

## EXECUTIVE

- \* 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

The Deputy Mayor, Councillor Masuk Miah, and Councillors Christopher Barrass, Ruth Brothwell, Angela Gunning, Gillian Harwood, Ramsey Nagaty, George Potter, Tony Rooth, Will Salmon, Deborah Seabrook, and Pauline Searle were also in attendance.

### **EX30 APOLOGIES FOR ABSENCE**

There were no apologies for absence.

### **EX31 LOCAL CODE OF CONDUCT - DISCLOSABLE PECUNIARY INTEREST**

There were no disclosures of interest.

### **EX32 MINUTES**

The minutes of the meeting held on 25 August 2022 were confirmed as a correct record. The Chairman signed the minutes.

### **EX33 LEADER'S ANNOUNCEMENTS**

The Leader thanked everybody that helped organise and attend the events of the past 10 days as we mourned the passing of H M Queen Elizabeth II and mark the accession of King Charles III, with particular thanks to the Mayor, Kate Foxton, and the Civic team.

The Leader reminded councillors that the Household Support Fund was still open for applications until 30 September 2022. Residents could submit one application per household and a maximum grant of up to £300 pounds per household was available. Priority would be given to those with high needs such as households with children and pensioners. More information and how to apply could be found on the Council's website.

The Leader also reminded councillors that the deadline for applications to the next round of crowdfunding under Crowdfund Guildford was 28 September 2022. Most recently, this source of funding had been used to fund repairs to the war memorial in Merrow which hopefully should be completed in time for Remembrance Sunday.

The Leader noted that the Council would be promoting its second Car Free Day on Sunday 25 September from 10am to 4.30pm

Finally, the Leader commented that the Guildford Design Award exhibition scheduled to take place at the Guildhall had to be cancelled following the death of H M Queen Elizabeth II. The travelling exhibition of awards was now moving around the borough's villages on various dates in September and October.

### **EX34 SHAPING GUILDFORD'S FUTURE (FORMERLY GERP) STAGE 3 FUNDING**

The Leader of the Council preferred to take the report as the first substantive item of business and referred the Executive to the Supplementary Information Sheet which confirmed that proposed decisions in the report to proceed to Stage 3, the transfer of £3.070 million from the provisional to the approved capital programme to enable the Council to deliver Stage 3 of the programme, together with the accompanying delegated authority were, appropriately and lawfully, decisions for the Executive, not full Council, to take.

Appendix 6 to the report (Stage 3 – Deliverables) which had been marked “to follow” in the report had been published the day before the meeting. A copy of Appendix 6 was attached to this Supplementary Information Sheet.

Before this matter was considered, a presentation was made to the Executive delivered by the Lead Councillor for Regeneration, Councillor John Rigg; the Joint Strategic Director of Place, Dawn Hudd; the Regeneration Lead Officer, Michael Lee-Dixon; along with private sector partners Andreas Markides and David Leonard Architects. A copy of the presentation had been circulated to all councillors earlier in the day.

The meeting heard from the Lead Councillor for Regeneration that the Shaping Guildford's Future (SGF) project was an holistic initiative designed to address the key challenges facing the town centre in terms of housing need, areas of flood risk, traffic congestion and opportunities for commercial growth. Over the past three years the Council had undertaken work to develop the masterplan including consultation with the community and stakeholders with the aim of reinvigorating the town by ‘opening up’ the riverside; improving alternative, sustainable and affordable transportation, as well as making the centre a more attractive place to live, work and visit. The masterplan included several separate workstreams that needed to be developed in a simultaneous and complementary way.

It was noted that, during recent years, major commercial partners had withdrawn from Guildford and in some circumstances had left buildings that were owned by the Council itself, such as Liongate. Guildford was described as not currently competitive enough to neither retain nor attract new business due to a combination of a lack of appropriate housing and commercial space. There was a lack of starter homes, bedsits, studios and 1 and 2-bedroom affordable homes. The masterplan could deliver up to 2,600 such homes within a 15-minute walk to the town centre with all its amenities and no need for car ownership in contrast to other greenbelt developments.

The masterplan strategy had identified four ‘zones’ in the town centre which might be delivered separately to one another as opportunities arose and with differing development timescales over a five to twenty-year period. It was noted that the masterplan could deliver the holistic benefit to the town that ad-hoc development could not. The Council itself owned much of the freehold land within the zoned areas but would work with partners to deliver its objectives. The Lead Councillor for Regeneration

stressed that the Council had a duty to protect the greenbelt areas of the borough by firstly maximising the potential of brownfield sites, especially in the town centre.

The Joint Strategic Director of Place, Dawn Hudd emphasised the positive attractions of Guildford as the county town with a unique character and a GDP contribution of £5.5 billion per year. The town was an attractive place to live and work, but the risk of stagnation had to be addressed. The Guildford economy had been flat lining for the past 5 years and it was important to take action to ensure this did not continue. It was important to address the health and wellbeing of residents, climate change impacts and the importance of biodiversity and the environment. Equally important was to build communities and not just houses. Those matters could only be addressed within a strategic plan that built in resilience, quality and sustainability. The masterplan was supported by extensive community and stakeholder consultation. Further development of the masterplan would be undertaken by the Council with the support of private sector partners. It was noted that collaboration was key to success and the Council would be working with other public sector bodies including the Environment Agency, National Rail, National Highways and Surrey County Council to move the masterplan forwards. Surrey County Council had appointed a designated officer to support the SGF Masterplan. The masterplan supported all the Council's corporate priorities.

Regeneration Lead Officer, Michael Lee-Dixon set out the scale of the consultation response which ran into many thousands through feed-back via various media. The responses were generally in favour of the Council's proposals and of 'opening up' the riverside, positive leadership with clear strategic ambition was also welcomed. The consultation feedback report was included in the appendices and available on the Shaping Guildford's Future website.

There had been extensive research into the potential strengths and weaknesses of the town centre undertaken in both Stage 1 and 2 by private sector partners JLL and the University of Surrey. A major commercial driver was affordable housing to buy or rent within a ten-minute walk of the train station. In addition, commercial units close to public transport links and amenities at a price that could attract a variety of suppliers was a key requirement. Co-working and flexible office was a rising demand following the pandemic and it was noted that a new town centre business district could accommodate a quarter of a million square feet of commercial office space. The pressure on retail following the pandemic was recognised and it was suggested that Guildford could nurture independent retailers and experience related offers. Again, it was noted that with regards to hospitality contracting following the pandemic, Guildford had a strong independent sector that should be encouraged. In terms of leisure, research indicated there was demand for a new four-star hotel and it was noted that budget operators had recovered well following the pandemic. Hotel demand would follow and not lead other development. Regarding traditional employment space there was strong demand and low vacancy rates in Guildford. The research outcomes report was included in the appendices and available on the Shaping Guildford's Future website.

David Leonard set out the vision for place. It was noted that several successful locations had utilised heritage and waterfront settings to key advantage such as Richmond, Cambridge and Amsterdam. A vision for Guildford could include new waterfront settings amongst new public squares and greened areas. The challenges facing Guildford included flooding, congestion, road traffic accidents, lack of town centre greenspace, lack of a civic square, limited cycle and pedestrian connectivity and lack of brownfield sites. Addressing those challenges would be strategic with supporting

policy to create the reality in which the vision of place could be realised. Guildford had a history of river flooding which affected around 160 homes and businesses. The meeting heard that the Council had entered into a collaboration with the Environment Agency to tackle the existing flood vulnerability and to create defences to protect any new development. An outline business case would be in place by the end of 2023. Flood protection had been set out on a zonal basis across the masterplan.

Andreas Markides set out the sustainable transport proposals for the masterplan. It was noted that a high quality of living attracted economic growth. Reducing the dominant congestion in the town centre was a key element of the masterplan. The transport strategy had three key objectives; to facilitate town centre growth, to reduce carbon emissions and to improve health. Guildford had the highest levels of road traffic accidents in the county and was the sixth most congested town centre nationwide. A wide range of data from destination surveys had been collected to inform the traffic modelling exercise. It was noted that 44% of those travelling to the town centre by car came from just 2.6 kilometres away. Should those travellers walk or cycle then a large amount of traffic would be removed. There were three options presented for consideration in terms of redesigning the gyratory. All three had the same objectives, to remove the one-way system, 'opening up' the river to the town centre, removal of certain lanes used by cars in favour of buses and cycle lanes. Finally, all three options would retain access to the key destinations in the town which were the centre itself, the bus station and the train station. To achieve those outcomes, strategic elements such as 'park and ride', park and walk', active travel, road charging mechanisms and traffic diversions. In conclusion, the masterplan proposals would need ongoing support from Surrey County Council and the public.

David Leonard developed the concept of the 'sustainable movement corridor' in terms of linking the town centre to the north, south, east and west of the town by bicycle and on foot which included the proposed new town squares and pedestrian bridges. Many of the routes would be focused on the 'Guildford Greenway' which was a greened route following the course of the river. The 'Greenway' would link the four new development zones, Millmead and Millbrook, Town Wharf, Bedford Wharf and Woodbridge Meadows. These zones would be protected from flooding. The proposals for each zone including new housing, squares and greening were described and set out in the accompanying slides. The social and community benefits, especially of a new town square for Guildford, were set out.

The presentation concluded with the next steps which were the Stage 3 deliverables. The funding required to achieve the strategic objectives would need grant funding. The role of the Council would be as an enabler working with private sector engagement to support the delivery of the masterplan over the coming 20-years. A more detailed area action plan would be developed by the Council's Planning team including retail and employment studies informed by emerging changes following the pandemic. The area action plan would focus growth in the areas where walking and cycling could be prioritised. The Stage 3 timeline would run from October 2022 to December 2023 to run in parallel with the development of the Environment Agency's business case.

The report before the Executive sought an endorsement of Stage 2 of the Shaping Guildford's Future (SGF) Masterplan Strategy and authorisation to proceed to Stage 3. Stage 3 required the transfer of provisional capital funding to approved; closer working relationships and agreements with partners and other agencies; collecting the evidence base for planning policy to reach a point at which external grant funding could be applied for.

There was a discussion regarding the detail of the public consultation undertaken to date in terms of the assumptions within the masterplan that development locations as set out would be acceptable to local people. The Leader of the Council commented that in due course there would be a Regulation 18 and 19 consultation process of the masterplan that would drill down to that level of detail. It was noted that future markets, national policies and other external factors could not be foreseen and could affect the plans as set out currently.

The Council was currently working to develop an Economic Development Strategy for Guildford in addition to the masterplan and it was confirmed that both pieces of work would inform one another and be completely aligned.

The meeting heard that any housing built as a part of the masterplan would be counted as a part of the delivery commitment in the Local Plan and was not additional to that number. There was concern expressed about water and electricity provision for any new development. It was considered that this challenge was likely be a matter for the developer of the site, rather than the Council.

Members of the Executive expressed support for the masterplan with recognition that it was a vision of what was possible rather than a picture of what would eventually happen given inevitable constraints that would arise. The importance of governance around the project was noted and it was suggested that during Stage 3 there should be a review of governance, an identification of key milestones at which progress could be measured and a calculation of the risk to the project. The Leader of the Council was content to add a recommendation to include this proposal. Consequently, the Executive

#### RESOLVED:

- (1) To endorse the Stage 2 Shaping Guildford's Future report and approve proceeding to Stage 3.
- (2) To approve the transfer of £3.070 million from the provisional to the approved capital programme to enable the Council to deliver Stage 3 of the programme.
- (3) To authorise the Joint Strategic Director of Place, in consultation with the Lead Councillor for Regeneration, to finalise Heads of Terms, Memorandums of Understanding, Terms of Reference, negotiate, sign and complete legal agreements relating to the Shaping Guildford's Future programme.
- (4) To authorise the Joint Strategic Director of Place, in Consultation with the Lead Councillor for Regeneration, to enter into contracts and legal agreements connected with the Shaping Guildford's Future project as may be necessary at reasonable costs within the approved budget.
- (5) To authorise the Joint Strategic Director of Place, in consultation with the Lead Councillor for Regeneration, to review all governance arrangements in relation to the Shaping Guildford's Future programme.

Reason(s):

- To support the delivery of the Council's Corporate Plan (2021-2025) priorities, by delivering a proactive strategy to address the economic and physical constraints facing the town.
- To ensure that governance arrangements around the Shaping Guildford's Future programme remain fit for purpose

**EX35 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 noted the report and that there had been no updates since the previous meeting.

**EX36 CORPORATE REGULATORY ENFORCEMENT POLICY**

The Executive considered a report detailing the review of the Corporate Enforcement Policy that was originally implemented in 2018. It was good practice for the Council to review and update the Policy periodically.

The main proposed change to the policy was reflected in Section 6 of the report which introduced a graduated enforcement approach to Public Space Protection Orders (PSPO).

The draft policy at Appendix 1 to the report had been out to public consultation during April 2022 for 3 weeks. The outcomes of the consultation were set out in Appendix 3 for the Executive's consideration. Having considered the report, the Executive

RESOLVED:

That the revised Regulatory Enforcement Policy, as set out in Appendix 1 to the report submitted to the Executive, be adopted.

Reason(s):

The policy provided a clear framework for the way the Council undertook its regulatory functions and was in line with The Legislative and Regulatory Reform Act 2006 which advocated that enforcement should be carried out in a transparent, accountable, proportionate and consistent manner that was targeted only where action was needed.

**EX37 EXPERIENCE GUILDFORD: BUSINESS IMPROVEMENT DISTRICT (BID) BALLOT**

A Business Improvement District (BID) was a defined area in which a levy was charged on all business rate payers in addition to the business rates bill. This levy was used to develop projects which would benefit businesses in the local area. The BID proposer in Guildford was Experience Guildford. Experience Guildford was required to develop a proposal and submit this to the Council, along with a business plan. The proposal set out the services to be provided and the size and scope of the BID. It also set out who was liable for the levy, the amount of levy to be collected and how it was calculated.

Experience Guildford was first successfully voted in by ballot in October 2012 and with strong support the BID was renewed at ballot again in 2017. The current term would come to an end on 31 January 2023, at which time all activities would cease if not renewed.

The next BID renewal ballot would take place in October 2022. Guildford Borough Council had 27 properties subject to business rates in the BID area and therefore had 27 votes in the ballot. The BID levy of 1%, would raise up to £600,000 per annum. The report before the Executive sought support to cast the Council's votes in favour of the BID renewal.

The Lead Councillor for Economy introduced the report and praised the Experience Guildford team for their work especially during and following the pandemic, and if successful, looked forward to working together again. The Executive agreed with the Lead Councillor's recommendations and consequently,

**RESOLVED:**

- (1) To endorse the Experience Guildford BID Business Plan 2023-28, as set out in Appendix 2 to the report submitted to the Executive.
- (2) To use the Council's 27 votes to vote in favour of the proposal to renew the experience Guildford Business Improvement District (BID) for Guildford town centre for 2023-2028.
- (3) To delegate the decision to vote in the BID ballot to the Leader of the Council.
- (4) To note the Council's business rates levy of £38,289 per annum for 2023-28, to be accommodated within the existing overall budget.

**Reason(s):**

To secure the long-term economic prosperity of the Town Centre and to continue the effective management partnership developed over the previous 10 years.

**EX38 BUDGET PRESSURES 2022-23 AND MEDIUM-TERM FINANCIAL PLAN**

The Executive considered a high-level summary report that set out the emerging financial position against the approved 2022/23 budget and highlighted pressures on the Medium-Term Financial Plan (MTFP). Several factors had affected the Council's budget since it was approved in February 2022, most of which had an adverse impact. The financial outturn in 2021/22 on the general fund and HRA was positive overall, however, there were some concerning cost pressures and income shortfalls that were likely to continue into future years. This, coupled with the significant inflationary pressure experienced since April, presented a very challenging position for the Council.

The Lead Councillor for Resources introduced the report which was described as a 'work in progress'. Officers were projecting a net overspend on the general fund revenue account of £3.1 million. A significant proportion related to inflationary and cost of living pressures, most of which was utilities costs. Reports that the National Insurance increases had been withdrawn by Government was welcomed, although detail about any specific support for councils was still awaited.

The report also noted that officers were investigating a potential discrepancy in the staff cost budget which appeared to have originated during the transition period of phase 2 of the Future Guildford programme. This could materially impact both the general fund and the HRA in 2022/23 and future years.

A more detailed financial monitoring report would be considered by the Corporate Governance and Standards Committee on 29 September and comments arising would help inform the mid-year review of the MTFP. A similar exercise was required in 2021/22 and was successful as the overall position at year end was £138,000 under budget.

Consequently, the Executive

RESOLVED:

- (1) To note the emerging position against the 2022/23 budget and the impact on the Council's finances in future years.
- (2) To approve the high-level action plan set out in the report and to identify any further measures that should be taken.
- (3) To instruct officers to undertake a comprehensive mid-year review of the 2022/23 budget and to present this, and a revised Medium Term Financial Plan, to Council at its meeting on 6 December 2022.

Reason(s):

To ensure councillors are aware of the emerging budget pressures.

### **EX39 REVIEW OF COUNCILLORS' ALLOWANCES - PROPOSED APPOINTMENT OF A JOINT INDEPENDENT REMUNERATION PANEL**

The Council was required to conduct the next review of councillors' allowances in 2023 following the local elections. Under The Local Authorities (Members' Allowances) (England) Regulations 2003 the Council must appoint an independent remuneration panel to make recommendations as to the type and level of allowances to be included in the next scheme of allowances for councillors. The Council had a duty to have regard to the panel's recommendations.

Waverley Borough Council was also committed to conduct a review of allowances for its councillors following next year's local elections.

The Executive considered a report setting out a proposal to establish a joint independent remuneration panel, and sought approval of its proposed terms of reference, a process for the recruitment of members to the Joint Independent Remuneration Panel (including the suggested re-appointment of three persons who had served previously on the independent remuneration panels for both Guildford and Waverley), level of honorarium to be paid to each panel member, and a proposed timetable for the appointment process and for the review itself next year.

It was noted that Waverley Borough Council had delegated authority to its Monitoring Officer to establish an Independent Remuneration Panel. Waverley's Monitoring Officer



would be invited to agree the process for the appointment of a Joint Independent Remuneration Panel as described in the report. The Executive

RESOLVED:

To recommend to Council (11 October 2022):

- (1) That the Council agrees to establish jointly with Waverley Borough Council a Joint Independent Remuneration Panel to conduct a review and make recommendations to each council on their respective scheme of allowances for councillors in 2023.
- (2) That the draft terms of reference of the Joint Independent Remuneration Panel, attached as Appendix 1 to the report submitted to the Executive, be approved.
- (3) That, subject to confirmation of their continued eligibility for appointment, Vivienne Cameron, Dennis Frost, and Gordon Manickam be appointed to the Joint Independent Remuneration Panel for a period of up to four years commencing with the 2023-24 municipal year.
- (4) That the Joint Executive Head of Legal and Democratic Services be authorised to advertise for candidates from the general public and a wide range of organisations, including the local business community and voluntary organisations, for the appointment of up to two other members of the Joint Independent Remuneration Panel to serve for a period of up to four years commencing with the 2023-24 municipal year, and together with the Leaders and Deputy Leaders of both councils to shortlist, interview, and recommend for selection up to two nominees for appointment to the Joint Independent Remuneration Panel.
- (5) That the nominees for appointment to the Joint Independent Remuneration Panel referred to in paragraph (4) above be subject to formal approval by the Council at its full council meeting in February 2023.
- (6) That the honorarium to be paid to each Panel member be set at £1,500, the cost of which shall be divided equally between the two councils.
- (7) That the proposed timetable for appointment of the Joint Independent Remuneration Panel and review of Guildford's allowances set out in paragraph 4.13 of the report, be approved.
- (8) That provision be made in the 2023-24 revenue budget of £6,200 for the review of councillors' allowances.
- (9) That the Joint Monitoring Officer be authorised to make all arrangements for the establishment and appointment of future independent remuneration panels, including approval of terms of reference, honoraria for panel members, and timetables for appointment and reviews of allowances.

Reason:

To comply with the requirements of The Local Authorities (Members' Allowances) (England) Regulations 2003.

**EX40 DRAFT TIMETABLE OF COUNCIL AND COMMITTEE MEETINGS FOR 2023-24**

The Executive considered the proposed timetable of meetings for the municipal year 2023-24. The dates had been shared with Waverley Borough Council to ensure there were no conflicts. Accordingly, the Executive

RESOLVED:

To recommend to Council (11 October 2022):

That the proposed timetable of Council and Committee meetings for the 2023-24 municipal year, as set out in Appendix 1 to the report submitted to the Executive, be adopted.

Reason:

To assist with the preparation of individual committee work programmes.

The meeting finished at 9.25 pm

Signed .....

Date .....

Chairman