

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.

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.

Pedro Wrobel

Joint Chief Executive of Guildford and
Waverley Borough Councils

Guildford Borough Council

Millmead House

Millmead Guildford

GU2 4BB

Dated: 22 February 2024

EXECUTIVE: 21 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
	UK Shared Prosperity Fund and the Rural England Prosperity Fund UKSPF/REPF	2024-2025 allocation of spend	No	Report to Executive (21/03/24)	Abi Lewis abi.lewis@guildford.gov.uk
*	Annual Weyside Urban Village Report	To discuss the delivery of Weyside	Yes	Report to Executive (21/03/24) Report to Council (TBC)	Abi Lewis 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 (21/03/24) Report to Council (TBC)	Abi Lewis abi.lewis@guildford.gov.uk
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EXECUTIVE: 18 April 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
*	Asset Disposal Strategy	Approval of proposed Asset Disposal Strategy	No	Report to Executive (18/04/24)	Vince Sibley vince.sibley@guildford.gov.uk

COUNCIL: 13 May 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
	Review of the Constitution: Council Procedure Rules	To approve new Council Procedure Rules	No	Report to Corporate Governance and Standards Committee (13/03/24) Report to Council (13/05/24)	Susan Sale susan.sale@guildford.gov.uk

EXECUTIVE: 16 May 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
*	G-Live Contract Procurement	Approval process for appointment of future operator	No	Report to Executive (16/05/24)	Charlotte Brindley charlotte.brindley@guildford.gov.uk
	HMO Report Update	To consider the update	No	Report to Executive (16/05/24)	Sean Grady sean.grady@guildford.gov.uk

EXECUTIVE: 13 June 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
*	Guildford Park Road Development	To select the development partner	No	Report to Executive (13/06/24) Report to Council (13/06/24)	Rachel Harper rachel.harper@guildford.gov.uk

COUNCIL: 13 June 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
*	Guildford Park Road Development	To select the development partner	No	Report to Executive (13/06/24) Report to Council (13/06/24)	Rachel Harper rachel.harper@guildford.gov.uk

COUNCIL: 23 July 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
	Governance Framework- Housing Services	To consider an update report from the Strategic Project Board	No	Report to Corporate Governance and Standards Committee (06/06/24) Report to Council (23/07/24)	Susan Sale susan.sale@guildford.gov.uk

EXECUTIVE: 08 August 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 Outturn Report 2023-24	To submit any comments to the Executive, prior to determination by full Council.	No	Report to Corporate Governance and Standards Committee (25/07/24) Report to Executive (08/08/24) Report to Council (08/10/24)	Jo Knight jo.knight@guildford.gov.uk
	Housing Revenue Account Final Accounts 2023-24	To submit any comments to the Executive	No	Report to Corporate Governance and Standards Committee (25/07/24) Report to Executive (08/08/24)	Jo Knight jo.knight@guildford.gov.uk

	Revenue Outturn Report 2023-24	To submit any comments to the Executive.	No	Report to Corporate Governance and Standards Committee (25/07/24) Report to Executive (08/08/24)	Jo Knight jo.knight@guildford.gov.uk
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EXECUTIVE: 05 September 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 Governance Statement 2023- 24	To adopt the Council's Annual Governance Statement 2023-24	No	Report to Executive (05/09/24) and Report to Corporate Governance and Standards Committee 26/09/24)	TBC

COUNCIL: 08 October 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 Outturn Report 2023-24	To submit any comments to the Executive, prior to determination by full Council.	No	Report to Corporate Governance and Standards Committee (25/07/24) Report to Executive (08/08/24) Report to Council (08/10/24)	Jo Knight jo.knight@guildford.gov.uk
	Annual Report of the Corporate Governance & Standards Committee	To consider the Annual Report for 2023-24	No	Report to Corporate Governance and Standards Committee (26/09/24) Report to Council (08/10/24)	John Armstrong john.armstrong@guildford.gov.uk

EXECUTIVE: 28 November 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
	12 month review of schedule of councillors allowances to be undertaken by Joint Independent Remuneration Panel	To review the recommendations of the 2023 report	No	Report to Executive (28/11/24) Report to Council (03/12/24)	John Armstrong john.armstrong@guildford.gov.uk

COUNCIL: 03 December 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
	12 month review of schedule of councillors allowances to be undertaken by Joint Independent Remuneration Panel	To review the recommendations of the 2023 report	No	Report to Executive (28/11/24) Report to Council (03/12/24)	John Armstrong john.armstrong@guildford.gov.uk

EXECUTIVE: 23 January 2025

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
	<p>Capital and Investment strategy (2025-26 to 2029-30)</p> <p>Housing Revenue Account Budget 2025-26</p>	<p>To comment on various recommendations to the Executive and Council</p> <p>To approve</p>	<p>No</p>	<p>Report to Corporate Governance and Standards Committee (16/01/25)</p> <p>Report to Executive (23/01/25)</p> <p>Report to Council (05/02/25)</p> <p>Report to Executive (23/01/25)</p> <p>Report to Council (05/02/25)</p>	<p>Jo Knight</p> <p>jo.knight@guildford.gov.uk</p> <p>Jo Knight</p> <p>jo.knight@guildford.gov.uk</p>

	General Fund Revenue Budget 2025-26 and Medium Term Financial Plan 2025-26	To approve		Report to Executive (23/01/25) Report to Council (05/02/25)	Jo Knight jo.knight@guildford.gov.uk
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COUNCIL: 05 February 2025

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
	<p>Capital and Investment strategy (2025-26 to 2029-30)</p> <p>Housing Revenue Account Budget 2025-26</p>	<p>To comment on various recommendations to the Executive and Council</p> <p>To approve</p>	<p>No</p> <p>No</p>	<p>Report to Corporate Governance and Standards Committee (16/01/25)</p> <p>Report to Executive (23/01/25)</p> <p>Report to Council (05/02/25)</p> <p>Report to Executive (23/01/25)</p> <p>Report to Council (05/02/25)</p>	<p>Jo Knight</p> <p>jo.knight@guildford.gov.uk</p> <p>Jo Knight</p> <p>jo.knight@guildford.gov.uk</p>

	<p>General Fund Revenue Budget 2025-26 and Medium Term Financial Plan 2025-26</p>	<p>To approve</p>	<p>No</p>	<p>Report to Executive (23/01/25)</p> <p>Report to Council (05/02/25)</p>	<p>Jo Knight</p> <p>jo.knight@guildford.gov.uk</p>
	<p>Pay Policy Statement 2025-26</p>	<p>To approve</p>	<p>No</p>	<p>Report to Council (05/02/25)</p>	<p>Francesca Chapman</p> <p>francesca.chapman@guildford.gov.uk</p>

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
*	Disposal of a small parcel of Council-owned land to facilitate the development	Blackwell Park Development	22/02/24	Andrew Tyldesley andrew.tyldesley@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	Michael Coughlin michael.coughlin@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	Stuart Harrison stuart.harrison@guildford.gov.uk
*	Marketing Requirements SPD	To adopt the Marketing Requirements SPD	No	Council	Stuart Harrison stuart.harrison@guildford.gov.uk
*	Planning Contributions SPD	To adopt the Planning Contributions SPD	No	Council	Stuart Harrison stuart.harrison@guildford.gov.uk

*	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	Michael Coughlin michael.coughlin@guildford.gov.uk
	Careline Mandate	To approve the tender	No	Council	Sam Hutchison sam.hutchison@guildford.gov.uk
	The Council's Constitution: Review of Financial Procedure Rules	To review and update the financial procedure rules	Yes	Executive	Richard Bates richard.bates@guildford.gov.uk

	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
	Domestic Abuse Policy	To approve the Domestic Abuse Policy	No	Council	Sam Hutchison sam.hutchison@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	Sam Hutchison sam.hutchison@guildford.gov.uk

*	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	Abi Lewis abi.lewis@guildford.gov.uk
	To update on Guildford Borough Council Holdings Ltd.	To consider the update	No	Council	Claire Beesly claire.beesly@guildford.gov.uk

	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	Michael Coughlin michael.coughlin@guildford.gov.uk
*	Bright Hill Car Park	To determine the future use of the site	No	Council	Rachel Harper rachel.harper@guildford.gov.uk
*	The Future of Spectrum Leisure Centre	To consider the mandate	No	Council	Kelvin Mills kelvin.mills@guildford.gov.uk

	Home Farm Area	To agree a supplementary estimate	No	Council	Fiona Williams fiona.williams@guildford.gov.uk
	Corporate Safeguarding Policy and Procedure	To approve the Policy and Procedure	No	Council	Sam Hutchison sam.hutchison@guildford.gov.uk
	Draft Communications Strategy 2024-25	To consider the new strategy	No	Council	Nicola Haymes nicola.haymes@guildford.gov.uk

	Annual Report of the Corporate Governance and Standards Committee	To receive an update	Yes	Council	John Armstrong john.armstrong@guildford.gov.uk
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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 (Westborough Ward)</p>	<p>Homelessness, Housing Advice, Landlord Services, Housing Maintenance and Repairs.</p>

Councillor	<i>Areas of Responsibility</i>
<p data-bbox="483 248 815 421">Deputy Leader of the Council and Lead Councillor for Regeneration</p> <p data-bbox="483 459 831 874">Councillor Tom Hunt c/o Guildford Borough Council Millmead House Millmead Guildford GU2 4BB (St Nicolas)</p>	<p data-bbox="909 248 1704 376">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 data-bbox="483 247 887 379">Lead Councillor for Environment and Climate Change</p> <p data-bbox="483 432 864 469">Councillor George Potter</p> <p data-bbox="483 521 831 786">C/o Guildford Borough Council Millmead House Millmead Guildford GU2 4BB</p> <p data-bbox="483 839 741 876">(Burpham Ward)</p>	<p data-bbox="909 247 1753 379">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>
<p>Lead Councillor for Planning</p> <p>Councillor Fiona White</p> <p>28 Ash Close Ash Surrey GU12 6AR</p> <p>(Ash Wharf Ward)</p>	<p>Planning Applications, Planning Enforcement, Planning Integration and Improvement, Planning Policy</p>

