



WOKING BOROUGH COUNCIL

FORWARD PLAN OF KEY DECISIONS

**CIVIC OFFICES
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Period Covered: November 2017 - March 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 Mrs B A Hunwicks
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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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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	Thamesway Business Plans 2018	To consider the Company Business Plan and recommend thereon to Council.	Leader of the Council.	Previous Thamesway Business Plans and Statutory Accounts and Reports.	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	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)
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	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	Performance and Financial Monitoring Information	To consider the Performance and Financial Monitoring Information contained in the Green Book.	Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)
Yes	Victoria Square Update	To consider an update on the Victoria Square Development and recommend accordingly to Council.	Leader of the Council.	None.	Chief Executive (Ray Morgan)

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.	Deputy Chief Executive (Douglas J Spinks)
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Yes	Leisure Management Contract - Extension and Variations	<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>	Greenwich Leisure Limited, Freedom Leisure Limited, Leisure Partnership Board, Portfolio Holder.	None.	Strategic Director (Sue Barham)
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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)
Yes	Age Concern Woking - Application for Financial Assistance	To determine the grant application from Age Concern Woking.	Portfolio Holder Internal Officers	None.	Chief Executive (Ray Morgan)
No	Barnsbury Primary School PTA - Application for Financial Assistance	To determine the grant application received.	Portfolio Holder Internal Officers	None.	Chief Executive (Ray Morgan)
Yes	Boom Credit Union - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	None.	Chief Executive (Ray Morgan)
Yes	Browns Community Services CIC - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	None.	Chief Executive (Ray Morgan)
Yes	Byfleet Methodist Church - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	None.	Chief Executive (Ray Morgan)

No	Byfleet Village Football Club - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	None.	Chief Executive (Ray Morgan)
Yes	Challengers - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	None.	Chief Executive (Ray Morgan)
No	Chobham Rugby Football Club - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	None.	Chief Executive (Ray Morgan)
Yes	Citizens Advice Woking - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	None.	Chief Executive (Ray Morgan)
No	Community Advice Forum - Application for Financial Assistance	To determine the application for funding.	Portfolio Holder Internal Officers	None.	Chief Executive (Ray Morgan)
Yes	Coram Life Education - Application for Financial Assistance	To determine the grant application from Coram Life Education.	Portfolio Holder Internal Officers	None.	Chief Executive (Ray Morgan)
No	Crossroads Care Surrey - Application for Financial Assistance	To determine the grant application	Portfolio Holder Internal Officers	None.	Chief Executive (Ray Morgan)
No	Cruse Bereavement Care - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	None.	Chief Executive (Ray Morgan)
No	Family Voice Surrey - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	None.	Chief Executive (Ray Morgan)

No	Friends of the Elderly - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	None.	Chief Executive (Ray Morgan)
No	Fox Corner Community Conservation Area Association - Application for Financial Assistance	To include item on the agenda.	Portfolio Holder Internal Officers	None.	Chief Executive (Ray Morgan)
No	GASP Motor Project - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officer	None.	Chief Executive (Ray Morgan)
No	Goldsworth Park Rangers Football Club - Application for Financial Assistance	To determine the grant application	Portfolio Holder Internal Officers	None.	Chief Executive (Ray Morgan)
Yes	Home-Start Runnymede and Woking - Application for Financial Assistance	To determine the grant application	Portfolio Holder Internal Officers	None.	Chief Executive (Ray Morgan)
No	Horsell Bowling Club - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	None.	Chief Executive (Ray Morgan)
No	Lakeview Community Action Group - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	None.	Chief Executive (Ray Morgan)
Yes	Let's Read Ltd - Application for Financial Assistance	To determine the application for funding.	Portfolio Holder Internal Officers	None.	Chief Executive (Ray Morgan)

Yes	Maybury and Sheerwater Community Trust - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	None.	Chief Executive (Ray Morgan)
Yes	Outline - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	None.	Chief Executive (Ray Morgan)
No	Peer Productions - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	None.	Chief Executive (Ray Morgan)
No	Pyrford and Wisley Flower Show - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	None.	Chief Executive (Ray Morgan)
No	Relate West Surrey - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	None.	Chief Executive (Ray Morgan)
No	St Mary of Bethany Church - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	None.	Chief Executive (Ray Morgan)
No	Sight for Surrey - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	None.	Chief Executive (Ray Morgan)
No	Surrey Care Trust - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	None.	Chief Executive (Ray Morgan)
No	Surrey Welfare Rights Unit - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	None.	Chief Executive (Ray Morgan)

No	Surrey Youth Focus - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	None.	Chief Executive (Ray Morgan)
No	TALK - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	None.	Chief Executive (Ray Morgan)
No	The Club at Old Woking - Application for Financial Assistance	To determine the grant application	Portfolio Holder Internal Officers	None.	Chief Executive (Ray Morgan)
No	The Counselling Partnership - Application for Financial Assistance	To determine the grant application	Portfolio Holder Internal Officers	None.	Chief Executive (Ray Morgan)
No	The Eikon Charity - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	None.	Chief Executive (Ray Morgan)
No	The Lightbox - Application for Financial Assistance	To determine the grant application	Portfolio Holder Internal Officers	None.	Chief Executive (Ray Morgan)
Yes	The Lighthouse - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	None.	Chief Executive (Ray Morgan)
Yes	The Maybury Centre - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	None.	Chief Executive (Ray Morgan)
No	The Therapy Garden - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	None.	Chief Executive (Ray Morgan)

No	Victim Support - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	None.	Chief Executive (Ray Morgan)
No	We Shine - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	None.	Chief Executive (Ray Morgan)
No	West Byfleet Neighbourhood Forum - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	None.	Chief Executive (Ray Morgan)
No	Westfield and District Cricket and Sports Club - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	None.	Chief Executive (Ray Morgan)
Yes	Westfield Football Club - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	None.	Chief Executive (Ray Morgan)
No	West Surrey Mediation Service - Application for Financial Assistance	To determine the grant application	Portfolio Holder Internal Officers	None.	Chief Executive (Ray Morgan)
Yes	Woking and Sam Beare Hospices - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	None.	Chief Executive (Ray Morgan)
No	Woking and Weybridge Branch of Parkinson's UK - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	None.	Chief Executive (Ray Morgan)

No	Woking Community Furniture Project - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	None.	Chief Executive (Ray Morgan)
Yes	Woking Community Transport (Bustler Service) - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	None.	Chief Executive (Ray Morgan)
No	Woking Community Transport (Town Centre Buggy) - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	None.	Chief Executive (Ray Morgan)
No	Woking District Scouts - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	None.	Chief Executive (Ray Morgan)
No	Woking District Scouts (Handicamp) - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	None.	Chief Executive (Ray Morgan)
Yes	Woking Mental Health Centre (Cornerhouse) - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	None.	Chief Executive (Ray Morgan)
No	Woking Mind - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	None.	Chief Executive (Ray Morgan)
No	Woking People of Faith - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	None.	Chief Executive (Ray Morgan)

No	Woking ShopMobility - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	None.	Chief Executive (Ray Morgan)
No	Woking Street Angels - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	None.	Chief Executive (Ray Morgan)
No	Woking Talking Newspapers - Application for Financial Assistance	To determine the grant application	Portfolio Holder Internal Officers	None.	Chief Executive (Ray Morgan)
Yes	York Road Project - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	None.	Chief Executive (Ray Morgan)
Yes	Your Sanctuary - Application for Financial Assistance	To determine the grant application.	Portfolio Holder Internal Officers	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
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	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	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)
No	Parking for the Faith Community and Community Groups	To review the Council's policy statement for parking charges for the faith community.	As identified in the review of the Equality Impact Assessment (EqIA) being undertaken, Portfolio Holder.	Equality Impact Assessment (EqIA)	Head of Democratic and Legal Services (Peter Bryant)
Yes	Performance and Financial Monitoring Information	To consider the Performance and Financial Monitoring Information contained in the Green Book.	Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)

No	Contaminated Land Strategy Review Report and Future Funding	<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>	Portfolio Holder.	None.	Deputy Chief Executive (Douglas J Spinks)
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1 February 2018

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
Yes	General Fund, Service Plans, Budgets and Prudential Indicators 2018-19	To recommend to Council the General Fund, Service Plans, Budgets and Prudential Indicators for 2018-19.	Portfolio Holder, Business Managers.	None.	Chief Finance Officer (Leigh Clarke)
Yes	Housing Revenue Account Budgets 2018-19	To recommend to Council the Housing Revenue Account Budgets for 2018-19.	Portfolio Holder, Business Managers.	None.	Chief Finance Officer (Leigh Clarke)
Yes	Investment Programme 2017-18 to 2020-21	To recommend to Council the full review of the Investment Programme and priorities.	Portfolio Holder, Business Managers, Finance Task Group.	None.	Chief Finance Officer (Leigh Clarke)
Yes	Treasury Management Strategy and Prudential Indicators 2018-19	To recommend to Council the Treasury Management Strategy for 2018-19.	Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)
No	Homelessness Reduction Act - Implications arising from its implementation	To seek approval to new and amendment of existing Policies and Practices as maybe necessary to enable the Homelessness Reduction Act 2017 to be implemented successfully.	Housing Task Group, Portfolio Holder and colleagues.	Homelessness Reduction Act 2017, DCLG - Homelessness Code of Guidance for Local Authorities	Strategic Director (Sue Barham)

No	Performance and Financial Monitoring Information	To consider the Performance and Financial Monitoring Information contained in the Green Book.	Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)
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)

22 March 2018

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
No	Regulation of Investigatory Powers Act 2000 - Annual Monitoring Report	To receive details of RIPA authorisations during 2017 calendar year.	Portfolio Holder		Head of Democratic and Legal Services (Peter Bryant)
No	Performance and Financial Monitoring Information	To consider the Performance and Financial Monitoring Information contained in the Green Book.	Portfolio Holder.		Chief Finance Officer (Leigh Clarke)