

THE FORWARD PLAN

(INCORPORATING NOTICE OF KEY DECISIONS TO BE TAKEN BY THE EXECUTIVE AND NOTICE OF INTENTION TO CONDUCT BUSINESS IN PRIVATE)

Schedule 1 to this document sets out details of the various decisions that the [Executive](#) and full [Council](#) are likely to take over the next twelve months in so far as they are known at the time of publication. Except in rare circumstances where confidential or exempt information is likely to be disclosed, all decisions taken by the Executive and full Council are taken in public, and all reports and supporting documents in respect of those decisions are made available on our website.

Members of the public are welcome to attend and, in most cases, participate in all of our meetings and should seek confirmation as to the timing of any proposed decision referred to in the Forward Plan from the Committee Services team by telephone on 01483 444102, or email committeeservices@guildford.gov.uk prior to attending any particular meeting.

Details of the membership of the Executive and the respective areas of responsibility of the Leader of the Council and the lead councillors are set out in Schedule 2 to this document.

Key decisions

As required by the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, this document also contains information about known key decisions to be taken during this period.

A key decision is defined in the Council's Constitution as an executive decision which is likely to result in expenditure or savings of at least £200,000 or which is likely to have a significant impact on two or more wards within the Borough.

A key decision is indicated in Schedule 1 by an asterisk in the first column of each table of proposed decisions to be taken by the Executive.

In order to comply with the publicity requirements of Regulation 9 of the 2012 Regulations referred to above, we will publish this document at least 28 clear

days before each meeting of the Executive by making it available for inspection by the public on our website: <http://www.guildford.gov.uk/ForwardPlan>

Availability of reports and other documents

Subject to any prohibition or restriction on their disclosure, copies of, or extracts from, any document to be submitted to a decision-maker for consideration in relation to a matter in respect of which a decision is to be made will normally be available for inspection on our website five clear working days before the meeting, or the date on which the proposed decision is to be taken. Other documents relevant to a matter in respect of which a decision is to be made may be submitted to the Executive, or to an individual decision maker, before the meeting or date on which the decision is to be taken, and copies of these will also be available online.

Taking decisions in private

Where, in relation to any matter to be discussed by the Executive, the public may be excluded from the meeting due to the likely disclosure of confidential or exempt information, the documents referred to above may not contain any such confidential or exempt information.

In order to comply with the requirements of Regulation 5 of the 2012 Regulations referred to above, Schedule 1 to this document will indicate where it is intended to deal with any matter in private due to the likely disclosure of confidential or exempt information. Where applicable, a statement of reasons for holding that part of the meeting in private together with an invitation to the public to submit written representations about why the meeting should be open to the public when the matter is dealt with will be set out on the relevant page of Schedule 1.

Tom Horwood

Joint Chief Executive of Guildford and
Waverley Borough Councils
Guildford Borough Council
Millmead House
Millmead
Guildford
GU2 4BB
Dated: 27 April 2023

COUNCIL: 10 May 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
	Appointment of Honorary Remembrancer 2023-24	To appoint the Honorary Remembrancer for the municipal year 2023-24.	No	Report to Council (10/05/23)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk
	Election of Mayor and appointment of Deputy Mayor 2023-24	To elect a Mayor and appoint a Deputy Mayor for the municipal year 2023-24.	No	Report to Council (10/05/23)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk

COUNCIL: 17 May 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
	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 (17/05/23)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk

EXECUTIVE: 25 May 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
	Surrey Leaders' Group Nominations 2023	To nominate councillors for appointment to the various Partnerships, Panels and Boards of the Surrey Leaders' Group		Report to Executive (25/05/23)	Carrie Anderson 01483 444075 carrie.anderson@guildford.gov.uk

EXECUTIVE: 22 June 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
	Conversion of York Road Homelessness Units	To convert the York Road homelessness units to self- contained homelessness units, with additional units on top and a basement 'street homelessness' facility at ground/basement level.	No	Report to Executive (22/06/23)	Robert Johnson 01483 444242 robert.johnson@guildford.gov.uk
*	Bright Hill Car Park	To determine the future use of the site	No	Report to Executive (22/06/23)	Rachel Harper 01483 444311 rachel.harper@guildford.gov.uk

	Corporate Safeguarding Policy and Procedure	To approve the Policy and Procedure	No	Report to Executive (22/06/23)	Jo James 01483 444703 jo.james@guildford.gov.uk
	Granting a lease at less than best consideration to Yvonne Arnaud Management Limited over Old Town Mill	To consider the lease and determine	No	Report to Executive (22/06/23)	Mark Appleton 01483 444364 mark.appleton@guildford.gov.uk
	Medium Term Financial Plan	To review the mid-term budget	No	Report to Executive (22/06/23) Report to Council (25/07/23)	Peter Vickers 01483 444027 peter.vickers@guildford.gov.uk

	The Future of Spectrum Leisure Centre	To consider the mandate	No	Report to Executive (22/06/23)	Kelvin Mills 01483 444729 kelvin.mills@guildford.gov.uk
*	Tyting Farm SANG habitat bank and changes to scheme of delegation to enable delivery of future habitat banks	Approves the creation of a habitat bank on Tyting Farm Suitable Alternative Natural Greenspace (SANG), and Approves changes to the scheme of delegation appropriately to deliver, manage, and operate habitat banks on appropriate council owned land.	No	Report to Executive (22/06/23)	Dan Knowles 01483 444605 dan.knowles@guildford.gov.uk

EXECUTIVE: 20 July 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 2022-23	No	Report to Executive (20/07/23) Report to Corporate Governance and Standards Committee (27/07/23)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk
*	Refuse Vehicle Procurement	To consider the procurement of refuse vehicles	No	Report to Executive (20/07/23)	Chris Wheeler 01483 445030 chris.wheeler@guildford.gov.uk

COUNCIL: 25 July 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
	Medium Term Financial Plan	To review the mid-term budget	No	Report to Executive (22/06/23) Report to Council (25/07/23)	Peter Vickers 01483 444027 peter.vickers@guildford.gov.uk

EXECUTIVE: 24 August 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
	Capital and Investment Outturn Report 2022-23	To recommend the approval of the Capital and Investment outturn report 2022-23 to Council at its meeting in October 2023.	No	Report to Corporate Governance and Standards Committee (27/07/23) Report to Executive (24/08/23) Report to Council (10/10/23)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk
	Housing Revenue Account Final Accounts 2022- 23	To approve	No	Report to Corporate Governance and Standards Committee (27/07/23) Report to Executive (24/08/23)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk

	Revenue Outturn Report 2022-23	To approve the Revenue Outturn Report 2022-23	No	Report to Corporate Governance and Standards Committee (27/07/2023) Report to Executive (24/08/23)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk
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COUNCIL: 10 October 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
	Capital and Investment Outturn Report 2022-23	To recommend the approval of the Capital and Investment outturn report 2022-23 to Council at its meeting in October 2023.	No	Report to Corporate Governance and Standards Committee (27/07/2023) Report to Executive (24/08/23) Report to Council (10/10/23)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk
	Annual Report of the Corporate Governance and Standards Committee	To consider the first Annual Report.	No	Report to Council (10/10/23)	John Armstrong 01483 444056 john.armstrong@guildford.gov.uk

EXECUTIVE: 25 January 2024

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
	Business Planning - General Fund Budget 2024-25	To approve	No	Report to Joint EAB (08/01/24) Report to Corporate Governance and Standards Committee (18/01/24) Report to Executive (25/01/24) Report to Council (07/02/24)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk
	Capital and Investment Strategy (2024- 25 to 2027-28)	To approve	No	Reports to: Joint EAB (08/01/24) Corp Gov & Standards Ctte (18/01/24) Report to Executive (25/01/24) Report to Council (07/02/24)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk

	Housing Revenue Account Budget 2024-25	To approve	No	Reports to: Joint EAB (08/01/24) Report to Executive (25/01/24) Report to Council (07/02/24)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk
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COUNCIL: 07 February 2024

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
	Business Planning - General Fund Budget 2024-25	To approve	No	Reports to: Joint EAB (08/01/24) Corp Gov & Standards Ctte (18/01/24) Report to Executive (25/01/24) Report to Council (07/02/24)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk
	Capital and Investment Strategy (2024- 25 to 2027-28)	To approve	No	Report to Corporate Governance and Standards Committee (18/01/24) Report to Executive (25/01/24) Report to Council (07/02/24)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk

	Housing Revenue Account Budget 2024-25	To approve	No	Reports to: Joint EAB (08/01/24) Report to Executive (25/01/24) Report to Council (07/02/24)	Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk
	Annual Report of the Corporate Governance and Standards Committee	To receive an update	No	Report to Corporate Governance and Standards Committee (18/01/24) Report to Council (07/02/24)	John Armstrong 01483 444102 john.armstrong@guildford.gov.uk
	Pay Policy Statement 2023-24	to approve	No	Report to Council (07/02/24)	Francesca Chapman 01483 444014 francesca.chapman@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
*	Whole House Building Safety Contract	Agreement sought to award to a single contractor a whole house building safety contract to be managed within Technical Services for GBC housing stock, who will carry out multiple disciplinary works within individual properties to reduce risk of prosecution and non-compliance of statutory regulations. As well as economies of scale to create savings. This is anticipated to be a 3 + 1 + 1 contract (5 years total). To be awarded through a framework via mini competition.	30.04.23	lucy.jones@guildford.gov.uk

*	Purchase of land	Purchase of land and buildings for the Housing Revenue Account 43 Rye Close, Guildford, Surrey, GU2 8JA	26.04.23	siobhan.rumble@guildford.gov.uk
*	Contract Renewal	of Unit4 ERP licensing agreement (Business World)	18.05.23	james.beach@guildford.gov.uk
*	Right to Buy – 57 Cypress Road Guildford Surrey GU1 1LZ	The tenant of the property has confirmed that they wish to proceed with the purchase of the property in accordance with the right to buy legislation and at the purchase price set out in the offer notice dated 20 December 2022	12.05.23	ashley.lawes@guildford.gov.uk

*	Right to Buy – Flat 35 Bishops Court, Mount Pleasant, Guildford, GU2 4HY	The tenant of the property has confirmed that they wish to proceed with the purchase of the property in accordance with the right to buy legislation and at the purchase price set out in the offer notice dated 13 December 2022.	16.05.23	iehsana@guildford.gov.uk
*	The Bridge - Bridge Street, Guildford	To surrender and regrant the lease to allow an extension of the term from 89 years to 130 years and to vary the user clause to permit Student Accommodation Only with consent for ACM (the Academy of Contemporary Music) to occupy specific and agreed floor areas at a premium	31.05.23	mark.appleton@guildford.gov.uk
*	Purchase of land and buildings for the Housing Revenue Account	To approve the purchase of: 43 Long Dyke Merrow Guildford Surrey	25.05.23	siobhan.rumble@guildford.gov.uk

		<p>GU1 2UD (formerly owned by Guildford Borough Council).</p> <p>The property will form part of the HRA stock and the purchase will be funded from the HRA.</p>		
*	<p>Connaught House Car Park - 255 High Street</p>	<p>Surrender of easement, grant of protected long lease to the Council and grant of a protected underlease in respect of the ground floor car park at 255 High Street (Connaught House), Guildford, GU1 3BJ</p>	<p>26.05.23</p>	<p>damien.cannell@guildford.gov.uk</p>

UNSCHEDULED ITEMS - EXECUTIVE/COUNCIL

Key Decision (asterisk indicates that the decision is a key decision)	Subject	Decision to be taken	Is the matter to be dealt with in private?	Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.	Contact Officer
*	New Housing Strategy (including Homelessness Prevention and Rough Sleeping Strategies) 2020- 2025	To develop a new housing strategy to include the statutory elements of homelessness prevention and rough sleeping.	No	Council	Matt Gough 01483 444772
*	Charging for Regulatory Services	To consider proposal to charge for pre- application advice.	No	Council	Richard Homewood 01483 444028

*	Community Infrastructure Levy Charging Schedule	To adopt the Community Infrastructure Levy Charging Schedule	No	Council	Stuart Harrison 01483 444512
*	Marketing Requirements SPD	To adopt the Marketing Requirements SPD	No	Council	Stuart Harrison 01483 444512
*	Planning Contributions SPD	To adopt the Planning Contributions SPD	No	Council	Stuart Harrison 01483 444512

*	Green and Blue Infrastructure SPD	To adopt the Green and Blue Infrastructure SPD	No	Council	Stuart Harrison 01483 444512
*	Green Belt SPD	To adopt the Green Belt SPD	No	Council	Stuart Harrison 01483 444512
*	Community Infrastructure Delivery	(1) To agree a statement of priority for the delivery of infrastructure described in the GBC Infrastructure Delivery Plan and informed by the GBC Regulation 123 list (2) To discuss and propose strategies for securing additional funding necessary for that delivery	Yes	Council	Stuart Harrison 01483 444512

	North Downs Housing Options Report	Review and next steps	No	Council	Matt Gough 01483 444772
	Careline Mandate	To approve the tender	No	Council	Sam Hutchison 01483 444385
	The Council's Constitution: Review of Financial Procedure Rules	To review and update the financial procedure rules	Yes	Executive	Peter Vickers 01483 444027

	Houses in Multiple Occupation (HMOs) Controls	Further to the report considered by the EAB on 4 November 2021, to consider an update report concerning controls relating to HMOs.	No	Council	Sean Grady 01483 444092
	Communications Strategy	To consider the new draft Communications Strategy	No	Council	Nicola Haymes 01483 444500
	Review of Refuse and Recycling Services	To consider future options and proposals for the refuse and recycling service	No	Council	Liz Mockeridge 01483 445030/445088

	Domestic Abuse Policy	To approve the Domestic Abuse Policy	No	Council	Jo James 01483 444703
	Careline Mandate	To consider the mandate	No	Council	Sam Hutchison 01483 444052
	Pest Control Charges and Service Review	To decide whether to continue with the charging for rodent treatments in residential properties as implemented on 1 July 2021. Plus, to decide whether the chemical treatment of wasp nests should continue as a Council service.	No	Council	Gary Durant 01483 444373

	Off-Street Parking Business Plan 2023-24	To approve the Off-Street Parking Business Plan 2023-24	No	Council	Andy Harkin 01483 444535
	Shawfield Road Mandate	To consider the mandate	No	Council	Matt Gough/Sam Hutchison 01483 444052
*	Development of small sites	Presenting an updated Business Case that seeks approval from the Executive to move the sites into delivery phase, and procure all necessary works and service to get the sites built out	No	Council	Rachel Harper 01483 444311

*	Guildford West Station	To consider moving to GRIP 4	No	Council	Abi Lewis 01483 444908
	To update on Guildford Borough Council Holdings Ltd.	To consider the update	No	Council	Claire Beesly 01483 444144

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>Leader of the Council and Lead Councillor for Housing and Community</p> <p>Councillor Julia McShane</p> <p>75 Applegarth Avenue Park Barn Guildford Surrey GU2 8LX</p> <p>(Westborough Ward)</p>	<p>Communications and engagement; Careline; Community grants; Community Safety, including Community Safety Partnership; Disabled facilities grants, adaptations; Family support; Health; Safeguarding; Supporting vulnerable people, migrants and refugees; Homelessness; Housing advice; Housing maintenance and repairs; Landlord services</p>

Councillor	Areas of Responsibility
<p>Deputy Leader of the Council and Lead Councillor for Finance and Planning Policy</p> <p>Councillor Joss Bigmore c/o Guildford Borough Council Millmead House Millmead Guildford GU2 4BB</p> <p>(Christchurch Ward)</p>	<p>Finance and accounting (General Fund/Housing Revenue Account); Internal Audit; Procurement; Revenues and Benefits; Planning policy, design, conservation</p>
<p>Lead Councillor for Assets and Property</p> <p>Councillor Tim Anderson c/o Guildford Borough Council Millmead House Millmead Guildford GU2 4BB</p> <p>(Clandon & Horsley Ward)</p>	<p>Property and land assets; Engineers; Facilities</p>

Councillor	Areas of Responsibility
<p>Lead Councillor for Planning Development, Legal & Democratic Services</p> <p>Councillor Tom Hunt</p> <p>c/o Guildford Borough Council</p> <p>Millmead House</p> <p>Millmead</p> <p>Surrey GU2 4BB</p> <p>(Friary and St. Nicolas Ward)</p>	<p>Planning applications; Planning enforcement; Planning integration and improvement; Democratic and committee services; Elections; Executive and civic support; GDPR; Information security, governance; Legal; Overview & Scrutiny support</p>

Councillor	Areas of Responsibility
<p>Lead Councillor for Climate Change and Organisational Development</p> <p>Councillor George Potter</p> <p>c/o Guildford Borough Council Millmead House Guildford Surrey GU2 4BB</p> <p>(Burpham Ward)</p>	<p>Climate change; Air quality; Sustainable Transport; Business transformation; HR, learning and development, payroll; Strategy, policy and performance; Programme assurance; Risk management, business continuity</p>
<p>Lead Councillor for Customer & Commercial Services</p> <p>Councillor John Redpath</p> <p>12 Addison Road Guildford GU1 3QP</p> <p>(Holy Trinity Ward)</p>	<p>Complaints, Ombudsman; Customer services, case management; Digital services; FOI; ICT and business systems; Building control; Events; Heritage; Parking (on and off street); Economic Development</p>

Councillor	Areas of Responsibility
<p data-bbox="412 233 707 316">Lead Councillor for Regeneration</p> <p data-bbox="412 371 719 408">Councillor John Rigg</p> <p data-bbox="412 464 757 724">C/o Guildford Borough Council Millmead House Millmead Guildford GU2 4BB</p> <p data-bbox="412 783 701 820">(Holy Trinity Ward)</p>	<p data-bbox="844 233 1514 316">Corporate capital projects; Housing delivery; Transport; Regeneration</p>

Councillor	Areas of Responsibility
<p data-bbox="412 233 707 403">Lead Councillor for Environment & Regulatory Services</p> <p data-bbox="412 461 752 496">Councillor James Steel</p> <p data-bbox="412 553 752 815">c/o Guildford Borough Council Millmead House Millmead Surrey GU2 4BB</p> <p data-bbox="412 873 734 908">(Westborough Ward)</p>	<p data-bbox="844 233 1637 451">Leisure; Bereavement; Green spaces, parks, countryside, trees; Fleet operations; Street cleaning; Waste and recycling; Corporate health and safety; Emergency planning; Environmental health/crime; Food safety; Licensing; Private sector housing</p>