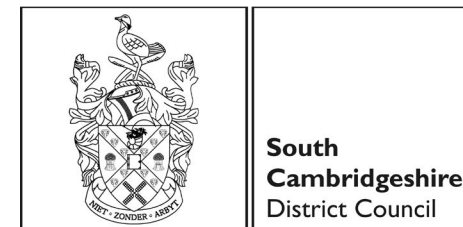


## **SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

### **FORWARD PLAN**

**FROM 1 SEPTEMBER 2006**



### **The Decision Makers**

The members of the Council's executive are:

Leader of the Council

Councillor Dr David Bard

#### **Portfolio Holders**

Community Development

Councillor Mrs Vicky Ford

Conservation, Sustainability and Community Planning

Councillor James Hockney

Environmental Health

Councillor Ray Manning

Housing

Councillor Mrs Deborah Roberts

Planning and Economic Development

Councillor Mrs Daphne Spink (Deputy Leader of the Council)

Resources, Staffing, Information and Customer Services

Councillor Simon Edwards

Where a decision is recorded as to be made by the Cabinet, its membership includes all of the above. Decisions will be made collectively by those members of the Cabinet present at the relevant meeting.

Where a decision is recorded as to be made by an individual councillor, the decision will be made in their capacity as the relevant Portfolio Holder.

Where a decision is recorded as to be made by an officer, the name and title of that person will be stated.

Where a decision is recorded as to be made by Council, the decision will be made collectively by those present of all 57 councillors, sitting as the full Council.

**Key Decisions expected to made during the four months from 1 September 2006**

Issue/Key Decision	Decision Maker	Timetable	Consultations	How to Make Representations	Documents submitted to the Decision Maker
Histon: Future of Public Car Park, High Street	Cabinet	14 September 2006	Housing Portfolio Holder Histon Parish Council	Contact Jenny Clark, Lands Officer 01954 713336	Update on Histon & Sawston Car Parks, 13/04/2006 Cabinet  Report with recommendation from the Housing Portfolio Holder, 08/06/2006 Cabinet
Sawston: 57/59 High Street, Disposal of Council Property to Kelsey Housing Association Ltd	Cabinet	14 September 2006	<ul style="list-style-type: none"> <li>• Local Members for Sawston: Councillors Dr DR Bard, Mrs SA Hatton and SS Ziaian-Gillan</li> <li>• Sawston Parish Council</li> <li>• Shire Homes</li> <li>• Housing Portfolio Holder</li> </ul>	Contact Jenny Clark, Lands Officer	Report to Housing Portfolio Holder  Report to Cabinet with recommendations from the Housing Portfolio Holder
Sub-Regional Choice-Based Lettings Scheme: Pre-Consultation Draft Lettings Policy	Cabinet	14 September 2006	Other District housing authorities in Cambridge Sub-Region RSLs in the Cambridge Sub-Region Residents/tenants Relevant Statutory and voluntary sector agencies	Contact Susan Carter, Housing Advice and Options Manager 01954 713044	Sub-Regional Choice-Based Lettings Scheme  Housing Choice Based Lettings, 13/04/2006 Cabinet  Report and Draft Lettings Policy,

Issue/Key Decision	Decision Maker	Timetable	Consultations	How to Make Representations	Documents submitted to the Decision Maker
			Housing Portfolio Holder		14/09/2006 Cabinet
'State of the Nation' Report	Cabinet	14 September 2006		Contact Greg Harlock, Chief Executive 01954 713011	Report
Neighbourhood Policing	Cabinet	14 September 2006	Police Authority	Contact Simon McIntosh, Head of Community Services 01954 713350	<p>Neighbourhood Policing - Report (Cabinet 8 December 2005)</p> <p>Neighbourhood Policing - Appendix (Cabinet 8 December 2005)</p> <p>Neighbourhood Policing - Presentation by Cambridgeshire Constabulary (Cabinet 8 December 2005)</p> <p>Report (Cabinet 14 September 2006)</p>
Treasury Management	Cabinet	14 September 2006		Contact Adrian Burns, Chief Accountant 01954 713072	Report (for information only)
Disposal of Land to Papworth Trust: Nether	Cabinet	14 September 2006	Local consultation on the individual proposals	Contact Denise Lewis, Head of	Papworth - Disposal of Land to the Trust,

Issue/Key Decision	Decision Maker	Timetable	Consultations	How to Make Representations	Documents submitted to the Decision Maker
Grove, Longstanton and Queens Close, Over			<p>for affordable housing as part of the planning application process. In most cases there has also been local consultation as part of the development of the proposals. Housing Services have been consulted on and support each of the proposals for these sites. Where proposals directly affect existing residents they have also been consulted as part of the development of proposals, e.g., Queens Close, Over.</p>	Housing Strategic Services 01954 713351	<p>08/06/2006 Cabinet</p> <p>Papworth - Disposal of Land to the Trust - Appendix A - Nether Grove, Longstanton, 08/06/2006 Cabinet</p> <p>Papworth - Disposal of Land to the Trust - Appendix C - Queens Close, Over, 08/06/2006 Cabinet</p>
Private Sector Housing Renewal Strategy	<p>Environmental Health Portfolio Holder</p> <p>Cabinet</p>	<p>09 February 2006</p> <p>14 September 2006</p>	<p>Environmental Health Portfolio Holder</p> <p>During February and March 2006 consultation took place with:</p> <ul style="list-style-type: none"> <li>• Housing associations and Registered Social Landlords</li> <li>• Voluntary Sector involved with housing and homelessness issues</li> <li>• Private landlords that the Council is aware of</li> </ul>	<p>Contact Dale Robinson, Chief Environmental Health Officer 01954 713229 or Rosemary Simpson, Environmental Health Officer (Food Control &amp; Health &amp; Safety) 08450 450 063</p>	<p>Report and Strategy</p> <p>Private Sector Housing Renewal Strategy - Consultation Draft</p>

Issue/Key Decision	Decision Maker	Timetable	Consultations	How to Make Representations	Documents submitted to the Decision Maker
			<ul style="list-style-type: none"> <li>• Tenants of private landlords</li> <li>• South Cambridgeshire Primary Care Trust</li> <li>• GO East</li> <li>• CAB and other advice agencies</li> <li>• MP's</li> <li>• Kevin Reynolds (Strategic Lead on Community Living, SCDC Sheltered Housing)</li> </ul>		
2006/07 First Quarter Corporate Milestone Report	Cabinet	14 September 2006		Contact Ian Salter, Performance Improvement Officer 01954 713018	Report
2006/07 First Quarter Corporate Performance Indicator (PI) Report	Cabinet	14 September 2006		Contact Ian Salter, Performance Improvement Officer 01954 713018	Report
Whistleblowing Policy	Standards Committee  Cabinet	09 August 2006  14 September 2006	Standards Committee UNISON GMB	Contact Susan Gardner Craig, Human Resources Manager 01954 713285, John Garnham, Finance Project Officer 01954 713101, Fiona	Whistleblowing Policy - Report, 09/08/2006 Standards Committee  Draft Whistleblowing Policy, 09/08/2006 Standards Committee

Issue/Key Decision	Decision Maker	Timetable	Consultations	How to Make Representations	Documents submitted to the Decision Maker
				McMillan, Assistant Solicitor 01954 713027	
Administration of the Low Cost Home Ownership Register	Cabinet	14 September 2006	Housing Services and Housing Options Teams Local Authority Partners in Cambridge Sub-Region Homebuy Agent	Contact Denise Lewis, Head of Housing Strategic Services 01954 713351	Report
Criminal Records Bureau (CRB) Checks for Councillors	Cabinet	14 September 2006	Senior Management Team	Contact Patrick Adams, Senior Democratic Services Officer 01954 713408 or Susan Gardner Craig, Human Resources Manager 01954 713285	CRB Checks, 20/07/2006 Scrutiny and Overview Committee  County Council Report on Checks appendix a, 20/07/2006 Scrutiny and Overview Committee  Report and Scheme
Information & Communications Technology (ICT) Strategy 2006-2009	Cabinet Council	14 September 2006 28 September 2006		Contact Steve Rayment, Assistant Director of Finance and Resources (ICT) 01954 713010	ICT Strategy 2006-2009
Workforce Plan	Cabinet Council	14 September 2006 28 September 2006		Contact Susan Gardner Craig, Human Resources	Workforce Plan, Cabinet 9 June 2005

Issue/Key Decision	Decision Maker	Timetable	Consultations	How to Make Representations	Documents submitted to the Decision Maker
				Manager 01954 713285	Report, Cabinet 14 September 2006
Milton Country Park - Improving Facilities / Future Management	Cabinet Council	14 September 2006 28 September 2006	<ul style="list-style-type: none"> <li>• <a href="#">Milton Country Park Advisory Group</a></li> <li>• Friends of Milton Country Park</li> <li>• Milton Parish Council</li> <li>• Agencies interested in managing the park</li> </ul>	Contact Simon McIntosh, Head of Community Services 01954 713350	Milton Country Park - Improving Facilities - Report, 09/02/2006 Cabinet  Milton Country Park - Appendix 1, 09/02/2006 Cabinet  Milton Country Park - Appendix 2, 09/02/2006 Cabinet  Milton Country Park - Future Management - Report, 08/06/2006 Cabinet  Milton Country Park - Future Management - Appendix 1, 08/06/2006 Cabinet  Milton Country Park - Future Management - Appendix 2 - Confidential, 08/06/2006 Cabinet
Increase in Charges to Hostel Residents	Cabinet Council	14 September 2006 28 September 2006		Contact Steve Hampson, Executive Director 01954 713021	Report

Issue/Key Decision	Decision Maker	Timetable	Consultations	How to Make Representations	Documents submitted to the Decision Maker
Adoption of Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982 - Sex Establishments	Cabinet Council	14 September 2006 28 September 2006	Licensing Committee Environmental Health Portfolio Holder	Contact Myles Bebbington, Licensing Officer 08450 450 063	Sex Establishment Adoption - Report, 10/08/2006 Licensing Committee  Sex Establishment Adoption - Appendix, 10/08/2006 Licensing Committee  Report with recommendation from the Environmental Health Portfolio Holder
Move to Four-Yearly District Council Elections	Council	28 September 2006	Public consultation undertaken via <a href="#">South Cambs Magazine Spring 2006 Edition</a> and on the Council's website, with a deadline for responses of 28 April 2006.  Members of the public could respond via: <ul style="list-style-type: none"> <li>• the <a href="#">on-line form</a> on the Council's website;</li> <li>• by e-mail to <a href="mailto:consultation@scamb.s.gov.uk">consultation@scamb.s.gov.uk</a>;</li> <li>• by telephone to 08450 455213; or</li> <li>• in writing to Electoral Services, South</li> </ul>	Contact Tim Wetherfield, Head of Policy and Communication 01954 713200	Proposed Move to Four Yearly All Out District Council Elections  Have your say on local elections (South Cambs Magazine, Spring 2006 Edition)



Issue/Key Decision	Decision Maker	Timetable	Consultations	How to Make Representations	Documents submitted to the Decision Maker
			Cambridgeshire District Council, FREEPOST (CB860), Cambridge CB3 6BR.		
Gypsy and Traveller Development Plan Document (GTDPD)	Council	28 September 2006	Senior Officers GTDPD Member Reference Group Public Consultation (after Council agreement on <a href="#">28 September 2006</a> )	Contact Traveller Project - Strategic Officer Group on Traveller Issues	Gypsy & Travellers Development Plan - Report, 08/06/2006 Cabinet  Gypsy & Travellers Development Plan - Appendix, 08/06/2006 Cabinet  Report and Plan, 28/09/2006 Council
Local Area Agreements including Quarterly Report	Cabinet	12 October 2006		Contact Simon McIntosh, Head of Community Services 01954 713350, or Paul Swift, Policy and Performance Review Manager, 01954	Local Area Agreements - Report, 10/11/2005 Cabinet  Local Area Agreement - January 2006 Submission  Local Area Agreements - Report, 08/06/2006 Cabinet  Local Area Agreements - Final, 08/06/2006 Cabinet  Progress Towards Stretch Targets -

<b>Issue/Key Decision</b>	<b>Decision Maker</b>	<b>Timetable</b>	<b>Consultations</b>	<b>How to Make Representations</b>	<b>Documents submitted to the Decision Maker</b>
					Report, 12/10/2006 Cabinet
Media Guidelines and Publicity Protocol	Resources, Staffing, Information and Customer Services Portfolio Holder	October 2006		Contact Tim Wetherfield, Head of Policy and Communication 01954 713200	Report to Resources, Staffing, Information and Customer Services Portfolio Holder
Cleaner Neighbourhoods and Environment Act - Adoption of Dog Control Powers	Environmental Health Portfolio Holder	October 2006		Contact Paul Quigley, Environmental Services Manager 08450 450 063	Report to Environmental Health Portfolio Holder
Airey Development Programme - Update	Cabinet	12 October 2006	Residents Parish Councils Local Members Housing Portfolio Holder	Contact Denise Lewis, Head of Housing Strategic Services 01954 713008 or Steve Annetts, Housing Asset and Investment Manager 01954 713351	Report
Quarterly Monitoring Report including Budgetary Control and Prudential Indicators	Cabinet	12 October 2006		Contact Graham Smith, Best Value and Management Accountant 01954 713126	Report - for information only

Issue/Key Decision	Decision Maker	Timetable	Consultations	How to Make Representations	Documents submitted to the Decision Maker
Review of the Medium Term Financial Strategy	Cabinet Council	12 October 2006 26 October 2006		Contact Adrian Burns, Chief Accountant 01954 713072 or Paul Swift, Policy and Performance Review Manager 01954 713017	Report
FULBOURN: Windmill Estate Redevelopment Proposals	Cabinet Council	12 October 2006 26 October 2006	<ul style="list-style-type: none"> <li>• Consultations with residents and other stakeholders carried out 2003/4.</li> <li>• Consultations in 2006 with Local Members, Housing Portfolio Holder, Leader of the Council</li> <li>• Windmill Estate Project Steering Group</li> </ul>	Contact Denise Lewis, Head of Housing Strategic Services 01954 713351	<p>Windmill Estate (Cabinet 12 May 2005)</p> <p>Windmill Estate - Appendix 1 (Cabinet 12 May 2005)</p> <p>Windmill Estate - Appendix 2 (Cabinet 12 May 2005)</p> <p>Windmill Estate - Appendix 3 (Cabinet 12 May 2005)</p> <p>Windmill Estate - Community Strategy (Cabinet 12 May 2005)</p> <p>Windmill Estate (Council 26 May 2005)</p> <p>Recommendation from Windmill Estate Steering Group (Cabinet 14 September 2006 &amp; Council 28 September 2006)</p>

Issue/Key Decision	Decision Maker	Timetable	Consultations	How to Make Representations	Documents submitted to the Decision Maker
Licensing (Gambling) Policy	Licensing Committee Environmental Health Portfolio Holder Cabinet Council	16 October 2006 16 October 2006 09 November 2006 23 November 2006	Various statutory and other groups Public consultation on draft policy via the <a href="#">Council's website</a> , ending 29 September 2006	Contact Myles Bebbington, Licensing Officer 08450 450 500	Gambling Act Policy (Draft) - Report, 26/06/2006 Licensing Committee Draft Policy (Licensing Committee, Environmental Health Portfolio Holder Meetings, June and October 2006) Final Policy (Cabinet and Council, November 2006)
Procedure for Local Investigation of Referred Complaints	Standards Committee Council	Before 31 October 2006 Before 30 April 2007		Contact Fiona McMillan, Assistant Solicitor 01954 713027	Procedure for Local Investigation of Referred Complaints, 09/08/2006 Standards Committee Procedure for Local Investigation of Referred Complaints - Comments from Michael Farrar (circulated at the meeting), 09/08/2006 Standards Committee Procedure for Local Investigation of Referred Complaints - Comments from Cllr A Riley (circulated at the

Issue/Key Decision	Decision Maker	Timetable	Consultations	How to Make Representations	Documents submitted to the Decision Maker
					meeting), 09/08/2006 Standards Committee
Procedure for Local Standards Hearings	Standards Committee  Council	Before 31 October 2006  Before 30 April 2007		Contact Fiona McMillan, Assistant Solicitor 01954 713027	Procedure for Local Standards Hearings, 09/08/2006 Standards Committee  Procedure for Local Standards Hearings - Comments from Michael Farrar (circulated at the meeting), 09/08/2006 Standards Committee  Procedure for Local Standards Hearings - Comments from Cllr A Riley (circulated at the meeting), 09/08/2006 Standards Committee
Payment of Parish Precepts	Resources, Staffing, Information and Customer Services Portfolio Holder	November 2006		Contact Sally Smart, Principal Accountant Financial & Systems 01954 713076	Report to Resources, Staffing, Information & Customer Services Portfolio Holder
Agreement of List of Rural Settlements for Business Rates Purposes	Resources, Staffing, Information and Customer Services Portfolio Holder	November 2006		Contact Lee Phanco, Assistant Director of Finance and Resources (Revenues) 01954 713110	Report to Portfolio Holder

Issue/Key Decision	Decision Maker	Timetable	Consultations	How to Make Representations	Documents submitted to the Decision Maker
<p>Combined Community and Cultural Strategy</p> <p>Replaces Arts Strategy, Sports Strategy and Community Development Strategy.</p>	Cabinet	09 November 2006		Contact Simon McIntosh, Head of Community Services 01954 713350	Report and Strategy
Dog Control Service - Future Options	Cabinet	09 November 2006		Contact Paul Quigley, Environmental Services Manager 08450 450 063 or Dale Robinson, Chief Environmental Health Officer 01954 713229	Report
Community Strategy 2007-2010	Cabinet	09 November 2006	<ul style="list-style-type: none"> <li>• Public Consultations</li> <li>• Postal Survey</li> <li>• Workshops with neighbourhoods</li> <li>• Councillor workshops</li> </ul>	Contact Paul Swift, Policy and Performance Review Manager 01954 713017	<p>Community Strategy 2007-2010</p> <p>Results of Quality of Life Survey - June 06, 13/06/2006 South Cambridgeshire Local Strategic Partnership Board &amp; 14/09/2006 Cabinet</p>
Local Management Organisation for Northstowe	Cabinet	09 November 2006 or 14 December 2006		Contact Jane Thompson, Cultural Services Manager 01954 713348	Report

Issue/Key Decision	Decision Maker	Timetable	Consultations	How to Make Representations	Documents submitted to the Decision Maker
Disability Equality Scheme	Cabinet Council	09 November 2006 23 November 2006		Contact Tim Wetherfield, Head of Policy and Communication 01954 713200	Report and Scheme
Charges Relating to Casual Parish Elections	Resources, Staffing, Information and Customer Services Portfolio Holder	Before 31 December 2006	None	Contact Laura Lock, Electoral Services Manager 01954 713287	Briefing note regarding Charges for Parish Council Casual Elections
Setting of Council Tax Base	Chief Finance Officer	December 2006		Contact Greg Harlock, Chief Executive 01954 713011	None.
Discretionary Rate Relief	Cabinet	14 December 2006		Contact Lee Phanco, Assistant Director of Finance and Resources (Revenues) 01954 713110	Policy for the Award of Discretionary Relief from Non-Domestic Rates <b>other than</b> for Charitable Organisations (Cabinet 14 December 2006)
Capital and Revenue Estimates for Staffing and Central Overhead Accounts	Cabinet	14 December 2006		Contact Peter Harris, Principal Accountant (General Fund and Costing) 01954 713073	Report
Single Status	Cabinet	Not before 31st	UNISON	Contact	Report and Agreement

Issue/Key Decision	Decision Maker	Timetable	Consultations	How to Make Representations	Documents submitted to the Decision Maker
Agreement	Council	December 2006 Not before 31st December 2006	GMB	Jill Mellors, Human Resources Officer 01954 713299	
Housing Stock Options	Cabinet	11 January 2007 or 08 February 2007	<ul style="list-style-type: none"> <li>• Initial tenant road shows September 2004</li> <li>• Working Group with tenant representatives</li> </ul>	Contact Steve Hampson, Executive Director 01954 713021	Housing Options - Report  Housing Options - Appendix A  Housing Options - Appendix B  Housing Options - Appendix C  Housing Options - Appendix D  Housing Options - Addendum 3