

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: 26 September 2023

EXECUTIVE: 05 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
	Medium Term Financial Plan	To review the mid-term budget	No	Report to Executive (05/10/23) Report to Council (10/10/23)	Richard Bates 01483 444026 richard.bates@guildford.gov.uk
*	Parish Councils - Future of the Concurrent Functions Grant Aid Scheme	To review the future of the scheme	No	Report to Executive (05/10/23)	Richard Bates 01483 444026 richard.bates@guildford.gov.uk

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
	Medium Term Financial Plan	To review the mid-term budget	No	Report to Executive (05/10/23) Report to Council (10/10/23)	Richard Bates 01483 444026 richard.bates@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: 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
	Annual Governance Statement 2022- 23	To consider the Council's Annual Governance Statement 2022-23	No	Report to Executive (19/10/23)	Victoria Worsfold 01483 444834 victoria.worsfold@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
	Housing Revenue Account Final Accounts 2022-23	To approve	No	Report to Executive (23/11/23)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk
	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 Executive (23/11/23) Report to Council (05/12/23)	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 Executive (23/11/23)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk
*	Guildford & Waverley Transformation & Collaboration Programme	Adoption of the Transformation & Collaboration Programme including: To seek agreement to the GBC and WBC Executives working more jointly on these matters in the future e.g., by way of simultaneous meetings. To seek a mandate to progress the issues of co-location and single officer structure and receive a report back in October 2023.	No	Report to Executive (23/11/23)	Robin Taylor 01483 444112 robin.taylor@guildford.gov.uk

	Weyside Mitigation Strategy	To agree to report back to Council in Autumn 2023 in regard to risks and mitigations and to agree the delegations relating to Weyside Urban Village	No	Report to Executive (23/11/23) Report to Council (05/12/23)	Abi Lewis 01483 444908 abi.lewis@guildford.gov.uk
*	Public Realm CCTV	To consider the existing provision and the Council's options.	No	Report to Executive (23/11/23)	Chris Wheeler 01483 445030 chris.wheeler@guildford.gov.uk
*	Annual Weyside Urban Village Report	To discuss the delivery of Weyside	Yes	Report to Executive (23/11/23) Report to Council (05/12/23)	Abi Lewis 01483 444908 abi.lewis@guildford.gov.uk

	Corporate Safeguarding Policy and Procedure	To approve the Policy and Procedure	No	Report to Executive (23/11/23)	Sam Hutchison 01483 444385 sam.hutchison@guildford.gov.uk
*	Green Belt SPD	To adopt the SPD	No	Report to Executive (23/11/23)	Stuart Harrison 01483 444512 stuart.harrison@guildford.gov.uk
Yes	Recycling Policy Changes	To review options	No	Report to Executive (23/11/23)	Liz Mockeridge 01483 445088 liz.mockeridge@guildford.gov.uk

COUNCIL: 05 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
	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 (28/09/23) Report to Executive (23/11/23) Report to Council (05/12/23)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk

	Weyside Mitigation Strategy	To agree to report back to Council in Autumn 2023 in regard to risks and mitigations and to agree the delegations relating to Weyside Urban Village	No	Report to Executive (23/11/23) Report to Council (05/12/23)	Abi Lewis 01483 444908 abi.lewis@guildford.gov.uk
*	Annual Weyside Urban Village Report	To discuss the delivery of Weyside	Yes	Report to Executive (23/11/23) Report to Council (05/12/23)	Abi Lewis 01483 444908 abi.lewis@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 (07/02/24)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk

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

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
	Draft Communications Strategy 2023-24	To consider the new draft Communications Strategy	No	Report to Executive (14/03/24)	Nicola Haymes 01483 444500 nicola.haymes@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	Grant of a new Protected Lease to M F Strawson Limited over The Bridge, Bridge Street, Guildford	18.09.2023	mark.appleton@guildford.gov.uk
*	Purchase of land and buildings for the Housing Revenue Account - 63a Stoke Road	Purchase of land and buildings for the Housing Revenue Account – 63a Stoke Road, Guildford, Surrey, GU1 4HT	02.10.2023	siobhan.rumble@guildford.gov.uk
*	Whole House Building Safety Contract	To award contractor	09.10.2023	lucy.jones@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 matt.gough@guildford.gov.uk
*	Charging for Regulatory Services	To consider proposal to charge for pre- application advice.	No	Council	Richard Homewood Richard.homewood@guildford.gov.uk

*	Community Infrastructure Levy Charging Schedule	To adopt the Community Infrastructure Levy Charging Schedule	No	Council	<p style="text-align: center;">Stuart Harrison stuart.harrison@guildford.gov.uk</p>
*	Marketing Requirements SPD	To adopt the Marketing Requirements SPD	No	Council	<p style="text-align: center;">Stuart Harrison stuart.harrison@guildford.gov.uk</p>
*	Planning Contributions SPD	To adopt the Planning Contributions SPD	No	Council	<p style="text-align: center;">Stuart Harrison stuart.harrison@guildford.gov.uk</p>

*	Green and Blue Infrastructure SPD	To adopt the Green and Blue Infrastructure SPD	No	Council	Stuart Harrison stuart.harrison@guildford.gov.uk
*	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	Yes	Council	Stuart Harrison stuart.harrison@guildford.gov.uk

	North Downs Housing Options Report	Review and next steps	No	Council	<p>Matt Gough</p> <p>matt.gough@guildford.gov.uk</p>
	Careline Mandate	To approve the tender	No	Council	<p>Sam Hutchison</p> <p>sam.hutchison@guildford.gov.uk</p>
	The Council's Constitution: Review of Financial Procedure Rules	To review and update the financial procedure rules	Yes	Executive	<p>Richard Bates</p> <p>Richard.bates@guildford.gov.uk</p>

	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 sean.grady@guildford.gov.uk
	Review of Refuse and Recycling Services	To consider future options and proposals for the refuse and recycling service	No	Council	Liz Mockeridge liz.mockeridge@guildford.gov.uk
	Domestic Abuse Policy	To approve the Domestic Abuse Policy	No	Council	Jo James jo.james@guildford.gov.uk

	Careline Mandate	To consider the mandate	No	Council	Sam Hutchison Sam.hutchison@guildford.gov.uk
	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 gary.durrant@guildford.gov.uk

	Off-Street Parking Business Plan 2023-24	To approve the Off-Street Parking Business Plan 2023-24	No	Council	Andy Harkin andy.harkin@guildford.gov.uk
	Shawfield Road Mandate	To consider the mandate	No	Council	Matt Gough/Sam Hutchison matt.gough@guildford.gov.uk/sam.hutchison@guil
*	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 Rachel.harper@guildford.gov.uk

*	Guildford West Station	To consider moving to GRIP 4	No	Council	<p style="text-align: center;">Abi Lewis abi.lewis@guildford.gov.uk</p>
	To update on Guildford Borough Council Holdings Ltd.	To consider the update	No	Council	<p style="text-align: center;">Claire Beesly claire.beesly@guildford.gov.uk</p>
	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	Council	<p style="text-align: center;">Andrew Smith Andrew.smith@guildford.gov.uk</p>

*	Bright Hill Car Park	To determine the future use of the site	No	Council	<p style="text-align: center;">Rachel Harper Rachel.harper@guildford.gov.uk</p>
*	The Future of Spectrum Leisure Centre	To consider the mandate	No	Council	<p style="text-align: center;">Kelvin Mills kelvin.mills@guildford.gov.uk</p>
	Home Farm Area	To agree a supplementary estimate	No	Council	<p style="text-align: center;">Fiona Williams Fiona.williams@guildford.gov.uk</p>

*			No	Council	<p style="text-align: center;">Robin Taylor Robin.taylor@guildford.gov.uk</p>
	West Lodge	25k Contribution towards SMPC for the refurbishment of West Lodge	No	Council	<p style="text-align: center;">Marieke van der Reijden Marieke.van.der.reijden@guildford.gov.uk</p>

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>
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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="483 260 815 432">Deputy Leader of the Council and Lead Councillor for Regeneration</p> <p data-bbox="483 472 826 882">Councillor Tom Hunt c/o Guildford Borough Council Millmead House Millmead Guildford GU2 4BB (St Nicolas)</p>	<p data-bbox="909 260 1704 384">Corporate Capital Projects, Housing Delivery, Regeneration, Economic Development and Transport.</p>

Councillor	<i>Areas of Responsibility</i>
<p>Lead Councillor for Engagement and Customer Services</p> <p>Councillor Angela Goodwin</p> <p>27 Guildford Park Road Guildford Surrey GU2 7NA</p> <p>(Onslow)</p>	<p>Communications and Engagement, Complaints, Ombudsman, Customer services, Case Management, Digital services, Freedom of Information, ICT and Business Systems.</p>
<p>Lead Councillor for Commercial Development</p> <p>Councillor Catherine Houston</p> <p>c/o Guildford Borough Council Millmead House Millmead Surrey GU2 4BB</p> <p>(Shalford)</p>	<p>Building Control, Events, Heritage, Leisure and Off-Street Parking.</p>

Councillor	<i>Areas of Responsibility</i>
<p>Lead Councillor for Finance and Property</p> <p>Councillor Richard Lucas</p> <p>“Yorkstones” Horseshoe Lane Ash Vale GU12 5LS</p> <p>(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>
<p>Lead Councillor for Community and Organisational Development</p> <p>Councillor Carla Morson</p> <p>11 Foxhurst Road Ash Vale GU12 5DY</p> <p>(Ash Vale Ward)</p>	<p>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>Lead Councillor for Planning, Environment and Climate Change</p> <p>Councillor George Potter</p> <p>C/o Guildford Borough Council Millmead House Millmead Guildford GU2 4BB</p> <p>(Burpham Ward)</p>	<p>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="483 260 801 384">Lead Councillor for Regulatory and Democratic Services</p> <p data-bbox="483 443 875 520">Councillor Merel Rehorst- Smith</p> <p data-bbox="483 579 763 751">40 Norwood Road Effingham Surrey KT24 5NX</p> <p data-bbox="483 810 757 847">(Effingham Ward)</p>	<p data-bbox="909 260 1709 523">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>