

## **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](mailto: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: 27 January 2022

SCHEDULE

**EXECUTIVE SHAREHOLDER AND TRUSTEE COMMITTEE: 24 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
*	North Downs Housing	To approve the investment in North Downs Housing Limited.		Report to Executive Shareholder and Trustee Committee (24/02/2022)	Claire Beesly 01483 444144 <a href="mailto:claire.beesly@guildford.gov.uk">claire.beesly@guildford.gov.uk</a>

**EXECUTIVE: 24 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
*	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 (24/02/2022)	Abi Lewis 01483 444908 <a href="mailto:abi.lewis@guildford.gov.uk">abi.lewis@guildford.gov.uk</a>
	The Riverside Centre currently let to the Academy of Contemporary Music	To consider and recommend the surrender of the lease.	Yes	Report to Executive (24/02/2022)	Mark Appleton 01483 444364 <a href="mailto:mark.appleton@guildford.gov.uk">mark.appleton@guildford.gov.uk</a>
*	North Street Development	<ol style="list-style-type: none"> <li>1. Approval of the working group's recommendation for the design of the refurbished bus interchange.</li> <li>2. Approval of the working Groups recommendation for the design of the pedestrianisation of North Street.</li> </ol>	No	Report to Executive (24/02/2022)	Andrew Tyldesley 01483 444617 <a href="mailto:andrew.tyldesley@guildford.gov.uk">andrew.tyldesley@guildford.gov.uk</a>

	Pesticide Petition	To consider the proposed chemical reduction measures in 2022, as requested by Council on 7 December, and committing the Council to working with Surrey County Council in developing a joint pesticide policy.	No	Report to Executive (24/02/2022)	Hendryk Jurk 01483 444768 <a href="mailto:hendryk.jurk@guildford.gov.uk">hendryk.jurk@guildford.gov.uk</a>
	Overview and Scrutiny recommendations	To consider any recommendations from the Overview and Scrutiny Committee	No	Report to Executive (24/02/2022)	No report author

\*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](mailto:carrie.anderson@guildford.gov.uk) by no later than midday Friday 11 February 2022.

**COUNCIL: 23 February 2022 (Reserve Budget Date)**

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

**EXECUTIVE: 22 March 2022**

<b>Key Decision (asterisk indicates that the decision is a key decision)</b>	<b>Subject</b>	<b>Decision to be taken</b>	<b>Is the matter to be dealt with in private?</b>	<b>Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.</b>	<b>Contact Officer</b>
	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 <a href="mailto:yasmine.makin@guildford.gov.uk">yasmine.makin@guildford.gov.uk</a>
	Shaping Guildford's Future (Formerly GERP)	To consider the Area Action Plan	No	Report to Executive (22/03/2022)	Mike Lee-Dickson 01483 444123 <a href="mailto:michael.lee-dickson@guildford.gov.uk">michael.lee-dickson@guildford.gov.uk</a>
*	Send Hill Disused Sandpit	To approve the potential disposal of land, currently used as open space, for housing.	No	Report to Executive (22/03/2022)	Damien Cannell 01483 444553 <a href="mailto:damien.cannell@guildford.gov.uk">damien.cannell@guildford.gov.uk</a>

	Infrastructure Funding Statement 2020-21	To approve the Infrastructure Funding Statement 2020-21 for publication	No	Report to Executive (22/03/2022)	Rosie Trussler 01483 444463 <a href="mailto:rosie.trussler@guildford.gov.uk">rosie.trussler@guildford.gov.uk</a>
	Annual Governance Statement 2021-22	To consider the Council's Annual Governance Statement for 2021-22	No	Report to Executive (22/03/2022) and Corporate Governance and Standards (21/04/2022)	John Armstrong 01483 444102 <a href="mailto:john.armstrong@guildford.gov.uk">john.armstrong@guildford.gov.uk</a>
	Pre-Election Publicity Guidance	To consider and recommend to Council the Pre-Election Publicity Guidance	No	Report to Executive (22/03/2022) and Council (05/04/2022)	Claire Beesly 01483 444144 <a href="mailto:claire.beesly@guildford.gov.uk">claire.beesly@guildford.gov.uk</a>
	The Council's Constitution: Review of Financial Procedure Rules	To review and update the Financial Procedure Rules	No	Report to Executive (22/03/2022) and Council (05/04/2022)	Victoria Worsfold 01483 444834 <a href="mailto:victoria.worsfold@guildford.gov.uk">victoria.worsfold@guildford.gov.uk</a>



**COUNCIL: 5 April 2022**

<b>Subject</b>	<b>Decision to be taken</b>	<b>Is the matter to be dealt with in private?</b>	<b>Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.</b>	<b>Contact Officer</b>
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 (22/03/2022)	Claire Beesly 01483 444144 <a href="mailto:claire.beesly@guildford.gov.uk">claire.beesly@guildford.gov.uk</a>
West Clandon Neighbourhood Plan	To adopt the West Clandon Neighbourhood Plan, subject to the outcome of a local referendum	No	Report to Council (05/04/2022)	Kate Lines 01483 444662 <a href="mailto:kate.lines@guildford.gov.uk">kate.lines@guildford.gov.uk</a>
The Council's Constitution: Review of Financial Procedure Rules	To review and update the Financial Procedure Rules	No	Report to Council (05/04/2022) Incorporating comments/recommendations of Executive (22/03/2022)	Victoria Worsfold 01483 444834 <a href="mailto:victoria.worsfold@guildford.gov.uk">victoria.worsfold@guildford.gov.uk</a>

**EXECUTIVE: 28 April 2022**

<b>Key Decision (asterisk indicates that the decision is a key decision)</b>	<b>Subject</b>	<b>Decision to be taken</b>	<b>Is the matter to be dealt with in private?</b>	<b>Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.</b>	<b>Contact Officer</b>
	Careline Mandate	To consider the mandate.	No	Report to Executive (28/04/2022) Incorporating comments/ Recommendations of Service Delivery EAB (10/03/2022)	Sam Hutchison 01483 444385 <a href="mailto:samantha.hutchison@guildford.gov.uk">samantha.hutchison@guildford.gov.uk</a>
	Corporate Risk Register and Risk Management Strategy	To approve the Risk Management Strategy and Policy.	No	Report to Executive (28/04/2022) Incorporating comments/ recommendations of Corporate Governance and Standards Committee (21/04/2022)	Yasmine Makin 01483 444070 <a href="mailto:yasmine.makin@guildford.gov.uk">yasmine.makin@guildford.gov.uk</a>
*	Guildford West Station	GRIP 3 Outcome report (update report) and future procurement of GRIP stages	No	Report to Executive (28/04/2022)	Mike Miles 01483 444077 <a href="mailto:mike.miles@guildford.gov.uk">mike.miles@guildford.gov.uk</a>

	Update to Guildford Borough Council's Enforcement Policy	Local Authorities are required to review and update their enforcement policy regularly. Members will be asked to agree updates to policy.	No	Report to Executive (28/04/2022) and Council (16/05/2022)	Dympna Sanders 01483 444620 <a href="mailto:dympna.sanders@guildford.gov.uk">dympna.sanders@guildford.gov.uk</a>
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**COUNCIL: 11 May 2022 (Annual Council Meeting)**

<b>Subject</b>	<b>Decision to be taken</b>	<b>Is the matter to be dealt with in private?</b>	<b>Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.</b>	<b>Contact Officer</b>
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	No Report	John Armstrong 01483 444102 <a href="mailto:john.armstrong@guildford.gov.uk">john.armstrong@guildford.gov.uk</a>
Appointment of Honorary Remembrancer 2022-23	To appoint the Honorary Remembrancer for the municipal year 2022-23.	No	No Report	John Armstrong 01483 444102 <a href="mailto:john.armstrong@guildford.gov.uk">john.armstrong@guildford.gov.uk</a>

**COUNCIL: 16 May 2022 (Selection Council Meeting)**

<b>Subject</b>	<b>Decision to be taken</b>	<b>Is the matter to be dealt with in private?</b>	<b>Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.</b>	<b>Contact Officer</b>
Appointments to committees 2022-23	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 to Council (16/05/2022)	John Armstrong 01483 444102 <a href="mailto:john.armstrong@guildford.gov.uk">john.armstrong@guildford.gov.uk</a>

**EXECUTIVE: 26 May 2022**

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

**EXECUTIVE: 23 June 2022**

<b>Key Decision (asterisk indicates that the decision is a key decision)</b>	<b>Subject</b>	<b>Decision to be taken</b>	<b>Is the matter to be dealt with in private?</b>	<b>Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.</b>	<b>Contact Officer</b>
	Capital and Investment Outturn Report 2021-22	To recommend the approval of the Capital and Investment outturn report 2021-22 to Council at its meeting in July 2022.	No	Report to Executive (23/06/2022) Incorporating comments/ Recommendations of Corporate Governance and Standards Committee (16/06/2022) and Council (26/07/2022)	Victoria Worsfold 01483 444834 <a href="mailto:victoria.worsfold@guildford.gov.uk">victoria.worsfold@guildford.gov.uk</a>
	Revenue Outturn Report 2021-22	To approve the Revenue Outturn Report 2021-22.	No	Report to Executive (23/06/2022) Incorporating comments/ Recommendations of Corporate Governance and Standards Committee (16/06/2022)	Victoria Worsfold 01483 444834 <a href="mailto:victoria.worsfold@guildford.gov.uk">victoria.worsfold@guildford.gov.uk</a>

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
	Housing Revenue Account Final Accounts 2021-22	To approve the Housing Revenue Account Final Accounts 2021-22	No	Report to Executive (23/06/2022) Incorporating comments/ Recommendations of Corporate Governance and Standards Committee (16/06/2022)	Victoria Worsfold 01483 444834 <a href="mailto:victoria.worsfold@guildford.gov.uk">victoria.worsfold@guildford.gov.uk</a>
*	Guildford Bid Ballot – Consideration of Draft Business Plan 2023-2028	To consider and approve the Business Plan.	No	Report to Executive (23/06/2022) Incorporating comments/ Recommendations of Strategy and Resources EAB (13/06/2022)	Dawn Hudd 01483 444491 <a href="mailto:dawn.hudd@guildford.gov.uk">dawn.hudd@guildford.gov.uk</a>

**EXECUTIVE: 21 July 2022**

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



**COUNCIL: 26 July 2022**

<b>Subject</b>	<b>Decision to be taken</b>	<b>Is the matter to be dealt with in private?</b>	<b>Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.</b>	<b>Contact Officer</b>
Capital and Investment Outturn Report 2021-22	To approve the Capital and Investment Outturn Report 2021-22.	No	Report to Council (26/07/2022) Incorporating comments/ recommendations of Corporate Governance and Standards Committee (16/06/2022) Executive (23/06/2022)	Victoria Worsfold 01483 444834 <a href="mailto:victoria.worsfold@guildford.gov.uk">victoria.worsfold@guildford.gov.uk</a>

**EXECUTIVE: 25 August 2022**

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

**EXECUTIVE: 22 September 2022**

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

**COUNCIL: 11 October 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

**EXECUTIVE: 27 October 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

**EXECUTIVE: 24 November 2022**

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

**EXECUTIVE: 5 January 2023**

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

**EXECUTIVE: 26 January 2023**

<b>Key Decision (asterisk indicates that the decision is a key decision)</b>	<b>Subject</b>	<b>Decision to be taken</b>	<b>Is the matter to be dealt with in private?</b>	<b>Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.</b>	<b>Contact Officer</b>
	Capital and Investment Strategy (2023-24 to 2026-27)	To recommend to Council the approval of the Capital and Investment Strategy (2023-24 to 2026-27)	No	Report to Executive (26/01/2023) and Council (08/02/2023) Incorporating comments/ Recommendations of Joint EAB (09/01/2023) Corporate Governance and Standards Committee (19/01/2023)	Victoria Worsfold 01483 444834 <a href="mailto:victoria.worsfold@guildford.gov.uk">victoria.worsfold@guildford.gov.uk</a>
	Housing Revenue Account Budget 2023-24	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 2023-24.	No	Report to Executive (26/01/2023) incorporating comments/ recommendations of the Joint EAB (09/01/2023) and Council (08/02/2023)	Victoria Worsfold 01483 444834 <a href="mailto:victoria.worsfold@guildford.gov.uk">victoria.worsfold@guildford.gov.uk</a>

	Business Planning – General Fund Budget 2023-24	To recommend to Council: <ul style="list-style-type: none"> <li>• Approval of the general fund revenue budget for 2023-24</li> <li>• Agreement of a council tax requirement for 2023-24</li> <li>• Declaration of any surplus/deficit on the collection fund</li> </ul>	No	Report to Executive (26/01/2023) Incorporating comments/ Recommendations of Joint EAB (09/01/2023) and Council (08/02/2023)	Victoria Worsfold 01483 444834 <a href="mailto:victoria.worsfold@guildford.gov.uk">victoria.worsfold@guildford.gov.uk</a>
	Off-Street Parking Business Plan 2023-24	To approve the Off-Street Parking Business Plan 2023-24	No	Report to Executive (26/01/2023)	Andy Harkin 01483 444535 <a href="mailto:andy.harkin@guildford.gov.uk">andy.harkin@guildford.gov.uk</a>

**COUNCIL: 8 February 2023 (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 (2023-24 to 2026-27)	To approve the Capital and Investment Strategy (2023-24 to 2026-27)	No	Report to Council (08/02/2023) Incorporating comments/ Recommendations of Corporate Governance and Standards Committee (19/01/2023) and Executive (26/01/2023)	Victoria Worsfold 01483 444834 <a href="mailto:victoria.worsfold@guildford.gov.uk">victoria.worsfold@guildford.gov.uk</a>
Housing Revenue Account Budget 2023-24	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 2023-24.	No	Report to Council (08/02/2023) incorporating comments/ recommendations of the Joint EAB (09/01/2023) and Executive (26/01/2023)	Victoria Worsfold 01483 444834 <a href="mailto:victoria.worsfold@guildford.gov.uk">victoria.worsfold@guildford.gov.uk</a>
Business Planning – General Fund Budget 2023-24	To approve: <ul style="list-style-type: none"> <li>• the general fund revenue budget for 2023-24</li> <li>• a council tax requirement for 2023-24</li> </ul>	No	Report to Council (08/02/2023) incorporating comments/ recommendations of the Executive (26/01/2023)	Victoria Worsfold 01483 444834 <a href="mailto:victoria.worsfold@guildford.gov.uk">victoria.worsfold@guildford.gov.uk</a>
Pay Policy Statement 2023-24	To approve the Pay Policy Statement 2023-24	No	Report to Council (08/02/2023)	Francesca Smith 01483 444014 <a href="mailto:francesca.smith@guildford.gov.uk">francesca.smith@guildford.gov.uk</a>

**COUNCIL (Budget Reserve Date): 22 February 2023**

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

**EXECUTIVE: 23 February 2023**

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



**EXECUTIVE: 16 March 2023**

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

**COUNCIL: Annual Council Meeting 10 May 2023**

<b>Subject</b>	<b>Decision to be taken</b>	<b>Is the matter to be dealt with in private?</b>	<b>Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.</b>	<b>Contact Officer</b>
Election of Mayor and appointment of Deputy Mayor 2023-24	To elect a Mayor and appoint a Deputy Mayor for the municipal year 2023-24.	No	No Report	John Armstrong 01483 444102 <a href="mailto:john.armstrong@guildford.gov.uk">john.armstrong@guildford.gov.uk</a>
Appointment of Honorary Remembrancer 2023-24	To appoint the Honorary Remembrancer for the municipal year 2023-24.	No	No Report	John Armstrong 01483 444102 <a href="mailto:john.armstrong@guildford.gov.uk">john.armstrong@guildford.gov.uk</a>

**COUNCIL: Selection Council Meeting 23 May 2023**

<b>Subject</b>	<b>Decision to be taken</b>	<b>Is the matter to be dealt with in private?</b>	<b>Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.</b>	<b>Contact Officer</b>
Appointments to committees 2023-24	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 to Council (23/05/2023)	John Armstrong 01483 444102 <a href="mailto:john.armstrong@guildford.gov.uk">john.armstrong@guildford.gov.uk</a>

**NOTICE OF OFFICER KEY DECISIONS TO BE TAKEN**

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Date the Decision is to be taken on	Contact Officer
*	86-88 Leys House Woodbridge Road	To grant of new protected 10-year lease.  The change in rent passing and the rent to be agreed upon renewal is predicted to generate a change in value of +£200k in income over the term of the lease; making this renewal a key decision.	14/02/2022	Faye Gunner 01483 444598 <a href="mailto:faye.gunner@guildford.gov.uk">faye.gunner@guildford.gov.uk</a>
*	37-39 Moorfield Road, Slyfield Industrial Estate	Tenant to agree 24/12/2020 rent review at £87,500 pa only on the basis that GBC agrees to widen the permitted use to include Car Sales.  Current passing rent £39,000 pa.	21/02/2022	Faye Gunner 01483 444598 <a href="mailto:faye.gunner@guildford.gov.uk">faye.gunner@guildford.gov.uk</a>

**UNSCHEDULED ITEMS – EXECUTIVE/COUNCIL**

<b>Key Decision (asterisk indicates that the decision is likely to be a key decision)</b>	<b>Subject</b>	<b>Decision to be taken</b>	<b>Is the matter to be dealt with in private?</b>	<b>Documents to be submitted to decision- maker for consideration in relation to the matter in respect of which the decision is to be made.</b>	<b>Contact Officer</b>
	Review of the Probity in Planning Handbook	To review the handbook	No	Executive	John Armstrong 01483 444102 <a href="mailto:john.armstrong@guildford.gov.uk">john.armstrong@guildford.gov.uk</a>

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 <a href="mailto:John.armstrong@guildford.gov.uk">John.armstrong@guildford.gov.uk</a>

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 <a href="mailto:michael.miles@guildford.gov.uk">michael.miles@guildford.gov.uk</a>



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	<p>(1) To approve appointment of consultants to:</p> <ul style="list-style-type: none"> <li>(1) carry out inspections</li> <li>(2) cost immediate and long-term works</li> <li>(3) advise on future inspection frequency</li> </ul> <p>(2) To approve works that arise from inspections</p> <ul style="list-style-type: none"> <li>(a) Move money from provisional to approved capital programme.</li> </ul>	No	Report to Executive	<p>Helen Buck 01483 444720 <a href="mailto:helen.buck@guildford.gov.uk">helen.buck@guildford.gov.uk</a></p>
u	The Housing Allocation Scheme	<p>Executive to agree updated scheme for Housing Allocation.</p> <p><i>Scheme will not come forward until 2022.</i></p>	No	Report to Executive Incorporating comments/ Recommendations of Service Delivery EAB	<p>Siobhan Kennedy 01483 444247 <a href="mailto:siobhan.kennedy@guildford.gov.uk">siobhan.kennedy@guildford.gov.uk</a></p>

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 <a href="mailto:siobhan.kennedy@guildford.gov.uk">siobhan.kennedy@guildford.gov.uk</a>
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 <a href="mailto:Justine.fuller@guildford.gov.uk">Justine.fuller@guildford.gov.uk</a>

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	<p>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.</p> <p><i>Report estimated Spring 2022.</i></p>	No	Executive	<p>Chris Wheeler 01483 445030 <a href="mailto:chris.wheeler@guildford.gov.uk">chris.wheeler@guildford.gov.uk</a></p>
*u	Industrial Estates	<p>To consider strategies for the future development of individual industrial estates</p> <p><i>Report estimated 2022.</i></p>	No	Report to Executive Incorporating comments/ recommendations of Strategy and Resources EAB	<p>Melissa Bromham 01483 444587 <a href="mailto:melissa.bromham@guildford.gov.uk">melissa.bromham@guildford.gov.uk</a></p>

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 <a href="mailto:stuart.harrison@guildford.gov.uk">stuart.harrison@guildford.gov.uk</a>
*u	Marketing Requirements SPD	To adopt the Marketing Requirements SPD  No schedule yet.	No	Report to Executive	Gavin Stonham 01483 444464 <a href="mailto:gavin.stonham@guildford.gov.uk">gavin.stonham@guildford.gov.uk</a>
*u	Planning Contributions SPD	To adopt the Planning Contributions SPD  <i>No schedule yet.</i>	No	Report to Executive	Stuart Harrison 01483 444512 <a href="mailto:stuart.harrison@guildford.gov.uk">stuart.harrison@guildford.gov.uk</a>
*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 <a href="mailto:dan.knowles@guildford.gov.uk">dan.knowles@guildford.gov.uk</a>
*u	Green Belt SPD	To adopt the Green Belt SPD  <i>No schedule yet.</i>	No	Report to Executive	Laura Howard 01483 444626 <a href="mailto:laura.howard@guildford.gov.uk">laura.howard@guildford.gov.uk</a>

**UNSCHEDULED ITEMS – GUILDFORD JOINT COMMITTEE**

<b>Subject</b>	<b>Decision to be taken</b>	<b>Is the matter to be dealt with in private?</b>	<b>Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.</b>	<b>Contact Officer</b>
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 <a href="mailto:stuart.harrison@guildford.gov.uk">stuart.harrison@guildford.gov.uk</a>

**SCHEDULE 2**

**MEMBERSHIP OF THE BOROUGH COUNCIL'S EXECUTIVE**

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

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

Councillor	Areas of Responsibility
<p><b>Lead Councillor for Regeneration</b></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><b>Lead Councillor for Environment</b></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><b>Lead Councillor for Climate Change</b></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>



