

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 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 (see note below for special arrangements for remote meetings during the Coronavirus crisis).

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 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 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 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.

Tom Horwood

Joint Chief Executive of Guildford and Waverley
Borough Councils

Guildford Borough Council
Millmead House
Millmead Guildford
GU2 4BB

Dated: 28 December 2021
(Published early 23 December 2021)

SCHEDULE

EXECUTIVE SHAREHOLDER AND TRUSTEE COMMITTEE: 25 January 2022

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
*	North Downs Housing	To approve the investment in North Downs Housing Limited.	No	Report to Executive Shareholder and Trustee Committee (25/01/2022)	Claire Beesly 01483 444144 claire.beesly@guildford.gov.uk

EXECUTIVE: 25 January 2022

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 and Investment Strategy (2022-23 to 2025-26)	To recommend to Council the approval of the Capital and Investment Strategy (2022-23 to 2025-26)	No	Report to Executive (25/01/2022) and Council (09/02/2022) Incorporating comments/ Recommendations of Joint EAB (10/01/2022) Corporate Governance and Standards Committee (20/01/2022)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk
	Housing Revenue Account Budget 2022-23	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 2022-23.	No	Report to Executive (25/01/2022) incorporating comments/ recommendations of the Joint EAB (10/01/2022) and Council (09/02/2022)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk

	Business Planning – General Fund Budget 2022-23	To recommend to Council: <ul style="list-style-type: none"> • Approval of the general fund revenue budget for 2022-23 • Agreement of a council tax requirement for 2022-23 • Declaration of any surplus/deficit on the collection fund 	No	Report to Executive (25/01/2022) Incorporating comments/ Recommendations of Joint EAB (10/01/2022) and Council (09/02/2022)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk
	Periodic Electoral Review of Guildford Borough Council	To recommend to Council to approve the Council's submission in response to the Local Government Boundary Commission's draft recommendations in respect of the periodic review	No	Report to Executive (25/01/2022) and Council (09/02/2022)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk
	Mandate Proposal to upgrade or replace Housing Management System v1.2	To approve significant changes to systems (new solution) for Housing and repairs combined.	No	Report to Executive (25/01/2022) Incorporating comments/ recommendations of Joint EAB (10/01/2022)	Matt Gough/Ann Carroll 01483 444772/444530 matt.gough@guildford.gov.uk/ann.carroll@guildford.gov.uk

	Shere Parish Council Car Park	To consider the introduction of car parking charges	No	Report to Executive (25/01/2022)	Chris Wheeler 01483 445030 chris.wheeler@guildford.gov.uk
	Timetable of Council and Committee Meetings 2022-23	To approve the timetable of Council and Committee Meetings 2022-23	No	Report to Executive (25/01/2022) and Council (09/02/2022)	Carrie Anderson 01483 444078 carrie.anderson@guildford.gov.uk
	Off-Street Parking Business Plan 2022-23	To approve the Off-Street Parking Business Plan 2022-23	No	Report to Executive (25/01/2022)	Andy Harkin 01483 444535 andy.harkin@guildford.gov.uk

	Yvonne Arnaud Theatre	To agree future levels of grant funding for the Yvonne Arnaud Theatre	No	Report to Executive (25/01/2022)	Steve Benbough 01483 444052 stephen.benbough@guildford.gov.uk
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COUNCIL: 9 February 2022 (Budget Council)

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 and Investment Strategy (2022-23 to 2025-26)	To approve the Capital and Investment Strategy (2022-23 to 2025-26)	No	Report to Council (09/02/2022) Incorporating comments/ Recommendations of Corporate Governance and Standards Committee (17/01/2022) and Executive (25/01/2022)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk
Housing Revenue Account Budget 2022-23	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 2022-23.	No	Report to Council (09/02/2022) incorporating comments/ recommendations of the Joint EAB (10/01/2022) and Executive (25/01/2022)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk
Business Planning – General Fund Budget 2022-23	To approve: <ul style="list-style-type: none"> • the general fund revenue budget for 2022-23 • a council tax requirement for 2022-23 Declaration of any surplus/ deficit on the collection fund	No	Report to Council (09/02/2022) incorporating comments/ recommendations of the Executive (25/01/2022)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk
Pay Policy Statement 2022-23	To approve the Pay Policy Statement 2022-23	No	Report to Council (09/02/2022)	Francesca Smith 01483 444014 francesca.smith@guildford.gov.uk

Periodic Electoral Review of Guildford Borough Council	To approve the Council's submission in response to the Local Government Boundary Commission's draft recommendations in respect of the periodic review	No	Report to Council (09/02/2022) Incorporating comments/ Recommendations of Executive (25/01/2022)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk
The Council's Constitution Review of Financial Procedure Rules	To approve the reviewed and updated the Financial Procedure Rules.	No	Report to Council (09/02/2022) Incorporating comments/recommendations of Corporate Governance and Standards Committee (20/01/2022) and Executive (25/01/2022)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk
Timetable of Council and Committee Meetings 2022-23	To approve the timetable of Council and Committee Meetings 2022-23	No	Report to Council (09/02/2022) Incorporating comments/recommendations of Executive (25/01/2022)	Carrie Anderson 01483 444078 carrie.anderson@guildford.gov.uk
Community Governance Review of West Horsley	To seek approval to conduct a community governance review of West Horsley Parish Council	No	Report to Council (09/02/2022)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk

EXECUTIVE: 22 February 2022

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
*	Send Hill Disused Sandpit	To approve the potential disposal of land, currently used as open space, for housing.	No	Report to Executive (22/02/2022)	Damien Cannell 01483 444553 damien.cannell@guildford.gov.uk
*	Grant of license for amenity land adjacent to Beechcroft Drive	To enter into a 125-year license agreement on a peppercorn basis with the freeholders of residential property on Beechcroft Drive to allow access over Council land, together with the inclusion of a termination clause.	Yes	Report to Executive (22/02/2022)	Abi Lewis 01483 444908 abi.lewis@guildford.gov.uk

	The Riverside Centre currently let to the Academy of Contemporary Music	To consider and recommend the surrender of the lease.	Yes	Report to Executive (22/02/2022)	Mark Appleton 01483 444364 mark.appleton@guildford.gov.uk
	North Street Development	<ol style="list-style-type: none"> 1. Approval of the working group's recommendation for the design of the refurbished bus interchange. 2. Approval of the working Groups recommendation for the design of the pedestrianisation of North Street. 	No	Report to Executive (22/02/2022)	Andrew Tyldesley 01483 444617 andrew.tyldesley@guildford.gov.uk
	Careline Mandate	To consider the mandate.	No	Report to Executive (22/02/2022) Incorporating comments/ Recommendations of Strategy and Resources EAB (07/02/2022)	Sam Hutchison 01483 samantha.hutchison@guildford.gov.uk
	Pesticide Petition	The Executive be requested to urgently consider and approve the proposed chemical reduction measures in 2022 set out in Appendix 6 to the report submitted to the Council, and to commit the Council to working with Surrey County Council in developing a joint pesticide policy.	No	Report to Executive (22/02/2022)	Hendryk Jurk 01483 444768 hendryk.jurk@guildford.gov.uk

	Pre-Election Publicity Guidance	To consider and recommend to Council the Pre-Election Publicity Guidance	No	Report to Executive (22/02/2022) and Council (05/04/2022)	Diane Owens 01483 444027 diane.owens@guildford.gov.uk
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*Information regarding this item is considered to be commercially sensitive and contain details of privileged legal advice and therefore exempt from publication. The item will, if councillors wish, be discussed in private as it will involve the likely disclosure of this exempt information as defined in paragraphs 3 and 5 of Schedule 12A to the Local Government Act 1972, namely:

“(3) Information relating to the financial or business affairs of any particular person (including the authority holding that information)”

“(5) Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings”

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: Carrie Anderson, Senior Democratic Services Officer by email: carrie.anderson@guildford.gov.uk by no later than midday Friday 11 February 2022.

COUNCIL: 23 February 2022 (Reserve Budget Date)

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

EXECUTIVE: 22 March 2022

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 Space Protection Order (PSPO)	To approve the Public Space Protection Order (PSPO)	No	Report to Executive (22/03/2022) Incorporating comments/ recommendations of Strategy EAB (09/08/2021)	Yasmine Makin 01483 444070 yasmine.makin@guildford.gov.uk
	Guildford West Station	GRIP 3 Outcome report (update report) and future procurement of GRIP stages.		Report to Executive (22/03/2022)	Mike Miles 01483 444077 mike.miles@guildford.gov.uk

COUNCIL: 5 April 2022

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
Pre-Election Publicity Guidance	To consider and approve the Pre-Election Publicity Guidance	No	Report to Council (05/04/2022) Incorporating comments/recommendations of Executive (22/02/2022)	Diane Owens 01483 444027 diane.owens@guildford.gov.uk

EXECUTIVE: 26 April 2022

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
	Annual Governance Statement 2021-22	To adopt the Council's Annual Governance Statement for 2021-22	No	Report to Executive (26/04/2022) Incorporating comments/recommendations of Corporate Governance and Standards (24/03/2022)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk

COUNCIL: 11 May 2022 (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 2022-23	To elect a Mayor and appoint a Deputy Mayor for the municipal year 2022-23.	No	Report to Council (11/05/2022)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk
Appointment of Honorary Remembrancer 2022-23	To appoint the Honorary Remembrancer for the municipal year 2022-23.	No	Report to Council (11/05/2022)	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
	Review of Executive Working Groups	To review work progress, terms of reference and membership.	No	Executive	John Armstrong 01483 444102 John.armstrong@guildford.gov.uk

Key Decision (asterisk indicates that the decision is likely to be a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision- maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
	Review of Refuse and Recycling Service <i>(Awaiting the new National Waste Strategy from central Government.)</i>	To consider future options and proposals for the Refuse and Recycling Service.	No	Report to Service Delivery EAB	Chris Wheeler 01483 445030

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
	Ash Road Bridge and Footbridge Update	To receive an update	No	Report to Executive	Michael Miles 01483 444077 michael.miles@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
*	Bridges – Inspection and Remedial Work	(1) To approve appointment of consultants to: <ul style="list-style-type: none"> (1) carry out inspections (2) cost immediate and long-term works (3) advise on future inspection frequency (2) To approve works that arise from inspections <ul style="list-style-type: none"> (a) Move money from provisional to approved capital programme. 	No	Report to Executive	Helen Buck 01483 444720 helen.buck@guildford.gov.uk
u	The Housing Allocation Scheme	Executive to agree updated scheme for Housing Allocation. <i>Scheme will not come forward until 2022.</i>	No	Report to Executive Incorporating comments/ Recommendations of Service Delivery EAB	Siobhan Kennedy 01483 444247 siobhan.kennedy@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
*u	New Housing Strategy (including Homelessness Prevention and Rough Sleeping Strategies) 2020-2025	To develop a new housing strategy to include the statutory elements of homelessness prevention and rough sleeping. <i>Dependent on Corporate Plan, maybe delivered at the end of 2021/start of 2022.</i>	No	Report to Executive Incorporating comments/ Recommendations of Service Delivery EAB	Siobhan Kennedy 01483 444247 siobhan.kennedy@guildford.gov.uk
u	Charging for Regulatory Services	To consider proposal to charge for pre-application advice. <i>Not a priority at this time.</i>	No	Executive	Justine Fuller 01483 444370 Justine.fuller@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
*u	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. <i>Report estimated Spring 2022.</i>	No	Executive	Chris Wheeler 01483 445030 chris.wheeler@guildford.gov.uk
*u	Industrial Estates	To consider strategies for the future development of individual industrial estates <i>Report estimated 2022.</i>	No	Report to Executive Incorporating comments/ recommendations of Strategy and Resources EAB	Melissa Bromham 01483 444587 melissa.bromham@guildford.gov.uk

Key Decision (asterisk indicates that the decision is likely to be a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
*u	Community Infrastructure Levy Charging Schedule	To adopt the Community Infrastructure Levy Charging Schedule <i>No schedule yet.</i>	No	Report to Executive Incorporating comments/ recommendations of Guildford Joint Committee	Stuart Harrison 01483 444512 stuart.harrison@guildford.gov.uk
*u	Marketing Requirements SPD	To adopt the Marketing Requirements SPD No schedule yet.	No	Report to Executive	Gavin Stonham 01483 444464 gavin.stonham@guildford.gov.uk
*u	Planning Contributions SPD	To adopt the Planning Contributions SPD <i>No schedule yet.</i>	No	Report to Executive	Stuart Harrison 01483 444512 stuart.harrison@guildford.gov.uk
*u	Green and Blue Infrastructure SPD	To adopt the Green and Blue Infrastructure SPD. <i>No schedule yet.</i>	No	Report to Executive	Dan Knowles 01483 444605 dan.knowles@guildford.gov.uk
*u	Green Belt SPD	To adopt the Green Belt SPD <i>No schedule yet.</i>	No	Report to Executive	Laura Howard 01483 444626 laura.howard@guildford.gov.uk

UNSCHEDULED ITEMS – GUILDFORD JOINT COMMITTEE

Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
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 (2) To discuss and propose strategies for securing additional funding necessary for that delivery	No	Report to Guildford Joint Committee	Stuart Harrison 01483 444512 stuart.harrison@guildford.gov.uk

SCHEDULE 2

MEMBERSHIP OF THE BOROUGH COUNCIL'S EXECUTIVE

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

Councillor	<i>Areas of Responsibility</i>
<p>Leader of the Council and Lead Councillor for Service Delivery</p> <p>Councillor Joss Bigmore c/o Guildford Borough Council Millmead House Millmead Guildford GU2 4BB</p> <p>(Christchurch Ward)</p>	<p>Governance including corporate Health and Safety, Guildford/Waverley Partnership, Partnerships, Corporate Strategy and Strategic Planning.</p>
<p>Deputy Leader of the Council and Lead Councillor for Climate Change</p> <p>Councillor Julia McShane 75 Applegarth Avenue Park Barn Guildford Surrey GU2 8LX</p> <p>(Westborough Ward)</p>	<p>Health, Wellbeing, Access and Disability, Safety, grants and voluntary services, Careline, Handyperson, Care and Repair, Housing, Homelessness, housing standards (HMOs, private rented sector) and Human Resources.</p>

Councillor	<i>Areas of Responsibility</i>
<p>Lead Councillor for Resources Councillor Tim Anderson c/o Guildford Borough Council Millmead House Millmead Guildford GU2 4BB (Clandon & Horsley Ward)</p>	<p>Finance, Commercial Asset Management, Procurement and Communications.</p>
<p>Lead Councillor for Development Management Councillor Tom Hunt c/o Guildford Borough Council Millmead House Millmead Surrey GU2 4BB (Friary & St. Nicolas Ward)</p>	<p>Development Control and Enforcement</p>
<p>Lead Councillor for Economy Councillor John Redpath 12 Addison Road Guildford GU1 3QP (Holy Trinity Ward)</p>	<p>Economic Development, Social Enterprise, Rural Economy, Heritage and Community Assets, Customer Services including Web Services.</p>

Councillor	<i>Areas of Responsibility</i>
<p>Lead Councillor for Regeneration</p> <p>Councillor John Rigg</p> <p>C/o Guildford Borough Council Millmead House Millmead Guildford GU2 4BB</p> <p>(Holy Trinity Ward)</p>	<p>Town Centre MasterPlan, Infrastructure, Major Projects, Strategic Asset Management</p>
<p>Lead Councillor for Environment</p> <p>Councillor James Steel</p> <p>c/o Guildford Borough Council Millmead House Millmead Surrey GU2 4BB</p> <p>(Westborough Ward)</p>	<p>Waste, Licensing (including Health and Safety regulation), Parking, Parks and Leisure, Arts and Tourism, Bereavement, Environmental Health and Protection.</p>
<p>Lead Councillor for Climate Change and Air Quality</p> <p>Councillor Cait Taylor</p> <p>c/o Guildford Borough Council Millmead House Millmead Surrey GU2 4BB</p> <p>(Friary and St.Nicolas)</p>	<p>Climate Change, Air Quality, Innovation, Sustainable Transport</p>

