospective consent cannot be applied for, but as it was constructed before 1 October 2007, it is immune from enforcement.</p> <p>Agree improvement scheme and apply for Planning Inspectorate consent for new scheme.</p> | <p>Risks/ Issues:</p> <ul style="list-style-type: none"> • S38 consent may not be obtained • Resources may not be available in Parking Services. • Local opposition to parking restrictions. • Vandalism to car parking infrastructure. • Local opposition to tolerating of car parking on any common land. |
| <p>6</p> | <p>Dagley Lane/ Juniper Terraces</p> <p>Cars are parked adjacent to existing access track.</p> <p>Currently not an area of complaints. Included to provide consistency across the Common.</p> <p>Officers propose to consult on implementation of the following options:</p> <ol style="list-style-type: none"> a. Officers preferred option: Create designated parking areas adjacent to access track but as in b) to enforce against parking on the track through new/ reviewed byelaws b. Enforce no parking through new/ reviewed byelaws for effective control and deterrent. c. Enforce no parking zones or enforce under the existing byelaws or s193(4) of the Law of Property Act 1925. d. Tolerate. | <p>Risks/ Issues:</p> <ul style="list-style-type: none"> • Local opposition to parking enforcement or installation of physical measures. • Local opposition to designated parking areas or tolerating approach due to loss of common land. • Enforcement: Resource intensive and impacts on the wider common. There would be a need to enforce widely across the Common to achieve consistency. |
| <p>7</p> | <p>Approaches to Ashley Gardens and Christmas Hill</p> <p>Cars are parked adjacent to existing access track. There are issues with parked cars obstructing access for emergency services.</p> <p>Review Byelaws – change or introduce new byelaws for effective control and deterrent.</p> | <p>Risks/ Issues</p> <ul style="list-style-type: none"> • Enforcement: Resource intensive and impacts on the wider common. There would be a need to enforce widely across the Common to achieve consistency. |

3.4. Recommendations/ actions required

- 3.4.1. Officers recommend carrying out the actions listed in Table 2 below to resolve the major issues around car parking on Shalford Common.
- 3.4.2. The delivery of this action plan should be subject to a full public consultation to obtain representations, assist in achieving the intended outcomes, and satisfy the requirements to obtain Planning Inspectorate consents where necessary.
- 3.4.3. Table 2: Action Plan for delivery and approximate timescales.

| What | When | Who |
|---|------------------------|--------------------------------------|
| Engage consultant to develop displays for public consultation | December 2019 | Countryside |
| Develop draft byelaws. | Jan – February 2020 | Legal |
| Public consultation, 12 weeks, including information event on the options proposed for priority areas in Table 1. | Jan – March 2020 | Countryside/ Consultant |
| Executive Committee to agree options to be implemented following consultation. | March/ April 2020 | Executive |
| Detailed development of proposals, including local engagement of residents whose individual easements are affected. | Apr – June 2020 | Countryside/ Consultant |
| Obtain consents and permission, including Common land, Planning and Highways | March – June 2020 | Countryside/ Consultant |
| Statutory consultation on byelaws and approval by DEFRA | July – August 2020 | Legal/ Countryside/ Consultant |
| Delivery of work (Please note some elements of the proposals do not require consents and can be delivered early on) | June 2020 – March 2021 | Countryside/ Contractors |

3.4.4. The Executive is asked to

- i. consider the issues and options in managing the increased demand for car parking at Shalford Common
- ii. decide and agree on the options outlined in table 1 for the priority areas to be put forward for public consultation
- iii. agree to implement an action plan to comply with commons legislation for car parking, access, leisure activities and highway improvements as outlined in Table 2.
- iv. agree to introduce new byelaws for Shalford Common to support the proposed actions

4. Consultations

- 4.1. Officers propose to work with Shalford Parish Council to consult on the proposals in the priority areas once agreed with members.
- 4.2. Guildford Borough Council's Countryside Team holds regular meetings with Shalford Parish Council regarding works and issues at Shalford Common that informed the identification of and proposals for the priority areas.
- 4.3. A public meeting was held on 8 August 2017 with residents affected by parking issues around priority area 1 Huber's Garage/ Mitchell's Row. Follow up work from this meeting has resolved some of the parking issues on the grassed area that fronts Huber's Garage.
- 4.4. In addition, the Countryside Manager has held a number of meetings with Ward Councillors and residents in order to resolve car parking issues in identified priority areas.
- 4.5. Consultation is also required in order to achieve consent from the Planning Inspectorate and to achieve the adoption of a legal framework.
- 4.6. Planning Inspectorate consent for works and de-registration of common land requires notifying a range of stakeholders so that they can submit representations to the Planning Inspectorate. Stakeholders include amongst others Commoners, Parish Council, Natural England, Historic England and the Open Spaces Society.

5. Executive Advisory Board Comment

- 5.1. Place making Executive Advisory Board 26 September 2019

6. Equality and Diversity Implications

- 6.1. The proposals aim to provide a consistent approach to regulate car parking on Shalford Common across all areas of the Common.
- 6.2. An Equalities Impact Assessment will be carried out.

7. Financial Implications

- 7.1. Officers have submitted a Capital Bid to provide sufficient resources for fees, consultation and implementation of works, which is on the approved capital programme (scheme reference PL58)
- 7.2. The total estimated cost is £120,960, broken down as follows:
 - Surface repairs: £30,000 (approx. 1,500m², this cost will be covered by the existing path repairs budget held by parks)
 - Access restrictions (Bunds, bollards, planting etc.): £10,000 (approx. 500m)
 - Signage: £5,000
 - Clearance and preparation of Commons exchange land: £3,000 (4,000m², future maintenance will be by existing revenue)
 - Highway Edge repairs at Snooty Fox: £30,000
 - Legal Fees: £15,000
 - Costs for externally lead consultation: £8,000
 - Production of consultation documents and visual displays: £6,000
 - Publishing costs for statutory notices: £1,200
 - Common Land application to PINS: £7,000
 - Contingency 5%: £5,760

8. Legal Implications

- 8.1. The aim of the proposals is provision of car parking areas compliant with the Commons Act 2006.
- 8.2. In order to provide legal clarification to residents and ability to enforce against offenders, officers propose to introduce new byelaws that regulate activities on Shalford Common in accordance with the Scheme of Regulation dated 14th April 1939.
- 8.3. Should new byelaws be created, the Council will have another means of enforcement by prosecuting those who contravene them. Byelaws generally should cover gaps in existing legislation, not to re-create an already-existing offence.
- 8.4. The revocation and making of any new byelaws are subject to the approval of the Secretary of State (DEFRA). The government have produced a set of model byelaws that can be downloaded and adapted as appropriate.
- 8.5. The revocation of the existing byelaws and creation of new, more modern byelaws would be a more effective deterrent.
- 8.6. A number of statutory notices and applications will be required to implement the proposals, such as de-registration of common land.
- 8.7. Although there is no legislation specifically prohibiting parking on common land, driving over it is an offence. The police have powers to prosecute under section 34 of the Road Traffic Act 1988 for an offence similar to the Council's powers under section

193(4) of the Law of Property Act 1925. Any prosecution would have to be in the public interest.

- 8.8. Prosecution under either the existing byelaws or the Law of Property Act, or by the police under the Road Traffic Act, would require a significant amount of evidence gathering in order to make out the offence.
- 8.9. Section 41 of the Commons Act 2006 provides a power of enforcement for works carried out on common land after 1 October 2007. There is no power to enforce for works carried out prior to that date (the power to enforce works before this date was repealed by the Commons Act 2006), and therefore such works (such as the car parks at the Parrot Pub or the Recycling Centre) are immune from enforcement.
- 8.10. Despite the fact that the pre-existing works are immune from enforcement, further works, including maintenance works, would require consent from the Planning Inspectorate.
- 8.11. Building car parks on the common without deregistering those sections first, would require those car parks to be reasonably necessary to enable the public to enjoy the Common. To enable the parking spaces to be used by the public at large, they must be deregistered.
- 8.12. For those developments which are immune from enforcement and/or cause few complaints from residents, Counsel has suggested leaving historic issues to lie. Going forward, the Council should look to create sensible car parking areas, and ensuring the proper maintenance and repair of the access tracks.

9. Human Resource Implications

- 9.1. There are no Human Resource implications as result of the proposals.

10. Summary of Options

- 10.1. Officers have proposed a number of options for seven priority areas in order to deal car parking issues, encroachments and complaints on Shalford Common.
- 10.2. The principle options considered in dealing with the issues are:
 - i. Do nothing/ Tolerate: This leads to increased number of encroachments and complaints, and Council would not be fulfilling its duties under common land legislation
 - ii. Enforcement: Resource intensive and ineffective with current legislation, leads to local dissatisfaction
 - iii. Physical measures to prevent access: Effective, but not possible where legitimate access is required, resource implication
 - iv. Designate car parking areas: Provides clarity for residents and site users and provides an opportunity to comply with regulations, however there will be

opposition to the loss of common land as this is not in the spirit of the Commons Act 2006.

- 10.3. Officers recognise a need for car parking in Shalford, and in consideration of the possible options recommend a combination of options as the best way forward.
- 10.4. In order to implement this proposed combination of options, the legal framework would require updating. This would provide more effective enforcement mechanisms as well as clarity for residents and site users where car parking is not allowed.
- 10.5. Officers identified seven priority areas outlined in table 1, and have proposed a number of feasible options for consultation for each area.
- 10.6. Officers have proposed preferred options; however, other options are equally deliverable and are likely to find equal support and opposition.
- 10.7. Officers propose carrying out a public consultation on the options to regulate access and compliance with commons legislation. Public consultation will be a statutory requirement to support common land applications and to introduce new byelaws, and will be a key step for the project to achieve its intended outcome.

11. Conclusion

- 11.1. Officers recommend carrying out a proposed set of actions as outlined in Table 2 that allow implementation of measures to reduce encroachments onto Shalford Common from un-authorized vehicle access and to comply with commons legislation for car parking, access, leisure activities and highway improvements.
- 11.2. The outcomes of the project are:
 - i. Compliance with the Council's landowner obligations to protect Shalford Common from encroachments in line with the Commons Act 2006
 - ii. Reduction of conflicts and complaints regarding un-authorized car parking
 - iii. Provision of car parking areas compliant with the Commons Act 2006
- 11.3. The project will propose, consult on and implement measures in seven priority areas as detailed in table 1 which consist of a combination of
 - i. Designating car parking areas
 - ii. Physical measures to prevent access
 - iii. Enforcement through new legal framework
- 11.4. The project will include public consultations to a) fulfil the statutory consultation requirements and b) to ensure widest public understanding and acceptance of the proposed measures.
- 11.5. Officers recommend that the Executive
 - i. consider the issues and options in managing the increased demand for car parking at Shalford Common

- ii. decide and agree on the options outlined in table 1 for the priority areas to be put forward for public consultation
- iii. agree to implement an action plan to comply with commons legislation for car parking, access, leisure activities and highway improvements as outlined in Table 2.
- iv. agree to introduce new byelaws for Shalford Common to support the proposed actions

12. Background Papers

13. Appendices

Annex A: Priority Areas maps and Photos

Please ensure the following service areas have signed off your report. Please complete this box and do not delete

| Service | Sign off date |
|------------------------------|----------------------|
| <i>Finance / 151 Officer</i> | <i>7/8/2019</i> |
| <i>Legal / Governance</i> | <i>9/8/2019</i> |
| <i>HR</i> | <i>19/7/2019</i> |
| <i>Equalities</i> | |
| <i>Lead Councillor</i> | <i>28/6/2019</i> |
| <i>CMT</i> | <i>6/8/2019</i> |
| <i>Committee Services</i> | |

Shalford Green

Parking locations and restrictions around Shalford Green



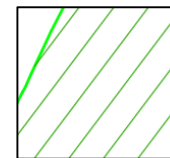
Parks and Leisure Services
Guildford Borough Council

Shalford Green Locations under consideration





- Area 1 - Huber's Garage / Mitchell's Row
- Area 2 - Kings Road Shop Front
- Area 3 - Pound Place
- Area 4 - Parrot Pub car park
- Area 5 - Recycling car park & Dagley Lane access road
- Area 6 - Dagley Lane / Juniper Terraces
- Area 7 - Approaches to Ashley Gardens & Christmas Hill
- Area 8 - Exchange Land



Registered
Common Land
(CROW Act 2000)





- Area 1 - Huber's Garage / Mitchell's Row
- Area 2 - Kings Road Shop Front
- Area 3 - Pound Place
- Area 4 - Parrot Pub car park
- Area 5 - Recycling car park & Dagley Lane access road
- Area 6 - Dagley Lane / Juniper Terraces
- Area 7 - Approaches to Ashley Gardens & Christmas Hill
- Area 8 - Exchange Land



Area 1. Huber's Garage & Mitchell's Row



View of Huber's garage and parking on the green space



Area 1. Huber's Garage & Mitchell's Row



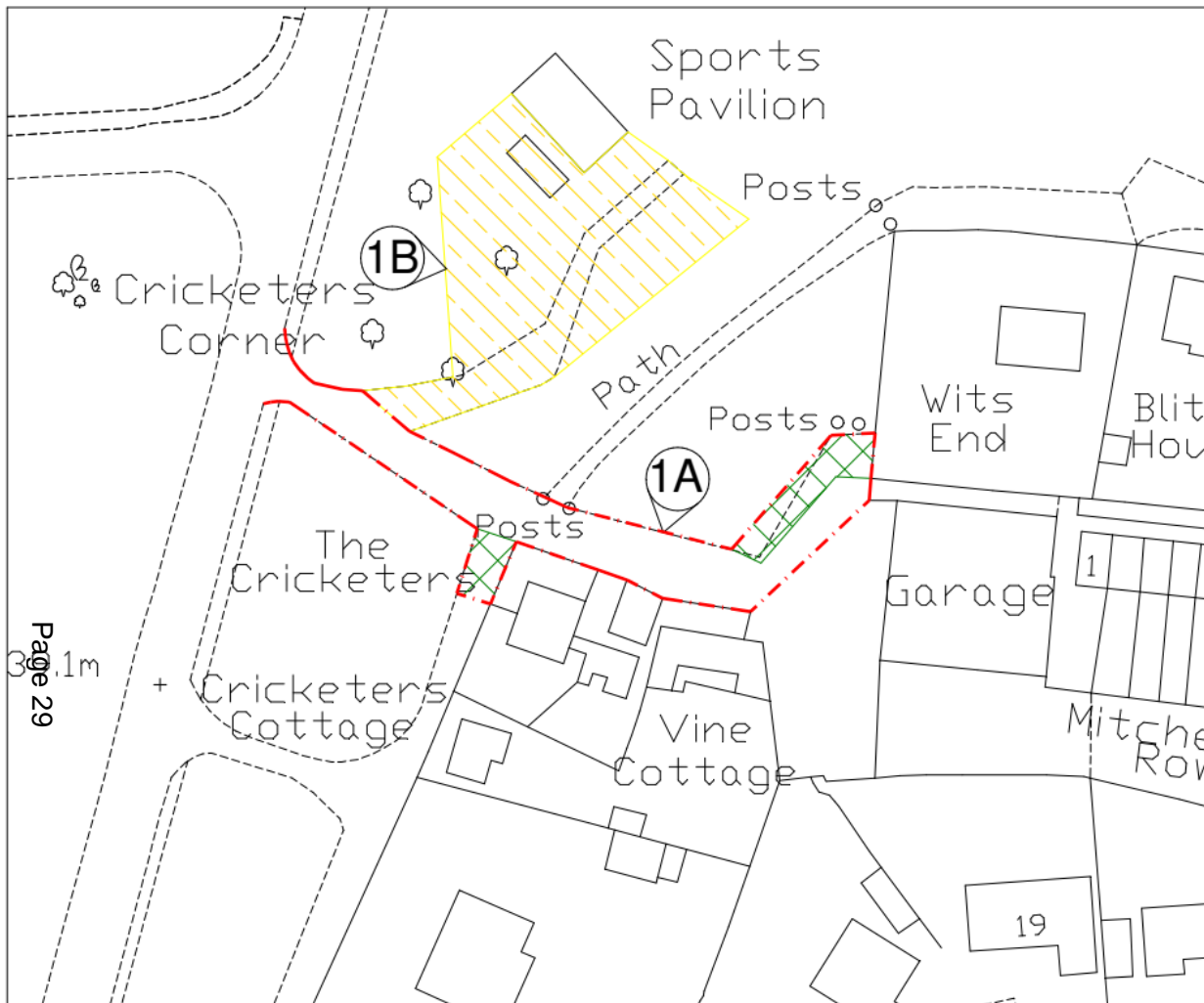
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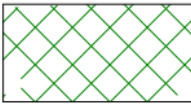

Area 1A - View of Huber's garage from Horsham Road



Area 1B - View of the parking area used by the cricket club.





-  1A Physical Barrier to prevent access
-  1A Designated parking area With/without controls
-  1B Cricket Club parking area

- Yellow Hatch – Cricket Club parking area
- Green Hatch - Designated parking area:
 - 3 to 4 car parking spaces in front of Mitchell’s Row
 - 2 car parking spaces next to the cottages.
- Red dotted line shows access restrictions

Area 1 Huber’s Garage / Mitchell’s row

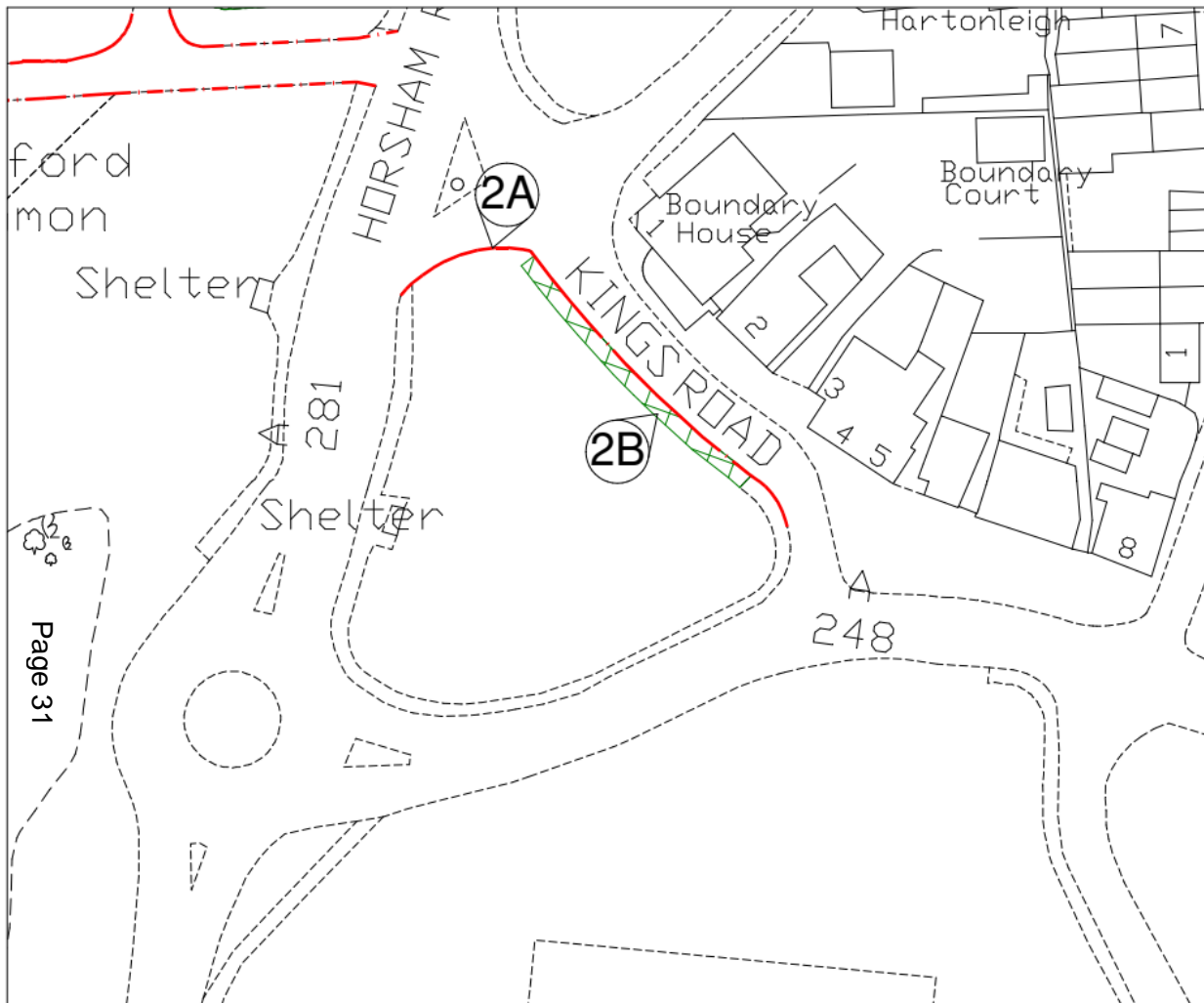



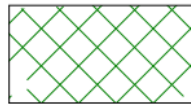
Area 2. Kings Road shop front



Kings Road looking towards Horsham Road





-  2A
Physical Barrier to prevent access
-  2B
Designated parking area
With/without controls

- 2A access restrictions at edge of the road.
- 2B Green Hatch - Designated parking area. 3m. width approximately providing 5 to 6 additional parking spaces.

Area 2 – Kings Road shop front



Area 3. Pound Place



Pound Place looking towards Station Road


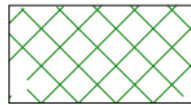
Agenda item number: 4
Appendix 1

Page 32



Pound Place from Station Road junction



-  3A
Physical Barrier to prevent access
-  3B
Designated parking area
With/without controls

- 3A access restrictions at edge of the road.
- 3B Green Hatch - Designated parking area as currently plus access restrictions next to the parking spaces. 10 parking spaces.

Area 3 - Pound Place



Area 4. Parrot Pub car park



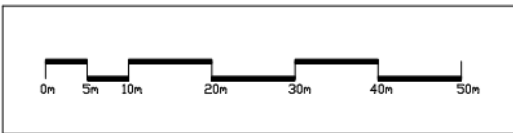
34





4. Designated parking area
With/without controls

- 4. Designated parking spaces shown as currently exists.



Area 4 – Parrot Pub car park



Area 5. Recycling car park & Dagley Lane access road



Recycling car park corner of Dagley Lane and Horsham Road



Recycling car park looking from Horsham Road

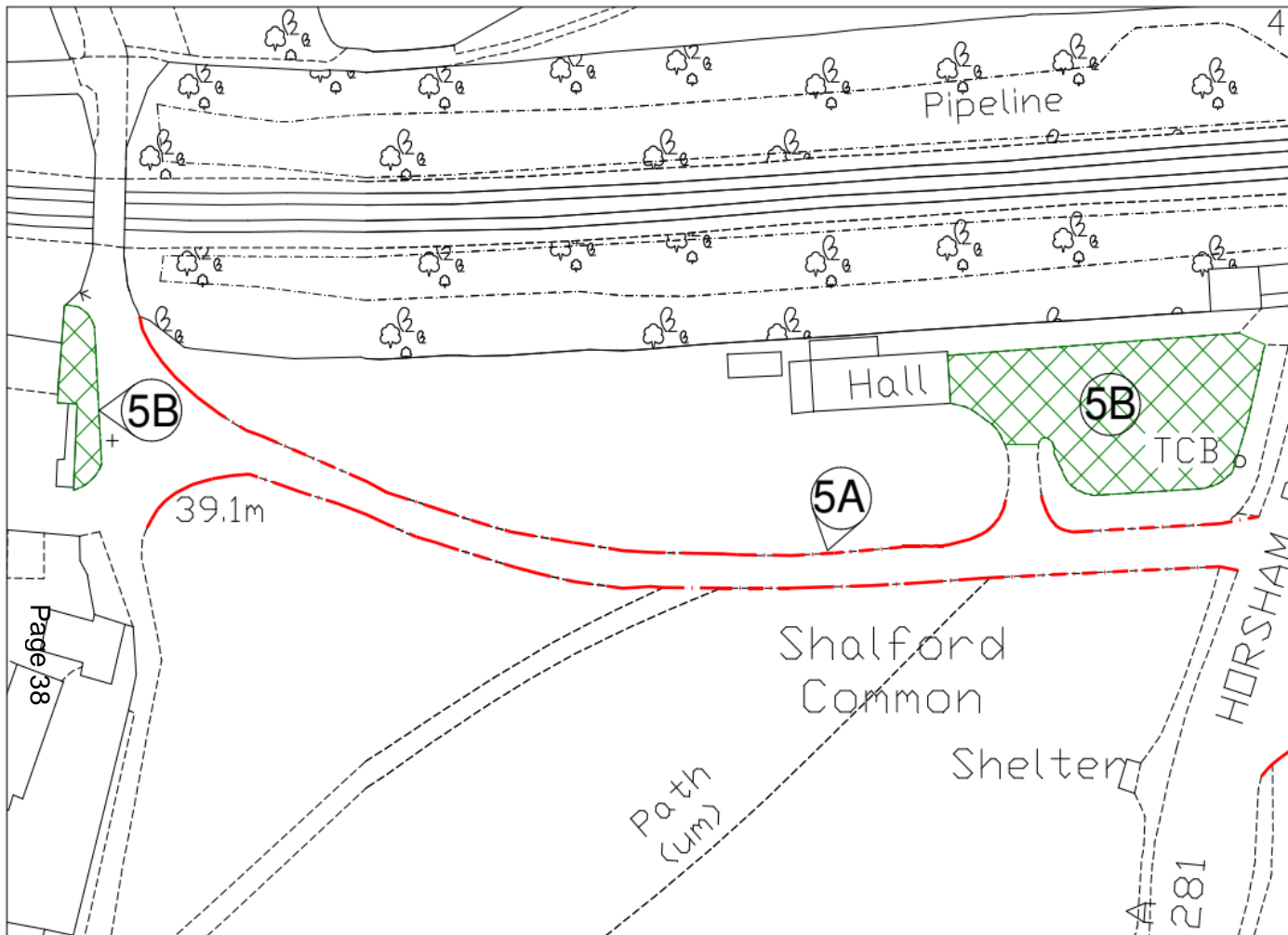


Area 5. Recycling car park & Dagley Lane access road



Dagley Lane looking from Horsham Road



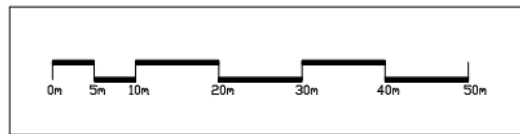


-  5A
Physical Barrier to prevent access
-  5B
Designated parking area
With/without controls

Agenda item number: 4
Appendix 1

- 5A – Restrictions on road boundary.
- 5B - Green Hatch. Designated parking area at the car park and caravan park.
- Approximately 15 regulated spaces in the car park.
- Approximately 3 spaces at the caravan park.

Page 38



Area 5 – Recycling car park and Dagley Lane access road



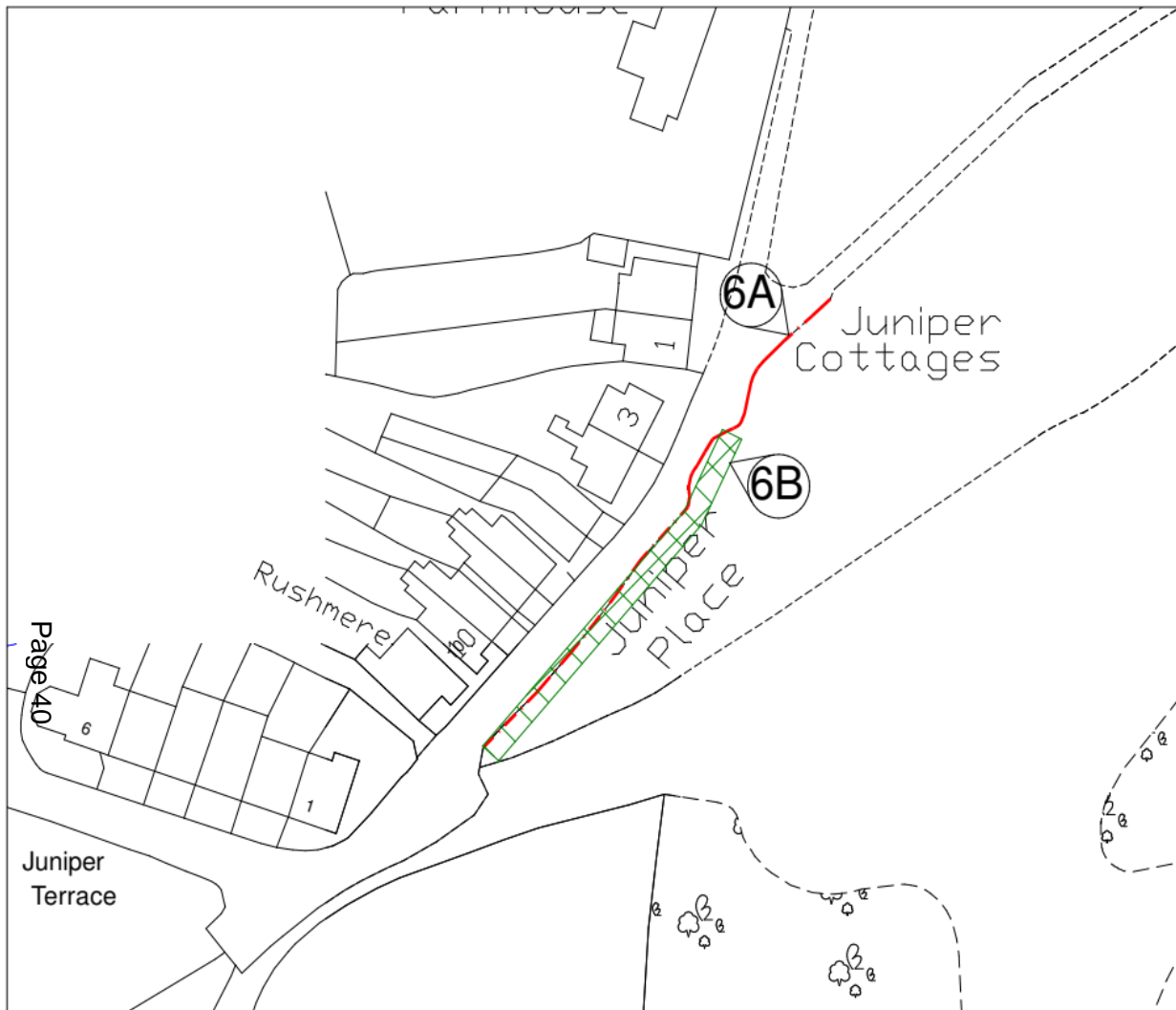
Area 6. Dagley Lane / Juniper Terraces


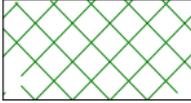


Dagley Lane looking south



Dagley Lane looking north

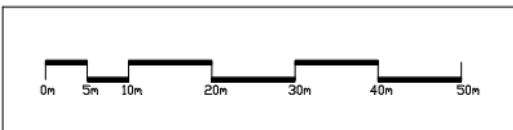


-  6A
Physical Barrier to prevent access
-  6B
Designated parking area
With/without controls

Agenda item number: 4
Appendix 1

- 6A - access restrictions at edge of the road – remove existing car parking bays.
- 6B - Green Hatch – Current informal parking. Implement formalised parking layout.

Page 40



Area 6 – Dagley Lane / Juniper Terraces



Area 7. Approaches to Ashley Gardens & Christmas Hill



Ashley Gardens from Station Road



Ashley Gardens looking towards Milkwood



7. Physical Barrier to prevent access

- 7. Current access restrictions shown.



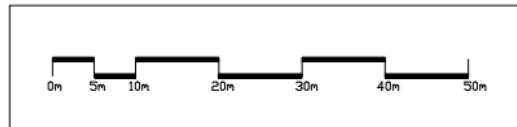
Area 8. Exchange Land





8.
Land to be exchanged

- 8. Blue hatch showing land to be exchanged.



Area 8 - Exchange Land





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Bedford Wharf Plaza Landscaping

Report to the Place-Making and Innovation Executive Advisory Board

Ward(s) affected: Friary & St Nicolas

Report of Director of Planning and Regeneration

Author: Paul Bassi

Tel: 01483 444 515

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Lead Councillor responsible: Councillor Caroline Reeves

Email: Caroline.Reeves@guildford.gov.uk

Date: 23 September 2019

Bedford Wharf – Plaza Landscaping

Executive Summary

This report is an update on progress for the Bedford Wharf Plaza landscaping scheme.

The Bedford Wharf Plaza comprises an open area situated to the south of the Odeon and Old Orleans buildings off Bedford Road.

A condition of the planning permission for the replacement Walnut Bridge is that a landscaping scheme (for Bedford Wharf Plaza) must be implemented within six months following the bridge completion.

A redesigned public space at Bedford Wharf plaza is an opportunity to connect the wider regeneration schemes associated with Guildford Station and Solum Housing developments to the historic town centre public realm.

The proposed scheme aims is to develop a masterplan using a set of key design principles to be adopted for the wider Bedford Wharf area that is consistent with wider town centre public realm. This will be achieved through a considered approach to wayfinding, furniture and materials, to improve Guildford's Town centre streetscape legibility and connectivity and to achieve better accessibility for all.

The previous report to Executive on 9th January 2019 approved the sum of £150,000 to be moved from provisional to the approved capital programme to facilitate consultation on, and design of, a landscaping scheme for the plaza.

Work to date has been to consider the impact of the replacement Walnut Bridge on the plaza and to review other public realm schemes being delivered in the Town centre to ensure a consistent approach. We are now in a position to begin public engagement, initially using an online questionnaire, to be launched in September 2019. We will also involve key stakeholder groups and elected members, hence this report to the Place Making and Innovation Executive Advisory Board. This information

will be used to inform the procurement and consultant brief to develop a masterplan for the area.

The approach is to deliver the scheme in phases due planning obligation and to better fit with possible impact of wider regeneration in Bedford Wharf area.

Recommendation to EAB:

That the Executive Advisory Board;

- Provides guidance to the project approach for the Bedford Wharf Plaza Landscaping

Reason(s) for Recommendation:

To complete the Plaza Landscaping project to enable the future discharge the condition of Walnut Bridge replacement project, to integrate the bridge into its surroundings and to enhance the amenities of the wider Bedford Wharf area.

1 Purpose of Report

- 1.1 The Purpose of this report is to provide the EAB with an update on progress of the landscaping scheme (hard and soft) at Bedford Wharf Plaza.

2 Strategic Priorities

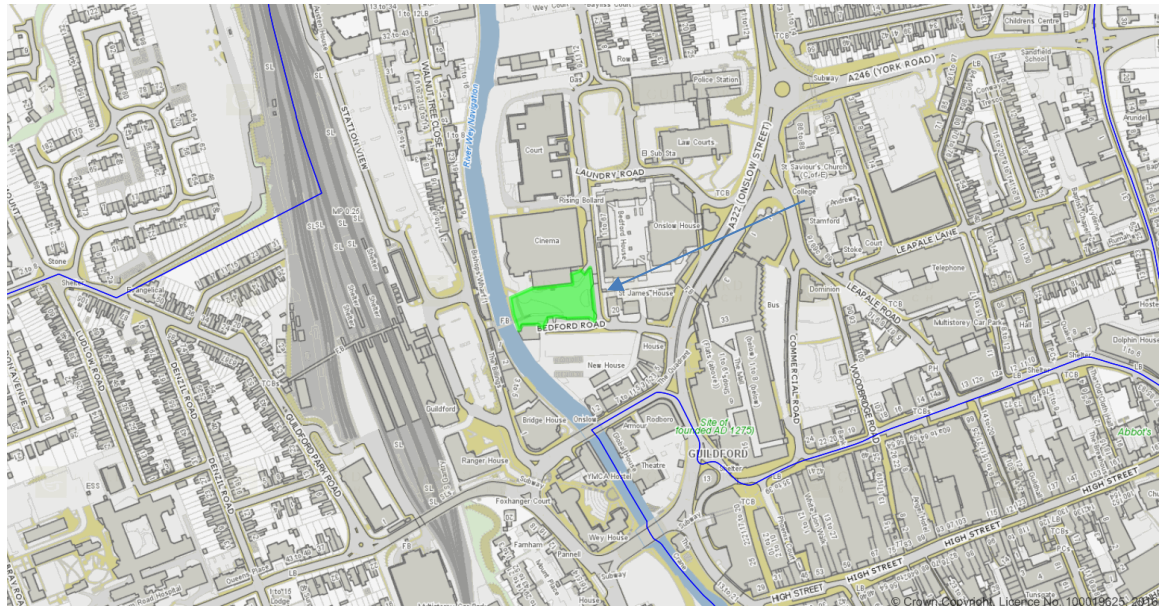
- 2.1 The recommendations support the delivery of the following priorities from the Corporate Plan 2018-2023:
- Regenerating and improving Guildford town centre and other urban areas
 - Implement the vision of the Town Centre Regeneration Strategy
 - Improve the public realm, including surfaces, in key town centre areas
 - Produce a development brief for the comprehensive redevelopment of the Bedford Wharf riverside area for a mix of uses.
 - Replace Walnut Bridge footbridge to improve access between the railway station and town centre.

3 Background

The Site

- 3.1 The Bedford Wharf Plaza is located on the town side of the River Wey in central Guildford. It extends to approximately 0.77 acres and is bounded to the north by the Odeon and Old Orleans buildings, to the west by the River Wey and to the south and east by public highway. The site comprises predominately hard, paved surface with some existing, albeit limited, soft landscaping.

MAP 1. Location of Bedford Wharf Plaza



Background and context

- 3.2 The Solum regeneration development (Ref 14/P/02168) comprising “A mixed use redevelopment comprising 438 residential dwellings” was approved at appeal on 27th February 2018. This development will provide a new focus for the Bedford Wharf Plaza area and will generate increased footfall and cycle use across the Replacement Walnut Bridge. An alignment of the station entrance and the bridge will assist in directing pedestrians and cyclists to the town centre across the Bedford Wharf Plaza.
- 3.3 The Walnut Bridge Replacement Project is identified as a key corporate priority within the Corporate Plan 2018 to 2023. A planning application (ref: 18/P/01213) for the replacement bridge was approved on 10th October 2018. The permission includes a planning condition which requires the site to be landscaped within six months of the bridge being brought into use, in accordance with a scheme that shall first be agreed by the Local Planning Authority.
- 3.4 On 20th September 2018 the Council acquired the Odeon and the Old Orleans including the Plaza area. This allows the Council to directly influence and undertake works to the Bedford Wharf Plaza. The Plaza area will be the first open area experienced after crossing the new bridge and will be an important gateway towards the town.
- 3.5 These recent developments provide the Council with an opportunity to enhance the Bedford Wharf Plaza area through hard and soft landscaping in association with the Walnut Bridge replacement and the wider opportunity for the Bedford Wharf area. The improvement of this area will aid wayfinding from Guildford railway station to the town centre and will enhance the user experience for those

using the Bedford Wharf Plaza following the delivery of the Replacement Walnut Bridge.

Vision

- 4.1 The development of a new plaza provides an opportunity to create an animated and creative space that performs as a public square and a gateway to the town centre. Using urban design principles, the proposed masterplan could address some of the anti-social behaviour issues through encouraging more positive use of the space, by encouraging its use as a social space; creating multi-generational interest from hard and soft landscaping that embeds play value and public art. Which in turn provides greater passive surveillance through the increased footfall and site presence.
- 4.2 The vision for the square should reflect Guildford Town centre's historic landscape. The new Plaza would enhance this heritage and be a springboard for future streetscape improvement in the town centre. To develop this vision, we are now seeking views from the public through a series of consultation events.
- 4.3 With other current public realm schemes now being progressed at Chapel Street, Castle Street and Swan Lane (Tunsgate now completed), there is now greater opportunity to ensure a more consistent and joined up approach across the town centre, with the various 'character areas' receiving suitable and contextual surfacing and landscape enhancements.
- 4.4 An outcome of our review of other recent public realm schemes being proposed, is that there is a recognisable street hierarchy design and palette of materials that should be conserved to reflect Guildford's town heritage. Whilst pedestrian priority is also being promoted in the new schemes, we identified that there is also need to have consistency in signposting key routes better through choice of materials and wayfinding which we shall be developed further in Plaza Masterplan.

Masterplan

- 5.1 The need for a Masterplan for Bedford Wharf Plaza is essential as opposed to a simple landscaping design scheme that just addresses issues for the plaza in isolation of its surroundings. There are many factors that will influence and affect the masterplan implementation, therefore a staged approach advocating by masterplans are useful as it allows for greater flexibility to make improvement as and when required.
- 5.2 The Walnut Bridge completion is a hard milestone for the masterplan and key driver due to its immediacy and planning obligations. There is a need to deliver the 'making good' landscaping requirement within 6 months of the bridge completion. Therefore, the first phase of the masterplan delivery will address this planning obligation.
- 5.3 The masterplan phased approach reflects that the current budget is not enough to deliver a complete redesign of the plaza. Therefore, having a phased approach will provide an opportunity to deliver core essential improvement as

and when funding becomes available and It will also facilitate better inward investment towards specific development needs identified in the masterplan.

- 5.4 The scope of the Plaza Masterplan will ensure that it can tie in current developments known (e.g. Guildford Station and Solum Development) along with future aspirations for the wider Bedford Area.
- 5.5 As the aspiration for the plaza as a significant gateway to the town centre, we will be seeking a highly experienced urban designers to deliver this scheme. We will begin to soft market test potential specialist in this field and have to date engaged with a number of practices to discuss at high level their approach. Procurement of lead consultant will explore framework contracts and an open competition to attract the best the market can offer.

Masterplan Programme

- 5.6 Indicative programme for delivery of this scheme is set out below table:

| Activity | Start Date | End Date |
|---|---|------------------|
| Public Consultation Online | 20 September 2019 | 21 October 2019 |
| Lead design Consultant Procurement | 15 October 2019 | 18 November 2019 |
| Master planning consultation on vision and engagement | December 2019 | March 2020 |
| Surveys | December 2019 | February 2020 |
| Design options development | March 2020 | June 2020 |
| Consultation on preferred designs | June 2020 | September 2020 |
| Masterplan final report | September 2020 | December 2020 |
| Consents and permission | December 2020 | April 2021 |
| Procure Phase1 main contract | Feb 2021 | June 2021 |
| Delivery of Phase 1 | TBC - Enabling works to coincide with construction of Bridge – currently scheduled for Q4 of 2021 | |

Finance

- 6.1 Funds for the scheme were approved in the January 2019 Executive of £500,000 from the provisional capital programme under ref: PF7(p) Transport schemes for future Local Growth Fund and other funding opportunities.

- 6.2 The Executive agreed for a capital allocation of £150,000 to progress the design of the scheme and £350,000 to remain in the provisional capital programme. There is still £350,000 on the provisional programme and £149,000 on the approved programme as of July 2019.

Next stages of the project

- 7.1 We shall begin to procure a lead consultant/Landscape Architect to undertake full landscaping design. This would include a suitable design to satisfy the planning condition aspect of the replacement Walnut Bridge application through to the masterplanning reflecting the wider regeneration that will impact on this area.

Consultation

- 8.1 Public consultation is integral part of the production of design options for the masterplan. An online consultation is planned in to be launched in by October 2019 to run for 4/5 weeks which will be accompanied by a social media and other press campaign. The consultation questionnaire is the first stage, aimed at beginning the public engagement and capture high level aspirations to refine our scope for a consultants' brief. Meetings with officers, key stakeholders, statutory organisations and amenity groups shall also be convened to ensure we understand how the scheme will impact those most affected and to gauge views on how best to approach the delivery of the masterplan.

Equality and Diversity Implications

- 9.1 The design of the Landscaped area will have regard to relevant Equalities and Diversity legislation and regulations. An Equalities Impact Assessment will also be undertaken as part of the project. Clearly, compliance with the DDA will be a key consideration.

Legal Implications

- 11.1 The design and delivery of the landscaping scheme will lead to the Council entering into a number of legally binding agreements or contracts, advice as to the appropriate procurement route will be provided by the Procurement Manager.

Human Resource Implications

- 11.2 No human resource implications have been identified. The project will be managed from within the Major Projects Team (MPT) with key support from external consultants.

Conclusion

- 12.1 The Landscaping of the Bedford Wharf Plaza provides an opportunity to further enhance this evolving area and contribute to the quality of future development of the area. The improvement in the area would be in accordance with the objectives of the Corporate Plan, satisfy the landscaping planning condition for

the replacement Walnut Bridge and provides an opportunity for public consultation on design options.

Please ensure the following service areas have signed off your report. Please complete this box and do not delete

| Service | Sign off date |
|------------------------------|----------------------|
| <i>Finance / 151 Officer</i> | |
| <i>Legal / Governance</i> | |
| <i>HR</i> | |
| <i>Equalities</i> | |
| <i>Lead Councillor</i> | |
| <i>CMT</i> | <i>TBC</i> |
| <i>Committee Services</i> | <i>TBC</i> |

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BRIEFING NOTE – EAB 23 September 2019

Subject: Guildford Economic Report 2018

Author: Chris Burchell – Local Economy Manager

Date: 27th August 2019

Background

The Economic Development Team produces an annual Economic Report to highlight growth and productivity in the economy, employment levels, sector development and business news. The Report is essentially internal, for information only, but has been shared with one or two key partners in the past.

The Report utilises national data such as NOMIS, UK Business Counts, The Cambridge Data Model and Experience Guildford retail footfall. The Report also highlights place-based indicators such as the Lambert Smith Hampton and Grant Thornton Indexes that cover a range of economic and non-economic measures.

The Report also includes comparative figures for other key economic centres – Woking, Basingstoke, Rushmoor and Winchester. This is useful for comparing trends and seeing if there needs to be any changes in strategy.

Main Findings at a glance

- £5.5bn GVA – largest economy in Surrey and in EM3 area (p2)
- GVA per head marginally ahead of Woking but behind Winchester (p11)
- 8th in **LSH Economic Vitality Index 2019**:
 - 6th most highly educated
 - 8th fastest growing affluence
 - 10th most productive
 - 6th fastest growing
 - Much lower on green measures (Bournemouth top)
- 10th out of 324 LAs in **Grant Thornton Vibrant Economy Index**:

20th for prosperity

13th for dynamism and opportunity

15th for community, trust and belonging

- **BDO Best in Business Top 100** (in southern Home Counties) puts Guildford's Darton Commodities at No 1 spot with compound annual growth rate of 988% over the last three years. Seven of the top ten most profitable companies are in Surrey, of which three are in Guildford (p18)
- Corporate departures: Ericsson (moving nearer to Thames Valley customer base) (p2, p15)
 - Sanofi Pasteur due to relocate, also to Thames Valley (p2)
- Reduction in job numbers -2750 (-3.4%) (p2)
- However 19 new company arrivals, among best in Surrey (p2)
- Strong start-ups with typically high growth; poorer survival rates thought to reflect entrepreneurial environment, however 5-yr ONS figures show approximately average performance against local peers (p6)
- Micro businesses a regionally typical 90% (p3)
- Markedly strong number (1945) of Professional, Scientific & Technical companies... (p5)
-which operate with small average staff numbers (9000 in all) (p7)
- Qualifications: NVQ4 and above 42.2 (peer group average: 44%) (p10)
- Average earnings equal highest among peer group at £723 pw
- Office rents just ahead of Woking and 36% higher than Basingstoke: illustrates demand but also cost challenge for

existing businesses weighing up their commitment to Guildford (p12)

- Tourism: Guildford continues to outperform the region despite actual drop in figures (p14)
- Retail: under pressure but relatively strong, with rising footfall trend. Vacancy rates outperform nationally and regionally but a slight deterioration has been observed since last published figures of 5.8% However headline figures can mask underlying activity on lease negotiations(p14)
- University: Innovation continues to be key, with published Research & Innovation Strategy underpinning the importance of the institution's contribution to the economy through knowledge transfer, research, innovation and entrepreneurship – aligning perfectly with GBC's Innovation agenda and desire to support start-up and growth businesses

Discussion Points

- Discuss a Proposal to refresh our Economic Strategy to meet the challenges of climate change (and improve our 'Green Scores' in economic appraisals), but also to recognise the strategic context being driven by the emerging Local Industrial Strategy.
- The importance of future cross-border working and the recommendations of the Surrey Futures Group to attract Government funds and investment through joint bids and collaboration right across Surrey.
- How to capitalise on the 'Clean Growth' agenda and secure LEP funds.
- How do we ensure Guildford continues to be an attractive location for businesses to locate.

Agenda item number: 6

- We need to look at relatively poor initial survival rates for start-up businesses (what is behind this?)
- High cost of doing business and office rents - how this is impacting the economy (significant - retail)

Guildford Economic Report

2018



Executive Summary

Guildford's economy continues to grow at a steady rate and for the latest figures available in 2016 had a total GVA* of over £5.5bn making it the largest economy in the Enterprise M3 area. The total GVA per head* was £36,165 which is slightly higher than the Surrey average (Winchester was higher in the peer group). Overall there are signs of a slowing in economic growth in Surrey, particularly in the East of the county.

Guildford was number 9 (having been No 6) in the UK in the influential **Lambert Smith Hampton Economic Vitality Index** that examines 20 datasets based on six key themes:

- Most educated
- Most entrepreneurial
- Growing Affluence
- Most Productive
- Fastest growing
- Greenest
(Measures are CO2 emissions per capita, recycling rates and energy per capita consumption. Bournemouth has the number one slot)

Grant Thornton Vitality Index:

This is a similar index, but includes a wider set of indices including community trust and belonging and health & wellbeing. Guildford has been identified as No 20 in England.

Some of the key highlights of the economic performance in 2018 are highlighted below, and we have included figures for the other key economic centres in the wider economic area:

- **Ericsson** who have had a presence in Guildford for over 30 years relocated to Reading in December 2018. **Sanofi Pasteur** have also indicated their intention to relocate to the Thames Valley in late 2019.
- GBC has enjoyed good relationships with both businesses and their reasons for moving were not linked to Guildford as an operating environment, but the sectors they are in are changing with the need to be nearer to their clients, although supply of adequate future talent pool was an important consideration in their decision. A number of other boroughs have experienced either relocations (such as Canon UK's recent decision to move to Uxbridge from Reigate) or significant downsizing in office space.
- Despite those losses, there was an overall growth in businesses with over 250 employees, (see page 4) and in particular was the welcome news that WSP, the Canadian engineering company re-located to Cross Lanes at London Road bringing together legacy offices from Woking and Godalming.
- Guildford has seen a rise in the number of self-employed, but overall the number of jobs declined in the Borough by -3.4% or 2, 750 jobs (although the drop was not as high as that in Woking). Research done by Surrey County Council identified the loss of 18,000 (often highly skilled jobs) between 2016-2017. However, Guildford has recorded a total of 19 new company arrivals in the same period which is one of the best in Surrey.

*GUA or Gross Value Added is a measure of the value of goods and services produced in the economy.

Appendix 1

- Guildford continues to produce a good steady flow of new start-up companies, and the businesses tend to be higher growth than the peer group. However, it is noted that Winchester performed very well in the period with strong growth in microbusinesses. It is worth seeing what factors are at play here. One trend of concern is a worsening survival rates than previous years. This might be a reflection of the entrepreneurial environment in the Borough where failure might be more frequent, but the causes of this trend need to be investigated. They could be Brexit related.
- **Tourism performance** - Although there has been a drop in the value of the tourist economy and the number of jobs supported by the sector, Guildford actually performed better than other centres in the South East.
- Retail although still under pressure is still performing relatively well compared to other centres in the South East with a rising trend in footfall. However, the overall number of retail enterprises by volume decreased in the period.

Strategic Context and the Economy

Our Existing Economic Strategy 2013-2031 has as its principle priorities: Leadership, Infrastructure, Enterprise, Innovation and Skills and was established to mirror that of the Strategic Economic Plan of the Enterprise M3 LEP. Our focus in Economic Development to support the economy has been through:

- Corporate Engagement and inward investment
- Business support programmes such as our free business advice service 'Guildford Business Growth', the Set Squared Digital economy programme and GBC business grants
- Developing economic business cases for LEP growth deals
- Town Centre Management and supporting the retail sector with partners Experience Guildford
- Developing our Rural economy
- Publishing our Innovation Strategy with a focus on SMART Infrastructure

The Government also recently published the National Industrial Strategy with a particular focus on productivity and inclusive growth (shared prosperity) and has identified five key pillars to drive up productivity in the UK economy namely:

- 1 Increasing operational efficiency
- 2 Reducing costs
- 3 Enhancing the effectiveness of the workforce
- 4 Support innovation
- 5 Developing new business models



The LEP are now in the process of developing their own Local Industrial Strategy which currently has the following priorities areas:

- | | |
|-----------------------------|-----------------|
| • 5G Region | • Housing |
| • Connectivity and Mobility | • Towns |
| • Heathrow Gateway Region | • Smart sectors |
| • Clean Growth/energy | • Exporting |
| • People | |

The Council will look closely at these areas some of which are already being adopted as priorities. A key feature of future economic development will be working at "scale" and through cross border working. Surrey through the Surrey Futures Group, has produced a Surrey Place Narrative that can be used as a strategic tool to attract investment and supporting funding bids to Government. It also helps, to identify sustainable growth opportunities, longer term.

1.1 Enterprises by Employment Size Band Guildford, 2018

| Employment Size Band | No. | % Total | Change 2017-18 | % Change |
|----------------------|--------------|-------------|----------------|--------------|
| Guildford | | | | |
| Micro (0 To 9) | 6,680 | 89.8% | -10 | 0.1% |
| Small (10 To 49) | 605 | 8.1% | 0 | 0.0% |
| Medium (50 To 249) | 120 | 1.6% | 0 | 0.0% |
| Large (250+) | 30 | 0.4% | 5 | 20.0% |
| Total | 7,435 | 100% | -5 | -0.1% |

| | | | | |
|--------------------------------|--------------|---------------|-----------|-------------|
| Basingstoke & Deane | | | | |
| Micro (0 To 9) | 7,010 | 90.9% | 15 | 0.2% |
| Small (10 To 49) | 555 | 7.2% | -5 | -0.9% |
| Medium (50 To 249) | 105 | 1.4% | 0 | 0.0% |
| Large (250+) | 40 | 0.5% | 0 | 0.0% |
| Total | 7,710 | 100.0% | 10 | 0.1% |

| | | | | |
|--------------------|--------------|---------------|------------|------------|
| Rushmoor | | | | |
| Micro (0 To 9) | 2880 | 86.0% | -60 | -2% |
| Small (10 To 49) | 365 | 11% | 25 | 7% |
| Medium (50 To 249) | 75 | 2% | 5 | 7% |
| Large (250+) | 20 | 1% | 0 | 0% |
| Total | 3,340 | 100.0% | -30 | -1% |

| | | | | |
|--------------------|--------------|---------------|------------|-------------|
| Winchester | | | | |
| Micro (0 To 9) | 6,585 | 85.0% | 120 | 1.9% |
| Small (10 To 49) | 1,020 | 13.2% | 90 | 9.7% |
| Medium (50 To 249) | 120 | 1.5% | 10 | 9.1% |
| Large (250+) | 25 | 0.3% | -5 | -16.7% |
| Total | 7,745 | 100.0% | 210 | 2.8% |

| | | | | |
|--------------------|--------------|-------------|------------|--------------|
| Woking | | | | |
| Micro (0 To 9) | 4,575 | 90.4% | -15 | -0.3% |
| Small (10 To 49) | 380 | 7.5% | -10 | -2.6% |
| Medium (50 To 249) | 85 | 1.7% | -5 | 5.6% |
| Large (250+) | 25 | 0.5% | 0 | 0.0% |
| Total | 5,060 | 100% | -30 | -0.6% |

Source: UK Business Counts - Enterprises

Note: All figures are rounded ONS to avoid disclosure. Values may be rounded down to zero and so all zeros are not necessarily true zeros. Totals across tables may differ by minor amounts due to the disclosure methods used. Furthermore, figures may differ by small amounts from those published in ONS outputs due to the application of a different rounding methodology.

1.2 Businesses Units by Sector 2017

| Sector | Guildford | | Basingstoke & Deane | | Rushmoor | | Winchester | | Woking | |
|---|----------------------|-----------------|----------------------|-----------------|----------------------|-----------------|----------------------|-----------------|----------------------|-----------------|
| | No. Enterprises 2018 | Changes 2017-18 | No. Enterprises 2018 | Changes 2017-18 | No. Enterprises 2018 | Changes 2017-18 | No. Enterprises 2018 | Changes 2017-18 | No. Enterprises 2018 | Changes 2017-18 |
| 1: Agriculture, forestry & fishing (A) | 135 | -5 | 290 | -10 | 10 | 0 | 435 | 0 | 30 | -5 |
| 2: Mining, quarrying & utilities (B,D and E) | 40 | 5 | 20 | 5 | 20 | 0 | 25 | 10 | 5 | 0 |
| 3: Manufacturing (C) | 230 | 5 | 345 | 20 | 195 | 10 | 310 | -5 | 205 | -5 |
| 4: Construction (F) | 875 | 25 | 950 | -45 | 505 | 15 | 775 | -15 | 465 | 0 |
| 5: Motor trades (Part G) | 160 | 10 | 205 | 0 | 120 | 5 | 160 | -10 | 120 | 5 |
| 6: Wholesale (Part G) | 260 | 5 | 280 | 10 | 105 | -10 | 225 | 10 | 180 | -5 |
| 7: Retail (Part G) | 360 | -15 | 325 | -10 | 220 | -5 | 1,185 | -175 | 245 | 5 |
| 8: Transport & storage (inc postal) (H) | 105 | 10 | 245 | 15 | 120 | -5 | 130 | 5 | 110 | 5 |
| 9: Accommodation & food services (I) | 240 | 0 | 245 | -10 | 160 | 0 | 265 | -10 | 205 | -5 |
| 10: Information & communication (J) | 995 | -40 | 1,205 | -10 | 455 | 0 | 680 | 5 | 880 | 20 |
| 11: Financial & insurance (K) | 165 | 5 | 150 | 0 | 60 | 0 | 145 | -15 | 105 | 5 |
| 12: Property (L) | 300 | -30 | 205 | -5 | 85 | 0 | 290 | -10 | 140 | 0 |
| 13: Professional, scientific & technical (M) | 1,945 | -5 | 1,695 | 25 | 625 | -10 | 1,690 | 20 | 1,315 | 5 |
| 14: Business administration & support services (N) | 675 | 0 | 670 | -5 | 310 | -30 | 595 | -20 | 560 | -15 |
| 15: Public administration & defence (O) | 20 | 0 | 40 | -5 | 5 | 0 | 30 | -5 | 0 | 0 |
| 16: Education (P) | 155 | -5 | 135 | 0 | 60 | 0 | 145 | 0 | 80 | 5 |
| 17: Health (Q) | 270 | 15 | 265 | 15 | 110 | -10 | 255 | -5 | 190 | 10 |
| 18: Arts, entertainment, recreation & other services (R,S, T and U) | 530 | 0 | 445 | -5 | 185 | 5 | 410 | 5 | 330 | -5 |
| Column total | 7,435 | -5 | 7,710 | 10 | 3340 | 30 | 7,745 | 210 | 5,060 | -30 |

Source: Uk Business Counts - Enterprises

Note: All figures are rounded ONS to avoid disclosure. Values may be rounded down to zero and so all zeros are not necessarily true zeros. Totals across tables may differ by minor amounts due to the disclosure methods used. Furthermore, figures may differ by small amounts from those published in ONS outputs due to the application of a different rounding methodology.

1.3 Births and Deaths of Guildford Enterprises 2015 to 2017

| | 2015 | 2016 | 2017 |
|--|------|------|------|
|--|------|------|------|

Guildford

| | | | |
|---------------------------|------------|------------|-----------|
| Births of New Enterprises | 970 | 995 | 895 |
| Deaths of Enterprises | 755 | 780 | 850 |
| Births less Deaths | 215 | 215 | 45 |

Basingstoke & Deane

| | | | |
|---------------------------|------------|------------|------------|
| Births of New Enterprises | 1,055 | 1,030 | 915 |
| Deaths of Enterprises | 755 | 815 | 810 |
| Births less Deaths | 300 | 215 | 105 |

Rushmoor

| | | | |
|---------------------------|------------|------------|----------|
| Births of New Enterprises | 500 | 515 | 420 |
| Deaths of Enterprises | 325 | 345 | 415 |
| Births less Deaths | 175 | 170 | 5 |

Winchester

| | | | |
|---------------------------|------------|------------|-----------|
| Births of New Enterprises | 900 | 920 | 830 |
| Deaths of Enterprises | 665 | 765 | 755 |
| Births less Deaths | 235 | 155 | 75 |

Woking

| | | | |
|---------------------------|------------|------------|-----------|
| Births of New Enterprises | 760 | 830 | 695 |
| Deaths of Enterprises | 600 | 585 | 650 |
| Births less Deaths | 160 | 245 | 45 |

Source: ONS Business Demography

1.4 Business Survival Rates

| | Births in 2012 | 1-year per cent | 2-year per cent | 3-year per cent | 4-year per cent | 5-year per cent |
|-----------------------|----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Guildford | 785 | 90.4 | 74.5 | 62.4 | 53.5 | 45.2 |
| Basingstoke and Deane | 775 | 94.2 | 76.8 | 63.9 | 56.1 | 48.4 |
| Rushmoor | 325 | 92.3 | 72.3 | 56.9 | 47.7 | 43.1 |
| Winchester | 650 | 91.5 | 76.9 | 64.6 | 56.2 | 47.7 |
| Woking | 565 | 90.3 | 72.6 | 57.5 | 47.8 | 42.5 |

Source: ONS Business Demography

2. Employment

Employment by Industry Sector, 2017

| Industry | Guildford | | | Basingstoke & Deane | | | Rushmoor | | | Winchester | | | Woking | | |
|--|---------------|----------------|--------------|---------------------|----------------|--------------|---------------|----------------|--------------|---------------|----------------|--------------|---------------|----------------|--------------|
| | 2017 | Change 2016-17 | % Change | 2017 | Change 2016-17 | % Change | 2017 | Change 2016-17 | % Change | 2017 | Change 2016-17 | % Change | 2017 | Change 2016-17 | % Change |
| Agriculture, forestry & fishing | 300 | 100 | 50.0% | 700 | 200 | 40.0% | 35 | 35 | 0 | 800 | 200 | 33.3% | 75 | 60 | 400.0% |
| Mining, quarrying & utilities | 600 | -100 | -14.3% | 1,750 | 500 | 40.0% | 800 | 350 | 77.8% | 400 | -100 | -20.0% | 20 | -30 | -60.0% |
| Manufacturing | 3,500 | -1,000 | -22.2% | 6,000 | 0 | 0.0% | 3,000 | 0 | 0.0% | 40,000 | 0 | 0.0% | 4,000 | 0 | 0.0% |
| Construction | 3,500 | 0 | 0.0% | 6,000 | 1,000 | 20.0% | 2,250 | 500 | 28.6% | 4,500 | 500 | 12.5% | 2,500 | 250 | 11.1% |
| Motor trades | 2,000 | 250 | 14.3% | 1,500 | 0 | 0.0% | 1,500 | 250 | 20.0% | 1,250 | 0 | 0.0% | 700 | 0 | 0.0% |
| Wholesale | 4,000 | 0 | 0.0% | 6,000 | -2,000 | -25.0% | 1,500 | -250 | -14.3% | 2,500 | -500 | -16.7% | 1,500 | -250 | -14.3% |
| Retail | 7,000 | 0 | 0.0% | 8,000 | 0 | 0.0% | 4,000 | 0 | 0.0% | 9,000 | 1,000 | 12.5% | 4,000 | -500 | -11.1% |
| Transport & storage (inc postal) | 1,500 | -1,000 | -40.0% | 3,000 | 0 | 0.0% | 1,500 | -250 | -14.3% | 3,000 | 0 | 0.0% | 1,500 | -250 | -14.3% |
| Accommodation & food services | 6,000 | 1,000 | 20.0% | 4,500 | 500 | 12.5% | 3,000 | 0 | 0.0% | 6,000 | 0 | 0.0% | 3,500 | 500 | 16.7% |
| Information & communication | 4,500 | 0 | 0.0% | 5,000 | 0 | 0.0% | 7,000 | 0 | 0.0% | 6,000 | 0 | 0.0% | 4,500 | -500 | -10.0% |
| Financial & insurance | 2,500 | 0 | 0.0% | 2,250 | 250 | 12.5% | 1,000 | -1,000 | -40.0% | 3,000 | 0 | 0.0% | 700 | 100 | 16.7% |
| Property | 1,000 | -500 | -33.3% | 1,000 | -500 | -33.3% | 900 | -100 | -10.0% | 1,250 | -250 | -16.7% | 700 | -100 | -12.5% |
| Professional, scientific & technical | 9,000 | -2,000 | -18.2% | 6,000 | -1,000 | -14.3% | 5,000 | -1,000 | -16.7% | 5,000 | -3,000 | -37.5% | 6,000 | -1,000 | -14.3% |
| Business administration & support services | 4,000 | -500 | -11.1% | 7,000 | -1,000 | -12.5% | 6,000 | 0 | 0.0% | 7,000 | 1,000 | 16.7% | 3,500 | -500 | -12.5% |
| Public administration & defence | 4,000 | 0 | 0.0% | 1,750 | 0 | 0.0% | 1,250 | 0 | 0.0% | 3,000 | -500 | -14.3% | 1,000 | 0 | 0.0% |
| Education | 9,000 | 0 | 0.0% | 7,000 | 0 | 0.0% | 3,500 | 0 | 0.0% | 7,000 | 0 | 0.0% | 3,000 | -500 | -14.3% |
| Health | 10,000 | 1,000 | 11.1% | 10,000 | 0 | 0.0% | 3,500 | 0 | 0.0% | 14,000 | 0 | 0.0% | 4,500 | 0 | 0.0% |
| Arts, entertainment, recreation & other services | 5,000 | 0 | 0.0% | 4,500 | -500 | -10.0% | 2,000 | 250 | 14.3% | 4,000 | 1,000 | 33.3% | 4,000 | 0 | 0.0% |
| Column total | 78,000 | -2,750 | -3.4% | 82,000 | -2,550 | -3.1% | 49,000 | -1,215 | -2.5% | 82,000 | -650 | -0.8% | 46,000 | -2,720 | -5.7% |

Source: Business Register and Employment Survey

Appendix 1



3.1 Population 2017

| | Guildford | Basingstoke & Deane | Rushmoor | Winchester | Woking |
|---------------------|-----------|---------------------|----------|------------|---------|
| All People | 147,800 | 175,300 | 95,800 | 123,900 | 101,000 |
| People Aged 16-64 % | 65.8 | 62.9 | 65.9 | 60.7 | 62.0 |

Source: ONS Population Estimates

3.2 Economic Activity, Jan 2018 - Dec 2018

| | Guildford No. | Guildford % | Basingstoke & Deane % | Rushmoor % | Winchester % | Woking % |
|--------------------------|------------------|----------------|--------------------------|---------------|-----------------|-------------|
| Economically Active † | 78,700 | 77.5 | 87.5 | 87.1 | 85.3 | 87.0 |
| In Employment † | 75,300 | 73.9 | 87.5 | 84.2 | 82.1 | 86.2 |
| Employees † | 59,400 | 60.4 | 80.7 | 75.5 | 69.1 | 72.1 |
| Self Employed † | 15,900 | 13.5 | 6.3 | 8.7 | 12.1 | 13.0 |
| Unemployed (Model Based) | 2,100 | 2.8 | 2.4 | 2.7 | 2.6 | 2.4 |

Source: ONS Annual Population Survey

Numbers are for those aged 16 and over, % are for those aged 16-64

3.3 Economic Inactivity, Jan 2018 - Dec 2018

| | Guildford (No.) | Guildford (%) | Basingstoke & Deane (%) | Rushmoor (%) | Winchester (%) | Woking (%) |
|---------------------|--------------------|------------------|----------------------------|-----------------|-------------------|---------------|
| All People | | | | | | |
| Total | 21,000 | 22.5 | 12.5 | 12.9 | 14.7 | 13.0 |
| Wants A Job | # | # | # | # | # | # |
| Does Not Want A Job | 16,400 | 75.2 | 74.8 | 76.1 | 77.9 | 87.8 |

Source: ONS Annual Population Survey

Numbers and % are for those of 16+: % is a proportion of all persons in employment

3.4 Occupational Structure, Residents, Jan 2018 - Dec 2018

Appendix 1

| | Guildford | Guildford | Basingstoke & Deane | Winchester | Rushmoor | Woking |
|--|-----------|-----------|---------------------|------------|----------|--------|
| | (No.) | (%) | (%) | (%) | (%) | (%) |
| Soc 2010 Major Group 1-3 | 35,300 | 46.9 | 56.6 | 50.7 | 52.0 | 50.7 |
| 1 Managers, Directors and Senior Officials | 8,900 | 11.9 | 10.0 | 15.1 | 15.3 | 14.7 |
| 2 Professional Occupations | 18,700 | 24.8 | 27.4 | 21.8 | 19.8 | 24.0 |
| 3 Associated Professional & Technical | 7,700 | 10.2 | 19.2 | 13.7 | 16.9 | 12.0 |
| Soc 2010 Major Group 4-5 | 15,400 | 20.4 | 20.4 | 22.9 | 25.4 | 18.3 |
| 4 Administrative & Secretarial | 7,700 | 10.3 | 11.0 | 11.7 | 13.4 | # |
| 5 Skilled Trades Occupations | 7,600 | 10.1 | 9.4 | 11.1 | 12.0 | # |
| Soc 2010 Major Group 6-7 | 15,000 | 19.9 | 11.6 | 15.9 | 10.5 | 25.0 |
| 6 Caring, Leisure and Other Services | 9,300 | 12.3 | 4.9 | 7.7 | # | 12.6 |
| 7 Sales and Customer Service Occs | # | # | 6.7 | # | # | 12.4 |
| Soc 2010 Major Group 8-9 | 9,600 | 12.7 | 11.4 | 10.6 | 12.0 | # |
| 8 Process Plant & Machine Operatives | # | # | # | # | # | # |
| 9 Elementary Occupations | # | # | 6.7 | # | 9.7 | # |

Source: ONS Annual Population Survey

Sample size too small for reliable estimate (see definitions)

Numbers and % are for those of 16+: % is a proportion of all persons in employment.

3.5 Qualification Levels, Guildford Residents, Jan 2018 - Dec 2018

| Qualifications (January 2016 - December 2016) | Guildford | Guildford | Basingstoke & Deane | Winchester | Rushmoor | Woking |
|---|-----------|-----------|---------------------|------------|----------|--------|
| | (Level) | (%) | (%) | (%) | (%) | (%) |
| NVQ4 and Above | 40,400 | 42.2 | 37.5 | 37.7 | 47.6 | 55.6 |
| NVQ3 and Above | 61,600 | 64.3 | 61.7 | 59.6 | 71.0 | 69.5 |
| NVQ2 and Above | 76,700 | 80.1 | 80.7 | 79.3 | 85.1 | 84.6 |
| NVQ1 and Above | 87,600 | 91.5 | 91.7 | 86.6 | 94.1 | 91.9 |
| Other Qualifications | # | # | 5.7 | # | # | # |
| No Qualifications | # | # | # | 10.0 | # | # |

Source: ONS Annual Population Survey

Sample size too small for reliable estimate (see definitions)

Numbers and % are for those of aged 16-64; % is a proportion of resident population of area aged 16-64

4.1 Average Earnings, Guildford 2018

| Average Gross Pay, Full Time Workers | Guildford | Basingstoke & Deane | Rushmoor | Winchester | Woking |
|--------------------------------------|-----------|---------------------|----------|------------|--------|
| Residents Analysis | £ | £ | £ | £ | £ |
| Weekly Pay - Gross | 723.3 | 682.9 | 609.1 | 723.6 | 684.3 |

Source: ONS Annual Survey of Hours and Earnings - Workplace Analysis

4.2 Gross Value Added (GVA)

| | 2012 | 2013 | 2014 | 2015 | 2016 |
|-----------------------|-----------|-----------|-----------|-----------|-----------|
| GVA Total £m | £m | £m | £m | £m | £m |
| Guildford | 4,798 | 4,964 | 5,303 | 5,243 | 5,505 |
| Basingstoke & Deane | 4,668 | 5,198 | 5,208 | 5,123 | 5,155 |
| Rushmoor | 2,682 | 2,679 | 2,971 | 3,101 | 3,097 |
| Winchester | 4,049 | 4,267 | 4,453 | 4,706 | 4,844 |
| Woking | 3,021 | 3,063 | 3,419 | 3,149 | 3,247 |
| GVA £ per head | £s | £s | £s | £s | £s |
| Guildford | 34,340 | 35,206 | 37,098 | 35,890 | 37,193 |
| Basingstoke & Deane | 27,377 | 30,206 | 30,543 | 29,469 | 29,525 |
| Rushmoor | 28,265 | 28,208 | 31,180 | 35,528 | 32,147 |
| Winchester | 34,398 | 36,081 | 37,355 | 38,989 | 39,714 |
| Woking | 30,400 | 30,765 | 34,388 | 31,669 | 32,564 |

Source: Regional Gross Value Added (Balanced) by Local Authority in the UK, Regional Accounts, Office for National Statistics

5.1 Vacant Office Floorspace, Guildford

| | Guildford |
|---|-----------|
| | Sq ft |
| Take up 2018 | 56,000 |
| Take up Q1 2019 | 21,000 |
| Office availability Q1 2019 | 390,000 |
| <i>Of which:</i> | |
| <i>Grade A Stock</i> | 316,000 |
| Office space under construction Q1 2019 | 74,000 |
| Years supply Q2 2018 | 3.7 |

Source: Lambert Smith Hampton

5.2 Prime Office Rents

| | Guildford | Basingstoke | Woking |
|--|-----------|-------------|--------|
| Headline office rents per sqft Q1 2019 | £34.00 | £25.00 | £33.50 |

Source: Lambert Smith Hampton - Thames Valley Report

5.3 Comparative Office Costs

| | Guildford | Basingstoke & Deane | Woking |
|--------------------------------------|--------------|---------------------|--------------|
| New | £s | £s | £s |
| Net Effective Rent | 29.31 | 21.88 | 27.63 |
| Total Cost per Workstation (100sqft) | 7745 | 6377 | 7328 |
| Old (20 years) | | | |
| Net Effective Rent | 21.45 | 12.38 | 20.83 |
| Total Cost per Workstation (100sqft) | 6753 | 5525 | 6684 |

Source: Lambert Smith Hampton - Total Office Cost Survey 2017

5.4 Employment floorspace

Table 1: Net* employment (Class B) floorspace granted planning permission, under construction and completed, 1 April 2018 to 31 March 2019 (Borough-wide)

| Use Class | Net completed | Net under construction | Net unimplemented |
|--------------------------------|---------------|------------------------|-------------------|
| Offices (B1a) | -1,413 | 4,778 | 11,847 |
| Research and development (B1b) | 0 | 7,792 | 27,084 |
| Light industrial (B1c) | 0 | 217 | -2,175 |
| General industrial (B2) | -575 | 11,855 | -2,139 |
| Storage or distribution (B8) | 2 | -6,593 | -1,785 |
| Total | -1,986 | 18,049 | 32,832 |

* Please note these figures are overall net sums for each use class. Within each total, there are gains and losses of floor space from individual sites.

5.4 Retail floorspace

Table 2: Net* retail (Class A) floorspace granted planning permission, under construction and completed 1 April 2018 to 31 March 2019 (Borough-wide)

| Use Class | Net completed (sq m) | Net under construction (sq m) | Net unimplemented (sq m) |
|--|----------------------|-------------------------------|--------------------------|
| Shops (A1) | 18 | 465 | -432 |
| Financial and professional services (A2) | -135 | 0 | -549 |
| Restaurants and cafes (A3) | 0 | 461 | 98 |
| Drinking establishments (A4) | 0 | -172 | -1,398 |
| Hot food takeaways (A5) | 105 | 0 | 383 |
| Total | -12 | 754 | -1,898 |

* Please note these figures are overall net sums for each use class. Within each total, there are gains and losses of floor space from individual sites.

Guildford Business News - Economic Dashboard - July 2018

Tourism Sector

The results of the Cambridge Study 2017 show that whilst there has been a dip in the performance of the sector (which is affecting the whole of the South East), Guildford has been less affected than other parts of the south east with a notable increase in UK inbound visitors. Key highlights include:

- 350,000 overnight tourism trips in 2017
 - o 70% domestic/30% UK inbound
 - o Trip length of overseas visitor rose by 11%
 - o £93.2 million spent by all overnight visitors on their trip
- 4.8 million day trips were made to Guildford in 2016 (spend down 10%)
- £232.5m spent overnight and day visitors to the town

The total value of the sector is £307.5 million, which was a 9% drop compared to 2016. The SE as a whole saw a drop of 13%. The sector in Guildford supports 4158 full time jobs and if indirect jobs are included this equates to 5679 jobs in total.

Retail Sector

The last detailed survey of the retail sector was conducted in April 2019. **The National Town Centre Vacancy Rate was 10.4% (9.2%)** this time last year. The result for **Guildford was 5.8%** against a South East rate of **8.5%**. Although only anecdotal, the position does seem to have worsened, although empty units may be in the process of going through negotiated deals

Guildford also enjoys a better than average independents **vacancy rate at 26.6%** versus a South East average of **35.9%**

Footfall in the early part of 2019 increased by 6% with a year on year overall increase.

General Business News

Corporate arrivals and departures

Multi-sector management and services company **WSP** moved a major consolidated office to 2, London Square, Guildford after acquiring Godalming-based Parsons Brinkerhoff.

Gaming company **Wargaming** announced the opening of a new office in Guildford, Surrey. The studio will be working on an unannounced free-to-play multiplatform MMO title built in the Unreal Engine. The office will be led by Sean Decker, a gaming industry veteran, who has worked for Electronic Arts, DICE and CCP over the past 17 years. "With the expansion of Wargaming throughout many continents and countries, I'm excited to be opening up this studio in the UK and leading the development of a new title, "We're looking forward to building a fantastic team in Guildford." Wargaming UK is looking to build a core development team of 25 people, but with plans to recruit further.

Communigator, currently based in Waverley have agreed outline terms to occupy No 3 The Billings. The company specialises in automated marketing and digital services.

Telecoms company **Ericsson** left Guildford in late 2018 for Reading, closer to its customer base. Head of Ericsson UK Marielle Lindgren said: "We are sad to say farewell to Guildford and its strong and supportive community and we would like to extend our warmest thanks to everyone who has helped to make the city our home for the last 30 years".

Polystream the specialist clourd gaming specialists based in Walnut Tree Close, have secured significant funding over the last 12 months and were recently named as the 4th most valuable tech start up in the Greater London region.

Following a period of growth, financial leasing services provider **GRENKE** has agreed a deal to take 14,572 sq ft of space at M&G Real Estate's 2 London Square office in Guildford, almost tripling its current office accommodation. The company has signed a ten-year lease at a rent of £34 per sq ft, equalling Guildford's record headline rent.

Robin Spurr, managing director at GRENKE Leasing Ltd, said: "GRENKE is delighted to have taken a lease on these high quality premises which will serve as our UK headquarters and suit our long terms needs ideally. We were impressed with the flexibility shown by M&G Real Estate in agreeing a package which enabled us to relinquish our current liability as well providing an allowance to enable us to fit out our new premises to meet our occupational requirements."

GRENKE joins existing tenants including natural and built environment management and services consultancy WSP, while 1 London Square is now fully-let to the likes of **HSBC, Charles Russell Speechly and RSM**.

Allianz expands portfolio

Liverpool Victoria Friendly Society (LV=) has agreed to sell its residual 30.1 per cent stake in LV= General Insurance (LV=GI) to Allianz Group. Allianz has also agreed to acquire Legal & General Insurance. The sale marks LV='s withdrawal from its GI partnership with Allianz. On completion Allianz will own 100% of LV=GI for a total consideration of up to £1.078bn.

In a separate announcement, Legal & General has agreed to sell its general insurance business Allianz Holdings for £242m. The deal is expected to complete in the second half of 2019, subject to customary regulatory approvals.

“With these two transactions, we are pleased to demonstrate our further commitment to the UK market. I look forward to our business continuing to build on a strong reputation for technical excellence and customer centricity,” said Allianz’s Niran Peiris.

The University of Surrey has published a new Research and Innovation Strategy (2019-2022).

The university has risen in the international rankings in research. Climbing from 472 to 372 (Academic Ranking of World Universities) in 4 years.

The strategy aims to boost

- Research scale and excellence through national and international partnerships
- Cutting edge facilities and infrastructure
- Increase post graduate, post doctoral and early career research scale.
- innovation Ecosystem - to contribute greater economic, environmental, health and social benefits in society through enhancing our impact and innovation.

The university has set a goal that in ten years to reach a top 15 position in appropriate national league tables and 100 in global league tables.

General news: recruitment

Permanent staff appointments in the South East have declined at the quickest rate since May 2009, according to new research. Data from the KPMG and Recruitment & Employment Confederation UK Report on Jobs: South of England, compiled by IHS Markit, pointed to subdued hiring trends across the South of England as lingering political and economic uncertainty weighed on recruitment plans.

Temp billings growth has eased to a three-month low. Demand for staff also softened, with permanent and temporary vacancies rising at the slowest rates since 2012. An uncertain outlook contributed to a further decline in staff availability, while greater competition for candidates was said to be continuing to drive up rates of pay.

“The continuing political uncertainty is delaying business decisions, with many opting for short-term hires or putting a hold on hiring altogether, as evidenced by the sharpest decline in permanent appointments for a decade,” said Andrew Morgan, senior partner at KPMG in the Thames Valley. “Greater competition for the few roles available isn’t good news for job-seekers, however those who have been successful in securing a role have commanded higher pay.”

Wider News

Streaming giant **Netflix** is creating a dedicated production hub at Shepperton Studios which is owned by the Pinewood Group. Shepperton Studios has been a key destination for the makers of film, television and commercials since opening its doors as a film studio in 1932. Netflix and its partners will produce new and existing TV series and feature films at the hub which will feature 14 sound stages, workshops and office space.

“Shepperton has been synonymous with world class film for nearly a century and it’s an important production hub for the UK creative community today,” said Ted Sarandos, chief content officer at Netflix. “This investment will ensure that British creators and producers have first rate production facilities and a world stage for their work.”

In the last year, more than 25,000 cast, crew and extras have worked on almost 40 Netflix originals and co-productions across Britain. Pinewood Group chairman Paul Golding added: “Netflix’s decision to base their production hub at Shepperton is a strong vote of support for the Pinewood Group and gives us great confidence as we expand our UK studios. Our plans, which represent the single biggest expansion of stage space across the UK, will see Pinewood Group open 22 new sound stages, enabling us to host even more productions. This growth will help secure the ongoing success of the UK film and TV industry.”

Other Business News

The fastest growing businesses in Surrey, Sussex and Kent contributed in excess of £3.7bn of sales and more than 18,000 jobs to the UK economy last year, according to new research.

BDO’s Best in Business Top 100 league table and Profit Growth report, compiled in association with mid-market private equity firm LDC, ranks companies in the southern Home Counties with the fastest growth in profits over the last three years.

Profits at the Top 100 companies, which includes restaurant chain Giggling Squid, car insurer Markerstudy, developer Thakeham Homes and lone worker protection provider Send for Help, grew by 76 per cent on average each year over the last three years, bringing total profits to £623m. Collectively the Top 100 companies created an additional 1,598 jobs in the past 12 months. The majority (68 per cent) of the businesses operate in services, construction, and technology and media, and 62 per cent are either family owned or owned by the original founders.

Across the region the geographical distribution of the top businesses is fairly even with 35 in Sussex, 33 in Surrey and 32 in Kent.

Taking the top spot within the Top 100 league table is **Guildford-based Darton Commodities**, a specialist in the finance and distribution of cobalt metal, with a compound annual growth rate (CAGR) of 988 per cent over the last three years.

Surrey companies dominate the head of the league table with seven of the top ten located in the area; three of which have head offices in **Guildford**.

Notes

Notes

Agenda item number: 6
Appendix 1



Guildford

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Place-making and Innovation Executive Advisory Board Report

Ward(s) affected: All

Report of Director of Finance

Author: John Armstrong

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Email: john.armstrong@guildford.gov.uk

Lead Councillor(s) responsible: Joss Bigmore

Tel: 07974 979369

Email: joss.bigmore@guildford.gov.uk

Date: 23 September 2019

Councillor involvement in the preparation of the Budget

Executive Summary

Annually since September 2016, both Executive Advisory Boards (EABs) have established a Joint EAB Budget Task Group (JEABBTG), comprising four councillors appointed by each EAB. The terms of reference of the JEABBTG were approved as follows:

To consider and review for submission to the EABs, Executive and Council:

- (1) the draft General Fund and Housing Revenue Account revenue budgets, and
- (2) the draft General Fund and Housing Revenue Account capital programmes, including growth bids to inform the evaluation process.

The chairman was elected from the eight members of the task group, and the former Lead Councillor for Finance and Asset Management attended meetings in an ex-officio capacity.

The JEABBTG met on 8 and 20 November 2018, when their comments against each of the bids were documented on a bid summary schedule and reported as part of the reports in respect of the outline budget and capital programme to the Joint EAB meetings in November 2018 and January 2019 and then to the Executive later in January 2019.

For 2019-20, each EAB is asked, once again, to appoint four councillors who, together, will comprise the JEABBTG.

All political groups were previously represented on the JEABBTG and it is recommended that this should continue. It is suggested that the political composition for 2019-20 should be:

3 x Liberal Democrats
2 x Residents for Guildford and Villages
1 x Conservative
1 x Guildford Greenbelt Group
1 x Labour

If the EABs are happy to continue with this arrangement, it is suggested, based on the political composition of the two EABs, that the Community EAB, at its meeting on 5 September, appoints two Liberal Democrat members and two R4GV members to the Task Group, and the Place-Making and Innovation EAB, at its meeting on 23 September, appoints to the Task Group one member each from the Liberal Democrat, Conservative, GGG and Labour groups.

The Joint EAB Budget Task Group for 2019-20 will meet twice in November 2019.

Recommendation:

That a Joint EAB Budget Task Group be re-convened, comprising eight councillors (four from each EAB) and that this EAB appoints four councillors (one member each from the Liberal Democrat, Conservative, GGG and Labour groups) to serve on the Task Group for the 2019-20 municipal year.

Reason for Recommendation:

To ensure backbench councillor involvement in the budget setting process.

1. Purpose of Report

1.1 To appoint councillors to the Joint EAB Budget Task Group (JEABBTG) for 2019-20.

2. Strategic Priorities

2.1 The budget is the financial expression of the Council's strategic priorities set out in the Corporate Plan. The preparation of the budget therefore underpins all of the strategic priorities.

3. Background

3.1 Following the review of governance arrangements in 2015, the Council established the two EABs and the Overview and Scrutiny Committee. The governance review findings specifically envisaged the EABs playing a vital role in budget preparation. In September 2016, both EABs agreed to the establishment of a JEABBTG with the following terms of reference:

"To consider and review for submission to the EABs, Executive and Council:

- (i) the draft General Fund and Housing Revenue Account revenue budgets, and

- (ii) the draft General Fund and Housing Revenue Account capital programmes, including growth bids to inform the evaluation process”.

- 3.2 Each EAB was asked to appoint four councillors to serve on the JEABBTG, and to elect a chairman from among the eight Task Group members. The former Lead Councillor for Finance and Asset Management was asked to attend meetings in an ex-officio capacity.
- 3.3 The Financial Services Manager, in conjunction with the Lead Councillor, set the agenda for each meeting of the Task Group. Other officers from Financial Services and other services attended as required.

4. Progress of the JEABBTG

- 4.1 The JEABBTG met twice in November 2018 and councillors had an opportunity to ask questions and discuss the merits of each bid, and their comments were documented on a bid summary schedule which formed part of the reports in respect of the outline budget and capital programme to the Joint EAB and then the Executive in January 2019. The agenda items covered at the JEABBTG meetings were:

- (1) Brief presentation on the Outline General Fund Revenue Budget
- (2) Evaluation of the revenue Growth Bids
- (3) Update on the Housing Revenue Account Budget
- (4) Review of capital programme bids

- 4.2 The Joint EAB Budget Task Group for 2019-20 will meet twice in November 2019.

5. Financial Implications

- 5.1 There are no financial implications associated with the proposals in this report.

6. Legal Implications

- 6.1 There are no legal implications associated with the proposals in this report.

7. Human Resource Implications

- 7.1 There are no HR implications associated with the proposals in this report.

8. Summary of Options

- 8.1 In summary, the options are as follows:

- (1) To continue with the arrangements for a JEABBTG as recommended, in order to provide backbench councillor involvement in the preparation of the budget.

- (2) To discontinue such arrangements, which would mean that there would be no formal means by which backbench councillors could get involved in detail in the budget preparation.

9. Conclusion

- 9.1 The EAB is asked to confirm its agreement to the proposals outlined in this report to enable backbench councillors to continue to assist the Lead Councillor and officers in their work in respect of the preparation of the draft budget each year.
- 9.2 It would be very helpful if all relevant political groups could submit nominations in respect of this EAB's four nominees to the Task Group in advance of this meeting.

10. Background Papers

None

11. Appendices

None

THE FORWARD PLAN

(INCORPORATING NOTICE OF KEY DECISIONS TO BE TAKEN BY THE EXECUTIVE AND NOTICE OF INTENTION TO CONDUCT BUSINESS IN PRIVATE)

Schedule 1 to this document sets out details of the various decisions that the [Executive](#) and full [Council](#) are likely to take over the next twelve months in so far as they are known at the time of publication. Except in rare circumstances where confidential or exempt information is likely to be disclosed, all decisions taken by the Executive and full Council are taken in public, and all reports and supporting documents in respect of those decisions are made available both at the Council offices and on our website.

Members of the public are welcome to attend and, in most cases, participate in all of our meetings and should seek confirmation as to the timing of any proposed decision referred to in the Forward Plan from the Committee Services team by telephone on 01483 444102, or email committeeservices@guildford.gov.uk prior to attending any particular meeting.

Details of the membership of the Executive and the respective areas of responsibility of the Leader of the Council and the lead councillors are set out in Schedule 2 to this document.

Key decisions

As required by the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, this document also contains information about known key decisions to be taken during this period.

A key decision is defined in the Council's Constitution as an executive decision which is likely to result in expenditure or savings of at least £200,000 or which is likely to have a significant impact on two or more wards within the Borough.

A key decision is indicated in Schedule 1 by an asterisk in the first column of each table of proposed decisions to be taken by the Executive.

In order to comply with the publicity requirements of Regulation 9 of the 2012 Regulations referred to above, we will publish this document at least 28 clear days before each meeting of the Executive by making it available for inspection by the public at the council offices during normal working hours and on our website: <http://www.guildford.gov.uk/ForwardPlan>

Availability of reports and other documents

Subject to any prohibition or restriction on their disclosure, copies of, or extracts from, any document to be submitted to a decision-maker for consideration in relation to a matter in respect of which a decision is to be made will normally be available for inspection at the Borough Council offices and on our website five clear working days before the meeting, or the date on which the proposed decision is to be taken. Other documents relevant to a matter in respect of which a decision is to be made may be submitted to the Executive, or to

an individual decision maker, before the meeting or date on which the decision is to be taken, and copies of these will also be available on request and online.

Taking decisions in private

Where, in relation to any matter to be discussed by the Executive or full Council at a meeting, or by an individual decision-maker, the public may be excluded from the meeting due to the likely disclosure of confidential or exempt information, the documents referred to above may not contain any such confidential or exempt information.

In order to comply with the requirements of Regulation 5 of the 2012 Regulations referred to above, Schedule 1 to this document will indicate where it is intended to deal with any matter in private due to the likely disclosure of confidential or exempt information. Where applicable, a statement of reasons for holding that part of the meeting in private together with an invitation to the public to submit written representations about why the meeting should be open to the public when the matter is dealt with will be set out on the relevant page of Schedule 1.

James Whiteman
Managing Director

Guildford Borough Council
Millmead House
Millmead
Guildford
GU2 4BB

Dated: 27 August 2019

SCHEDULE 1

EXECUTIVE: 27 August 2019

| Key Decision (asterisk indicates that the decision is a key decision) | Subject | Decision to be taken | Is the matter to be dealt with in private? | Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made. | Contact Officer |
|---|---|---|--|---|--|
| * | Woodbridge Road Pavilion Supplementary Estimate | To approve additional funding. | Yes | Report to Executive (27/08/2019) | Paul Stacey 01483 444720 paul.stacey@guildford.gov.uk |
| Page 85 | Watts Gallery - Physical Energy Sculpture | To approve a grant to the Watts Gallery Trust towards the cost of installing G F Watts' Physical Energy sculpture alongside the A3 in Compton as a major piece of public art. | No | Report to Executive (27/08/2019) | Steve Benbough 01483 444052 stephen.benbough@guildford.gov.uk |
| 85 | Food Poverty | To consider the Overview and Scrutiny Committee's recommendations arising from the work of the Food Poverty O&S Task and Finish Group | No | Report to Executive (27/08/2019) | James Dearling 01483 444141 james.dearling@guildford.gov.uk |

*Information on the breakdown of the cost of each element of the scheme to be considered as part of this item is commercially sensitive and will, if councillors wish, be discussed in private as it will involve the likely disclosure of exempt information as defined in paragraph 3 of Schedule 12A to the Local Government Act 1972, namely: "Information relating to the financial or business affairs of any particular person (including the authority holding that information)".

Any person wishing to make representations in relation to this part of the meeting being held in private for consideration of the above-mentioned matter, must do so in writing to: John Armstrong, Democratic Services Manager either by email: john.armstrong@guildford.gov.uk or by letter at the address stated on page 2 by no later than midday Monday 19 August 2019.

EXECUTIVE: 24 September 2019

| Key Decision (asterisk indicates that the decision is a key decision) | Subject | Decision to be taken | Is the matter to be dealt with in private? | Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made. | Contact Officer | Agenda item number: 8 |
|--|---|--|--|---|---|-----------------------|
| * | Slyfield Area Regeneration Project | To consider the business case for the project and a proposed supplementary capital estimate in respect of the overall project budget. | Yes (in part) | Report to Executive (24/09/2019) Council (8/10/2019) | Michael Lee-Dickson 01483 4445123 michael.lee-dickson@guildford.gov.uk Claire Morris 01483 444827 claire.morris@guildford.gov.uk | |
| * Page 86 | Review of Joint Enforcement Team | To review the Enforcement Team which needs to be undertaken on a two-year basis as the team was created in August 2016. The Executive to agree future arrangements. | No | Report to Executive (24/09/2019) incorporating comments/ recommendations from Overview & Scrutiny Committee (10/09/2019) | Chris Wheeler 01483 445030 chris.wheeler@guildford.gov.uk | |
| | Timetable of Council and Committee Meetings 2020-21 | To consider and adopt the timetable of Council and Committee meetings for the 2020-21 municipal year. | No | Report to Executive (24/09/2019) Council (8/10/2019) | John Armstrong 01483 444102 john.armstrong@guildford.gov.uk | |
| * | Stoke Park Masterplan; a strategy for delivery. | (1) To approve the proposed design brief for the Stoke Park masterplan and strategy for delivery. (2) To approve the transfer of £500,000 from the provisional capital programme to the approved capital programme for the purpose of funding professional fees to provide the necessary technical expertise and officer resource to deliver the Stoke Park masterplan. (3) To authorise the Director of Environment, in consultation with the Lead Councillor for Enterprise and Economic Development, to | No | Report to Executive (24/09/2019) Place Making and Innovation EAB (14/10/2019) | Paul Stacey 01483 444720 paul.stacey@guildford.gov.uk | |

| Key Decision (asterisk indicates that the decision is a key decision) | Subject | Decision to be taken | Is the matter to be dealt with in private? | Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made. | Contact Officer |
|---|---|---|--|---|--|
| | | take all necessary steps to produce the Stoke Park masterplan. | | | |
| * | Guildford Town Centre Heights and Views SPD | To approve the draft Guildford Town Centre Heights and Views SPD for public consultation | No | Report to Executive (24/09/2019) Incorporating comments/ recommendations of Place Making and Innovation EAB (8/04/2019) | Stuart Harrison 01483 444512 stuart.harrison@guildford.gov.uk and Mariana Beadsworth 01483 444667 mariana.beadsworth@guildford.gov.uk |
| * Page 87 | Crematorium Project | To approve supplementary capital estimates. | No | Report to Executive (24/09/2019) Council (8/10/2019) | Paul Stacey 01483 444720 paul.stacey@guildford.gov.uk |
| | Guildford Annual Economic Report 2018-19 | To approve the Guildford Annual Economic Report 2018-19 | No | Report to Executive (24/09/2019) Incorporating views/recommendation of Place Making and Innovation EAB (02/09/2019) | Chris Burchell 01483 444329 chris.burchell@guildford.gov.uk |
| * | Guildford Museum | To agree refined project scope and adopt museum policies for re-accreditation | No | Report to Executive (24/09/2019) Incorporating views/recommendation of Place Making and Innovation EAB (02/09/2019) | Paul Bassi 01483 444515 paul.bassi@guildford.gov.uk |
| * | Review of Grants | To consider proposed changes to the Council's funding of voluntary and community organisations. | No | Report to Executive (24/09/2019) | Steve Benbough 01483 444052 stephen.benbough@guildford.gov.uk |

| Key Decision (asterisk indicates that the decision is a key decision) | Subject | Decision to be taken | Is the matter to be dealt with in private? | Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made. | Contact Officer | Agenda item number: 8 |
|---|------------------------------------|--|--|--|--|--------------------------|
| * | Guildford Crowdfunding Proposal | To consider the establishment of a new Guildford crowdfunding platform to help community groups and organisations raise funds for local projects. | No | Report to Executive (24/09/2019) | Steve Benbough 01483 444052 stephen.benbough@guildford.gov.uk | |

*Information on the breakdown of the cost of each element of the scheme to be considered as part of this item is commercially sensitive and will, if councillors wish, be discussed in private as it will involve the likely disclosure of exempt information as defined in paragraph 3 of Schedule 12A to the Local Government Act 1972, namely: "Information relating to the financial or business affairs of any particular person (including the authority holding that information)".

Any person wishing to make representations in relation to this part of the meeting being held in private for consideration of the above-mentioned matter, must do so in writing to: John Armstrong, Democratic Services Manager either by email: john.armstrong@guildford.gov.uk or by letter at the address stated on page 2 by no later than midday Monday 16 September 2019.

COUNCIL: 8 October 2019

| Subject | Decision to be taken | Is the matter to be dealt with in private? | Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made. | Contact Officer |
|---|---|--|---|---|
| Slyfield Area Regeneration Project | To consider the business case for the project and a proposed supplementary capital estimate in respect of the overall project budget. | Yes (in part) TBC | Report to Council (8/10/2019) Incorporating comments/ Recommendations of Executive (24/09/2019) | Michael Lee-Dickson 01483 4445123 michael.lee-dickson@guildford.gov.uk Claire Morris 01483 444827 claire.morris@guildford.gov.uk |
| Review of Polling Districts and Polling Places | To approve any changes identified as following the statutory polling district and polling place review. | No | Report to Council (08/10/2019) | Elaine Bradbrook 01483 444126 elaine.bradbrook@guildford.gov.uk |
| Review of Councillor / Officer Protocol | To consider the recommendations of the Task Group established by the Corporate Governance and Standards Committee | No | Report to Council (8/10/2019) Incorporating comments/recommendations of Corporate Governance and Standards Committee (19/09/2019) | John Armstrong 01483 444102 john.armstrong@guildford.gov.uk |
| Timetable of Council and Committee Meetings 2020-21 | To consider and adopt the timetable of Council and Committee meetings for the 2020-21 municipal year. | No | Report to Council (8/10/2019) Incorporating comments/ Recommendations of Executive (24/09/2019) | John Armstrong 01483 444102 john.armstrong@guildford.gov.uk |
| Crematorium Project | To approve supplementary capital estimates | No | Report to Council (8/10/2019) Incorporating comments/recommendations of Executive (24/09/2019) | Paul Stacey 01483 444720 paul.stacey@guildford.gov.uk |
| Petition to suspend new parking restrictions at Kingston Meadows Car Park, East Horsley | To consider and debate a petition reaching in excess of 500 signatures. | No | Report to Council (8/10/2019) | John Armstrong 01483 444102 john.armstrong@guildford.gov.uk |

EXECUTIVE SHAREHOLDER AND TRUSTEE COMMITTEE: 22 October 2019

| Key Decision (asterisk indicates that the decision is a key decision) | Subject | Decision to be taken | Is the matter to be dealt with in private? | Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made. | Contact Officer | Agenda item number: 8 |
|---|-----------------------|--|--|---|---|-----------------------|
| * | Foxenden Deep Shelter | To consider the potential alternative future uses of the Shelter, possibly including a heritage element. | No | Executive Shareholder and Trustee Committee (22/10/2019) | Alex Duggan 01483 444584 alex.duggan@guildford.gov.uk | |

EXECUTIVE: 22 October 2019

| Key Decision (asterisk indicates that the decision is a key decision) | Subject | Decision to be taken | Is the matter to be dealt with in private? | Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made. | Contact Officer |
|---|--|--|--|---|---|
| * | Bike Share Scheme | To approve a bike share scheme. | No | Executive (22/10/2019) and Place Making and Innovation EAB (14/10/2019) | Donald Yell 01483 444659 donald.yell@guildford.gov.uk |
| | Review of Councillors' Allowances | To consider the report and recommendations of the Independent Remuneration Panel and recommend to Council adoption of a new scheme of allowances with effect from 1 April 2020 | No | Executive (22/10/2019) and Council (3/12/2019) | John Armstrong 01483 444102 john.armstrong@guildford.gov.uk |
| | Public Health Funerals | To approve terms for a public consultation on a draft policy | No | Report to Executive (22/10/2019) | Justine Fuller 01483 444370 justine.fuller@guildford.gov.uk |
| | Surrey Leader's Group - Appointments to Outside Bodies 2019/20 | Following the elections in May 2019, there are two additional appointments available to Borough and District Elected Members. The | No | Report to Executive (22/10/2019) | Carrie Anderson 01483 444078 carrie.anderson@guildford.gov.uk |

| | | | | | |
|--------------|---|---|---------------|----------------------------------|--|
| | | positions are: The South East Reserve Forces' and Cadets' Association (3 year appointment) and The Surrey Civilian Military Partnership Board (3 year appointment). | | | |
| * | Allen House Pavilion | To seek authority to proceed with new lease of charitable land at Allen House. | No | Report to Executive (22/10/2019) | Alex Duggan 01483 444584 alex.duggan@guildford.gov.uk |
| * | Replacement of Guildford Borough Council Mini Buses | To consider and approve the release of funds for the replacement of Guildford Borough Mini Buses | No | Report to Executive (22/10/2019) | Andy Mitram 01483 445092 andy.mitram@guildford.gov.uk |
| * | Ash Road Bridge - Compulsory Purchase Order | To approve the implementation of the Compulsory Purchase Order process for land associated with delivery of the Ash Road Bridge. | Yes (in part) | Report to Executive (24/09/2019) | Samantha Mills 01483 444084 samantha.mills@guildford.gov.uk |
| * Page 91 | Transfer of Gosden Common to Bramley Parish Council | To consider and approve the transfer of Gosden Common to Bramley Parish Council. | | Report to Executive (24/09/2019) | Fiona Williams 01483 444999 fiona.williams@guildford.gov.uk |

EXECUTIVE: 26 November 2019

| Key Decision (asterisk indicates that the decision is a key decision) | Subject | Decision to be taken | Is the matter to be dealt with in private? | Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made. | Contact Officer | Agenda item number: 8 |
|--|---|---|--|---|--|-----------------------|
| * | Business Planning - General Fund Outline Budget 2020-21 | To consider the Outline Budget for 2020-21 | No | Executive (26/11/2019) | Claire Morris 01483 444827 claire.morris@guildford.gov.uk | |
| * | Parish Councils – concurrent function grant aid applications for assistance 2020-21 | To approve the budget for 2020-21 and the parish council requests for grant aid for 2020-21. | No | Executive (26/11/2019) | Michele Rogers 01483 444842 michele.rogers@guildford.gov.uk | |
| Page 92 | Local Council Tax Support Scheme 2020-21 | <ol style="list-style-type: none"> 1. To approve the draft Local Council Tax Support Scheme for implementation with effect from 1 April 2020. 2. To maintain a discretionary hardship fund. | No | Executive (26/11/2019) and Council (3/12/2019) | Belinda Hayden 01483 444867 belinda.hayden@guildford.gov.uk | |
| * | Chantry Wood Campsite | To report the outcome consultation and agree on future use. | No | Executive (26/11/2019) | Paul Stacey 01483 444720 paul.stacey@guildford.gov.uk | |
| * | Shalford Common Land Management | To agree the land management for Shalford Common. | No | Executive (26/11/2019) Incorporating comments/recommendations of Place Making and Innovation EAB (23/09/2019) | Paul Stacey 01483 444720 paul.stacey@guildford.gov.uk | |
| * | Bedford Wharf Plaza Landscaping Scheme | To approve the landscaping scheme following public consultation. | No | Report to Executive (26/11/2019) incorporating comments/recommendations from Place Making & Innovation EAB (23/09/19) | Paul Bassi 01483 444515 paul.bassi@guildford.gov.uk | |

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|---|--|--|----|----------------------------------|--|
| * | Midelton Industrial Estate Redevelopment | To approve the transfer of monies from the provisional capital programme to the approved capital programme for the purpose of funding the next phase of redevelopment. | No | Report to Executive (26/11/2019) | Darren Burgess 01483 444589 darren.burgess@guildford.gov.uk |
|---|--|--|----|----------------------------------|--|

COUNCIL: 3 December 2019

| Subject | Decision to be taken | Is the matter to be dealt with in private? | Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made. | Contact Officer |
|--|--|--|---|---|
| Local Council Tax Support Scheme 2020-21 | 1. To approve the draft Council Tax Support Scheme for implementation with effect from 1 April 2020 2. To maintain a discretionary hardship fund. | No | Council (3/12/2019) incorporating comments/recommendations of Executive (26/11/2019) | Belinda Hayden 01483 444867 belinda.hayden@guildford.gov.uk |
| Review of Councillors' Allowances | To consider the report and recommendations of the Independent Remuneration Panel and adopt new scheme of allowances with effect from 1 April 2020 | No | Council (3/12/2019) incorporating comments/recommendations of Executive (22/10/2019) | John Armstrong 01483 444102 john.armstrong@guildford.gov.uk |
| Selection of the Mayor and The Deputy Mayor 2020-21 | To approve the selection of the Mayor and The Deputy Mayor 2020-21 | No | Council (3/12/2019) | John Armstrong 01483 444102 john.armstrong@guildford.gov.uk |
| Community Governance Review for the parish of East Horsley | To consider the consultation response for the Community Governance Review for the parish of East Horsley | No | Council (3/12/2019) | Carrie Anderson 01483 444078 carrie.anderson@guildford.gov.uk |

EXECUTIVE: 7 January 2020

| Key Decision (asterisk indicates that the decision is a key decision) | Subject | Decision to be taken | Is the matter to be dealt with in private? | Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made. | Contact Officer |
|--|-----------------------------|--|--|---|---|
| | Annual Audit Letter 2018-19 | To consider the Annual Audit Letter for 2018-19. | No | Executive (07/01/2020) incorporating comments/ recommendations from Corporate Governance and Standards Committee (19/11/2019) | Claire Morris 01483 444827 claire.morris@guildford.gov.uk |

Agenda item number: 8

Page 94

EXECUTIVE: 21 January 2020

| Key Decision (asterisk indicates that the decision is a key decision) | Subject | Decision to be taken | Is the matter to be dealt with in private? | Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made. | Contact Officer |
|--|--|---|--|--|---|
| * | Off Street Parking Business Plan 2020-21 | To consider the Off Street Parking Business Plan and proposed street parking tariffs. | No | Report to Executive (21/01/2020) | Andy Harkin 01483 444535 andy.harkin@guildford.gov.uk |
| | Capital & Investment Strategy 2020-21 to 2024-2025 | To recommend to Council the adoption of: <ul style="list-style-type: none"> - the Capital and Investment Strategy - the general fund capital estimates. - the revised Treasury Management Strategy and Prudential Indicators - Minimum Revenue Provision policy | No | Report to Executive (21/01/2020) incorporating comments/ recommendations of the Joint EAB (9/01/2020) Corporate Governance and Standards Committee | Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk |

| Key Decision (asterisk indicates that the decision is a key decision) | Subject | Decision to be taken | Is the matter to be dealt with in private? | Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made. | Contact Officer |
|---|---|---|--|--|---|
| | | | | (16/01/2020) and Council (5/02/2020) | |
| | Housing Revenue Account Budget 2020- 21 | To recommend to Council approval of the HRA Revenue estimates, associated fees and charges, changes to rents of Council dwellings and approval of Housing Capital Programme for 2020-21. | No | Report to Executive (21/01/2020) incorporating comments/ recommendations of the Joint EAB (9/01/2020) and Council (5/02/2020) | Phil O'Dwyer 01483 444318 phil.odwyer@guildford.gov.uk and Matt Cue 01483 444839 matt.cue@guildford.gov.uk |
| Page 95 | Business Planning – General Fund Budget 2020-21 | To recommend to Council: - Approval of the general fund revenue budget for 2020-21 - Agreement of a council tax requirement for 2020-21 - Declaration of any surplus/deficit on the Collection Fund | No | Report to Executive (21/01/2020) and Council (5/02/2020) | Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk |

COUNCIL (Budget) 5 February 2020

| Subject | Decision to be taken | Is the matter to be dealt with in private? | Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made. | Contact Officer |
|---|---|--|--|---|
| Pay Policy Statement 2020-21 | To approve the Pay Policy Statement 2020-21 | No | Report to Council (5/02/2020) | Francesca Smith 01483 444014 francesca.smith@guildford.gov.uk |
| Capital & Investment Strategy 2020-21 to 2024-25. | To approve <ul style="list-style-type: none"> - The Capital and Investment Strategy - the general fund capital estimates. - the revised Treasury Management Strategy and Prudential Indicators - Minimum Revenue Provision policy | No | Report to Council (5/02/2020) Incorporating comments/recommendations of of the Joint EAB (9/01/2020) Corporate Governance and Standards Committee (16/01/2020) and Executive (21/01/2020) | Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk |
| Housing Revenue Account Budget 2020-21 | To approve the HRA Revenue estimates, associated fees and charges, changes to rents of Council dwellings and approval of Housing Capital Programme for 2020-21. . | No | Report to Council (5/02/2020) Incorporating comments/recommendations of Executive (21/01/2020) | Phil O'Dwyer 01483 444318 phil.odwyer@guildford.gov.uk and Matt Cue 01483 444839 matt.cue@guildford.gov.uk |
| Business Planning – General Fund Budget 2020-21 | <ul style="list-style-type: none"> - Approval of the general fund revenue budget for 2020-21 - Agreement of a council tax requirement for 2020-21 - Declaration of any surplus/deficit on the Collection Fund | No | Report to Council (5/02/2020) Incorporating comments/recommendations of The Joint EAB (9/01/2020) and Executive (21/01/2020) | Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk |

EXECUTIVE: 18 February 2020

| Key Decision (asterisk indicates that the decision is a key decision) | Subject | Decision to be taken | Is the matter to be dealt with in private? | Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made. | Contact Officer |
|--|--|--|---|--|--|
| * | Allocation of Community and Voluntary Grants 2020-21 | The Executive to agree: 1. The allocation of community grants for 2020-21; 2. The allocation of grant funding for voluntary organisations for 2020-21. | No | Report to Executive (18/02/2020) | Steve Benbough 01483 444052 stephen.benbough@guildford.gov.uk |

EXECUTIVE: 24 March 2020

| Key Decision (asterisk indicates that the decision is a key decision) | Subject | Decision to be taken | Is the matter to be dealt with in private? | Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made. | Contact Officer |
|--|----------------|-----------------------------|---|--|------------------------|
| | | | | | |

COUNCIL 7 April 2020

Agenda item number: 8

| Subject | Decision to be taken | Is the matter to be dealt with in private? | Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made. | Contact Officer |
|---------|----------------------|--|---|-----------------|
| | | | | |

EXECUTIVE: 21 April 2020

| Key Decision (asterisk indicates that the decision is a key decision) | Subject | Decision to be taken | Is the matter to be dealt with in private? | Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made. | Contact Officer |
|---|---------|----------------------|--|---|-----------------|
| Page 98 | | | | | |

COUNCIL 13 May 2020 (Annual Council Meeting)

| Subject | Decision to be taken | Is the matter to be dealt with in private? | Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made. | Contact Officer |
|---|---|--|---|--|
| Election of Mayor and appointment of Deputy Mayor 2020-21 | To elect a Mayor and appoint a Deputy Mayor for the municipal year 2020-21. | No | Report to Council (13/05/2020) | John Armstrong 01483 444102 john.armstrong@guildford.gov.uk |
| Appointment of Honorary Remembrancer 2020-21 | To appoint the Honorary Remembrancer for the municipal year 2020-21 | No | Report to Council (13/05/2020) | John Armstrong 01483 444102 john.armstrong@guildford.gov.uk |

COUNCIL: May 2020 (Selection Council Meeting)

| Subject | Decision to be taken | Is the matter to be dealt with in private? | Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made. | Contact Officer |
|------------------------------------|--|--|---|--|
| Appointments to committees 2020-21 | To agree the numerical allocation of seats to political groups on committees and to agree the membership and (where appropriate) substitute membership of those committees, including the election of committee chairmen and vice-chairmen | No | Report Council (/05/2020) | John Armstrong 01483 444102 john.armstrong@guildford.gov.uk |

EXECUTIVE: May 2020

| Key Decision (asterisk indicates that the decision is a key decision) | Subject | Decision to be taken | Is the matter to be dealt with in private? | Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made. | Contact Officer |
|---|---------------------------|--|--|---|--|
| | Councillor Working Groups | To review the current councillor working groups, and to determine whether they should continue in their present format: and if | No | Report to Executive (May 2020) | John Armstrong 01483 444102 john.armstrong@guildford.gov.uk |

UNSCHEDULED ITEMS – EXECUTIVE/COUNCIL

| Key Decision (asterisk indicates that the decision is likely to be a key decision) | Subject | Decision to be taken | Is the matter to be dealt with in private? | Documents to be submitted to decision- maker for consideration in relation to the matter in respect of which the decision is to be made. | Contact Officer | Agenda item number: |
|---|---|---|--|---|--|---------------------|
| | Puttenham Neighbourhood Plan | To adopt the Puttenham Neighbourhood Plan | No | Council | Dan Knowles 01483 444605 dan.knowles@guildford.gov.uk | 6 |
| | Lovelace Neighbourhood Plan | To adopt the Lovelace Neighbourhood Plan | No | Council | Dan Knowles 01483 444605 dan.knowles@guildford.gov.uk | |
| *Page 100* | AONB Management Plan | To adopt the AONB Management Plan | No | Executive | Dan Knowles 01483 444605 dan.knowles@guildford.gov.uk | |
| | Guildford Park Project – Multi-Storey Car Park | To approve the transfer of monies from the provisional capital programme to the approved capital programme for the purpose of funding the multi-storey car park element of the Project. | No | Executive | Rachel Harper 01483 444311 rachel.harper@guildford.gov.uk | |
| * | Rodboro Buildings – Electric Theatre through road and parking | To agree to move scheme from the provisional to the approved capital programme. | Yes (in part)* | Executive | Tim Pilsbury 01483 444521 tim.pilsbury@guildford.gov.uk | |
| * | Surrey Waste Partnership – Inter Authority Agreement | To confirm the formation of a Joint Committee to replace the Surrey Waste Partnership, to seek sign up to a relevant IAA and to agree what decisions around waste and what services we want delivered via a joint approach. | No | Executive | Chris Wheeler 01483 445030 chris.wheeler@guildford.gov.uk | |
| * | Resurfacing of Westfield and Moorfield Roads | To agree the budget to be transferred from the provisional to the approved budget. | No | Executive | Michael Lee-Dickson 01483 4445123 michael.lee-dickson@guildford.gov.uk | |

| Key Decision (asterisk indicates that the decision is likely to be a key decision) | Subject | Decision to be taken | Is the matter to be dealt with in private? | Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made. | Contact Officer |
|--|----------------------------------|--|--|---|---|
| * | Waste Operating Model | To approve a waste operating model. | No | Report to Executive | Chris Wheeler 01483 445030 chris.wheeler@guildford.gov.uk |
| * | Planning Appeal Costs | To consider an update in relation to planning appeal costs. | No | Report to Executive | Tim Dawes 01483 444650 tim.dawes@guildford.gov.uk |
| * | Shalford Common Land Management | To approve plans for the regulation of land management at Shalford Common. | No | Report to Executive | Paul Stacey 01483 444720 paul.stacey@guildford.gov.uk |
| Page 101 | Pitch Strategy | To adopt a Pitch Strategy | No | Report to Executive Incorporating comments/ recommendations of Community EAB (4/04/2019) | Paul Stacey 01483 444720 paul.stacey@guildford.gov.uk |
| * | Parks Strategy | To adopt a Parks Strategy | No | Report to Executive Incorporating comments/ recommendations of Community EAB (5/09/2019) | Paul Stacey 01483 444720 paul.stacey@guildford.gov.uk |
| | Charging for Regulatory Services | To consider proposal to charge for pre-application advice | No | Report to Executive | Justine Fuller 01483 444370 justine.fuller@guildford.gov.uk |
| | Pest Control Services | To consider proposal to introduce charging for pest control treatments (rats and mice) | No | Report to Executive | Justine Fuller 01483 444370 justine.fuller@guildford.gov.uk |
| * | Industrial Estates | To consider strategies for the future development of individual industrial estates | No | Report to Executive | Melissa Bromham 01483 444587 melissa.bromham@guildford.gov.uk |

| Key Decision (asterisk indicates that the decision is likely to be a key decision) | Subject | Decision to be taken | Is the matter to be dealt with in private? | Documents to be submitted to decision- maker for consideration in relation to the matter in respect of which the decision is to be made. | Contact Officer | Agenda item number: |
|---|---|--|--|---|--|------------------------|
| * | Future Residential Housing developments (HRA) | To consider proposals on a site by site basis | No | Report to Executive | Philip O'Dwyer 01483 444318 philip.odwyer@guildford.gov.uk | 8 |
| * | New Housing Strategy | To develop a new Housing Strategy | No | Report to Executive | Philip O'Dwyer 01483 444318 philip.odwyer@guildford.gov.uk | |
| | Tenancy Conditions and Flexible Tenancies | To review | No | Report to Executive | Siobhan Rumble 01483 444296 siobhan.rumble@guildford.gov.uk | |
| Page 102 | Policy on Debt Recovery | To develop a policy on how the Council manages debt recovery | No | Report to Executive | Siobhan Rumble 01483 444296 siobhan.rumble@guildford.gov.uk Belinda Hayden 01483 444867 belinda.hayden@guildford.gov.uk Maureen Wilson 01483 444837 maureen.wilson@guildford.gov.uk | |
| * | Bridges – Inspection and Remedial Work | (1) To approve appointment of consultants to: (a) carry out inspections (b) cost immediate and long term works (c) advise on future inspection frequency (2) To approve works that arise from inspections (3) Move money from provisional to approved capital programme | No | Report to Executive | Tim Pilsbury 01483 444521 tim.pilsbury@guildford.gov.uk | |
| | Review of Executive Advisory Boards | To review the effectiveness of the operation of Executive Advisory Boards in the light of a strengthened Forward Plan process and better work programming | No | Report to Council Incorporating comments/ recommendations of | John Armstrong 01483 444102 john.armstrong@guildford.gov.uk | |

| Key Decision (asterisk indicates that the decision is likely to be a key decision) | Subject | Decision to be taken | Is the matter to be dealt with in private? | Documents to be submitted to decision- maker for consideration in relation to the matter in respect of which the decision is to be made. | Contact Officer |
|---|--|---|--|---|---|
| | | (by May 2020) | | EABs | |
| | Development Management DPD | To adopt the Development Management DPD | No | Report to Council Incorporating comments/ recommendations of Executive | Stuart Harrison 01483 444512 stuart.harrison@guildford.gov.uk |
| * | Community Infrastructure Levy Charging Schedule | To adopt the Community Infrastructure Levy Charging Schedule | No | Report to Executive Incorporating comments/ recommendations of Guildford Joint Committee | Stuart Harrison 01483 444512 stuart.harrison@guildford.gov.uk |
| * | Planning Contributions SPD | To adopt the Planning Contributions SPD | No | Report to Executive | Stuart Harrison 01483 444512 stuart.harrison@guildford.gov.uk |
| * | Strategic Development Framework SPD | To adopt the Strategic Development Framework SPD | No | Report to Executive | Simon Lee 01483 444670 simon.lee@guildford.gov.uk |
| * | Sustainable Design and Construction SPD | To adopt the Sustainable Design and Construction SPD | No | Report to Executive | Dan Knowles 01483 444605 dan.knowles@guildford.gov.uk |
| * | Green and Blue Infrastructure SPD | To adopt the Green and Blue Infrastructure SPD | No | Report to Executive | Dan Knowles 01483 444605 dan.knowles@guildford.gov.uk |
| * | Green Belt SPD | To adopt the Green Belt SPD | No | Report to Executive | Laura Howard 01483 444626 laura.howard@guildford.gov.uk |

| Key Decision (asterisk indicates that the decision is likely to be a key decision) | Subject | Decision to be taken | Is the matter to be dealt with in private? | Documents to be submitted to decision- maker for consideration in relation to the matter in respect of which the decision is to be made. | Contact Officer | Agenda item number: 8 |
|---|---|---|--|---|---|--------------------------|
| * | Parking SPD | To adopt the Parking SPD | No | Report to Executive | Edward Cheng 01483 444083 edward.cheng@guildford.gov.uk | |
| Page 104 | Chantry Wood Campsite | <p>To consider a further report on the future management of the Campsite, in particular:</p> <p>(a) the outcome of discussions with the local community to seek to ascertain a preferred option for the future management of the campsite, including other options in terms of the educational aspects relating to woodland and countryside awareness;</p> <p>(b) monitoring of usage of the campsite over the previous 12 months</p> <p>(c) the results of the engagement with potential operators to establish the future viability of a forest school operator at the Campsite.</p> <p>(d) the proposed small-scale refurbishment and upgrade works</p> <p>(By March 2020)</p> | No | Report to Executive | Hendryk Jurk 01483 444768 hendryk.jurk@guildford.gov.uk | |
| * | Review of Refuse and Recycling Service | <ul style="list-style-type: none"> To report back on Phase 2 of the review To agree future waste collection methodology | No | Report to Executive incorporating comments/ recommendations from Community EAB | Chris Wheeler 01483 445030 chris.wheeler@guildford.gov.uk | |
| * | Budget assumptions for Business Planning 2021-22 to 2024-25 | To agree the inflation factors to be used in the preparation of the 2021-22 outline budget. | No | Report to Executive | Claire Morris 01483 444827 claire.morris@guildford.gov.uk | |

UNSCHEDULED ITEMS – EXECUTIVE SHAREHOLDER AND TRUSTEE COMMITTEE

| Key Decision (asterisk indicates that the decision is likely to be a key decision) | Subject | Decision to be taken | Is the matter to be dealt with in private? | Documents to be submitted to decision- maker for consideration in relation to the matter in respect of which the decision is to be made. | Contact Officer |
|---|--|--|--|---|--|
| | North Downs Housing Ltd and Guildford Borough Council Holdings Ltd | To approve the final accounts for 2018-19 | No | Executive Shareholder & Trustee Committee | Philip O'Dwyer 01483 444318 philip.odwyer@guildford.gov.uk |
| | North Downs Housing Ltd | To update the Business Plan | No | Executive Shareholder & Trustee Committee | Philip O'Dwyer 01483 444318 philip.odwyer@guildford.gov.uk |
| Page 105 | Allen House Pavilion | To renew the lease to the Matrix Trust | No | Executive Shareholder & Trustee Committee | Alex Duggan 01483 444584 alex.duggan@guildford.gov.uk |
| | Sutherland Memorial Park | To renew the lease to Guildford City Youth Project | No | Executive Shareholder & Trustee Committee | Alex Duggan 01483 444584 alex.duggan@guildford.gov.uk |

UNSCHEDULED ITEMS – GUILDFORD JOINT COMMITTEE

| Subject | Decision to be taken | Is the matter to be dealt with in private? | Documents to be submitted to decision- maker for consideration in relation to the matter in respect of which the decision is to be made. | Contact Officer |
|-----------------------------------|--|--|---|---|
| Family Support Programme | To review programme in light of increasing demand and decreasing resources | No | Report to Guildford Joint Committee | Philip O'Dwyer 01483 444318 philip.odwyer@guildford.gov.uk |
| Traveller sites | (1) Identification of transit sites (2) Future management of existing traveller sites | No | Report to Guildford Joint Committee | Philip O'Dwyer 01483 444318 philip.odwyer@guildford.gov.uk |
| Community Infrastructure Delivery | (1) To agree a statement of priority for the delivery of infrastructure described in the GBC | No | Report to Guildford Joint Committee | Stuart Harrison 01483 444512 stuart.harrison@guildford.gov.uk |

| Subject | Decision to be taken | Is the matter to be dealt with in private? | Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made. | Contact Officer |
|---------|---|--|---|-----------------|
| | Infrastructure Delivery Plan and informed by the GBC Regulation 123 list (2) To discuss and propose strategies for securing additional funding necessary for that delivery | | | |

Agenda item number: 8

SCHEDULE 2

MEMBERSHIP OF THE BOROUGH COUNCIL'S EXECUTIVE

AREAS OF RESPONSIBILITY FOR THE LEADER OF THE COUNCIL & LEAD COUNCILLORS GUILDFORD BOROUGH COUNCIL

| Councillor | Areas of Responsibility |
|---|---|
| <p>Leader of the Council and Lead Councillor for Sustainable Transport, Transformation and Regeneration, Economic Development and Governance</p> <p>Councillor Caroline Reeves 31 Artillery Road Guildford Surrey GU1 4NW (Friary and St. Nicolas Ward)</p> | <ul style="list-style-type: none"> • Sustainable Transport • Transformation and Regeneration • Economic Development • Governance |
| <p>Deputy Leader of the Council and Lead Councillor for Safeguarding, Inclusion, Public Safety, Community Safety and Vulnerable Families and Older People</p> <p>Councillor Fiona White 28 Ash Close Ash Surrey GU12 6AR (Westborough Ward)</p> | <ul style="list-style-type: none"> • Safeguarding • Inclusion • Public Safety • Community Safety • Vulnerable Families • Older People |
| <p>Lead Councillor for Finance Asset Management and Customer Service</p> <p>Councillor Joss Bigmore c/o Guildford Borough Council Millmead House Millmead Guildford GU2 4BB (Christchurch Ward)</p> | <ul style="list-style-type: none"> • Finance • Asset Management • Customer Service |

| Councillor | Areas of Responsibility |
|--|--|
| <p>Lead Councillor for Housing (social and affordable), Homelessness, Access and Disability</p> <p>Councillor Angela Goodwin 27 Guildford Park Road Guildford Surrey GU2 7NA</p> <p>(Friary and St. Nicolas Ward)</p> | <ul style="list-style-type: none"> • Housing (social and affordable) • Homelessness • Access and Disability |
| <p>Lead Councillor for Licensing, Parking, Refuse and Recycling</p> <p>Councillor David Goodwin</p> <p>27 Guildford Park Road Guildford Surrey GU2 7NA</p> <p>(Onslow Ward)</p> | <ul style="list-style-type: none"> • Licensing • Parking • Refuse • Recycling |
| <p>Lead Councillor for Planning, Planning Policy, Housing Delivery through planning</p> <p>Councillor Jan Harwood</p> <p>c/o Guildford Borough Council Millmead House Millmead Surrey GU2 4BB</p> <p>(Merrow Ward)</p> | <ul style="list-style-type: none"> • Planning • Planning Policy • Housing Delivery through planning |
| <p>Lead Councillor for Health & Wellbeing, the Voluntary Sector, Grants Panel, Play Strategy, Project Aspire</p> <p>Councillor Julia McShane</p> <p>75 Applegarth Avenue Park Barn Guildford Surrey GU2 8LX</p> <p>(Westborough Ward)</p> | <ul style="list-style-type: none"> • Health and Wellbeing • The Voluntary Sector • Grants Panel • Play Strategy • Project Aspire |

| Councillor | Areas of Responsibility |
|--|--|
| <p>Lead Councillor for Environment and Rural Strategy</p> <p>Councillor Susan Parker</p> <p>C/o Guildford Borough Council Millmead House Millmead Guildford GU2 4BB</p> <p>(Send Ward)</p> | <ul style="list-style-type: none"> • Environment • Rural Strategy |
| <p>Lead Councillor for Arts, Parks and Countryside</p> <p>Councillor Pauline Searle</p> <p>2 Rydes Hill Crescent Guildford Surrey GU2 9UH</p> <p>(Stoughton Ward)</p> | <ul style="list-style-type: none"> • Arts • Parks and Countryside |
| <p>Lead Councillor for Leisure, Heritage, Tourism and PR and Communications</p> <p>Councillor James Steel</p> <p>c/o Guildford Borough Council Millmead House Millmead Surrey GU2 4BB</p> <p>(Westborough Ward)</p> | <ul style="list-style-type: none"> • Leisure • Heritage • Tourism • PR and Communications |
| <p>Deputy Lead Councillor for Sustainable Transport, Transformation & Regeneration and Economic Development.</p> <p>Councillor John Rigg</p> <p>c/o Guildford Borough Council Millmead House Millmead Surrey GU2 4BB</p> <p>(Holy Trinity Ward)</p> | <ul style="list-style-type: none"> • Sustainable Transport • Transformation and Regeneration • Economic Development |

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EXECUTIVE ADVISORY BOARD WORK PROGRAMME

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

PLACE-MAKING AND INNOVATION EAB

| 14 OCTOBER 2019 | | | | | |
|-------------------------|----------------------------------|--------------------------------|------------------------------------|--|--------------------------|
| Item | Additional information | Corporate Plan Priority | Relevant Lead Councillor(s) | Lead officer | Target completion |
| Bike Share Scheme | Update on the Bike Share Scheme. | Yes | Cllr Caroline Reeves | Donald Yell Principal Transport Planner | |
| 17 FEBRUARY 2020 | | | | | |
| Item | Additional information | Corporate Plan Priority | Relevant Lead Councillor(s) | Lead officer | Target completion |
| | | | | | |
| 6 APRIL 2020 | | | | | |
| Item | Additional information | Corporate Plan Priority | Relevant Lead Councillor(s) | Lead officer | Target completion |
| | | | | | |

JOINT EXECUTIVE ADVISORY BOARD

| 20 NOVEMBER 2019 | | | | | |
|---|---|--------------------------------|--|--|--------------------------|
| Item | Additional information | Corporate Plan Priority | Relevant Lead Councillor(s) | Lead officer | Target completion |
| Business Planning - General Fund Outline Budget 2020-21 | To consider the outline budget and submit comments to the Executive | | Cllr Joss Bigmore | Claire Morris Director of Finance | February 2020 |
| 9 JANUARY 2020 | | | | | |
| Item | Additional information | Corporate Plan Priority | Relevant Lead Councillor(s) | Lead officer | Target completion |
| Housing Revenue Account Draft Budget 2020-21 | To consider the Draft HRA budget and submit comments to the Executive | | Cllr Angela Goodwin Cllr Joss Bigmore | Philip O'Dwyer Director of Community Services | February 2020 |

EXECUTIVE ADVISORY BOARD WORK PROGRAMME

| | | | | | |
|--|--|--|-------------------|---|---------------|
| Capital and Investment Strategy 2020-21 to 2024-25 | To consider the Draft Capital and Investment Strategy and submit comments to the Executive | | Cllr Joss Bigmore | Victoria Worsfold Financial Services Manager | February 2020 |
|--|--|--|-------------------|---|---------------|

UNSCHEDULED ITEMS

Place Making and Innovation EAB

| Item | Additional information | Corporate Plan Priority? | Relevant Lead Councillor(s) | Lead officer | Target completion |
|---|---|---------------------------------|------------------------------------|---|--------------------------|
| Implications for Guildford of the 'Surrey Infrastructure Study' | To receive an update on the programme and detail of work undertaken once the Local Plan has been approved. | Yes | Cllr Caroline Reeves | Tracey Coleman Director of Planning and Regeneration | |
| Future Plans and Progress on the Regeneration of Guildford Town Centre including retail | Agreed at the Executive Advisory Board on 10 September 2018, and confirmed on 15 October 2018 that retail should be included. | Yes | Cllr Caroline Reeves | Tracey Coleman Director of Planning and Regeneration | |
| Industrial Estates <i>[To be confirmed]</i> | To consider strategies for the future development of individual industrial estates | Yes | Cllr Joss Bigmore | Melissa Bromham Investment Property Manager | |
| Supplementary Planning Documents (SPDs) | To consider SPDs developed to support the Local Plan | No | Cllr Jan Harwood | Stuart Harrison, Planning Policy Manager | |
| Ash Road Bridge – Compulsory Purchase Order | To receive an update in respect of the delivery of Ash road bridge. | Yes | Cllr Caroline Reeves | Samantha Mills Project Manager | |

EXECUTIVE ADVISORY BOARD WORK PROGRAMME

| Item | Additional information | Corporate Plan Priority? | Relevant Lead Councillor(s) | Lead officer | Target completion |
|----------------------|--|--------------------------|-----------------------------|--|-------------------|
| Parks Strategy | Requested by the Chairman. There is not currently a parks strategy, it is in the Corporate Plan for delivery in 2021. The process will be to bid for funds for consultancy to assist with the strategy next year (2019 for 2020/21 financial year) with a view to initially reporting to the EAB in early 2020 after receiving an outline of the strategy at this meeting. | Yes | Cllr Pauline Searle | Paul Stacey Parks and Landscape Manager | 2021 |
| New Housing Strategy | To develop a new housing strategy. | No | Cllr Jan Harwood | Philip O'Dwyer Director of Community Services | 2020 |

BRIEFINGS

Place Making and Innovation Executive Advisory Board

| Item | Additional information | Corporate Plan Priority | Relevant Councillor(s) | Lead officer | Target completion |
|---------------------------------------|--|-------------------------|------------------------|---|-------------------|
| A331 Road Junction Improvement Scheme | To receive an update on the A331 Improvements Project. <i>To be confirmed</i> | Yes | Cllr Caroline Reeves | Tracey Coleman Director of Planning and Regeneration | |

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