



# Reigate and Banstead Borough Council Notice of Key Decisions and Corporate Forward Plan

Published: 19 December 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>January 2024</b>								
<i>Justine Chatfield, Head of Community Partnerships,</i>	Portfolio Holder for Communities, Leisure and	Head of Community Partnerships	<b>Petition: Reinstate Monitored CCTV Cameras in our Town Centres</b>			18 Jan 2024	Open	

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<i>Isabel Wootton, Transformation Manager</i>	Culture		For Council to debate the Petition calling for monitored CCTV to be reinstated in town centres across Reigate and Banstead Borough.					
<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	
<i>Alex Vine, Democratic and Electoral Services Manager</i>	Deputy Leader and Portfolio Holder for Finance, Governance and Organisation	Electoral Registration Officer	<b>Interim Polling Place and District Review 2023/24</b>  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.			18 Jan 2024	Open	KEY
<i>Pat Main, Chief Finance Officer</i>	Deputy Leader and Portfolio Holder for Finance, Governance and Organisation	Chief Finance Officer	<b>Summary of Budget Movements November 2023 to January 2024</b>  To consider the summary of budget movements November 2023 to January 2024.	Overview and Scrutiny Committee 25 Jan 2024			Open	

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<i>Annette Wiles, Deputy Democratic Services Manager</i>	Deputy Leader and Portfolio Holder for Finance, Governance and Organisation	Monitoring Officer	<b>Calendar of Meetings 2024 - 2025</b>  For Council to approve the Calendar of Meetings for the 2024-2025 municipal year.	Overview and Scrutiny Committee 25 Jan 2024	1 Feb 2024	20 Feb 2024	Open	
<b>February</b>								
<i>Alison Robinson, Housing Strategy and Performance Manager</i>	Portfolio Holder for Housing and Support	Head of Housing	<b>Housing Rent Review</b>  To approve the annual Rent Review proposals and Debt Recovery Policy.		1 Feb 2024		Open	KEY
<i>Catherine Rose, Head of Corporate Policy</i>	Portfolio Holder for Environment and Sustainability	Head of Corporate Policy, Projects and Performance	<b>Response to Motion: Climate Change</b>  To consider a response to the Climate Change Motion submitted to Full Council in November and referred for consideration by the Executive		1 Feb 2024		Open	KEY
<i>Pat Main, Chief Finance Officer</i>	Portfolio Holder for Commercial and Community Assets	Chief Finance Officer	<b>Shareholder Actions: RBBC Limited</b>  To receive and approve the Shareholder Actions - RBBC Limited - January 2024.	Partner, Shareholder and Trustee Executive Sub-Committee 1 Feb 2024			Part exempt	

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<i>Joyce Hamilton, Strategic Head of Legal &amp; Governance</i>	Portfolio Holder for Commercial and Community Assets	Strategic Head of Legal and Governance	<p><b>Insurance/indemnity for Council Company Member and Officer Directors/Board representatives</b></p> <p>To receive an update on indemnity and insurance for Members or officers who serve as Directors or Member representatives on local authority-controlled companies.</p>		1 Feb 2024		Part exempt	
<i>Pat Main, Chief Finance Officer</i>	Deputy Leader and Portfolio Holder for Finance, Governance and Organisation	Chief Finance Officer	<p><b>Budget &amp; Capital Programme 2024/25</b></p> <p>To approve the Budget and Capital Programme for 2024/25.</p>		1 Feb 2024	20 Feb 2024	Open	KEY
<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	Head of Corporate Policy, Projects and Performance, Chief Finance Officer	<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>Jacqueline Aboagye, Finance Manager, Pat Main, Chief Finance Officer</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	
<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>Treasury Management Strategy Mid-Year Report 2023/24</b>  To consider the Treasury Management Mid-Year Report 2023/24.	Overview and Scrutiny Committee 7 Dec 2023	14 Dec 2023	20 Feb 2024	Open	
<b>March</b>								
<i>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, Portfolio Holder for Corporate	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 Management update.	Overview and Scrutiny Committee 14 Mar 2024	21 Mar 2024	28 Mar 2024	Open	KEY

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	Policy and Resources							
<i>Simon Rosser, Head of Revenues, Benefits and Fraud, Pat Main, Chief Finance Officer</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>Luke Harvey, Project &amp; Performance Team Leader, Gloria Addai, Performance Officer - Project &amp; Business Assurance</i>	Portfolio Holder for Corporate Policy and Resources	Head of Corporate Policy, Projects and Performance	<b>Risk Management - Quarter 3 2023/24</b>  To receive the Q3 2023/24 risk management report.	Audit Committee 13 Mar 2024	21 Mar 2024		Open	
<i>Catherine Rose, Head of Corporate Policy</i>	Portfolio Holder for Environment and Sustainability	Head of Corporate Policy, Projects and Performance	<b>Review of the Council's Environmental Sustainability Strategy</b>  To present the outcomes of the review of the Environmental Sustainability Strategy and seek approval of a revised Strategy.	Overview and Scrutiny Committee			Open	KEY
<i>Catherine Radziwonik, Principal</i>	Portfolio Holder for Commercial and Community	Chief Finance Officer, Strategic Head of Legal	<b>Horley Community Centre Modernisation</b>		21 Mar 2024		Part exempt Commer	KEY

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<i>Development Manager</i>	Assets, Portfolio Holder for Communities, Leisure and Culture	and Governance, Director of People, Head of Community Partnerships	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.				cially sensitive information	
<i>Tomas Pugh-Cook, Senior Planning Policy Officer</i>	Portfolio Holder for Place, Planning and Regulatory Services	Head of Planning	<b>A23 Great Street Design Code SPD</b>  Seeking the adoption approval following the formal consultation of the Design Code SPD.	Overview and Scrutiny Committee 22 Feb 2024	21 Mar 2024		Open	KEY
<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-Committee 21 Mar 2024			Open	KEY
<i>Tanya Mankoo-Flatt, Principal Planning Development Officer, Andrew Benson, Head of Planning</i>	Portfolio Holder for Place, Planning and Regulatory Services	Head of Planning	<b>Local Plan (Core Strategy) Review and Statement of Community Involvement (SCI) Review</b>  In line with statutory obligations the Council must review its Local Plan every five years			28 Mar 2024	Open	KEY

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			<p>starting with the date of the adoption, and if not necessary to update it, must publish its review. The Council's Core Strategy was adopted on 3 July 2014 and reviewed 2 July 2019, this second review is within five years of the last review.</p> <p>The Council is also required to review its Statement of Community Involvement (SCI) every 5 years. Council is asked to approve and adopt the Local Plan Review and revised SCI.</p>					
<i>Pat Main, Chief Finance Officer, Jacqueline Aboagye, Finance Manager</i>	Deputy Leader and Portfolio Holder for Finance, Governance and Organisation	Chief Finance Officer	<p><b>Treasury Management Strategy 2024/25</b></p> <p>To consider the Treasury Management Strategy 2024/25.</p>	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	<p><b>Overview and Scrutiny Proposed Annual Work Programme 2024/25</b></p> <p>To agree the Overview and Scrutiny Committee proposed annual Work Programme 2024/25.</p>	Overview and Scrutiny Committee 14 Mar 2024	21 Mar 2024	28 Mar 2024	Open	



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<i>Marie Crabtree, Democratic Services Officer</i>	Councillor Nick Harrison	Strategic Head of Legal and Governance	<p><b>Overview and Scrutiny Annual Report 2023/24</b></p> <p>To note the Annual Report of the Overview and Scrutiny Committee and recommend it to Full Council for approval.</p>	Overview and Scrutiny Committee 14 Mar 2024		28 Mar 2024	Open	
<b>Pending</b>								
<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	

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<i>Daniel Jones, Property Services Manager, Pat Main, Chief Finance Officer</i>	Portfolio Holder for Commercial and Community Assets	Interim Head of Finance	<p><b>Options for a Council-owned commercial property in Reigate</b></p> <p>To consider the options for a Council-owned commercial property in Reigate.</p>	Partner, Shareholder and Trustee Executive Sub-Committee			Part exempt	

#### **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  
Address: Town Hall, Castlefield Road, Reigate, Surrey RH2 0SH