



**WOKING BOROUGH COUNCIL**

# **FORWARD PLAN OF KEY DECISIONS**

**CIVIC OFFICES  
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**Period Covered: September 2021 - January 2022**

## **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 Leadership Team 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 A Azad**  
**Leader of the Council**

# The Executive

**Chairman: Councillor A Azad**  
[cllrayesha.azad@woking.gov.uk](mailto:cllrayesha.azad@woking.gov.uk)

**Vice-Chairman: Councillor S M Ashall**  
[cllrsimon.ashall@woking.gov.uk](mailto:cllrsimon.ashall@woking.gov.uk)

**Councillor K M Davis**  
[cllrkevin.davis@woking.gov.uk](mailto:cllrkevin.davis@woking.gov.uk)

**Councillor D Harlow**  
[cllrdebbie.harlow@woking.gov.uk](mailto:cllrdebbie.harlow@woking.gov.uk)

**Councillor G W Elson**  
[cllrgary.elson@woking.gov.uk](mailto:cllrgary.elson@woking.gov.uk)

**Councillor C S Kemp**  
[cllrcolin.kemp@woking.gov.uk](mailto:cllrcolin.kemp@woking.gov.uk)

# Officers

## Corporate Leadership Team

**Chief Executive:**

Julie Fisher  
01483 743333  
[julie.fisher@woking.gov.uk](mailto:julie.fisher@woking.gov.uk)

**Director of Legal & Democratic Services/  
Monitoring Officer**

Joanne McIntosh  
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**Director of Finance/  
Chief Finance Officer**

Leigh Clarke  
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**Director of Housing**

Louise Strongitharm  
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**Director of Planning**

Giorgio Framaliccio  
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**Director of Neighbourhood Services**

Geoff McManus  
01483 743707  
[geoff.mcmanus@woking.gov.uk](mailto:geoff.mcmanus@woking.gov.uk)

**Director of Community Services**

Vacancy

## 9 September 2021

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 A Kirby - Pollinator Plan for Woking	To consider the Notice of Motion from Cllr A Kirby referred to the Executive on 9 September 2021 by Council on 29 July 2021.	Cllr Davis, Portfolio Holder.	None.	Director of Neighbourhood Services (Geoff McManus)
<b>No</b>	Notice of Motion - Cllr A Kirby - Freedom to Vote by Post	To consider the Notice of Motion from Cllr A Kirby referred to the Executive on 9 September 2021 by Council on 29 July 2021.	Cllr Azad, Portfolio Holder.	None.	Chief Executive (Julie Fisher)
<b>Yes</b>	Review of the Infrastructure Capacity Study and Delivery Plan - East of the Borough and Borough-wide Study	To request the Executive to recommend to Council to note and support the Infrastructure Capacity Study and Delivery Plan.	Cllr Elson, Portfolio Holder, community engagement, stakeholder involvement, Woking Joint Committee and LDF Working Group.	None.	Director of Planning (Giorgio Framallicco)

<b>Yes</b>	Review of Development Management Policies Development Plan Document (DPD)	To request the Executive to recommend to Council to approve the recommendation of the review of the Development Management Policies DPD.	Cllr Elson, Portfolio Holder, LDF Working Group.	None.	Director of Planning (Giorgio Framalicco)
<b>No</b>	Afghan Locally Employed Staff (LES) Relocation Scheme	To agree that the Council assist with the relocation of five Afghan families through the Government's Afghan LES Relocation Scheme.	Cllr Azad, Leader of the Council.	None.	Chief Executive (Julie Fisher)
<b>Yes</b>	Review of Outlook, Amenity and Daylight Supplementary Planning Document (SPD)	To seek authority to publish the revised Outlook, Amenity and Daylight SPD for public engagement and consultation.	Cllr Elson, Portfolio Holder, LDF Working Group.	None.	Director of Planning (Giorgio Framalicco)
<b>Yes</b>	Review of Thames Basin Heaths Special Protection Areas Avoidance Strategy	To seek authority to publish the revised Thames Basin Heaths Special Protection Areas Avoidance Strategy for public engagement and consultation.	Cllr Elson, Portfolio Holder, LDF Working Group.	None.	Director of Planning (Giorgio Framalicco)
<b>Yes</b>	Review of Statement of Community Involvement (SCI)	To seek authority to publish the revised Statement of Community Involvement for community engagement and consultation.	Cllr Elson, Portfolio Holder, LDF Working Group.	None.	Director of Planning (Giorgio Framalicco)
<b>No</b>	Economic Development Action Plan	To agree the Economic Development Action Plan.	Cllr Davis, Portfolio Holder, Economic Development Task Group.	None.	Director of Planning (Giorgio Framalicco)

<b>No</b>	Churchyard Closure and Transfer of Maintenance Responsibility – St Mary The Virgin Horsell	The Executive is requested to resolve that the responsibility for the maintenance of the closed churchyard at St Mary The Virgin Horsell is transferred to Woking Borough Council.	Cllr Davis, Portfolio Holder.	None.	Director of Neighbourhood Services (Geoff McManus)
<b>No</b>	Risk Management Policy	To agree the updated Risk Management Policy.	Cllr Azad, Portfolio Holder.	None.	Chief Executive (Julie Fisher)
<b>No</b>	Performance and Financial Monitoring Information	To consider the Performance and Financial Monitoring Information contained in the Green Book.	Cllr Azad, 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 Azad, Portfolio Holder.	None.	Chief Executive (Julie Fisher)

<p><b>Yes</b></p>	<p>Commercial Tenant Management</p>	<p>To receive a report on Commercial Tenant Management.</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>Cllr Azad, Portfolio Holder.</p>	<p>None.</p>	<p>Chief Finance Officer (Leigh Clarke)</p>
<p><b>Yes</b></p>	<p>Commercial Tenant Management</p>	<p>To receive a report on Commercial Tenant Management.</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>Cllr Azad, Portfolio Holder.</p>	<p>None.</p>	<p>Chief Finance Officer (Leigh Clarke)</p>



## 7 October 2021

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
<b>Yes</b>	Woking Site Allocations Development Plan Document (DPD) – the Inspector’s Final Report	To consider the Inspector’s Report into the Site Allocations DPD Examination and the Officers’ analysis and recommendation.	Cllr Elson, Portfolio Holder.	None.	Director of Planning (Giorgio Framalitto)
<b>No</b>	Update on development of Corporate Strategy and Medium Term Financial Strategy (MTFS)	To receive an update on development of the Corporate Strategy and Medium Term Financial Strategy (MTFS).	Cllr Azad, Leader of the Council, Cllr Ashall, Portfolio Holder.	None.	Chief Executive (Julie Fisher)
<b>Yes</b>	Housing Infrastructure Fund – Update	To consider key issues and actions in relation to the project and the officer’s analysis and recommendations.	Cllr Kemp, Portfolio Holder.	None.	Director of Planning (Giorgio Framalitto)
<b>No</b>	Confidentiality Protocol Annual Report	To receive the Confidentiality Annual Report.	Cllr Azad, Portfolio Holder.	None.	Director of Legal and Democratic Services (Joanne McIntosh)
<b>No</b>	Performance and Financial Monitoring Information	To consider the Performance and Financial Monitoring Information contained in the Green Book.	Cllr Azad, Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)

## 18 November 2021

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
<b>Yes</b>	Woking Borough Council Digital Transformation Strategy	To recommend to Council the Woking Borough Council Digital Transformation Strategy.	Cllr Davis, Portfolio Holder.	None.	Director of Planning (Giorgio Framallicco)
<b>No</b>	Thameswey Business Plans (to include company consolidation plan)	To consider a report on Thameswey Business Plans including recommending consolidation of the Council's wholly-owned companies.	Cllr Azad, Portfolio Holder.	None.	Chief Executive (Julie Fisher)
<b>No</b>	Town Centre Public Spaces Protection Order (PSPO)	Permission to make a Public Spaces Protection Order (PSPO), subject to consultation.	Cllr Harlow, Portfolio Holder, Surrey Police.	None.	Chief Executive (Julie Fisher)
<b>Yes</b>	Review of Fees and Charges 2022-23	To recommend to Council that the discretionary Fees and Charges for 2022-23 be approved.	Cllr Ashall, Portfolio Holder, and service users where appropriate.	None.	Chief Finance Officer (Leigh Clarke)
<b>Yes</b>	Smarts Heath Road Woking Gymnastic Centre	To recommend to Council funding arrangements for the implementation of the approved scheme.	Cllr Azad, Portfolio Holder.	None.	Director of Planning (Giorgio Framallicco)

<b>No</b>	Safeguarding Policy	To recommend to Council the adoption of the updated Safeguarding Policy.	Cllr Harlow, Portfolio Holder.	None.	Chief Executive (Julie Fisher)
<b>No</b>	Calendar of Meetings 2022-23	To recommend to Council the Calendar of Meetings for 2022-23.	Cllr Azad, Portfolio Holder.	None.	Director of Legal and Democratic Services (Joanne McIntosh)
<b>No</b>	Draft General Fund Budget 2022-23	To receive the draft General Fund 2022-23 for the purpose of finalising proposals for service budgets and Council Tax.	Cllr Ashall, Portfolio Holder, and Business Managers.	None.	Chief Finance Officer (Leigh Clarke)
<b>No</b>	Draft Housing Revenue Account Budget Update 2022-23	To receive the draft Housing Revenue Account estimates 2022-23 for the purposes of finalising proposals for service.	Cllr Ashall, Portfolio Holder, and Business Managers.	None.	Chief Finance Officer (Leigh Clarke)
<b>Yes</b>	Draft Investment Programme 2021-22 to 2025-26	To receive the draft Investment Programme.	Cllr Ashall, Portfolio Holder, and Business Managers.	None.	Chief Finance Officer (Leigh Clarke)
<b>No</b>	Performance and Financial Monitoring Information	To consider the Performance and Financial Monitoring Information contained in the Green Book.	Cllr Azad, 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 Azad, Portfolio Holder.	None.	Chief Executive (Julie Fisher)

## Special Grants Executive - 9 December 2021

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 - Annual Report	To receive the annual report on applications for the Community Support Scheme for the 2022/23 financial year.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
<b>No</b>	Angelic Network CIC - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
<b>No</b>	Byfleet Bowls Club - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
<b>Yes</b>	Cardinals in the Community - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
<b>Yes</b>	Catalyst - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
<b>No</b>	Cherry Trees - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
<b>Yes</b>	Citizens Advice Woking - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)

<b>No</b>	Community Advice Forum - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
<b>Yes</b>	Coram Life Education - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
<b>No</b>	Crossroads Care Surrey - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
<b>Yes</b>	Dance Woking - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
<b>No</b>	GASP Motor Project - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
<b>No</b>	Headway Surrey - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
<b>No</b>	Home-Start Runnymede and Woking - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
<b>No</b>	Intergenerational Music Making - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
<b>No</b>	LCAG Lift Up Together and Little Minions - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)

<b>No</b>	Let's Read - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
<b>Yes</b>	MASCOT - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
<b>No</b>	Mediation Surrey - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
<b>No</b>	Outline - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
<b>Yes</b>	Relate West Surrey - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
<b>No</b>	Sight for Surrey - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
<b>No</b>	Surrey Care Trust - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
<b>No</b>	Surrey North Area Cruse Bereavement Care - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
<b>No</b>	Surrey Welfare Rights Unit - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)

<b>No</b>	TALK Surrey - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
<b>No</b>	The Brigitte Trust - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
<b>No</b>	The Club at Old Woking - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
<b>No</b>	The Counselling Partnership - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
<b>No</b>	The Lightbox - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
<b>Yes</b>	The Lighthouse - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
<b>Yes</b>	The Maybury Centre - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
<b>No</b>	The Prison Fellowship - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
<b>No</b>	The Woking Community Furniture Project - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)

<b>No</b>	Woking Age Concern - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
<b>No</b>	Woking and District Men's Shed - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
<b>Yes</b>	Woking and Sam Beare Hospices - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
<b>No</b>	Woking and Weybridge Branch of Parkinson's UK - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
<b>No</b>	Woking Asian Business Forum - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
<b>Yes</b>	Woking Community Transport (Bustler) - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
<b>Yes</b>	Woking Community Transport (Town Centre Buggy) - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
<b>No</b>	Woking District Scouts (Handicamp) - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)



<b>No</b>	Woking People of Faith - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
<b>No</b>	Woking shopMobility - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
<b>No</b>	Woking Street Angels - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
<b>No</b>	Woking Strokeability - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
<b>No</b>	Woking Talking Newspaper (1988) Association - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
<b>Yes</b>	York Road Project - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
<b>Yes</b>	yourSanctuary - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)

## 20 January 2022

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
<b>No</b>	Update on progress of Corporate Strategy and Medium Term Financial Strategy (MTFS) against Corporate Plan	To receive an update on progress of the Corporate Strategy and Medium Term Financial Strategy (MTFS) against the Corporate Plan.	Cllr Azad, Leader of the Council, Cllr Ashall, Portfolio Holder.	None.	Chief Executive (Julie Fisher)
<b>No</b>	Housing Assistance Policy	To agree minor changes to the Council's Housing Assistance Policy.	Cllr Harlow, Portfolio Holder.	None.	Chief Executive (Julie Fisher)
<b>No</b>	Performance and Financial Monitoring Information	To consider the Performance and Financial Monitoring Information contained in the Green Book.	Cllr Azad, Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)