

## 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: 29 September 2022

**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
	Timetable of Council and Committee Meetings 2023-24	To approve the timetable	No	Report to Executive  (22/09/22)  Report to Council  (11/10/22)	Carrie Anderson  01483 444078  carrie.anderson@guildford.gov.uk
	Future of Internal Audit	To agree an internal audit provider with effect from 1 April 2023	No	Report to Corporate Governance and Standards Committee  (29/09/22)  Report to Council  (11/10/22)	Graeme Clark  01483 444338  graeme.clark@guildford.gov.uk

## EXECUTIVE: 27 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
	The Tumbling Bay (Millbrook) Weir Mandate	For discussion of preferred way forward.	No	Report to Executive  (27/10/22)	Abi Lewis  01483 444908  abi.lewis@guildford.gov.uk
	Revenue Outturn Report 2021-22	To approve the Revenue Outturn Report 2021-22.	No	Report to Corporate Governance and Standards Committee (29/09/22)  Report to Executive  (27/10/22)	Victoria Worsfold  01483 444834  victoria.worsfold@guildford.gov.uk
	Housing Revenue Account Outturn	To approve the Housing Revenue Account Final Accounts 2021-22	No	Report to Corporate Governance and Standards Committee (29/09/22)  Report to Executive  (27/10/22)	Victoria Worsfold  01483 444834  victoria.worsfold@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 (27/10/22)	Damien Cannell 01483 444553 <a href="mailto:damien.cannell@guildford.gov.uk">damien.cannell@guildford.gov.uk</a>
*	Housing Investment Programme – Acquisition of Land and Buildings for the Housing Revenue Account	To transfer money from provisional budget to approved budget for the Housing Revenue Account for the acquisitions.	No	Report to Executive (27/10/22)	Siobhan Rumble 01483 444296 <a href="mailto:siobhan.rumble@guildford.gov.uk">siobhan.rumble@guildford.gov.uk</a>
	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 (29/09/22)  Report to Executive (27/10/22)  Report to Council (06/12/22)	Victoria Worsfold 01483 444834 <a href="mailto:victoria.worsfold@guildford.gov.uk">victoria.worsfold@guildford.gov.uk</a>

	The Future of Internal Audit	To agree an internal audit provider with effect from 1 April 2023	No	Report to Corporate Governance and Standards Committee (29/09/22) Report to Executive (27/10/22)	Graeme Clark 01483 523099 <a href="mailto:graeme.clark@guildford.gov.uk">graeme.clark@guildford.gov.uk</a>
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**EXECUTIVE: 24 November 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
*	Weyside Urban Village Annual Financial Report	Endorse the current financial position of WUV as part of the programme annual review process.	No	Report to Executive  (24/11/22)  Report to Council  (06/12/22)	Abi Lewis  01483 444633  leigh.edwards@guildford.gov.uk
	Guildford Climate Change Action Plan	To consider the plan	No	Report to Joint Executive Advisory Board  (10/11/22)  Report to Executive  (24/11/22)	Nathaniel Prodger  01483 444622  nat.prodger@guildford.gov.uk

	Declaration of a Climate Change Emergency Update	To consider the revised wording of the declaration made by the Climate Change Board and the Council's understanding of net zero.	No	Report to Executive (24/11/22)  Report to Council (06/12/22)	Nathaniel Prodger  01483 444622  nat.prodger@guildford.gov.uk
	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	Report to Executive (24/11/22)	Gary Durrant  01483 444373  gary.durrant@guildford.gov.uk
*	Guildford West Station	To consider moving to GRIP 4	No	Report to Executive (24/11/22)	Abi Lewis  01483 444908  abi.lewis@guildford.gov.uk



	Local Council Tax Support Scheme 2023-24	There is a statutory duty to review the Local Council Tax Support Scheme which helps residents on low incomes with their Council Tax. Decisions are Adoption of Local Council Tax Support Scheme for 2023/24 Maintenance of a discretionary hardship fund for 2023/24	No	Report to Executive (24/11/22) Report to Council (06/12/22)	Belinda Hayden 01483 444867 belinda.hayden@guildford.gov.uk
	Annual Concurrent Functions Grant Aid Report	To consider the report	No	Report to Executive (24/11/22)	Michele Rogers 01483 444842 michele.rogers@guildford.gov.uk

**COUNCIL: 06 December 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
*	Weyside Urban Village Annual Financial Report	a. Endorse the current financial position of WUV as part of the programme annual review process.	No	Report to Executive  (24/11/22)  Report to Council  (06/12/22)	Abi Lewis  01483 444633  leigh.edwards@guildford.gov.uk
	Declaration of a Climate Change Emergency Update	To consider the revised wording of the declaration made by the Climate Change Board and the Council's understanding of net zero.	No	Report to Executive  (24/11/22)  Report to Council  (06/12/22)	Nathaniel Prodger  01483 444622  nat.prodger@guildford.gov.uk

	Local Council Tax Support Scheme 2023-24	There is a statutory duty to review the Local Council Tax Support Scheme which helps residents on low incomes with their Council Tax. Decisions are Adoption of Local Council Tax Support Scheme for 2023/24 Maintenance of a discretionary hardship fund for 2023/24	No	Report to Executive (24/11/22) Report to Council (06/12/22)	Belinda Hayden 01483 444867 belinda.hayden@guildford.gov.uk
	Annual Report of the Corporate Governance and Standards Committee  Capital and Investment outturn report 2021-22	To consider the first Annual Report.  To recommend the approval of the Capital and Investment outturn report 2021-22 to Council at its meeting in October 2022.	No  No	Report to Corporate Governance and Standards Committee (17/11/22) Report to Council (06/12/22) Report to Corporate Governance and Standards Committee (29/09/22) Report to Executive (27/10/22) Report to Council (06/12/22)	John Armstrong 01483 444056 <a href="mailto:john.armstrong@guildford.gov.uk">john.armstrong@guildford.gov.uk</a>  Victoria Worsfold 01483 444834 victoria.worsfold@guildford.gov.uk

**EXECUTIVE: 05 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
*	Guildford Economic Strategy	To adopt the strategy	No	Report to Strategy and Resources EAB  (05/12/22)  Report to Executive  (05/01/23)	Steve Benbough  01483 444052  stephen.benbough@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	Report to Joint Executive Advisory Board (10/11/22)  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

	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	<p>Report to Joint Executive Advisory Board (09/01/23)</p> <p>Report to Corporate Governance and Standards Committee (19/01/23)</p> <p>Report to Executive (26/01/23)</p> <p>Report to Council (08/02/23)</p>	<p>Victoria Worsfold</p> <p>01483 444834</p> <p>victoria.worsfold@guildford.gov.uk</p>
	Off-Street Parking Business Plan 2023-24	To approve the Off-Street Parking Business Plan 2023-24	No	Report to Executive (26/01/23)	<p>Andy Harkin</p> <p>01483 444535</p> <p>andy.harkin@guildford.gov.uk</p>

**COUNCIL: 08 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 (10/11/22)  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

	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	<p>Report to Corporate Governance and Standards Committee (19/01/23)</p> <p>Report to Executive (26/01/23)</p> <p>Report to Council (08/02/23)</p>	<p>Victoria Worsfold</p> <p>01483 444834</p> <p>victoria.worsfold@guildford.gov.uk</p>
	Pay Policy Statement 2023-24	To approve the Pay Policy Statement 2023-24	No	<p>Report to Council (08/02/23)</p>	<p>Francesca Chapman</p> <p>01483 444014</p> <p>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
*	Ash Road Bridge	Ash Road Bridge Project Update and Full Business Case Approval	Yes	Report to Executive  (23/02/23)  Report to Council  (TBC)	Hanna-Liisbeth Lumi  01483 444038  hanna-liisbeth.lumi@guildford.gov.uk

**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
	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
	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

**COUNCIL: 15 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  (15/05/23)	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
*	Details of Grant Contracted-Out Lease of Unit B3 41 Moorfield Rd, Moorfield Point Slyfield Industrial Estate	To approve grant of a new lease of the above industrial unit to CROWN PAINT LTD in line with the following terms and conditions:For a term of 15 years at a rent outside the Act 1954 Rent of £39,474 per annum exclusive, payable quarterly in advance	24/10/22	01483 444583  jacqueline.stewart@guildford.gov.uk
*	Details of Public Realm CCTV	To decide on future arrangements and provider for CCTV monitoring, including replacing of cameras as needed	31/12/22	01483 445030  chris.wheeler@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	Executive & Council	John Armstrong  01483 444102
	Ash Road Bridge and Footbridge Update	To receive an update	No	Executive & Council	Michael Miles  01483 444077

*	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 & Council	Matt Gough 01483 444772
*	Charging for Regulatory Services	To consider proposal to charge for pre-application advice.	No	Executive & Council	Justine Fuller 01483 444370
*	Community Infrastructure Levy Charging Schedule	To adopt the Community Infrastructure Levy Charging Schedule	No	Executive & Council	Stuart Harrison 01483 444512

*	Marketing Requirements SPD	To adopt the Marketing Requirements SPD	No	Executive & Council	Stuart Harrison 01483 444512
*	Planning Contributions SPD	To adopt the Planning Contributions SPD	No	Executive & Council	29/06/22 01483 444512
*	Green and Blue Infrastructure SPD	To adopt the Green and Blue Infrastructure SPD	No	Executive & Council	Stuart Harrison 01483 444512

*	Green Belt SPD	To adopt the Green Belt SPD	No	Executive & 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	No	Executive & Council	Stuart Harrison 01483 444512
	North Downs Housing Options Report	Review and next steps	No	Executive & Council	Matt Gough 01483 444772



Careline Mandate

To approve the tender

No

Executive & Council

Sam Hutchison

01483 444385

## 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>Acting Leader of the Council and Lead Councillor for Community and Housing</b></p> <p>Councillor Julia McShane</p> <p>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 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>Lead Councillor for Resources</b></p> <p>Councillor Tim Anderson</p> <p>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>
<p><b>Lead Councillor for Development Management</b></p> <p>Councillor Tom Hunt</p> <p>c/o Guildford Borough Council Millmead House Millmead Surrey GU2 4BB</p> <p>(Friary &amp; St. Nicolas Ward)</p>	<p>Development Control and Enforcement</p>
<p><b>Lead Councillor for Economy</b></p> <p>Councillor John Redpath</p> <p>12 Addison Road Guildford GU1 3QP</p> <p>(Holy Trinity Ward)</p>	<p>Economic Development, Social Enterprise, Rural Economy, Heritage and Community Assets, Customer Services including Web Services.</p>

Councillor	Areas of Responsibility
<p><b>Lead Councillor for Regeneration</b></p> <p>Councillor John Rigg</p> <p>C/o Guildford Borough Council Millmead House Millmead Guildford GU2 4BB</p> <p>(Holy Trinity Ward)</p>	<p>Town Centre MasterPlan, Infrastructure, Major Projects, Strategic Asset Management</p>
<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>

Councillor	Areas of Responsibility
<p data-bbox="412 225 775 293"><b>Lead Councillor for Climate Change</b></p> <p data-bbox="412 344 689 373">Councillor Cait Taylor</p> <p data-bbox="412 424 808 608">c/o Guildford Borough Council Millmead House Millmead Surrey GU2 4BB</p> <p data-bbox="412 659 703 687">(Friary and St. Nicolas)</p>	<p data-bbox="844 225 1496 253">Climate Change, Air Quality, Sustainable Transport</p>