

Ciaran Ward

From: Tracey Coleman
Sent: 13 March 2017 10:05
To: Zac Ellwood; Tim Dawes; Jacqui Barr; Stuart Harrison; Sarah White; Carolyn Patterson
Cc: Paul Spooner; Sue Sturgeon; James Whiteman; Matt Furniss
Subject: GVG Communications [UNC]

Dear All

Please note and inform your staff, a Forum has now been set-up in order to respond and deal with matters arising from communications with GVG, which will jointly chaired by Anne Milton MP and Paul Spooner Leader of the Council. Please can I ask that all items to be put in front of the Forum come through me in the first instance. This will mean that staff will not need to communicate directly with GVG in the future. A formal response is proved below. Please can I ask all staff to follow this.

Dear xxx,

Thank you for your enquiry to Guildford Borough Council regarding xxxx

As you are aware a Forum with GVG has been set up with Anne Milton, MP for Guildford and Cllr Paul Spooner, Leader of the Council, as Co-Chairs and attended by Lead Members and senior officers of the Council in order to discuss issues and responses. It has been agreed in order to provide a focused approach all enquiries will in future go through the Forum. We will therefore ensure your request will be presented to the Co-Chairs for possible inclusion on the next Agenda which is agreed with both Anne Milton and Paul Spooner.

Please could you ensure that in future you address requests to Tracey Coleman, Director of Planning and Regeneration, as a single point of contact which will ensure your enquiry is considered for the following Forum Agenda.

Regards

Kind regards

Tracey

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