



COUNCIL MEETING

TUESDAY, 19 MAY 2020

ORDER PAPER

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SELECTION COUNCIL MEETING

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WEBCASTING NOTICE

This meeting will be recorded for live and/or subsequent broadcast on the Council's website in accordance with the Council's capacity in performing a task in the public interest and in line with the Openness of Local Government Bodies Regulations 2014.

The whole of the meeting will be recorded, except where there are confidential or exempt items, and the footage will be on the website for six months.

If you have any queries regarding webcasting of meetings, please contact Committee Services.

On behalf of all councillors, I would like to welcome you to this evening's meeting, which we are holding remotely as permitted under new Regulations due to the ongoing Covid-19 pandemic and government guidance. The Council has therefore made arrangements, following the change in the law, to hold the meeting virtually via Microsoft Teams, which is being streamed live and recorded and will be available for repeated viewing afterwards for up to 180 days from the date of this meeting. The live stream is audio only.

If members of the public do not have an internet connection or access to a computer, they will be able to dial into the meeting and hear the proceedings but will not be able to participate, unless they have registered to speak. A message has been posted on the website in this regard. For public speakers, by participating virtually in the meeting you are consenting to being filmed and recorded, and the possible use of those images and sound recordings for webcasting and / or training purposes.

I should be grateful if participants in this meeting would ensure that:

- your cameras and microphones are turned off at all times unless you are speaking during the meeting
- your mobile phones and other hand-held devices are switched to silent during the duration of the meeting
- you minimise background distractions

This Order Paper sets out details of those members of the public who have given advance notice of their wish to ask a question or address the Council in respect of any matter on the agenda or any matter relating to the Council's functions, powers or duties. It also sets out details of any questions submitted by councillors on any matter relating to the Council's functions, powers or duties or any matter which affects the Borough, or any motions and amendments to be proposed by councillors in respect of the business on the agenda.

Unless a member of the public has given notice of their wish to ask a question or address the Council under Item 5 (Public Participation), they will not be permitted to speak. Those who have given notice may address the Council for a maximum of three minutes. Speakers may not engage in any further debate once they have finished their speech.

*Councillor Richard Billington
The Mayor of Guildford*

Time limits on speeches at full Council meetings:	
Public speaker:	3 minutes
Response to public speaker:	3 minutes
Questions from councillors:	3 minutes
Response to questions from councillors:	3 minutes
Proposer of a motion:	10 minutes
Seconder of a motion:	5 minutes
Other councillors speaking during the debate on a motion:	5 minutes
Proposer of a motion's right of reply at the end of the debate on the motion:	10 minutes
Proposer of an amendment:	5 minutes
Seconder of an amendment:	5 minutes
Other councillors speaking during the debate on an amendment:	5 minutes
Proposer of a motion's right of reply at the end of the debate on an amendment:	5 minutes
Proposer of an amendment's right of reply at the end of the debate on an amendment:	5 minutes

1 APOLOGIES FOR ABSENCE

To receive any apologies for absence.

2 DISCLOSURES OF INTEREST

To receive and note any disclosable pecuniary interests from councillors. In accordance with the local Code of Conduct, a councillor is required to disclose at the meeting any disclosable pecuniary interest (DPI) that they may have in respect of any matter for consideration on this agenda. Any councillor with a DPI must not participate in any discussion or vote regarding that matter and they must also withdraw from the meeting immediately before consideration of the matter.

If that DPI has not been registered, the councillor must notify the Monitoring Officer of the details of the DPI within 28 days of the date of the meeting.

Councillors are further invited to disclose any non-pecuniary interest which may be relevant to any matter on this agenda, in the interests of transparency, and to confirm that it will not affect their objectivity in relation to that matter.

3 MAYOR'S COMMUNICATIONS

To receive any communications or announcements from the Mayor.

4 LEADER'S COMMUNICATIONS

The Leader to update the Council on lead councillor portfolio responsibilities.

Councillors shall have the opportunity of asking questions of the Leader in respect of her communications.

5 PUBLIC PARTICIPATION

No questions or requests to make statements have been received from the public.

6 QUESTIONS FROM COUNCILLORS

- (a) **Councillor Angela Gunning** to ask the Leader of the Council, Councillor Caroline Reeves the following question:

“Can the Leader of the Council ensure that information on the Council's response to Covid-19 will be shared on a weekly basis with all Councillors? To date this information has been shared with Group Leaders only, and they have been

expected to forward this to members of their Groups. It is not clear that this is the best means to reach all Councillors”

The Leader of the Council’s response is as follows:

“Thank you for your question Councillor Gunning. We did discuss this same question at the Group Leaders’ meeting last week and the majority were in favour of group leaders forwarding to their group so that any comments could be circulated at the same time. I currently forward these updates by email to Councillor Jackson as he has no group leader. I’m sure that Steve Benbough can also forward them to Councillor Walsh as well as yourself if that is requested.”

Councillor Caroline Reeves
Leader of the Council

- (b) **Councillor James Walsh** to ask the Leader of the Council, and Lead Councillor for Housing and Development Control, Councillor Caroline Reeves, the following question:

“Can the Lead Councillor for Housing and Development Control describe what additional measures the Council will take to help Guildford's homeless to access accommodation when the Lock-down is finished? Guildford's hotels have been helpful in offering rooms to those in need, but obviously will not be able to continue indefinitely. What measures are being taken to provide long-term accommodation for the homeless?”

The Leader of the Council’s response is as follows:

“The Council and partners first met on Friday 13 March 2020 to share information and discuss arrangements for rough sleepers and people living in hostels. We have worked with our partners to identify all known rough sleepers and emergency COVID-19 accommodation has been provided for them. This work was started prior to the Government announcement that all rough sleepers should be accommodated.

The Council is taking action now as the amount and complexity of work involved in securing appropriate move-on accommodation for rough sleepers is very time consuming.

We have developed a housing pathway plan for each person currently in COVID-19 accommodation. Examples of accommodation include:

- *shared or self-contained private rented accommodation with move-in support (e.g. furniture, food and household items) and ongoing floating support*
- *supported shared housing or hostel accommodation*
- *the Number Five Hub*
- *Social housing*

Due to the limited availability of appropriate accommodation for people with higher support needs, we have had to work with the local hostels to identify people who are ready to move on and offer them accommodation. This frees up spaces in supported housing and creates flow through the system to enable us to house people with higher needs.

This is an ongoing piece of work that we are undertaking with housing partners and Surrey County Council who commission and fund Housing Related Support services.

We still have people presenting to our service as homeless due to non COVID-19 related matters and have to date managed to accommodate avoiding the use of

B&B or hotels. When the lockdown lifts we may face an increase in this area of work e.g. families who are under notice in the private rented sector.

Homeless prevention officers are working closely, including an out of hours provision, with Housing Environmental Health Officers to stop illegal evictions and ultimately homelessness happening in the first instance.”

Councillor Caroline Reeves

Leader of the Council and Lead Councillor for Housing and Development Control

- (c) **Councillor James Walsh** to ask the Leader of the Council, and Lead Councillor for Housing and Development Control, Councillor Caroline Reeves, the following question:

“Can the Lead Councillor for Housing and Development Control describe what advice and assistance the Council will provide to private renters who may find themselves in arrears and possibly with other financial difficulties when the no-eviction period elapses?”

The Leader of the Council’s response is as follows:

“We would encourage people in the private rented sector experiencing difficulties to get in touch with us at the earliest opportunity on 01483 444244. There is a lot of help available and our experience is that people are aware of the specific COVID-19 help available.

The sort of advice and assistance we would give:

- *Check benefit entitlements are maximised*
- *Affordability issues*
- *Whether a referral for specialist money advice to Citizens Advice would be appropriate to determine whether previous issues had been made worse due to COVID-19*
- *Negotiation with the Landlord to resolve issues*

Social Media communications have been utilised by Housing Standards to signpost the most relevant guidance published by the Ministry of Housing, Communities and Local Government regarding financial difficulties and paying rent during the pandemic”.

Councillor Caroline Reeves

Leader of the Council and Lead Councillor for Housing and Development Control

- (d) **Councillor Angela Gunning** to ask the Leader of the Council, and Lead Councillor for Housing and Development Control, Councillor Caroline Reeves the following question:

“Would the Lead Councillor for Housing and Development Control consider setting up guidance and standards for private landlords in Guildford for a compassionate handling of rent arrears – for example a proposal for guidelines on waiving arrears? Consultations with private landlords and their tenants on their current financial situation would be an essential contribution to the formulation of guidelines.”

The Leader of the Council’s response is as follows:

“I can confirm that such guidance is issued at a national level and we understand that further guidance is due to be issued by the Government.

We understand the from the Select Committee report on 11 May 2020 that the Minister for Rough Sleeping and Housing (Luke Hall MP) pointed to the proposed

pre-action protocol for the Property Redress Scheme as one of the primary methods of preventing evictions. He could not currently give clarity on whether this would be a change to civil procedure rules, or a change to primary legislation, advising that this is being looked at.

The main thrust of the pre-action protocol is the requirement for landlords and tenants to work together in a compassionate way to prevent evictions.

Even though lockdown has been extended to July at least, there is currently no extension to the moratorium on evictions which is still due to cease at the end of June. Landlords will have been issuing notices with the end of June in mind, so we will have to see whether they will be able to start court action during the extended lockdown.

We have also been advised that guidance will be issued to assist us post lockdown to deal with eviction from the private rented sector.

We have always handled the issue of rent arrears sensitively as a local authority and we feel that we should continue to tailor our approach on a case by case basis. Anyone that we have placed with landlords, as far as we are aware, are not facing any issues specifically as a result of COVID-19.

There may be people, including landlords, who may feel they cannot continue to rent or rent out properties as they are unable to meet their financial responsibilities. We always ask that those in difficulty contact us at the earliest opportunity as earlier intervention reduces complexity and increases the time we have to find a solution.

The government has increased the local housing allowance to fall in line with the market rent. However, this has not covered people who are subject to the shared housing rate. This change has helped some avoid potential rent arrears due to the shortfall between a household's income and rental outgoings.

The current guidance states that rent arrears and personal financial matters are to be resolved between private renters and their landlords. Reasonable payment plans should be arranged between those parties. It is envisioned that most renters will come to common sense and pragmatic resolutions. Whilst Housing Standards do not have the powers to investigate financial disputes, the team will investigate any illegal evictions that may arise from financial implications of the pandemic."

Councillor Caroline Reeves
Leader of the Council and Lead Councillor for Housing and Development Control

7 APPOINTMENT OF COMMITTEES: 2020-21 (Pages 5 – 30 of the Council agenda)

Update:

(a) Nominations for membership of committees

The Guildford Liberal Democrat group has nominated Councillor George Potter (not Councillor David Goodwin) in respect of that group's second seat on the Corporate Governance and Standards Committee (see page 23 of the Council Agenda).

(b) Councillor Champions 2020-21**Summary of activities 2019-20*****Armed Forces Champion (Cllr Tom Hunt)***

“Since being appointed as GBC’s Armed Forces Champion, I have chaired Guildford’s Community Covenant Panel, involving officers and members of GBC, and leadership of the Army Training Centre (Pirbright). I have also represented the Council at various events at ATC(P), including a passing-off parade, also attended by the Mayor and other members of the Community Covenant Panel.

I have represented GBC at a number of meetings of the Recognise and Remember Task Force, including hosting the March meeting at Millmead. A key focus of this task force in the last twelve months has been the commemoration of VE-75, which was clearly overtaken by the C-19 pandemic, unfortunately resulting in a number of events planned across the borough being cancelled.

Other meetings attended include an AFC Covenant Leads and Task Force Commander briefing, which led to me being invited to attend and participate in the inspection of the Guildford cadet force unit in February.

In March, I attended the Surrey Civilian Military Conference, held at ATC(P).

Finally, I continue to deal with various queries from residents and councillors relating to armed forces matters”.

Historic Environment and Design Champion (Cllr Caroline Reeves)

“I have been very involved in the work done by officers to promote good design in the borough, working with Natalie Oates and Marianna Beadsworth on our Residential Extensions and Alterations SPD and with the late, and sadly missed, Meave Faulkner on the Guildford Town Centre Views SPD. Our Strategic Development Framework (SDF) document contains important design and placemaking principles. I have taken part in many Design Review panels for key sites in the town, such as the Plaza site where we were able to influence the developer to make a completely new start on the project and several in Walnut Tree Close.

I represented Guildford Borough Council at the Guildford Society Design Awards. We should have had our own design awards this year but that will be postponed to next year. We had a trip around the borough last September to look at ‘the good, the bad and the ugly’ in our built-out applications.

I attended training with Meave Faulkner organised by Design South East, an invitation only round table discussion on the impact of Local Plans organised by MHCLG. Plus, all the pre-planning committee meeting training organised by Helen Goodwin, and I have supported the council buying into the Design South East Surrey Design Programme which will provide bespoke training for councillors and planning officers. If we are to move forward to support and promote good design across the borough, we must ensure everyone on our Planning Committee and our officers have the chance of the highest quality training.”

Older Persons' Champion (Cllr Maddy Redpath)

"In June 2019 I met with the Community Wellbeing team who provide a wide range of essential services including community meals, transport and social centres.

I decided to focus my efforts on the voluntary sector and individual groups, while still supporting the Community Wellbeing team whenever needed. My main target was to address the issues of loneliness in the borough.

I have listed below my highlights of the year. Unfortunately, many of the events below have been postponed or cancelled due to the Coronavirus outbreak but we are looking forward to a full diary when and as soon as possible.

- *Pilgrim Wood Project is a play organised by the Yvonne Arnaud Youth Theatre to bring together the young performers with the older generation. After attending a successful performance last summer, the youth theatre invited me back to help organise a bigger event for this year, where the community transport will be used to bring interested seniors from all over the borough to see the performance at Pilgrim Wood Care Home.*
- *I was invited to a Networking event hosted by Battersea Dogs & Cats Home at the Guildhall. Battersea have decided to set up their first Battersea Community in Guildford. The goal is to find animals new homes, while engaging with the wider community. One idea, which has proven to be very successfully in London, is to take dogs into care homes so the residents can enjoy canine company for a couple of hours. Once the Battersea Community is fully up and running, we will roll out this activity across Guildford.*
- *National U3A day is an event meant to be held this June. I met with U3A who had organised a week's worth of events in which they wanted GBC to be involved. I introduced them to the Community Wellbeing team, organised for them to borrow some council equipment and we were going to promote the events through the GBC social media sites.*
- *Silver Sunday is a national event hosted in October to celebrate senior citizens. This year, I am hoping to host this event in Guildford (depending on coronavirus), bringing senior residents out of their homes, meeting new people and enjoying the very best of what Guildford has to offer, from stage performances, cinema, local tours and live music.*
- *I am a trustee at Guildford Sunset Homes in Merrow, providing a representative from the council on the board. We meet every 2 months and, where possible, I suggest ways the council can help.*
- *Several residents have contacted me directly in my position as Older Persons' Champion. Some were cases which were irrelevant to their age. However, the majority were residents struggling to take their bins to the end of their drive, dealing with a noisy neighbour or concerned about uneven pavements. When the lockdown started, I contacted each of these residents to ensure they have everything they needed and made them aware of the different groups which have been set up for at-risk individuals.*
- *I have contacted a number of care homes and retirement homes in recent months to ensure they had enough PPE and if there was anything else they needed. From those who replied, none needed any extra help but were pleased I had taken the time to get in touch.*

Many of the groups mentioned above had never heard of the "Older Persons' Champion" or the services provided by the Community Wellbeing team. On reflection, there is much more I hope to achieve this year;

- *To continue to promote the excellent services provided by the council.*

- *To promote the Older Persons' Champion to ensure that all residents are aware that they can contact me directly.*
- *To contact more voluntary and small social groups and act as their connection to the council.*
- *I plan to produce a "job description" for the position as this would have really helped when I took on the role. I will update this annually and, if I get deselected from the position, provide it to the next Champion along with a handover of all current activities.*
- *Recently it has become apparent how vital online communication are, especially for the older generation. I intend to work closely with care homes, voluntary groups and the Community Wellbeing team to ensure that all residents, wherever possible, have the know-how and access to communicate using social media and video calls".*

Nominations

At the political group leaders' meeting on 13 May 2020, the nominations for Councillor Champions for 2020-21 (and deputies) were confirmed as follows:

Champion	Nominees
Armed Forces	Cllr Tom Hunt Cllr Dennis Booth (Deputy)
Historic Environment and Design	Cllr Caroline Reeves Cllr Bob McShee (Deputy)
Older Persons'	Cllr Maddy Redpath Cllr Ted Mayne (Deputy)

There are, therefore, no contested appointments in respect of Councillor Champions.

(c) The Motion:

The Leader of the Council, Councillor Caroline Reeves to propose, and the Deputy Leader of the Council, Councillor Joss Bigmore to second, the following motion:

- (1) That, in accordance with the provisions of Regulation 4(2) of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, the Council notes that Councillors Richard Billington and Marsha Moseley shall continue in their respective roles as Mayor and Deputy Mayor of Guildford for the municipal year 2020-21.
- (2) That, for the municipal year 2020-21, the Council agrees to appoint the committees referred to in the table set out in paragraph 4.1 of the report submitted to the Council, and agrees their respective size referred to therein and the proposed terms of reference, as indicated in Appendix 1 to the report.
- (3) That, until such time as the Council determines otherwise,
 - (a) the Licensing Committee shall be politically balanced;
 - (b) the following Sub-Committees need not be politically balanced:
 - Licensing Sub-Committee
 - Licensing Regulatory Sub-Committee

(NB. In paragraph (3) (b) above, the relaxation of the requirement for political balance applying to the sub-committees may only be implemented if there are no votes cast against the motion to adopt this paragraph of the recommendation)

- (4) That the numerical allocation of seats on committees to each political group on the Council, as shown in paragraph 5.2 of the report, be approved for the municipal year 2020-21.
- (5) That the nominations for membership and substitute membership (where applicable) of the committees, Executive Advisory Boards, and the Guildford Joint Committee, for the municipal year 2020-21, as shown in Appendix 2 to the report submitted to the Council, be approved in accordance with the wishes of the political groups, subject to the addition of Councillor David Goodwin to the list of members of the Corporate Governance and Standards Committee.
- (6) That the councillors indicated in the table below be elected as chairman and vice-chairman, as appropriate, of the committees/sub-committees/EABs referred to therein:

Committee	Chairman	Vice-Chairman
Employment	Cllr Caroline Reeves	Cllr John Rigg
Community EAB	Cllr Angela Goodwin	Cllr Ramsey Nagaty
Licensing	Cllr David Goodwin	Cllr Dennis Booth
Licensing Sub-Ctte/ Licensing Regulatory Sub-Ctte (up to 6)	Cllr Tim Anderson Cllr Dennis Booth Cllr David Goodwin Cllr Marsha Moseley Cllr Will Salmon Cllr Catherine Young	
Overview & Scrutiny	Cllr Paul Spooner	Cllr James Walsh

- (7) That the Council appoints Councillor Champions for 2020-21 as follows:

Armed Forces:	Cllr Tom Hunt Cllr Dennis Booth (Deputy)
Historic Environment and Design:	Cllr Caroline Reeves Cllr Bob McShee (Deputy)
Older Persons':	Cllr Maddy Redpath Cllr Ted Mayne (Deputy)

Reasons:

- To comply with Council Procedure Rules 23 and 29 of the Constitution in respect of the appointment of committees and election of chairmen and vice-chairmen
- To enable the Council to comply with its obligations under the Local Government and Housing Act 1989 in respect of the political proportionality on its committees.

Voting:

If there is no dissent, the Council may take a vote on this motion by affirmation. The Mayor will invite Councillors to indicate this by unmuting their microphones and saying "Agreed".

Alternatively, if a formal vote is required, the Mayor intends to conduct the vote by using the Chat facility in Microsoft Teams. He will ask councillors to write in the Chat box, whether they are "FOR" the motion, "AGAINST" the motion, or "ABSTAIN" as appropriate. The Democratic Services and Elections Manager will make a note of the voting which will be read out to the meeting.

The Mayor would then announce the outcome of the vote.

(d) Contested Elections of Committee Chairmen 2020-21Corporate Governance and Standards Committee

The Residents for Guildford and Villages Group has indicated that it wishes to withdraw Councillor Deborah Seabrook's nomination as Chairman of the Committee but wishes to nominate Councillor Seabrook for election as Vice-Chairman of the Committee.

Councillor Nigel Manning's nomination for election as Chairman of the Committee still stands and he has withdrawn his nomination for election as Vice-Chairman of the Committee.

The Guildford Liberal Democrat Group has nominated Councillor George Potter for election as chairman of the Corporate Governance & Standards Committee. This election is now contested.

Guildford Joint Committee

The Residents for Guildford and Villages Group has nominated Councillor John Rigg for election as chairman of the Guildford Joint Committee. This election is now contested, Councillor Pauline Searle having already been nominated.

Place Making & Innovation EAB

The Guildford Liberal Democrat group has nominated Councillor Steven Lee for election as chairman of the Place-Making and Innovation EAB. This election is now contested, Councillor Angela Gunning having already been nominated.

The contested elections for committee chairmen are shown in the table below.

Committee	Nominee(s) for Chairman	Nominee(s) for Vice-Chairman
Corporate Governance & Standards	Cllr Nigel Manning Cllr George Potter	Cllr Deborah Seabrook
Guildford Joint Committee	Cllr John Rigg Cllr Pauline Searle	
Place Making & Innovation EAB	Cllr Angela Gunning Cllr Steven Lee	Cllr Gordon Jackson
Planning Committee	Cllr Marsha Moseley Cllr Fiona White	None

Voting:

The Mayor intends to conduct the vote on the contested elections by using the Chat facility in Microsoft Teams. For each election, the Mayor will ask councillors to write in the Chat box, the surname of the nominee for whom they wish to vote, or to write "Abstain" if appropriate. The Democratic Services and Elections Manager will make a note of the voting which will be read out to the meeting.

Election of Vice-Chairmen

After the election of chairman of the Planning Committee, it will be necessary to elect a vice-chairman for that Committee for 2020-21. The Vice-Chairman of the Guildford Joint Committee will be a Surrey County Councillor in 2020-21.

Comments:

None

8. COMMON SEAL

To order the Common Seal.

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