



# Reigate and Banstead Borough Council

## Notice of Key Decisions and Corporate Forward Plan

Published: 15 November 2023

This Notice gives 28 days' notice that the Executive of Reigate and Banstead Borough Council intends to make a key decision or make a decision in private. Other decisions by the Executive and Council are also included. Documents submitted to the decision making body for consideration may be downloaded from the Council's website. The Membership of the decision-making bodies at which a key decision can be made are shown below.

The Executive
R Biggs, Leader of the Council
V Lewanski, Deputy Leader, Finance, Governance and Organisation
R Ashford, Community, Leisure and Culture
H Avery, Neighbourhood Services
A King, Commercial and Community Assets
J King, Corporate Policy and Resources
R Michalowski, Place, Planning and Regulatory Services
N Moses, Environment and Sustainability
C Neame, Housing and Support

Partner, Shareholder and Trustee Executive Sub-Committee
A King, Commercial and Community Assets (Chair)
V Lewanski, Deputy Leader, Finance, Governance and Organisation (Vice-Chair)
R Biggs, Leader of the Council
R Michalowski, Place, Planning and Regulatory Services

Report Author(s)	Lead Member(s)	Officer sign off	Subject	Considered by	Executive	Council	Open / Exempt	Key
<b>November</b>								
<i>Pat Main, Chief Finance Officer, David Brown, Finance Manager,</i>	Deputy Leader and Portfolio Holder for Finance,	Chief Finance Officer	<b>Service &amp; Financial Planning 2024/25</b>  To approve draft budget		16 Nov 2023		Open	KEY

Report Author(s)	Lead Member(s)	Officer sign off	Subject	Considered by	Executive	Council	Open / Exempt	Key
<i>Catherine Rose, Head of Corporate Policy</i>	Governance and Organisation		proposals for 2024/25.					
<i>Tomas Pugh-Cook, Senior Planning Policy Officer</i>	Portfolio Holder for Place, Planning and Regulatory Services	Head of Planning	<b>Draft A23 Great Street Design Code SPD</b>  Request to consult on the Draft A23 Great Street Design Code SPD		16 Nov 2023		Open	
<i>Pat Main, Chief Finance Officer, Jacqueline Aboagye, Finance Manager</i>	Deputy Leader and Portfolio Holder for Finance, Governance and Organisation	Chief Finance Officer	<b>Council Tax Base 2024/25</b>  To receive a report on the Council Tax Base 2024/25.			30 Nov 2023	Open	
<i>Andrew Benson, Head of Planning</i>	Portfolio Holder for Place, Planning and Regulatory Services	Head of Planning	<b>Petition: Save The Oriental in Merstham</b>  For Council to debate the Petition received to save The Oriental in Merstham.			30 Nov 2023	Open	
<b>December</b>								
<i>Pat Main, Chief Finance Officer</i>	Portfolio Holder for Commercial and Community Assets	Chief Finance Officer	<b>Companies Performance Update - Winter 2023</b>  To provide an update to the shareholder/partner representatives on the companies owned and part-	Overview and Scrutiny Committee 7 Dec 2023	Partner, Shareholder and Trustee Executive Sub-Committee 14 Dec 2023		Part exempt	

Report Author(s)	Lead Member(s)	Officer sign off	Subject	Considered by	Executive	Council	Open / Exempt	Key
			owned by the Council.					
<i>Marie Crabtree, Democratic Services Officer</i>	Deputy Leader and Portfolio Holder for Finance, Governance and Organisation	Chief Finance Officer	<p><b>Observations on Budget Proposals 2024/25 - Budget Scrutiny Panel report</b></p> <p>To consider feedback from Overview and Scrutiny Committee's Budget Scrutiny Panel on Service &amp; Financial Planning 2024/25.</p>	Overview and Scrutiny Committee 7 Dec 2023	14 Dec 2023		Open	
<i>Tom Borer, Policy Officer</i>	Portfolio Holder for Commercial and Community Assets	Head of Corporate Policy, Projects and Performance	<p><b>Commercial Strategy Progress Update 2023</b></p> <p>To receive a progress update on work aligned with the Council's Commercial Strategy and objectives.</p>	Overview and Scrutiny Committee 7 Dec 2023	14 Dec 2023		Open	
<i>David Brown, Finance Manager, Luke Harvey, Project &amp; Performance Team Leader, Pat Main, Chief Finance Officer</i>	Deputy Leader and Portfolio Holder for Finance, Governance and Organisation, Portfolio Holder for Corporate Policy and Resources	Chief Finance Officer, Head of Corporate Policy, Projects and Performance	<p><b>Quarter 2 2023/24 performance report</b></p> <p>To receive the Q2 performance report 2023/24 including Budget Monitoring and Treasury Management.</p>	Overview and Scrutiny Committee 7 Dec 2023	14 Dec 2023	20 Feb 2024	Open	

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<i>Gloria Addai, Performance Officer - Project &amp; Business Assurance, Luke Harvey, Project &amp; Performance Team Leader</i>	Portfolio Holder for Corporate Policy and Resources	Head of Corporate Policy, Projects and Performance	<p><b>Risk management - Q2 2023/24</b></p> <p>Risk management update for Quarter 2 of the 2023/24 financial year.</p>	Audit Committee 6 Dec 2023	14 Dec 2023		Part exempt	
<i>Daniel Jones, Property Services Manager, Steve McLeod, Principal Asset Manager</i>	Portfolio Holder for Commercial and Community Assets	Chief Finance Officer	<p><b>Procurement of General and Capital Building Works Contracts</b></p> <p>To seek approval to place two JCT Measured Term Contracts, each for a period of up to 5 years:</p> <ol style="list-style-type: none"> <li>1. General Building Works (Planned and Preventative Maintenance)</li> <li>2. Capital Building Works</li> </ol>		14 Dec 2023		Part exempt Confidential financial information	KEY
<i>Anthony Hathaway, Transport Manager, Morag Williams, Head of Neighbourhood Operations</i>	Portfolio Holder for Neighbourhood Services	Head of Neighbourhood Operations	<p><b>Replacement of leased compact road sweepers</b></p> <p>To approve a new agreement for the lease of four compact road sweepers.</p>		14 Dec 2023		Part exempt	KEY

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<i>Morag Williams, Head of Neighbourhood Operations, Anthony Hathaway, Transport Manager</i>	Portfolio Holder for Neighbourhood Services	Director of Place	<p><b>Options for the reduction in Carbon emissions from the Council's fleet of diesel powered vehicles</b></p> <p>To approve recommendations for delivering reduction of carbon emission from the Council's fleet of diesel refuse collection vehicles.</p>		14 Dec 2023	20 Feb 2024	Open	KEY
<i>Pat Main, Chief Finance Officer, Peter Boarder, Head of Place Delivery</i>	Portfolio Holder for Place, Planning and Regulatory Services	Director of Place	<p><b>Marketfield Way Update - December 2023</b></p> <p>To provide an update on the progress of the Marketfield Way Project.</p>	Overview and Scrutiny Committee 25 Jan 2024	14 Dec 2023	20 Feb 2024	Part exempt	KEY
<i>Daniel Jones, Property Services Manager, Pat Main, Chief Finance Officer</i>	Portfolio Holder for Commercial and Community Assets	Chief Finance Officer	<p><b>Property Portfolio Performance Quarter 2 2023/24</b></p> <p>To receive the Property Portfolio Performance Quarter 2 report 2023/24.</p>	Partner, Shareholder and Trustee Executive Sub-Committee 14 Dec 2023			Part exempt	KEY
<i>Joyce Hamilton, Strategic Head of Legal &amp; Governance, Jacqueline Aboagye, Finance</i>	Portfolio Holder for Commercial and Community Assets	Chief Executive, Chief Finance Officer	<p><b>Charitable Trusts - Trustee Annual Reports and Accounts 2022/23</b></p> <p>To receive the Charitable Trusts - Trustee Annual Reports and</p>	Partner, Shareholder and Trustee			Open	

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<i>Manager, Pat Main, Chief Finance Officer, James Hitchcock, Solicitor</i>			Accounts 2022/23.	Executive Sub-Committee 14 Dec 2023				
<b>2024</b>								
<b>January</b>								
<i>Justine Chatfield, Head of Community Partnerships, Isabel Wootton, Transformation Manager</i>	Portfolio Holder for Communities, Leisure and Culture	Head of Community Partnerships	<b>Petition: Reinstate Monitored CCTV Cameras in our Town Centres</b>  For Council to debate the Petition calling for monitored CCTV to be reinstated in town centres across Reigate and Banstead Borough.			18 Jan 2024	Open	
<i>Annette Wiles, Deputy Democratic Services Manager, Alex Vine, Democratic and Electoral Services Manager, Liane Dell, Democratic Services Officer</i>	Deputy Leader and Portfolio Holder for Finance, Governance and Organisation	Monitoring Officer	<b>Report of the Independent Remuneration Panel on Members' Allowances for 2024/25</b>  To receive the twenty-second report of the Independent Remuneration Plan on Member Allowances.			18 Jan 2024	Open	

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<i>Jacqueline Aboagye, Finance Manager, Catherine Rose, Head of Corporate Policy, Pat Main, Chief Finance Officer, David Brown, Finance Manager, Luke Harvey, Project &amp; Performance Team Leader</i>	Deputy Leader and Portfolio Holder for Finance, Governance and Organisation	Chief Finance Officer	<p><b>Summary of Budget Movements November 2023 to January 2024</b></p> <p>To consider the summary of budget movements November 2023 to January 2024.</p>	Overview and Scrutiny Committee 25 Jan 2024			Open	
<i>Alex Vine, Democratic and Electoral Services Manager</i>	Deputy Leader and Portfolio Holder for Finance, Governance and Organisation	Electoral Registration Officer	<p><b>Interim Polling Place and District Review 2023/24</b></p> <p>To consider the final recommendations of an interim Polling Place and District Review, which seeks to ensure that all electors have reasonable facilities for voting in elections.</p>			18 Jan 2024	Open	KEY
<b>February</b>								
<i>Alison Robinson, Housing Strategy and Performance Manager</i>	Portfolio Holder for Housing and Support	Head of Housing	<p><b>Housing Rent Review and Debt Recovery Policy</b></p> <p>To approve the annual Rent Review proposals and Debt Recovery Policy.</p>		1 Feb 2024		Open	KEY

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<i>Catherine Rose, Head of Corporate Policy, Pat Main, Chief Finance Officer, David Brown, Finance Manager, Luke Harvey, Project &amp; Performance Team Leader</i>	Deputy Leader and Portfolio Holder for Finance, Governance and Organisation	Chief Finance Officer	<b>Budget &amp; Capital Programme 2024/25</b>  To approve the Budget and Capital Programme for 2024/25.		1 Feb 2024	20 Feb 2024	Open	KEY
<i>Pat Main, Chief Finance Officer, Jacqueline Aboagye, Finance Manager</i>	Deputy Leader and Portfolio Holder for Finance, Governance and Organisation	Chief Finance Officer	<b>Council Tax 2024/25</b>  To approve the Council Tax setting for 2024/25.		1 Feb 2024	20 Feb 2024	Open	KEY
<i>Kate Brown, Head of Organisational Development</i>	Deputy Leader and Portfolio Holder for Finance, Governance and Organisation	Head of Organisational Development and HR	<b>Pay Policy Statement for 2024/25</b>  To agree the Pay Policy for 2024/25.	Employment Committee 30 Jan 2024		20 Feb 2024	Open	
<b>March</b>								
<i>Pat Main, Chief Finance Officer, David Brown, Finance Manager, Luke Harvey, Project &amp;</i>	Deputy Leader and Portfolio Holder for Finance, Governance and	Chief Finance Officer, Head of Corporate Policy, Projects and Performance	<b>Quarter 3 2023/24 performance report</b>  To receive Q3 performance report 2023/24, including Budget Monitoring and Treasury	Overview and Scrutiny Committee 14 Mar 2024	21 Mar 2024	28 Mar 2024	Open	KEY



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<i>Performance Team Leader</i>	Organisation, Portfolio Holder for Corporate Policy and Resources		Management update.					
<i>Pat Main, Chief Finance Officer, Simon Rosser, Head of Revenues, Benefits and Fraud</i>	Deputy Leader and Portfolio Holder for Finance, Governance and Organisation	Chief Finance Officer	<b>Debt Write Off 2023/24</b>  To approve the write off of irrecoverable bad debts for 2023/24.		21 Mar 2024		Open	KEY
<i>Gloria Addai, Performance Officer - Project &amp; Business Assurance, Ross Tanner, Performance Officer, Luke Harvey, Project &amp; Performance Team Leader</i>	Portfolio Holder for Corporate Policy and Resources	Head of Corporate Policy, Projects and Performance	<b>Risk management - Q3 2023/24</b>  Risk management update for Quarter 3 of the 2023/24 financial year.	Audit Committee 13 Mar 2024	21 Mar 2024		Open	
<i>Daniel Jones, Property Services Manager, Pat Main, Chief Finance Officer</i>	Portfolio Holder for Commercial and Community Assets	Chief Finance Officer	<b>Property Portfolio Performance Quarter 3 2023/24</b>  To receive the Property Portfolio Performance report Quarter 3 2023/24.	Partner, Shareholder and Trustee Executive Sub-			Open	KEY

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				Committee 21 Mar 2024				
<i>Jacqueline Aboagye, Finance Manager, Pat Main, Chief Finance Officer</i>	Deputy Leader and Portfolio Holder for Finance, Governance and Organisation	Chief Finance Officer	<b>Treasury Management Strategy 2024/25</b>  To consider the Treasury Management Strategy 2024/25.	Overview and Scrutiny Committee 14 Mar 2024	21 Mar 2024	28 Mar 2024	Open	KEY
<i>Marie Crabtree, Democratic Services Officer</i>	Councillor Nick Harrison	Strategic Head of Legal and Governance	<b>Overview and Scrutiny Proposed Annual Work Programme 2024/25</b>  To agree the Overview and Scrutiny Committee proposed annual Work Programme 2024/25.	Overview and Scrutiny Committee 14 Mar 2024	21 Mar 2024	28 Mar 2024	Open	
<i>Marie Crabtree, Democratic Services Officer</i>	Councillor Nick Harrison	Strategic Head of Legal and Governance	<b>Overview and Scrutiny Annual Report 2023/24</b>  To note the Annual Report of the Overview and Scrutiny Committee and recommend it to Full Council for approval.	Overview and Scrutiny Committee 14 Mar 2024		28 Mar 2024	Open	

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<b>Pending</b>								
<i>Catherine Radziwonik, Principal Development Manager</i>	Portfolio Holder for Commercial and Community Assets, Portfolio Holder for Communities, Leisure and Culture	Director of People, Head of Community Partnerships, Chief Finance Officer, Strategic Head of Legal and Governance	<p><b>Horley Community Centre Modernisation</b></p> <p>To provide an overview of the proposed refurbishment and physical modernisation of Horley Community Centre and seeking approval to proceed with the project as set out in the report.</p>				Part exempt Commercially sensitive information	KEY
<i>Bruno Amador, Open Space Development Manager</i>	Portfolio Holder for Neighbourhood Services, Portfolio Holder for Place, Planning and Regulatory Services	Head of Place Delivery	<p><b>Horley Outdoor Recreational Facilities</b></p> <p>To consider recommendations for investment in Horley Outdoor Recreational Facilities.</p>				Open	KEY
<i>Andrew Benson, Head of Planning</i>	Portfolio Holder for Place, Planning and Regulatory Services	Head of Planning	<p><b>Review of existing Core Strategy and Development Management Plan (DMP)</b></p> <p>To agree the outcomes of a review of existing Core Strategy/DMP policies.</p>				Open	KEY

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<i>Morag Williams, Head of Neighbourhood Operations</i>	Portfolio Holder for Neighbourhood Services	Director of Place	<p><b>SEP-25 (Surrey Environment Partnership - waste agreement to 2025)</b></p> <p>To agree the proposal to commit to Surrey Environment Partnership's interim measures for waste collection.</p>				Open	KEY
<i>Pat Main, Chief Finance Officer</i>	Portfolio Holder for Commercial and Community Assets	Chief Finance Officer	<p><b>Shareholder Actions - Greensand Holdings Limited</b></p> <p>To receive and approve the Shareholder Actions - Greensand Holdings Limited</p>	Partner, Shareholder and Trustee Executive Sub-Committee			Part exempt	
<i>Pat Main, Chief Finance Officer</i>	Portfolio Holder for Commercial and Community Assets	Chief Finance Officer	<p><b>Shareholder Actions - Pathway for Care Limited</b></p> <p>To receive and approve the Shareholder Actions - Pathway for Care Limited</p>	Partner, Shareholder and Trustee Executive Sub-Committee			Part exempt	
<i>Daniel Jones, Property Services Manager, Pat Main, Chief Finance Officer</i>	Portfolio Holder for Commercial and Community Assets	Chief Finance Officer	<p><b>Options for a Council-owned commercial property in Reigate</b></p> <p>To consider the options for a</p>	Partner, Shareholder			Part exempt	

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			Council-owned commercial property in Reigate.	and Trustee Executive Sub-Committee				
<i>Catherine Rose, Head of Corporate Policy</i>	Portfolio Holder for Environment and Sustainability	Head of Corporate Policy, Projects and Performance	<p><b>Review of the Council's Environmental Sustainability Strategy</b></p> <p>To present the outcomes of the review of the Environmental Sustainability Strategy and seek approval of a revised Strategy</p>	Overview and Scrutiny Committee			Open	KEY
<i>Daniel Jones, Property Services Manager</i>	Portfolio Holder for Commercial and Community Assets	Chief Finance Officer	<p><b>Public Toilets in the Borough's parks</b></p> <p>To consider the response to a petition calling for investment in public toilets in the Borough's parks.</p>				Open	
<i>Laura McCartney, Head of Strategic Organisation &amp; Transformation, Pat Main, Chief Finance Officer</i>	Deputy Leader and Portfolio Holder for Finance, Governance and Organisation	Strategic Head of Corporate Resources	<p><b>Procurement Governance Board</b></p> <p>To create an officer board for strategic oversight of procurement and contract management.</p>				Open	

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<i>Pat Main, Chief Finance Officer, Laura McCartney, Head of Strategic Organisation &amp; Transformation</i>	Deputy Leader and Portfolio Holder for Finance, Governance and Organisation	Strategic Head of Corporate Resources	<b>Procurement and Contract Management Strategy</b>  To adopt a strategy that delivers strategic procurement and contract management.				Open	KEY

### What is a key decision?

Article 14 of the Council's constitution defines a key decision as a decision that is likely to: (i) result in the Council incurring expenditure which is, or the making of savings which are, significant (in excess of £250,000 or 10% of the budget allocated to that particular service); or (ii) be significant in terms of its effects on communities living or working in an area comprising two or more Wards in the Council's area.

### Notice of Private Meetings

Notice is hereby given in accordance with Regulation 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that the above items (marked as part-exempt or exempt above) are likely to be considered in private at a meeting of the Council's Executive (or its sub-committees). Should you wish to make representations in relation to a meeting being held in private for consideration of any exempt or part-exempt items listed above, you should contact Democratic Services by no later than 14 clear calendar days before the relevant meeting.

**Mari-Roberts-Wood**

**Managing Director**

**Contact:** Democratic Services **Email:** [democratic@reigate-banstead.gov.uk](mailto:democratic@reigate-banstead.gov.uk) **Telephone:** 01737 276812

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