



WOKING BOROUGH COUNCIL

FORWARD PLAN OF KEY DECISIONS

**CIVIC OFFICES
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Period Covered: November 2021 - March 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), 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 A Azad
Leader of the Council

The Executive

Chairman: Councillor A Azad
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Vice-Chairman: Councillor S M Ashall
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Councillor K M Davis
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Councillor D Harlow
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Councillor G W Elson
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Councillor C S Kemp
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Officers

Corporate Leadership Team

Chief Executive:

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

Joanne McIntosh
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**Director of Finance/
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Leigh Clarke
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Director of Planning

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Director of Neighbourhood Services

Geoff McManus
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Director of Community Services

Vacancy

18 November 2021

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
No	Notice of Motion - Cllr W Forster - Location of Woking's rail aggregates yard	To consider the Notice of Motion from Cllr W Forster referred to the Executive on 18 November 2021 by Council on 14 October 2021.	Cllr Kemp, Portfolio Holder.	None.	Director of Planning (Giorgio Framalico)
Yes	Woking Borough Council Digital Strategy 2022-2025	To recommend to Council the Woking Borough Council Digital Transformation Strategy.	Cllr Davis, Portfolio Holder.	None.	Director of Planning (Giorgio Framalico)
No	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)
No	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.	Director of Neighbourhood Services (Geoff McManus)
Yes	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)

No	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)
No	Draft Medium Term Financial Strategy (MTFS) and General Fund Budget 2022-23	To receive the draft Medium Term Financial Strategy and 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)
No	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)
Yes	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)
No	Community Memorial Trees Project	To agree proposals in order to progress the establishment of the Woking Community Memorial Woodland.	Cllr Kevin Davis and Cllr Azad, Portfolio Holders, Brookwood Cemetery Board, Brookwood Cemetery Society.	None.	Director of Neighbourhood Services (Geoff McManus), Director of Planning (Giorgio Framalicco)
No	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)

No	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)
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Special Grants Executive - 8 December 2021

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
Yes	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)
No	Angelic Network CIC - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
No	Byfleet Bowls Club - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
Yes	Cardinals in the Community - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
Yes	Catalyst - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
No	Cherry Trees - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
Yes	Citizens Advice Woking - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)

No	Community Advice Forum - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
Yes	Coram Life Education - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
No	Crossroads Care Surrey - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
No	GASP Motor Project - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
No	Headway Surrey - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
No	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)
No	Intergenerational Music Making - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
No	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)
No	Let's Read - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)

Yes	MASCOT - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
No	Mediation Surrey - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
No	Outline - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
Yes	Relate West Surrey - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
No	Sight for Surrey - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
No	Surrey Care Trust - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
No	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)
No	Surrey Welfare Rights Unit - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
No	TALK Surrey - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)

No	The Brigitte Trust - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
No	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)
No	The Counselling Partnership - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
No	The Lightbox - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
Yes	The Lighthouse - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
Yes	The Maybury Centre - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
No	The Prison Fellowship - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
No	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)
No	Woking Age Concern - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)

No	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)
Yes	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)
No	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)
No	Woking Asian Business Forum - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
Yes	Woking Community Transport (Bustler) - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
Yes	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)
No	Woking District Scouts (Handicamp) - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
No	Woking People of Faith - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)

No	Woking shopMobility - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
No	Woking Street Angels - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
No	Woking Strokeability - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
No	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)
Yes	York Road Project - Application for Financial Assistance	To determine the grant application.	Cllr Ashall, Portfolio Holder. Internal Officers.	None.	Chief Executive (Julie Fisher)
Yes	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
Yes	Review of the Statement of Community Involvement (SCI)	To request the Executive to recommend to Council to approve the Statement of Community Involvement.	Cllr Elson, Portfolio Holder, LDF Working Group.	None.	Director of Planning (Giorgio Framalico)
Yes	Review of the Outlook, Amenity and Daylight Supplementary Planning Document (SPD)	To request the Executive to recommend to Council to adopt the Outlook, Amenity and Daylight SPD.	Cllr Elson, Portfolio Holder, LDF Working Group.	None.	Director of Planning (Giorgio Framalico)
Yes	Review of the Thames Basin Heaths Special Protection Areas Avoidance Strategy	To request the Executive to recommend to Council to adopt the Thames Basin Heaths Special Protection Areas Avoidance Strategy.	Cllr Elson, Portfolio Holder, LDF Working Group.	None.	Director of Planning (Giorgio Framalico)
Yes	Phase 2 – Infrastructure Capacity Study and Delivery Plan (IDP)	To request the Executive to recommend to Council to approve the IDP.	Cllr Elson, Portfolio Holder, LDF Working Group.	None.	Director of Planning (Giorgio Framalico)
No	Safeguarding Policy	To recommend to Council the adoption of the updated Safeguarding Policy.	Cllr Harlow, Portfolio Holder.	None.	Chief Executive (Julie Fisher)

No	Community Engagement and Consultation	To receive the report on the feedback on the Community Engagement Roadshows and Questionnaire.	Cllr Azad, Leader of the Council, Cllr Ashall, Portfolio Holder.	None.	Chief Executive (Julie Fisher)
No	Update on the Housing Service	To receive and note the progress update on Housing Service changes from 1 April 2022.	Cllr Harlow, Portfolio Holder.	None.	Director of Housing (Louise Strongitharm)
No	Housing Assistance Policy	To agree minor changes to the Council's Housing Assistance Policy.	Cllr Harlow, Portfolio Holder.	None.	Chief Executive (Julie Fisher)
No	Surrey's Spatial Framework - A Strategic Vision for Place Leadership, Infrastructure & Good Growth	To consider Surrey's Spatial Framework which was published for consultation in November and its implications for Woking Borough Council.	Cllr Elson, Portfolio Holder.	None.	Director of Planning (Giorgio Framallicco)
Yes	Climate Change Response and SCC Greener Futures	To receive a paper on Climate Change Response and SCC Greener Futures.	Cllr Davis, Portfolio Holder.	None.	Director of Neighbourhood Services (Geoff McManus)
No	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)

3 February 2022

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
Yes	Corporate Plan	To recommend to Council the Adoption of the Corporate Plan.	Cllr Azad, Portfolio Holder.	None.	Chief Executive (Julie Fisher)
Yes	General Fund, Service Plans, Budgets and Prudential Indicators 2022-23	To recommend to Council the General Fund, Service Plans, Budgets and Prudential Indicators for 2022-23.	Cllr Ashall, Portfolio Holder, Business Managers.	None.	Chief Finance Officer (Leigh Clarke)
Yes	Housing Revenue Account Budgets 2022-23	To recommend to Council the Housing Revenue Account Budgets for 2022-23.	Cllr Ashall, Portfolio Holder, Business Managers.	None.	Chief Finance Officer (Leigh Clarke)
Yes	Investment Programme 2021-22 to 2025-26	To recommend to Council the full review of the Investment Programme and priorities.	Cllr Ashall, Portfolio Holder, Business Managers, Finance Task Group.	None.	Chief Finance Officer (Leigh Clarke)
Yes	Capital, Investment and Treasury Management Strategies	To recommend to Council the Capital, Investment and Treasury Management Strategies for 2022-23.	Cllr Ashall, Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)
Yes	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)

No	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)
No	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)

24 March 2022

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
Yes	Directorate Plans	To recommend to Council the Adoption of Directorate Plans.	Cllr Azad, Portfolio Holder.	None.	Chief Executive (Julie Fisher)
Yes	Loan Agreement Proposal	To approve additional loan finance.	Cllr Azad, Leader of the Council.	None.	Chief Finance Officer (Leigh Clarke)
No	Write off of Irrecoverable Debt	To write off debts over £10,000.	Cllr Ashall, Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)
No	Regulation of Investigatory Powers Act 2000 - Annual Monitoring Report	To receive details of RIPA authorisations during 2021 calendar year.	Cllr Azad, Portfolio Holder.	None.	Director of Legal and Democratic Services (Joanne McIntosh)
No	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)

Yes	Loan Agreement Proposal	<p>To receive confidential financial information in respect of a Loan Agreement Proposal in Part I of the agenda.</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 Azad, Leader of the Council.	None.	Chief Finance Officer (Leigh Clarke)
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