

## 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](mailto: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.

### **Pedro Wrobel**

Joint Chief Executive of Guildford and  
Waverley Borough Councils  
Guildford Borough Council  
Millmead House  
Millmead Guildford  
GU2 4BB

Dated: 31 October 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
*	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  (28/11/24)	Abi Lewis  abi.lewis@guildford.gov.uk

*	Shaping Guildford's Future	To agree the proposed scoping and budget expenditure for Phase 3	No	Report to Executive (28/11/24)	Abi Lewis  abi.lewis@guildford.gov.uk
*	Weyside Mitigation Strategy	To discuss the delivery of Weyside	Part Exempt	Report to Executive (28/11/24)	Abi Lewis  <a href="mailto:abi.lewis@guildford.gov.uk">abi.lewis@guildford.gov.uk</a>
	Procurement of contract for provision of servicing Domestic Boilers (West Area)	To award a one year contract for domestic gas servicing and associated remedial work from Fusion 21 Framework	No	Report to Executive (28/11/24)	Keith Erridge  <a href="mailto:keith.erridge@guildford.gov.uk">keith.erridge@guildford.gov.uk</a>

*	12 Month Review of Schedule of Councillors' Allowances to be undertaken by Joint Independent Remuneration Panel	To review	No	Report to Executive (28/11/2024)  Report to Council (03/12/2024)	John Armstrong  <a href="mailto:john.armstrong@guildford.gov.uk">john.armstrong@guildford.gov.uk</a>
*	Commercial Letting of Rodboro Buildings	Enter into a new lease with JD Wetherspoons	Part Exempt	Report to Executive (28/11/2024)	Michelle Day  <a href="mailto:michelle.day@guildford.gov.uk">michelle.day@guildford.gov.uk</a>
*	Freehold Disposal of Old Manor House	Dispose of the freehold interest in Old Manor House at best consideration.	No	Report to Executive (28/11/2024)	Vince Sibley  <a href="mailto:vince.sibley@guildford.gov.uk">vince.sibley@guildford.gov.uk</a>

*	Asset Disposal Programme	To review	Part Exempt	Report to Executive (28/11/2024)	Vince Sibley <a href="mailto:vince.sibley@guildford.gov.uk">vince.sibley@guildford.gov.uk</a>
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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: Carrie Anderson, Senior Democratic Services Officer by email: [carrie.anderson@guildford.gov.uk](mailto:carrie.anderson@guildford.gov.uk) by no later than midday 20 November 2024.

**EXECUTIVE: 02 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
*	The Bridge, Bridge Street, Guildford	To consider the report		Report to Executive  (02/01/25)	Mark Appleton  <a href="mailto:mark.appleton@guildford.gov.uk">mark.appleton@guildford.gov.uk</a>
*	The renewal of the lease of the former Guildford Auction Rooms	To approve the renewal of the lease to Wellers Auctions Ltd.		Report to Executive  (02/01/25)	Fiona Williams  <a href="mailto:fiona.williams@guildford.gov.uk">fiona.williams@guildford.gov.uk</a>

**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
*	Clover Road and Rapleys Field Pre Construction Services Agreement and Building Contract	Appointment of contractor	No	Report to Executive  (23/01/25)	Janis Vilcins  Janis.vilcins@guildford.gov.uk
*	Dunmore, Broomfield, Wharf Lane and Georgelands Building Contract	Appointment of contractor	No	Report to Executive  (23/01/25)	Rachel Harper  <a href="mailto:Rachel.harper@guildford.gov.uk">Rachel.harper@guildford.gov.uk</a>



*	Capital and investment strategy (2025-26 to 2029-30)	To consider and approve	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 consider and 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 consider and approve	No	Report to Executive (23/01/25) Report to Council (05/02/25)	Jo Knight  jo.knight@guildford.gov.uk

**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
*	Careline	Decision on route to market for Careline service	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 – 8 Vernon Way, Guildford, GU2 8DD	Right to Buy – 8 Vernon Way, Guildford, GU2 8DD	04/11/2024	Siobhan Rumble  siobhan.rumble@guildford.gov.uk
*	Appointment of Wates Construction Limited for Guildford Park Road development	To enter into all contracts and subsequent legal agreements necessary to appoint Wates Construction Limited in relation to Guildford Park Road.	08/11/2024	Abi Lewis  <a href="mailto:abi.lewis@guildford.gov.uk">abi.lewis@guildford.gov.uk</a>
*	Right to Buy - 7 Stoughton Road	The Council has a statutory obligation to sell the property under the right to buy legislation	15/11/2024	Siobhan Rumble  siobhan.rumble@guildford.gov.uk

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Right to Buy – 24 The Chase, Guildford, GU2 7UA  
The Council has a statutory obligation to sell the property under the right to buy legislation

15/11/2024

Siobhan Rumble

siobhan.rumble@guildford.gov.uk

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Guildford Park Road - Appointment of Consultant to act as Council's Representative  
To enter into a contract with the successful supplier, following a procurement exercise. The supplier will provide professional services to support the Council during the duration of the Development Agreement.

27/11/2024

Rachel Harper

Rachel.harper@guildford.gov.uk

**UNSCHEDULED ITEMS - EXECUTIVE/COUNCIL**

<b>Key Decision (asterisk indicates that the decision is a key decision)</b>	<b>Subject</b>	<b>Decision to be taken</b>	<b>Is the matter to be dealt with in private?</b>	<b>Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.</b>	<b>Contact Officer</b>
*	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 stuart.harrison@guildford.gov.uk
*	Planning Contributions SPD	To adopt the Planning Contributions SPD	No	Executive	Stuart Harrison stuart.harrison@guildford.gov.uk

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

	North Downs Housing Options Report	Review and next steps	No	Executive	Julian Higson julian.higson@guildford.gov.uk
	Domestic Abuse Policy	To approve the Domestic Abuse Policy	No	Council	Sam Hutchison samantha.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	<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;">Julian Higson julian.higson@guildford.gov.uk</p>

*	The Future of Spectrum Leisure Centre	To consider the mandate	No	Council	<p style="text-align: center;">Kelvin Mills</p> <p style="text-align: center;">kelvin.mills@guildford.gov.uk</p>
	Draft Communications Strategy 2024-25	To consider the new strategy	No	Council	<p style="text-align: center;">Nicola Haymes</p> <p style="text-align: center;">nicola.haymes@guildford.gov.uk</p>
	Review of Executive Support Resource to the Corporate Management Board	To review resourcing in regard to the Executive Support function for both councils in respect of a potential growth bid.	No	Council	<p style="text-align: center;">Susan Sale</p> <p style="text-align: center;">susan.sale@guildford.gov.uk</p>

	Governance Framework-Housing Services	To consider an update report from the Strategic Project Board	No	Council	Julian Higson julian.higson@guildford.gov.uk
	Strategic Safeguarding Group Action Plan 2023-24 Update	To consider report detailing progress against the approved Strategic Safeguarding Group Action Plan 2023-24	No	Executive	Sam Hutchison sam.hutchison@guildford.gov.uk

SCHEDULE 2

**MEMBERSHIP OF THE BOROUGH COUNCIL'S EXECUTIVE**

**AREAS OF RESPONSIBILITY FOR THE LEADER OF THE COUNCIL & LEAD COUNCILLORS  
GUILDFORD BOROUGH COUNCIL**

<b>Councillor</b>	<b><i>Areas of Responsibility</i></b>
<p><b>Leader of the Council and Lead Councillor for Housing</b></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>

<b>Councillor</b>	<b><i>Areas of Responsibility</i></b>
<p data-bbox="483 244 860 411"><b>Deputy Leader of the Council and Lead Councillor for Regeneration</b></p> <p data-bbox="483 443 853 751">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"><b>Lead Councillor for Engagement and Customer Services</b></p> <p data-bbox="483 1002 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>

<b>Councillor</b>	<b><i>Areas of Responsibility</i></b>
<p><b>Lead Councillor for Commercial Services</b></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><b>Lead Councillor for Finance and Property</b></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>

<b>Councillor</b>	<b><i>Areas of Responsibility</i></b>
<p data-bbox="483 244 831 411"><b>Lead Councillor for Community and Organisational Development</b></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>



<b>Councillor</b>	<b><i>Areas of Responsibility</i></b>
<p data-bbox="483 244 831 368"><b>Lead Councillor for Environment and Climate Change</b></p> <p data-bbox="483 416 786 496">Councillor George Potter</p> <p data-bbox="483 544 860 799">C/o Guildford Borough Council Millmead House Millmead Guildford GU2 4BB</p> <p data-bbox="483 847 763 887">(Burpham Ward)</p>	<p data-bbox="909 244 1742 368">Bereavement, Green Spaces, Parks, Countryside, Trees, Fleet Operations, Street Cleaning, Waste and Recycling and Climate Change.</p>

<b>Councillor</b>	<b><i>Areas of Responsibility</i></b>
<p data-bbox="483 244 853 368"><b>Lead Councillor for Regulatory and Democratic Services</b></p> <p data-bbox="483 419 757 496">Councillor Merel Rehorst-Smith</p> <p data-bbox="483 547 786 711">40 Norwood Road Effingham Surrey KT24 5NX</p> <p data-bbox="483 762 779 802">(Effingham Ward)</p>	<p data-bbox="909 244 1727 544">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 data-bbox="483 818 831 895"><b>Lead Councillor for Planning</b></p> <p data-bbox="483 946 864 986">Councillor Fiona White</p> <p data-bbox="483 1037 707 1201">28 Ash Close Ash Surrey GU12 6AR</p> <p data-bbox="483 1252 786 1292">(Ash Wharf Ward)</p>	<p data-bbox="909 818 1715 943">Planning Applications, Planning Enforcement, Planning Integration and Improvement, Planning Policy</p>

