



WOKING BOROUGH COUNCIL

FORWARD PLAN OF KEY DECISIONS

**CIVIC OFFICES
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Period Covered: September 2017 - January 2018

WOKING BOROUGH COUNCIL'S FORWARD PLAN OF KEY DECISIONS

Under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, Woking Borough Council is required to publish a notice setting out the key decisions to be taken by the Council at least 28 clear days before the decision is made. In addition, the regulations require the Authority to publish details of any decisions to be taken in private at a meeting of the Executive at least 28 clear days before the meeting. It is intended that, by publishing the Plan, the citizens of Woking will be able to find out the expected timing of key decisions, who will take them and also the consultation mechanisms available.

For completeness this plan lists all the decisions to be taken by the Executive.

Key decisions are decisions made in connection with the discharge of a function which is the responsibility of the Council's Executive which is likely to result in:

The Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates, or

Significant effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the Council.

Key decisions can be taken by an individual Member or officer on behalf of the Executive under delegated powers.

Contact details for members of the Executive and the Council's Corporate Management Group are set out in this document.

Any reports relevant to the key decisions or the listed background documents (with the exception of confidential information) can be viewed on the website (www.woking.gov.uk), at the Civic Offices, or a copy can be purchased for a reasonable fee. A notice setting out the outcome of the decision will also be available within six days of the relevant meeting. For further details contact Democratic Services on 01483 743863 or e-mail memberservices@woking.gov.uk

Councillor D J Bittleston
Leader of the Council

The Executive

Chairman: Councillor D J Bittleston
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Vice-Chairman: Councillor C S Kemp
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Councillor A Azad
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Councillor Mrs B A Hunwicks
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Councillor A C L Bowes
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Councillor S Hussain
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Councillor M Pengelly
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Officers

Corporate Management Group

Chief Executive:

Ray Morgan
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Deputy Chief Executive:

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Strategic Director

Sue Barham
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**Head of Democratic & Legal Services/
Monitoring Officer**

Peter Bryant
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peter.bryant@woking.gov.uk

Chief Finance Officer

Leigh Clarke
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leigh.clarke@woking.gov.uk

14 September 2017

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
No	Private Rented Sector Access Scheme Policy	To recommend to Council that the Private Sector Access Scheme Policy be adopted.	Internal only, Portfolio Holder.	None.	Strategic Director for Housing (Sue Barham)
No	Licensing Private Rented Accommodation - Proposal to make a selective licensing designation in part of Canalside Ward	To recommend to Council whether a selective licensing designation be made in part of Canalside Ward.	Portfolio Holder, Residents, Private Landlords, Landlord Associations.	Public consultation proposal document Canalside stock condition survey headline report Canalside stock condition survey report Public consultation analysis report	Strategic Director for Housing (Sue Barham)
No	Major Works Affecting Leaseholders and Arrangement for the Payment of Service Charges	To recommend to Council that the proposed updated consultation arrangements and payment plan options for notifying and recharging Leaseholders are adopted.	New Vision Homes, Housing Task Group Members, Residents Board, Portfolio Holder.	Right To Buy Service Charge Loans Leaseholders in Housing - Paying for major works (England) Previous Policy - dated June 2006	Strategic Director for Housing (Sue Barham)

No	Business Rates Relief Schemes	To receive details of the schemes to assist small businesses facing increases in their business rates, announced by the Chancellor of the Exchequer on 8 March 2017.	Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)
Yes	Heathside Crescent Car Park Extension	To authorise the implementation of the Investment Programme project to extend Heathside Crescent car park.	Portfolio Holder.	Planning Application	Deputy Chief Executive (Douglas J Spinks)
Yes	Housing Infrastructure Fund	To authorise submission of bids for grant funding for projects where the Financial Viability, based on normal commercial terms, is marginal and submitting with Surrey County Council an Expression of Interest for major infrastructure work to facilitate housing growth.	Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)
No	Performance and Financial Monitoring Information	To consider the Performance and Financial Monitoring Information contained in the Green Book.	Portfolio Holder.	None.	

Yes	Land Management - Former Planets Site	To consider a land management report. (The press and public will be excluded from the meeting during consideration of this item in view of the nature of the proceedings that, if members of the press and public were present during this item, there would be disclosure to them of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A, to the Local Government Act 1972.)	Leader of the Council, Portfolio Holder.	None.	Chief Executive (Ray Morgan)
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<p>Yes</p>	<p>Land Management - Acquisition of Woking Town Centre Property</p>	<p>To authorise the acquisition of a property in Woking Town Centre to help secure the economic vitality of the Town Centre and support the Council's Medium Term Financial Strategy.</p> <p>(The press and public will be excluded from the meeting during consideration of this item in view of the nature of the proceedings that, if members of the press and public were present during this item, there would be disclosure to them of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A, to the Local Government Act 1972.)</p>	<p>Leader of the Council, Portfolio Holder.</p>	<p>Medium Term Financial Strategy</p>	<p>Strategic Asset Manager (Ian Tomes)</p>
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12th October 2017

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
No	The Transformation Agenda - Mandatory Training Programme for Elected Members	To consider proposals to introduce mandatory training for Members.	Lead Members for Learning and Development, Group Leaders.	None.	Chief Executive (Ray Morgan)
Yes	Adoption of Ordinary Watercourse Byelaws	To recommend to Council to consult on the adoption of ordinary watercourse byelaws throughout the whole Borough.	Portfolio Holder.	None.	Deputy Chief Executive (Douglas J Spinks)
No	100% Business Rates Retention Pilot	To agree proposals for Surrey Business Rates Pilot.	Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)
No	Performance and Financial Monitoring Information	To consider the Performance and Financial Monitoring Information contained in the Green Book.	Portfolio Holder.	None.	
No	Monitoring Reports - Projects	To provide quarterly reports on the progress of projects in the interests of financial prudence and corporate governance.	Portfolio Holder.	None.	Chief Executive (Ray Morgan)

No	Hardship Relief on Business Rates	To determine the application for hardship relief on business rates. (The press and public will be excluded from the meeting during consideration of this item in view of the nature of the proceedings that, if members of the press and public were present during this item, there would be disclosure to them of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A, to the Local Government Act 1972.)	Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)
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23 November 2017

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
Yes	Thameswey Business Plans 2018	To consider the Company Business Plan and recommend thereon to Council.	Leader of the Council.	Previous Thameswey Business Plans and Statutory Accounts and Reports.	Chief Finance Officer (Leigh Clarke)
Yes	Review of Fees and Charges 2018-19	To recommend to Council that the discretionary Fees and Charges for 2018-19 be approved.	Portfolio Holder, service users where appropriate.	None.	Chief Finance Officer (Leigh Clarke)
No	Calendar of Meetings 2018-19	To recommend to Council the Calendar of Meetings for 2018-19.	Portfolio Holder.	None.	Head of Democratic and Legal Services (Peter Bryant)
No	Update of Financial Regulations	To update the Council's Financial Regulations.	Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)
No	Update of Contract Standing Orders	To update the Council's Contract Standing Orders.	Portfolio Holder.	None.	Head of Democratic and Legal Services (Peter Bryant)

Yes	Leisure Management Contract - Extension and Variations	To agree to extend the Leisure Management Contract and incorporate variations to the Contract (for investment and addition of Hoe Valley Leisure facilities).	Greenwich Leisure Limited, Freedom Leisure Limited, Leisure Partnership Board, Portfolio Holder.	Invitation Document for Contract Extension and Variations - dated 8 August 2017	Strategic Director (Sue Barham)
No	Parking Standards Supplementary Planning Document (SPD)	To note the analysis of various responses to the consultation on the Parking Standards and to recommend to Council the adoption of the Parking Standards SPD for the purposes of managing development across the Borough.	Portfolio Holder, Local Development Framework Working Group.	None.	Deputy Chief Executive (Douglas J Spinks)
No	Self-build and Custom Housebuilding Guidance Note	To note the analysis of the various responses to the consultation on the Self-build and Custom Housebuilding Guidance Note and to recommend to Council to adopt the Guidance Note to provide advice to those who wish to acquire serviced plots for self build and custom housebuilding.	Portfolio Holder, Local Development Framework Working Group.	None.	Deputy Chief Executive (Douglas J Spinks)
No	Draft General Fund Budget 2018-19	To receive the draft General Fund 2018-19 for the purpose of finalising proposals for service budgets and Council Tax.	Portfolio Holder, Business Managers.	None.	Chief Finance Officer (Leigh Clarke)

No	Draft Housing Revenue Account Budget Update 2018-19	To receive the draft Housing Revenue Account estimates 2018-19 for the purposes of finalising proposals for service.	Portfolio Holder, Business Managers.	None.	Chief Finance Officer (Leigh Clarke)
Yes	Draft Investment Programme 2017-18 to 2020-21	To receive the draft Investment Programme.	Portfolio Holder, Business Managers.	None.	Chief Finance Officer (Leigh Clarke)
Yes	Woking Gateway	To appoint a developer for the Woking Gateway Scheme - Chapel Street to Sparrow Park.	Portfolio Holder.	None.	Deputy Chief Executive (Douglas J Spinks)
Yes	Small Site Developments in Woking	To consider proposed small site developments across Woking.	Portfolio Holder, NVH, Pinnacle.	None.	Strategic Director for Housing (Sue Barham)
Yes	Performance and Financial Monitoring Information	To consider the Performance and Financial Monitoring Information contained in the Green Book.	Portfolio Holder.	None.	

<p>Yes</p>	<p>Leisure Management Contract - Extension and Variations</p>	<p>To agree to extend the Leisure Management Contract and incorporate variations to the Contract (for investment and addition of Hoe Valley Leisure facilities).</p> <p>(The press and public will be excluded from the meeting during consideration of this item in view of the nature of the proceedings that, if members of the press and public were present during this item, there would be disclosure to them of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A, to the Local Government Act 1972.)</p>	<p>Greenwich Leisure Limited, Freedom Leisure Limited, Leisure Partnership Board, Portfolio Holder.</p>	<p>None.</p>	
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Yes	Woking Gateway	<p>To appoint a developer for the Woking Gateway Scheme - Chapel Street to Sparrow Park.</p> <p>(The press and public will be excluded from the meeting during consideration of this item in view of the nature of the proceedings that, if members of the press and public were present during this item, there would be disclosure to them of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A, to the Local Government Act 1972.)</p>	Portfolio Holder.	None.	
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Special Grants Executive - 14 December 2017

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
No	Applications for Financial Assistance 2018-19	To receive the annual report on the community grants programme.	Portfolio Holder Relevant Service Areas Council appointed representatives on the relevant groups.	None.	Chief Executive (Ray Morgan)

18 January 2018

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
Yes	Hoe Valley Flood Alleviation and Environmental Enhancement Scheme	Authorisation to release remaining funds to allow scheme to be constructed.	Portfolio Holder.	None.	Deputy Chief Executive (Douglas J Spinks)
Yes	Performance and Financial Monitoring Information	To consider the Performance and Financial Monitoring Information contained in the Green Book.	Portfolio Holder.	None.	

<p>No</p>	<p>Contaminated Land Strategy Review Report and Future Funding</p>	<p>To receive the Contaminated Land Strategy Review Report and the requirements for future funding of desk top studies and site investigations.</p> <p>(The press and public will be excluded from the meeting during consideration of this item in view of the nature of the proceedings that, if members of the press and public were present during this item, there would be disclosure to them of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A, to the Local Government Act 1972.)</p>	<p>Portfolio Holder.</p>	<p>None.</p>	<p>Deputy Chief Executive (Douglas J Spinks)</p>
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