

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: 08 August 2024

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
	Pre-Application Service and associated charging schedules	To consider a review	No	Report to Executive (05/09/24)	Claire Upton-Brown claire.upton-brown@guildford.gov.uk
	Special Protection Area Tariff SPD	To adopt the Special Protection Area Tariffs Supplementary Planning Document (SPD)	No	Report to Executive (05/09/24)	Dan Knowles dan.knowles@guildford.gov.uk

	Annual Governance Statement 2023-24	To adopt the Council's Annual Governance Statement 2023-24	No	Report to Executive (05/09/24) Report to Corporate Governance and Standards Committee (26/09/24)	TBC
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EXECUTIVE: 03 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 Overview and Scrutiny Committee – Resources (10/09/24) Report to Executive (03/10/24) 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 Overview and Scrutiny Committee – Resources (10/09/24) Report to Executive (03/10/24)	Jo Knight jo.knight@guildford.gov.uk

	Revenue Outturn Report 2023-24	To submit any comments to the Executive.	No	Report to Overview and Scrutiny Committee – Resources (10/09/24) Report to Executive (03/10/24)	Jo Knight jo.knight@guildford.gov.uk
*	Bright Hill Car Park	To approve the sale of the Robin Hood Car Park and part of the Bright Hill Car Park on a subject to planning basis to AMA Buchanan Investments Ltd, as set out in the Heads of Terms dated 12 June 2024. To approve the expenditure of approximately £100,000 of the proceeds of the sale on ground stabilisation works to bring all of the car park retained by the Council back into operation.	Part Exempt	Report to Executive (03/10/24)	Abi Lewis abi.lewis@guildford.gov.uk

*	Climate Change, Sustainable Design, Construction and Energy Supplementary Planning Document (SPD) 2024	To approve	No	Report to Executive (03/10/24)	Stuart Harrison stuart.harrison@guildford.gov.uk
*	Clover Road and Rapleys Field Pre Construction Services Agreement and Building Contract	Appointment of contractor	No	Report to Executive (03/10/24)	Simon Parsons simon.parsons@guildford.gov.uk
*	Dunmore, Broomfield, Wharf Lane and Georgelands Building Contract	Appointment of contractor	No	Report to Executive (03/10/24)	Simon Parsons simon.parsons@guildford.gov.uk

	Extension to Pavement Licensing and Revision to Pavement Licensing Policy 2024-29	To approve the new updated Licensing Policy	No	Report to Licensing Committee (25/07/24) Report to Executive (03/10/24)	Mike Smith mike.smith@guildford.gov.uk
	Interim Joint Post Salary Grades and Scales Structure	To approve	No	Report to Executive (03/10/24)	Robin Taylor robin.taylor@guildford.gov.uk
	Interim joint posts job evaluation competency framework	To approve	No	Report to Executive (03/10/24)	Robin Taylor robin.taylor@guildford.gov.uk

	Interim Joint Restructure Policy	To approve	No	Report to Executive (03/10/24)	Robin Taylor robin.taylor@guildford.gov.uk
	Interim Policy for creating joint posts	To approve	No	Report to Executive (03/10/24)	Robin Taylor robin.taylor@guildford.gov.uk
	Proposed changes to the Pay Policy	To approve	No	Report to Executive (03/10/24)	Robin Taylor robin.taylor@guildford.gov.uk

*	Shaping Guildford's Future	To agree the proposed scoping and budget expenditure for Phase 3	No	Report to Executive (03/10/24)	Abi Lewis abi.lewis@guildford.gov.uk
*	Weyside Mitigation Strategy	To discuss the delivery of Weyside	Part Exempt	Report to Executive (03/10/24) Report to Council (08/10/24)	Abi Lewis abi.lewis@guildford.gov.uk

*Information regarding this item is considered to be commercially sensitive and contain details of privileged legal advice and therefore exempt from publication. The item will, if councillors wish, be discussed in private as it will involve the likely disclosure of this exempt information as defined in paragraphs 3 and 5 of Schedule 12A to the Local Government Act 1972, namely:

“(3) Information relating to the financial or business affairs of any particular person (including the authority holding that information)” and

“(5) Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings”

Any person wishing to make representations in relation to this part of the meeting being held in private for consideration of the above-mentioned matters, must do so in writing to: Carrie Anderson, Senior Democratic Services Officer by email: carrie.anderson@guildford.gov.uk by no later than midday 25 September 2024.

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 Overview and Scrutiny Committee – Resources (10/09/24) Report to Executive (03/10/24) 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 Council (08/10/24)	John Armstrong john.armstrong@guildford.gov.uk

*	Weyside Mitigation Strategy	To discuss the delivery of Weyside	Part Exempt	Report to Executive (03/10/24) Report to Council (08/10/24)	Abi Lewis abi.lewis@guildford.gov.uk
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*Information regarding this item is considered to be commercially sensitive and contain details of privileged legal advice and therefore exempt from publication. The item will, if councillors wish, be discussed in private as it will involve the likely disclosure of this exempt information as defined in paragraphs 3 and 5 of Schedule 12A to the Local Government Act 1972, namely:

“(3) Information relating to the financial or business affairs of any particular person (including the authority holding that information)” and

“(5) Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings”

Any person wishing to make representations in relation to this part of the meeting being held in private for consideration of the above-mentioned matters, must do so in writing to: John Armstrong, Democratic and Electoral Services Manager by email: john.armstrong@guildford.gov.uk by no later than midday 30 September 2024.

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
	Capital and investment strategy (2025-26 to 2029-30)	To comment on various recommendations to the Executive and Council	No	Report to Corporate Governance and Standards Committee (16/01/25) Report to Executive (23/01/25) Report to Council (05/02/25)	Jo Knight jo.knight@guildford.gov.uk
	General Fund Revenue Budget 2025-26 and Medium-Term Financial Plan 2025-26 to 2027-28	To approve	No	Report to Executive (23/01/25) Report to Council (05/02/25)	Jo Knight jo.knight@guildford.gov.uk

	Housing Revenue Account Budget 2025-26	To approve	No	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
	Capital and investment strategy (2025-26 to 2029-30)	To comment on various recommendations to the Executive and Council	No	Report to Corporate Governance and Standards Committee (16/01/25) Report to Executive (23/01/25) Report to Council (05/02/25)	Jo Knight jo.knight@guildford.gov.uk
	General Fund Revenue Budget 2025-26 and Medium-Term Financial Plan 2025-26 to 2027-28	To approve	No	Report to Executive (23/01/25) Report to Council (05/02/25)	Jo Knight jo.knight@guildford.gov.uk

	Housing Revenue Account Budget 2025-26	To approve	No	Report to Executive (23/01/25) Report to Council (05/02/25)	Jo Knight jo.knight@guildford.gov.uk
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EXECUTIVE: 27 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
	Safeguarding Children and Adults at Risk Policy	To approve	No	Report to Overview and Scrutiny Committee – Services (03/02/25) Report to Executive (27/02/25)	Sam Hutchison samantha.hutchison@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
*	Right to Buy – 102 The Street West Horsley Surrey KT24 6DA	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 28 July 2023.	13.08.2024	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	Executive	Julian Higson julian.higson@guildford.gov.uk
*	Charging for Regulatory Services	To consider proposal to charge for pre-application advice.	No	Executive	Richard Homewood richard.homewood@guildford.gov.uk
*	Community Infrastructure Levy Charging Schedule	To adopt the Community Infrastructure Levy Charging Schedule	No	Executive	Stuart Harrison stuart.harrison@guildford.gov.uk
*	Marketing Requirements SPD	To adopt the Marketing Requirements SPD	No	Executive	Stuart Harrison

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 data-bbox="483 247 887 379">Leader of the Council and Lead Councillor for Housing</p> <p data-bbox="483 403 864 683">Councillor Julia McShane 75 Applegarth Avenue Park Barn Guildford Surrey GU2 8LX</p> <p data-bbox="483 738 808 778">(Westborough Ward)</p>	<p data-bbox="909 247 1671 331">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="483 459 831 874">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 data-bbox="483 247 887 379">Lead Councillor for Environment and Climate Change</p> <p data-bbox="483 432 864 467">Councillor George Potter</p> <p data-bbox="483 520 831 786">C/o Guildford Borough Council Millmead House Millmead Guildford GU2 4BB</p> <p data-bbox="483 839 741 874">(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>

