

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: 25 May 2023

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
	Conversion of York Road Homelessness Units	To convert the York Road homelessness units to self- contained homelessness units, with additional units on top and a basement 'street homelessness' facility at ground/basement level.	No	Report to Executive (22/06/23)	Robert Johnson 01483 444242 robert.johnson@guildford.gov.uk
	Granting a lease at less than best consideration to Yvonne Arnaud Management Limited over Old Town Mill	To consider the lease and determine	No	Report to Executive (22/06/23)	Mark Appleton 01483 444364 mark.appleton@guildford.gov.uk

*	Tyting Farm SANG habitat bank and changes to scheme of delegation to enable delivery of future habitat banks	Approves the creation of a habitat bank on Tyting Farm Suitable Alternative Natural Greenspace (SANG), and Approves changes to the scheme of delegation appropriately to deliver, manage, and operate habitat banks on appropriate council owned land.	No	Report to Executive (22/06/23)	Dan Knowles 01483 444605 dan.knowles@guildford.gov.uk
*	Medium Term Financial Plan Supplementary Estimate for costs to defend North Street Appeal	To review the mid-term budget To approve the funding to defend an appeal by Berkeley St Edwards on North Street	No No	Report to Executive (22/06/23) Report to Council (25/07/23) Report to Executive (22/06/23)	Peter Vickers 01483 444027 peter.vickers@guildford.gov.uk Claire Upton-Brown 01483 444316 claire.upton-brown@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
	Home Farm Area	To agree a supplementary estimate	No	Report to Executive (20/07/23)	Fiona Willams 01483 444999 fiona.williams@guildford.gov.uk
	The Future of Spectrum Leisure Centre	To consider the mandate	No	Report to Executive (20/07/23)	Kelvin Mills 01483 444729 kelvin.mills@guildford.gov.uk

	Annual Governance Statement 2022-23	To consider the Council's Annual Governance Statement 2022-23	No	Report to Executive (20/07/23)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk
*	Refuse Vehicle Procurement	To consider the procurement of refuse vehicles	No	Report to Executive (20/07/23)	Chris Wheeler 01483 445030 chris.wheeler@guildford.gov.uk
	West Lodge	Grant SMPC a contribution of 25k towards the refurbishment of West Lodge.	No	Report to Executive (20/07/23)	Jacqueline Stewart 01483 444583 jacqueline.stewart@guildford.gov.uk

	Weyside Urban Village	Full financial forecast	No	Report to Executive (20/07/23) Report to Council (25/07/23)	Abi Lewis 01483 444908 abi.lewis@guildford.gov.uk
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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 01483 444027 peter.vickers@guildford.gov.uk
	Weyside Urban Village	Full financial forecast	No	Report to Executive (20/07/23) Report to Council (25/07/23)	Abi Lewis 01483 444908 abi.lewis@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 (27/07/23) Report to Executive (24/08/23) Report to Council (10/10/23)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk
	Housing Revenue Account Final Accounts 2022- 23	To approve	No	Report to Corporate Governance and Standards Committee (27/07/23) Report to Executive (24/08/23)	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 (27/07/23) Report to Executive (24/08/23)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk
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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 (27/07/23) Report to Executive (24/08/23) Report to Council (10/10/23)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk
	Annual Report of the Corporate Governance and Standards Committee	To consider the first Annual Report.	No	Report to Council (10/10/23)	John Armstrong 01483 444056 john.armstrong@guildford.gov.uk

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
	Corporate Safeguarding Policy and Procedure	To approve the Policy and Procedure	No	Report to Executive (23/11/23)	Jo James 01483 444703 jo.james@guildford.gov.uk

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
	Business Planning - General Fund Budget 2024-25	To approve	No	Report to Joint EAB (08/01/24) Report to Corporate Governance and Standards Committee (18/01/24) Report to Executive (25/01/24) Report to Council (07/02/24)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk
	Capital and Investment Strategy (2024- 25 to 2027-28)	To approve	No	Reports to: Joint EAB (08/01/24) Corp Gov & Standards Ctte (18/01/24) Report to Executive (25/01/24) Report to Council	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk

				(07/02/24)	
	Housing Revenue Account Budget 2024-25	To approve	No	Reports to: Joint EAB (08/01/24) Report to Executive (25/01/24) Report to Council (07/02/24)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk

COUNCIL: 07 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 approve	No	Reports to: Joint EAB (08/01/24) Corp Gov & Standards Ctte (18/01/24) Report to Executive (25/01/24) Report to Council (07/02/24)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk
	Capital and Investment Strategy (2024- 25 to 2027-28)	To approve	No	Report to Corporate Governance and Standards Committee (18/01/24) Report to Executive (25/01/24) Report to Council (07/02/24)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk

	Housing Revenue Account Budget 2024-25	To approve	No	Reports to: Joint EAB (08/01/24) Report to Executive (25/01/24) Report to Council (07/02/24)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk
	Annual Report of the Corporate Governance and Standards Committee	To receive an update	No	Report to Corporate Governance and Standards Committee (18/01/24) Report to Council (07/02/24)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk
	Pay Policy Statement 2023-24	to approve	No	Report to Council (07/02/24)	Francesca Chapman 01483 444014 francesca.chapman@guildford.gov.uk

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
*	The Bridge - Bridge Street, Guildford	To surrender and regrant the lease to allow an extension pf the term from 89 years to 130 years and to vary the user clause to permit Student Accommodation Only with consent for ACM (the Academy of Contemporary Music) to occupy specific and agreed floor areas at a premium	31.05.2023	mark.appleton@guildford.gov.uk
*	Purchase of land and buildings for the Housing Revenue Account	To approve purchase of: 43 Long Dyke, Merrow, Guildford, Surrey, GU1 2UD (formerly owned by Guildford Borough Council)	25.05.2023	siobhan.rumble@guildford.gov.uk

*	Connaught House Car Park - 255 High Street	Surrender of easement, grant of protected long lease to the Council and grant of a protected underlease in respect of the ground floor car park at 255 High Street (Connaught House), Guildford, GU1 3BJ	26.05.2023	damien.cannell@guildford.gov.uk
*	Contract for provision of Occupational Health Services	Enter into 4 year contract	01.06.2023	francesca.chapman@guildford.gov.uk
*	Monitoring of a historic Landfill	Award of work involving installation of monitoring boreholes, 6 months of landfill gas monitoring and interpretation of results by a specialist contractor in Contaminated Land. This investigation is important to meet the statutory duties under Part IIA, Environmental Protection Act 1990 and to identify risks from the landfill to the nearby	02.06.2023	anjana.papnai@guildford.gov.uk

		receptors.		
*	Window Installation Contract	Agreement sought to award a single contract to one contractor to carry out window installations within GBC housing stock. This will be managed within Technical Services.	02.06.2023	morley.young@guildford.gov.uk
*	Weyford House, 21-22 Woodbridge Meadows, Guildford	To accept a Surrender the existing lease dated 13th March 1961 for term of 99 years in respect of the land and buildings known as 21-22 Woodbridge Meadows, Guildford, GU1 1BA and simultaneously grant a new full repairing and insuring lease expiring on 25th October 2145 on the terms agreed.	09.06.2023	charles.wood@guildford.gov.uk

*	To award a single contract for cleaning of GBC housing blocks and sports pavilions	To award a single contract for cleaning of GBC housing blocks and sports pavilions to replace the current contract which ends in October. This contract will have the option to add more assets, including WBC, if required. The contract will be 3 years in length with an optional 2 years (1+1).	13.06.2023	peter.gregg@guildford.gov.uk
*	Contract for provision of agency workers	No details	In the month of May	francesca.chapman@guildford.gov.uk
*	Details of Right to Buy – 121 Great Goodwin Drive Merrow Guildford Surrey GU1 2UB	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 24 November 2022	08.06.2023	ashley.lawes@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

*	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

*	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	No	Council	Stuart Harrison 01483 444512

		funding necessary for 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

	The Council's Constitution: Review of Financial Procedure Rules	To review and update the financial procedure rules	No	Executive	Peter Vickers
	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

	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

	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	Council	Andy Harkin 01483 444535
	Shawfield Road Mandate	To consider the mandate	No	Council	Matt Gough/Sam Hutchison 01483 444052

*	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	Council	Rachel Harper 01483 444311
*	Guildford West Station	To consider moving to GRIP 4	No	Council	Abi Lewis 01483 444908
	To update on Guildford Borough Council Holdings Ltd.	To consider the update	No	Council	Claire Beesly 01483 444144

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 Housing</p> <p>Councillor Julia McShane</p> <p>75 Applegarth Avenue Park Barn Guildford Surrey GU2 8LX</p> <p>(Westborough Ward)</p>	<p>Homelessness, Housing Advice, Landlord Services, Housing Maintenance and Repairs.</p>

Councillor	<i>Areas of Responsibility</i>
<p data-bbox="483 244 860 411">Deputy Leader of the Council and Lead Councillor for Regeneration</p> <p data-bbox="483 443 860 751">Councillor Tom Hunt c/o Guildford Borough Council Millmead House Millmead Guildford GU2 4BB</p> <p data-bbox="483 799 680 839">(St Nicolas)</p>	<p data-bbox="909 244 1711 368">Corporate Capital Projects, Housing Delivery, Regeneration, Economic Development and Transport.</p>
<p data-bbox="483 855 831 979">Lead Councillor for Engagement and Customer Services</p> <p data-bbox="483 1003 875 1270">Councillor Angela Goodwin 27 Guildford Park Road Guildford Surrey GU2 7NA</p> <p data-bbox="483 1318 636 1358">(Onslow)</p>	<p data-bbox="909 855 1704 1023">Communications and Engagement, Complaints, Ombudsman, Customer services, Case Management, Digital services, Freedom of Information, ICT and Business Systems.</p>

Councillor	<i>Areas of Responsibility</i>
<p>Lead Councillor for Commercial Development</p> <p>Councillor Catherine Houston</p> <p>c/o Guildford Borough Council Millmead House Millmead Surrey GU2 4BB (Shalford)</p>	<p>Building Control, Events, Heritage, Leisure and Off-Street Parking.</p>
<p>Lead Councillor for Finance and Property</p> <p>Councillor Richard Lucas</p> <p>“Yorkstones” Horseshoe Lane Ash Vale GU12 5LS (Ash Vale Ward)</p>	<p>Finance and Accounting (General Fund/Housing Revenue Account), Internal Audit, Procurement, Revenues and Benefits, Property and Land Assets, Engineers and Facilities.</p>

Councillor	<i>Areas of Responsibility</i>
<p data-bbox="483 244 831 411">Lead Councillor for Community and Organisational Development</p> <p data-bbox="483 432 752 512">Councillor Carla Morson</p> <p data-bbox="483 536 786 655">11 Foxhurst Road Ash Vale GU12 5DY</p> <p data-bbox="483 708 763 748">(Ash Vale Ward)</p>	<p data-bbox="909 244 1742 627">Careline, Community Grants, Community Safety including Community Safety Partnership, Disabled Facilities Grants, Adaptations, Family Support, Health, Safeguarding, Supporting Vulnerable people, migrants and refugees, Business Transformation, HR, Learning and Development, Payroll, Strategy, Policy and Performance, Programme Assurance, Risk Management and Business Continuity.</p>

Councillor	<i>Areas of Responsibility</i>
<p data-bbox="483 244 831 411">Lead Councillor for Planning, Environment and Climate Change</p> <p data-bbox="483 459 786 539">Councillor George Potter</p> <p data-bbox="483 587 860 842">C/o Guildford Borough Council Millmead House Millmead Guildford GU2 4BB</p> <p data-bbox="483 890 763 930">(Burpham Ward)</p>	<p data-bbox="909 244 1715 499">Planning Applications, Planning Enforcement, Planning Integration and Improvement, Planning Policy, Bereavement, Green Spaces, Parks, Countryside, Trees, Fleet Operations, Street Cleaning, Waste and Recycling and Climate Change.</p>

Councillor	<i>Areas of Responsibility</i>
<p data-bbox="483 244 853 368">Lead Councillor for Regulatory and Democratic Services</p> <p data-bbox="483 416 757 496">Councillor Merel Rehorst-Smith</p> <p data-bbox="483 544 786 711">40 Norwood Road Effingham Surrey KT24 5NX</p> <p data-bbox="483 759 779 799">(Effingham Ward)</p>	<p data-bbox="909 244 1727 539">Air Quality, Corporate Health and Safety, Emergency Planning, Environmental Health/Crime, Food Safety, Licensing, Private Sector Housing, Democratic and Committee Services, Elections, Executive and Civic Support, GDPR, Information Security, Governance, Legal, Overview and Scrutiny Support.</p>