

EXECUTIVE

20 November 2017

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

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|---------------------------------|---------------------------------|
| * Councillor David Bilbé | * Councillor Graham Ellwood |
| * Councillor Richard Billington | * Councillor Michael Illman |
| * Councillor Philip Brooker | * Councillor Nikki Nelson-Smith |
| * Councillor Geoff Davis | * Councillor Iseult Roche |

*Present

Councillors Susan Parker and Caroline Reeves were also in attendance.

EX48 APOLOGIES FOR ABSENCE

There were no apologies for absence.

EX49 LOCAL CODE OF CONDUCT - DISCLOSABLE PECUNIARY INTEREST

There were no disclosures of interest,

EX50 PROPOSED SUBMISSION LOCAL PLAN

In accordance with Public Speaking Procedure Rule 3, the following persons addressed the meeting:

- Ramsey Nagaty
- Mike Murray (Causeway Land, on behalf of Wisley Property Investments Ltd)
- Lisa Wright on behalf of the Save the Hog's Back campaign

The Executive considered the Proposed Submission Local Plan: strategy and sites ("the draft Local Plan") which outlined the spatial development strategy for the borough up to 2034. The draft Local Plan had set out the quantum and location of development based on an evaluation of objectively assessed need (OAN) for new homes, employment and retail space and an assessment of whether this quantum of development could be provided in a sustainable way following consideration of other policy constraints. The conclusion reached was that appropriate sustainable sites could be allocated within the plan to meet the OAN for both housing and employment.

The draft Local Plan was also concerned with the protection and enhancement of our environment, the provision of appropriate infrastructure to support the planned growth of the borough and the promotion of sustainable transport.

The draft Local Plan contained minor corrections and suggested minor amendments as tracked changes which, if approved by the Council at its extraordinary meeting on 21 November 2017, would be put before the Inspector for consideration at the forthcoming Examination.

Subject to the Council's approval, it was proposed to submit the plan to the Secretary of State by 15 December 2017.

The following points were highlighted during the debate by non-Executive councillors:

- The Council has been told by Government that, on the one hand we must protect our green belt and areas of outstanding natural beauty and on the other that, at the same time, we must build more houses.
- We need a Local Plan that will protect the Council and give us some control by ensuring that development is located in the right places and in accordance with need, particularly the need for smaller homes
- Increasing density in the urban areas will only exacerbate existing congestion problems
- A Local Plan will ensure that developers contribute towards infrastructure improvements and create genuine sustainability
- Increasing density does not necessarily increase congestion as the provision of good public transport can actually reduce congestion
- We need starter homes and social homes not detached houses in the countryside
- Given the emphasis on preservation of the greenbelt, has the Council complied with the requirement to establish a register of brownfield sites?
- Given the promises that have been made historically that the housing number will be dependent on delivery of infrastructure, this Local Plan appears to be identifying sites for development without the necessary infrastructure being in place
- No attempt has been made to constrain the housing number because of the level of green belt and areas of outstanding natural beauty in the borough

The following points were highlighted during the debate by Executive councillors:

- The register of brownfield sites would be in place before the end of the year and all available brownfield sites had already been identified and any such sites that are available during the plan period are in the draft Local Plan
- The Housing Topic Paper confirms that Guildford cannot meet any unmet housing need from neighbouring boroughs
- Removing a strategic site allocation will necessitate the identification of a new site in order to meet our housing number
- The Council should express its confidence in the significant work undertaken to date in respect of the plan-making process, and this well-balanced draft Local Plan now provides a base from which future planning decisions can be made
- The borough urgently needs a Local Plan in order to maintain control over the location and type of development to meet the identified needs of the people who live and work here
- It was apparent at the recent Wisley and Railway Station Inquiries how much weaker the Council's position was in the absence of an up to date Local Plan
- Failure to submit our draft Local Plan now may result in having a higher housing target imposed on us
- Concern over the continuing inability for young people and key workers to find affordable housing in the borough
- Concern over ongoing cost to the Council of developing our Local Plan
- The Infrastructure Schedule sets out all the infrastructure that is needed, and this is linked to the individual site policies
- We are receiving money and grants for infrastructure projects from government and Enterprise M3 Local Enterprise Partnership based on our plans for growth to address current infrastructure issues, for example Slyfield Area Regeneration Project, two new railway stations in the town and the Sustainable Movement Corridor
- Thanks to Stuart Harrison and his team for the huge amount of work they have undertaken in getting the draft Local Plan to this submission stage

The Executive acknowledged that the plan process to date had been a long journey and many changes had been made to it along the way, but that the Council was now in a position to submit a sound plan for examination.

The Executive therefore

RECOMMEND:

- (1) That the draft Local Plan: strategy and sites document, together with all relevant associated documentation referred to in Appendix 4 to the report submitted to the Council, be approved for submission to the Secretary of State for the purpose of proceeding to and through the Examination in Public process.
- (2) That the Director of Planning and Regeneration be authorised, in consultation with the Lead Councillor for Planning and Regeneration, to make such minor alterations to improve the submission documents as she may deem necessary.

Reasons for Recommendation:

- The draft Local Plan provides a coherent approach to meeting future development needs and allocates sites to accommodate sustainable development in the borough up to 2034. The document is considered to be positively prepared, justified, effective and consistent with national policy.
- The recommendations above will enable an Inspector to test the plan in terms of its legal compliance and 'soundness' to enable the Council to move a step closer to adopting an up-to-date Local Plan.

The meeting finished at 3.25 pm

Signed

Chairman

Date

EXECUTIVE

28 November 2017

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

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|---------------------------------|---------------------------------|
| * Councillor David Bilbé | * Councillor Graham Ellwood |
| * Councillor Richard Billington | * Councillor Michael Illman |
| * Councillor Philip Brooker | * Councillor Nikki Nelson-Smith |
| * Councillor Geoff Davis | * Councillor Iseult Roche |

*Present

Councillors Adrian Chandler, Christian Holliday, Gordon Jackson, David Reeve, Caroline Reeves, and Tony Rooth were also in attendance.

EX51 APOLOGIES FOR ABSENCE

There were no apologies for absence.

EX52 LOCAL CODE OF CONDUCT - DISCLOSABLE PECUNIARY INTEREST

There were no disclosures of interest.

EX53 MINUTES

The Executive approved the minutes of the meeting held on 24 October 2017. The Chairman signed the minutes.

EX54 ARTS DEVELOPMENT STRATEGY 2018-2023

The Executive considered a report on the draft Arts Development Strategy 2018-23, which had been submitted for approval. The report had set out the strategic benefits, and the process for the development and adoption, of the Strategy.

The overall aim of the Strategy was to increase opportunities for taking part in the arts in the borough over the next five years. The Strategy highlighted the importance of the arts and allowed the Council and its partners to identify and secure resources for increasing participation in the arts in the future.

Taking part in arts activities was a key ingredient for a happy and fulfilled life for many people. As well as the inherent value of arts and culture - that they are life-enhancing, entertaining and help define personal and national identities - there was an ever-growing evidence base that they brought many indirect benefits to individuals, to society and to the economy.

The Strategy had set out a broad and encompassing meaning of the arts. The Council provided opportunities for people to enjoy taking part in the arts, through the provision of arts initiatives such as the Big Draw, Arts Partnership Surrey projects and a programme of public art.

The Arts Development Strategy was also a project milestone in the Corporate Plan. A project board, including cross party councillors, had overseen the scoping and the preparation of the Strategy.

A draft Strategy had initially been prepared using research on national and regional policy and local knowledge and feedback on arts development projects. The draft Strategy had provided the context for the consultation with local residents, artists and stakeholders, details of which, including the key messages arising from the consultation, were set out in full in the report.

The annual action plan, which was annexed to the Strategy, would direct how decisions would be made about future arts development opportunities and partnerships to achieve the Council's strategic vision for arts development in Guildford, which was "a place where everyone can enjoy great arts".

It was envisaged that, by 2023, by working in partnership the Council would have:

- increased opportunities for residents to enjoy and co-create arts activity, reaching more people who were not yet taking part
- improved people's quality of life and wellbeing through reducing barriers to great arts experiences
- provided support for local arts practitioners and groups to inform, inspire and enable delivery of great arts activities
- raised awareness of the wider benefits of the arts, particularly their impact on health and wellbeing

The annual action plan would deliver within the resources available, and sought to engage partners and stakeholders in supporting the delivery of strategy themes and services through advocacy work and shared delivery of projects.

The Arts Development Strategy review panel, comprising key partners from the project board, key officers, the lead councillor and other councillors currently sitting on the project board, would review the action plan twice yearly.

Having noted that the Society, Environment, and Council Development EAB were supportive of the need for the strategy and had supported the approach detailed above, the Executive

RESOLVED: That the Arts Development Strategy 2018-2023, as set out as Appendix 1 to the report submitted to the Executive, be adopted along with the proposed action plan and annual monitoring arrangements.

Reason:

The Council has gone through a structured process to align the strategy with national policy guidance and has undertaken a clearly defined consultation process to develop a strategy with action plans that meet the needs of our residents.

EX55 PUBLIC ART STRATEGY 2018-2023

The Executive considered a report on the draft Public Art Strategy 2018-23, which had been submitted for approval. The report had set out the strategic benefits of and the process for the development and adoption of the Strategy.

The key aims of the strategy were:

- to set out Guildford's policy statement on public art
- to identify strategic commissioning opportunities over the next five years
- to set out a clear delivery process for commissioning and maintaining public art, and
- to provide guidance on best practice in commissioning public art

The benefits of involving artists in the public realm were recognised nationally and referenced in the National Planning Policy Framework. In this sense, public art was part of 'place-making' – the process of creating quality places in which people want to live, work and play.

The Council's vision for public art was "a place that supports artists to work with residents to create an innovative and dynamic range of public art for everyone to enjoy".

The report had set out the Council's approach to public art, identified commissioning and funding opportunities and highlighted the process followed to prepare the strategy. A project board including cross party councillors had been set up to agree principles for preparing and scoping the strategy. Officers had commissioned a consultant with specialist expertise to analyse the planning system in relation to public art commissioning, review Guildford's current portfolio of public artworks, undertake research into national examples of best practice, identify links with other key strategies, undertake a review of the Public Art Advisory Group (PAAG) and prepare a draft public art strategy.

The report had set out details of the consultation process for the strategy and Officers had reviewed the consultation reports and presented the findings to the project board and the Borough, Economy and Infrastructure Executive Advisory Board (EAB).

Once adopted, the strategy, alongside the annual action plan, which was annexed to it, would direct how decisions would be taken about the future public art programme and assist Planning officers when negotiating for public art.

Details of the various principles underlying the strategy were set out in the report, a number of which had been carried forward from the previous public art strategy.

Establishing and monitoring set targets and milestones within the action plan would measure the success of the strategy. The Public Art Strategy review panel, comprising key officers from the project board and the lead councillor, would review the action plan annually, including progress on current targets and to set new targets for the coming year.

The EAB had reviewed the objectives of the strategy and the preparation process in November 2016, and had received a progress update on 16 October 2017, including the consultation findings. The EAB were supportive of the approach to preparing the strategy and had recommended its adoption to the Executive.

Accordingly, the Executive

RESOLVED: That the Public Art Strategy 2018-23, as set out as Appendix 1 to the report submitted to the Executive, be adopted along with the proposed 2018 action plan and annual monitoring and review arrangements.

Reason:

The Council has gone through a structured process to align the strategy with national policy guidance, local Planning policy and undertaken a clearly defined consultation process to develop a strategy with action plans that meet the needs of our residents.

EX56 THE VILLAGE, NORTH STREET/COMMERCIAL ROAD : BUDGET APPROVAL AND AUTHORISATION OF EXPENDITURE

Councillors were reminded that the Executive had considered reports on the feasibility of a 'Pop Up Village' from the then Major Projects Manager at its meetings held on 28 June 2016 and 19 July 2016. The report of 19 July 2016, was commissioned by the Executive following its provisional decision to approve the construction of a Pop Up Village at the June meeting. The

Executive had sought assurances on certain risks, including financial, and how they were to be mitigated.

Having received such assurances, the Executive approved the construction of a Pop-Up Village, at the July meeting.

As set out in the June report, the site was to be funded from the North Street capital budget, with any surplus income transferred to the capital programme reserve at the end of each financial year to replenish the North Street capital budget.

The Executive considered a further report, which identified that the income projections had been very optimistic and would not be achieved in 2017-18. The Executive had been guided in the 19 July 2016 report by the low severity assessment of the project risks which, in hindsight, had proven to be high risk.

Work to construct The Village commenced in August 2016, and opened officially on 1 December 2016. Officers faced major hurdles and unforeseen additional costs, such as the potential for buried asbestos as well as complexities surrounding mains water and waste outlets. It was possible that some of these costs would have been incurred, and included in the development costs, as part of the North Street development scheme.

The initial intention for the project was for it to be retail led, bringing in annual rental income of £408,000 (2017-18 estimates). This level of income would reimburse the Council for the capital and revenue outlay over two years. However, these estimates had been based on optimistic high rents and 7 days per week opening.

Despite attempts to improve marketing, communications, infrastructure and footfall, officers had difficulty doing this whilst also trying to operate The Village on a daily basis. Due to the lack of footfall and other operational difficulties, and in consultation with the Executive, The Village was closed temporarily on 31 January 2017, so that officers could address these challenges.

Aside from the necessary increase in expenditure on infrastructure and operations at the opening of The Village, additional costs were incurred in preparing for the re-launch, including capital costs to complete the infrastructure and revenue to introduce the various specialist partners to ensure a successful re-opening.

Following consideration of the customer and stakeholder feedback from the December 2016 opening, officers considered that an events led venue would be better than a retail led business plan. After further consultation with the Executive in March 2017 in this regard, officers proceeded to continue with the operation of the Village project, in accordance with the original decision taken by the Executive in June/July 2016, pending the redevelopment of North Street.

The new events led Village was relaunched on 10 June 2017, although traders renting containers began slowly, with more coming on board with rentals of £80pw for retail and £100pw for food and beverage retailers. This, however, had a material effect on the financial model going forward.

The Executive was informed that it was unlikely that the costs involved in the creation of The Village would be recovered fully within its short life span but the investment had improved the area significantly and added to the social, economic and community value of the town.

The re-launch had been very successful with over 15,000 visitors coming to the site in the 15 or so weeks since opening. The programme leading up to Christmas was very exciting, with Guildford's first ever town centre ice rink being in place from the day the Christmas lights were switched on in the town.

The proposed budget going forward was now set at a more realistic level, to support what was now a Council community service. Lower income from charging lower rents was projected, although officers had identified significant reductions in expenditure as part of the formulation of the new budget.

Financial Procedure Rules specified that the Executive approves and recommends to Council excess spending/variances over £500,000. The report had set out the financial statement of The Village, showing that the income budget of £376,280 would not be achieved, and additional costs of The Village totalled £254,762.

At its meeting on 14 November 2017, the Overview and Scrutiny Committee had reviewed the progress of the Village. The Committee had expressed serious concerns over the capital and revenue costs incurred to date in establishing and operating The Village and further costs in excess of £200,000 projected for 2018-19 and subsequent financial years. Consequently, the Committee had recommended that the Executive honours the Council's commitments in respect of The Village over the Christmas 2017 period until it closes on 24 December and, thereafter, to work up a full exit strategy to include consideration of alternative future uses for the site. As part of this process, the Committee recommended that consideration be given to whether or not The Village should reopen on Easter Good Friday 2018.

The Executive acknowledged the huge amount of work that officers and the Lead Councillor had put into this project, and noted that there had been both negative and positive feedback on the performance of The Village since it was re-launched.

It was suggested at the meeting that the Council should strive to exploit every opportunity, including investigating alternative uses and possible revenue generating initiatives (for example start up businesses), to make a success of The Village in order to manage and reduce the financial risk to the Council.

The Executive therefore

RECOMMEND:

- (1) That the income budget for 2017-18 be reduced by £376,280 by viring the budget from external interest.
- (2) That the Village expenditure budget for 2017-18 be increased by £254,762 to cover the projected Village costs for 2017-18 by viring the budget from the Minimum Revenue Provision budget.
- (3) That a budget of £224,903 to operate The Village in 2018-19 be included in the Council's draft General Fund budget for 2018-19.

Reasons:

To account for the reduction in income and increase in budget for 2017-18 and retain a budget to enable The Village to continue into 2018-19.

In relation to the Overview and Scrutiny Committee's recommendation that an exit strategy be worked up, the Executive noted the implications of this in terms of timing, and possible alternative temporary uses for the site – with or without containers, details of which were set out in the Supplementary Information Sheet circulated at the meeting.

Having considered the recommendation and its implications, the Executive

RESOLVED: That an exit strategy in respect of The Village project be drawn up by the Director of Resources, in consultation with the Lead Councillor for Economic Development and Tourism,

such strategy to be used as a contingency should the project become unsustainable in the future.

Reason:

To address the recommendation from Overview and Scrutiny Committee.

EX57 PARISH COUNCILS - CONCURRENT FUNCTION GRANT AID APPLICATIONS FOR ASSISTANCE 2018-19

The Executive considered a report setting out details of the applications received from parish councils for financial assistance through the Concurrent Functions Grant Aid Scheme for 2018-19, for which a base budget of £100,000 had been recommended.

The Executive had been asked to approve the budget for 2018-19 at this time because the parish councils needed to be aware of the level of grant aid available to them so that they could build the sums into their budget calculations for the coming year. They would fix their budgets and precept requirements for 2018-19 in December and early January, enabling this information to be included in the Borough Council's final budget approval process in February 2018.

Parishes had been asked to complete a detailed application form and written estimate for each project and to identify how the project meets at least one of the five fundamental themes within the Council's Corporate Plan. A total of 38 requests had been received from 16 of the 23 active parish councils and a panel of officers had evaluated each of the bids. The panel had referred any queries raised back to the parish council concerned and had obtained satisfactory responses in all cases. Officers had suggested that two schemes be rejected and one be reduced as they did not meet the scheme criteria. The remaining bids totalled £82,929, which was £17,071 under the base budget of £100,000. Officers had recommended that the underspend be transferred to the Concurrent Functions Grant Aid (CFGGA) reserve and used to fund urgent scheme requests during the year, and that the base budget for 2019-20 be reduced to £90,000.

Having considered the report, the Executive

RESOLVED:

- (1) That the Concurrent Functions Grant Aid budget for 2018-19 be set at £82,929, subject to final confirmation by the Council at its budget meeting in February 2018.
- (2) That the parish council requests for grant aid for 2018-19, as set out in Appendix 3 to the report submitted to the Executive, be approved.
- (3) That the scheme be amended for 2019-20 onwards to require a minimum grant request of £500 to be applied to individual schemes and an acknowledgement of **all** contributions, rather than just those over £5,000.
- (4) That a contribution of £17,071 be made to the Concurrent Functions Grant Aid reserve.
- (5) That the base budget for the scheme in 2019-20 be reduced to £90,000.

Reasons:

- (1) To assist parish councils with expenditure on concurrent function schemes in 2018-19.
- (2) To enable parish councils to take account of financial assistance from Guildford Borough Council when calculating their precept requirements for 2018-19.

EX58 LOCAL COUNCIL TAX SUPPORT SCHEME 2018-19

The Executive considered a report on the outcome of the recent public consultation on the Council's Local Council Tax Support Scheme (LCTSS). The Council had a statutory duty to consider annually whether to revise its LCTSS, replace it with another or make no changes. The Council was also obliged to consult with interested parties if it wished to revise or replace the scheme. The Council must approve a scheme for the 2018-19 financial year by 31 January 2018.

Local Council Tax Support (LCTS) enabled the Council to help around 5,000 households to pay their Council Tax, by providing £5.5 million of support. These were households where low incomes did not cover essential housing costs. The cost was shared with Surrey County Council, Guildford's share being around 10%.

The Executive noted that, in 2017-18, the scheme remained the same as in 2016. For 2018-19, it was proposed to make the following changes which, it was forecast, could be met from within the existing revenue budget:

- To increase Personal Allowances and Premiums to ensure that the help given does not unduly reduce due to inflation.
- To increase Non-Dependant Deductions to reflect an expectation that their contribution to household expenses should increase each year.
- To increase the minimum income floor for self-employed claimants to ensure the rule remains simple to understand.
- To mirror the following changes to Housing Benefits to avoid claimants being subject to two confusing sets of rules:
 - reduce backdating to one month;
 - restrict family premium;
 - reduce the allowable period of temporary absence outside Great Britain from 13 to 4 weeks.

The Council carried out a stakeholder consultation between 6 October 2017 and 3 November 2017. A copy of the consultation report from SMSR, which was not available at the time the agenda for the meeting was published, was attached to the Supplementary Information sheet circulated at the meeting. The main findings from the consultation, which were updated on the Supplementary Information sheet, were:

- 74% agreed with updating the amounts used to calculate entitlement.
- 69% agreed with mirroring the changes within the Housing Benefit Scheme
- when asked whether all claimants should have to pay at least a certain fixed percentage of their council tax bill, nearly two thirds agreed. 77% of those respondents, however, said that it would not affect their household.

Changes to Personal Allowances and Premiums would increase the cost of the scheme; however, the nature of changing caseload and personal circumstances of claimants meant that the increase could be accommodated within the existing revenue budget.

The Executive acknowledged that the Council continued to operate in a tough financial climate and the medium term financial plan remained challenging. However, councillors recognised that passing on further savings via the LCTS scheme in 2018-19 would place additional financial pressure on vulnerable households. A discretionary hardship fund would continue to provide support to residents suffering adversely from the consequences of ongoing savings in welfare support over the past five years, in addition to the proposed changes for 2018-19.

Having considered the proposals, the Executive

RECOMMEND:

- (1) That the current Local Council Tax Support scheme (a summary of which is on our website), be amended for 2018-19, as set out in detail in Appendix 1 to the report submitted to the Executive, with effect from 1 April 2018.
- (2) That the Council maintains a discretionary hardship fund of £40,000 in 2018-19.

Reasons:

- (1) To ensure that the Council complies with government legislation to implement a LCTS scheme from 1 April 2018.
- (2) To maintain a discretionary fund to help applicants suffering from severe financial hardship.

EX59 ICT INFRASTRUCTURE IMPROVEMENTS: APPROVAL TO SPEND CAPITAL FUNDING

The Executive considered a comprehensive report on a proposal to release £1.25 million from the ICT Renewals Reserve to deliver significant ICT infrastructure improvements.

Councillors noted that the core ICT technology used to deliver services required significant modernisation to enable transformational changes in service delivery to our customers, workforce modernisation and the flexibility to respond to changing customer demands in an agile manner. The report had set out a detailed business case and costs for the ICT infrastructure improvements.

As part of the 2016-17 final accounts report considered by the Executive on 27 June 2017, an sum of £750,000 was transferred to the ICT renewals reserve to support this project. The contribution was in addition to amounts already transferred to the reserve during the 2016-17 financial year under the Chief Finance Officer's delegated authority. An amount of £1.25 million was currently held within the reserve to finance this project, and approval was now sought to spend the amount set aside within the ICT renewals reserve to deliver the ICT infrastructure improvements as detailed in Appendix 1 to the report submitted to the Executive.

The Executive

RESOLVED: That the ICT Manager be authorised, in consultation with the Lead Councillor for Infrastructure and Governance, to release funds of up to £1.25 million from the ICT Renewals Reserve to deliver the ICT infrastructure improvements described in the report submitted to the Executive.

Reason:

To ensure that the ICT infrastructure at the Council is fit for purpose, incorporating increased resilience requirements, enhanced security measures and protecting against increasing vulnerabilities. The improvements to the ICT infrastructure is the next stage following the recent staff restructure to build a service, which is customer focussed, responsive and secure.

EX60 BUSINESS PLANNING: GENERAL FUND OUTLINE BUDGET 2018-19

The Executive considered an update report on the current position with regard to the preparation of the Outline Budget for 2018-19. The report had covered the following areas:

- (a) Parameters within which the outline budget had been prepared
- (b) Assumptions on the level of Government grant
- (c) Council Tax, tax base and collection fund

- (d) Capital expenditure and minimum revenue provision
- (e) Use of reserves and interest earnings
- (f) Projected outturn for 2017-18
- (g) Business planning for the period 2018-19 to 2021-22
- (h) Draft outline budget for 2018-19

The Joint EAB Budget Task Group had considered the proposed growth bids at its meeting on 10 November 2017, and its comments were included in the report. In addition, the Joint Executive Advisory Board had considered the outline budget at its meeting on 23 November 2017 and a copy of the relevant draft minute from that meeting had been circulated to the Executive on the Supplementary Information Sheet.

The report explained that government grant had been included at a level based on the 4-year local government finance settlement issued by the government in February 2016, but that the amount of grant would not be known for certain until central government released the draft local government finance settlement in December. Officers had assumed a £5 (3.09%) increase in Council Tax in line with the Budget assumptions report approved by the Executive in July 2017 and the Council's Medium Term Financial Strategy, which was set out in Appendix 1 to the report.

The Head of Financial Services and the Lead Councillor for Finance had approved the Council Tax base for 2018-19 as 57,099, which was 0.82% higher than 2017-18. This had increased the resources available by approximately £77,500. At present, the figures had assumed no surplus or deficit on the collection fund for the current financial year.

The financial monitoring report for the first six months of 2017-18, which had been reported to the Corporate Governance and Standards Committee on 30 November 2017, had covered the projected net expenditure on the General Fund for the current financial year. This was estimated to be £1.4 million less than the original estimate. The major reasons for this were lower than expected debt charges and an increase in interest income receivable and reduction in interest payable.

The current position on the 2018-19 outline budget had indicated that, taking account of the proposed growth bids, savings and additional income proposals, there was a shortfall of £1.9 million between the likely resources and the proposed net expenditure. Subject to approval of the growth, savings and additional income bids shown at Appendix 4 to the report, the shortfall would reduce to around £1.47 million. Councillors noted that work on the Council's Capital Programme and Treasury Management Strategy for 2018 to 2023 was in progress, in particular, the amounts included in the outline budget in respect of interest would change and were expected to reduce the budget gap further.

The major reasons for movements between 2017-18 and 2018-19 by expenditure type were set out in the report, including the variances at service level, together with a summary of the growth bids and proposals for savings and additional income and proposed fees and charges.

As it was still early in the budget process, the report had also set out the areas of uncertainty that would influence the final position, and how a balanced budget could be achieved.

Having considered the report, the Executive

RESOLVED:

- (1) That the current position on the outline budget for 2018-19, including the proposals to achieve a balanced budget, be noted.
- (2) That the growth and savings bids be recommended for approval by Council at its budget meeting on 7 February 2018.

- (3) That the proposal to use the Council's various earmarked reserves for specific projects, as set out in section 8 of the report submitted to the Executive, be approved.
- (4) That a supplementary estimate in 2017-18 of £200,000 in relation to the costs of converting existing microfiche records, facilitating remote viewing and flexible working, be approved and financed from the invest to save reserve.

Reason:

To assist the Executive in the preparation of the General Fund estimates for 2018-19.

EX61 DIGITAL WIFI CONCESSION FOR GUILDFORD

The Executive considered a report setting out the opportunities and benefits of procuring a Wi-Fi concession for Guildford as part of the Council's broader digital infrastructure strategy.

The Executive acknowledged Guildford's ambition to become a leading centre for innovation and the adoption of new technologies was a key objective of the Innovation Board. The award of a wireless concession would provide an important step in improving connectivity and providing a platform for delivering a number of SMART City projects and, with installation costs being met in full by the provider, the proposal also offered the benefit of a revenue stream generated through rental of street furniture assets and income from advertising.

The Executive discussed the desirability, in due course, of expanding the Wi-Fi concession to the wider borough.

Having considered the proposal, the Executive

RESOLVED: That the procurement of a wireless concession for Guildford, as described in the report submitted to the Executive, be approved subject to agreeing satisfactory commercial and technical terms with Surrey County Council, a Wi-Fi infrastructure provider, the Director of Environment, the Lead Councillor for Economic Development and Tourism, the Leader of the Council and Deputy Leader of the Council.

Reasons:

A Wi-Fi concession will deliver economic, social and community benefits as well as provide a digital "platform" for the development of future "SMART City" projects.

EX62 AIR QUALITY STRATEGY 2017-2020

The Executive considered a report which sought approval of a draft Air Quality Strategy for 2017-2022, which had been produced by the Executive Air Quality Working Group to respond to a recommendation made to the Executive by the Air Quality Overview and Scrutiny Task and Finish Group.

The aim of the Strategy was to improve air quality in the Borough by providing strategic direction and an action plan requiring cross-cutting working across the Council and its partners. The action plan contained short, medium and longer-term targets and identified any human or financial resources.

The Executive

RESOLVED: That the Guildford Borough Council Air Quality Strategy 2017-2022, as set out in Appendix 1 to the report submitted to the Executive, be approved.

Reason:

To improve the air quality for those who live, work and visit the Borough.

**EX63 DECLARATION OF AN AIR QUALITY MANAGEMENT AREA IN THE STREET,
COMPTON**

The Executive was informed that an assessment of air quality in Compton between 2014 and 2017 had indicated a potential breach of annual national air quality objectives for nitrogen dioxide in a limited area of the village. A subsequent, more detailed assessment with real time monitoring equipment, had confirmed that there were a small number of residential properties at which levels of nitrogen dioxide exceeded the air quality standard.

Under Section 83 of the Environment Act 1995, the Council had a statutory duty to declare an 'air quality management area' (AQMA) where a breach of the air quality standard had occurred.

Accordingly, having considered a report which proposed that the Council should declare an AQMA for the pollutant nitrogen dioxide within the area outlined in purple in Appendix 7 to that report, the Executive

RESOLVED:

- (1) That an Air Quality Management Area be designated, as identified in the area outlined in purple in Appendix 7 to the report submitted to the Executive.
- (2) That the Head of Health and Community Care Services be authorised to make the Order required under Section 83 of the Environment Act 1995 to implement the Air Quality Management Area referred to in paragraph (1) above.
- (3) That a four-week consultation on the Compton Air Quality Management Area action plan, as set out in Appendix 6, be approved.
- (4) That the Head of Health and Community Care Services be authorised, in consultation with the Lead Councillor for Housing and Environment, to approve the final action plan, having taken into account feedback from the consultation.

Reason:

To ensure the Council meets its statutory duties and to improve air quality in The Street, Compton.

The meeting finished at 8.18 pm

Signed
Chairman

Date

EXECUTIVE

2 January 2018

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

- | | |
|---------------------------------|---------------------------------|
| * Councillor David Bilbé | * Councillor Graham Ellwood |
| * Councillor Richard Billington | Councillor Michael Illman |
| * Councillor Philip Brooker | * Councillor Nikki Nelson-Smith |
| * Councillor Geoff Davis | Councillor Iseult Roche |

*Present

Councillors Caroline Reeves and Susan Parker were also in attendance.

EX64 APOLOGIES FOR ABSENCE

Councillors Michael Illman and Iseult Roche sent their apologies.

EX65 LOCAL CODE OF CONDUCT - DISCLOSABLE PECUNIARY INTEREST

There were no disclosures of interest.

EX66 MINUTES

The Executive approved the minutes of the meetings held on 20 and 28 November 2017. The Chairman signed the minutes.

EX67 ANNUAL AUDIT LETTER 2016-17

The Executive considered a report on the completed external audit for 2016-17 for which an Annual Audit Letter had been issued. The Executive commended the overall conclusion reached by Grant Thornton that they were satisfied that in all significant respects the Council had put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources for the year ending 31 March 2017.

In relation to a query raised, it was confirmed to the Executive, by the Director of Resources, that the benefit grant claim had now been completed and would be considered by the Corporate Governance and Standards Committee at its meeting on 29 March 2018.

Having considered the report, the Executive

RESOLVED: That the Annual Audit letter for 2016-17 be approved.

Reasons:

To approve the Annual Audit Letter.

EX68 CORPORATE REGULATORY ENFORCEMENT POLICY

In accordance with Public Speaking Procedure Rule 3, the following person addressed the meeting:

- Mr Mark Rostron

The Executive considered a report detailing the results of a consultation on the draft Corporate Enforcement Policy.

In response to queries raised by the public speaker, the Principal Corporate Services Solicitor confirmed that the Council must and had given regard to the Regulators' Code when carrying out its regulatory functions but the Code did not have a direct effect on determining Council's policies. The public speaker had previously raised this issue with the Licensing Department and he had received a full and detailed response. The public speaker was advised that he could seek further action if he felt that the Council had not complied accordingly.

It was further confirmed by the Head of Health and Community Care Services that the adoption of a Corporate Enforcement Policy was not a legal requirement. The Policy incorporated the principles of the Regulators' Code and ensured that the Council had a framework which ensured compliance with its legal duty.

The Executive therefore

RESOLVED:

That the revised enforcement policy be adopted.

Reason:

To provide a clear framework for the way the Council undertakes its regulatory functions.

EX69 FOOD HYGIENE RE-INSPECTIONS - COST RECOVERY

The Executive considered a report in relation to The Food Standards Agency who have confirmed a change in policy allowing use of powers under the Localism Act 2011 to introduce fees on a cost recovery basis for requested FHRS food re-inspection/re-visits.

The Executive therefore

RESOLVED: That the introduction of a cost recovery fee for food hygiene rating scheme re-inspections be approved with effect from 1 April 2018.

Reason:

To ensure cost recovery for food hygiene re-inspection.

The meeting finished at 7.33 pm

Signed

Chairman

Date