

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: 31 March 2022

COUNCIL: 05 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
	West Clandon Neighbourhood Plan	To adopt the West Clandon Neighbourhood Plan, subject to the outcome of a local referendum	No	Report to Council (05/04/22)	Kate Lines 01483 444662 kate.lines@guildford.gov.uk
	Review of the Local Plan	To consider independent legal advice on the review of the Local Plan	No	Report to Council (05/04/22)	Dawn Hudd 01483 444491 dawn.hudd@guildford.gov.uk
	Guildford/Waverley Collaboration	Approval of the Heads of Terms of the Inter- Authority Agreement	No	Report to Council (05/04/22)	Tom Horwood 01483 444210 tom.horwood@guildford.gov.uk

	Councillor Chris Blow	To agree that the reason for Councillor Chris Blow's failure to attend any meeting of the Council or any of its committees since 21 October 2021 was due to his ill health, and that, if necessary, the matter be reviewed again by the Council at its meeting on 11 October 2022.	No	Report to Council (05/04/22)	John Armstrong 01483 444402 john.armstrong@guildford.gov.uk
	Directors' Pay Award 2022	To consider the pay award	No	Report to Council (05/04/22)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk

EXECUTIVE: 28 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
	Careline Mandate	To consider the mandate.	No	Report to Executive (28/04/22)	Sam Hutchison 01483 444385 samantha.hutchison@guildford.gov.uk
*	Send Hill Disused Sandpit	To approve the potential disposal of land, currently used as open space, for housing.	No	Report to Executive (28/04/22)	Damien Cannell 01483 444553 damien.cannell@guildford.gov.uk
	Infrastructure Funding Statement 2020-21	To approve the Infrastructure Funding Statement 2020-21 for publication	No	Report to Executive (28/04/22)	Rosie Trussler 01483 444463 rosie.trussler@guildford.gov.uk
	Corporate Risk Register and Risk Management Strategy	To approve the Risk Management Strategy and Policy.	No	Report to Executive (28/04/22)	Yasmine Makin 01483 444070 yasmine.makin@guildford.gov.uk
*	Guildford West Station	GRIP 3 Outcome report (update report) and future procurement of GRIP stages	No	Report to Executive (28/04/22)	Abi Lewis 01483 444908 abi.lewis@guildford.gov.uk

COUNCIL: 11 May 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
	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 (11/05/22)	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 (11/05/22)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk

COUNCIL: 16 May 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
	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 (16/05/22)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk

EXECUTIVE: 26 May 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 consider the Council's Annual Governance Statement for 2021-22	No	Report to Executive (26/05/22)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk

EXECUTIVE: 23 June 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
	The Council's Constitution: Review of Financial Procedure Rules	To review and update the Financial Procedure Rules	No	Report to Executive (23/06/22) Report to Council (26/07/22)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk
*	Guildford BID Ballot – Consideration of Draft Business Plan 2023-2028	To consider and approve the Business Plan and agree GBC voting in the ballot.	No	Report to Executive (23/06/22)	Dawn Hudd 01483 444491 dawn.hudd@guildford.gov.uk

EXECUTIVE: 21 July 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
*	Shaping Guildford's Future Stage 3 Funding	Shaping Guildford's Future (formerly GERP) stage 3 funding.	No	Report to Executive (21/07/22)	Mike Lee-Dickson 01483 444123 michael.lee-dickson@guildford.gov.uk

COUNCIL: 26 July 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
	The Council's Constitution: Review of Financial Procedure Rules	To review and update the Financial Procedure Rules	No	Report to Executive (23/06/22) Report to Council (26/07/22)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk

EXECUTIVE: 25 August 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 outturn report 2021-22	To recommend the approval of the Capital and Investment outturn report 2021-22 to Council at its meeting in October 2022.	No	Report to Executive (25/08/22) Report to Council (11/10/22)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk
	Revenue Outturn Report 2021-22	To approve the Revenue Outturn Report 2021- 22.	No	Report to Executive (25/08/22)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk
	Housing Revenue Account	To approve the Housing Revenue Account Final Accounts 2021-22	No	Report to Executive (25/08/22)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk

COUNCIL: 11 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
	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 October 2022.	No	Report to Executive (25/08/22) Report to Council (11/10/22)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk

EXECUTIVE: 26 January 2023

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
	Business Planning – General Fund Budget 2023-24	<p align="center">To recommend to Council:</p> <ul style="list-style-type: none"> • Approval of the general fund revenue budget for 2023-24 • Agreement of a council tax requirement for 2023-24 • Declaration of any surplus/deficit on the collection fund 	No	<p>Report to Executive (26/01/23)</p> <p>Report to Council (08/02/23)</p>	<p>Victoria Worsfold</p> <p>01483 444834</p> <p>victoria.worsfold@guildford.gov.uk</p>
	Capital and Investment Strategy (2023-24 to 2027-28)	To recommend to Council the approval of the Capital and Investment Strategy (2023-24 to 2027-28)	No	<p>Report to Executive (26/01/23)</p> <p>Report to Council (08/02/23)</p>	<p>Victoria Worsfold</p> <p>01483 444834</p> <p>victoria.worsfold@guildford.gov.uk</p>
	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	<p>Report to Executive (26/01/23)</p> <p>Report to Council (08/02/23)</p>	<p>Victoria Worsfold</p> <p>01483 444834</p> <p>victoria.worsfold@guildford.gov.uk</p>
	Off-Street Parking Business Plan 2023-24	To approve the Off-Street Parking Business Plan 2023-24	No	Report to Executive (26/01/23)	<p>Andy Harkin</p> <p>01483 444535</p>

andy.harkin@guildford.gov.uk

COUNCIL: 08 February 2023

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
	Business Planning – General Fund Budget 2023-24	<p>To recommend to Council:</p> <ul style="list-style-type: none"> • Approval of the general fund revenue budget for 2023-24 • Agreement of a council tax requirement for 2023-24 • Declaration of any surplus/deficit on the collection fund 	No	<p>Report to Executive (26/01/23)</p> <p>Report to Council (08/02/23)</p>	<p>Victoria Worsfold</p> <p>01483 444834</p> <p>victoria.worsfold@guildford.gov.uk</p>
	Capital and Investment Strategy (2023-24 to 2027- 28)	To recommend to Council the approval of the Capital and Investment Strategy (2023-24 to 2027-28)	No	<p>Report to Executive (26/01/23)</p> <p>Report to Council (08/02/23)</p>	<p>Victoria Worsfold</p> <p>01483 444834</p> <p>victoria.worsfold@guildford.gov.uk</p>
	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	<p>Report to Executive (26/01/23)</p> <p>Report to Council (08/02/23)</p>	<p>Victoria Worsfold</p> <p>01483 444834</p> <p>victoria.worsfold@guildford.gov.uk</p>

Pay Policy Statement 2023-24	To approve the Pay Policy Statement 2023-24	No	Report to Council (08/02/23)	Francesca Chapman 01483 444014 francesca.smith@guildford.gov.uk
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EXECUTIVE: 23 February 2023

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 2022-23	To consider the Council's Annual Governance Statement for 2022-23	No	Report to Executive (23/02/23)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk

COUNCIL: 10 May 2023

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
	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	Report to Council (10/05/23)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk
	Appointment of Honorary Remembrancer 2023-24	To appoint the Honorary Remembrancer for the municipal year 2023-24.	No	Report to Council (10/05/23)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk

COUNCIL: 15 May 2023

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
	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 (15/05/23)	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 the Probity in Planning Handbook	To review the handbook	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 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
	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	<p>(1) To approve appointment of consultants to:</p> <ul style="list-style-type: none"> (1) carry out inspections (2) cost immediate and long-term works (3) advise on future inspection frequency <p>(2) To approve works that arise from inspections</p> <ul style="list-style-type: none"> (a) Move money from provisional to approved capital programme. 	No	Report to Executive	<p>Helen Buck 01483 444720 helen.buck@guildford.gov.uk</p>
*u	New Housing Strategy (including Homelessness Prevention and Rough Sleeping Strategies) 2020-2025	<p>To develop a new housing strategy to include the statutory elements of homelessness prevention and rough sleeping.</p> <p><i>Dependent on Corporate Plan, maybe delivered at the end of 2021/start of 2022.</i></p>	No	Report to Executive Incorporating comments/ Recommendations of Service Delivery EAB	<p>Siobhan Kennedy 01483 444247 siobhan.kennedy@guildford.gov.uk</p>
u	Charging for Regulatory Services	<p>To consider proposal to charge for pre-application advice.</p> <p><i>Not a priority at this time.</i></p>	No	Executive	<p>Justine Fuller 01483 444370 Justine.fuller@guildford.gov.uk</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	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

u	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 the policy.	No	Report to Executive	Dympna Sanders 01483 444620 dympna.sanders@guildford.gov.uk
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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 Community and Housing</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</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>

