

EXECUTIVE

19 February 2019

- * Councillor Paul Spooner (Chairman)
- * Councillor Matt Furniss (Vice-Chairman)

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|-----------------------------|---------------------------------|
| * Councillor David Bilbé | * Councillor Gordon Jackson |
| Councillor Philip Brooker | Councillor Nigel Manning |
| * Councillor Geoff Davis | * Councillor Nikki Nelson-Smith |
| * Councillor Graham Ellwood | * Councillor Iseult Roche |

*Present

Councillors Adrian Chandler, Angela Gunning, Jo Randall, Caroline Reeves, and Tony Rooth, were also in attendance.

EX79 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Philip Brooker, Nigel Manning, and David Wright.

EX80 LOCAL CODE OF CONDUCT - DISCLOSABLE PECUNIARY INTERESTS

There were no disclosures of pecuniary interests.

The following councillors disclosed non-pecuniary interests in respect of item 5 on the agenda (Minute No EX83 below):

<u>Councillor</u>	<u>Nature of interest</u>
Councillor Paul Spooner	Trustee of Citizens Advice Ash
Councillor Matt Furniss	Trustee of Oakleaf Enterprise and Cruse Bereavement Care South West Surrey
Councillor Gordon Jackson	Trustee of Citizens Advice Ash
Councillor Jo Randall	Council representative on Home-Start Guildford
Councillor Caroline Reeves	Trustee of Guildford Action for Families and Guildford Action Day Service

EX81 MINUTES

The Executive approved the minutes of the meeting held on 22 January 2019. The Chairman signed the minutes.

EX82 LEADER'S ANNOUNCEMENTS

The Leader commented on the conclusion of the Local Plan hearing that took place on 12 and 13 February and reported that the Inspector had confirmed that, subject to final checks and his report, the Guildford Borough Local Plan was sound. The Inspector would be sending the report to us for fact checking and then issuing the final report as quickly as possible thereafter. The expectation was that the formal adoption process, via full Council, would also be put in place as quickly as possible.

The Leader also commented that the resurfacing works to North Street would commence, subject to weather conditions, on 27 February 2019.

EX83 ALLOCATION OF GRANTS TO COMMUNITY AND VOLUNTARY ORGANISATIONS 2019-20

The Executive considered a report setting out the proposed allocation of grants to voluntary and community organisations for 2019-20.

In relation to the community grants scheme, the Executive noted that charitable, social enterprise, community and voluntary organisations were eligible to apply. The scheme did not provide year-on-year funding for the same project, and support was directed to projects that would become self-sustaining in the future. The provisional community grants budget for 2019-20 was £132,360.

The maximum grant available under the scheme was £15,000 or 50% of the cost of the project, whichever was the lower.

In relation to the voluntary grants scheme, the Executive noted that these were awarded to voluntary organisations for projects that:

- supported older people in our community
- supported vulnerable and less advantaged people in our community
- protected or enhance our environment
- enhanced our sporting, cultural and recreational facilities
- delivered health and wellbeing improvement for our residents
- prevented homelessness and rough-sleeping in the borough
- provided skills, training and work opportunities for residents
- delivered initiatives to address issues of rural deprivation

The provisional budget for voluntary grants for 2019-20 was £178,870. In order to protect and maintain services to some of the most vulnerable and disadvantaged residents, the report had proposed to transfer £69,964 from the community grants budget to support the voluntary grants scheme in 2019-20, which would provide a total pot of £248,834 for 2019-20.

Applications had been assessed by the Grants Panel, comprising Councillors Geoff Davis, Angela Goodwin, and Nigel Kears, in November 2018.

Each application had been scored against the relevant criteria for the respective schemes, details of which were set out in the report.

The Executive acknowledged that the Grants Panel was currently undertaking a review of the Council's grant support to external organisations and meetings were being held with regular recipients to discuss future options. This work would progress alongside the Future Guildford transformation programme and it was anticipated that recommendations would be submitted for consideration prior to the 2020-21 grant funding round.

Some councillors expressed their frustration over the time taken to undertake the review, and suggested that decisions on the award of grants needed to be made much earlier in order to give applicants a better idea of their budgets for the following financial year.

Having considered the report, the Executive

RESOLVED: That, subject to approval of the proposed budget for voluntary and community grants by the Council at its meeting on 26 February 2019:

- (1) the allocation of community grants for 2019-20 as set out in Appendix 1 to the report submitted to the Executive, be approved;

- (2) the transfer of £69,964 from the community grants budget to the budget for grants to voluntary organisations for 2019-20 be approved; and
- (3) the allocation of grant funding to voluntary organisations for 2019-20, as set out in Appendix 2 to the report, be approved.

Reason:

To enable the grants process for 2019-20 to be implemented.

EX84 FUTURE GUILDFORD TRANSFORMATION PROGRAMME

The Executive considered the Managing Director's report setting out the proposal, called Future Guildford, to reorganise the whole Council. Despite achieved savings, wise investments and effective financial management, the Council still faced significant funding challenges. To help meet these challenges, the Council needed to reorganise and transform the way it works and provides services to residents.

The Council had previously delivered transformation through Fundamental Service Reviews, Lean Reviews and service redesign. These reviews had mainly been concentrated on one specific service area and had not looked at the synergies and opportunities across the whole organisation. Whilst these approaches had delivered significant savings, it was clear that financial challenges, customer expectations, the limitations of the Council's ICT systems and infrastructure and the need to be more efficient, were demanding a new approach.

Future Guildford had been informed through the work of Ignite (management consultants) and was based on investing in ICT infrastructure, increasing customer self-service, better focus on commissioning and commercial opportunities, addressing issues of duplication and redesigning services to improve service delivery and being more efficient.

To achieve this, there would be a need to invest in the replacement of ICT systems, potential redundancy costs (where, subject to consultation, redundancies take place), and implementation costs. The savings from this exercise, which would address the financial challenges faced by this Council, were set out in the report.

The Executive noted that whilst Ignite had provided the model and expertise to inform the approach, the implementation of Future Guildford would be managed through the Project Board using local knowledge of the Council and borough, to ensure a measured, balanced and appropriate approach. Corporate Management Team would also monitor the project on a weekly basis and updates provided to the Executive. The Overview and Scrutiny Committee would also be asked to monitor progress of each stage of the implementation of the Blueprint (Future Guildford programme).

The report, including the Blueprint, had also been considered by the Overview and Scrutiny Committee at its special meeting held on 6 February 2019, and details of the matters raised at that meeting were set out in the report.

Councillors acknowledged that the decision to proceed with implementation of Future Guildford was necessary and that the process would be very challenging. It was also noted that the manner in which staff had engaged in the work with Ignite had been encouraging. Continuing open and honest communication with staff, and also with residents, would be crucial.

Emphasis was placed on the need for a supportive and collaborative approach to the implementation of Future Guildford by both staff and councillors, including comprehensive training for staff and councillors.

Having considered the report and the Blueprint, the Executive

RESOLVED:

- (1) That the report, including its findings and analysis, be noted taking into account the matters raised by the Overview and Scrutiny Committee at its special meeting on 6 February 2019.
- (2) That the Director of Finance be authorised to include the implementation costs and savings within the 2019-20 budget and the Council's medium term financial plan as part of producing the final detailed budget book for 2019-20.

The Executive further

RECOMMEND (to Council: 26 February 2019):

- (1) That Option 1 be adopted, as described in the body of the report submitted to the Executive – that is, that the Managing Director be authorised, in consultation with the Leader of the Council, to take all necessary steps to develop the Future Guildford Programme, developing the opportunities and approach described in the Future Operating Model Blueprint (the "Blueprint", attached as the "Not for Publication" Appendix 7 to the report), in accordance with the accompanying timeframe, and undertaking appropriate consultation.
- (2) That the implementation budget described in Section 9 of the report be approved, and that the implementation costs be financed from the specific earmarked reserves referred to in paragraph 9.6 of the report.
- (3) That the Managing Director, in consultation with the Leader of the Council, be authorised:
 - (a) following appropriate consultation, to make a recommendation relating to the staffing structure and responsibilities of senior posts (that is, at Director level), to the Employment Committee; and
 - (b) to determine an appropriate recruitment strategy in consultation with the Employment Committee;
- (4) That the Employment Committee be authorised to determine who is appointed to the available posts referred to in paragraph 3 (a) above on the advice of the Managing Director.
- (5) That the Overview and Scrutiny Committee be requested to monitor progress of each stage of the implementation of the Future Guildford programme.

Reasons:

To improve the Council's services and customer care, modernise our services and systems, make us more efficient and deliver the savings required to address our financial challenges.

The meeting finished at 7.53 pm

Signed

Chairman

Date

EXECUTIVE

7 March 2019

- * Councillor Paul Spooner (Chairman)
- * Councillor Matt Furniss (Vice-Chairman)

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|-----------------------------|---------------------------------|
| * Councillor David Bilbé | * Councillor Gordon Jackson |
| * Councillor Philip Brooker | * Councillor Nigel Manning |
| * Councillor Geoff Davis | * Councillor Nikki Nelson-Smith |
| * Councillor Graham Ellwood | Councillor Iseult Roche |

*Present

Councillors Nils Christiansen, Angela Gunning, Jennifer Jordan, Susan Parker, David Quelch, Jo Randall, and Caroline Reeves were also in attendance.

EX80 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Iseult Roche.

EX81 LOCAL CODE OF CONDUCT - DISCLOSABLE PECUNIARY INTERESTS

There were no disclosures of interest.

EX82 LEADER'S ANNOUNCEMENTS

There were no announcements from the Leader.

EX83 SLYFIELD AREA REGENERATION PROJECT

The Executive noted that Slyfield Area Regeneration Project (SARP) had been designated as a Strategic Site in the emerging Local Plan. The relocation of the sewage treatment works would facilitate the delivery of two new industrial units, 1,500 new homes and associated infrastructure.

The Executive considered a report on the need to transfer monies from the provisional to approved capital programme to provide funding of 50% of Thames Water's costs as well as any future spend covering Thames Water's legal, professional fees, and design costs leading to the submission of the planning application for the proposed new sewage treatment works. The Council was also at the stage at which the proposed Development Agreement with Thames Water to facilitate these works was ready for completion.

The SARP incorporated the replacement of the existing sewage treatment works, which was owned and operated by Thames Water, with a new facility being built on the former Slyfield Landfill site. The facility would meet modern day standards improving the environment for local people, providing extra sewage treatment capacity to meet the demand from the Local Plan Strategic Sites.

The project would have a consequential effect on the surrounding area providing more job opportunities within an enhanced Slyfield Industrial Estate. The project would also enable the relocation of the Council depot and the waste facilities away from residential areas, opening up the riverside for the wider community.

The Council had been successful in an application to Homes England for Housing Zone designation of the SARP housing site for a loan of £90 million, with access to a Public Works Loans Board (PWLB) loan at preferential rates. A decision on the drawdown of this funding would be made as part of the treasury management function of the Council and was subject to Business Case appraisal. In addition, the Council had secured a grant of £600,000 from the HCA to assist with the review of the financial assumptions for the project and £900,000 from the Local Enterprise Partnership M3 to assist with ground investigations.

The Council had submitted a bid for a £52.3 million grant from the Housing Infrastructure Fund (HIF) and a decision was expected later this spring. A EM3 LEP bid had also been submitted for £7.5 million.

To date, the Council had entered into a non-legally binding Heads of Terms with Thames Water in July 2018, making a 50% contribution of £1.345 million towards their costs to date of £2.69 million.

The agreement with Thames Water had progressed with completion programmed for late March 2019. Under this agreement, the Council would reconcile Thames Water's incurred costs to date as well as fund legal, professional fees and design costs leading to the submission of the planning application for the sewage treatment works.

The Executive noted that the Managing Director had designated this matter to be urgent on the basis of the need to complete the development agreement with Thames Water imminently; and, subject to the formal agreement of the Executive and the Chairman of the Overview and Scrutiny Committee, should not be subject to the call-in procedure.

The Executive was informed that the Chairman of the Overview and Scrutiny Committee had already given her formal agreement to waiving call-in in these circumstances. Accordingly, the Executive

RESOLVED:

- (1) That the sum of £10 million be transferred from the provisional capital programme to the approved capital programme to facilitate the funding of 50 per cent of Thames Water's costs as well as any future spend covering Thames Water's legal, professional fees, and design costs leading to the submission of the planning application for the Sewage Treatment Works.
- (2) That the Managing Director be authorised, in consultation with the Leader of the Council, to sign and complete the Development Agreement with Thames Water to proceed with the implementation of the relocation of the Sewage Treatment Works and associated works.
- (3) That, in accordance with Overview and Scrutiny Procedure Rule 16 (h), the Executive agrees to waive the call-in procedure in respect of this decision.

Reason:

To enable the design and relocation of the Sewage Treatment Works and to progress with the wider Slyfield Area Regeneration Project that will have a positive impact on the supply of housing and employment land in the Borough and regenerate the Slyfield landfill site.

Reason for urgency:

Due to the need to complete the development agreement with Thames Water imminently.

EX84 URGENT ITEM OF BUSINESS - CHANTRY WOOD CAMPSITE CONSULTATION REVIEW

Prior to formal consideration of this matter, Mr Kevin Rye addressed the Executive in accordance with Public Speaking Procedure Rules.

The public speaker highlighted the following points in respect of this matter:

- Reiteration of the community's wish for camping at the Chantry Wood Campsite to continue
- The need for a proper consultation process before a final decision is made

At the request of the Leader of the Council, the Executive considered a further report, which followed on from the Executive's decision taken on 8 January 2019 in respect of the future of Chantry Wood Campsite (see Minute No EX67 – 2018-19).

Following a local consultation, which had been undertaken following that decision, the report now before the Executive had set out the issues that had been raised in that consultation and in other correspondence sent to the Council.

In view of this, the lead councillor invited the Executive to consider a revised approach which would involve keeping the campsite open for the 2019 calendar year, whilst continuing to engage with potential operators and then reviewing the outcome of this before undertaking the proposed small-scale refurbishment/upgrade works for the building discussed previously by the Executive at its January meeting.

Following discussions with the Council's building surveyors, it was established that the building required a minimum level of works as soon as practicable in order to make it wind and watertight, and secure. These works would take around three weeks to complete and cost approximately £5,000, and would be carried out subject to the presence of roosting bats which could add to cost and delay the works.

In order to honour provisional bookings of the Campsite, it was proposed that no other refurbishment works would be undertaken, whilst the Council sought an operator. Consequently, structural and upgrade works would be delayed until next year, and would take into account future use of the Campsite.

Whilst the Council would seek to honour provisional bookings, it was accepted that some areas of the campsite might be fenced off for health and safety reasons during the building works. However, the Council would also seek to provide replacement temporary storage for the duration of the works.

As the provisional bookings included a waiting list on popular dates, it was possible that the Council might not be able to accommodate previously made booking requests. It was anticipated that, subject to approval of these revised proposals, the Council should be in a position to confirm bookings from 18 March onwards.

Accordingly, the lead councillor revised the recommendation to the Executive as follows:

- (1) That the proposal to lease Chantry Wood campsite (Barn and firepits) to a forest school operator, as approved provisionally by the Executive on 8 January 2019, be implemented subject to identifying an operator who will make the campsite available for community group and family weekend and holiday period use.
- (2) That:
 - (a) The Council undertakes the minimum level of works to the building to make it weather proof and secure in 2019 for continued use as a campsite as soon as practicable.
 - (b) Provisional bookings for the campsite for 2019 are honoured
 - (c) The Council undertakes further monitoring of the use of the campsite
 - (d) During 2019, the Council engages with potential operators to establish the future viability of a forest School operating a campsite at Chantry Wood Campsite, and that this is reviewed by the Executive once responses are received.
 - (e) the proposed small-scale refurbishment and upgrade works are postponed pending the review of responses received from potential forest school operators.

During the debate, the following additional points were raised:

- there was no clear indication as to the preferred option from the local community

- As the revised proposal defers the matter for 12 months, the Council could engage further with the local community and users of the campsite to establish, if possible, a preferred option
- It was more likely that the Council would grant a non-exclusive licence, rather than a lease, in respect of the proposed forest school use
- The Council's intention to retain the Campsite for camping and public access was reiterated

Taking into account the above, the Executive

RESOLVED:

- (1) That, subject to paragraph (2) below and a further report to and decision of the Executive, the proposal to lease Chantry Wood campsite (Barn and firepits) to a forest school operator, as approved provisionally by the Executive on 8 January 2019, be amended to a proposal to grant a non-exclusive licence(s) in respect of the Chantry Wood Campsite for use as a forest school, with the continued shared use for camping and use by community groups and families at weekends and in holiday periods
- (2) That the proposal referred to in paragraph (1) above be delayed for 12 months, during which time the Council shall:
 - (a) undertake further discussions with the local community to seek to ascertain a preferred option for the future management of the campsite, including other options in terms of the educational aspects relating to woodland and countryside awareness;
 - (b) undertake as soon as practicable the minimum level of works to the building to make it weatherproof and secure in 2019 for continued use as a campsite;
 - (c) confirm provisional bookings for the campsite for 2019;
 - (d) undertake further monitoring of usage of the campsite;
 - (e) engage with potential operators to establish the future viability of a forest school operating a campsite at Chantry Wood Campsite, and that this be reviewed by the Executive once responses are received; and
 - (f) postpone the proposed small-scale refurbishment and upgrade works pending the review of responses received from potential forest school operators.

Reason:

To respond to concerns raised by local residents during and following the recent consultation.

Note: By reason of the special circumstances described below, the chairman considered that this item should be dealt with at this meeting as a matter of urgency pursuant to Section 100B 4 (b) of the Local Government Act 1972.

Special Circumstances: To enable the Executive to give further consideration to its provisional decision taken at its meeting held on 8 January 2019 in light of concerns raised during the recent public consultation.

The meeting finished at 7.55 pm

Signed

Date

Chairman