

## EXECUTIVE

23 June 2022

Councillor Joss Bigmore (Chairman)

\* Councillor Julia McShane (Vice-Chairman) [in the chair]

\* Councillor Tim Anderson

\* Councillor Tom Hunt

\* Councillor John Redpath

\* Councillor John Rigg

\* Councillor James Steel

\* Councillor Cait Taylor

\*Present

Councillors Tony Rooth and Paul Spooner were also in attendance. Councillors Angela Goodwin and Fiona White were in remote attendance.

### **EX10 Apologies for absence**

Apologies for absence were received from Councillor Joss Bigmore, Leader of the Council.

### **EX11 Local code of conduct - disclosable pecuniary interest**

There were no declarations of interest.

### **EX12 Minutes**

The minutes of the meeting held 26 May 2022 were approved as correct. The Chairman signed the minutes.

### **EX13 Leader's announcements**

The Deputy Leader made the following announcements:

Srebrenica Memorial week would run from 4-11 July. Friday 8 July marked the Srebrenica Genocide 27th anniversary. Residents were encouraged to pay respects and remember all those who lost their lives.

The Ahmadiyya Muslim Community was celebrating the Queen's Platinum Jubilee at the Mubarak Mosque in Tilford on the evening of Friday 8 July from 6pm and everyone was invited. There would be a free event including dinner, a children's fun fair, henna painting and much more. Booking was via EventBrite

<https://www.eventbrite.com/e/the-queen-jubilee-reception-at-islamabad-tilford-tickets-366754993057>

Remedial works began this Tuesday 21 June on Stoke Park paddling pool and this area of Stoke Park Gardens would be closed until Thursday 30 June. Completion of the works was expected to be within three weeks, but this would be dependent upon the weather.

To celebrate Armed Forces Day, the Mayor was joined by ex-service men and women for a public ceremony at the Guildhall Balcony at midday on Monday where the armed

forces flag was raised to honour all who serve and have served in Her Majesty's Armed Forces.

A new funding round for Crowdfund Guildford, was open. Residents were encouraged to raise awareness amongst community groups to sign-up for the online 'Find out more' event: on 13 July 12-1pm. This workshop would discuss community project ideas.

#### **EX14 To consider any recommendations from the overview and scrutiny committee**

The intention of the report was to collate and track progress of all recommendations made by the Overview and Scrutiny Committee to the Executive throughout the year, and to log the Executive decisions on the submitted matters. The Executive agreed the response to the recommendations on 22 March 2022.

The Executive noted the report and that there had been no updates since the previous meeting.

#### **EX15 North Street Development Site, Guildford**

The Executive considered a report seeking delegated authority to progress certain aspects of the scheme. The report was introduced by the Lead Councillor for Regeneration. It was explained that the Council performed two roles in the context of the development of North Street. First, as a corporate partner getting the best commercial opportunities for residents and second as the statutory local planning authority (LPA). Through good governance the Council would keep those roles strictly separate to avoid any confusion or risk a conflict of interest.

The North Street redevelopment project had run for over 3 years. The Council had held ownership of around 20% of the site and aimed to get best value from the sale. As a result of negotiation, the contract with St Edwards included delivery of a refurbished bus station, new access and exit road systems and improvements to the public realm. The Council had exchanged contracts with St Edwards on 8 March 2022, with St Edwards contractually required to deliver plans setting out a detailed specification for the bus interchange and pedestrianisation of North Street to the Council at least four weeks before any planning application was submitted. St Edwards had undertaken consultation with stakeholders, residents and councillors and was presently at 'pre-app' stage with the LPA. The Council must approve or reject the detailed plans submitted by St Edwards within fifteen working days. Should the Council not respond within that timescale then consent would be deemed to have been granted. The timescale for delivery of those plans to the Council was restrictive given the scheduled submission of a planning application in July. Therefore, to minimise the probability of the Council failing to meet its contractual obligations delegated authority was sought to enable a timely response.

The report also set out other associated matters where delegated authority was sought in relation to the market and taxi ranks to enable commencement of works and the implementation of a planning consent.

It was noted that the delegated authorities sought did not affect or impede the Local Planning Authority in deciding the developer's planning application in the normal way.

The Lead Councillor for Regeneration agreed that the Executive would be kept informed of delegated decisions taken under authority and all other councillors informed in due course, with regard to any commercial constraints, if the recommendations were approved.

The Executive was satisfied that the project to date had been transparent and the planning process would offer stakeholders an opportunity to comment on the detailed plans. Consequently, the Executive

**Resolved:**

To authorise the Strategic Services Director, in consultation with the Lead Councillor for Regeneration:

1. To approve the detailed plans and specification for the refurbished bus interchange.
2. To approve the detailed plans and specification for the proposed pedestrianisation of North Street.
3. To approve temporary North Street Market arrangements to facilitate the implementation of the developer's planning consent.
4. To approve any temporary taxi rank arrangements required to facilitate implementation of the developer's planning consent once all necessary statutory requirements have been followed.
5. To seek approval to remove the existing taxi rank in North Street that is located outside the Marks and Spencer store and to make any necessary arrangements and complete any agreements as necessary to proceed with seeking such approval to facilitate the North Street Development and to follow all necessary statutory requirements when seeking such approval.
6. To approve any temporary parking changes that are required to facilitate temporary market and taxi rank arrangements.

**Reason(s):**

To progress the scheme.

The meeting finished at 7.33 pm

Signed .....

Date .....

Chairman

# EXECUTIVE

21 July 2022

\* Councillor Joss Bigmore (Chairman)  
Councillor Julia McShane (Vice-Chair)

\* Councillor Tim Anderson  
Councillor Tom Hunt  
\* Councillor John Redpath

Councillor John Rigg  
Councillor James Steel  
\* Councillor Cait Taylor

\*Present

## **EX16 Apologies for Absence**

Apologies for absence were received from Councillors Tom Hunt, Julia McShane, John Rigg and James Steel.

Councillors Angela Gunning and Paul Spooner were in remote attendance.

## **EX17 Local Code of Conduct - Disclosable Pecuniary Interest**

There were no declarations of interest.

## **EX18 Minutes**

The minutes of the meeting held on 23 June 2022 were confirmed as correct. The Chairman signed the minutes.

## **EX19 Leader's Announcements**

The Leader thanked those council officers who had worked hard to support residents and businesses during the recent heatwave. It was noted that refuse workers had started work at 5am and no route had been missed. Praise was also directed to the Fire Service for its swift responses to numerous calls around the borough.

It was announced that the Council Tax Discretionary Energy Rebate had been extended to include properties in bands E, F, G or H. The Council would proactively be contacting eligible residents with information, but residents were advised to check criteria requirements on the Council's website and, if eligible, apply before 12 August 2022.

The Safer Guildford Partnership had updated the Guildford town centre Public Space Protection Order (PSPO). The order gave police and some council officers power to tackle anti-social behaviour. This included confiscating alcohol and legal highs and fines up to £1,000 might be imposed if warnings about anti-social behaviour were ignored.

Saturday 23 July was 'County Flag Day'. Local resident Neil Thompson was thanked for suggesting the Council take part and the Surrey county flag would be flown at various locations.

The re-opening of the galleries at Guildford House was celebrated with two exhibitions. 'Georgian Women, Portraits by John Russell' was open from 16 July until 8 October 2022. Alongside this, 'Fifty Years of Friendship' showcased a selection of artwork

acquired with support from 'The Friends of Guildford House'. This was open from 21 July until 8 October.

'Videogames - Made in Guildford' was Guildford Museum's latest exhibition. The display was open between 2 July and 24 September and gave a snapshot into the thriving videogame sector in Guildford and the local area.

Guildford Castle was to reopen from 27<sup>th</sup> July and it would be possible to climb to the top of the tower for views across the town until the end of October (Wednesday to Saturday).

There had been a memorial service at the Holy Trinity Church on 18<sup>th</sup> July to remember former Mayor Councillor Richard Billington.

Resources Director and s151 officer, Claire Morris would be leaving the Council at the end of July and the Leader paid tribute to her work over the past nine years.

Finally, the Leader was able to confirm that Police had used new powers awarded to them through s.60c of the Criminal Justice and Public Order Act 2022 to remove an illegal traveller encampment on Stoke Park.

## **EX20 To Consider any Recommendations from the Overview and Scrutiny Committee**

The intention of the report was to collate and track progress of all recommendations made by the Overview and Scrutiny Committee to the Executive throughout the year, and to log the Executive decisions on the submitted matters. The Executive agreed the response to the recommendations on 22 March 2022.

The Executive noted the report and that there had been no updates since the previous meeting.

## **EX21 Annual Governance Statement 2021-22**

The Accounts and Audit Regulations 2015 required the Council to prepare an Annual Governance Statement (AGS) detailing the governance framework and procedures that had operated at the Council during the year; a review of their effectiveness; any significant governance issues that had occurred and a statement of assurance. The draft AGS would be included in the Council's statement of accounts for 2021-22

The Executive considered a report that outlined the background to the AGS; and set out in Appendix 1, the AGS for 2021-22. The Leader of the Council introduced the report and it was explained that action to further develop the Council's governance framework would be implemented where areas for further improvement had been identified.

The Executive was invited to comment on the AGS and make any recommendations, as appropriate, to the Corporate Governance & Standards Committee at its meeting on 28 July 2022.

**RESOLVED**

To recommend to the Corporate Governance & Standards Committee:

1. That the Committee adopts the Council's Annual Governance Statement for 2021-22, as set out in Appendix 1 to this report, and publishes the Annual Governance Statement alongside the adopted statement of accounts for 2021-22.
2. That the Committee approves the self-assessment of the Council's compliance with the CIPFA financial management code reported at Appendix 2.

Reason for Recommendation:

To comply with the Accounts and Audit Regulations 2015, the Council must

The meeting finished at 7.12 pm

Signed .....

Date .....

Chairman

# EXECUTIVE

25 August 2022

- \* Councillor Joss Bigmore (Chairman)
- \* Councillor Julia McShane (Vice-Chair)

Councillor Tim Anderson	* Councillor John Rigg
* Councillor Tom Hunt	* Councillor James Steel
Councillor John Redpath	Councillor Cait Taylor

\*Present

Councillor Angela Goodwin was also in remote attendance.

## **EX22 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Tim Anderson, John Redpath and Cait Taylor.

## **EX23 LOCAL CODE OF CONDUCT - DISCLOSABLE PECUNIARY INTEREST**

There were no declarations of interest.

## **EX24 MINUTES**

The minutes of the meeting held 21 July 2022 were confirmed as a correct record. The Chairman signed the minutes.

## **EX25 LEADER'S ANNOUNCEMENTS**

The Leader thanked the Guildford and Waverley teams involved in the response to the major incident in Netley Watermill treatment works over the previous weekend, which clearly demonstrated the benefits of collaborative working.

The Leader announced that the Household Support Fund was now open for applications, with the scheme running until 30 September 2022, or until all funds have been allocated. Residents can submit one application per household and grants of up to £300 were available. Those with highest need would be prioritised, such as households with children and those with pensioners. More information on the scheme could be found on the website, where there was a link to the Household Support Fund.

The Leader noted that the Council was currently out for consultation on an on-street parking review in partnership with Surrey County Council, which involved 27 proposals. The deadline for feedback on the consultation was 9 September 2022.

Crowdfund Guildford was now open for a new funding round with the deadline for applications being 28 September 2022. An online workshop would take place on 8 September 2022 for any groups or residents interested. The Leader was pleased to

announce that another £2,000 had been allocated to a crowdfunding project in Merrow to rebuild the War Memorial in time for Remembrance Sunday.

The Leader thanked the team in the Parks and Countryside service for their work in securing the award of Green Flag status for seven of the Council's parks again this year.

Zero Carbon Guildford were launching a sustainable business network to establish a community led climate action plan. The official launch for the event would be held on 14 September 2022.

The Leader also announced that Guildford Heritage Open weekend would be held on 9 to 11 September. Events over the Heritage Open Days offered free entry to more than 50 locations in the borough and was England's largest celebration of history and culture.

The Guildford Design Awards exhibition would be taking place at the Guildhall on 9 September in collaboration with the Guildford Society. The exhibition would highlight those buildings in the borough that had won awards for good design. The exhibition would also visit five Surrey villages.

Car-free day would be held on 25 September with further details to be released soon.

The Leader noted that September was also Walking Festival month, with a different walk organised for every day in September, with further details from the Tourist Information Centre.

## **EX26 TO CONSIDER ANY RECOMMENDATIONS FROM THE OVERVIEW AND SCRUTINY COMMITTEE**

The intention of the report was to collate and track progress of all recommendations made by the Overview and Scrutiny Committee to the Executive throughout the year, and to log the Executive decisions on the submitted matters. The Executive agreed the response to the recommendations on 22 March 2022.

The Executive noted the report and that there had been no updates since the previous meeting.

## **EX27 MIDLETON INDUSTRIAL ESTATE REDEVELOPMENT**

The report was introduced by the Leader of the Council in the absence of the Lead Councillor for Resources.

The Midleton Industrial Estate comprised around 5.7 acres within the Council's freehold ownership and the Executive had approved a business case for its redevelopment on 24 January 2017.

The Estate was divided in accordance with the long leaseholds previously granted but Officers have been pursuing a phased development of the Estate in line with when existing leases have expired.



The Executive considered a report outlining progress with the delivery of the project, including the current spend, the works completed to date as well as the remaining scope of works to be delivered during 2022-23. The work had been tendered and awarded to Francis Construction Limited.

The Executive was asked to approve the transfer of £5,557,000 from the provisional capital programme to the approved capital programme to complete the fourth and final phase of the redevelopment. It was anticipated that when the final phase was complete the site would raise over £1 Million per year in income for the Council.

There would be a additional check to ensure that the necessary power supplies were in operation prior to the commencement of Phase 4 as there had been an issue previously which had delayed the project.

Thereafter, the Executive was content to,

RESOLVE:

- (1) That the urgency decision of the Director of Resources to transfer the sum of £5.557 million from the provisional capital programme to the approved capital programme be ratified to enable the completion of the design and construction of phase four of the Midleton Industrial Estate redevelopment, as detailed in the report submitted to the Executive.
- (2) That the Joint Strategic Director (Place) be authorised, in consultation with the Lead Councillor for Resources, to enter into such contracts as are necessary to enable the transactions to be completed within the allocated budget.

Reason(s):

To complete the redevelopment of Midleton Industrial Estate, to enhance both the capital value and rental income of the Council's property holding.

## **EX28 WEY HOUSE: PROPOSED SURRENDER OF EXISTING AND RE-GRANT OF A NEW LEASE**

The Leader of the Council introduced the report in the absence of the Lead Councillor for Resources.

Wey House, Park Street was a prominent office building providing 45,382 sq. ft. of accommodation (net internal area excluding communal space) spread over four floors located in the heart of the town centre on the gyratory opposite Guildford's mainline station.

The property was purchased by the Council as an investment asset in 2016 for £22.65 million and was the biggest single income producing property asset within the Council's portfolio. The outcome of the Asset Management Plan recommended retention due to its significant income return, strong tenant covenant and minimal management costs.

The building was let in its entirety as the HQ premises for Stevens & Bolton LLP, an established legal firm, on a lease dated 3 March 2010 which would expire on 2 March 2027. The tenant held an Option for a Reversionary Lease for a term of 10 years from 3 March 2027 subject to a tenant only break clause on 3 March 2032. Stevens & Bolton

paid a rent of £1.3 million per annum which was due for review in March 2025. Recent agreement had been reached for the top two floors of the building to be sub-let to Media Molecule (a gaming company owned by Sony Corporation).

The tenant had approached the Council with a proposal to remain in the building beyond the expiry date of the current lease in March 2027 subject to upgrading the heating and air conditioning system along with installation of Cat A low energy LED lighting throughout the building to be carried out at the Council's cost. The cost of these works was estimated to be £800,000. Consequently, officers agreed terms with the tenant to surrender the current lease and enter a new lease for a term of 15 years without break at a rental income of £1.3 million per annum subject to a 12-month rent free period, upwards only rent reviews in March 2025 and 5 yearly thereafter, and a landlord's contribution to tenant works up to a maximum of £800,000.

The risk of not renewing the tenancy would result in a potentially empty building with the Council still committed to undertaking the upgrade to the facilities. On balance, the Executive agreed that the new arrangements would provide a longer-term level of certainty over income, would also retain a significant local business in the town centre and there would be a level of control over the maintenance of the building.

It was noted that under legislation the EPC rating for the building would need to be improved during the lifetime of the lease. The detail of the responsibility for those improvements should be included in the new lease.

The Leader of the Council was pleased to see the transparency of the reporting in this matter.

Officers were commended for the negotiation of the new arrangements.

#### RESOLVED:

- (1) That the surrender of the existing lease to Stevens & Bolton and a simultaneous re-grant of a new 15-year lease with no break clause at the current passing rent of £1.3 million per annum be approved, subject to an upwards only rent review in 2025 and 5 yearly thereafter with 50% reduced rent over the first two years.
- (2) That the Head of Asset Management (Climate Change Lead) be authorised to take such actions as are required to negotiate any minor amendments and finalise terms referred to in the report submitted to the Executive for the surrender and re-grant of a lease to Stevens & Bolton subject to being satisfied that the Council will receive the best consideration reasonably obtainable and in consultation with the Lead Councillor for Resources, the Joint Strategic Director (Place) and the Chief Finance Officer.
- (3) That the spending of the approved Property Acquisitions budget to fund a landlord's capital contribution towards tenant improvement works be approved.

#### Reason(s):

To secure the rental income of £1.3 million per annum for a further 10 years beyond the expiry of the existing lease in place, which will be subject to upwards only rent reviews in 2025 and 5 yearly thereafter. Thus, it will remove the risk of the building falling vacant in 2027 when the current lease expires, and the likely significant level of investment

required to refurbish the building (estimated at £5 million) to attract a new tenant. It is therefore considered the most financially advantageous option to the Council and will improve the investment performance of the asset for the next 15 years.

## **EX29 GUILDFORD LIDO DRAINAGE AND MODERNISATION PROJECT**

The report was introduced by the Lead Councillor for Environment.

Guildford Lido was a popular local attraction built in the 1930s. There was a 50-metre open air swimming pool which was set in 6 acres of grounds. A survey had identified that the original drainage had failed and needed to be replaced. To access the drainage significant demolition was required. This presented an opportunity to update and modernise the changing, toilet and shower space at the Lido. The timetable of works was challenging but it was hoped that completion would be by April 2023 in readiness for the summer season. The 'Friends of Guildford Lido' has been engaged with the proposed changes and upgrades to the site.

The scheme has been subject to an open tender process and nine tenders were received. The tenders were all significantly over budget. For the scheme to go ahead, a virement of £600,000 was required from the capital contingency to supplement the use of £1.5 million from the ear-marked Leisure Partnership Reserve.

The Executive noted the impact of the current rates of inflation on any construction project at present as well as obstacles to supply chains which could cause delays. The Leader observed that the increased costs had accounted for additional working hours to try to mitigate challenges and to deliver on time. It was noted that leisure services were discretionary but that the Council recognised the value of the site to local residents.

The loss of revenue to the Council whilst works were undertaken could be estimated on last year's figures which provided an income from the Lido of £636,000 (to be validated in Freedom Leisure's Annual Report). The Council supported the Lido within the Management fee to Freedom Leisure at around £182,000 per year. Visitor numbers were variable and dependent upon the summer weather ranging between 60,000 and 140,000 visits. It was estimated the Lido made a surplus on average every three years, but that given the investment in facilities proposed this could see an improvement in future years as a more attractive offer to the customer and the operator.

Consequently, the Executive,

### **RESOLVED:**

That a virement of £600,000 from the capital contingency fund for the Lido Drainage and Modernisation Project be approved to enable the project to start on time and hopefully be completed during the winter period to ensure the minimum disruption to the potential customers of the venue.

### Reason(s):

The Lido cannot operate without satisfactory drainage, it is recognised that replacement of the failed below ground drainage is not practicable without the corresponding demolition of the changing facilities and breaking out of the existing concrete floor slab that sit directly above. The external changing facilities are beyond their economical and

useful life expectancy. The existing facilities fall short of expected modern standards, which can be addressed as part of the process.

The meeting finished at 7.31 pm

Signed .....

Date .....

Chairman