



**WOKING BOROUGH COUNCIL**

# **FORWARD PLAN OF KEY DECISIONS**

**CIVIC OFFICES  
GLOUCESTER SQUARE  
WOKING GU21 6YL  
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**Period Covered: September 2023 - January 2024**

## **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-M Barker**  
**Leader of the Council**

# The Executive

**Chairman: Councillor A-M Barker**  
[cldrann-marie.barker@woking.gov.uk](mailto:cldrann-marie.barker@woking.gov.uk)

**Vice-Chairman: Councillor W P Forster**  
[cldrwill.forster@woking.gov.uk](mailto:cldrwill.forster@woking.gov.uk)

**Councillor P J T Graves**  
[cldrpeter.graves@woking.gov.uk](mailto:cldrpeter.graves@woking.gov.uk)

**Councillor L S Lyons**  
[cldrliam.lyons@woking.gov.uk](mailto:cldrliam.lyons@woking.gov.uk)

**Councillor I Johnson**  
[cldrrian.johnson@woking.gov.uk](mailto:cldrrian.johnson@woking.gov.uk)

**Councillor E Nicholson**  
[cldrellen.nicholson@woking.gov.uk](mailto:cldrellen.nicholson@woking.gov.uk)

**Councillor D Roberts**  
[cldrdale.roberts@woking.gov.uk](mailto:cldrdale.roberts@woking.gov.uk)

# Officers

## Corporate Leadership Team

**Chief Executive:**

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

**Acting Strategic Director - Place**

Beverley Kuchar  
01483 743473  
[beverley.kuchar@woking.gov.uk](mailto:beverley.kuchar@woking.gov.uk)

**Strategic Director - Communities**

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

**Strategic Director - Corporate Resources**

Kevin Foster  
01483 743198  
[kevin.foster@woking.gov.uk](mailto:kevin.foster@woking.gov.uk)

**Interim Director of Finance (Section 151  
Officer)**

Eugene Walker  
01483 743070  
[eugene.walker@woking.gov.uk](mailto:eugene.walker@woking.gov.uk)

**Interim Director of Legal and Democratic  
Services & Monitoring Officer**

Gareth John  
01483 743077  
[gareth.john@woking.gov.uk](mailto:gareth.john@woking.gov.uk)

## 14 September 2023

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
<b>Yes</b>	Medium Term Financial Strategy (MTFS)	The decision is sought to set the framework for Officers to develop detailed proposals for consideration by the Council to support its Improvement and Recovery Plans.	Cllr Roberts, Portfolio Holder.	None.	Interim Director of Finance (Section 151 Officer) (Eugene Walker)
<b>No</b>	UK Shared Prosperity Fund (UKSPF) Group – Terms of Reference	To agree the Terms of Reference for the UK Shared Prosperity Fund (UKSPF) Group.	Cllr Barker, Portfolio Holder.	None.	Interim Director of Legal and Democratic Services (Gareth John)
<b>No</b>	Financial Monitoring Report	To receive a financial monitoring report.	Cllr Roberts, Portfolio Holder.	None.	Interim Director of Finance (Section 151 Officer) (Eugene Walker)
<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 Barker, Portfolio Holder.	None.	Strategic Director - Corporate Resources (Kevin Foster)

## 5 October 2023

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
<b>Yes</b>	Sheerwater Regeneration	To consider proposals for the future delivery of the Sheerwater Regeneration project.	Cllr Forster, Portfolio Holder.	None.	Strategic Director - Communities (Louise Strongitharm)
<b>Yes</b>	Climate Change Strategy	To recommend to Council the adoption of the Climate Change Strategy.	Cllr Graves, Portfolio Holder, public consultation and stakeholder engagement.	None.	Acting Strategic Director - Place (Beverley Kuchar)
<b>No</b>	Woking Environment Action (WEAct) – Recommendations and Responses	To receive Officer responses to WEAct’s climate recommendations, as considered by the Greener Woking Working Group at its meeting on 28 June 2023.	Cllr Graves, Portfolio Holder, Greener Woking Working Group.	None.	Acting Strategic Director - Place (Beverley Kuchar)
<b>Yes</b>	Review of the Core Strategy	To recommend to Council the review of the Core Strategy.	Cllr Lyons, Portfolio Holder.	None.	Acting Strategic Director - Place (Beverley Kuchar)
<b>Yes</b>	Victoria Arch - Housing Infrastructure Fund (HIF) Project	To receive an update on the Victoria Arch/Housing Infrastructure Fund (HIF) Project.	Cllr Forster, Deputy Leader.	None.	Acting Strategic Director - Place (Beverley Kuchar)

<b>No</b>	CIL - Application for Funding - West Byfleet Rec Tennis Court Enhancement	To determine a CIL application for funding over £10,000 in respect of West Byfleet Rec tennis court enhancements.	Cllr Lyons, Portfolio Holder.	None.	Acting Strategic Director - Place (Beverley Kuchar)
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## 16 November 2023

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
<b>Yes</b>	Victoria Square Woking Ltd - Funding Update	To provide an update on the investment programme for Victoria Square Woking Ltd.	Cllr Forster, Deputy Leader.	None.	Strategic Director - Corporate Resources (Kevin Foster)
<b>Yes</b>	ThamesWey Housing Ltd (Sheerwater) - Funding Update	To provide an update on the investment programme for ThamesWey Housing Ltd (Sheerwater).	Cllr Forster, Deputy Leader.	None.	Strategic Director - Corporate Resources (Kevin Foster)
<b>Yes</b>	Review of Fees and Charges 2024-25	To recommend to Council that the discretionary Fees and Charges for 2024-25 be approved.	Cllr Roberts, Portfolio Holder, and service users where appropriate.	None.	Interim Director of Finance (Section 151 Officer) (Eugene Walker)
<b>Yes</b>	Climate Change Supplementary Planning Document (SPD)	To note the analysis of various responses to the Climate Change SPD consultation and to recommend to Council the adoption of the Climate Change SPD for the purposes of providing more detailed guidance on the application of planning policies related to climate change and aide the delivery of highly sustainable forms of development in the Borough.	Cllr Lyons, Portfolio Holder.	None.	Acting Strategic Director - Place (Beverley Kuchar)



<b>No</b>	Calendar of Meetings 2024-25	To recommend to Council the Calendar of Meetings for 2024-25.	Cllr Barker, Portfolio Holder.	None.	Interim Director of Legal and Democratic Services (Gareth John)
<b>No</b>	Draft Medium Term Financial Strategy (MTFS) and General Fund Budget 2024-25	To receive the draft Medium Term Financial Strategy and General Fund 2024-25 for the purpose of finalising proposals for service budgets and Council Tax.	Cllr Roberts, Portfolio Holder and Senior Managers.	None.	Interim Director of Finance (Section 151 Officer) (Eugene Walker)
<b>No</b>	Draft Housing Revenue Account Budget Update 2024-25	To receive the draft Housing Revenue Account estimates 2024-25 for the purposes of finalising proposals for service.	Cllr Roberts, Portfolio Holder and Senior Managers.	None.	Interim Director of Finance (Section 151 Officer) (Eugene Walker)
<b>Yes</b>	Draft Investment Programme 2023-24 to 2027-28	To receive the draft Investment Programme.	Cllr Roberts, Portfolio Holder and Senior Managers.	None.	Interim Director of Finance (Section 151 Officer) (Eugene Walker)
<b>No</b>	Write off of Irrecoverable Debt	To write off debts over £10,000.	Cllr Roberts, Portfolio Holder.	None.	Interim Director of Finance (Section 151 Officer) (Eugene Walker)
<b>No</b>	Performance Monitoring Information	To consider the Performance Monitoring Information contained in the Green Book.	Cllr Barker, Portfolio Holder.	None.	Strategic Director - Corporate Resources (Kevin Foster)
<b>No</b>	Financial Monitoring Report	To receive a financial monitoring report.	Cllr Roberts, Portfolio Holder.	None.	Interim Director of Finance (Section 151 Officer) (Eugene Walker)

## 18 January 2024

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
<b>No</b>	Performance Monitoring Information	To consider the Performance Monitoring Information contained in the Green Book.	Cllr Barker, Portfolio Holder.	None.	Strategic Director - Corporate Resources (Kevin Foster)
<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 Barker, Portfolio Holder.	None.	Strategic Director - Corporate Resources (Kevin Foster)