

# RUSHMOOR BOROUGH COUNCIL

## FORWARD WORK PROGRAMME OF EXECUTIVE DECISIONS

### NOTICE OF KEY DECISIONS AND NOTICE OF CABINET DECISIONS TO BE TAKEN IN PRIVATE



**PUBLICATION DATE:** 7th April, 2026

*Officer contact for the Cabinet Forward Work Programme: Chris Todd, Democratic Support Officer  
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#### (1) FORWARD PROGRAMME OF EXECUTIVE DECISIONS

Any matters to be discussed where the public are proposed to be excluded from the meeting are listed in the next section of this programme ('Matters proposed to be dealt with in Private').

<b>DECISION-MAKER AND DATE OF DECISION</b>	<b>DECISION AND PURPOSE (AND RELEVANT CABINET PORTFOLIO)</b>	<b>KEY DECISION ?</b>	<b>DOCUMENTS TO BE USED BY THE DECISION MAKER AND OTHER RELEVANT DOCUMENTS</b>	<b>WHO TO CONTACT ABOUT THIS DECISION AND REQUEST DOCUMENTS ASSOCIATED WITH THE DECISION</b>
Executive Head of Property and Growth  From 6th May, 2026	<b>CONTRACT AWARD – STRATEGIC ESTATE ADVICE</b> (Economy, Skills & Regeneration)  To award a contract for strategic advice relating to the Council's property estates management	Yes	Record of Executive Decision	Letter or telephone call to Tim Mills, Executive Head of Property and Growth  Tel: (01252) 398542 Email: <a href="mailto:tim.mills@rushmoor.gov.uk">tim.mills@rushmoor.gov.uk</a>

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<p>Executive Head of Property and Growth</p> <p>Between 6th May, 2026 and 30th June, 2026</p>	<p><b>CONTRACT AWARD – REPAIRS AND MAINTENANCE</b> (Economy, Skills &amp; Regeneration)</p> <p>To award a contract for repairs and maintenance to Council property.</p>	<p>Yes</p>	<p>Record of Executive Decision</p>	<p>Letter or telephone call to Tim Mills, Executive Head of Property and Growth</p> <p>Tel: (01252) 398542 Email: <a href="mailto:tim.mills@rushmoor.gov.uk">tim.mills@rushmoor.gov.uk</a></p>
<p>Executive Director</p> <p>Between 6th May, 2026 and 30th June, 2026</p>	<p><b>CONTRACT AWARD – NOS. 16–18 THE MEADS, FARNBOROUGH</b> (Economy, Skills &amp; Regeneration)</p> <p>To award a contract for construction works at No. 16-18 The Meads.</p>	<p>Yes</p>	<p>Record of Executive Decision</p>	<p>Letter or telephone call to Karen Edwards, Executive Director</p> <p>Tel: (01252) 398800 Email: <a href="mailto:karen.edwards@rushmoor.gov.uk">karen.edwards@rushmoor.gov.uk</a></p>
<p>Corporate Manager - IT Service Delivery</p> <p>Between 6th May, 2026 and 30th June, 2026</p>	<p><b>CONTRACT AWARD – WIFI AND NETWORK SWITCHES</b> (Finance &amp; Resources)</p> <p>To award a contract for goods and services to update the Council’s wifi and network infrastructure.</p>	<p>Yes</p>	<p>Record of Executive Decision</p>	<p>Letter or telephone call to Debbie Langley, Corporate Manager - IT Service Delivery</p> <p>Tel: (01252) 398012 Email: <a href="mailto:debbie,langley@rushmoor.gov.uk">debbie,langley@rushmoor.gov.uk</a></p>

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<p>Executive Head of Operations</p> <p>Between 6th May, 2026 and 30th June, 2026</p>	<p><b>CONTRACT AWARD – CREMATORIUM CREMATOR SERVICE AND MAINTENANCE</b> (Pride in Place / Neighbourhood Services)</p> <p>To award a contract for service and maintenance of the Council’s Crematorium Cremator equipment.</p>	<p>Yes</p>	<p>Record of Executive Decision</p>	<p>Letter or telephone call to James Duggin, Executive Head of Operations</p> <p>Tel: (01252) 398543 Email: <a href="mailto:james.duggin@rushmoor.gov.uk">james.duggin@rushmoor.gov.uk</a></p>
<p>Executive Head of Operations</p> <p>Between 6th May, 2026 and 30th June, 2026</p>	<p><b>CONTRACT AWARD – CATERING</b> (Pride in Place / Neighbourhood Services)</p> <p>To award a contract for catering supplies and services.</p>	<p>Yes</p>	<p>Record of Executive Decision</p>	<p>Letter or telephone call to James Duggin, Executive Head of Operations</p> <p>Tel: (01252) 398543 Email: <a href="mailto:james.duggin@rushmoor.gov.uk">james.duggin@rushmoor.gov.uk</a></p>
<p>Executive Head of Property and Growth</p> <p>Between 6th May, 2026 and 30th June, 2026</p>	<p><b>CONTRACT AWARD – MEADS SECURITY AND CLEANING</b> (Economy, Skills &amp; Regeneration)</p> <p>To award a contract for security and cleaning services at The Meads.</p>	<p>Yes</p>	<p>Record of Executive Decision</p>	<p>Letter or telephone call to Tim Mills, Executive Head of Property and Growth</p> <p>Tel: (01252) 398542 Email: <a href="mailto:tim.mills@rushmoor.gov.uk">tim.mills@rushmoor.gov.uk</a></p>

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<p>Executive Head of Property and Growth</p> <p>Between 6th May, 2026 and 30th June, 2026</p>	<p><b>CONTRACT AWARD – CIVIL ENGINEERING WORKS AND ASSET MAINTENANCE</b> (Economy, Skills &amp; Regeneration)</p> <p>To award a contract for civil engineering works and asset maintenance on the Council’s property estates.</p>	<p>Yes</p>	<p>Record of Executive Decision</p>	<p>Letter or telephone call to Tim Mills, Executive Head of Property and Growth</p> <p>Tel: (01252) 398542 Email: <a href="mailto:tim.mills@rushmoor.gov.uk">tim.mills@rushmoor.gov.uk</a></p>
<p>Corporate Manager - IT Service Delivery</p> <p>Between 6th May, 2026 and 30th June, 2026</p>	<p><b>CONTRACT AWARD – LONE WORKERS</b> (Finance &amp; Resources)</p> <p>To award a contract for software and services to support the Council’s lone worker arrangements.</p>	<p>Yes</p>	<p>Record of Executive Decision</p>	<p>Letter or telephone call to Debbie Langley, Corporate Manager - IT Service Delivery</p> <p>Tel: (01252) 398012 Email: <a href="mailto:debbie.langley@rushmoor.gov.uk">debbie.langley@rushmoor.gov.uk</a></p>
<p>Executive Head of Operations</p> <p>Between 6th May, 2026 and 30th June, 2026</p>	<p><b>CONTRACT AWARD – PLAYGROUNDS</b> (Pride in Place / Neighbourhood Services)</p> <p>To award a contract for the renewal or replacement of Council playgrounds.</p>	<p>Yes</p>	<p>Record of Executive Decision</p>	<p>Letter or telephone call to James Duggin, Executive Head of Operations</p> <p>Tel: (01252) 398543 Email: <a href="mailto:james.duggin@rushmoor.gov.uk">james.duggin@rushmoor.gov.uk</a></p>

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<p>Executive Head of Operations</p> <p>Between 1st July, 2026 and 30th September, 2026</p>	<p><b>CONTRACT AWARD – TREES</b> (Pride in Place / Neighbourhood Services)</p> <p>To award a framework agreements for tree works.</p>	<p>Yes</p>	<p>Record of Executive Decision</p>	<p>Letter or telephone call to James Duggin, Executive Head of Operations</p> <p>Tel: (01252) 398543 Email: <a href="mailto:james.duggin@rushmoor.gov.uk">james.duggin@rushmoor.gov.uk</a></p>
<p>Executive Head of Property and Growth</p> <p>Between 1st July, 2026 and 30th September, 2026</p>	<p><b>CONTRACT AWARD – REMEDIATION WORKS</b> (Economy, Skills &amp; Regeneration)</p> <p>To award a contract for remedial works to Civic Quarter Plot B.</p>	<p>Yes</p>	<p>Record of Executive Decision</p>	<p>Letter or telephone call to Tim Mills, Executive Head of Property and Growth</p> <p>Tel: (01252) 398542 Email: <a href="mailto:tim.mills@rushmoor.gov.uk">tim.mills@rushmoor.gov.uk</a></p>
<p>Cabinet</p> <p>4th August, 2026</p>	<p><b>PLAYGROUND STRATEGY ACTION PLAN</b> (Pride in Place / Neighbourhood Services)</p> <p>To consider an update to the Playground Strategy Action Plan in support of the Council Delivery Plan priority to invest in refreshing our playgrounds.</p>	<p>Yes</p>	<p>Report to the Cabinet</p>	<p>Letter or telephone call to James Duggin, Executive Head of Operations</p> <p>Tel: (01252) 398543 Email: <a href="mailto:james.duggin@rushmoor.gov.uk">james.duggin@rushmoor.gov.uk</a></p>

**MATTERS PROPOSED TO BE DEALT WITH IN PRIVATE**

<b>CABINET MEETING DATE</b>	<b>DECISION and reasons why the decision is proposed to be taken in private</b>	<b>KEY DECISION</b>	<b>DOCUMENTS ASSOCIATED WITH THE DECISION</b>	<b>CONTACT DETAILS FOR REQUESTING ANY NON-EXEMPT DOCUMENTS ASSOCIATED WITH THE DECISION</b>
21st April, 2026	<p><b>LETTING OF COMMERCIAL UNITS AT UNION YARD, ALDERSHOT –</b> (Economy, Skills &amp; Regeneration)</p> <p>To consider a business case for Cabinet expenditure to support the letting of units at Union Yard, Aldershot, in line with Council approval of recommendations set out in Cabinet Report No. PG2420.</p> <p>Disclosure of Exempt Information within Para 3 (Information relating to financial or business affairs) of Schedule 12A Local Government Act 1972.</p>	Yes	Report to the Cabinet	<p>Letter or telephone call to Tim Mills, Executive Head of Property and Growth</p> <p>Tel: (01252) 398542 Email: <a href="mailto:tim.mills@rushmoor.gov.uk">tim.mills@rushmoor.gov.uk</a></p>
21st April, 2026	<p><b>CAPITAL EXPENDITURE – LETTING OF UNIT AT THE MEADS, FARNBOROUGH</b> (Economy, Skills &amp; Regeneration)</p> <p>To consider a business case for Cabinet expenditure to support the letting of a unit at The Kingsmead Shopping Centre, Farnborough, in line with Council approval of recommendations set out in Cabinet Report No. PG2420.</p> <p>Disclosure of Exempt Information within Para 3 (Information relating to financial or business affairs) of Schedule 12A Local Government Act 1972.</p>	Yes	Report to the Cabinet	<p>Letter or telephone call to Tim Mills, Executive Head of Property and Growth</p> <p>Tel: (01252) 398542 Email: <a href="mailto:tim.mills@rushmoor.gov.uk">tim.mills@rushmoor.gov.uk</a></p>

CABINET MEETING DATE	DECISION and reasons why the decision is proposed to be taken in private	KEY DECISION	DOCUMENTS ASSOCIATED WITH THE DECISION	CONTACT DETAILS FOR REQUESTING ANY NON-EXEMPT DOCUMENTS ASSOCIATED WITH THE DECISION
2nd June, 2026	<p><b>WASTE COLLECTION AND GROUNDS MAINTENANCE CONTRACT</b> (Pride in Place / Neighbourhood Services)</p> <p>To consider and approve an extension to the Council's Waste Collection and Grounds Maintenance Contract with Serco.</p> <p>Disclosure of Exempt Information within Para 3 (Information relating to financial or business affairs) of Schedule 12A Local Government Act 1972.</p>	Yes	Report to the Cabinet	<p>Letter or telephone call to James Duggin, Executive Head of Operations</p> <p>Tel: (01252) 398543 Email: <a href="mailto:james.duggin@rushmoor.gov.uk">james.duggin@rushmoor.gov.uk</a></p>

**FULL COUNCIL DECISIONS (NON-EXECUTIVE MATTERS) FOR INFORMATION**

<b>MATTER FOR DECISION</b>	<b>DATE OF COUNCIL MEETING</b>	<b>ITEM TO BE CONSIDERED IN PUBLIC/ PRIVATE</b>	<b>DOCUMENTS ASSOCIATED WITH THE DECISION</b>	<b>CONTACT DETAILS FOR REQUESTING DOCUMENTS ASSOCIATED WITH THE DECISION</b>

## EXPLANATORY NOTES

This plan is updated regularly, and each new plan supersedes the previous plan.

### What is a Key Decision?

Key decisions are 'executive decisions' (made by the Cabinet, Cabinet Members or officers under delegated authority from the Cabinet), which are likely to:

- (1) result in the Council incurring expenditure or making savings which are significant in as much as they will have a material effect on the level of Council tax or balances or contingencies in relation to the Council's overall budget; or
- (2) be significant in terms of its effects on communities living or working in an area comprising two or more wards within the Borough.

Expenditure or savings of £100,000 is considered to be significant for the purposes of recording key decisions. However, for the acquisition or disposal of property or leases, the threshold for key decisions is £250,000.

All key decisions are subject to the Council's 'call-in' procedure.

### Contact address for documents related to Key Decisions

Copies of documents related to decisions may be obtained from the contact whose name, telephone and e-mail address is shown in the Plan. The office address is Rushmoor Borough Council, Farnborough Road, Farnborough, Hampshire. GU14 7JU. Telephone (01252) 398399.

### Executive Decisions to be taken in private

This Document gives notice of any decisions to be made by the Cabinet which are proposed to be considered in private and the reasons why. Any representations about why the meeting should be held in public should be sent to Mr. C. Todd, Democratic Support Officer (Tel. 01252 398825), email: [chris.todd@rushmoor.gov.uk](mailto:chris.todd@rushmoor.gov.uk)

Almost all meetings of the Cabinet are open to the press and public. However, the press and public may be excluded from part or the whole of a meeting are guided by statutory regulations and cover circumstances when:

- 1) it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during that item, **confidential information** would be disclosed to them in breach of the obligation of confidence; or
- 2) it is likely, in view of the nature of the item of business, that if members of the public were present during that item, **exempt information** would be disclosed to them.

## **The Members of the Cabinet in 2025/26:**

Cllr Gareth Williams (Leader of the Council)

Cllr Sophie Porter (Deputy Leader and Healthy Communities & Active Lives Portfolio Holder)

Cllr Gaynor Austin (Finance & Resources Portfolio Holder)

Cllr Keith Dibble (Housing & Planning Portfolio Holder)

Cllr Christine Guinness (Pride in Place / Neighbourhood Services Portfolio Holder)

Cllr Julie Hall (Economy, Skills & Regeneration Portfolio Holder)

## NEXT SIX CABINET MEETINGS AT A GLANCE

<b>21st April, 2026</b>	<p>Local Government Reorganisation decision by the Secretary of State</p> <p>Capital expenditure – letting of unit at The Meads, Farnborough ('key' decision &amp; 'in private' item)</p> <p>Letting of commercial units at Union Yard, Aldershot ('key' decision &amp; 'in private' item)</p>
<b>2nd June, 2026</b>	<p>Waste collection and grounds maintenance contract - decision ('key' decision &amp; 'in private' item)</p>
<b>30th June, 2026</b>	
<b>4th August, 2026</b>	<p>Playground Strategy Action Plan ('key' decision)</p>
<b>15th September, 2026</b>	
<b>20th October, 2026</b>	