

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 October 2023

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
*	Recycling Policy Changes	To review options	No	Report to Executive (23/11/23)	Liz Mockeridge 01483 445088 liz.mockeridge@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 Corporate Governance and Standards Committee (29/11/23) Report to Council	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk

				(05/12/23)	
	Housing Revenue Account Final Accounts 2022-23	To approve	No	Report to Corporate Governance and Standards Committee (16/11/23) Report to Executive (23/11/23)	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

	Freedom of Information Compliance update	Update	No	Report to Corporate Governance and Standards Committee (16/11/23) Report to Executive (23/11/23)	Ciaran Ward 01483 444072 ciaran.ward@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
*	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	No	Report to Executive (23/11/23)	Robin Taylor 01483 444112 robin.taylor@guildford.gov.uk

		of co-location and single officer structure and receive a report back in October 2023.			
*	Review of Councillor's Allowances 2023	To consider the recommendations of the Joint Independent Remuneration Panel	No	Report to Executive (23/11/23) Report to Council (05/12/23)	John Armstrong john.armstrong@guildford.gov.uk
	Annual Governance Statement 2022-23	To consider the Council's Annual Governance Statement 2022-23	No	Report to Executive (23/11/23) Report to Corporate Governance and Standards Committee (29/11/23)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk

	Timetable of Council and Committee Meetings 2024-25	To adopt the calendar of meetings	No	Report to Executive (23/11/23) Report to Council (05/12/23)	Carrie Anderson 01483 444078 carrie.anderson@guildford.gov.uk
*	Financial Recovery Plan - November/December Update Report	To agree revisions to the approved and provisional capital programme	No	Report to Executive (23/11/23) Report to Council (05/12/23)	Richard Bates 01483 444036 richard.bates@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 Executive (23/11/23) Report to Corporate Governance and Standards Committee (29/11/23) Report to Council (05/12/23)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk
	Timetable of Council and Committee Meetings 2024-25	To agree	No	Report to Executive (23/11/23) Report to Council (05/12/23)	Carrie Anderson 01483 444078 carrie.anderson@guildford.gov.uk

*	Review of Councillor's Allowances 2023	To consider the recommendations of the Joint Independent Remuneration Panel	No	Report to Executive (23/11/23) Report to Council (05/12/23)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk
*	Financial Recovery Plan - November/December Update Report	To agree revisions to the approved and provisional capital programme	No	Report to Executive (23/11/23) Report to Council (05/12/23)	Richard Bates 01483 444036 richard.bates@guildford.gov.uk

EXECUTIVE: 04 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
*	Public Realm CCTV	To consider the existing provision and the Council's options.	No	Report to Executive (04/01/24)	Chris Wheeler 01483 445030 chris.wheeler@guildford.gov.uk
*	Annual Weyside Urban Village Report	To discuss the delivery of Weyside	Yes	Report to Executive (04/01/24) Report to Council (07/02/24)	Abi Lewis 01483 444908 abi.lewis@guildford.gov.uk

*	Send Hill Disused Sandpit	Disposal of Land known as Send Hill Disused Sand Pit	Yes	Report to Executive (04/01/24)	Damien Cannell 01483 444553 damien.cannell@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 (04/01/24) Report to Council (07/02/24)	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

	Whistleblowing policy - Annual Report and Review of Policy	To review	No	Report to Corporate Governance and Standards Committee (18/01/24) Report to Executive (25/01/24)	Susan Sale 01483 444022 susan.sale@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

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
*	Annual Weyside Urban Village Report	To discuss the delivery of Weyside	Yes	Report to Executive (04/01/24) Report to Council (07/02/24)	Abi Lewis 01483 444908 abi.lewis@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 (04/01/24) Report to Council (07/02/24)	Abi Lewis 01483 444908 abi.lewis@guildford.gov.uk

	Business Planning - General Fund Budget 2024-25	To approve	No	Reports to: Joint EAB (08/01/24) Corp Gov & Standards Cttee (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: 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
	HMO Report Update	To consider the update	No	Report to Executive (22/02/24)	Sean Grady 01483 444392 sean.grady@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
*	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	To approve the surrender of an existing right to use 26 parking spaces at 255 High Street (Connaught House) for contract parking and the simultaneous enter into a long lease from Connaught House Holdings Ltd to Guildford Borough Council for the ground floor car park and sublease back to Connaught House Holdings Ltd.	06.11.2023	carrie.anderson@guildford.gov.uk

*	The cessation for two years (2024 and 2025) of the decoration of Guildford town centre with hanging baskets and troughs	To temporarily cease the supply of baskets and troughs that decorate Guildford town centre between the months of June to October for 2024 and 2025.	14.11.2023	sally.astles@guildford.gov.uk
*	Right to Buy – 8 Burnt Common Cottages Clandon Road Send Woking Surrey GU23 7LA	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 9 May 2023.	20.11.2023	ashley.lawes@guildford.gov.uk
*	Reduction in Parks and Countryside Green Flag entries from 8 to 2 applications for the year 2024	The decision proposed is to reduce the number of park and countryside entries into Green Flag from 8 to 2 for the year 2024.	20.11.2023	sally.astles@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
*	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 01483 444512

	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	Yes	Executive	Richard Bates 01483 444036

	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
	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	Sam Hutchison 01483 444385

	Careline Mandate	To consider the mandate	No	Council	Sam Hutchison 01483 444385
	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
	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	Andrew Smith 01483 444352
*	Bright Hill Car Park	To determine the future use of the site	No	Council	Rachel Harper 01483 444311

*	The Future of Spectrum Leisure Centre	To consider the mandate	No	Council	Kelvin Mills 01483 444136
	Home Farm Area	To agree a supplementary estimate	No	Council	Fiona Williams 01483 444999
	Corporate Safeguarding Policy and Procedure	To approve the Policy and Procedure	No	Council	Sam Hutchison 01483 444385

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 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="483 247 815 422">Deputy Leader of the Council and Lead Councillor for Regeneration</p> <p data-bbox="483 459 826 869">Councillor Tom Hunt c/o Guildford Borough Council Millmead House Millmead Guildford GU2 4BB (St Nicolas)</p>	<p data-bbox="909 247 1704 375">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 Services</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>Lead Councillor for Regulatory and Democratic Services</p> <p>Councillor Merel Rehorst-Smith</p> <p>40 Norwood Road Effingham Surrey KT24 5NX</p> <p>(Effingham Ward)</p>	<p>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>