



**WOKING BOROUGH COUNCIL**

# **FORWARD PLAN OF KEY DECISIONS**

**CIVIC OFFICES  
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**Period Covered: September 2019 - December 2019**

## **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](http://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](mailto:memberservices@woking.gov.uk)

**Councillor D J Bittleston**  
**Leader of the Council**

# The Executive

**Chairman: Councillor D J Bittleston**

[cllrdavid.bittleston@woking.gov.uk](mailto:cllrdavid.bittleston@woking.gov.uk)

**Vice-Chairman: Councillor A Azad**

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**Councillor G S Cundy**

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**Councillor D Harlow**

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**Councillor K M Davis**

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**Councillor C S Kemp**

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# Officers

## Corporate Management Group

**Chief Executive:**

Ray Morgan  
01483 743333  
[ray.morgan@woking.gov.uk](mailto:ray.morgan@woking.gov.uk)

**Deputy Chief Executive:**

Douglas Spinks  
01483 743440  
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**Head of Democratic & Legal Services/  
Monitoring Officer**

Peter Bryant  
01483 743030  
[peter.bryant@woking.gov.uk](mailto:peter.bryant@woking.gov.uk)

**Chief Finance Officer**

Leigh Clarke  
01483 743277  
[leigh.clarke@woking.gov.uk](mailto:leigh.clarke@woking.gov.uk)

**Director of Housing**

Louise Strongitharm  
01483 743599  
[louise.strongitharm@woking.gov.uk](mailto:louise.strongitharm@woking.gov.uk)

## 12 September 2019

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
<b>No</b>	Notice of Motion - Cllr I Johnson - Heathrow Rail Link	To consider the Notice of Motion from Cllr I Johnson referred to the Executive on 12 September 2019 by Council on 25 July 2019.	Cllr Cundy, Portfolio Holder.	None.	Deputy Chief Executive (Douglas J Spinks)
<b>No</b>	Notice of Motion - Cllr G Cundy - Introduce a planning policy to green new development over 15 storeys	To consider the Notice of Motion from Cllr G Cundy referred to the Executive on 12 September 2019 by Council on 25 July 2019.	Cllr Cundy, Portfolio Holder.	None.	Deputy Chief Executive (Douglas J Spinks)
<b>No</b>	Notice of Motion - Cllr A-M Barker - Fiery Bird Venue/Phoenix Cultural Centre	To consider the Notice of Motion from Cllr A-M Barker referred to the Executive on 12 September 2019 by Council on 25 July 2019.	Cllr Kemp, Portfolio Holder.	None.	Chief Executive (Ray Morgan)
<b>No</b>	Notice of Motion - Cllr M Ali - Chairmanship of Oversight Panels	To consider the Notice of Motion from Cllr M Ali referred to the Executive on 12 September 2019 by Council on 25 July 2019.	Cllr Azad, Portfolio Holder.	None.	Head of Democratic and Legal Services (Peter Bryant)

<b>No</b>	Notice of Motion - Cllr A-M Barker - Review of Kingfield development stadium capacities	To consider the Notice of Motion from Cllr A-M Barker referred to the Executive on 12 September 2019 by Council on 25 July 2019.	Cllr Azad, Portfolio Holder.	None.	Head of Democratic and Legal Services (Peter Bryant)
<b>Yes</b>	Citizens Advice Woking - Business Plan Update	To consider an update on the Business Plan submitted by Citizens Advice Woking as requested by the Executive at its meeting on 13 December 2018.	Cllr Azad, Portfolio Holder.	None.	Deputy Chief Executive (Douglas J Spinks)
<b>Yes</b>	Housing Infrastructure Bid - A320 Woking Town Centre	To agree to enter into an agreement with SCC to deliver the infrastructure improvements.	Cllr Bittleston, Leader of the Council.	None.	Deputy Chief Executive (Douglas J Spinks)
<b>Yes</b>	Victoria Arch Scheme - Release of Funds	To consider a £3m funding request to enable Network Rail to continue its work in developing plans for the replacement of Victoria Arch.	Cllr Bittleston, Leader of the Council.	None.	Deputy Chief Executive (Douglas J Spinks)
<b>No</b>	Performance and Financial Monitoring Information	To consider the Performance and Financial Monitoring Information contained in the Green Book.	Cllr Bittleston, Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)

**10 October 2019**

<b>Key Decision</b>	<b>Subject</b>	<b>Decision to be taken</b>	<b>Consultation (Undertaken prior to the meeting unless otherwise stated)</b>	<b>Background Documents</b>	<b>Contact Officer</b>
<b>Yes</b>	Flood Risk Management	Authorisation to release remaining funds to allow scheme to be constructed.	Cllr Davis, Portfolio Holder.	None.	Deputy Chief Executive (Douglas J Spinks)
<b>No</b>	Performance and Financial Monitoring Information	To consider the Performance and Financial Monitoring Information contained in the Green Book.	Cllr Bittleston, Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)
<b>No</b>	Monitoring Reports - Projects	To provide quarterly reports on the progress of projects in the interests of financial prudence and corporate governance.	Cllr Bittleston, Portfolio Holder.	None.	Chief Executive (Ray Morgan)

<b>Yes</b>	School Place Provision	<p>To consider an update to the proposal to support provision of new school places.</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>	Cllr Bittleston, Leader of the Council.	None.	Chief Finance Officer (Leigh Clarke)
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## 21 November 2019

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
<b>Yes</b>	Review of Fees and Charges 2020-21	To recommend to Council that the discretionary Fees and Charges for 2020-21 be approved.	Cllr Azad, Portfolio Holder, and service users where appropriate.	None.	Chief Finance Officer (Leigh Clarke)
<b>Yes</b>	Robin Hood	To recommend to Council the provision of Loan Finance to Rutland Woking for the development of the former Pub site for a Community Transport Depot and residential accommodation.	Cllr Azad, Portfolio Holder.	None.	Deputy Chief Executive (Douglas J Spinks)
<b>Yes</b>	Smarts Heath Road Woking Gymnastic Center	To recommend to Council funding arrangements for the implementation of the approved scheme.	Cllr Azad, Portfolio Holder.	None.	Chief Executive (Ray Morgan)
<b>No</b>	Calendar of Meetings 2020-21	To recommend to Council the Calendar of Meetings for 2020-21.	Cllr Azad, Portfolio Holder.	None.	Head of Democratic and Legal Services (Peter Bryant)
<b>No</b>	Draft General Fund Budget 2020-21	To receive the draft General Fund 2020-21 for the purpose of finalising proposals for service budgets and Council Tax.	Cllr Azad, Portfolio Holder, and Business Managers.	None.	Chief Finance Officer (Leigh Clarke)

<b>No</b>	Draft Housing Revenue Account Budget Update 2020-21	To receive the draft Housing Revenue Account estimates 2020-21 for the purposes of finalising proposals for service.	Cllr Azad, Portfolio Holder, and Business Managers.	None.	Chief Finance Officer (Leigh Clarke)
<b>Yes</b>	Draft Investment Programme 2019-20 to 2023-24	To receive the draft Investment Programme.	Cllr Azad, Portfolio Holder, and Business Managers.	None.	Chief Finance Officer (Leigh Clarke)
<b>No</b>	GDPR Compliance/Cyber Security	To note the position regarding GDPR compliance and cyber security.	Cllr Azad, Portfolio Holder.	None.	Head of Democratic and Legal Services (Peter Bryant)
<b>No</b>	Performance and Financial Monitoring Information	To consider the Performance and Financial Monitoring Information contained in the Green Book.	Cllr Bittleston, Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)

## Special Grants Executive - 12 December 2019

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
<b>Yes</b>	Applications for Financial Assistance 2020-21	To receive the annual report on applications for the Community Support Scheme for the 2020/21 financial year.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)

Applications will be added after the Grants application deadline.