

## 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.

### **Tom Horwood**

Joint Chief Executive of Guildford and Waverley  
Borough Councils

Guildford Borough Council  
Millmead House  
Millmead Guildford  
GU2 4BB

Dated: 28 April 2022

**EXECUTIVE: 28 April 2022**

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
	Infrastructure Funding Statement 2020-21	To approve the Infrastructure Funding Statement 2020-21 for publication	No	Report to Executive  (28/04/22)	Rosie Trussler  01483 444463  rosie.trussler@guildford.gov.uk
	Corporate Risk Register and Risk Management Strategy	To approve the Risk Management Strategy and Policy.	No	Report to Executive  (28/04/22)	Yasmine Makin  01483 444070  yasmine.makin@guildford.gov.uk

**COUNCIL: 11 May 2022**

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
	Election of Mayor and Appointment of Deputy Mayor 2022-23	To elect a Mayor and appoint a Deputy Mayor for the municipal year 2022-23.	No	Report to Council  (11/05/22)	John Armstrong  01483 444102  john.armstrong@guildford.gov.uk
	Appointment of Honorary Remembrancer 2022- 23	To appoint the Honorary Remembrancer for 2022-23	No	Report to Council  (11/05/22)	John Armstrong  01483 444102  john.armstrong@guildford.gov.uk

**COUNCIL: 16 May 2022**

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
	Appointments to committees 2022-23	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 to Council  (16/05/22)	John Armstrong  01483 444102  john.armstrong@guildford.gov.uk

**EXECUTIVE: 26 May 2022**

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 West Station	GRIP 3 Outcome report (update report) and future procurement of GRIP stages	No	Report to Executive  (26/05/22)	Abi Lewis  01483 444908  abi.lewis@guildford.gov.uk
*	Send Hill Disused Sandpit	To approve the potential disposal of land, currently used as open space, for housing.	No	Report to Executive  (26/05/22)	Damien Cannell  01483 444553  damien.cannell@guildford.gov.uk

	Broadband for the Surrey Hills	For approval of the grant	No	Report to Executive (26/05/22)	Francesca Costelo 01483 444510 Francesca.Castelo@guildford.gov.uk
	Annual Governance Statement 2021-22	To consider the Council's Annual Governance Statement for 2021-22	No	Report to Executive (26/05/22)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk
	Review of Executive Working Groups	To review work progress, terms of reference and membership.	No	Report to Executive (26/05/22)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk

*	Local Plan Development Management Policies	To consider the Regulation 19 proposed submission plan.	No	Report to Executive (26/05/22)  Report to Council (09/06/22)	Stuart Harrison  01483 444512  stuart.harrison@guildford.gov.uk
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**EXTRAORDINARY MEETING OF COUNCIL: 9 June 2022**

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
*	Local Plan Development Management Policies	To consider the Regulation 19 proposed submission plan.	No	Report to Executive  (26/05/22)  Report to Council  (09/06/22)	Stuart Harrison  01483 444512  stuart.harrison@guildford.gov.uk

**EXECUTIVE: 23 June 2022**

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 Council's Constitution: Review of Financial Procedure Rules	To review and update the Financial Procedure Rules	No	Report to Executive  (23/06/22)  Report to Council  (26/07/22)	Victoria Worsfold  01483 444834  victoria.worsfold@guildford.gov.uk

**EXECUTIVE: 21 July 2022**

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
*	Shaping Guildford's Future Stage 3 Funding	Shaping Guildford's Future (formerly GERP) stage 3 funding.	No	Report to Executive  (21/07/22)	Mike Lee-Dickson  01483 444123  michael.lee-dickson@guildford.gov.uk

**COUNCIL: 26 July 2022**

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 Council's Constitution: Review of Financial Procedure Rules	To review and update the Financial Procedure Rules	No	Report to Executive  (23/06/22)  Report to Council  (26/07/22)	Victoria Worsfold  01483 444834  victoria.worsfold@guildford.gov.uk
	West Horsley Community Governance Review	To determine the outcome of the review	No	Report to Council  (26/07/22)	John Armstrong  01483 444102  john.armstrong@guildford.gov.uk

**EXECUTIVE: 25 August 2022**

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 BID Ballot – Consideration of Draft Business Plan 2023- 2028	To consider and approve the Business Plan and agree GBC voting in the ballot.	No	Report to Executive  (25/08/22)	Dawn Hudd  01483 444888  dawn.hudd@guildford.gov.uk
	Capital and Investment outturn report 2021- 22	To recommend the approval of the Capital and Investment outturn report 2021-22 to Council at its meeting in October 2022.	No	Report to Corporate Governance and Standards Committee  (28/07/2022)  Report to Executive  (25/08/22)  Report to Council  (11/10/22)	Victoria Worsfold  01483 444834  victoria.worsfold@guildford.gov.uk

	Revenue Outturn Report 2021-22	To approve the Revenue Outturn Report 2021-22.	No	Report to Corporate Governance and Standards Committee  (28/07/2022)  Report to Executive  (25/08/22)	Victoria Worsfold  01483 444834  victoria.worsfold@guildford.gov.uk
	Housing Revenue Account	To approve the Housing Revenue Account Final Accounts 2021-22	No	Report to Corporate Governance and Standards Committee  (28/07/2022)  Report to Executive  (25/08/22)	Victoria Worsfold  01483 444834  victoria.worsfold@guildford.gov.uk

**COUNCIL: 11 October 2022**

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
	Capital and Investment outturn report 2021- 22	To recommend the approval of the Capital and Investment outturn report 2021-22 to Council at its meeting in October 2022.	No	Report to Corporate Governance and Standards Committee  (28/07/2022)  Report to Executive  (25/08/22)  Report to Council  (11/10/22)	Victoria Worsfold  01483 444834  victoria.worsfold@guildford.gov.uk

**EXECUTIVE: 26 January 2023**

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 Budget 2023-24	To recommend to Council: <ul style="list-style-type: none"> <li>• Approval of the general fund revenue budget for 2023-24</li> <li>• Agreement of a council tax requirement for 2023-24</li> <li>• Declaration of any surplus/deficit on the collection fund</li> </ul>	No	Joint Executive Advisory Board (10/11/2022)  Report to Executive  (26/01/23)  Report to Council  (08/02/23)	Victoria Worsfold  01483 444834  victoria.worsfold@guildford.gov.uk
	Capital and Investment Strategy (2023-24 to 2027-28)	To recommend to Council the approval of the Capital and Investment Strategy (2023-24 to 2027-28)	No	Report to Corporate Governance and Standards Committee (19/01/23)  Report to Executive  (26/01/23)  Report to Council  (08/02/23)	Victoria Worsfold  01483 444834  victoria.worsfold@guildford.gov.uk



	Housing Revenue Account Budget 2023-24	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 2023-24.	No	Report to Joint Executive Advisory Board (09/01/23) Report to Executive (26/01/23) Report to Council (08/02/23)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk
	Off-Street Parking Business Plan 2023-24	To approve the Off-Street Parking Business Plan 2023-24	No	Report to Executive (26/01/23)	Andy Harkin 01483 444535 andy.harkin@guildford.gov.uk

**COUNCIL: 8 February 2023**

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 Budget 2023-24	To recommend to Council: <ul style="list-style-type: none"> <li>• Approval of the general fund revenue budget for 2023-24</li> <li>• Agreement of a council tax requirement for 2023-24</li> <li>• Declaration of any surplus/deficit on the collection fund</li> </ul>	No	Joint Executive Advisory Board (10/11/2022)  Report to Executive  (26/01/23)  Report to Council  (08/02/23)	Victoria Worsfold  01483 444834  victoria.worsfold@guildford.gov.uk
	Capital and Investment Strategy (2023-24 to 2027-28)	To recommend to Council the approval of the Capital and Investment Strategy (2023-24 to 2027-28)	No	Report to Corporate Governance and Standards Committee (19/01/23)  Report to Executive  (26/01/23)  Report to Council  (08/02/23)	Victoria Worsfold  01483 444834  victoria.worsfold@guildford.gov.uk

	<p>Housing Revenue Account Budget 2023- 24</p>	<p>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 2023-24.</p>	<p>No</p>	<p>Report to Joint Executive Advisory Board (09/01/23)  Report to Executive  (26/01/23)  Report to Council  (08/02/23)</p>	<p>Victoria Worsfold  01483 444834  victoria.worsfold@guildford.gov.uk</p>
	<p>Pay Policy Statement 2023-24</p>	<p>To approve the Pay Policy Statement 2023-24</p>	<p>No</p>	<p>Report to Council  (08/02/23)</p>	<p>Francesca Chapman  01483 444014  francesca.smith@guildford.gov.uk</p>

**EXECUTIVE: 23 February 2023**

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
	Annual Governance Statement 2022-23	To consider the Council's Annual Governance Statement for 2022-23	No	Report to Executive  (23/02/23)  Report to Corporate Governance and Standards Committee  (15/03/23)	John Armstrong  01483 444102  john.armstrong@guildford.gov.uk

**COUNCIL: 04 May 2023**

<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>
	Appointments to committees 2023-24	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 to Council  (04/05/23)	John Armstrong  01483 444102  john.armstrong@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
*	Variation of the Contracted-Out Lease to SCPI Corum XL of Onslow House, Onslow Street, Guildford GU1 4LT	Grant a deed to vary the lease for 20 years to allow use of 50 spaces in Bedford Road Car Park on weekends and public holidays for the payment of £40,000pa.		Faye Gunner  01483 444598  faye.gunner@guildford.gov.uk
*	Approve revisions of rent	Abattoir at 10-12 Moorfield Rd Slyfield industrial Estate. To approve the reviewed rent of the above property leased to Anglo Beef Processors		Jacqueline Stewart  01483 444583  Jacqueline.stewart@guildford.gov.uk
*	Approval to enter into a contract for the replacement of the Council's multi-storey car park lighting.	To appoint the contractor for the Council's contract to upgrade the multi-storey car park lighting system.		Ian Doyle  01483 444469  ian.doyle@guildford.gov.uk

**UNSCHEDULED ITEMS - EXECUTIVE/COUNCIL**

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
	Review of the Probity in Planning Handbook	To review the handbook	No	Council	John Armstrong  01483 444102  john.armstrong@guildford.gov.uk
	Ash Road Bridge and Footbridge Update	To receive an update	No	Executive	Michael Miles  01483 444077  michael.miles@guildford.gov.uk

*	Bridges – Inspection and Remedial Work	<p>(1) To approve appointment of consultants to:</p> <ul style="list-style-type: none"> <li>(a) carry out inspections</li> <li>(b) cost immediate and long-term works</li> <li>(c) advise on future inspection frequency</li> </ul> <p>(2) To approve works that arise from inspections</p> <ul style="list-style-type: none"> <li>(a) Move money from provisional to approved capital programme</li> </ul>	No	Executive	<p>Helen Buck</p> <p>01483 444720</p> <p>helen.buck@guildford.gov.uk</p>
*	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	<p>Matt Gough</p> <p>01483 444772</p> <p>matt.gough@guildford.gov.uk</p>
*	Charging for Regulatory Services	To consider proposal to charge for pre-application advice.	No	Executive	<p>Justine Fuller</p> <p>01483 444370</p> <p>Justine.fuller@guildford.gov.uk</p>



*	Community Infrastructure Levy Charging Schedule	To adopt the Community Infrastructure Levy Charging Schedule	No	Executive	Stuart Harrison 01483 444512 stuart.harrison@guildford.gov.uk
*	Marketing Requirements SPD	To adopt the Marketing Requirements SPD	No	Executive	Stuart Harrison 01483 444512 stuart.harrison@guildford.gov.uk
*	Planning Contributions SPD	To adopt the Planning Contributions SPD	No	Executive	Stuart Harrison 01483 444512 stuart.harrison@guildford.gov.uk

*	Green and Blue Infrastructure SPD	To adopt the Green and Blue Infrastructure SPD	No	Executive	Stuart Harrison 01483 444512 stuart.harrison@guildford.gov.uk
*	Green Belt SPD	To adopt the Green Belt SPD	No	Executive	Stuart Harrison 01483 444512 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	No	Executive & Council	Stuart Harrison 01483 444512 stuart.harrison@guildford.gov.uk

	Update to Guildford Borough Council's Enforcement Policy	Local Authorities are required to review and update their enforcement policy regularly. Members will be asked to agree updates to the policy.	No	Executive & Council	Dympna Sanders 01483 444620 dympna.sanders@guildford.gov.uk
	North Downs Housing	Review and next steps	No	Executive & Council	Matt Gough 01483 444772 matt.gough@guildford.gov.uk
	Careline Mandate	To approve the tender	No	Executive	Sam Hutchison 01483 444385 samantha.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

Councillor	Areas of Responsibility
<p><b>Leader of the Council and Lead Councillor for Service Delivery</b></p> <p>Councillor Joss Bigmore</p> <p>c/o Guildford Borough Council Millmead House Millmead Guildford GU2 4BB</p> <p>(Christchurch Ward)</p>	<p>Governance including corporate Health and Safety, Guildford/Waverley Partnership, Partnerships, Corporate Strategy and Strategic Planning.</p>

Councillor	Areas of Responsibility
<p><b>Deputy Leader of the Council and Lead Councillor for Community and Housing</b></p> <p>Councillor Julia McShane  75 Applegarth Avenue  Park Barn  Guildford  Surrey  GU2 8LX</p> <p>(Westborough Ward)</p>	<p>Health, Wellbeing, Access and Disability, Safety, grants and voluntary services, Careline, Handyperson, Care and Repair, Housing, Homelessness, housing standards (HMOs, private rented sector) and Human Resources.</p>
<p><b>Lead Councillor for Resources</b></p> <p>Councillor Tim Anderson  c/o Guildford Borough Council  Millmead House  Millmead  Guildford  GU2 4BB</p> <p>(Clandon &amp; Horsley Ward)</p>	<p>Finance, Commercial Asset Management, Procurement and Communications.</p>

Councillor	Areas of Responsibility
<p><b>Lead Councillor for Development Management</b></p> <p>Councillor Tom Hunt  c/o Guildford Borough Council  Millmead House  Millmead  Surrey GU2 4BB  (Friary &amp; St. Nicolas Ward)</p>	<p>Development Control and Enforcement</p>
<p><b>Lead Councillor for Economy</b></p> <p>Councillor John Redpath  12 Addison Road  Guildford  GU1 3QP  (Holy Trinity Ward)</p>	<p>Economic Development, Social Enterprise, Rural Economy, Heritage and Community Assets, Customer Services including Web Services.</p>
<p><b>Lead Councillor for Regeneration</b></p> <p>Councillor John Rigg  C/o Guildford Borough Council  Millmead House  Millmead  Guildford  GU2 4BB  (Holy Trinity Ward)</p>	<p>Town Centre MasterPlan, Infrastructure, Major Projects, Strategic Asset Management</p>

Councillor	Areas of Responsibility
<p><b>Lead Councillor for Environment</b></p> <p>Councillor James Steel</p> <p>c/o Guildford Borough Council Millmead House Millmead Surrey GU2 4BB</p> <p>(Westborough Ward)</p>	<p>Waste, Licensing (including Health and Safety regulation), Parking, Parks and Leisure, Arts and Tourism, Bereavement, Environmental Health and Protection.</p>
<p><b>Lead Councillor for Climate Change</b></p> <p>Councillor Cait Taylor</p> <p>c/o Guildford Borough Council Millmead House Millmead Surrey GU2 4BB</p> <p>(Friary and St. Nicolas)</p>	<p>Climate Change, Air Quality, Innovation, Sustainable Transport</p>