

# 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 both at the Council offices and 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.

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 at the council offices during normal working hours and 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 at the Borough Council offices and 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 on request and online.

### **Taking decisions in private**

Where, in relation to any matter to be discussed by the Executive or full Council at a meeting, or by an individual decision-maker, 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.

James Whiteman  
Managing Director

Guildford Borough Council  
Millmead House  
Millmead  
Guildford  
GU2 4BB

Dated: 27 August 2019

## SCHEDULE 1

### EXECUTIVE: 27 August 2019

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
*	Woodbridge Road Pavilion Supplementary Estimate	To approve additional funding.	Yes	Report to Executive (27/08/2019)	Paul Stacey 01483 444720 <a href="mailto:paul.stacey@guildford.gov.uk">paul.stacey@guildford.gov.uk</a>
	Watts Gallery - Physical Energy Sculpture	To approve a grant to the Watts Gallery Trust towards the cost of installing G F Watts' Physical Energy sculpture alongside the A3 in Compton as a major piece of public art.	No	Report to Executive (27/08/2019)	Steve Benbough 01483 444052 <a href="mailto:stephen.benbough@guildford.gov.uk">stephen.benbough@guildford.gov.uk</a>
	Food Poverty	To consider the Overview and Scrutiny Committee's recommendations arising from the work of the Food Poverty O&S Task and Finish Group	No	Report to Executive (27/08/2019)	James Dearling 01483 444141 <a href="mailto:james.dearling@guildford.gov.uk">james.dearling@guildford.gov.uk</a>

\*Information on the breakdown of the cost of each element of the scheme to be considered as part of this item is commercially sensitive and will, if councillors wish, be discussed in private as it will involve the likely disclosure of exempt information as defined in paragraph 3 of Schedule 12A to the Local Government Act 1972, namely: "Information relating to the financial or business affairs of any particular person (including the authority holding that information)".

Any person wishing to make representations in relation to this part of the meeting being held in private for consideration of the above-mentioned matter, must do so in writing to: John Armstrong, Democratic Services Manager either by email: [john.armstrong@guildford.gov.uk](mailto:john.armstrong@guildford.gov.uk) or by letter at the address stated on page 2 by no later than midday Monday 19 August 2019.

**EXECUTIVE: 24 September 2019**

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
*	Slyfield Area Regeneration Project	To consider the business case for the project and a proposed supplementary capital estimate in respect of the overall project budget.	Yes (in part)	Report to Executive (24/09/2019)  Council (8/10/2019)	Michael Lee-Dickson 01483 4445123 <a href="mailto:michael.lee-dickson@guildford.gov.uk">michael.lee-dickson@guildford.gov.uk</a>  Claire Morris 01483 444827 <a href="mailto:claire.morris@guildford.gov.uk">claire.morris@guildford.gov.uk</a>
*	Review of Joint Enforcement Team	To review the Enforcement Team which needs to be undertaken on a two-year basis as the team was created in August 2016. The Executive to agree future arrangements.	No	Report to Executive (24/09/2019) incorporating comments/ recommendations from Overview & Scrutiny Committee (10/09/2019)	Chris Wheeler 01483 445030 <a href="mailto:chris.wheeler@guildford.gov.uk">chris.wheeler@guildford.gov.uk</a>
	Timetable of Council and Committee Meetings 2020-21	To consider and adopt the timetable of Council and Committee meetings for the 2020-21 municipal year.	No	Report to Executive (24/09/2019)  Council (8/10/2019)	John Armstrong 01483 444102 <a href="mailto:john.armstrong@guildford.gov.uk">john.armstrong@guildford.gov.uk</a>
*	Stoke Park Masterplan; a strategy for delivery.	(1) To approve the proposed design brief for the Stoke Park masterplan and strategy for delivery. (2) To approve the transfer of £500,000 from the provisional capital programme to the approved capital programme for the purpose of funding professional fees to provide the necessary technical expertise and officer resource to deliver the Stoke Park masterplan. (3) To authorise the Director of Environment, in consultation with the Lead Councillor for Enterprise and Economic Development, to	No	Report to Executive (24/09/2019) Place Making and Innovation EAB (14/10/2019)	Paul Stacey 01483 444720 <a href="mailto:paul.stacey@guildford.gov.uk">paul.stacey@guildford.gov.uk</a>

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
		take all necessary steps to produce the Stoke Park masterplan.			
*	Guildford Town Centre Heights and Views SPD	To approve the draft Guildford Town Centre Heights and Views SPD for public consultation	No	Report to Executive (24/09/2019) Incorporating comments/ recommendations of Place Making and Innovation EAB (8/04/2019)	Stuart Harrison 01483 444512 <a href="mailto:stuart.harrison@guildford.gov.uk">stuart.harrison@guildford.gov.uk</a> and Mariana Beadsworth 01483 444667 <a href="mailto:mariana.beadsworth@guildford.gov.uk">mariana.beadsworth@guildford.gov.uk</a>
*	Crematorium Project	To approve supplementary capital estimates.	No	Report to Executive (24/09/2019)  Council (8/10/2019)	Paul Stacey 01483 444720 <a href="mailto:paul.stacey@guildford.gov.uk">paul.stacey@guildford.gov.uk</a>
	Guildford Annual Economic Report 2018-19	To approve the Guildford Annual Economic Report 2018-19	No	Report to Executive (24/09/2019) Incorporating views/recommendation of Place Making and Innovation EAB (02/09/2019)	Chris Burchell 01483 444329 <a href="mailto:chris.burchell@guildford.gov.uk">chris.burchell@guildford.gov.uk</a>
*	Guildford Museum	To agree refined project scope and adopt museum policies for re-accreditation	No	Report to Executive (24/09/2019) Incorporating views/recommendation of Place Making and Innovation EAB (02/09/2019)	Paul Bassi 01483 444515 <a href="mailto:paul.bassi@guildford.gov.uk">paul.bassi@guildford.gov.uk</a>
*	Review of Grants	To consider proposed changes to the Council's funding of voluntary and community organisations.	No	Report to Executive (24/09/2019)	Steve Benbough 01483 444052 <a href="mailto:stephen.benbough@guildford.gov.uk">stephen.benbough@guildford.gov.uk</a>

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 Crowdfunding Proposal	To consider the establishment of a new Guildford crowdfunding platform to help community groups and organisations raise funds for local projects.	No	Report to Executive (24/09/2019)	Steve Benbough 01483 444052 <a href="mailto:stephen.benbough@guildford.gov.uk">stephen.benbough@guildford.gov.uk</a>

\*Information on the breakdown of the cost of each element of the scheme to be considered as part of this item is commercially sensitive and will, if councillors wish, be discussed in private as it will involve the likely disclosure of exempt information as defined in paragraph 3 of Schedule 12A to the Local Government Act 1972, namely: "Information relating to the financial or business affairs of any particular person (including the authority holding that information)".

Any person wishing to make representations in relation to this part of the meeting being held in private for consideration of the above-mentioned matter, must do so in writing to: John Armstrong, Democratic Services Manager either by email: [john.armstrong@guildford.gov.uk](mailto:john.armstrong@guildford.gov.uk) or by letter at the address stated on page 2 by no later than midday Monday 16 September 2019.

**COUNCIL: 8 October 2019**

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
Slyfield Area Regeneration Project	To consider the business case for the project and a proposed supplementary capital estimate in respect of the overall project budget.	Yes (in part) TBC	Report to Council (8/10/2019) Incorporating comments/ Recommendations of Executive (24/09/2019)	Michael Lee-Dickson 01483 4445123 <a href="mailto:michael.lee-dickson@guildford.gov.uk">michael.lee-dickson@guildford.gov.uk</a>  Claire Morris 01483 444827 <a href="mailto:claire.morris@guildford.gov.uk">claire.morris@guildford.gov.uk</a>
Review of Polling Districts and Polling Places	To approve any changes identified as following the statutory polling district and polling place review.	No	Report to Council (08/10/2019)	Elaine Bradbrook 01483 444126 <a href="mailto:elaine.bradbrook@guildford.gov.uk">elaine.bradbrook@guildford.gov.uk</a>
Review of Councillor / Officer Protocol	To consider the recommendations of the Task Group established by the Corporate Governance and Standards Committee	No	Report to Council (8/10/2019) Incorporating comments/recommendations of Corporate Governance and Standards Committee (19/09/2019)	John Armstrong 01483 444102 <a href="mailto:john.armstrong@guildford.gov.uk">john.armstrong@guildford.gov.uk</a>
Timetable of Council and Committee Meetings 2020-21	To consider and adopt the timetable of Council and Committee meetings for the 2020-21 municipal year.	No	Report to Council (8/10/2019) Incorporating comments/ Recommendations of Executive (24/09/2019)	John Armstrong 01483 444102 <a href="mailto:john.armstrong@guildford.gov.uk">john.armstrong@guildford.gov.uk</a>
Crematorium Project	To approve supplementary capital estimates	No	Report to Council (8/10/2019) Incorporating comments/recommendations of Executive (24/09/2019)	Paul Stacey 01483 444720 <a href="mailto:paul.stacey@guildford.gov.uk">paul.stacey@guildford.gov.uk</a>
Petition to suspend new parking restrictions at Kingston Meadows Car Park, East Horsley	To consider and debate a petition reaching in excess of 500 signatures.	No	Report to Council (8/10/2019)	John Armstrong 01483 444102 <a href="mailto:john.armstrong@guildford.gov.uk">john.armstrong@guildford.gov.uk</a>

### **EXECUTIVE SHAREHOLDER AND TRUSTEE COMMITTEE: 22 October 2019**

<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>
<b>*</b>	Foxenden Deep Shelter	To consider the potential alternative future uses of the Shelter, possibly including a heritage element.	No	Executive Shareholder and Trustee Committee (22/10/2019)	Alex Duggan 01483 444584 <a href="mailto:alex.duggan@guildford.gov.uk">alex.duggan@guildford.gov.uk</a>

### **EXECUTIVE: 22 October 2019**

<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>
<b>*</b>	Bike Share Scheme	To approve a bike share scheme.	No	Executive (22/10/2019) and Place Making and Innovation EAB (14/10/2019)	Donald Yell 01483 444659 <a href="mailto:donald.yell@guildford.gov.uk">donald.yell@guildford.gov.uk</a>
	Review of Councillors' Allowances	To consider the report and recommendations of the Independent Remuneration Panel and recommend to Council adoption of a new scheme of allowances with effect from 1 April 2020	No	Executive (22/10/2019) and Council (3/12/2019)	John Armstrong 01483 444102 <a href="mailto:john.armstrong@guildford.gov.uk">john.armstrong@guildford.gov.uk</a>
	Public Health Funerals	To approve terms for a public consultation on a draft policy	No	Report to Executive (22/10/2019)	Justine Fuller 01483 444370 <a href="mailto:justine.fuller@guildford.gov.uk">justine.fuller@guildford.gov.uk</a>
	Surrey Leader's Group - Appointments to Outside Bodies 2019/20	Following the elections in May 2019, there are two additional appointments available to Borough and District Elected Members. The	No	Report to Executive (22/10/2019)	Carrie Anderson 01483 444078 <a href="mailto:carrie.anderson@guildford.gov.uk">carrie.anderson@guildford.gov.uk</a>



		positions are: The South East Reserve Forces' and Cadets' Association (3 year appointment) and The Surrey Civilian Military Partnership Board (3 year appointment).			
*	Allen House Pavilion	To seek authority to proceed with new lease of charitable land at Allen House.	No	Report to Executive (22/10/2019)	Alex Duggan 01483 444584 <a href="mailto:alex.duggan@guildford.gov.uk">alex.duggan@guildford.gov.uk</a>
*	Replacement of Guildford Borough Council Mini Buses	To consider and approve the release of funds for the replacement of Guildford Borough Mini Buses	No	Report to Executive (22/10/2019)	Andy Mitram 01483 445092 <a href="mailto:andy.mitram@guildford.gov.uk">andy.mitram@guildford.gov.uk</a>
*	Ash Road Bridge - Compulsory Purchase Order	To approve the implementation of the Compulsory Purchase Order process for land associated with delivery of the Ash Road Bridge.	Yes (in part)	Report to Executive (24/09/2019)	Samantha Mills 01483 444084 <a href="mailto:samantha.mills@guildford.gov.uk">samantha.mills@guildford.gov.uk</a>
*	Transfer of Gosden Common to Bramley Parish Council	To consider and approve the transfer of Gosden Common to Bramley Parish Council.		Report to Executive (24/09/2019)	Fiona Williams 01483 444999 <a href="mailto:fiona.williams@guildford.gov.uk">fiona.williams@guildford.gov.uk</a>

**EXECUTIVE: 26 November 2019**

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 Outline Budget 2020-21	To consider the Outline Budget for 2020-21	No	Executive (26/11/2019)	Claire Morris 01483 444827 <a href="mailto:claire.morris@guildford.gov.uk">claire.morris@guildford.gov.uk</a>
*	Parish Councils – concurrent function grant aid applications for assistance 2020-21	To approve the budget for 2020-21 and the parish council requests for grant aid for 2020- 21.	No	Executive (26/11/2019)	Michele Rogers 01483 444842 <a href="mailto:michele.rogers@guildford.gov.uk">michele.rogers@guildford.gov.uk</a>
	Local Council Tax Support Scheme 2020-21	1. To approve the draft Local Council Tax Support Scheme for implementation with effect from 1 April 2020. 2. To maintain a discretionary hardship fund.	No	Executive (26/11/2019) and Council (3/12/2019)	Belinda Hayden 01483 444867 <a href="mailto:belinda.hayden@guildford.gov.uk">belinda.hayden@guildford.gov.uk</a>
*	Chantry Wood Campsite	To report the outcome consultation and agree on future use.	No	Executive (26/11/2019)	Paul Stacey 01483 444720 <a href="mailto:paul.stacey@guildford.gov.uk">paul.stacey@guildford.gov.uk</a>
*	Shalford Common Land Management	To agree the land management for Shalford Common.	No	Executive (26/11/2019) Incorporating comments/recommen- dations of Place Making and Innovation EAB (23/09/2019)	Paul Stacey 01483 444720 <a href="mailto:paul.stacey@guildford.gov.uk">paul.stacey@guildford.gov.uk</a>
*	Bedford Wharf Plaza Landscaping Scheme	To approve the landscaping scheme following public consultation.	No	Report to Executive (26/11/2019) incorporating comments/ recommendations from Place Making & Innovation EAB (23/09/19)	Paul Bassi 01483 444515 <a href="mailto:paul.bassi@guildford.gov.uk">paul.bassi@guildford.gov.uk</a>

*	Midelton Industrial Estate Redevelopment	To approve the transfer of monies from the provisional capital programme to the approved capital programme for the purpose of funding the next phase of redevelopment.	No	Report to Executive (26/11/2019)	Darren Burgess 01483 444589 <a href="mailto:darren.burgess@guildford.gov.uk">darren.burgess@guildford.gov.uk</a>
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**COUNCIL: 3 December 2019**

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
Local Council Tax Support Scheme 2020-21	1. To approve the draft Council Tax Support Scheme for implementation with effect from 1 April 2020 2. To maintain a discretionary hardship fund.	No	Council (3/12/2019) incorporating comments/recommendations of Executive (26/11/2019)	Belinda Hayden 01483 444867 <a href="mailto:belinda.hayden@guildford.gov.uk">belinda.hayden@guildford.gov.uk</a>
Review of Councillors' Allowances	To consider the report and recommendations of the Independent Remuneration Panel and adopt new scheme of allowances with effect from 1 April 2020	No	Council (3/12/2019) incorporating comments/recommendations of Executive (22/10/2019)	John Armstrong 01483 444102 <a href="mailto:john.armstrong@guildford.gov.uk">john.armstrong@guildford.gov.uk</a>
Selection of the Mayor and The Deputy Mayor 2020-21	To approve the selection of the Mayor and The Deputy Mayor 2020-21	No	Council (3/12/2019)	John Armstrong 01483 444102 <a href="mailto:john.armstrong@guildford.gov.uk">john.armstrong@guildford.gov.uk</a>
Community Governance Review for the parish of East Horsley	To consider the consultation response for the Community Governance Review for the parish of East Horsley	No	Council (3/12/2019)	Carrie Anderson 01483 444078 <a href="mailto:carrie.anderson@guildford.gov.uk">carrie.anderson@guildford.gov.uk</a>

**EXECUTIVE: 7 January 2020**

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 Audit Letter 2018-19	To consider the Annual Audit Letter for 2018-19.	No	Executive (07/01/2020) incorporating comments/ recommendations from Corporate Governance and Standards Committee (19/11/2019)	Claire Morris 01483 444827 <a href="mailto:claire.morris@guildford.gov.uk">claire.morris@guildford.gov.uk</a>

**EXECUTIVE: 21 January 2020**

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
*	Off Street Parking Business Plan 2020-21	To consider the Off Street Parking Business Plan and proposed street parking tariffs.	No	Report to Executive (21/01/2020)	Andy Harkin 01483 444535 <a href="mailto:andy.harkin@guildford.gov.uk">andy.harkin@guildford.gov.uk</a>
	Capital & Investment Strategy 2020-21 to 2024-2025	To recommend to Council the adoption of: <ul style="list-style-type: none"><li>- the Capital and Investment Strategy</li><li>- the general fund capital estimates.</li><li>- the revised Treasury Management Strategy and Prudential Indicators</li><li>- Minimum Revenue Provision policy</li></ul>	No	Report to Executive (21/01/2020) incorporating comments/ recommendations of the Joint EAB (9/01/2020) Corporate Governance and Standards Committee	Victoria Worsfold 01483 444834 <a href="mailto:victoria.worsfold@guildford.gov.uk">victoria.worsfold@guildford.gov.uk</a>

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
				(16/01/2020) and Council (5/02/2020)	
	Housing Revenue Account Budget 2020- 21	To recommend to Council approval of the HRA Revenue estimates, associated fees and charges, changes to rents of Council dwellings and approval of Housing Capital Programme for 2020-21.	No	Report to Executive (21/01/2020) incorporating comments/ recommendations of the Joint EAB (9/01/2020) and Council (5/02/2020)	Phil O'Dwyer 01483 444318 <a href="mailto:phil.odwyer@guildford.gov.uk">phil.odwyer@guildford.gov.uk</a> and  Matt Cue 01483 444839 <a href="mailto:matt.cue@guildford.gov.uk">matt.cue@guildford.gov.uk</a>
	Business Planning – General Fund Budget 2020-21	To recommend to Council: - Approval of the general fund revenue budget for 2020-21 - Agreement of a council tax requirement for 2020-21 - Declaration of any surplus/deficit on the Collection Fund	No	Report to Executive (21/01/2020) and Council (5/02/2020)	Victoria Worsfold 01483 444834 <a href="mailto:victoria.worsfold@guildford.gov.uk">victoria.worsfold@guildford.gov.uk</a>

### **COUNCIL (Budget) 5 February 2020**

<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>
Pay Policy Statement 2020-21	To approve the Pay Policy Statement 2020-21	No	Report to Council (5/02/2020)	Francesca Smith 01483 444014 <a href="mailto:francesca.smith@guildford.gov.uk">francesca.smith@guildford.gov.uk</a>
Capital & Investment Strategy 2020-21 to 2024-25.	To approve <ul style="list-style-type: none"> <li>- The Capital and Investment Strategy</li> <li>- the general fund capital estimates.</li> <li>- the revised Treasury Management Strategy and Prudential Indicators</li> <li>- Minimum Revenue Provision policy</li> </ul>	No	Report to Council (5/02/2020) Incorporating comments/recommendations of of the Joint EAB (9/01/2020) Corporate Governance and Standards Committee (16/01/2020) and Executive (21/01/2020)	Victoria Worsfold 01483 444834 <a href="mailto:victoria.worsfold@guildford.gov.uk">victoria.worsfold@guildford.gov.uk</a>
Housing Revenue Account Budget 2020-21	To approve the HRA Revenue estimates, associated fees and charges, changes to rents of Council dwellings and approval of Housing Capital Programme for 2020-21. .	No	Report to Council (5/02/2020) Incorporating comments/recommendations of Executive (21/01/2020)	Phil O'Dwyer 01483 444318 <a href="mailto:phil.odwyer@guildford.gov.uk">phil.odwyer@guildford.gov.uk</a> and Matt Cue 01483 444839 <a href="mailto:matt.cue@guildford.gov.uk">matt.cue@guildford.gov.uk</a>
Business Planning – General Fund Budget 2020-21	<ul style="list-style-type: none"> <li>- Approval of the general fund revenue budget for 2020-21</li> <li>- Agreement of a council tax requirement for 2020-21</li> <li>- Declaration of any surplus/deficit on the Collection Fund</li> </ul>	No	Report to Council (5/02/2020) Incorporating comments/recommendations of The Joint EAB (9/01/2020) and Executive (21/01/2020)	Victoria Worsfold 01483 444834 <a href="mailto:victoria.worsfold@guildford.gov.uk">victoria.worsfold@guildford.gov.uk</a>

**EXECUTIVE: 18 February 2020**

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
*	Allocation of Community and Voluntary Grants 2020-21	The Executive to agree: 1. The allocation of community grants for 2020-21; 2. The allocation of grant funding for voluntary organisations for 2020-21.	No	Report to Executive (18/02/2020)	Steve Benbough 01483 444052 <a href="mailto:stephen.benbough@guildford.gov.uk">stephen.benbough@guildford.gov.uk</a>

**EXECUTIVE: 24 March 2020**

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

**COUNCIL 7 April 2020**

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

**EXECUTIVE: 21 April 2020**

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

**COUNCIL 13 May 2020 (Annual Council Meeting)**

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
Election of Mayor and appointment of Deputy Mayor 2020-21	To elect a Mayor and appoint a Deputy Mayor for the municipal year 2020-21.	No	Report to Council (13/05/2020)	John Armstrong 01483 444102 <a href="mailto:john.armstrong@guildford.gov.uk">john.armstrong@guildford.gov.uk</a>
Appointment of Honorary Remembrancer 2020-21	To appoint the Honorary Remembrancer for the municipal year 2020-21	No	Report to Council (13/05/2020)	John Armstrong 01483 444102 <a href="mailto:john.armstrong@guildford.gov.uk">john.armstrong@guildford.gov.uk</a>



**COUNCIL: May 2020 (Selection Council Meeting)**

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
Appointments to committees 2020-21	To agree the numerical allocation of seats to political groups on committees and to agree the membership and (where appropriate) substitute membership of those committees, including the election of committee chairmen and vice-chairmen	No	Report Council (/05/2020)	John Armstrong 01483 444102 <a href="mailto:john.armstrong@guildford.gov.uk">john.armstrong@guildford.gov.uk</a>

**EXECUTIVE: May 2020**

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
	Councillor Working Groups	To review the current councillor working groups, and to determine whether they should continue in their present format: and if	No	Report to Executive (May 2020)	John Armstrong 01483 444102 <a href="mailto:john.armstrong@guildford.gov.uk">john.armstrong@guildford.gov.uk</a>

### UNSCHEDULED ITEMS – EXECUTIVE/COUNCIL

Key Decision (asterisk indicates that the decision is likely to be 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
	Puttenham Neighbourhood Plan	To adopt the Puttenham Neighbourhood Plan	No	Council	Dan Knowles 01483 444605 <a href="mailto:dan.knowles@guildford.gov.uk">dan.knowles@guildford.gov.uk</a>
	Lovelace Neighbourhood Plan	To adopt the Lovelace Neighbourhood Plan	No	Council	Dan Knowles 01483 444605 <a href="mailto:dan.knowles@guildford.gov.uk">dan.knowles@guildford.gov.uk</a>
*	AONB Management Plan	To adopt the AONB Management Plan	No	Executive	Dan Knowles 01483 444605 <a href="mailto:dan.knowles@guildford.gov.uk">dan.knowles@guildford.gov.uk</a>
*	Guildford Park Project – Multi-Storey Car Park	To approve the transfer of monies from the provisional capital programme to the approved capital programme for the purpose of funding the multi-storey car park element of the Project.	No	Executive	Rachel Harper 01483 444311 <a href="mailto:rachel.harper@guildford.gov.uk">rachel.harper@guildford.gov.uk</a>
*	Rodboro Buildings – Electric Theatre through road and parking	To agree to move scheme from the provisional to the approved capital programme.	Yes (in part)*	Executive	Tim Pilsbury 01483 444521 <a href="mailto:tim.pilsbury@guildford.gov.uk">tim.pilsbury@guildford.gov.uk</a>
*	Surrey Waste Partnership – Inter Authority Agreement	To confirm the formation of a Joint Committee to replace the Surrey Waste Partnership, to seek sign up to a relevant IAA and to agree what decisions around waste and what services we want delivered via a joint approach.	No	Executive	Chris Wheeler 01483 445030 <a href="mailto:chris.wheeler@guildford.gov.uk">chris.wheeler@guildford.gov.uk</a>
*	Resurfacing of Westfield and Moorfield Roads	To agree the budget to be transferred from the provisional to the approved budget.	No	Executive	Michael Lee-Dickson 01483 4445123 <a href="mailto:michael.lee-dickson@guildford.gov.uk">michael.lee-dickson@guildford.gov.uk</a>

Key Decision (asterisk indicates that the decision is likely to be 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
*	Waste Operating Model	To approve a waste operating model.	No	Report to Executive	Chris Wheeler 01483 445030 <a href="mailto:chris.wheeler@guildford.gov.uk">chris.wheeler@guildford.gov.uk</a>
*	Planning Appeal Costs	To consider an update in relation to planning appeal costs.	No	Report to Executive	Tim Dawes 01483 444650 <a href="mailto:tim.dawes@guildford.gov.uk">tim.dawes@guildford.gov.uk</a>
*	Shalford Common Land Management	To approve plans for the regulation of land management at Shalford Common.	No	Report to Executive	Paul Stacey 01483 444720 <a href="mailto:paul.stacey@guildford.gov.uk">paul.stacey@guildford.gov.uk</a>
	Pitch Strategy	To adopt a Pitch Strategy	No	Report to Executive Incorporating comments/ recommendations of Community EAB (4/04/2019)	Paul Stacey 01483 444720 <a href="mailto:paul.stacey@guildford.gov.uk">paul.stacey@guildford.gov.uk</a>
*	Parks Strategy	To adopt a Parks Strategy	No	Report to Executive Incorporating comments/ recommendations of Community EAB (5/09/2019)	Paul Stacey 01483 444720 <a href="mailto:paul.stacey@guildford.gov.uk">paul.stacey@guildford.gov.uk</a>
	Charging for Regulatory Services	To consider proposal to charge for pre- application advice	No	Report to Executive	Justine Fuller 01483 444370 <a href="mailto:justine.fuller@guildford.gov.uk">justine.fuller@guildford.gov.uk</a>
	Pest Control Services	To consider proposal to introduce charging for pest control treatments (rats and mice)	No	Report to Executive	Justine Fuller 01483 444370 <a href="mailto:justine.fuller@guildford.gov.uk">justine.fuller@guildford.gov.uk</a>
*	Industrial Estates	To consider strategies for the future development of individual industrial estates	No	Report to Executive	Melissa Bromham 01483 444587 <a href="mailto:melissa.bromham@guildford.gov.uk">melissa.bromham@guildford.gov.uk</a>

Key Decision (asterisk indicates that the decision is likely to be 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
*	Future Residential Housing developments (HRA)	To consider proposals on a site by site basis	No	Report to Executive	Philip O'Dwyer 01483 444318 <a href="mailto:philip.odwyer@guildford.gov.uk">philip.odwyer@guildford.gov.uk</a>
*	New Housing Strategy	To develop a new Housing Strategy	No	Report to Executive	Philip O'Dwyer 01483 444318 <a href="mailto:philip.odwyer@guildford.gov.uk">philip.odwyer@guildford.gov.uk</a>
	Tenancy Conditions and Flexible Tenancies	To review	No	Report to Executive	Siobhan Rumble 01483 444296 <a href="mailto:siobhan.rumble@guildford.gov.uk">siobhan.rumble@guildford.gov.uk</a>
	Policy on Debt Recovery	To develop a policy on how the Council manages debt recovery	No	Report to Executive	Siobhan Rumble 01483 444296 <a href="mailto:siobhan.rumble@guildford.gov.uk">siobhan.rumble@guildford.gov.uk</a>  Belinda Hayden 01483 444867 <a href="mailto:belinda.hayden@guildford.gov.uk">belinda.hayden@guildford.gov.uk</a>  Maureen Wilson 01483 444837 <a href="mailto:maureen.wilson@guildford.gov.uk">maureen.wilson@guildford.gov.uk</a>
*	Bridges – Inspection and Remedial Work	(1) To approve appointment of consultants to:(a) carry out inspections (b) cost immediate and long term works (c) advise on future inspection frequency (2) To approve works that arise from inspections (3) Move money from provisional to approved capital programme	No	Report to Executive	Tim Pilsbury 01483 444521 <a href="mailto:tim.pilsbury@guildford.gov.uk">tim.pilsbury@guildford.gov.uk</a>
	Review of Executive Advisory Boards	To review the effectiveness of the operation of Executive Advisory Boards in the light of a strengthened Forward Plan process and better work programming	No	Report to Council Incorporating comments/ recommendations of	John Armstrong 01483 444102 <a href="mailto:john.armstrong@guildford.gov.uk">john.armstrong@guildford.gov.uk</a>

Key Decision (asterisk indicates that the decision is likely to be 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
		(by May 2020)		EABs	
	Development Management DPD	To adopt the Development Management DPD	No	Report to Council Incorporating comments/ recommendations of Executive	Stuart Harrison 01483 444512 <a href="mailto:stuart.harrison@guildford.gov.uk">stuart.harrison@guildford.gov.uk</a>
*	Community Infrastructure Levy Charging Schedule	To adopt the Community Infrastructure Levy Charging Schedule	No	Report to Executive Incorporating comments/ recommendations of Guildford Joint Committee	Stuart Harrison 01483 444512 <a href="mailto:stuart.harrison@guildford.gov.uk">stuart.harrison@guildford.gov.uk</a>
*	Planning Contributions SPD	To adopt the Planning Contributions SPD	No	Report to Executive	Stuart Harrison 01483 444512 <a href="mailto:stuart.harrison@guildford.gov.uk">stuart.harrison@guildford.gov.uk</a>
*	Strategic Development Framework SPD	To adopt the Strategic Development Framework SPD	No	Report to Executive	Simon Lee 01483 444670 <a href="mailto:simon.lee@guildford.gov.uk">simon.lee@guildford.gov.uk</a>
*	Sustainable Design and Construction SPD	To adopt the Sustainable Design and Construction SPD	No	Report to Executive	Dan Knowles 01483 444605 <a href="mailto:dan.knowles@guildford.gov.uk">dan.knowles@guildford.gov.uk</a>
*	Green and Blue Infrastructure SPD	To adopt the Green and Blue Infrastructure SPD	No	Report to Executive	Dan Knowles 01483 444605 <a href="mailto:dan.knowles@guildford.gov.uk">dan.knowles@guildford.gov.uk</a>
*	Green Belt SPD	To adopt the Green Belt SPD	No	Report to Executive	Laura Howard 01483 444626 <a href="mailto:laura.howard@guildford.gov.uk">laura.howard@guildford.gov.uk</a>

Key Decision (asterisk indicates that the decision is likely to be 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
*	Parking SPD	To adopt the Parking SPD	No	Report to Executive	Edward Cheng 01483 444083 <a href="mailto:edward.cheng@guildford.gov.uk">edward.cheng@guildford.gov.uk</a>
	Chantry Wood Campsite	<p>To consider a further report on the future management of the Campsite, in particular:</p> <ul style="list-style-type: none"> <li>(a) the outcome of 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;</li> <li>(b) monitoring of usage of the campsite over the previous 12 months</li> <li>(c) the results of the engagement with potential operators to establish the future viability of a forest school operator at the Campsite.</li> <li>(d) the proposed small-scale refurbishment and upgrade works</li> </ul> <p>(By March 2020)</p>	No	Report to Executive	Hendryk Jurk 01483 444768 <a href="mailto:hendryk.jurk@guildford.gov.uk">hendryk.jurk@guildford.gov.uk</a>
*	Review of Refuse and Recycling Service	<ul style="list-style-type: none"> <li>• To report back on Phase 2 of the review</li> <li>• To agree future waste collection methodology</li> </ul>	No	Report to Executive incorporating comments/ recommendations from Community EAB	Chris Wheeler 01483 445030 <a href="mailto:chris.wheeler@guildford.gov.uk">chris.wheeler@guildford.gov.uk</a>
*	Budget assumptions for Business Planning 2021-22 to 2024-25	To agree the inflation factors to be used in the preparation of the 2021-22 outline budget.	No	Report to Executive	Claire Morris 01483 444827 <a href="mailto:claire.morris@guildford.gov.uk">claire.morris@guildford.gov.uk</a>

### **UNSCHEDULED ITEMS – EXECUTIVE SHAREHOLDER AND TRUSTEE COMMITTEE**

<b>Key Decision (asterisk indicates that the decision is likely to be 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>
	North Downs Housing Ltd and Guildford Borough Council Holdings Ltd	To approve the final accounts for 2018-19	No	Executive Shareholder & Trustee Committee	Philip O'Dwyer 01483 444318 <a href="mailto:philip.odwyer@guildford.gov.uk">philip.odwyer@guildford.gov.uk</a>
	North Downs Housing Ltd	To update the Business Plan	No	Executive Shareholder & Trustee Committee	Philip O'Dwyer 01483 444318 <a href="mailto:philip.odwyer@guildford.gov.uk">philip.odwyer@guildford.gov.uk</a>
	Allen House Pavilion	To renew the lease to the Matrix Trust	No	Executive Shareholder & Trustee Committee	Alex Duggan 01483 444584 <a href="mailto:alex.duggan@guildford.gov.uk">alex.duggan@guildford.gov.uk</a>
	Sutherland Memorial Park	To renew the lease to Guildford City Youth Project	No	Executive Shareholder & Trustee Committee	Alex Duggan 01483 444584 <a href="mailto:alex.duggan@guildford.gov.uk">alex.duggan@guildford.gov.uk</a>

### **UNSCHEDULED ITEMS – GUILDFORD JOINT COMMITTEE**

<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>
Family Support Programme	To review programme in light of increasing demand and decreasing resources	No	Report to Guildford Joint Committee	Philip O'Dwyer 01483 444318 <a href="mailto:philip.odwyer@guildford.gov.uk">philip.odwyer@guildford.gov.uk</a>
Traveller sites	(1) Identification of transit sites (2) Future management of existing traveller sites	No	Report to Guildford Joint Committee	Philip O'Dwyer 01483 444318 <a href="mailto:philip.odwyer@guildford.gov.uk">philip.odwyer@guildford.gov.uk</a>
Community Infrastructure Delivery	(1) To agree a statement of priority for the delivery of infrastructure described in the GBC	No	Report to Guildford Joint Committee	Stuart Harrison 01483 444512 <a href="mailto:stuart.harrison@guildford.gov.uk">stuart.harrison@guildford.gov.uk</a>

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>Infrastructure Delivery Plan and informed by the GBC Regulation 123 list</p> <p>(2) To discuss and propose strategies for securing additional funding necessary for that delivery</p>			



## SCHEDULE 2

### MEMBERSHIP OF THE BOROUGH COUNCIL'S EXECUTIVE

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

Councillor	Areas of Responsibility
<p><b>Leader of the Council and Lead Councillor for Sustainable Transport, Transformation and Regeneration, Economic Development and Governance</b></p> <p>Councillor Caroline Reeves 31 Artillery Road Guildford Surrey GU1 4NW  (Friary and St. Nicolas Ward)</p>	<ul style="list-style-type: none"> <li>• Sustainable Transport</li> <li>• Transformation and Regeneration</li> <li>• Economic Development</li> <li>• Governance</li> </ul>
<p><b>Deputy Leader of the Council and Lead Councillor for Safeguarding, Inclusion, Public Safety, Community Safety and Vulnerable Families and Older People</b></p> <p>Councillor Fiona White 28 Ash Close Ash Surrey GU12 6AR  (Westborough Ward)</p>	<ul style="list-style-type: none"> <li>• Safeguarding</li> <li>• Inclusion</li> <li>• Public Safety</li> <li>• Community Safety</li> <li>• Vulnerable Families</li> <li>• Older People</li> </ul>
<p><b>Lead Councillor for Finance Asset Management and Customer Service</b></p> <p>Councillor Joss Bigmore c/o Guildford Borough Council Millmead House Millmead Guildford GU2 4BB  (Christchurch Ward)</p>	<ul style="list-style-type: none"> <li>• Finance</li> <li>• Asset Management</li> <li>• Customer Service</li> </ul>

Councillor	Areas of Responsibility
<p><b>Lead Councillor for Housing (social and affordable), Homelessness, Access and Disability</b></p> <p>Councillor Angela Goodwin 27 Guildford Park Road Guildford Surrey GU2 7NA</p> <p>(Friary and St. Nicolas Ward)</p>	<ul style="list-style-type: none"> <li>• <b>Housing (social and affordable)</b></li> <li>• <b>Homelessness</b></li> <li>• <b>Access and Disability</b></li> </ul>
<p><b>Lead Councillor for Licensing, Parking, Refuse and Recycling</b></p> <p>Councillor David Goodwin  27 Guildford Park Road Guildford Surrey GU2 7NA</p> <p>(Onslow Ward)</p>	<ul style="list-style-type: none"> <li>• <b>Licensing</b></li> <li>• <b>Parking</b></li> <li>• <b>Refuse</b></li> <li>• <b>Recycling</b></li> </ul>
<p><b>Lead Councillor for Planning, Planning Policy, Housing Delivery through planning</b></p> <p>Councillor Jan Harwood c/o Guildford Borough Council Millmead House Millmead Surrey GU2 4BB</p> <p>(Marrow Ward)</p>	<ul style="list-style-type: none"> <li>• <b>Planning</b></li> <li>• <b>Planning Policy</b></li> <li>• <b>Housing Delivery through planning</b></li> </ul>
<p><b>Lead Councillor for Health &amp; Wellbeing, the Voluntary Sector, Grants Panel, Play Strategy, Project Aspire</b></p> <p>Councillor Julia McShane 75 Applegarth Avenue Park Barn Guildford Surrey GU2 8LX</p> <p>(Westborough Ward)</p>	<ul style="list-style-type: none"> <li>• <b>Health and Wellbeing</b></li> <li>• <b>The Voluntary Sector</b></li> <li>• <b>Grants Panel</b></li> <li>• <b>Play Strategy</b></li> <li>• <b>Project Aspire</b></li> </ul>

Councillor	Areas of Responsibility
<p><b>Lead Councillor for Environment and Rural Strategy</b></p> <p>Councillor Susan Parker</p> <p>C/o Guildford Borough Council Millmead House Millmead Guildford GU2 4BB</p> <p>(Send Ward)</p>	<ul style="list-style-type: none"> <li>• Environment</li> <li>• Rural Strategy</li> </ul>
<p><b>Lead Councillor for Arts, Parks and Countryside</b></p> <p>Councillor Pauline Searle</p> <p>2 Rydes Hill Crescent Guildford Surrey GU2 9UH</p> <p>(Stoughton Ward)</p>	<ul style="list-style-type: none"> <li>• Arts</li> <li>• Parks and Countryside</li> </ul>
<p><b>Lead Councillor for Leisure, Heritage, Tourism and PR and Communications</b></p> <p>Councillor James Steel</p> <p>c/o Guildford Borough Council Millmead House Millmead Surrey GU2 4BB</p> <p>(Westborough Ward)</p>	<ul style="list-style-type: none"> <li>• Leisure</li> <li>• Heritage</li> <li>• Tourism</li> <li>• PR and Communications</li> </ul>
<p><b>Deputy Lead Councillor for Sustainable Transport, Transformation &amp; Regeneration and Economic Development.</b></p> <p>Councillor John Rigg</p> <p>c/o Guildford Borough Council Millmead House Millmead Surrey GU2 4BB</p> <p>(Holy Trinity Ward)</p>	<ul style="list-style-type: none"> <li>• Sustainable Transport</li> <li>• Transformation and Regeneration</li> <li>• Economic Development</li> </ul>