



## **WORK PROGRAMME, INCORPORATING FORWARD PLAN OF KEY EXECUTIVE DECISIONS**

As required by the Local Government Act 2000, the Forward Plan is prepared to cover a period of four months beginning with the first day of any month. It will be updated on a monthly basis and subsequent plans will cover a period beginning with the first day of the second month covered in the preceding plan.

The Plan will contain information about known “key decisions” to be taken by the Executive (or Officers or Members) during the period covered by the Plan. Key decisions are defined in the Local Government Act 2000 as:-

- (a) decisions which are likely to result in significant expenditure or savings having regard to the budget for the service or function to which the decision relates; or
- (b) decisions which are likely to have a significant impact on two or more wards within the Borough.

The Council has agreed that any decisions which are likely to result in expenditure or savings of at least £100,000 should be regarded as significant - and hence key decisions.

To ensure clarity and completeness, all other known decisions to be taken by the Council, Executive and Committees have been included in the Forward Plan for information purposes. It should be noted that these are not key executive decisions, as defined by the Local Government Act 1972. The key decisions have been highlighted in bold.

As far as the information is available, the Forward Plan will include the following:-

- (a) the subject of the decision to be made;
- (b) details of the body or individual to take the decision;
- (c) the date on which, or the period within which, the decision will be taken;
- (d) the identity of organisations, groups or individuals to be consulted about the decision;
- (e) the arrangements for any such consultation;
- (f) details of how to make representations on the proposed decision; and
- (g) a list of documents to be submitted to the decision-maker.

The Forward Plan will be published at least 14 days before the start of the period covered.

The Forward Plan is available for inspection at the Borough Council Offices at Millmead House, Millmead, Guildford and at Guildford, Ash and Horsley Libraries. Copies can also be obtained from the Guildford Borough Council website.

Confirmation as to the timing of any report referred to in the Forward Plan should be sought from Joanne Green, Chief Administrator, on 01483 444100 or e-mail [greenj@guildford.gov.uk](mailto:greenj@guildford.gov.uk) prior to attending any particular meeting.

## MEMBERSHIP OF THE BOROUGH COUNCIL'S EXECUTIVE

Councillor Andrew Hodges (Chairman)  
Councillor Andrew French (Vice-Chairman)

Councillor John Ades  
Councillor Vas Kapsalis  
Councillor Nigel Manning  
Councillor Terence Patrick  
Councillor Mrs Jennifer Powell  
Councillor Tony Rooth  
Councillor Jenny Wicks

### AREAS OF RESPONSIBILITY FOR THE LEADER OF THE COUNCIL & LEAD MEMBERS

Member	Area of Responsibility
<b>Leader of the Council</b> Councillor Andrew Hodges 126 London Road Guildford GU1 1TT (Christchurch Ward)	Strategic Vision Overseeing Council Performance and Achievement of Political Priorities Budget Strategy Local Strategic Partnership
<b>Deputy Leader of the Council &amp; Lead Member for Housing</b> Councillor Andrew French 13 The Crossroads Effingham Leatherhead KT24 5PD (Clandon and Horsley Ward)	Housing Strategy, including Affordable Housing Council Housing Generally Services to Council Tenants Homelessness and Housing Advice Sheltered Accommodation Assessment of and Strategies to Address Housing Needs Rehousing, including Allocations, Transfers and Waiting Lists Liaison with Voluntary and Private Sector Bodies Repairs and Maintenance Monitoring and Enforcing Housing Standards, including Houses in Multiple Occupation Housing Fitness, Disrepair and Renovation Grants Aids and Adaptations for the Disabled
<b>Lead Member for Community Safety</b> Councillor John G Ades 87 Oxenden Road Tongham Farnham GU10 1AR (Ash South and Tongham Ward)	Crime Reduction (including Implementation of Closed Circuit TV) Emergency Planning Safer Guildford Partnership Liaison with Police
<b>Lead Member for Communications</b> Councillor Vas Kapsalis 5 Mitchells Close Shalford Guildford GU4 8HY (Shalford Ward)	Public Relations Services for Children and Young People E-Government Champion Consultation with the Public
<b>Lead Member for Procurement, Projects &amp; Performance</b> Councillor Nigel Manning 40 Wentworth Crescent Ash Vale GU12 5LE (Ash Vale Ward)	Procurement Major Organisational Projects Major IT Projects Monitoring, Initiation and Coordination of Best Value and Overall Strategic Objectives, as set out in the Council's Performance Policy

Member	Area of Responsibility
<p><b>Lead Member for Healthy Living</b>  Councillor Terence Patrick  11 Woodstock  West Clandon  Guildford GU4 7UJ  (Send Ward)</p>	<p>Health Improvement Plan  Licensing of Premises and Persons  Health Promotion and Education  Spectrum and Other Sports Centres  Environmental Protection and Statutory Nuisance  Public Health Protection, including Sanitation and Infectious Disease  Food Safety Enforcement and Education  Consumer Advice and Protection  Health and Safety at Work Enforcement  Dog Warden and Pest Control Services and Clinical Waste Collection  Street Cleansing and Public Conveniences  Grounds Maintenance  Cemeteries and Crematorium</p>
<p><b>Lead Member for People &amp; Partnership</b>  Councillor Mrs Jennifer E Powell  Penylan  Ripley Lane  West Horsley  Leatherhead KT24 6JJ  (Clandon and Horsley Ward)</p>	<p>Community Plan and Community Development  Community Care Service (excluding Sheltered Housing)  Social Exclusion  Community Buildings  Anti-Poverty Strategy  Locality Planning  Parish and Local Liaison  Links with Local Organisations, Public and Voluntary Bodies  Grants to Local Organisations and Voluntary Bodies  Liaison with Business  Parks and Countryside  Arts  Cultural Strategy  Tourism</p>
<p><b>Lead Member for Resources &amp; Personnel</b>  Councillor Tony Rooth  Sugarbaker Hill Farm  Attleford Lane  Shackleford  Guildford GU8 6BL  (Pilgrims Ward)</p>	<p>Finance and Financial Strategy  Investment and Borrowing Strategy  Insurance and Banking Policy and Strategy  Land and Property Management and Policy  (particularly in relation to Sales and Acquisitions)  Modernisation of Local Government, New Political Structures &amp; Constitution  Personnel and Industrial Relations Policies  Consultation with Employee Representatives  Equalities</p>
<p><b>Lead Member for Environment</b>  Councillor Jenny Wicks  Steeple Ashton  Lime Grove  West Clandon  Guildford GU4 7UT  (Clandon and Horsley Ward)</p>	<p>Urban Regeneration (Town Centre)  Land Use Plans and Policy  Borough Plan/Planning Policy  Employment and Economic Development  Waste Strategy  Waste Recycling  Collection of Domestic and Other Waste  Council-Owned Unadopted Sewers and Land Drainage  Car/Lorry Parking  Collection and Disposal of Abandoned Vehicles  Highways and Transportation, including Concessionary Fare Schemes  Traffic Management  Road Safety  Town Centre and Rural Management  Local Agenda 21  Energy</p>

**Notes:**

1. **Representations in respect of any of the decisions included in the Forward Plan should be submitted to the relevant contact officer.**
2. **Information on speaking at meetings of the Council's Executive or other Committees or Panels can be obtained from Joanne Green on 01483 444100 or e-mail [greenj@guildford.gov.uk](mailto:greenj@guildford.gov.uk)**

## WORK PROGRAMME, INCORPORATING FORWARD PLAN OF KEY EXECUTIVE DECISIONS

MONTH: JUNE 2003							
	Subject	Key Issue/Decisions	Decision-Maker	Date/Period of Decision	Consultation Arrangements/Programme	Documents to be Submitted to Decision-Maker	Contact Officer
1.	<b>Supplementary Planning Guidance</b>	<b>Consideration of Supplementary Planning Guidance on Residential Extensions and Borough-wide Residential Design Guidance</b>	Executive	05.06.03	<b>Policy Panel (Environment &amp; Transport): 19.05.03</b>	<b>Report to and Recommendations of Policy Panel</b>	<b>Matthew Evans 01483 444661 evansm@guildford.gov.uk</b>
2.	Guildford Railway Station Development	Update on proposals and timetable	Executive	05.06.03	Policy Panel (Environment & Transport): 19.05.03	Report to and Recommendations of Policy Panel	John Davey 01483 444660 daveyj@guildford.gov.uk
3.	Regional Waste Management Strategy	Consultation	Executive	05.06.03	Policy Panel (Environment and Transport): 19.05.03	Report to and Recommendations of Policy Panel	David Searle 01483 445010 searled@guildford.gov.uk
4.	Future Development of Air Travel in the UK	Consultation	Executive	05.06.03	Policy Panel (Environment and Transport): 19.05.03	Report to and Recommendations of Policy Panel	Matthew Evans 01483 444661 evansm@guildford.gov.uk
5.	<b>Housing Capital Programme</b>	<b>Consideration of affordable housing programme</b>	Executive	05.06.03	<b>Policy Panel (Housing &amp; Community): 22.05.03</b>	<b>Report to and recommendations of Policy Panel</b>	<b>Jeff Holderness 01483 444238 holdernessj@guildford.gov.uk</b>
6.	Service Charges for Cleaning	Supplementary estimate and increased service charges to meet increased costs of cleaning	Executive	05.06.03	Policy Panel (Housing & Community): 22.05.03	Report to and Recommendations of Policy Panel	Julie Walker 01483 444270 walkerj@guildford.gov.uk
7.	Rent Arrears	Report on quarterly rent arrears	Executive	05.06.03	Policy Panel (Housing & Community): 22.05.03	Report to and Recommendations of Policy Panel	Julie Walker 01483 444270 walkerj@guildford.gov.uk
8.	<b>Guildford Spectrum</b>	<b>Asset Management Survey Update</b>	Executive	05.06.03	<b>Policy Panel (Leisure): 27.05.03</b>	<b>Report to and Recommendations of Policy Panel</b>	<b>Peter Gunn 01483 443300 pgunn@guildfordspectrum.co.uk</b>
9.	Electric Theatre: Ban on Smoking	Review of six month trial smoking ban at the Electric Theatre	Executive	05.06.03	Policy Panel (Leisure): 27.05.03	Report to and Recommendations of Policy Panel	Jim Miles 01483 444700 milesj@guildford.gov.uk
10.	Guildford Crematorium	Improvement schemes at the Crematorium	Executive	05.06.03	Policy Panel (Leisure): 27.05.03	Report to and Recommendations of Policy Panel	Keith Hendry 01483 443900 hendryk@guildford.gov.uk
11.	Ash Manor Summer Holiday Playschemes	Update on schemes proposed for Summer 2003	Executive	05.06.03	Policy Panel (Leisure): 27.05.03	Report to and Recommendations of Policy Panel	Chris Bunting 01483 444719 buntingc@guildford.gov.uk
12.	<b>Service and Financial Planning</b>	<b>Update</b>	Executive	05.06.03		<b>Report to Executive</b>	<b>Mike Paddock 01483 444800 paddockm@guildford.gov.uk</b>
13.	<b>Guildford Civic</b>	(a) Current position regarding the proposed redevelopment  (b) Physical structure of current building; programming policies and operational revenue deficits	Executive	05.06.03		<b>Report to Executive</b>	<b>Jim Miles 01483 444701 milesj@guildford.gov.uk</b>

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14.	<b>Friary Street West, Guildford</b>	<b>Report on negotiations with lessee</b>	<b>Executive</b>	<b>05.06.03</b>	<b>Corporate Asset Group</b>	<b>Report to Executive</b>	<b>Helen Sutherland 01483 444040 sutherlandh@guildford.gov.uk</b>
15.	<b>Former Vagrants' Ward, St Luke's Hospital, Warren Road, Guildford</b>	<b>Proposed acquisition of property and possible use of this or other sites in area for community uses</b>	<b>Executive</b>	<b>05.06.03</b>	<b>Corporate Asset Group</b>	<b>Report to Executive</b>	<b>Richard Lingard 01483 444042 lingardr@guildford.gov.uk</b>
16.	Comprehensive Performance Assessment	Current position and future action	Executive	05.06.03		Report to Executive	Helen Sutherland 01483 444040 sutherlandh@guildford.gov.uk
17.	Additional Police Support	Funding of additional police support in the Borough	Executive	05.06.03		Report to Executive	David Williams 01483 444001 williamsd@guildford.gov.uk
18.	Decision-Making Structure	Review of decision-making structure	Executive	05.06.03		Report to Executive	David Williams 01483 444001 williamsd@guildford.gov.uk
19.	Improvements to Local Staff Benefits	Consideration of issues raised by Local Joint Panel	Executive	05.06.03	Local Joint Panel Staff Side	Report to Executive	Mike Keogh 01483 444010 keoghm@guildford.gov.uk
20.	Holiday Playschemes and After-School Provision	Report on Implications (including staffing and financial) of proposed holiday playscheme and after-school initiatives	Executive	05.06.03		Report to Executive	Jim Miles 01483 444701 milesj@guildford.gov.uk
21.	Stoughton Recreation Ground	Grant of lease of pavilion	Executive	05.06.03		Report to and Recommendations of Policy Panel	Mike Beckwith 01483 444703 beckwithm@guildford.gov.uk
22.	Papercourt Sailing Club	Award of grant	Executive	05.06.03		Report to and Recommendations of Policy Panel	Roger Jones 01483 444702 jonesr@guildford.gov.uk
23.	Allotments Management	Merger of Allotments Management Committees	Executive	05.06.03		Report to and Recommendations of Policy Panel	Elaine Davison 01483 444070 davisone@guildford.gov.uk
24.	Report on Activities of Outside Organisations	Review of system of reporting on the activities of outside organisations to which the Council appoints representatives	Executive	05.06.03		Report to Executive	Joanne Green 01483 444100 greenj@guildford.gov.uk
25.	Overview and Scrutiny Work Programme	Approval of annual work programme	Overview & Scrutiny Committee	12.06.03		Report to Committee	Steve Benbough 01483 444052 benboughs@guildford.gov.uk
26.	Report of Leader of the Council	Annual report of Leader on "the state of the area", the Executive's priorities for the coming year and its performance in the previous year	Overview & Scrutiny Committee	12.06.03		Report to Committee	Andrew Hodges 01483 444041 sutherlandh@guildford.gov.uk
27.	Bringing Improvements to Disadvantaged and Vulnerable Young People	Report on progress with the implementation of the Study Group's recommendation	Overview & Scrutiny Committee	12.06.03		Report to Committee	Steve Benbough 01483 444052 benboughs@guildford.gov.uk

<b>MONTH: JUNE 2003</b>							
	<b>Subject</b>	<b>Key Issue/Decisions</b>	<b>Decision-Maker</b>	<b>Date/Period of Decision</b>	<b>Consultation Arrangements/Programme</b>	<b>Documents to be Submitted to Decision-Maker</b>	<b>Contact Officer</b>
28.	Local Code of Corporate Governance	Report on compliance with Code	Overview & Scrutiny Committee	12.06.03		Report to Committee	Martyn Brake 01483 444850 brakem@guildford.gov.uk
29.	Summary of Internal Audit Reports	Main findings and outcomes of Internal Audit reviews since last meeting	Overview & Scrutiny Committee	12.06.03		Report to Committee	Martyn Brake 01483 444850 brakem@guildford.gov.uk
30.	Codes of Corporate Governance and Risk Management	Approval of codes	Council	19.06.03	Executive: 10.04.03	Report to and Recommendations of Executive	Martyn Brake 01483 444850 brakem@guildford.gov.uk
31.	Ethical Governance	Review of information produced in connection with the Local Government Act 2000 and ethical standards	Council	19.06.03	Standards Committee: 10.06.03	Report to and Recommendations of Committee	Joanne Green 01483 444100 greenj@guildford.gov.uk
32.	Investigation of Allegations of Misconduct by the Standards Committee	Report on Government Regulations	Council	19.06.03	Standards Committee: 10.06.03	Report to and Recommendations of Committee	Joanne Green 01483 444100 greenj@guildford.gov.uk
33.	Appointment of Honorary Aldermen	Consideration of nominations	Council	19.06.03	Executive: 05.06.03	Report to and Recommendations of Executive	John Armstrong 01483 444102 armstrongj@guildford.gov.uk
34.	Appointments to Outside Bodies	Appointment of representatives to outside organisations	Council	19.06.03	Executive: 05.06.03	Report to and Recommendations of Executive	Joanne Green 01483 444100 greenj@guildford.gov.uk
35.	Building Control Fees	Reduction in income of fees	Planning Committee	24.06.03		Report to Committee	Carol Humphrey 01483 444620 humphreyc@guildford.gov.uk
36.	<b>Guildford Civic</b>	<b>Progress report on redevelopment of Guildford Civic</b>	<b>Executive</b>	<b>26.06.03</b>		<b>Report to Executive</b>	<b>Helen Sutherland</b> <b>01483 444040</b> <b>sutherlandh@guildford.gov.uk</b>
37.	<b>Development of Land Adjoining Friary Shopping Centre, Guildford</b>	<b>Approval of draft development brief for public consultation</b>	<b>Executive</b>	<b>26.06.03</b>	<b>Members' Steering Group</b>	<b>Report to and Recommendations of Policy Panel</b>	<b>Carol Humphrey</b> <b>01483 444620</b> <b>humphreyc@guildford.gov.uk</b>
38.	<b>Former Discovery Centre and Haydon Place Youth Centre, Guildford</b>	<b>Negotiations with Surrey County Council and financial position</b>	<b>Executive</b>	<b>26.06.03</b>		<b>Report to and Recommendations of Policy Panel</b>	<b>Elaine Davison</b> <b>01483 444070</b> <b>davisone@guildford.gov.uk</b>
39.	<b>Review of Council Expenditure</b>	<b>Review of all Council expenditure</b>	<b>Executive</b>	<b>26.06.03</b>		<b>Report to and recommendations of Executive</b>	<b>Mike Paddock</b> <b>01483 444801</b> <b>paddockm@guildford.gov.uk</b>
40.	IDeA Review	Consideration of recommendations arising from IDeA review of the Council	Executive	26.06.03		Report to and recommendations of Executive	Helen Sutherland 01483 444040 sutherlandh@guildford.gov.uk
41.	Treasury Management	Annual report	Executive	26.06.03		Report to Executive	Gloria Nixon 01483 444840 nixong@guildford.gov.uk
42.	Lighting Schemes	Report on lighting schemes and associated safety issues (including review of study by University of Surrey)	Executive	26.06.03			John Davey 01483 444661 daveyj@guildford.gov.uk

<b>MONTH: JUNE 2003</b>							
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43.	Best Value Performance Monitoring and Management	Results of Council's statutory and local performance indicators for 2002/03	Executive	26.06.03	Overview & Scrutiny Committee: 12.06.03	Report to and Recommendations of Committee	Anne Wood 01483 444027 wooda@guildford.gov.uk
44.	Internal Audit Performance	Annual report for 2002/03	Executive	26.06.03	Overview & Scrutiny Committee: 12.06.03	Report to and Recommendations of Committee	Martyn Brake 01483 444850 brakem@guildford.gov.uk
45.	Mary Road Car Park, Guildford	Possible future development - broad options for site	Executive	26.06.03	Corporate Asset Group	Report to Executive	John Davey 01483 444661 daveyj@guildford.gov.uk
46.	Guildford "Active" Leisure Card Scheme	Charging policy in respect of non-residents of the Borough	Executive	26.06.03		Report to Executive	Peter Gunn 01483 443300 pgunn@guildfordspectrum.co.uk
47.	Possible Links to Community in Uganda	Outcome of consultation on possible links to a community in Uganda	Executive	26.06.03		Report to Executive	Peter Gunn 01483 443300 pgunn@guildfordspectrum.co.uk

<b>MONTH: JULY 2003</b>							
	<b>Subject</b>	<b>Key Issue/Decisions</b>	<b>Decision-Maker</b>	<b>Date/Period of Decision</b>	<b>Consultation Arrangements/Programme</b>	<b>Documents to be Submitted to Decision-Maker</b>	<b>Contact Officer</b>
48.	Health and Safety Service Plan	Review of performance against plan	Licensing Committee	09.07.03		Report to Committee	Cliff Bell 01483 444370 bellc@guildford.gov.uk
49.	<b>Strategic Housing Framework</b>	<b>Progress on:-</b> <b>(a) Community Plan: Housing Chapter;</b> <b>(b) Guildford Homes Partnership: Housing Strategy Statement 2005-2010;</b> <b>(c) Borough Housing Business Plan 2005-2010; and</b> <b>(d) Housing Stock Options Appraisal.</b>	<b>Executive</b>	<b>17.07.03</b>	<b>Policy Panel (Housing &amp; Community): 03.07.03</b> <b>Tenants' Forum Committee</b> <b>Guildford Homes Partnership</b> <b>Housing Corporation</b> <b>GOSE</b> <b>Guildford Business Forum</b> <b>Service Users</b> <b>Strategic Partners</b>	<b>Reports to and Recommendations of Policy Panel</b>	<b>Adrian Maunders</b> <b>01483 444201</b> <b>maundersa@guildford.gov.uk</b>
50.	Homelessness Strategy	Draft strategy to comply with Homelessness Act 2002	Executive	17.07.03	Policy Panel (Housing & Community): 03.07.03 Hostel Providers Tenants' Forum Committee	Reports to and Recommendations of Policy Panel	Jeff Holderness 01483 444238 holdernessj@guildford.gov.uk
51.	Reform of Grant Scheme	Government's proposed changes to house renovation grant system	Executive	17.07.03	Policy Panel (Housing & Community): 03.07.03	Report to and Recommendations of Policy Panel	Ted Wainhouse 01483 444305 wainhouset@guildford.gov.uk
52.	Barn Project, Guildford	Report on progress of project	Executive	17.07.03	Policy Panel (Housing & Community): 03.07.03	Report to Executive	Jane Cavalier-Smith 01483 444214 cavaliersmithj@guildford.gov.uk
53.	Enforcement Policies	Review of environmental and licensing enforcement policies in light of operation	Executive	17.07.03	Policy Panel (Housing & Community): 03.07.03 Policy Panel (Environment & Transport): 07.07.03 Licensing Committee: 09.07.03	Reports to and Recommendations of Policy Panels and Committee	Cliff Bell 01483 444370 bellc@guildford.gov.uk
54.	<b>University of Surrey: Manor Park Development Brief</b>	<b>Consideration of Development Brief</b>	<b>Executive</b>	<b>17.07.03</b>	<b>Policy Panel (Environment &amp; Transport): 07.07.03</b>	<b>Report to and Recommendations of Policy Panel</b>	<b>Matthew Evans</b> <b>01483 444661</b> <b>evansm@guildford.gov.uk</b>
55.	<b>Supplementary Planning Guidance: Infrastructure</b>	<b>Review</b>	<b>Executive</b>	<b>17.07.03</b>	<b>Policy Panel (Environment &amp; Transport): 07.07.03</b>	<b>Report to and Recommendations of Policy Panel</b>	<b>Nick Upton</b> <b>01483 444672</b> <b>uptonn@guildford.gov.uk</b>
56.	<b>Supplementary Planning Guidance: Satellite and Telecommunications Equipment</b>	<b>Review</b>	<b>Executive</b>	<b>17.07.03</b>	<b>Policy Panel (Environment &amp; Transport): 07.07.03</b>	<b>Report to and Recommendations of Policy Panel</b>	<b>Emma Starck</b> <b>01483 444669</b> <b>starcke@guildford.gov.uk</b>

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57.	<b>Supplementary Planning Guidance: Sustainable Construction</b>	<b>Review</b>	<b>Executive</b>	<b>17.07.03</b>	<b>Policy Panel (Environment &amp; Transport): 07.07.03</b>	<b>Report to and Recommendations of Policy Panel</b>	<b>Matthew Evans</b> 01483 444661 evansm@guildford.gov.uk
58.	<b>CCTV, Land Drainage and Lighting Schemes</b>	<b>Update on capital projects</b>	<b>Executive</b>	<b>17.07.03</b>	<b>Policy Panel (Environment &amp; Transport): 07.07.03</b>	<b>Report to and Recommendations of Policy Panel</b>	<b>John Davey</b> 01483 444660 daveyj@guildford.gov.uk
59.	<b>Trial Weekly "Green Box" Collection Scheme</b>	<b>Progress report and possible extension of scheme</b>	<b>Executive</b>	<b>17.07.03</b>	<b>Policy Panel (Environment &amp; Transport): 07.07.03</b>	<b>Report to and Recommendations of Policy Panel</b>	<b>David Searle</b> 01483 445010 searled@guildford.gov.uk
60.	Commercial Waste	Initiatives with local businesses to reduce commercial waste	Executive	17.07.03	Policy Panel (Environment & Transport): 07.07.03	Report to and Recommendations of Policy Panel	David Searle 01483 445010 searled@guildford.gov.uk
61.	Abandoned Cars	Extension of pilot scheme for removal of abandoned vehicles within 24 hours of expiry of 7 day notice	Executive	17.07.03	Policy Panel (Environment & Transport): 07.07.03	Report to and Recommendations of Policy Panel	David Searle 01483 445010 searled@guildford.gov.uk
62.	Surrey Structure Plan	Distribution of housing reserve and preparation for examination in public	Executive	17.07.03	<b>Policy Panel (Environment &amp; Transport): 07.07.03</b>	Report to and Recommendations of Policy Panel	<b>Matthew Evans</b> 01483 444661 evansm@guildford.gov.uk
63.	Blackwater Valley	Sub-regional study	Executive	17.07.03	<b>Policy Panel (Environment &amp; Transport): 07.07.03</b>	Report to and Recommendations of Policy Panel	<b>Matthew Evans</b> 01483 444661 evansm@guildford.gov.uk
64.	Development of Bright Hill Car Park, Guildford	Development brief for site	Executive	17.07.03	<b>Policy Panel (Environment &amp; Transport): 07.07.03</b>	Report to and Recommendations of Policy Panel	<b>Matthew Evans</b> 01483 444661 evansm@guildford.gov.uk
65.	Car Parking at Millmead House, Guildford	Possible imposition of a charge for parking at Millmead House at weekends	Executive	17.07.03	Policy Panel (Environment & Transport): 07.07.03	Report to and Recommendations of Policy Panel	Kevin McKee 01483 444530 mckee@guildford.gov.uk
66.	Surrey Hills	Consultation on draft management plan	Executive	17.07.03	Policy Panel (Environment & Transport): 07.07.03	Report to and Recommendations of Policy Panel	Emma Starck 01483 444669 starcke@guildford.gov.uk
67.	<b>Fixed Equipment Playground Strategy</b>	<b>Adoption of a Fixed Equipment Playground Strategy</b>	<b>Executive</b>	17.07.03	<b>Fixed Equipment Playground Strategy Working Group Policy Panel (Leisure): 08.07.03</b>	<b>Report to and Recommendations of Policy Panel</b>	<b>Jim Miles</b> 01483 444700 milesj@guildford.gov.uk
68.	Council Expenditure on the Arts	Development of "SMART" objectives in relation to expenditure on the arts	Executive	17.07.03	Policy Panel (Leisure): 08.07.03	Report to and Recommendations of Policy Panel	Jim Miles 01483 444701 milesj@guildford.gov.uk
69.	Play Strategy	Approval of Strategy	Executive	17.07.03	Policy Panel (Leisure): 08.07.03	Report to and Recommendations of Policy Panel	Chris Bunting 01483 444719 buntingc@guildford.gov.uk
70.	<b>Service and Financial Planning</b>	<b>Initial consideration of draft medium-term financial plan</b>	<b>Executive</b>	<b>17.07.03</b>		<b>Report to Executive</b>	<b>Mike Paddock</b> 01483 444800 paddockm@guildford.gov.uk

<b>MONTH: JULY 2003</b>							
	<b>Subject</b>	<b>Key Issue/Decisions</b>	<b>Decision-Maker</b>	<b>Date/Period of Decision</b>	<b>Consultation Arrangements/Programme</b>	<b>Documents to be Submitted to Decision-Maker</b>	<b>Contact Officer</b>
71.	<b>Guildford Spectrum: Business Rates</b>	<b>Options for use of overpaid Business Rates</b>	<b>Executive</b>	<b>17.07.03</b>		<b>Report to and Recommendations of Committee</b>	<b>Mike Paddock 01483 444801 paddockm@guildford.gov.uk</b>
72.	<b>Site C at Lysons Avenue Industrial Estate, Ash Vale</b>	<b>Consideration of preferred use in the light of the outcome of the Urban Capacity Study</b>	<b>Executive</b>	<b>17.07.03</b>	<b>Local Ward Members</b>	<b>Report to Executive</b>	<b>John Weedon 01483 444994 weedonj@guildford.gov.uk</b>
73.	<b>Woodbridge Meadows Industrial Estate, Guildford</b>	<b>Future potential of Woodbridge Meadows Estate, including detailed development options</b>	<b>Executive</b>	<b>17.07.03</b>	<b>Local Ward Members</b>	<b>Report to Executive</b>	<b>John Weedon 01483 444994 weedonj@guildford.gov.uk</b>
74.	<b>Industrial Estates</b>	<b>Proposals for estate signage, entrance features and collective branding of industrial estates</b>	<b>Executive</b>	<b>17.07.03</b>	<b>Tenants Surrey County Council Local Ward Members</b>	<b>Report to Executive</b>	<b>John Weedon 01483 444994 weedonj@guildford.gov.uk</b>
75.	<b>32 - 37 Oak Tree Drive, Bellfields, Guildford</b>	<b>Release of Council's option to repurchase properties</b>	<b>Executive</b>	<b>17.07.03</b>		<b>Report to Executive</b>	<b>Elaine Davison 01483 444070 davisone@guildford.gov.uk</b>
76.	<b>Town Centre Shuttle Bus</b>	<b>Consideration of tenders for continuation of Shuttle Bus service</b>	<b>Executive</b>	<b>17.07.03</b>		<b>Report to Executive</b>	<b>Tim Pilsbury 01483 444521 pilsburyt@guildford.gov.uk</b>
77.	<b>Comprehensive Performance Assessment</b>	<b>Interim report</b>	<b>Executive</b>	<b>17.07.03</b>		<b>Report to Executive</b>	<b>Helen Sutherland 01483 444040 sutherlandh@guildford.gov.uk</b>
78.	<b>Litter: Fixed Penalty Notice Scheme</b>	<b>Review of fixed penalty notice scheme for litter and possible expansion of scheme</b>	<b>Executive</b>	<b>17.07.03</b>		<b>Report to and Recommendations of Policy Panel</b>	<b>Gary Eldridge 01483 443105 eldridgeg@guildford.gov.uk</b>
79.	<b>Appointment of Fundraising Officer</b>	<b>Possible appointment of a dedicated Fundraising Officer</b>	<b>Executive</b>	<b>17.07.03</b>		<b>Report to Executive</b>	<b>John Davey 01483 444660 daveyj@guildford.gov.uk</b>
80.	<b>Shalford Water Treatment Works</b>	<b>Update on rent review</b>	<b>Executive</b>	<b>17.07.03</b>		<b>Report to Executive</b>	<b>Elaine Davison 01483 444070 davisone@guildford.gov.uk</b>
81.	<b>Council Transport Plan</b>	<b>Annual report and action plan for 2003/04</b>	<b>Executive</b>	<b>17.07.03</b>		<b>Report to Executive</b>	<b>Mike Keogh 01483 444010 keoghm@guildford.gov.uk</b>
82.	<b>Safer Guildford Partnership</b>	<b>Review of Safer Guildford Partnership following 12 months of operation of the Guildford Community Safety Strategy 2002 - 2005</b>	<b>Overview &amp; Scrutiny Committee</b>	<b>24.07.03</b>		<b>Report to Committee</b>	<b>John Davey 01483 444660 daveyj@guildford.gov.uk</b>
83.	<b>Emergency Procedures</b>	<b>Report on the Government's Emergency Planning Bill and the current and future emergency planning arrangements for Guildford</b>	<b>Overview &amp; Scrutiny Committee</b>	<b>24.07.03</b>		<b>Report to Committee</b>	<b>Joanne Green 01483 444100 greenj@guildford.gov.uk</b>
84.	<b>Youth Issues/Services</b>	<b>Issues relating to young people raised through Community Safety Wardens' Steering Groups</b>	<b>Overview &amp; Scrutiny Committee</b>	<b>24.07.03</b>	<b>Community Safety Warden Steering Groups</b>	<b>Report to Committee</b>	<b>John Davey 01483 444660 daveyj@guildford.gov.uk</b>

<b>MONTH: JULY 2003</b>							
	<b>Subject</b>	<b>Key Issue/Decisions</b>	<b>Decision-Maker</b>	<b>Date/Period of Decision</b>	<b>Consultation Arrangements/Programme</b>	<b>Documents to be Submitted to Decision-Maker</b>	<b>Contact Officer</b>
85.	Best Value Performance Indicators	Performance against statutory and local performance indicators	Overview & Scrutiny Committee	24.07.03		Report to Committee	Anne Wood 01483 444027 wooda@guildford.gov.uk
86.	Core Values, Strategic Priorities and Committee Structure	Review	Council	31.07.03	Executive: 17.07.03 Members' Seminar	Report to and Recommendations of Executive	David Williams 01483 444001 williamsd@guildford.gov.uk
87.	<b>General Fund Major Schemes Capital Programme</b>	<b>Progress with General Fund Major Schemes Capital Programme and review of priorities</b>	<b>Council</b>	<b>31.07.03</b>	<b>Executive: 17.07.03</b>	<b>Report to and recommendations of Executive</b>	<b>Mike Paddock</b> <b>01483 444801</b> <b>paddockm@guildford.gov.uk</b>
88.	<b>Housing Capital Programme: Affordable Housing</b>	<b>Outcome of bids to Housing Corporation to support the Council's affordable housing programme</b>	<b>Council</b>	<b>31.07.03</b>	<b>Policy Panel (Housing &amp; Community): 03.07.03</b> <b>Executive: 17.07.03</b> <b>Hostel Providers</b> <b>Tenants' Forum Committee</b>	<b>Report to and Recommendations of Policy Panel and Executive</b>	<b>Jeff Holderness</b> <b>01483 444238</b> <b>holdernessj@guildford.gov.uk</b>
89.	<b>Food Safety Plan</b>	<b>Review of Plan</b>	<b>Council</b>	<b>31.07.03</b>	<b>Licensing Committee:</b> <b>02.07.03</b> <b>Executive: 17.07.03</b>	<b>Report to and Recommendations of Committee</b>	<b>Cliff Bell</b> <b>01483 444370</b> <b>bellc@guildford.gov</b>
90.	Members' Allowances	Report of Independent Remuneration Panel	Council	31.07.03	Executive: 17.07.03 Independent Remuneration Panel	Report to and Recommendations of Executive	Helen Sutherland 01483 444041 sutherlandh@guildford.gov.uk
91.	<b>Capital Strategy and Asset Management Plan</b>	<b>Adoption of annual Capital Strategy and Asset Management Plan</b>	<b>Council</b>	<b>31.07.03</b>	<b>Executive: 17.07.03</b> <b>GOSE</b>	<b>Report to and Recommendations of Executive</b>	<b>Richard Lingard</b> <b>01483 444042</b> <b>lingardr@guildford.gov.uk</b>

**MONTH: AUGUST 2003**

	Subject	Key Issue/Decisions	Decision-Maker	Date/Period of Decision	Consultation Arrangements/Programme	Documents to be Submitted to Decision-Maker	Contact Officer
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**\*\*\* NO DECISIONS PROGRAMMED AT PRESENT \*\*\***

<b>MONTH: SEPTEMBER 2003</b>							
	<b>Subject</b>	<b>Key Issue/Decisions</b>	<b>Decision-Maker</b>	<b>Date/Period of Decision</b>	<b>Consultation Arrangements/Programme</b>	<b>Documents to be Submitted to Decision-Maker</b>	<b>Contact Officer</b>
92.	Ethnic Monitoring of Housing Applications 2002/03	Annual report			Policy Panel (Housing & Community): 11.09.03	Report to Policy Panel	Jeff Holderness 01483 444238 holdernessj@guildford.gov.uk
93.	Comprehensive Performance Assessment	Monitoring report	Executive	04.09.03		Report to Executive	Helen Sutherland 01483 444040 sutherlandh@guildford.gov.uk
94.	<b>Service and Financial Planning: Medium Term Financial Plan</b>	<b>Overview of financial position and likely level of available resources and consideration of suggested service changes</b>	<b>Executive</b>	<b>25.09.03</b>	<b>Policy Panel (Leisure): 09.09.03 Policy Panel (Housing &amp; Community): 11.09.03 Policy Panel (Environment &amp; Transport): 15.09.03 Licensing Committee: 10.09.03 Planning Committee: 16.09.03</b>	<b>Reports to and Recommendations of Policy Panels and Committees</b>	<b>Mike Paddock 01483 444801 paddockm@guildford.gov.uk</b>
95.	Local Family Play and Activity Days	Review of trial family play and activity days in Ash, Stoke and Westborough and possible extension in 2004	Executive	25.09.03	Policy Panel (Leisure): 09.09.03	Report to and Recommendations of Policy Panel	Katie Webb 01483 444764 webbk@guildford.gov.uk
96.	Electric Theatre Hire Fees	Consideration of fees for 2004/05	Executive	25.09.03	Policy Panel (Leisure): 09.09.03	Report to and Recommendations of Policy Panel	Jim Miles 01483 444701 milesj@guildford.gov.uk
97.	Development of Bright Hill Car Park	Options for development of site	Executive	25.09.03	Policy Panel (Housing & Community): 11.09.03	Report to and Recommendations of Policy Panel	Jeff Holderness 01483 444238 holdernessj@guildford.gov.uk
98.	Review of Sheltered Housing Schemes	Refurbishment or closure of sheltered housing schemes	Executive	25.09.03	Policy Panel (Housing & Community): 11.09.03 Residents Surrey County Council Guildford & Waverley PCT	Report to and Recommendations of Policy Panel	David Thew 01483 444260 thewd@guildford.gov.uk
99.	Review of Housing Service Charges	Review when additional Government guidance on service charges is received, including internal decorations and litter collection services	Executive	25.09.03	Policy Panel (Housing & Community): 11.09.03 Tenants' Forum Committee	Report to and Recommendations of Policy Panel	Julie Walker 01483 444270 walkerj@guildford.gov.uk
00.	Domestic Solar Power European Funded Promotional Programme	Review of progress with Programme	Executive	25.09.03	Policy Panel (Housing & Community): 11.09.03 Policy Panel (Environment & Transport): 15.09.03	Reports to and Recommendations of Policy Panel	Ben Oubridge 01483 444304 oubridgeb@guildford.gov.uk
01.	Rent Arrears	Report on quarterly rent arrears	Executive	25.09.03	Policy Panel (Housing & Community): 11.09.03	Report to and Recommendations of Policy Panel	Julie Walker 01483 444270 walkerj@guildford.gov.uk
02.	<b>Trial Weekly "Green Box" Collection Scheme</b>	<b>Plan for extension of weekly collections throughout the Borough</b>	<b>Executive</b>	<b>25.09.03</b>	<b>Policy Panel (Environment &amp; Transport): 15.09.03</b>	<b>Report to and Recommendations of Policy Panel</b>	<b>David Searle 01483 445010 searled@guildford.gov.uk</b>

<b>MONTH: SEPTEMBER 2003</b>							
	<b>Subject</b>	<b>Key Issue/Decisions</b>	<b>Decision-Maker</b>	<b>Date/Period of Decision</b>	<b>Consultation Arrangements/Programme</b>	<b>Documents to be Submitted to Decision-Maker</b>	<b>Contact Officer</b>
03.	Litter on Private Land	Measures to address litter on private land	Executive	25.09.03	Policy Panel (Environment & Transport): 15.09.03	Report to and Recommendations of Policy Panel	David Searle 01483 445010 searled@guildford.gov.uk
04.	Supplementary Planning Guidance: Borough-wide Residential Design Guide	Approval of draft for public consultation	Executive	25.09.03	Policy Panel (Environment & Transport): 15.09.03	Report to and Recommendations of Policy Panel	Kate Hilson 01483 444662 hilsonk@guildford.gov.uk
05.	Supplementary Planning Guidance: Residential Extensions	Adoption of guidance	Executive	25.09.03	Policy Panel (Environment & Transport): 15.09.03	Report to and Recommendations of Policy Panel	Emma Starck 01483 444669 starcke@guildford.gov.uk
06.	Supplementary Planning Guidance: Shopfront Design in Historic Areas	Review	Executive	25.09.03	Policy Panel (Environment & Transport): 15.09.03	Report to and Recommendations of Policy Panel	Matthew Evans 01483 444661 evansm@guildford.gov.uk
07.	Supplementary Planning Guidance: Advertisements and Signs	Review	Executive	25.09.03	Policy Panel (Environment & Transport): 15.09.03	Report to and Recommendations of Policy Panel	Matthew Evans 01483 444661 evansm@guildford.gov.uk
08.	Supplementary Planning Guidance: Shop Security - Grilles and Alarms	Review	Executive	25.09.03	Policy Panel (Environment & Transport): 15.09.03	Report to and Recommendations of Policy Panel	Matthew Evans 01483 444661 evansm@guildford.gov.uk
09.	Supplementary Planning Guidance: Street Cafes	Review	Executive	25.09.03	Policy Panel (Environment & Transport): 15.09.03	Report to and Recommendations of Policy Panel	Matthew Evans 01483 444661 evansm@guildford.gov.uk
10.	Supplementary Planning Guidance: Landscape	Review	Executive	25.09.03	Policy Panel (Environment & Transport): 15.09.03	Report to and Recommendations of Policy Panel	Matthew Evans 01483 444661 evansm@guildford.gov.uk
11.	Development of Land Adjoining Friary Shopping Centre, Guildford	Adoption of development brief	Executive	25.09.03	Policy Panel (Environment & Transport): 15.09.03	Report to and Recommendations of Policy Panel	Carol Humphrey 01483 444620 humphreyc@guildford.gov.uk
12.	Cycling Strategy	Annual review of Strategy	Executive	25.09.03	Policy Panel (Environment & Transport): 15.09.03	Report to and Recommendations of Policy Panel	Tim Pilsbury 01483 444521 pilsburyt@guildford.gov.uk
13.	Comprehensive Performance Assessment	IdeA "follow-up" report and examination of draft CPA self-assessment	Executive	25.09.03		Report to Executive	Helen Sutherland 01483 444040 sutherlandh@guildford.gov.uk
14.	Final Accounts	Approval of Final Accounts for 2002/03	Executive	25.09.03	District Audit Public Inspection of Accounts	Report to Executive	Mike Paddock 01483 444800 paddockm@guildford.gov.uk

<b>MONTH: SEPTEMBER 2003</b>							
	<b>Subject</b>	<b>Key Issue/Decisions</b>	<b>Decision-Maker</b>	<b>Date/Period of Decision</b>	<b>Consultation Arrangements/Programme</b>	<b>Documents to be Submitted to Decision-Maker</b>	<b>Contact Officer</b>
15.	Slyfield Industrial Estate, Guildford	(a) Study of transport and traffic implications of both currently permitted and further projected development at Slyfield.  (b) Revised planning development brief for Slyfield Industrial Estate, with particular reference to the release of employment land for development.	Executive	25.09.03	Surrey County Council Local Ward Members	Report to Executive	John Weedon 01483 444994 weedonj@guildford.gov.uk
16.	Tyting Farm, Halfpenny Lane, St Martha, Guildford	Options for the future of the farm	Executive	25.09.03		Report to Executive	Helen Sutherland 01483 444041 sutherlandh@guildford.gov.uk