



www.guildford.gov.uk

Contact: Andrea Carr
Committee Services
01483 444058

11 October 2019

Dear Councillor

Your attendance is requested at a meeting of the **PLACE MAKING AND INNOVATION EXECUTIVE ADVISORY BOARD** to be held in the Council Chamber, Millmead House, Millmead, Guildford, Surrey, GU2 4BB on **MONDAY 21 OCTOBER 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

This meeting will be recorded for live and/or subsequent broadcast on the Council's website in accordance with the Council's capacity in performing a task in the public interest and in line with the Openness of Local Government Bodies Regulations 2014. The whole of the meeting will be recorded, except where there are confidential or exempt items, and the footage will be on the website for six months.

If you have any queries regarding webcasting of meetings, please contact Committee Services.

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.

The information contained in the items on this agenda has been allowed into the public arena in a spirit of openness and transparency to gain broad input at an early stage. Some of the ideas and proposals placed before this Executive Advisory Board may be at the very earliest stage of consideration by the democratic decision-making processes of the Council and should not be considered, or commented on, as if they already represent either Council policy or its firm intentions on the issue under discussion.

The Executive Advisory Boards do not have any substantive decision-making powers and, as the name suggests, their purpose is to advise the Executive. The subject matter of the items on this agenda, therefore, is for discussion only at this stage and any recommendations are subject to further consideration or approval by the Executive, and are not necessarily in final form.

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 - 8)

To confirm the minutes of the Executive Advisory Board meeting held on 23 September 2019.

4 PUBLIC BIKE SHARE SCHEME FOR GUILDFORD (Pages 9 - 32)

5 EXECUTIVE FORWARD PLAN (Pages 33 - 56)

6 EAB WORK PROGRAMME (Pages 57 - 58)

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

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

PLACE MAKING AND INNOVATION EXECUTIVE ADVISORY BOARD

23 September 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 Chris Blow, David Goodwin and John Rigg were also in attendance.

The following officers were also in attendance:

Shalford Common Land Management:

Hendryk Jurk, Countryside Manager,
Paul Stacey, Parks and Landscape Manager

Bedford Wharf – Plaza Landscaping:

Paul Bassi, Project Manager
Tracey Coleman, Director of Planning and Regeneration

Economic Report 2018-19:

Chris Burchell, Local Economy Manager

P-MI10 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

Apologies for absence were received from Councillors Liz Hogger and Maddy Redpath. Councillors George Potter and Tony Rooth attended as substitutes for Councillors Hogger and Redpath, respectively.

P-MI11 LOCAL CODE OF CONDUCT AND DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS

There were no disclosures of interest.

P-MI12 MINUTES

The minutes of the Executive Advisory Board held on 20 May 2019 were confirmed as a correct record, and signed by the Chairman.

P-MI13 SHALFORD COMMON LAND MANAGEMENT

The Executive Advisory Board received a report and presentation regarding an action plan designed to resolve a number of land management issues experienced on Shalford Common. The Board was asked to provide their views on the proposals that would be put forward in the consultation. The outcome of the proposed action plan sought to ensure the Council as a landowner fulfilled its statutory obligations; to protect the common land, to use as a public open space, to provide safe access for recreation but also to recognise the increasing demands for car parking at Shalford Common and identify measures for its

effective management. These measures would be agreed by the Executive at their meeting on 26 November 2019.

Seven priority areas had been identified so to pursue a consistent approach in the land management of Shalford Common for the future. Approval would need to be sought from the Secretary of State under S38 of the Commons Act 2006 to undertake certain works, including the creation of car parks, provided the works were for the benefit of the Common.

The seven priority areas included:

- 1a. Huber's Garage/Mitchell's Row
- 1b. Cricket Club Parking
2. King's Road Shop Front
3. Pound Place
4. Parrot Pub Car Park
- 5a. Access track to Dagley Lane Caravan Park
- 5b. Recycling Car Park
6. Dagley Lane/Juniper Terraces
7. Approaches to Ashley Gardens and Christmas Hill

The Board noted the risks and issues associated with the options proposed for each area which included local opposition to parking enforcement or provision of designated parking areas, enforcement was resource intensive, displacement of parking problem to other areas, costs and the availability of parking areas becoming reduced owing to the presence of long-term parked cars.

Prior to consideration of this item, the Board invited Councillor Sue Dunford to speak for three minutes on behalf of Shalford Parish Council who stated the following:

- Shalford Parish Council welcomed the report and had consulted with the residents on this issue. There were lots of small cottages in Shalford and the residents of which often had two cars. The residents were primarily concerned that any parking restrictions implemented must not affect the trade of small businesses which the local community relied upon. It was recommended that the recycling car park could be used to provide additional parking spaces which would be very useful owing to its position opposite the shops. Shalford Parish Council recommended that shop owners were included in any consultation.

The following points arose from related questions and discussion:

- The primary users who parked at Shalford Common used it for either accessing Shalford Train Station or for the local shops.
- Need to outline a list of parking restriction options as part of the consultation.
- Need to think carefully about enforcing time restricted parking in areas where small businesses operate that would be affected by reduced footfall.
- It was confirmed that officers had consulted with Huber's Garage. The main issue remained that two properties on the access track experienced problems with cars parked on the track which thereby restricted access to these properties. Time restricted access would not resolve the issue in this scenario.
- Need to ensure that the consultation included seeking the views of local shop owners.
- Need to apply time-restricted parking areas where appropriate whilst also ensuring that links to existing public transport networks, car club schemes and bicycle hire schemes were clearly signposted.

- With the advent of driverless cars, less cars were anticipated to be on the road in the future; however, this was not likely to be in place for another ten years.
- Need to profile the people who used Shalford Common to park on, which would enable the Council to understand specific user needs, so to get parking restrictions right that did not undermine local businesses and supported local community needs.
- The Board proposed speaking to private landowners so that car park prices could be lowered. However, in the case of Shalford Station, it was confirmed that it only cost £2.00 a day to park.
- The Board noted that common land law prevented the use of residential parking schemes.
- The consultation should inform the process rather than be pre-determined.
- Proposed installation of wooden posts to prevent people from parking on the common.
- The Board queried whether the Secretary of State would give permission for exchange land for the purposes of deregistration and if preliminary discussions could be entered into now.
- It was confirmed that the Secretary of State's default position was that common land should not be lost from public use unless the residents were adequately consulted on a range of options.

After a full discussion, the Board made the following recommendations to the Executive:

- The people who parked on Shalford Common needed to be profiled to ensure that any parking restrictions applied was adequately married to the type of parking usage.
- The consultation needed to clearly define a range of options in relation to the proposed parking restrictions recommended for implementation.
- The public needed to be clearly signposted to alternative modes of transport such as public transport, car club and bicycle hire schemes.

P-MI14 BEDFORD WHARF - PLAZA LANDSCAPING

The Executive Advisory Board received a report and presentation on progress for the Bedford Wharf Plaza Landscaping scheme. A condition of the planning permission for the replacement Walnut Bridge was that a landscaping scheme (for Bedford Wharf Plaza) must be implemented within six months following the bridge completion. The Executive last considered Bedford Wharf Plaza at its meeting in January 2019 where funding of £500,000 was approved to facilitate consultation on, and design of, a landscaping scheme for the plaza. The funds would not secure a development of high quality and so a phased and sequential approach was recommended.

The scheme represented an opportunity to regenerate the wider area, particularly around the railway station which was being developed by Solum and was expected to generate significant footfall. The scheme offered a means of developing a streetscape legibility for how the town looked and what people recognised as a Guildford townscape. Guildford did not have a square and the plaza therefore represented a means of creating a significant gateway feature for the town.

The Board were asked to provide their views and guidance on the project approach for the Bedford Wharf Plaza Landscaping.

The following points arose from related questions and discussion:

- Considered whether the scheme should only be looking at landscaping when we should be looking at the wider area around Bedford Wharf.
- It was confirmed that as part of the S106 agreement the Council was obliged to deliver a restorative landscaping scheme. The Executive had expressed concern at its meeting in January that the public were consulted on what they would like to see and have. Without a scheme the Council was unable to move forward and could not start taking contributions which would help facilitate future development and mould the Guildford townscape around Bedford Wharf. The entrance to the station was opposite Walnut Bridge and with high footfall the Council wished to create a safer and more pleasant route for pedestrians. The Council wanted to work with Solum so that their development fitted with Walnut Bridge.
- The Board noted that Solum was moving forward, the planning conditions were being discharged and works would start next year. The landscaping works had to be in place within 6 months of the completion of the consent.
- The Board questioned the difference between a masterplan and a landscaping scheme and recommended that rather a Framework was required which acted as a guide for development in the wider area. Given the cinema was likely to be redeveloped as well as the Surrey Police building, it was a shame that Bedford Wharf Plaza was the sole focus when it should include the whole of Bedford Wharf.
- The Board noted that the consultation would be undertaken online which required significant advertising through social media platforms otherwise a low response rate was anticipated. The online consultation was due to have started on 20 September but had been postponed so that the views of the Board could be taken into consideration prior to commencement.
- The Board received confirmation that Bedford Wharf Plaza was a landscaping masterplan, not a masterplan for development uses. Part of the area was in a flood zone and the Council was therefore unable to use it for those purposes.
- The masterplan was in response to a planning application whereby the Council was trying to engage with the public to identify what should be in the public realm. It was confirmed that the Council had secured £1 million pounds of funding towards public art and therefore it was opportunity to influence the project with Solum as we had not yet discharged those conditions.
- The Council had previously been criticized for not consulting with the public. The Plaza didn't have to be in place until 6 months after the completion of Walnut Bridge and therefore provided the time in which to develop a scheme that was in keeping.
- The Board considered it was a shame that if the scheme would not be completed until June 2022 that the Council was not using that time to look at a broader masterplan which encompassed all of Bedford Wharf.
- The Board noted that there was a significant period of time to implement the scheme and elements of it may change but ultimately the Council needed the scheme to start taking S106 contributions.
- The Board noted that the Bedford Wharf Plaza scheme was an integral part of the Walnut Bridge development and was not exclusive in terms of their delivery. The scheme was focussed on the landscape and its connections with the surroundings were important. The Council would also be undertaking in depth online consultations with focus groups. Officers were fully aware of a lack of cohesion across other schemes and hoped that this proposal would unify them with an overarching vision for Guildford.
- The consultation results would drive and inform what sort of plaza the public wanted and in turn the Lead Design Consultant would be recruited at that point.
- The Board wanted to understand how the Bedford Wharf Plaza Scheme fitted in with the Town Centre Masterplan in terms of timescales for implementation.
- The Board noted that the Council was in the process of commissioning consultants to revisit the Town Centre Masterplan that would include the public consultation.

- The Board recommended that expenditure on the scheme was cut to a minimum so that strategic master-planning could be undertaken.
- The Board questioned the value of replacing the bridge without surveying the life of the existing bridge as well spending £1 million on public art works.

The Board remained unhappy about progressing the Bedford Wharf Plaza Landscaping scheme in isolation. A broader approach via a strategic masterplan was required to address the development needs of the entire area in a cohesive manner and that the Executive should note the Boards issues raised.

P-MI15 ANNUAL ECONOMIC REPORT 2018-19

The Board received a briefing note and presentation on the Guildford Economic Report 2018. The report was not formally published but the information was shared with key partners. The report gathered information which helped with Guildford's existing Economic Strategy to understand how we are performing and to give us a steer on economic trends. Guildford's economy was compared against four other key economic centres; Basingstoke and Deane, Rushmoor, Winchester and Woking. For example, Winchester ranked highly in initiating new start-up companies. Business cases could be compiled based upon such information and was a valued tool within the business community. In terms of the strategic context, the government has asked all Local Enterprise Partnerships to produce a Local Industrial Strategy with a strong focus on raising productivity levels in the UK. Guildford Borough Council had published its own Innovation Strategy to drive innovation within its own economy and to encourage investment in SMART infrastructure. The national average for spend on research and development in the private sector is 1% but recent figures from EM3 LEP is that companies locally are spending 2.8% above the national average.

The Board noted that it was also about working to scale and that whatever Guildford did was part of the wider context. The Gross Value Added (GVA) for Guildford now stands at £5.5 billion. Guildford was in the top ten of the Lambert Smith Hampton Economic Vitality Index and are aligned with Oxford and Cambridge. The health of the economy was not just driven by economic figures but factors such as social cohesion and quality of life were also key to Guildford's success. Recently, Guildford had experienced a reduction in the number of people employed which was largely associated with corporate companies relocating and downsizing as well as an observed decline in the survival rate of start-up businesses. Availability of A-Grade office space is now quite significant, but the provision of flexible start-up space needs to be increased.

The retail industry had experienced a decline in the number of enterprises and the numbers employed in the sector and the vacancy rate of shops stood at 5.8% set against a national average of 7% although anecdotally the vacancy rate appears to have worsened since these figures were issued in April. Guildford was neither the cheapest place to do business and frequently experienced employees have, being lost to companies in London. In terms of housing, property remained expensive in Guildford and people struggled with the associated costs. This encouraged more people to travel in but which in turn caused congestion issues. A current initiative was how to make the economy greener. The Council has agreed to support a bid for European Regional Development Funding (ERDF) led by Kent County Council that includes business grants for SMES to improve their energy efficiency and carbon footprint. The Council needed to explore how it could work better in collaboration with other businesses to bring such efficiencies into reality.

The Board discussed the presentation and made the following comments:

- Reassured to hear that Guildford was in good health economically.
- Noted the key obstacles for companies locating in Guildford were affordable housing, long commute, skills availability, automation, technology, lack of cash incentives and flexible co-working spaces.
- Noted that Guildford also needed to support people in trades as well as nurses, doctors and carers who were disadvantaged by the high property costs in Guildford both to buy or rent.
- Relieved that the Council was not able to offer cash incentives as that often resulted in less for all.
- It appeared difficult to find office space which catered for average sized businesses when conversely smaller and larger office spaces seemed easier to find.
- The Board noted that the Council had undertaken a detailed survey of office space for start-up businesses. both in the middle range.
- Noted a high degree of economic disparity existed in Guildford which had a lot of high-end retail shops serving a small group of well-paid employees whilst the retail workers were relatively low paid, and there appeared to be no middle ground.
- The Local Plan has made provision for the Surrey Research Park to be extended by 10ha.
- The Board noted that there were more networking groups in Guildford emerging whereby business entrepreneurs could make connections with each other.
- The Board noted the need to create more succinct clusters of amenities, shops and business space so that a vibrant economy was sustained.
- The gaming industry recruited via international recruitment agencies and other areas of competition for the economy in general includes The Thames Valley, West London and Staines.
- The Board considered that with the advent of the internet, companies did not necessarily need to be in a conventional office, and that the associated costs of renting office space would in turn be reduced.

P-MI16 JOINT EAB BUDGET TASK GROUP

The Board noted that both Executive Advisory Boards had been asked to establish a Joint EAB Budget Task Group (JEABBTG), comprising four councillors appointed by each EAB. The task group would meet twice, on dates to be confirmed to consider and review:

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 following political composition for 2019-20 was recommended:

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

The Board noted that the following members should convene the Joint EAB Budget Task Group:

Councillor Angela Gunning (Labour)
Councillor Graham Eyre (Conservative)

Councillor Patrick Sheard (Guildford Greenbelt Group)

The Liberal Democrats needed to confirm their membership but was likely to be out of the following members:

Councillor Jon Askew
Councillor Masuk Miah
Councillor Will Salmon

As the Board did not know the dates and times of the meetings, it was requested that these were established first before the councillors could confirm their availability.

P-MI17 EXECUTIVE FORWARD PLAN

The Board noted that the Stoke Park Masterplan was due for consideration by Executive at its meeting on 24 September 2019 and the Place Making and Innovation EAB on 21 October 2019. [post-meeting note: The Stoke Park Masterplan was no longer on the agenda for the Place-Making and Innovation EAB meeting on 21 October].

The Board also noted that the Guildford Crowdfunding Proposal was no longer on the agenda for Executive at its meeting on 24 September 2019.

P-MI18 EAB WORK PROGRAMME

The Board noted its work programme and recommended that a briefing on the Town Centre Masterplan was included as well as it ultimately being considered by the Executive.

The meeting finished at 9.50 pm

Signed

Date

Chairman

This page is intentionally left blank

Place-making and Innovation Executive Advisory Board Report

Ward(s) affected: Burpham, Christchurch, Friary & St Nicolas, Holy Trinity, Mellow, Onslow, Shalford, Stoke, Stoughton and Westborough

Report of Director of Planning and Regeneration

Author: Donald Yell

Tel: 01483 444659

Email: donald.yell@guildford.gov.uk

Lead Councillor responsible: Councillor Caroline Reeves

Tel: 07803 204 433

Email: caroline.reeves@guildford.gov.uk

Date: 21 October 2019

Public Bike Share Scheme for Guildford

Executive Summary

The purpose of this report is to provide the Place-making and Innovation Executive Advisory Board (EAB) with an update on the project to deliver a public bike share scheme in Guildford.

Previous consideration by EAB in September 2017

The Borough, Economy and Infrastructure EAB considered the project and the potential for a public bike share scheme in September 2017. The Board supported the proposal to undertake a feasibility study to consider the matter further, and made a number of suggestions with respect to the scope of the study and the preparation for a potential Guildford Borough Council-commissioned bike share scheme (hereafter the Guildford BC bike share scheme or Guildford BC scheme).

EAB's suggestions have been taken into account in taking the project forward.

The feasibility of a bike share scheme

A report to Executive in July 2018 presented an interim feasibility report dated March 2018, undertaken by consultants Transport Initiatives and Urban Movement. The interim feasibility study work informed a funding bid to the Enterprise M3 Local Enterprise Partnership (LEP) for £600k, to complement £530k on the Council's provisional capital programme. This 2018 funding bid to the LEP was unsuccessful.

Further feasibility study work has subsequently been undertaken by the consultants. Key findings and recommendations are:

- A Guildford BC bike share scheme is feasible, either as a standard or an electric bike ('e-bike') system.
- Options for a part or full e-bike system should be explored with potential bike share operators as part of the procurement process.
- A hybrid model for the scheme is likely to serve Guildford best, which would involve cycles mainly being parked at docking hubs, but also allow for the use of

'virtual' docking hubs on a permanent or temporary basis e.g. where space is limited or for special events.

- The scheme should be commissioned by way of a concession contract to operate a scheme in Guildford for 3-5 years with the potential for a 2 year extension.
- The operator will be responsible for all operational matters, including maintenance and redistribution of cycles.
- The operator will be expected to cover all revenue costs and will be responsible for seeking sponsorship.
- The scheme should be compatible with the University bike share scheme and operate in partnership with it, in order to achieve either one scheme or compatible schemes which are interoperable.
- The scheme is recommended to be developed in a phased manner, with Phase A covering the town centre and west Guildford including the University of Surrey campuses, and Phase B covering north Guildford and also provide additional docking hubs within the Phase A area.

A second funding bid was made in 2019 to the LEP, this time for a reduced capital sum of £300k, which together with the £530k on the Council's provisional capital programme gives a total provisional capital budget of £830k. The revised proposal is to deliver Phase A of the Guildford BC bike share scheme based on a fully e-bike fleet, docking hubs with the option for the scheme to also be operated in a 'hybrid' mode, and a suite of complementary measures to provide appropriate signing and lining around docking hubs. A potential Phase B of the scheme, for which the Council would have an option to purchase at a later date, would allow the scheme to be expanded.

The LEP provisionally approved the 2019 funding bid in June 2019 and a draft contract is, as of October 2019, in preparation.

Route assessments and the Guildford cycle network

A route assessments feasibility study has also been undertaken, to identify the most likely routes that bike share users would take in making journeys and to identify improvements required to make those routes fast, safe and convenient for a variety of users, particularly those less experienced cyclists.

The consultant's proposals for a Guildford cycle network is presently in draft and two plans are provided in Appendices 3 and 4.

Given that the capital budget available for a Guildford BC bike share scheme has reduced, a smaller amount, perhaps in the region of £50k, is now proposed to be allocated for complementary measures focused on signing and lining around docking hubs.

The outputs of the route assessments feasibility study is proposed by officers to be used in the evidence base to inform the preparation of a policy on the improvement of the cycle network for the part 2 of the new Local Plan (Development Management Policies).

Progress with commissioning of a potential bike share scheme

The commissioning of a Guildford BC scheme has been complicated by the existence of

the University scheme. Officers have been in discussion with the University and the operator of the University scheme regarding the commissioning of a Guildford BC scheme and these discussions are continuing and commercially sensitive.

Recommendation to Executive Advisory Board

That the Executive Advisory Board is requested to note and provide comment on:

- The Council's revised proposal to deliver Phase A of the Guildford BC bike share scheme, as set out above and in paragraph 5.3.
- The consultant's recommendations for the size of the Phase A scheme and the location of docking hubs, as set out in Appendix 2.
- The consultant's draft plans for the Guildford cycle network as identified in the route assessments feasibility study, as described in section 6 and Appendices 3 and 4.

Reason(s) for Recommendation:

To inform the further development of the project to deliver a public bike share scheme in Guildford., which is a scheme in the Council's Corporate Plan 2018-2023.

1. Purpose of Report

- 1.1 The purpose of this report is to provide the Place-making and Innovation Executive Advisory Board (EAB) with an update on the project to deliver a public bike share scheme for Guildford.
- 1.2 This follows the meeting of the predecessor Borough, Economy and Infrastructure EAB in September 2017 which considered the potential for a public bike share scheme. The Board supported the proposal to undertake a feasibility study to consider the matter further, and made a number of suggestions with respect to the scope of the feasibility study and the preparation for a potential bike share scheme.
- 1.3 The Executive also received a report on the bike share scheme in July 2018, which included an interim feasibility report. The Executive report addressed a number of the suggestions made by the EAB. It set out the scale and scope of a then proposed Guildford BC scheme.

2. Strategic Priorities

- 2.1 The recommendation supports the delivery of the priority from the Corporate Plan 2018-2023 for: Making travel in Guildford and across the borough easier. Specifically, the plan identifies a project to introduce a public bike share scheme (including electric bikes) in Guildford.

3. University bike share scheme

- 3.1 The consideration of a potential Guildford BC bike share scheme has taken place in the context of the commissioning and establishment of a University of Surrey bike share scheme.
- 3.2 In 2017, the University entered the Santander Cycles University Challenge, a competition by Santander Bank to support the development of two university focused bike share schemes. The competition was held in partnership with Nextbike UK Ltd, a bike share operator. Although the University was not the overall winner, as a runner-up in the competition it was awarded £75k from Nextbike to help set up a University of Surrey scheme.
- 3.3 The University and Nextbike entered into a contract in December 2017. The University scheme launched in summer 2018 with 50 manual bikes at eight docking hubs, three on the Stag Hill campus, four on the Manor Park campus including at the Surrey Sports Park and one serving the Surrey Research Park. An additional docking hub has since been opened at the Guildford Business Park. The contract term for the University scheme is five years from June 2018.

4. Bike share feasibility study

- 4.1 A bike share feasibility study was commissioned from Transport Initiatives and Urban Movement in 2018.
- 4.2 A report to Executive in July 2018 presented an interim feasibility report dated March 2018.
- 4.3 Further feasibility study work has since been undertaken by the consultant. Key findings and recommendations are:
 - A Guildford BC bike share scheme is feasible, either as a standard or an electric bike ('e-bike') system.
 - Options for a part or full e-bike system should be explored with potential bike share operators as part of the procurement process
 - A hybrid model for the scheme is likely to serve Guildford best, which would involve cycles mainly being parked at docking hubs, but also allow for the use of 'virtual' docking hubs on a permanent or temporary basis e.g. where space is limited or for special events.
 - The scheme should be commissioned by way of a concession contract to operate a scheme in Guildford for 3-5 years with the potential for a 2 year extension.
 - The scheme should be compatible with the University bike share scheme and operate in partnership with its, in order to achieve either one scheme or compatible schemes which are interoperable.
 - The scheme is recommended to be developed in a phased manner, with Phase A covering the town centre and west Guildford including the University of Surrey campuses, and Phase B covering north Guildford and also provide additional docking hubs within the phase A area.

- 4.4 The consultant's initial assessment of bike share potential is provided in Appendix 1. This has been used to indicate those areas of the town which have greatest potential for bike share.
- 4.5 Appendix 2 provides further explanation of the consultant's proposal for Phases A and B of the scheme. Plan 3 shows the proposed Phase A and Phase B areas. Table 4 provides the suggested range of scheme size that could be expected. Plan 4 shows the suggested locations of docking hubs in the Guildford BC Phase A scheme and the locations of docking hubs in the University scheme both existing and planned. The suggested scheme extent and phasing is based on the initial assessment of bike share potential and also stakeholder input.

5. Capital funding for a Guildford BC bike share scheme

- 5.1 A capital proposal for £530k for the Guildford BC bike share scheme was added to the Council's General Fund Capital Programme provisional list in February 2018.
- 5.2 The interim feasibility work was used to inform a funding bid in 2018 to the Enterprise M3 Local Enterprise Partnership (LEP) for £600k, which was to complement the £530k on the Council's provisional list. In view of the launch of the University of Surrey bike share scheme in summer 2018, the 2018 funding bid to the LEP assumed that the Guildford BC scheme would involve the upgrading of the University bike share scheme to e-bikes. This 2018 funding bid to the LEP was unsuccessful.
- 5.3 Following further work on the feasibility study, a second funding bid was made to the LEP in February 2019 (revised in April 2019), this time for a reduced capital sum of £300k, which together with the £530k on the Council's provisional capital programme gives a total provisional capital budget of £830k. The revised proposal is to deliver Phase A of the Guildford BC bike share scheme based on a fully e-bike fleet, docking hubs with the option for the scheme to also be operated in a 'hybrid' mode, and a suite of complementary measures to provide appropriate signing and lining around docking hubs. A potential Phase B of the scheme, for which the Council would have an option to purchase at a later date, would allow the scheme to be expanded.
- 5.4 The LEP provisionally approved this second funding bid in June 2019 and a draft contract is, as of October 2019, in preparation.

6. Route assessments and the Guildford cycle network

- 6.1 Board members of the EAB in September 2017 suggested the need for infrastructure improvements to be enacted in conjunction with a Guildford BC bike share scheme, particular to ensure cyclists could avoid the gyratory system.
- 6.2 The consultant was separately commissioned to identify the most likely routes that bike share users would take and to identify improvements required to make those routes fast, safe and convenient for a variety of users, particularly those less experienced cyclists. A stakeholder engagement workshop was held in summer 2018.

- 6.3 The consultant's proposed Guildford cycle network is presently in draft. Draft plans are presented in Appendices 3 and 4. The draft plans are to be revised following engagement in summer 2019 with the Guildford Bike User Group (G-BUG) as representatives of the local cycling community. A presentation on this study work was given to G-BUG's open meeting in June 2019, with the lead councillor and other councillors also attending.
- 6.4 Further engagement will be required with Surrey County Council, the Local Highway Authority and Local Transport Authority, regarding the draft plans for a proposed Guildford cycle network, as prepared by the Council's consultants. It should be noted that Surrey County Council maintains a Guildford Local Cycling Plan, which was prepared in 2015-16 and has been the subject of some amendment since. This can be accessed at Surrey County Council's 'Guildford cycling plan' webpage (at <https://www.surreycc.gov.uk/roads-and-transport/sustainable-travel/cycling/plans/guildford>) which links to the online plan, to an online suggestions webpage and also provides a chronology of the plan's development and occasional 'latest news' relating to this.
- 6.5 The Guildford BC bike share scheme as envisaged in 2018 was to have allowed for an investment of £150k in supporting signage and highway improvements. As described in paragraph 5.2 above, the Council's 2018 funding bid to the LEP was unsuccessful. The present Guildford BC Phase A bike share scheme proposal, following the successful 2019 funding bid to the LEP, has a lower capital budget which allows for a smaller investment, perhaps in the region of £50k, for complementary measures focused on signing and lining around docking hubs.
- 6.6 It is now proposed by officers that the outputs of the route assessments feasibility study could be used in the evidence base to inform the preparation of a policy on the improvement of the cycle network for the part 2 Local Plan (Development Management Policies). Such a policy could supersede the policy (M6) and accompanying Proposals Map in the 2003 Local Plan which shows specific routes for which cycle improvements would be supported. Evidence for such a policy will also draw on Surrey County Council's Guildford Local Cycling Plan, most particularly for the rest of the borough outside of the Guildford urban area.

7. Progress with commissioning of a Guildford BC bike share scheme

- 7.1 The commissioning of a Guildford BC scheme has been complicated by the establishment of the University bike share scheme which launched in summer 2018. This scheme is described in section 3 above.
- 7.2 Officers have been in discussion with the University and the operator of the University scheme regarding the commissioning of a Guildford BC scheme.
- 7.3 These discussions are continuing and commercially sensitive.
- 7.4 It is currently proposed that a report on the project will be taken to a meeting of the Executive in January 2020.

8. Consultations

- 8.1 Representatives of number of groups took part in a stakeholder engagement workshop for the bike share feasibility study. There was also a stakeholder engagement workshop for the route assessments feasibility study work, as described in section 6 of this report.

9. Equality and Diversity Implications

- 9.1 The commissioning of a Guildford BC bike share scheme will have due regard to the aims of the Public Sector Equality Duty (Equality Act 2010).
- 9.2 This duty has been considered in the context of this report and it has been concluded that there are no equality and diversity implications arising directly from this report.'
- 9.3 A screening Equalities Impact Assessment for the project will be undertaken in due course and, if appropriate, a full Equalities Impact Assessment.

10. Financial Implications

- 10.1 As described in section 5, the commissioning of a potential Guildford BC bike share scheme has a provisional capital budget of £830k, comprised of:
- £530k in the Council's General Fund Capital Programme provisional list, and
 - £300k provisionally approved by the LEP in 2019.
- 10.2 The revenue spend for the project to date is £73,744 (from 2017/18 financial year to the end of Quarter 2 2019/20 financial year). Of this, £9,675 has been spent in 2019/20 to date, of which £6,000 was the application fee to the LEP.

11. Legal Implications

- 11.1 There are a variety of legal aspects of a potential Guildford BC bike share scheme. These include:
- The procurement of a Guildford BC bike share scheme
 - Legal agreements for the use of land, including highways land, for docking hubs and for complementary measures focused on signing and lining around docking hubs.
- 11.2 Legal implications will be considered further as and when a report is taken to the Executive seeking a new mandate for the commissioning of a potential Guildford BC bike share scheme.
- 11.3 No specific legal implications apply to this report.

12. Human Resource Implications

- 12.1 During the commissioning process, the Major Projects Team will have capacity to oversee and project manage the work with support from other relevant teams across the Council.
- 12.2 Once the scheme has been implemented, the consultant has suggested that allowance should be made for 0.1 FTE of officer time to support the scheme.
- 12.3 Consideration will need be given to where the responsibility of the future contract management of the scheme will lie within the Council's corporate structure.

13. Conclusion

- 13.1 This report has provided the EAB with an update on the project to deliver a public bike share scheme in Guildford.
- 13.2 In setting the scope of the feasibility study and in undertaking preparatory investigations for a potential Guildford BC scheme, officers have taken into account the EAB's suggestions from September 2017.
- 13.3 Feasibility study work has informed a successful funding bid to the LEP. A total provisional capital budget of £830k is now available to deliver Phase A of the Guildford BC bike share scheme.
- 13.4 The commissioning of a Guildford BC scheme has been complicated by the existence of the University scheme. Officers have been in discussion with the University and the operator of the University scheme regarding the commissioning of a Guildford BC scheme and these discussions are continuing and commercially sensitive.

14. Appendices

Appendix 1: Initial assessment of bike share potential

Appendix 2: Suggested scheme extent and phasing

Appendix 3: Draft plans for Guildford cycle network, as proposed by Transport Initiatives and Urban Movement in the Route Assessments Feasibility Study

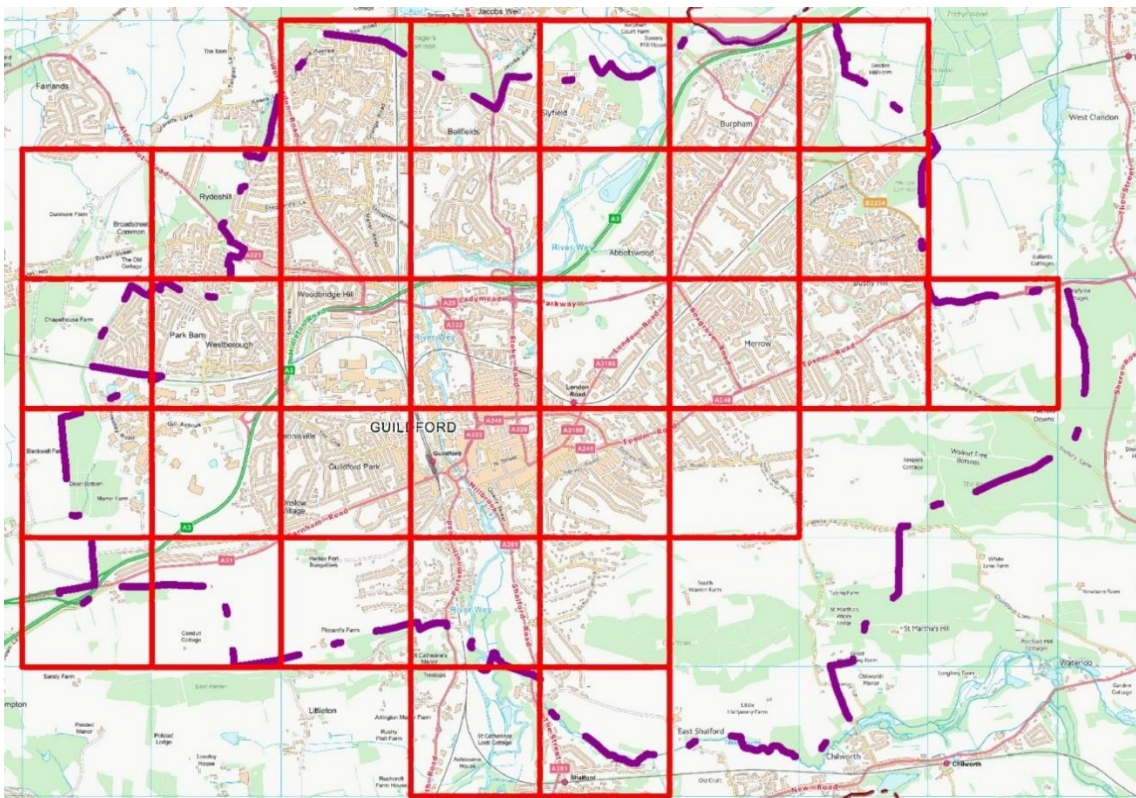
Appendix 4: Draft plans for Guildford cycle network, as proposed by Transport Initiatives and Urban Movement in the Route Assessments Feasibility Study

Two plans:

- Guildford Cycle Network, showing Core cycle network, Local cycle network and Greenway (dated June 2019)
- Guildford Cycle Network: route typologies, showing Segregated cycle tracks, Greenway shared paths, Urban paths, and Quiet streets (dated June 2019)

Appendix 1: Initial assessment of bike share potential

- A1.1 An initial assessment was carried out of the wards covering the urban area of Guildford. This includes less accessible rural / semi-rural areas in Holy Trinity ward, with some challenging gradients. The consultant considered that these are unsuitable for standard (non e-bike) bike share. The potential for e-bike usage is examined at the end of this appendix.
- A1.2 A desk-based review was carried out of the remaining built-up areas within the town boundary to determine the possible extent of a bike share scheme. This resulted in a study area of 33km², which was then analysed using a grid of 1km x 1km cells.



Plan 1. Guildford town area (outlined in purple) with initial area of search for bike share scheme

- A1.3 The cells were assessed against eight key factors (see Table 1). Guidance and experience from established UK and international¹ bike share schemes indicate these are the main factors determining take up of bike share. Transport Initiatives has used this system to assess a number of bike share schemes, including Derby (launched in June 2018).

¹ *Optimising Bike-sharing in Europe handbook* <http://www.eltis.org/resources/tools/obis-handbook-optimising-bike-sharing-europe>

Factor	Score
A. Existing key destinations/attractions and major people generators	8 / 6 / 4 / 2 / 0
B. Propensity to cycle (based on socio-demographic data)	4 / 2 / 0
C. Potential for increased cycling (based on PCT tool)	4 / 2 / 0
D. Main cycle routes	4 / 2 / 1 / 0
E. Significant areas of future development	4 / 2 / 0
F. Public transport / park & ride provision	2 / 1 / 0
G. Levels of cycling	2 / 1 / 0
H. Population density	2 / 1 / 0

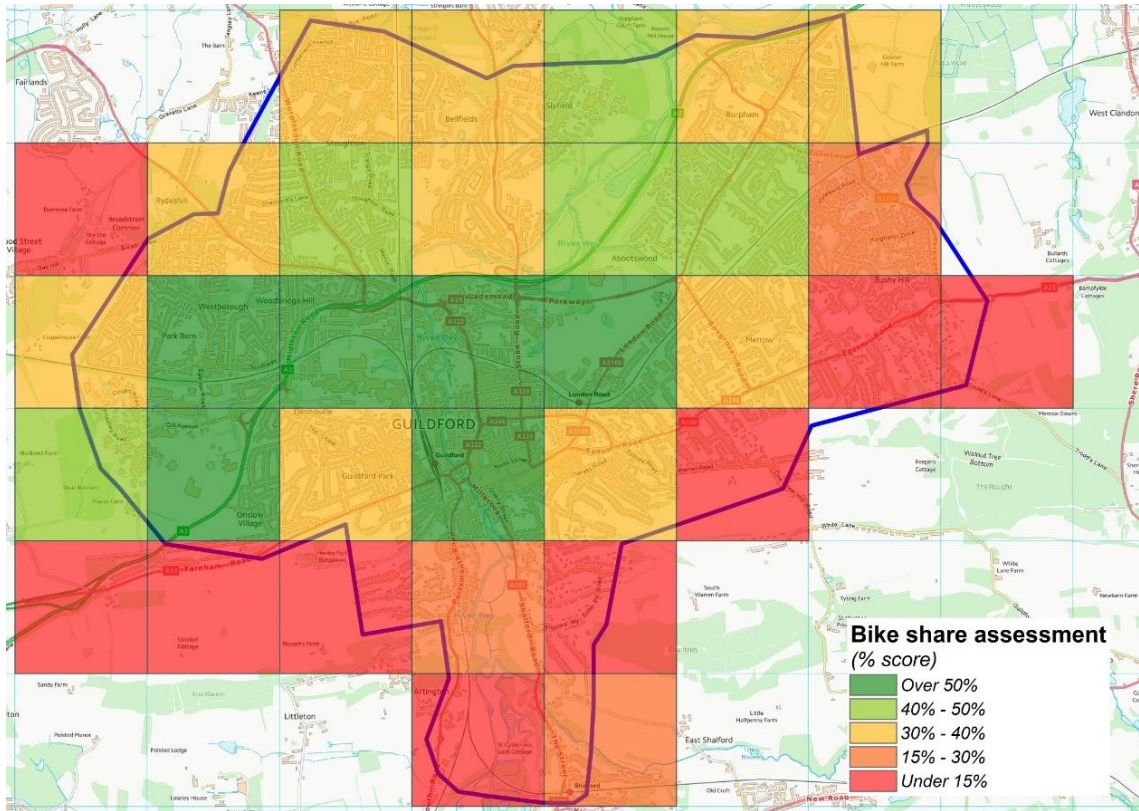
Table 1. Factors used to assess bike share potential

- A1.4 The data sources shown in Table 2 were used to assess the score for each cell.
- A1.5 Topography itself has not been used as a factor, since bike share has been shown to work in some hilly areas such as Brighton. However, evidence does show that topography is linked to existing levels of cycling as well as other factors (e.g. cycle routes).
- A1.6 The key factors (highlighted by orange and yellow shading in Table 1) were given extra weighting, in particular the density of key destinations. The maximum score possible is 30, taking account of the weighting for factors A-E. The overall bike share potential was calculated as a percentage score for each grid cell.

Factor	Description
A. Key destinations/ attractions	Schedule of key destinations/attractions and workplace clusters, plus data from the (then) emerging Local Plan
B. Propensity to cycle	Socio-demographic data (Mosaic) at ward level, informed by OAC at LSOA level
C. Potential for increased cycling	Propensity to Cycle Tool (PCT) plotted at LSOA level
D. Main cycle routes	GIS layer of existing/future cycle network, with extra weighting given to higher quality infrastructure
E. Significant areas of future development	Guildford Borough Submission Local Plan: strategy & sites (2017)
F. Public transport / Park & Ride	GIS mapping of rail stations and Park & Ride sites
G. Levels of cycling	2011 census at LSOA level, plus cycling O-D pairs
H. Population density	2011 census plotted at LSOA level

Table 2. Data sources for factors

- A1.7 Plan 2 below shows the classification for each cell, showing where bike share is most likely to be successful. This uses a five point scale (very high, high, medium, low and very low).



Plan 2. Overall score for assessment of bike share potential

- A1.8 Some areas of Guildford were assessed as having low or very low potential for bike share. Possible reasons include:
- Predominantly residential neighbourhoods, with few non-residential destinations
 - Low existing cycling levels due to distance from town centre and/or hillier areas
 - Limited (if any) cycle route infrastructure
 - Low propensity to cycle

A1.9 While parts of Guildford have medium scores, this does not mean that bike share has no potential in these areas in the longer term (especially if e-bikes are used). However, including these at the outset would be likely to lead to low levels of use and hence not be cost effective. There would also be the possibility of negative publicity arising from low use.

Effect of e-bike scheme

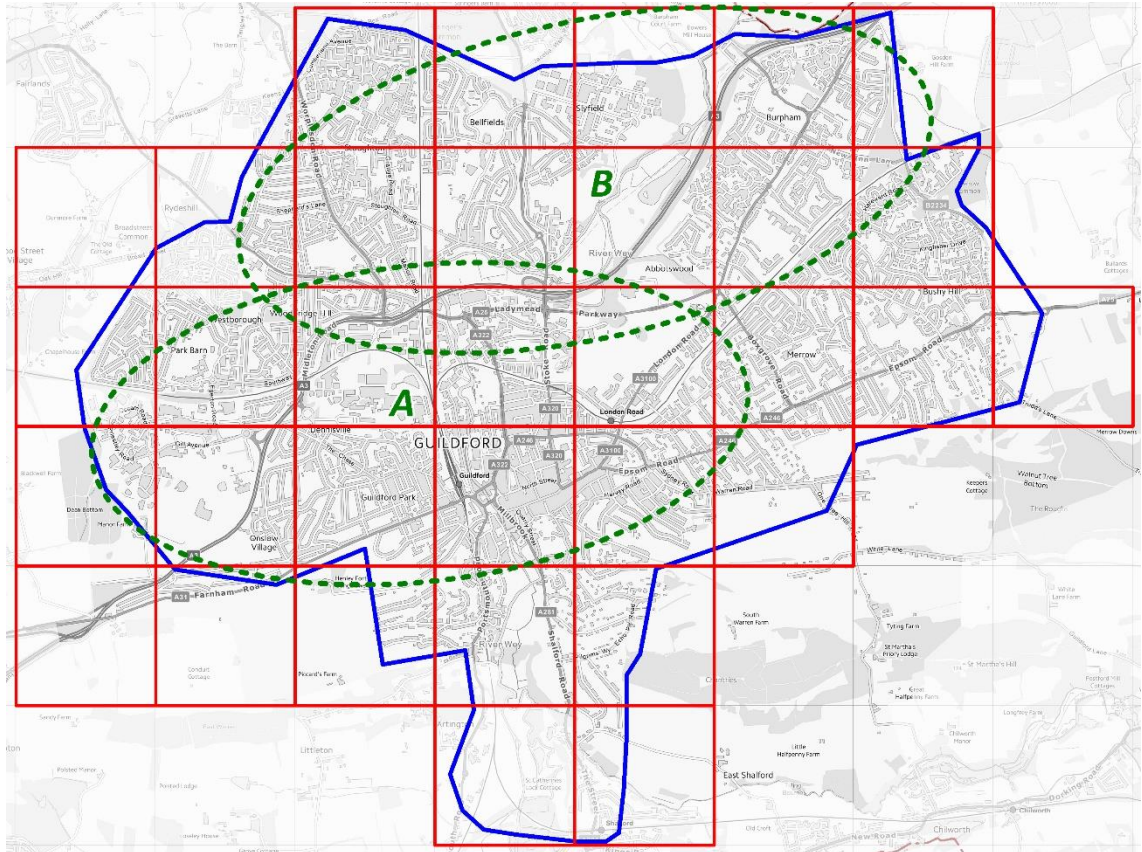
A1.10 The assessment was carried out on the basis of a standard (non-e-bike) scheme. Using e-bikes would significantly increase the score for factor C (potential for increased cycling). This would result in some cells outside the town centre increasing from medium to high potential (i.e. from amber to light green in Plan 3), or from low to medium potential. The main outcome would be more longer trips, supporting future expansion into outer areas.

This page is intentionally left blank

Appendix 2: Suggested scheme extent and phasing

A2.1 Based on the assessment and stakeholder input, the consultant recommends that the scheme is developed in a phased manner that is compatible with the existing University of Surrey scheme. Plan 3 shows two areas, corresponding to two phases of bike share development, identified as 'A' and 'B'. These areas and phases cover the higher potential areas.

- A.** Town centre & west Guildford (including University of Surrey campuses)
- B.** North Guildford plus additional hubs within area A



Plan 3. Suggested bike share phases

A2.2 These two areas can be used to develop options for the size of a town-wide scheme, based on established parameters for hub locations. Table 3 below shows the approximate area and residential population of the areas covered by the two phases. Note that this does not include daytime population i.e. employees or non-resident students.

Phase	Approx. urban area (km ²)	Approx. residential population (2017 est.)
A (including area covered by University of Surrey scheme)	8.5	31,000
B	9	27,000

Table 3. Phase areas and population (based on LSOAs)

A2.3 Best practice in other countries recommends that hubs are located about 250m-300m apart (about 3 minutes walk). However, in the UK this has been increased slightly to 400m (i.e. about 5 minutes walk) to match the recommended spacing for bus stops, providing a density of around 6 hubs per km². This is the density for the Santander Cycles scheme in London. Other schemes are generally less dense e.g. Brighton and Belfast have 3 hubs per km², while Edinburgh and Cardiff have just 2. However, this is mainly due to a number of outlying hubs which serve to reduce the average density.

A2.4 In practice, hubs are usually sited either at or very near to key destinations, rather than exactly spaced. In core areas there might be two hubs close to each other – for example at Guildford Station and across the River Wey by the Odeon cinema.

A2.5 In areas such as more residential neighbourhoods a lower density of around 3-4 hubs per km² is acceptable at the launch of a scheme (spacing of around 600m), with some in-fill at a later date. This approach has been used in Brighton where the initial phase of around 40 hubs at the launch of BTN BikeShare in September 2017 was intensified with 10 more hubs in November 2018 and incremental expansion since then.

A2.6 Based on these densities, then consultant has developed a range of suggested scheme sizes for each phase, set out in Table 4.

Phase	Town centre		Wider Guildford area		Total	
	Hubs	Cycles	Hubs	Cycles	Hubs	Cycles
A	8 - 10	60 - 70	15 - 20	90 - 105	25 - 30	150 - 175
B			25 - 30	150 - 175	25 - 30	150 - 175

Table 4. Suggested range of scheme size

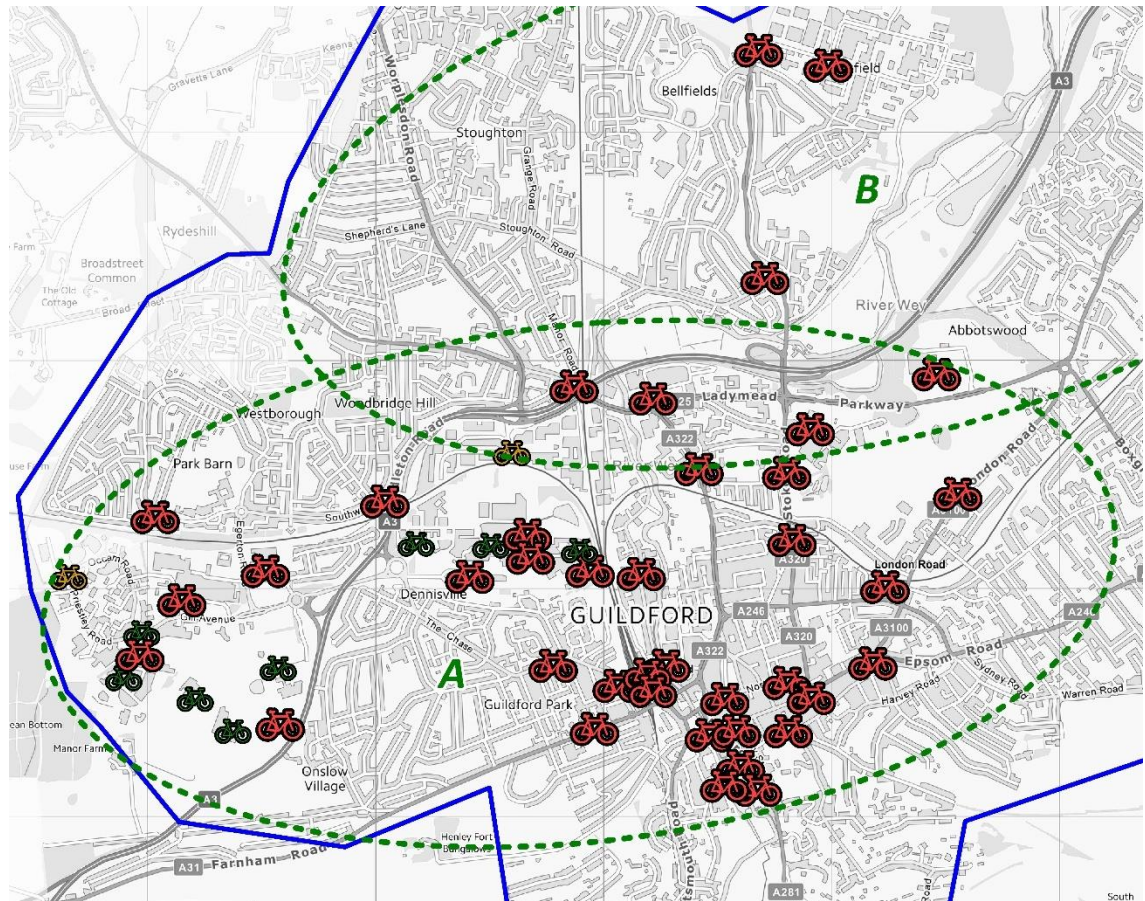
A2.7 The consultant suggests that Phase A could comprise between 25-30 hubs with a fleet of 150-175 cycles. When combined with the existing University of Surrey scheme (50 cycles, now 9 hubs with a further hub planned) this would result in a total scheme size of around 35-40 hubs with 200-225 cycles.

A2.8 Phase B has not been considered in as much detail but an outline estimate would suggest a roughly similar scale to Phase A to allow for the less dense areas covered. This would give a total for the combined schemes, including that of the University of Surrey, of around 350-400 cycles and 60-70 hubs.

- A2.9 Note that all figures for cycles are for the total fleet size. Based on experience of recent schemes, the consultant suggests that an allowance of around 10% should be made for cycles that are unavailable due to repairs and maintenance.
- A2.10 The suggestions for scheme size apply to both fully docked or hybrid schemes. The initial expectation is that all hubs comprise physical docks. However, if a hybrid system is used this gives the option during the implementation stage of considering the use of virtual hubs in some locations. This would be an issue to be agreed in partnership with the selected operator rather than at this stage.
- A2.11 Using the resident population allows use of an alternative guideline for the number of cycles in the scheme. The ITDP Bike Share Planning Guide (2014) suggests a range of 10-30 per 1,000 resident population. Based on this, a scheme covering the Phase A area would require between 310 and 930 cycles, considerably higher than the area-based estimate. However, this is derived from experience in cities world-wide with much higher cycle usage than the UK in general and Guildford in particular. The town is also much smaller than the cities researched by ITDP (e.g. New York, Paris, London) with a much lower daytime population. Hence, we consider that the suggested level of hubs and cycles is reasonable.

Possible hub locations

- A2.12 The consultant carried out a detailed review of the Phase A area as shown above to produce an initial schedule of possible hub locations (whether physical docks or virtual hubs). It was agreed that a review of Phase B was not required at this stage.
- A2.13 The long list of suggested locations was discussed at the stakeholder event in July 2018. There was broad endorsement for the initial suggestions, with one key exception. This was a request for inclusion of the Slyfield Industrial Estate (in the Phase B area) to be considered for inclusion in Phase A. This was due to the large amount of shift work on the estate and the poor provision of public transport.
- A2.14 To support this, two additional hubs are proposed at the industrial estate (east and west), plus a hub at the junction of Stoughton Road and Old Woking Road (on the cycle route between Guildford town centre and Slyfield).
- A2.15 The suggested hub locations are shown on Plan 4 below.

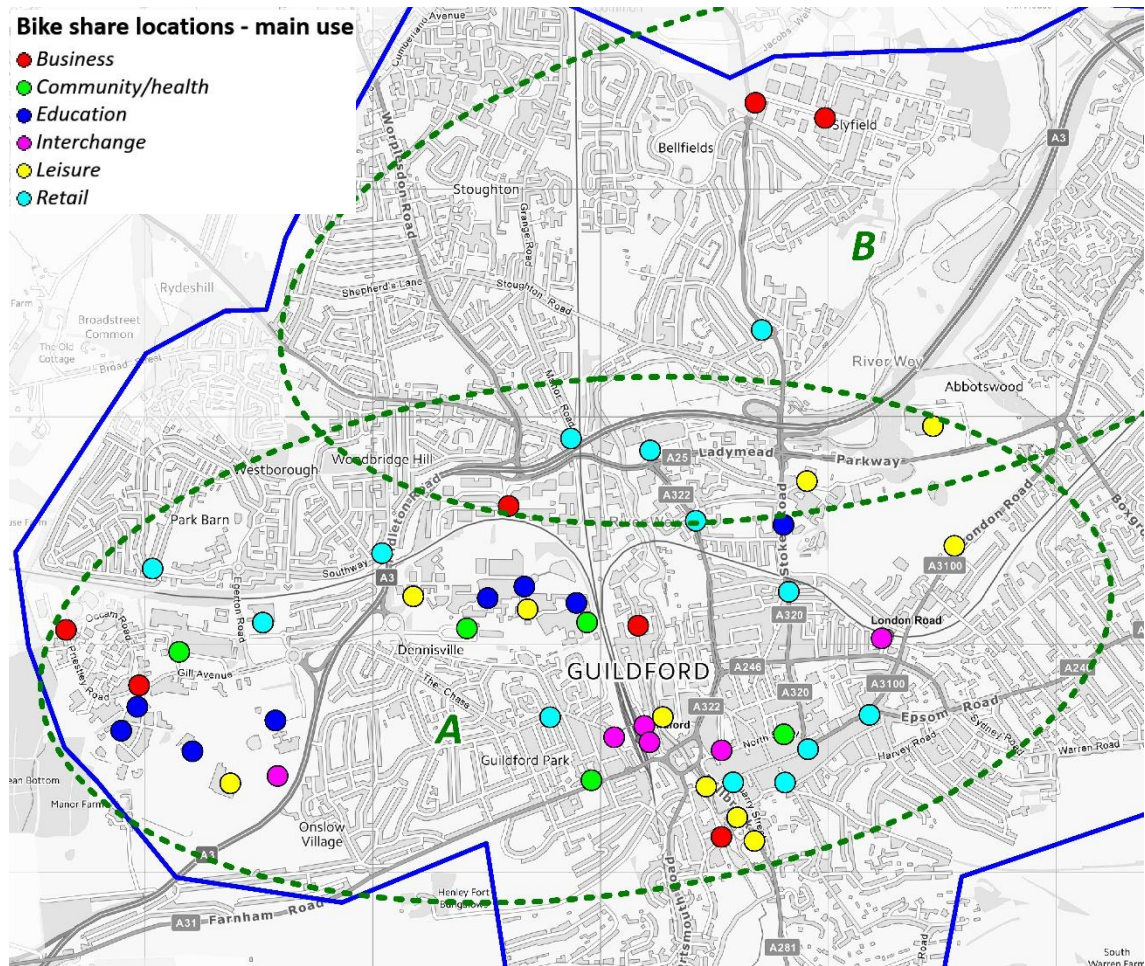


Plan 4. Suggested Phase A hubs (red) with existing (green) & planned (orange) UoS hubs

A2.16 The precise details of where and how a hub is placed will depend on the nature of the location, the size of the hub (i.e. number of docks) and the available space. There may be other local considerations such as access, the impact on people walking, and conservation and public realm issues. In some locations the preferred option will be on the carriageway which will also mean possible re-purposing of car parking spaces. Some of these issues will also apply to virtual or geo-fenced hubs.

A2.17 If an e-bike scheme is chosen then there will be also be a need to consider the location of charging docks, with electricity supply, possible new cabling and streetworks all being issues. Whilst this is not a trivial matter, we would only anticipate around a third of hubs would need to be used for charging, reducing the impact of charging hubs.

A2.18 The suggested hub locations were classified using six primary use categories (see Plan 5). This will enable a clearer case to be made for each hub at the implementation stage. However, it is important to note that most hubs would serve a variety of trip purposes.



Plan 5. Classification of Phase A hubs by use category

A2.19 More detailed assessments have not been carried out at this stage as this is best done in partnership with a prospective operator. Different systems have varying requirements in terms of the method of installation, the physical size of a dock and other issues such as an electricity supply. They will also need to take into account how the hub is serviced which again will vary according to the operator.

A2.20 Once a scheme has progressed through the procurement process a datasheet should be produced for each potential hub, with a plan and details on the number of docks and other issues, including permissions, electrification and any constraints. This will also allow complementary issues to be addressed (e.g. a hub on a one-way street might require a contraflow cycle lane to be provided).

A2.21 Any potential impact on third parties could also be discussed at this stage. An example is the concern expressed by the National Trust regarding additional maintenance that might be needed on the River Wey towpath if bike share leads to significant increased use.

A2.22 Plan 6 below shows the catchment areas for each suggested hub, based on a 400m buffer. This assumes a worst-case situation where a hub is empty and a user needs to walk to an adjacent hub to hire a cycle. Most of the Phase A area

is within 400m of a hub, apart from a section of the Guildford Park neighbourhood and the western part of Merrow. If the lack of hubs in these areas is felt to be an issue, this could be addressed with infill in Phase B.



Plan 6. 400m buffers around proposed hub locations

Park and Ride

A2.23 At the outset it was suggested that consideration should be given to the inclusion of the four Park and Ride sites in Guildford as potential bike share hubs. Data from CoMo UK's 2017 bike share survey shows that 15% of bike share users combine their journeys with driving a private car trip (and a further 8% with a passenger trip in a car). There is therefore in principle some potential to combine bike share and Park and Ride.

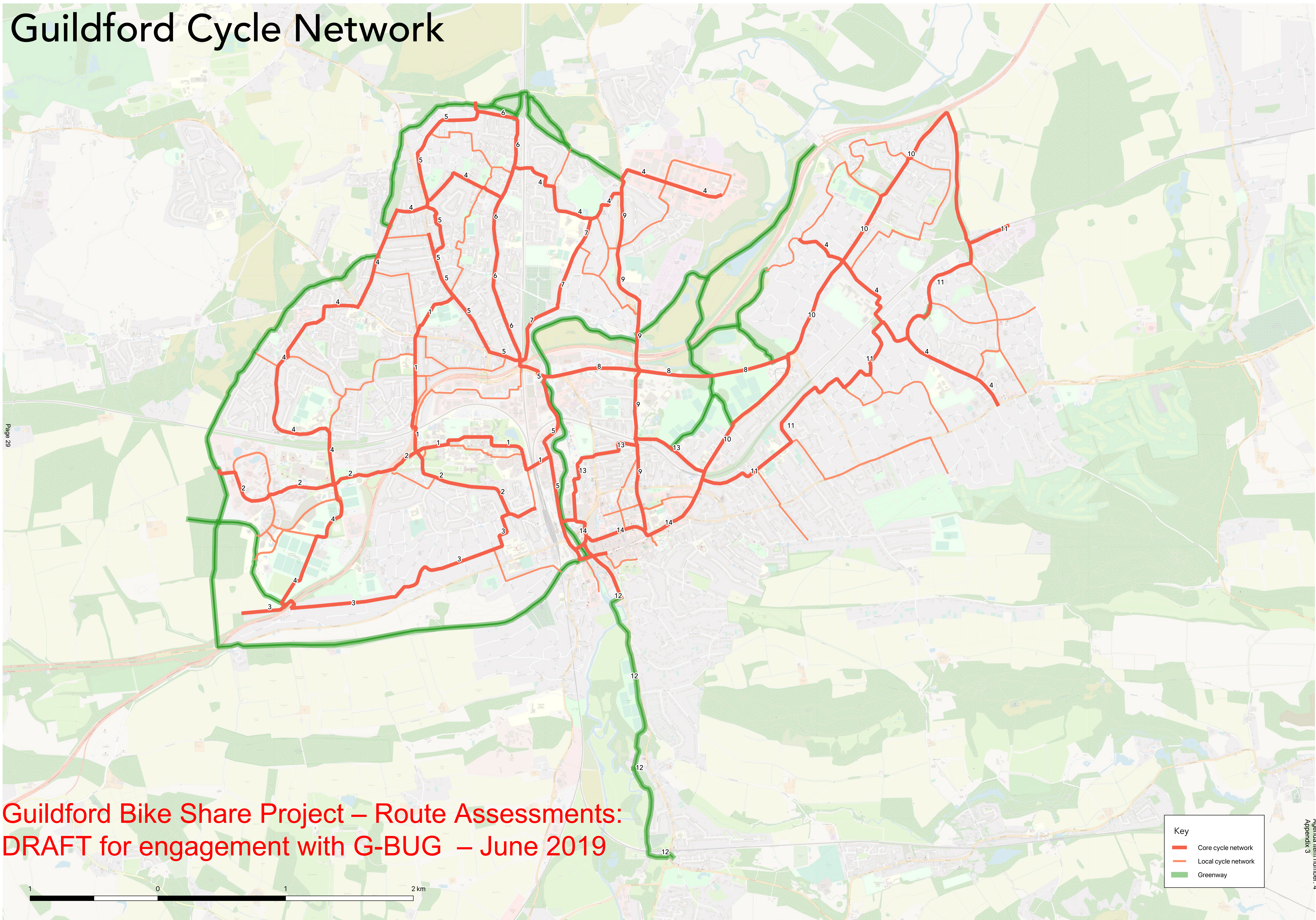
A2.24 However, the theoretical potential should be considered alongside practical details of the siting and layout of Park and Ride sites. When these are examined, only two of the four sites (Onslow and Spectrum) would be likely to support bike share. Detailed comments on the Park and Ride sites are set out in Table 5 below.

P & R site	In Phase 2?	Comments
Artington	No	Far from town centre along a busy main road (though the towpath is an alternative route). Low usage would therefore be expected.
Merrow	No	Far from town centre along a busy main road with very little cycle provision. Low usage would therefore be expected.
Onslow	Yes	Near University of Surrey campus at Manor Park and would therefore complement existing scheme.
Spectrum	Yes (at Leisure Complex)	Combined with parking for the Spectrum Leisure Complex and hence a single hub could serve both destinations.

Table 5. Potential for bike share at Park & Ride sites

This page is intentionally left blank

Guildford Cycle Network



Guildford Bike Share Project – Route Assessments:
DRAFT for engagement with G-BUG – June 2019

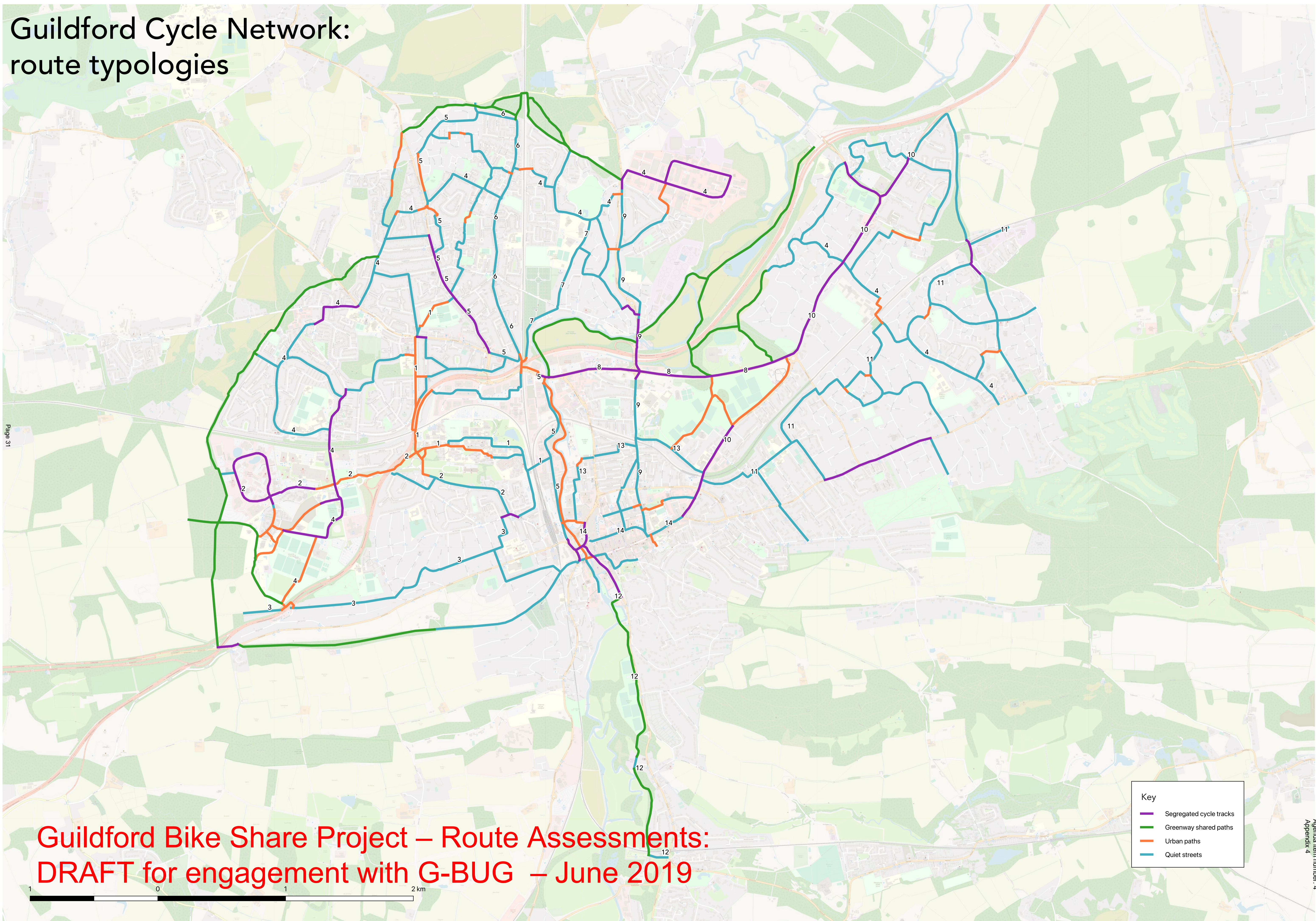
Key

- Core cycle network
- Local cycle network
- Greenway



This page is intentionally left blank

Guildford Cycle Network: route typologies



**Guildford Bike Share Project – Route Assessments:
DRAFT for engagement with G-BUG – June 2019**

Key

- Segregated cycle tracks
- Greenway shared paths
- Urban paths
- Quiet streets

This page is intentionally left blank



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, 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: 11 October 2019

SCHEDULE 1

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
*	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
	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 positions are: The South East Reserve Forces' and Cadets' Association (3 year appointment) and The Surrey Civilian Military Partnership Board (3 year appointment).	No	Report to Executive (22/10/2019)	Carrie Anderson 01483 444078 carrie.anderson@guildford.gov.uk

	AONB Management Plan	To consider and approve the AONB Management Plan	No	Report to Executive (22/10/2019)	Daniel Nunn 01483 444671 daniel.nunn@guildford.gov.uk
*	Replacement of a Dial a Ride mini buses	1. That the Executive approves option 1 the proposed purchase of 10 new electric Mini Buses for the DAR service. 2. That the Executive approves the movement of £820,000 of capital funding from the provisional to approved programme.	No	Report to Executive (22/10/2019)	Andy Mitram 01483 445092 andy.mitram@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)	Report to Executive (22/10/2019)	Tim Pilsbury 01483 444521 tim.pilsbury@guildford.gov.uk

Agenda item number: 5

*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 14 October 2019.

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
	Public Health Funerals	To approve terms for a public consultation on a draft policy	No	Executive (26/11/2019)	Justine Fuller 01483 444370 justine.fuller@guildford.gov.uk
*	Allen House Pavilion	To seek authority to proceed with new lease of charitable land at Allen House.	No	Executive (26/11/2019)	Alex Duggan 01483 444584 alex.duggan@guildford.gov.uk
* Page 37	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
	Local Council Tax Support Scheme 2020-21	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
*	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.	Yes	Report to Executive (26/11/2019)	Melissa Bromham 01483 444587 melissa.bromham@guildford.gov.uk
*	Crematorium Project	To approve supplementary capital estimates.	No	Report to Executive (26/11/2019) and Council (03/12/2019)	Paul Stacey 01483 444720 paul.stacey@guildford.gov.uk
* Page 38	SARP – Weyside Urban Village	To approve the SARP infrastructure programme budget.	No	Report to Executive (26/11/2019) and Council (03/12/2019)	Michael Lee-Dickson 01483 444123 Michael.lee-dickson@guildford.gov.uk
	Approval of below market lettings	To consider and approve the below market lettings.	No	Report to Executive (26/11/2019)	Mark Appleton 01483 444364 mark.appleton@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	Report to Executive (26/11/2019) and Council (03/12/2019)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk

Agenda item number: 5

*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 18 November 2019.

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 (26/11/2019)	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
Crematorium Project	To approve supplementary capital estimates	No	Council (3/12/2019) incorporating comments/recommendations of Executive (26/11/2019)	Paul Stacey 01483 444720 paul.stacey@guildford.gov.uk
SARP – Weyside Urban Village	To approve the SARP infrastructure programme budget.	No	Council (3/12/2019) incorporating comments/recommendations of Executive (26/11/2019)	Michael Lee-Dickson 01483 444123 michael.lee-dickson@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 (3/12/2019) Incorporating comments/recommendations of Corporate Governance and Standards Committee	John Armstrong 01483 444102 john.armstrong@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
			(19/11/2019)	

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
Page 40	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

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

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
	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 (16/01/2020) and Council (5/02/2020)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk
Page 41	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
	Business Planning – General Fund Budget 2020-21	To recommend to Council: <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 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 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
*	Property Investment Strategy	To approve a new property investment strategy which will provide a robust and viable framework for the organisation and retention of commercial properties located within the borough.	No	Report to Executive (24/03/2020)	Melissa Bromham 01483 444587 melissa.bromham@guildford.gov.uk

COUNCIL 7 April 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

Agenda item number: 5

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 44					

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	Agenda item number:
	Councillor Working Groups	To review the current councillor working groups, and to determine whether they should continue in their present format; and if so to confirm the political composition of each of them.	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
*	Transfer of Gosden Common to Bramley Parish Council	To consider and approve the transfer of Gosden Common to Bramley Parish Council	No	Executive	Fiona Williams 01483 444999 fiona.williams@guildford.gov.uk
	Puttenham Neighbourhood Plan	To adopt the Puttenham Neighbourhood Plan	No	Council	Dan Knowles 01483 444605 dan.knowles@guildford.gov.uk
Page 4	Lovelace Neighbourhood Plan	To adopt the Lovelace Neighbourhood Plan	No	Council	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
*	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
*	Waste Operating Model	To approve a waste operating model.	No	Report to Executive	Chris Wheeler 01483 445030 chris.wheeler@guildford.gov.uk

Agenda item number: 5

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
*	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
	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
* Page 48	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
*	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
*	New Housing Strategy	To develop a new Housing Strategy	No	Report to Executive	Philip O'Dwyer 01483 444318 philip.odwyer@guildford.gov.uk

Agenda item number: 5

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
	Tenancy Conditions and Flexible Tenancies	To review	No	Report to Executive	Siobhan Rumble 01483 444296 siobhan.rumble@guildford.gov.uk
	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 (by May 2020)	No	Report to Council Incorporating comments/ recommendations of EABs	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk
	Development Management DPD	To adopt the Development Management DPD	No	Report to Council Incorporating comments/	Stuart Harrison 01483 444512 stuart.harrison@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
				recommendations of Executive	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
*	Parking SPD	To adopt the Parking SPD	No	Report to Executive	Edward Cheng 01483 444083 edward.cheng@guildford.gov.uk
	Chantry Wood Campsite	To consider a further report on the future management of the Campsite, in particular:	No	Report to Executive	Hendryk Jurk 01483 444768 hendryk.jurk@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
Page 51		(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; (b) monitoring of usage of the campsite over the previous 12 months (c) the results of the engagement with potential operators to establish the future viability of a forest school operator at the Campsite. (d) the proposed small-scale refurbishment and upgrade works (By March 2020)			
*	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
	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

Agenda item number: 5

Page 52

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 Infrastructure Delivery Plan and informed by the GBC Regulation 123 list	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
	(2) To discuss and propose strategies for securing additional funding necessary for that delivery			

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 Environment & Sustainability across the borough, Transformation, Sustainable Transport, 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"> • Environment & Sustainability across the borough • Transformation • Sustainable Transport • Economic Development • Governance
<p>Deputy Leader of the Council and Lead Councillor for Personal Health, Safety and Wellbeing</p> <p>Councillor Fiona White 28 Ash Close Ash Surrey GU12 6AR (Westborough Ward)</p>	<ul style="list-style-type: none"> • Personal Health • Safety and Wellbeing
<p>Lead Councillor for Finance and Assets, Customer Services</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 and Assets • Customer Services

Councillor	Areas of Responsibility
<p>Lead Councillor for Housing, 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 • Access and Disability
<p>Lead Councillor for Waste, Licensing, and Parking</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"> • Waste • Licensing • Parking
<p>Lead Councillor for Planning, Regeneration and housing delivery</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 • Regeneration • Housing delivery
<p>Lead Councillor for Community Health, Support and Wellbeing</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"> • Community Health • Support • Wellbeing
<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

Councillor	Areas of Responsibility
<p>Lead Councillor for Tourism, Leisure, and Sport</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">• Tourism• Leisure• Sport
<p>Lead Councillor for Major Projects</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">• Major Projects

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

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

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	

EXECUTIVE ADVISORY BOARD WORK PROGRAMME

Item	Additional information	Corporate Plan Priority?	Relevant Lead Councillor(s)	Lead officer	Target completion
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	
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	