

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: 16 February 2023

EXECUTIVE: 16 March 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 |
|---|--------------------|---|--|--|---|
| * | Ash Road Bridge | <p>1.To recommend that Full Council (at its extraordinary meeting on 16 March 2023) approves the budget and funding strategy as set out in Exempt Appendix 2 and Exempt Appendix 3.</p> <p>2.To delegate to the Strategic Director for Place, in consultation with the Lead Councillor for Regeneration, and Lead Councillor for Finance and Planning Policy, authority to enter into such other contracts and legal agreements connected</p> | Yes | <p>Report to Executive (16/03/23)</p> <p>Report to Council (16/03/23)</p> | <p>Hanna-Liisbeth Lumi</p> <p>01483 444038</p> <p>hanna- liisbeth.lumi@guildford.gov.uk</p> |

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|---|-----------------------------------|--|----|--|---|
| | | with the Ash Road Bridge Scheme as may be necessary in compliance with Procurement Procedure Rules and within the approved budget. | | | |
| * | Guildford Park Road Redevelopment | Confirmation of the Council's preferred way forward for delivery of the scheme post-planning | No | Report to Executive (16/03/23) Report to Council (16/03/23) | Rachel Harper 01483 444311 rachel.harper@guildford.gov.uk |
| * | Guildford West Station | To consider moving to GRIP 4 | No | Report to Executive (16/03/23) | Abi Lewis 01483 444908 abi.lewis@guildford.gov.uk |

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|---|----------------------------|---|----|---------------------------------------|---|
| * | Development of Small Sites | Presenting an updated Business Case that seeks approval from the Executive to move the sites into delivery phase, and procure all necessary works and service to get the sites built out. | No | Report to Executive (16/03/23) | Rachel Harper 01483 444311 rachel.harper@guildford.gov.uk |
|---|----------------------------|---|----|---------------------------------------|---|

*Information within this item is commercially sensitive and will if required be considered in private as it will involve the likely disclosure of exempt information as defined in paragraph 3 and 5 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 item, must do so in writing to: John Armstrong, Democratic Services and Elections Manager either by email: john.armstrong@guildford.gov.uk or by letter at the address stated on page 2 by no later than midday Wednesday 8 March 2023.

COUNCIL: 16 March 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 |
|---|---|---|--|--|---|
| * | Ash Road Bridge | To approve the budget and funding strategy as set out in Exempt Appendix 2 and Exempt Appendix 3. | Yes | Report to Executive (16/03/23) Report to Council (16/03/23) | Hanna-Liisbeth Lumi 01483 444038 hanna- liisbeth.lumi@guildford.gov.uk |
| * | Guildford Park Road Redevelopment | Confirmation of the Council's preferred way forward for delivery of the scheme post- planning | No | Report to Executive (16/03/23) Report to Council (16/03/23) | Rachel Harper 01483 444311 rachel.harper@guildford.gov.uk |

Annual Report
of the Corporate
Governance
and Standards
Committee

To consider the first
Annual Report.

No

Report to Council
(16/03/23)

John Armstrong

01483 444056

john.armstrong@guildford.gov.uk

EXECUTIVE SHAREHOLDER AND TRUSTEE COMMITTEE: 20 March 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 |
|---|---|-------------------------------|--|---|---|
| | Arundel House Trust Governance | To consider the legal advice. | No | Report to Executive Shareholder and Trustee Committee (20/03/23) | Claire Beesly Claire Beesly@guildford.gov.uk |
| | Guildford Borough Council Holdings Ltd. | To receive an update. | No | Report to Executive Shareholder and Trustee Committee (20/03/23) | Claire Beesly Claire Beesly@guildford.gov.uk |

EXECUTIVE: 20 March 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 |
|--|--|---|--|---|---|
| * | Community Asset Transfer Policy | Adoption and implementation of the Community Asset Transfer Policy | No | Report to Executive (20/03/23) | Damien Cannell 01483 444553 damien.cannell@guildford.gov.uk |
| | Local Plan Development Management Policies | To consider and recommend to Council the approval of the Local Plan Development Management Policies | No | Report to Executive (20/03/23) Report to Council (22/03/23) | Stuart Harrison 01483 444512 stuart.harrison@guildford.gov.uk |

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| | <p>UK Shared Prosperity Fund (UKSPF) and Rural Prosperity Fund (REPF)</p> | <p>To consider</p> | <p>No</p> | <p>Report to Executive (20/03/23)</p> | <p>Abi Lewis 01483 444908 abi.lewis@guildford.gov.uk</p> |
| <p>*</p> | <p>Guildford Spectrum (Building)</p> | <p>To consider this mandate</p> | <p>No</p> | <p>Report to Executive (20/03/23)</p> | <p>Kelvin Mills 01483 444729 kelvin.mills@guildford.gov.uk</p> |

COUNCIL: 22 March 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 |
|---|---|--|--|--|---|
| | Local Plan Development Management Policies | To consider and recommend to Council the approval of the Local Plan Development Management Policies | No | Report to Executive (20/03/23) Report to Council (22/03/23) | Stuart Harrison 01483 444512 stuart.harrison@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 |
|---|---|--|--|--|---|
| | 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 |
| | 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 |

COUNCIL: 17 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 |
|--|----------------|-----------------------------|---|--|------------------------|
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EXECUTIVE: 25 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 |
|--|----------------|-----------------------------|---|--|------------------------|
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EXECUTIVE: 22 June 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 |
|--|--|--|---|--|---|
| | Corporate Safeguarding Policy and Procedure | To approve the Policy and Procedure | No | Report to Executive (22/06/23) | Jo James jo.james@guildford.gov.uk |
| | Medium Term Financial Plan | To review the mid-term budget | No | Report to Executive (22/06/23) Report to Council (25/07/23) | Peter Vickers peter.vickers@guildford.gov.uk |

EXECUTIVE: 20 July 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 (20/07/23) Report to Corporate Governance and Standards Committee (27/07/23) | John Armstrong 01483 444102 john.armstrong@guildford.gov.uk |

COUNCIL: 25 July 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 |
|--|-------------------------------------|----------------------------------|---|--|---|
| | Medium Term Financial Plan | To review the mid-term budget | No | Report to Executive (22/06/23) Report to Council (25/07/23) | Peter Vickers peter.vickers@guildford.gov.uk |

EXECUTIVE: 24 August 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 |
|---|--|--|--|--|---|
| | Capital and Investment outturn report 2022- 23 | To recommend the approval of the Capital and Investment outturn report 2022-23 to Council at its meeting in October 2023. | No | Report to Corporate Governance and Standards Committee (27/07/2023) Report to Executive (24/08/2023) Report to Council (10/10/2023) | Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk |
| | Revenue Outturn Report 2022- 23 | To approve the Revenue Outturn Report 2022-23. | No | Report to Corporate Governance and Standards Committee (27/07/2023) Report to Executive (24/08/2023) | Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk |

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|--|-------------------------|---|----|---|---|
| | Housing Revenue Account | To approve the Housing Revenue Account Final Accounts 2022-23 | No | Report to Corporate Governance and Standards Committee (27/07/2023) Report to Executive (24/08/2023) | Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk |
|--|-------------------------|---|----|---|---|

EXECUTIVE: 21 September 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 |
|--|----------------|-----------------------------|---|--|------------------------|
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COUNCIL: 10 October 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 |
|--|---|---|---|--|---|
| | Capital and Investment outturn report 2022-23 | To recommend the approval of the Capital and Investment outturn report 2022-23 to Council at its meeting in October 2023. | No | Report to Corporate Governance and Standards Committee (27/07/2023) Report to Executive (24/08/2023) Report to Council (10/10/2023) | Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk |

EXECUTIVE: 19 October 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 |
|--|----------------|-----------------------------|---|--|------------------------|
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EXECUTIVE: 23 November 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 |
|--|----------------|-----------------------------|---|--|------------------------|
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COUNCIL: 5 December 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 |
|--|----------------|-----------------------------|---|--|------------------------|
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EXECUTIVE: 4 January 2024

| 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 |
|--|----------------|-----------------------------|---|--|------------------------|
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EXECUTIVE: 25 January 2024

| 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 (2024-25 to 2027-28) | To recommend to Council the approval of the Capital and Investment Strategy (2024-25 to 2027-28) | No | Report to Corporate Governance and Standards Committee (18/01/2024) Report to Executive (25/01/2024) Report to Council (07/02/2024) | Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk |
| | Business Planning – General Fund Budget 2024-25 | To recommend to Council Approval of the General Fund Revenue Budget for 2024-25 Agreement of a Council Tax Requirement for 2024-25 Declaration of any surplus/deficit on the collection fund | No | Reports to: Joint EAB (08/01/2024) Corp Gov & Standards Cttee (18/01/2024) Report to Executive (25/01/2024) Report to Council (07/02/2024) | Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk |

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|--|--|---|----|--|---|
| | Housing Revenue Account Budget 2024-25 | 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 2024-25 | No | Reports to: Joint EAB (08/01/2024) Report to Executive (25/01/2024) Report to Council (07/02/2024) | Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk |
|--|--|---|----|--|---|

COUNCIL: 7 February 2024

| 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 2024-25 | To recommend to Council: • Approval of the general fund revenue budget for 2024-25 • Agreement of a council tax requirement for 2024-25 • Declaration of any surplus/deficit on the collection fund | No | Reports to: Joint EAB (08/01/2024) Corp Gov & Standards Cttee (18/01/2024) Report to Executive (25/01/2024) Report to Council (07/02/2024) | Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk |
| | Capital and Investment Strategy (2024-25 to 2027-28) | To recommend to Council the approval of the Capital and Investment Strategy (2024-25 to 2027-28) | No | Report to Corporate Governance and Standards Committee (18/01/2024) Report to Executive (25/01/2024) Report to Council (07/02/2024) | Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk |

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|--|---|--|----|--|---|
| | Housing Revenue Account Budget 2024-25 | 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 2024-25. | No | Reports to: Joint EAB (08/01/2024) Report to Executive (25/01/2024) Report to Council (07/02/2024) | Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk |
| | Pay Policy Statement 2024-25 | To approve the Pay Policy Statement 2024-25 | No | Report to Council (07/02/2024) | Francesca Chapman 01483 444014 francesca.smith@guildford.gov.uk |
| | Annual Report of the Corporate Governance and Standards Committee | To consider the Annual Report for 2022-23 | No | Report to Corporate Governance and Standards Committee (18/01/2024) Report to Council (07/02/2024) | John Armstrong 01483 444102 john.armstrong@guildford.gov.uk |

COUNCIL: 21 February 2024

| 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 |
|--|----------------|-----------------------------|---|--|------------------------|
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EXECUTIVE: 22 February 2024

| 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 |
|--|----------------|-----------------------------|---|--|------------------------|
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EXECUTIVE: 14 March 2024

| 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 |
|--|----------------|-----------------------------|---|--|------------------------|
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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 |
|---|---|---|--|--|
| * | Details of Public Realm CCTV | To decide on future arrangements and provider for CCTV monitoring, including replacing of cameras as needed. | 28.02.2023 | 01483 445030 chris.wheeler@guildford.gov.uk |
| * | Castle Street | Potential sale of freehold interests | 31.03.2023 | 01483 444322 charles.wood@guildford.gov.uk |
| * | Right to Buy – Flat 32 Walden Cottages, Westwood Lane, Normandy, Guildford, Surrey GU3 2JB | The tenant of the property has confirmed that they wish to proceed with the purchase of the property in accordance with the right to buy legislation and at the purchase price set out in the offer | 21.02.2023 | 01483 444293 lehsana.bekth@guildford.gov.uk |

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|---|--|--|------------|---|
| | | notice dated 13 December 2022. | | |
| * | Right to Buy – 58 Shepherds Hill, Guildford, Surrey GU2 9RZ | The tenant of the property has confirmed that they wish to proceed with the purchase of the property in accordance with the right to buy legislation and at the purchase price set out in the offer notice dated 14 December 2022. | 21.02.2023 | 01483 444293 lehsana.bekth@guildford.gov.uk |
| * | Purchase of land and buildings for the Housing Revenue | To purchase 1 Norwood Close, Effingham, Surrey, KT24 5NY | 28.02.2023 | 01483 444296 siobhan.rumble@guildford.gov.uk |
| * | Right to Buy 74 Wyke Avenue | The tenant of the property has confirmed that they wish to proceed with the purchase of the property in accordance with the right to buy legislation | 03.03.2023 | 01483 444073 ashley.lawes@guildford.gov.uk |

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|---|---|--|------------|--|
| | | and at the purchase price set out in the offer notice dated 13 October 2021 | | |
| * | Right to Buy – 27 Woodside Road, Guildford GU2 8HH | The tenant of the property has confirmed that they wish to proceed with the purchase of the property in accordance with the right to buy legislation and at the purchase price set out in the offer notice dated 13 December 2022. | 06.03.2023 | 01483 444293 iehsana.bakth@guildford.gov.uk |

UNSCHEDULED ITEMS - EXECUTIVE/COUNCIL

| 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 |
|--|--|--|---|--|--------------------------------------|
| * | 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. | No | Council | Matt Gough 01483 444772 |
| * | Charging for Regulatory Services | To consider proposal to charge for pre-application advice. | No | Council | Richard Homewood 01483 444028 |

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|---|---|--|----|---------|---------------------------------|
| * | Community Infrastructure Levy Charging Schedule | To adopt the Community Infrastructure Levy Charging Schedule | No | Council | Stuart Harrison 01483 444512 |
| * | Marketing Requirements SPD | To adopt the Marketing Requirements SPD | No | Council | Stuart Harrison 01483 444512 |
| * | Planning Contributions SPD | To adopt the Planning Contributions SPD | No | Council | Stuart Harrison 01483 444512 |

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|---|-----------------------------------|--|-----|---------|---------------------------------|
| * | Green and Blue Infrastructure SPD | To adopt the Green and Blue Infrastructure SPD | No | Council | Stuart Harrison 01483 444512 |
| * | Green Belt SPD | To adopt the Green Belt SPD | No | Council | Stuart Harrison 01483 444512 |
| * | 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 | Yes | Council | Stuart Harrison 01483 444512 |

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|--|------------------------------------|-----------------------|----|---------|-------------------------------|
| | | that delivery | | | |
| | North Downs Housing Options Report | Review and next steps | No | Council | Matt Gough 01483 444772 |
| | Careline Mandate | To approve the tender | No | Council | Sam Hutchison 01483 444385 |

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|--|---|--|-----|-----------|-------------------------------|
| | The Council's Constitution: Review of Financial Procedure Rules | To review and update the financial procedure rules | Yes | Executive | Peter Vickers 01483 444027 |
| | Houses in Multiple Occupation (HMOs) Controls | Further to the report considered by the EAB on 4 November 2021, to consider an update report concerning controls relating to HMOs. | No | Council | Sean Grady 01483 444092 |
| | Communications Strategy | To consider the new draft Communications Strategy | No | Council | Nicola Haymes 01483 444500 |

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|--|---|---|----|---------|---------------------------------------|
| | Review of Refuse and Recycling Services | To consider future options and proposals for the refuse and recycling service | No | Council | Liz Mockeridge 01483 445030/445088 |
| | Domestic Abuse Policy | To approve the Domestic Abuse Policy | No | Council | Jo James 01483 444703 |
| | Careline Mandate | To consider the mandate | No | Council | Sam Hutchison 01483 444385 |

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|--|--|--|----|-----------|--|
| | Pest Control Charges and Service Review | To decide whether to continue with the charging for rodent treatments in residential properties as implemented on 1 July 2021. Plus to decide whether the chemical treatment of wasp nests should continue as a Council service. | No | Council | Gary Durrant 01483 444373 |
| | Off-Street Parking Business Plan 2023-24 | To approve the Off-Street Parking Business Plan 2023-24 | No | Executive | Andy Harkin 01483 444535 |
| | Shawfield | To consider the mandate | No | Executive | Matt Gough/Sam Hutchison 01483 444052 |

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> |
|-------------------|---------------------------------------|
|-------------------|---------------------------------------|

| Councillor | <i>Areas of Responsibility</i> |
|--|--|
| <p>Leader of the Council and Lead Councillor for Housing and Community</p> <p>Councillor Julia McShane</p> <p>75 Applegarth Avenue Park Barn Guildford Surrey GU2 8LX</p> <p>(Westborough Ward)</p> | <p>Communications and engagement; Careline; Community grants; Community Safety, including Community Safety Partnership; Disabled facilities grants, adaptations; Family support; Health; Safeguarding; Supporting vulnerable people, migrants and refugees; Homelessness; Housing advice; Housing maintenance and repairs; Landlord services</p> |

| Councillor | <i>Areas of Responsibility</i> |
|---|---|
| <p>Deputy Leader of the Council and Lead Councillor for Finance and Planning Policy</p> <p>Councillor Joss Bigmore</p> <p>c/o Guildford Borough Council Millmead House Millmead Guildford GU2 4BB</p> <p>(Christchurch Ward)</p> | <p>Finance and accounting (General Fund/Housing Revenue Account); Internal Audit; Procurement; Revenues and Benefits; Planning policy, design, conservation</p> |

| Councillor | <i>Areas of Responsibility</i> |
|---|--|
| <p>Lead Councillor for Assets and Property</p> <p>Councillor Tim Anderson</p> <p>c/o Guildford Borough Council</p> <p>Millmead House</p> <p>Millmead</p> <p>Guildford</p> <p>GU2 4BB</p> <p>(Clandon & Horsley Ward)</p> | <p>Property and land assets; Engineers; Facilities</p> |

| Councillor | <i>Areas of Responsibility</i> |
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| <p>Lead Councillor for Planning Development, Legal & Democratic Services</p> <p>Councillor Tom Hunt</p> <p>c/o Guildford Borough Council</p> <p>Millmead House</p> <p>Millmead</p> <p>Surrey GU2 4BB</p> <p>(Friary and St. Nicolas Ward)</p> | <p>Planning applications; Planning enforcement; Planning integration and improvement; Democratic and committee services; Elections; Executive and civic support; GDPR; Information security, governance; Legal; Overview & Scrutiny support</p> |

| Councillor | <i>Areas of Responsibility</i> |
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| <p data-bbox="483 256 846 424">Lead Councillor for Climate Change and Organisational Development</p> <p data-bbox="483 475 786 552">Councillor George Potter</p> <p data-bbox="483 603 846 855">c/o Guildford Borough Council Millmead House Guildford Surrey GU2 4BB</p> <p data-bbox="483 906 763 943">(Burpham Ward)</p> | <p data-bbox="909 256 1727 472">Climate change; Air quality; Sustainable Transport; Business transformation; HR, learning and development, payroll; Strategy, policy and performance; Programme assurance; Risk management, business continuity</p> |

| Councillor | <i>Areas of Responsibility</i> |
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| <p>Lead Councillor for Customer & Commercial Services</p> <p>Councillor John Redpath</p> <p>12 Addison Road Guildford GU1 3QP</p> <p>(Holy Trinity Ward)</p> | <p>Complaints, Ombudsman; Customer services, case management; Digital services; FOI; ICT and business systems; Building control; Events; Heritage; Parking (on and off street); Economic Development</p> |
| <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>Corporate capital projects; Housing delivery; Transport; Regeneration</p> |

| Councillor | <i>Areas of Responsibility</i> |
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| <p>Lead Councillor for Environment & Regulatory Services</p> <p>Councillor James Steel</p> <p>c/o Guildford Borough Council Millmead House Millmead Surrey GU2 4BB</p> <p>(Westborough Ward)</p> | <p>Leisure; Bereavement; Green spaces, parks, countryside, trees; Fleet operations; Street cleaning; Waste and recycling; Corporate health and safety; Emergency planning; Environmental health/crime; Food safety; Licensing; Private sector housing</p> |