

## 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 both at the Council offices and 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.

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 at the council offices during normal working hours and 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 at the Borough Council offices and 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 on request and 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.

James Whiteman

Managing Director

Guildford Borough Council  
Millmead House  
Millmead  
Guildford  
GU2 4BB

Dated: 25 February 2020 (Draft)

**SCHEDULE 1**  
**EXECUTIVE SHAREHOLDER**  
**AND TRUSTEE COMMITTEE:**  
**24 March 2020**

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
	Allen House Pavillion	To seek authority to proceed with new lease of charitable land at Allen House.	No	Report to Executive Shareholder and Trustee Committee (24/03/2020)	Simon Goldsworthy 01483 444593 <a href="mailto:simon.goldsworthy@guildford.gov.uk">simon.goldsworthy@guildford.gov.uk</a>

**EXECUTIVE: 24 March 2020**

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
*	Property Investment Strategy	To approve a new property investment strategy which will provide a robust and viable framework for the organisation and retention of commercial properties located within the borough.	No	Report to Executive (24/03/2020)	Melissa Bromham 01483 444587 <a href="mailto:melissa.bromham@guildford.gov.uk">melissa.bromham@guildford.gov.uk</a>

*	Chantry Wood Campsite	To report the outcome consultation and agree on future use.	No	Report to Executive (24/03/2020) incorporating comments/ recommendations of Community EAB (13/02/2020)	Paul Stacey 01483 444720 <a href="mailto:paul.stacey@guildford.gov.uk">paul.stacey@guildford.gov.uk</a>
*	New Housing Strategy	To develop a new Housing Strategy.	No	Report to Executive (24/03/2020)	Peter O'Connell 01483 444800 <a href="mailto:peter.oconnell@guildford.gov.uk">peter.oconnell@guildford.gov.uk</a>
*	Town Centre Masterplan	To seek approval to proceed with the preparation of a DPD Masterplan.	No	Report to Executive (24/03/2020)	Andrew Tyldesley 01483 444617 <a href="mailto:andrew.tyldesley@guildford.gov.uk">andrew.tyldesley@guildford.gov.uk</a>

	Development Management DPD	To adopt the Development Management DPD	No	Report to Council (7/04/2020) incorporating comments/ recommendations of Executive (24/03/2020) and Place-Making EAB (17/02/2020)	Stuart Harrison 01483 444512 <a href="mailto:stuart.harrison@guildford.gov.uk">stuart.harrison@guildford.gov.uk</a>
	Transfer from provisional to approved capital programme for the surfacing of Burchatts Farm Barn car park	To agree the transfer from provisional to approved capital programme for the surfacing of Burchatts Farm Barn car park.	Yes Appendix 3	Report to Executive (24/03/2020)	Sally Astles 01483 444728 <a href="mailto:sally.astles@guildford.gov.uk">sally.astles@guildford.gov.uk</a>
	Revocation of the Taxi Rank, Guildford Park Road	To consider and approve the revocation of the Taxi Rank, Guildford Park Road	No	Report to Executive (24/03/2020)	Mike Smith 01483 444387 <a href="mailto:mike.smith@guildford.gov.uk">mike.smith@guildford.gov.uk</a>

**COUNCIL 7 April 2020**

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
Development Management DPD	To adopt the Development Management DPD	No	Report to Council (7/04/2020) Incorporating comments/recommendations of Executive (24/03/2020) and Place-Making EAB (17/02/2020)	Stuart Harrison 01483 444512 <a href="mailto:stuart.harrison@guildford.gov.uk">stuart.harrison@guildford.gov.uk</a>
Review of various corporate governance related matters	To consider proposals from the task group in respect of reviews of various corporate governance related matters including: (a) The Councillors' Code of Conduct (and policy on acceptance/registration of gifts and hospitality) (b) Compliance with the 15 best practice recommendations contained in the report of the CSPL, Local Government Ethical Standards (c) Guidance on social media use by Councillors (d) Internal communications	No	Report to Council (07/04/2020) and Corporate Governance and Standards Committee (26/03/2020)	John Armstrong 01483 444102 <a href="mailto:john.armstrong@guildford.gov.uk">john.armstrong@guildford.gov.uk</a> and Robert Parkin 01483 444135 <a href="mailto:robert.parkin@guildford.gov.uk">robert.parkin@guildford.gov.uk</a>

**EXECUTIVE: 21 April 2020**

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
	Tenancy Conditions and Flexible Tenancies	To review the tenancy conditions and flexible tenancies.	No	Report to Executive (21/04/2020)	Siobhan Rumble 01483 444296 <a href="mailto:siobhan.rumble@guildford.gov.uk">siobhan.rumble@guildford.gov.uk</a>
*	Annual Governance Statement 2019-20	To adopt the Council's Annual Governance Statement for 2019-20	No	Report to Executive (21/04/2020) and Corporate Governance and Standards Committee (26/03/2020)	John Armstrong 01483 444102 <a href="mailto:john.armstrong@guildford.gov.uk">john.armstrong@guildford.gov.uk</a>

**COUNCIL 13 May 2020 (Annual Council Meeting)**

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 2020-21	To elect a Mayor and appoint a Deputy Mayor for the municipal year 2020-21.	No	Report to Council (13/05/2020)	John Armstrong 01483 444102 <a href="mailto:john.armstrong@guildford.gov.uk">john.armstrong@guildford.gov.uk</a>
Appointment of Honorary Remembrancer 2020-21	To appoint the Honorary Remembrancer for the municipal year 2020-21	No	Report to Council (13/05/2020)	John Armstrong 01483 444102 <a href="mailto:john.armstrong@guildford.gov.uk">john.armstrong@guildford.gov.uk</a>

**COUNCIL: 19 May 2020 (Selection Council Meeting)**

<b>Subject</b>	<b>Decision to be taken</b>	<b>Is the matter to be dealt with in private?</b>	<b>Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.</b>	<b>Contact Officer</b>
Appointments to committees 2020-21	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 (19/05/2020)	John Armstrong 01483 444102 <a href="mailto:john.armstrong@guildford.gov.uk">john.armstrong@guildford.gov.uk</a>
Review of Executive Advisory Boards	To review the effectiveness of the operation of Executive Advisory Boards in the light of a strengthened Forward Plan process and better work programming.		Report to Council (19/05/2020) Incorporating comments/recommendations of EABs	John Armstrong 01483 444102 <a href="mailto:john.armstrong@guildford.gov.uk">john.armstrong@guildford.gov.uk</a>



**EXECUTIVE: 26 May 2020**

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
	Councillor Working Groups	To review the current councillor working groups, and to determine whether they should continue in their present format; and if so to confirm the political composition of each of them.	No	Report to Executive (26/05/2020)	John Armstrong 01483 444102 <a href="mailto:john.armstrong@guildford.gov.uk">john.armstrong@guildford.gov.uk</a>
	Surrey Leaders' Group	To consider and approve nominations to the Surrey Leaders' Group for appointments of district council representatives on outside bodies.	No	Report to Executive (26/05/2020)	John Armstrong <hr/> 01483 444102 <a href="mailto:john.armstrong@guildford.gov.uk">john.armstrong@guildford.gov.uk</a>
*	Bedford Wharf Plaza Landscaping Scheme	To approve the landscaping scheme following public consultation.	No	Report to Executive (26/05/2020) and Place Making EAB (06/04/2020)	Paul Bassi 01483 444515 <a href="mailto:paul.bassi@guildford.gov.uk">paul.bassi@guildford.gov.uk</a>
	Charging for Regulatory Services	To consider proposal to charge for pre-application advice	No	Report to Executive (26/05/2020)	Justine Fuller 01483 444370 <a href="mailto:justine.fuller@guildford.gov.uk">justine.fuller@guildford.gov.uk</a>
	Pest Control Services	To consider proposal to introduce charging for pest control treatments (rats and mice)	No	Report to Executive (26/05/2020)	Justine Fuller 01483 444370 <a href="mailto:justine.fuller@guildford.gov.uk">justine.fuller@guildford.gov.uk</a>

**EXECUTIVE: 23 June 2020**

<b>Key Decision (asterisk indicates that the decision is a key decision)</b>	<b>Subject</b>	<b>Decision to be taken</b>	<b>Is the matter to be dealt with in private?</b>	<b>Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.</b>	<b>Contact Officer</b>
*	Capital and Investment Outturn Report 2019-20	(1) To note the Capital and Investment Outturn Report for 2019-20.  (2) To approve the actual prudential indicators for 2019-20.	No	Report to Executive (23/06/2020) and Council (28/07/2020)	Victoria Worsfold 01483 444834 <a href="mailto:victoria.worsfold@guildford.gov.uk">victoria.worsfold@guildford.gov.uk</a>
*	Revenue Outturn Report 2019-20	(1) To note the final position on the General Fund and the Collection Fund revenue accounts for the 2019-20 financial year.  (2) To determine how any available balances are to be used.	No	Report to Executive (23/06/2020)	Victoria Worsfold 01483 444834 <a href="mailto:victoria.worsfold@guildford.gov.uk">victoria.worsfold@guildford.gov.uk</a>

*	Housing Revenue Account: draft final Accounts 2019-20	To consider the draft accounts for 2019-20 and agree any transfers to earmarked reserves before the statutory Statement of Accounts is signed by the Chief Financial Officer.	No	Report to Executive (23/06/2020)	Victoria Worsfold 01483 444834 <a href="mailto:victoria.worsfold@guildford.gov.uk">victoria.worsfold@guildford.gov.uk</a>
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**EXECUTIVE SHAREHOLDER AND TRUSTEE COMMITTEE 23 June 2020**

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
*	Foxenden Deep Shelter	To consider the potential alternative future uses of the Shelter, possibly including a heritage element.	No	Executive Shareholder and Trustee Committee (23/06/2020)	Alex Duggan 01483 444584 <a href="mailto:alex.duggan@guildford.gov.uk">alex.duggan@guildford.gov.uk</a>
	Sutherland Memorial Park	To renew the lease to Guildford City Youth Project	No	Executive Shareholder and Trustee Committee (23/06/2020)	Alex Duggan 01483 444584 <a href="mailto:alex.duggan@guildford.gov.uk">alex.duggan@guildford.gov.uk</a>

**EXECUTIVE: 21 July 2020**

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
*	Budget assumptions for Business Planning 2021-22 to 2024-25	To agree the inflation factors to be used in the preparation of the 2021-22 outline budget.	No	Report to Executive (21/07/2020)	Claire Morris 01483 444827 <a href="mailto:claire.morris@guildford.gov.uk">claire.morris@guildford.gov.uk</a>
*	Crematorium Project	To approve the supplementary capital estimates	No	Report to Executive (21/07/2020) and Council (28/07/2020)	Paul Stacey 01483 444720 <a href="mailto:paul.stacey@guildford.gov.uk">paul.stacey@guildford.gov.uk</a>

**COUNCIL: 28 July 2020**

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 Overview and Scrutiny Annual Report	To note the annual report on overview and scrutiny function, including review of “call-in” and “urgency” provisions and future work programme.	No	Report to Council (28/07/2020) Incorporating comments/recommendations of Overview and Scrutiny Committee (7/07/2020)	James Dearling 01483 444141 <a href="mailto:james.dearling@guildford.gov.uk">james.dearling@guildford.gov.uk</a>
Capital and Investment Outturn Report 2019-20	(1) To note the Capital and Investment Outturn Report 2019-20  (2) To approve the actual prudential indicators reported for 2019-20	No	Report to Council (28/07/2020) Incorporating comments/recommendations of Corporate Governance and Standards Committee (18/06/2020) and Executive (23/06/2020)	Victoria Worsfold 01483 444834 <a href="mailto:victoria.worsfold@guildford.gov.uk">victoria.worsfold@guildford.gov.uk</a>
Crematorium Project	To approve supplementary capital estimates.	No	Report to Council (28/07/2020) Incorporating comments/recommendations of Executive (21/07/2020)	Paul Stacey 01483 444720 <a href="mailto:paul.stacey@guildford.gov.uk">paul.stacey@guildford.gov.uk</a>

<p>Reviews of various corporate governance related matters</p>	<p>To consider proposals from the task group in respect of reviews of various corporate governance related matters including:</p> <ul style="list-style-type: none"> <li>(a) The Councillors' Code of Conduct (and policy on acceptance/registration of gifts and hospitality)</li> <li>(b) Compliance with the 15 best practice recommendations contained in the report of the CSPL, Local Government Ethical Standards</li> <li>(c) Guidance on social media use by Councillors</li> <li>(d) Internal communications</li> </ul>	<p>No</p>	<p>Report to Council (28/07/2020)          Incorporating comments/recommendations of Corporate Governance and Standards Committee (18/06/2020)</p>	<p>Robert Parkin          01483 444135  <a href="mailto:robert.parkin@guildford.gov.uk">robert.parkin@guildford.gov.uk</a></p> <p>John Armstrong          01483 444102  <a href="mailto:john.armstrong@guildford.gov.uk">john.armstrong@guildford.gov.uk</a></p>
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**EXECUTIVE: 25 August 2020**

<b>Key Decision (asterisk indicates that the decision is a key decision)</b>	<b>Subject</b>	<b>Decision to be taken</b>	<b>Is the matter to be dealt with in private?</b>	<b>Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.</b>	<b>Contact Officer</b>

**EXECUTIVE: 22 September 2020**

<b>Key Decision (asterisk indicates that the decision is a key decision)</b>	<b>Subject</b>	<b>Decision to be taken</b>	<b>Is the matter to be dealt with in private?</b>	<b>Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.</b>	<b>Contact Officer</b>
	Timetable of Council and Committee Meetings 2021-22	To consider and adopt the timetable of Council and Committee meetings for the 2021-22 municipal year.	No	Report to Executive (22/09/2020) and Council (6/10/2020)	John Armstrong 01483 444102 <a href="mailto:john.armstrong@guildford.gov.uk">john.armstrong@guildford.gov.uk</a>
	Policy on Debt Recovery	To develop a policy on how the Council manages debt recovery	No	Report to Executive (22/09/2020) Incorporating comments/ recommendations of Community EAB (2/04/2020)	Siobhan Rumble 01483 444296 <a href="mailto:siobhan.rumble@guildford.gov.uk">siobhan.rumble@guildford.gov.uk</a> Belinda Hayden 01483 444867 <a href="mailto:belinda.hayden@guildford.gov.uk">belinda.hayden@guildford.gov.uk</a> Maureen Wilson 01483 444837 <a href="mailto:maureen.wilson@guildford.gov.uk">maureen.wilson@guildford.gov.uk</a>



*	Strategic Development Framework SPD	To adopt the Strategic Development Framework SPD	No	Report to Executive (22/09/2020)	Simon Lee 01483 444670 <a href="mailto:simon.lee@guildford.gov.uk">simon.lee@guildford.gov.uk</a>
*	Sustainable Design and Construction SPD	To adopt the Sustainable Design and Construction SPD	No	Report to Executive (22/09/2020)	Dan Knowles 01483 444605 <a href="mailto:dan.knowles@guildford.gov.uk">dan.knowles@guildford.gov.uk</a>
*	Parking SPD	To adopt the Parking SPD	No	Report to Executive (22/09/2020)	Edward Cheng 01483 444083 <a href="mailto:edward.cheng@guildford.gov.uk">edward.cheng@guildford.gov.uk</a>

**COUNCIL: 6 October 2020**

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 2021-22	To consider and adopt the timetable of Council and Committee meetings for the 2021-22 municipal year.	No	Report to Council (6/10/2020) Incorporating comments/recommendations of Executive (22/09/2020)	John Armstrong 01483 444102 <a href="mailto:john.armstrong@guildford.gov.uk">john.armstrong@guildford.gov.uk</a>
Lovelace Neighbourhood Plan	To adopt the Lovelace Neighbourhood Plan	No	Report to Council (6/10/2020)	Dan Knowles 01483 444605 <a href="mailto:dan.knowles@guildford.gov.uk">dan.knowles@guildford.gov.uk</a>
Review of corporate governance matters	To consider proposal from the task group in respect of reviews of various corporate governance matters including: (a) The Councillors' Code of Conduct (and policy on acceptance/registration of gifts and hospitality) (b) Compliance with the 15 best practice recommendations contained in the report of the CSPL, Local Government Ethical Standards (c) Guidance on social media use by Councillors (d) Internal communications	No	Report to Council (06/10/2020) Incorporating comments/recommendations of Corporate Governance and Standards Committee (30/07/2020) and (24/09/2020)	John Armstrong 01483 444102 <a href="mailto:john.armstrong@guildford.gov.uk">john.armstrong@guildford.gov.uk</a> and Robert Parkin 01483 444135 <a href="mailto:robert.parkin@guildford.gov.uk">robert.parkin@guildford.gov.uk</a>

**EXECUTIVE: 27 October 2020**

<b>Key Decision (asterisk indicates that the decision is a key decision)</b>	<b>Subject</b>	<b>Decision to be taken</b>	<b>Is the matter to be dealt with in private?</b>	<b>Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.</b>	<b>Contact Officer</b>
	Annual Audit Letter 2019-20	To approve the Annual Audit Letter for 2019-20..	No	Report to Executive (27/10/2020) Incorporating comments/recommen- dations from Corporate Governance and Standards Committee (24/09/2020)	Claire Morris 01483 444827 <a href="mailto:claire.morris@guildford.gov.uk">claire.morris@guildford.gov.uk</a>

**EXECUTIVE: 24 November 2020**

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
	Selection of the Mayor and The Deputy Mayor 2021-22	To submit nominations for the selection of the Mayor and The Deputy Mayor 2021-22 to Council for consideration.	No	Report to Executive (24/11/2020) and Council (08/12/2020)	John Armstrong 01483 444102 <a href="mailto:john.armstrong@guildford.gov.uk">john.armstrong@guildford.gov.uk</a>
	Summary of transactions at less than best consideration.	Reporting on all less than best consideration transactions entered into annually.	No	Report to Executive (24/11/2020)	Mark Appleton 01483 444364 <a href="mailto:mark.appleton@guildford.gov.uk">mark.appleton@guildford.gov.uk</a>
*	Future Operating Models for frontline services	To approve Future Operating Models for frontline services.	No	Report to Executive (24/11/2020) Incorporating comments/recommendations of Place Making EAB (6/07/2020)	Chris Wheeler 01483 445030 <a href="mailto:chris.wheeler@guildford.gov.uk">chris.wheeler@guildford.gov.uk</a>

**COUNCIL: 8 December 2020**

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
Selection of the Mayor and The Deputy Mayor 2021-22	To submit nominations for the selection of the Mayor and The Deputy Mayor 2021-22 to Council for consideration.	No	Report to Council (8/12/2020) Incorporating comments/recommendations of the Executive (24/11/2020)	John Armstrong 01483 444102 <a href="mailto:john.armstrong@guildford.gov.uk">john.armstrong@guildford.gov.uk</a>
Review of corporate governance matters	To consider proposal from the task group in respect of reviews of various corporate governance matters including: (a) The Councillors' Code of Conduct (and policy on acceptance/registration of gifts and hospitality) (b) Compliance with the 15 best practice recommendations contained in the report of the CSPL, Local Government Ethical Standards (c) Guidance on social media use by Councillors (d) Internal communications	No	Report to Council (08/12/2020) Incorporating comments/recommendations of Corporate Governance and Standards Committee (19/11/2020)	John Armstrong 01483 444102 <a href="mailto:john.armstrong@guildford.gov.uk">john.armstrong@guildford.gov.uk</a> and Robert Parkin 01483 444135 <a href="mailto:robert.parkin@guildford.gov.uk">robert.parkin@guildford.gov.uk</a>

**EXECUTIVE: 5 January 2021**

<b>Key Decision (asterisk indicates that the decision is a key decision)</b>	<b>Subject</b>	<b>Decision to be taken</b>	<b>Is the matter to be dealt with in private?</b>	<b>Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.</b>	<b>Contact Officer</b>
	Pitch Strategy	To adopt a Pitch Strategy	No	Report to Executive (5/01/2021) Incorporating comments/ recommendations of Community EAB (04/07/2019)	Paul Stacey 01483 444720 <a href="mailto:paul.stacey@guildford.gov.uk">paul.stacey@guildford.gov.uk</a>

**EXECUTIVE: 26 January 2021**

<b>Key Decision (asterisk indicates that the decision is a key decision)</b>	<b>Subject</b>	<b>Decision to be taken</b>	<b>Is the matter to be dealt with in private?</b>	<b>Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.</b>	<b>Contact Officer</b>
	Capital and Investment Strategy (2021-22 to 2045-25)	To comment on various recommendations to the Executive and Council	No	Report to Executive (26/01/2021) Incorporating comments/recommendations of the Corporate Governance and Standards Committee (14/01/2021)  Council (10/02/2021)	Victoria Worsfold 01483 444834 <a href="mailto:victoria.worsfold@guildford.gov.uk">victoria.worsfold@guildford.gov.uk</a>

**COUNCIL: 10 February 2021**

<b>Subject</b>	<b>Decision to be taken</b>	<b>Is the matter to be dealt with in private?</b>	<b>Documents to be submitted to decision-maker for consideration in relation to the matter in respect of which the decision is to be made.</b>	<b>Contact Officer</b>
Capital and Investment Strategy (2021-22 to 2045-25)	To comment on various recommendations to the Executive and Council	No	Report to Council (10/02/2021) Incorporating comments/recommendations of the Corporate Governance and Standards Committee (14/01/2021) and Executive (26/01/2021)	Victoria Worsfold 01483 444834 <a href="mailto:victoria.worsfold@guildford.gov.uk">victoria.worsfold@guildford.gov.uk</a>



**EXECUTIVE: 23 March 2021**

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
*	Regeneration of Guildford town centre	To consider an aspirational council document to guide development in the town centre	No	Report to Executive (23/03/2021) Incorporating comments/ recommendations of Place-Making and Innovation EAB (12/10/2020)	Tracey Coleman 01483 444827 <a href="mailto:tracey.coleman@guildford.gov.uk">tracey.coleman@guildford.gov.uk</a>

**UNSCHEDULED ITEMS – EXECUTIVE/COUNCIL**

Key Decision (asterisk indicates that the decision is likely to be 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
*	Transfer of Gosden Common to Bramley Parish Council	To consider and approve the transfer of Gosden Common to Bramley Parish Council	No	Executive	Fiona Williams 01483 444999 <a href="mailto:fiona.williams@guildford.gov.uk">fiona.williams@guildford.gov.uk</a>
u	Puttenham Neighbourhood Plan	To adopt the Puttenham Neighbourhood Plan	No	Council	Dan Nunn 01483 444671 <a href="mailto:daniel.nunn@guildford.gov.uk">daniel.nunn@guildford.gov.uk</a>
u	Send Neighbourhood Plan	To adopt the Send Neighbourhood Plan	No	Council	Gavin Stonham 01483

Key Decision (asterisk indicates that the decision is likely to be 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
*u	Guildford Park Project – Multi-Storey Car Park	To approve the transfer of monies from the provisional capital programme to the approved capital programme for the purpose of funding the multi-storey car park element of the Project.	No	Executive	Rachel Harper 01483 444311 <a href="mailto:rachel.harper@guildford.gov.uk">rachel.harper@guildford.gov.uk</a>
*u	Surrey Waste Partnership – Inter Authority Agreement	To confirm the formation of a Joint Committee to replace the Surrey Waste Partnership, to seek sign up to a relevant IAA and to agree what decisions around waste and what services we want delivered via a joint approach.	No	Executive	Chris Wheeler 01483 445030 <a href="mailto:chris.wheeler@guildford.gov.uk">chris.wheeler@guildford.gov.uk</a>
*u	Resurfacing of Westfield and Moorfield Roads	To agree the budget to be transferred from the provisional to the approved budget.	No	Executive	Michael Lee-Dickson 01483 445123 <a href="mailto:michael.lee-dickson@guildford.gov.uk">michael.lee-dickson@guildford.gov.uk</a>
*u	Parks Strategy	To adopt a Parks Strategy	No	Report to Executive Incorporating comments/recommendations of Community EAB (5/09/2019)	Paul Stacey 01483 444720 <a href="mailto:paul.stacey@guildford.gov.uk">paul.stacey@guildford.gov.uk</a>
*u	Industrial Estates	To consider strategies for the future development of individual industrial estates	No	Report to Executive	Melissa Bromham 01483 444587 <a href="mailto:melissa.bromham@guildford.gov.uk">melissa.bromham@guildford.gov.uk</a>
*u	Future Residential Housing developments (HRA)	To consider proposals on a site by site basis	No	Report to Executive	Peter O'Connell 01483 444800 <a href="mailto:peter.oconnell@guildford.gov.uk">peter.oconnell@guildford.gov.uk</a>

*u	Bridges – Inspection and Remedial Work	(1) To approve appointment of consultants to: (a) carry out inspections (b) cost immediate and long term works (c) advise on future inspection frequency	No	Report to Executive	Tim Pilsbury 01483 444521 <a href="mailto:tim.pilsbury@guildford.gov.uk">tim.pilsbury@guildford.gov.uk</a>
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Key Decision (asterisk indicates that the decision is likely to be 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
		(2) To approve works that arise from inspections (3) Move money from provisional to approved capital programme			
*u	Regeneration of Guildford town centre	To consider whether to progress to a town centre DPD	No	Report to Executive Incorporating comments/ recommendations of Place-Making and Innovation EAB	Tracey Coleman 01483 444827 <a href="mailto:tracey.coleman@guildford.gov.uk">tracey.coleman@guildford.gov.uk</a>
*u	Community Infrastructure Levy Charging Schedule	To adopt the Community Infrastructure Levy Charging Schedule	No	Report to Executive Incorporating comments/ recommendations of Guildford Joint Committee	Stuart Harrison 01483 444512 <a href="mailto:stuart.harrison@guildford.gov.uk">stuart.harrison@guildford.gov.uk</a>
*u	Planning Contributions SPD	To adopt the Planning Contributions SPD	No	Report to Executive	Stuart Harrison 01483 444512 <a href="mailto:stuart.harrison@guildford.gov.uk">stuart.harrison@guildford.gov.uk</a>
*u	Green and Blue Infrastructure SPD	To adopt the Green and Blue Infrastructure SPD	No	Report to Executive	Dan Knowles 01483 444605 <a href="mailto:dan.knowles@guildford.gov.uk">dan.knowles@guildford.gov.uk</a>
*u	Green Belt SPD	To adopt the Green Belt SPD	No	Report to Executive	Laura Howard 01483 444626 <a href="mailto:laura.howard@guildford.gov.uk">laura.howard@guildford.gov.uk</a>
*u	Review of Refuse and Recycling Service	<ul style="list-style-type: none"> <li>To report back on Phase 2 of the review</li> <li>To agree future waste collection methodology</li> </ul>	No	Report to Executive incorporating comments/ recommendations from Community EAB	Chris Wheeler 01483 445030 <a href="mailto:chris.wheeler@guildford.gov.uk">chris.wheeler@guildford.gov.uk</a>

Key Decision (asterisk indicates that the decision is likely to be 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
u	Review of Councillor/Officer Protocol	To consider the recommendations of the Task Group established by the Corporate Governance and Standards Committee	No	Report to Council Incorporating comments/ recommendations of Corporate Governance and Standards Committee	John Armstrong 01483 444102 <a href="mailto:john.armstrong@guildford.gov.uk">john.armstrong@guildford.gov.uk</a>
*u	Budget assumptions for Business Planning 2021-22 to 2024-25	To agree the inflation factors to be used in the preparation of the 2021-22 outline budget.	No	Report to Executive	Claire Morris 01483 444827 <a href="mailto:claire.morris@guildford.gov.uk">claire.morris@guildford.gov.uk</a>
*	Ash Road Bridge Funding	To agree the funding for Ash Road Bridge	No	Report to Executive	Mike Miles 01483 444077 <a href="mailto:michael.miles@guildford.gov.uk">michael.miles@guildford.gov.uk</a>
*	Ash Road Bridge CPO	To agree the CPO for Ash Road Bridge	No	Report to Executive	Mike Miles 01483 444077 <a href="mailto:michael.miles@guildford.gov.uk">michael.miles@guildford.gov.uk</a>

**UNSCHEDULED ITEMS – EXECUTIVE SHAREHOLDER AND TRUSTEE COMMITTEE**

Key Decision (asterisk indicates that the decision is likely to be 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
?	Allen House Pavilion	To renew the lease to the Matrix Trust	No	Executive Shareholder & Trustee Committee	Alex Duggan 01483 444584 <a href="mailto:alex.duggan@guildford.gov.uk">alex.duggan@guildford.gov.uk</a>

**UNSCHEDULED ITEMS – GUILDFORD JOINT COMMITTEE**

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
Traveller sites	(1) Identification of transit sites (2) Future management of existing traveller sites	No	Report to Guildford Joint Committee	Peter O'Connell 01483 444800 <a href="mailto:peter.oconnell@guildford.gov.uk">peter.oconnell@guildford.gov.uk</a>
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	Report to Guildford Joint Committee	Stuart Harrison 01483 444512 <a href="mailto:stuart.harrison@guildford.gov.uk">stuart.harrison@guildford.gov.uk</a>

## 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>Leader of the Council and Lead Councillor for Environment &amp; Sustainability across the borough, Transformation, Sustainable Transport, Economic Development, and Governance</b></p> <p>Councillor Caroline Reeves 31 Artillery Road Guildford Surrey GU1 4NW  (Friary and St. Nicolas Ward)</p>	<ul style="list-style-type: none"> <li>• Environment &amp; Sustainability across the borough</li> <li>• Transformation</li> <li>• Sustainable Transport</li> <li>• Economic Development</li> <li>• Governance</li> </ul>
<p><b>Deputy Leader of the Council and Lead Councillor for Personal Health, Safety and Wellbeing</b></p> <p>Councillor Fiona White 28 Ash Close Ash Surrey GU12 6AR  (Westborough Ward)</p>	<ul style="list-style-type: none"> <li>• Personal Health</li> <li>• Safety and Wellbeing</li> </ul>
<p><b>Lead Councillor for Finance and Assets, Customer Services</b></p> <p>Councillor Joss Bigmore c/o Guildford Borough Council Millmead House Millmead Guildford GU2 4BB  (Christchurch Ward)</p>	<ul style="list-style-type: none"> <li>• Finance and Assets</li> <li>• Customer Services</li> </ul>

Councillor	Areas of Responsibility
<p><b>Lead Councillor for Housing, Access and Disability</b></p> <p>Councillor Angela Goodwin            27 Guildford Park Road            Guildford            Surrey            GU2 7NA</p> <p>(Friary and St. Nicolas Ward)</p>	<ul style="list-style-type: none"> <li>• Housing</li> <li>• Access and Disability</li> </ul>
<p><b>Lead Councillor for Waste, Licensing, and Parking</b></p> <p>Councillor David Goodwin</p> <p>27 Guildford Park Road            Guildford            Surrey            GU2 7NA</p> <p>(Onslow Ward)</p>	<ul style="list-style-type: none"> <li>• Waste</li> <li>• Licensing</li> <li>• Parking</li> </ul>
<p><b>Lead Councillor for Planning, Regeneration and housing delivery</b></p> <p>Councillor Jan Harwood            c/o Guildford Borough Council            Millmead House            Millmead            Surrey            GU2 4BB</p> <p>(Merrow Ward)</p>	<ul style="list-style-type: none"> <li>• Planning</li> <li>• Regeneration</li> <li>• Housing delivery</li> </ul>
<p><b>Lead Councillor for Community Health, Support and Wellbeing</b></p> <p>Councillor Julia McShane</p> <p>75 Applegarth Avenue            Park Barn            Guildford            Surrey            GU2 8LX</p> <p>(Westborough Ward)</p>	<ul style="list-style-type: none"> <li>• Community Health</li> <li>• Support</li> <li>• Wellbeing</li> </ul>
<p><b>Lead Councillor for Arts, Parks and Countryside</b></p> <p>Councillor Pauline Searle</p> <p>2 Rydes Hill Crescent            Guildford            Surrey            GU2 9UH</p> <p>(Stoughton Ward)</p>	<ul style="list-style-type: none"> <li>• Arts</li> <li>• Parks and Countryside</li> </ul>



Councillor	Areas of Responsibility
<p><b>Lead Councillor for Tourism, Leisure, and Sport</b></p> <p>Councillor James Steel</p> <p>c/o Guildford Borough Council  Millmead House  Millmead  Surrey  GU2 4BB</p> <p>(Westborough Ward)</p>	<ul style="list-style-type: none"> <li>• <b>Tourism</b></li> <li>• <b>Leisure</b></li> <li>• <b>Sport</b></li> </ul>
<p><b>Lead Councillor for Major Projects</b></p> <p>Councillor John Rigg</p> <p>c/o Guildford Borough Council  Millmead House  Millmead  Surrey  GU2 4BB</p> <p>(Holy Trinity Ward)</p>	<ul style="list-style-type: none"> <li>• <b>Major Projects</b></li> </ul>