

## **SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

### **FORWARD PLAN**

**FROM 2 OCTOBER 2006**



### **The Decision Makers**

The members of the Council's executive are:

Leader of the Council

Councillor Dr David Bard

### **Portfolio Holders**

Community Development

Conservation, Sustainability and Community Planning

Environmental Health

Housing

Planning and Economic Development

Resources, Staffing, Information and Customer Services

Councillor Mrs Vicky Ford

Councillor James Hockney

Councillor Ray Manning

Councillor Mrs Deborah Roberts

Councillor Mrs Daphne Spink (Deputy Leader of the Council)

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 and other decisions expected to made, and issues to be considered during the four months from 2 October 2006**

<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>
<p>Planning Services Inspection Action Plans</p> <p>Non-Key</p>	<p>Planning Committee</p> <p>Cabinet</p>	<p>04 October 2006</p> <p>12 October 2006</p>	<p>Planning and Economic Development Portfolio Holder</p> <p>Audit Panel</p> <p>Planning Committee</p>	<p>Contact Gareth Jones, Head of Planning Services 01954 713155</p>	<p>Council Report - Planning</p> <p>Council Report - Planning appendix 1</p> <p>Council Report - Planning appendix 2</p> <p>Council Report - Planning appendix 3 Letter from Baroness Andrews</p> <p>Council Report - Planning appendix 4 Letter from Baroness Andrews</p> <p>Council Report - Planning appendix 5</p> <p>Council Report - Planning appendix 6 Project Plan</p> <p>Council Report - Planning appendix 7</p>
<p>HISTON: Future of Public Car Park, High</p>	<p>Cabinet</p>	<p>12 October 2006</p>	<p>Housing Portfolio Holder</p>	<p>Contact Jenny Clark, Lands</p>	<p>Update on Histon &amp; Sawston Car Parks,</p>

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Street  Non-Key			Histon Parish Council	Officer 01954 713336	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 on Open Market  Non-Key	Cabinet	12 October 2006	<ul style="list-style-type: none"> <li>Local Members for Sawston</li> <li>Sawston Parish Council</li> <li>Shire Homes</li> <li>Housing Portfolio Holder</li> </ul>	Contact Jenny Clark, Lands Officer 01954 713336	Report to Housing Portfolio Holder  Report to Cabinet with recommendations from the Housing Portfolio Holder
Neighbourhood Policing  Key	Cabinet	12 October 2006	Police Authority	Contact Simon McIntosh, Head of Community Services 01954 713350	Neighbourhood Policing - Report (Cabinet 8 December 2005)  Neighbourhood Policing - Appendix (Cabinet 8 December 2005)  Neighbourhood Policing - Presentation by Cambridgeshire Constabulary (Cabinet 8 December 2005)  Report (Cabinet 12 October 2006)

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<p>Administration of the Low Cost Home Ownership Register</p> <p>Non-Key</p>	Cabinet	12 October 2006	<p>Housing Services and Housing Options Teams</p> <p>Local authorities in the Cambridge Sub-region and Bedfordshire Housing Corporation and other Homebuy agents operating in the East of England</p> <p>All Registered Social Landlords and other providers of LCHO products</p>	Contact Denise Lewis, Head of Housing Strategic Services 01954 713351	Report to Cabinet on Admin of LCHO Register Sept 2006, 04/09/2006 Housing Portfolio Holder Meeting
<p>Local Area Agreements including Quarterly Report</p> <p>Non-Key</p>	Cabinet <i>Progress Towards Stretch Targets</i>	12 October 2006		Contact Simon McIntosh, Head of Community Services 01954 713350, or Paul Swift, Policy and Performance Review Manager, 01954 713017	<p>Local Area Agreements - Report, 10/11/2005 Cabinet</p> <p>Local Area Agreement - January 2006 Submission</p> <p>Local Area Agreements - Report, 08/06/2006 Cabinet</p> <p>Local Area Agreements - Final, 08/06/2006 Cabinet</p> <p>Progress Towards Stretch Targets - Report, 12/10/2006 Cabinet</p>

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Quarterly Monitoring Report including Budgetary Control and Prudential Indicators  Non-Key	Cabinet	12 October 2006		Contact Graham Smith, Best Value and Management Accountant 01954 713126	Report - for information only
Criminal Records Bureau (CRB) Checks for Councillors  Key	Cabinet  Council	12 October 2006  26 October 2006	Senior Management Team Cambridgeshire County Council Huntingdonshire District Council Cambridge City Council	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  CRB Checks - Report, 14/09/2006 Cabinet  CRB Checks - Appendix A, 14/09/2006 Cabinet  CRB Checks - Appendix B, 14/09/2006 Cabinet
Information & Communications Technology (ICT) Strategy 2006-2009	Cabinet  Council	12 October 2006  26 October 2006		Contact Steve Rayment, Assistant Director of Finance and Resources	ICT Strategy - Report, 12/10/06 Cabinet  ICT Strategy 2006-

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Key				(ICT) 01954 713010	2009
SHEPRETH: 74-76 Frog End  Non-Key	Cabinet <i>Outcome of Options Appraisal</i>	04 September 2006  Either 12 October 2006 or 09 November 2006	<ul style="list-style-type: none"> <li>Affected tenants</li> <li>Local Member</li> <li>Shepreth Parish Council</li> </ul>	Contact Denise Lewis, Head of Housing Strategic Services 01954 713351	74-76 Frog End Shepreth - Report, 04/09/2006 Housing Portfolio Holder Meeting  74-76 Frog End Shepreth - Map, 04/09/2006 Housing Portfolio Holder Meeting
Medium Term Financial Strategy to 2011  Key	Cabinet <i>Draft Strategy</i>  Cabinet <i>Final Strategy</i>  Council <i>Final Strategy</i>	12 October 2006  09 November 2006  23 November 2006		Contact Adrian Burns, Chief Accountant, 01954 713072, or Paul Swift, Policy and Performance Review Manager, 01954 713017	Report
Licensing (Gambling) Policy  Key	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)

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					Final Policy (Cabinet and Council, November 2006)
Cleaner Neighbourhoods and Environment Act - Adoption of Dog Control Powers  Key	Environmental Health Portfolio Holder	24 October 2006		Contact Paul Quigley, Environmental Services Manager 08450 450 063	Report to Environmental Health Portfolio Holder
Recording of Meetings  Non-Key	Council	26 October 2006	Tyco and UK Council have been consulted, as have the local authorities in the eastern region	Contact Patrick Adams, Senior Democratic Services Officer 01954 713408	Recording of Meetings, Council 26/08/2004  Recording of Meetings - Appendix 1: Webcasting, Council 26/08/2004
Procedure for Local Investigation of Referred Complaints  Key	Standards Committee  Council	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 Standards Hearings  Key	Standards Committee  Council	08 November 2006  Before 30 April 2007		Contact Fiona McMillan, Assistant Solicitor 01954 713027	Procedure for Local Standards Hearings, 09/08/2006 Standards Committee

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Airey Development Programme - Update  Key	Cabinet	09 November 2006	Residents Parish Councils Local Members Housing Portfolio Holder	Contact Denise Lewis, Head of Housing Strategic Services 01954 713351, Steve Annetts, Housing Asset and Investment Manager 01954 713008	Airey Redevelopment Programme Update September 2006, 04/09/2006 Housing Portfolio Holder Meeting
Options Appraisal for Residual Airey Units  Key	Cabinet	09 November 2006	<ul style="list-style-type: none"> <li>• Affected tenants</li> <li>• SCDC Planning Officers</li> <li>• Teversham Parish Council, and Local Members, Parish Councils and affected residents in the villages of Histon, Bassingbourn, Coton, Fulbourn, Sawston and Gamlingay on the available options</li> <li>• The Tenant Participation Group</li> </ul>	Contact Christine Adlam, Development Officer, 01954 713332, Steve Annetts, Housing Asset and Investment Manager, 01954 713008, Denise Lewis, Head of Housing Strategic Services, 01954 713351	Options Appraisal for Residual Airey Properties, 04/09/2006 Housing Portfolio Holder Meeting  Airey Decent Homes List 07 06 06, 04/09/2006 Housing Portfolio Holder Meeting
Community Strategy 2007-2010  Key	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	Community Strategy 2007-2010  Results of Quality of Life Survey - June 06, 13/06/2006 South Cambridgeshire Local Strategic Partnership

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					Board & 14/09/2006 Cabinet
Dog Control Service - Future Options  Non-Key	Cabinet	09 November 2006		Contact Paul Quigley, Environmental Services Manager 08450 450 063 or Dale Robinson, Chief Environmental Health Officer 01954 713229	Report
Private Sector Housing Renewal Strategy  Key	Cabinet	09 November 2006	Environmental Health Portfolio Holder During February and March 2006 consultation took place with: <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> <li>Tenants of private landlords</li> <li>South Cambridgeshire Primary Care Trust</li> </ul>	Contact Dale Robinson, Chief Environmental Health Officer 01954 713229 or Rosemary Simpson, Environmental Health Officer (Food Control & Health & Safety) 08450 450 063	Report and Strategy  Private Sector Housing Renewal Strategy - Consultation Draft

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			<ul style="list-style-type: none"> <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>		
Race Equality Impact Assessments  Key	Cabinet  Council	09 November 2006  23 November 2006	Resources, Staffing, Information & Customer Services Portfolio Holder	Contact Tim Wetherfield, Head of Policy and Communication 01954 713200	Reports to Resources, Staffing, Information and Customer Services Portfolio Holder and to Cabinet
Workforce Plan  Non-Key	Cabinet  Council	09 November 2006  23 November 2006		Contact Susan Gardner Craig, Human Resources Manager 01954 713285	Workforce Plan, Cabinet 9 June 2005  Report, Cabinet 9 November 2006
Increase in Charges to Hostel Residents  Non-Key	Cabinet  Council	09 November 2006  23 November 2006		Contact Steve Hampson, Executive Director 01954 713021	Report
Disability Equality Scheme  Key	Cabinet  Council	09 November 2006  23 November 2006		Contact Tim Wetherfield, Head of Policy and Communication 01954 713200	Report and Scheme

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Agreement of List of Rural Settlements for Business Rates Purposes  Key	Resources, Staffing, Information and Customer Services Portfolio Holder	21 November 2006		Contact Lee Phanco, Assistant Director of Finance and Resources (Revenues) 01954 713110	Report to Portfolio Holder
Media Guidelines and Publicity Protocol  Non-Key	Resources, Staffing, Information and Customer Services Portfolio Holder	21 November 2006		Contact Tim Wetherfield, Head of Policy and Communication 01954 713200	Report to Resources, Staffing, Information and Customer Services Portfolio Holder
Local Management Organisation for Northstowe  Non-Key	Cabinet	Either 09 November 2006 or 14 December 2006		Contact Jane Thompson, Cultural Services Manager 01954 713348	Report
FULBOURN: Windmill Estate Redevelopment Proposals  Key	Cabinet  Council	Either 09 November 2006 or 14 December 2006  Either 23 November 2006 or 25 January 2007	<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>

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					<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 November or December 2006 &amp; Council November 2006 or January 2007)</p>
<p>Setting of Council Tax Base (including payment of Parish Precepts)</p> <p>Key</p>	Chief Finance Officer	December 2006		<p>Contact Greg Harlock, Chief Executive 01954 713011</p>	None
<p>Combined Community and Cultural Strategy</p> <p>Key</p>	Cabinet	14 December 2006		<p>Contact Simon McIntosh, Head of Community Services 01954 713350</p>	Report and Strategy
<p>Disposal of Land to Papworth Trust: Nether Grove, Longstanton and Queens Close, Over</p>	Cabinet	14 December 2006	<p>Local consultation on the individual proposals for affordable housing as part of the planning application process. In most cases there has</p>	<p>Contact Denise Lewis, Head of Housing Strategic Services 01954 713351</p>	<p>Papworth - Disposal of Land to the Trust, 08/06/2006 Cabinet</p> <p>Papworth - Disposal of Land to the Trust -</p>

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Key			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.		Appendix A - Nether Grove, Longstanton, 08/06/2006 Cabinet  Papworth - Disposal of Land to the Trust - Appendix C - Queens Close, Over, 08/06/2006 Cabinet
Discretionary Rate Relief  Key	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  Key	Cabinet	14 December 2006		Contact Peter Harris, Principal Accountant (General Fund and Costing) 01954 713073	Report
MILTON Country Park - Improving Facilities /	Cabinet	14 December 2006	<ul style="list-style-type: none"> <li><a href="#">Milton Country Park Advisory Group</a></li> </ul>	Contact Simon McIntosh, Head	Milton Country Park - Improving Facilities -

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Future Management  Key	Council (possibly)	25 January 2007	<ul style="list-style-type: none"> <li>• Friends of Milton Country Park</li> <li>• Milton Parish Council</li> <li>• Agencies interested in managing the park</li> </ul>	of Community Services 01954 713350	<p>Report, 09/02/2006 Cabinet</p> <p>Milton Country Park - Appendix 1, 09/02/2006 Cabinet</p> <p>Milton Country Park - Appendix 2, 09/02/2006 Cabinet</p> <p>Milton Country Park - Future Management - Report, 08/06/2006 Cabinet</p> <p>Milton Country Park - Future Management - Appendix 1, 08/06/2006 Cabinet</p> <p>Milton Country Park - Future Management - Appendix 2 - Confidential, 08/06/2006 Cabinet</p> <p>Milton Country Park Management - Report - Confidential, 14/09/2006 Cabinet</p> <p>Milton Country Park Management - Appendix - Confidential, 14/09/2006 Cabinet</p>

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Charges Relating to Casual Parish Elections  Key	Resources, Staffing, Information and Customer Services Portfolio Holder	Before 22 December 2006	None	Contact Laura Lock, Electoral Services Manager 01954 713287	Briefing note regarding Charges for Parish Council Casual Elections
Single Status Agreement  Key	Cabinet  Council	Not before 31st December 2006  Not before 31st January 2007	UNISON GMB	Contact Jill Mellors, Human Resources Officer 01954 713299	Report and Agreement
Cambridge East Transport Strategy  Key	Cabinet	11 January 2007	Cambridge East Member Reference Group – November 2006	Contact Jonathan Dixon, Principal Planning Officer (Transport) 01954 713194	Report
Housing Stock Options  Key	Cabinet	Either 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

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					Housing Options - Addendum 3  SCS Report 4, 04/09/2006 Housing Portfolio Holder Meeting
<b>Deferred Items</b>					
Over: Elm Court - Water Charges  Non-Key	Housing Portfolio Holder	Deferred since 22 September 2005		Contact	Report to Housing Portfolio Holder
Disabled Facilities Grants: Child Adaptations (Not Main Residence)  Key	Cabinet	Deferred since 09 March 2006		Contact Chief Environmental Health Officer 01954 713229	Confidential Report to Cabinet, 9 February 2006
Stapleford Parish Council: Community Hall Project  Non-Key	Cabinet	Deferred since 13 April 2006	Local Councillors have been consulted.	Contact Sports Development Officer 01954 713349	Grant Application  Report to decide level of funding (Cabinet, 13 April 2006)
Blackwell and Whaddon Travellers' Site: Service Charges  Key	Community Development Portfolio Holder  Cabinet	Deferred since 15 March 2006  Deferred since 13 April	Councillors NN Cathcart and DC McCraith, Local Members for Bassingbourn Ward	Contact Cultural Services Manager 01954 713348  Head of Community	Report to Community Development Portfolio Holder

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		2006	Councillors Mrs HM Smith and RT Summerfield, Local Members for Milton Ward	Services 01954 713350	
Cottenham: Victory Way - Sale of Accessway  Non-Key	Housing Portfolio Holder	Deferred since 19 May 2006		Contact Jenny Clark, Lands Officer 01954 713336	Report to Housing Portfolio Holder
Community Facility Grants 2006/07: Phoenix, Guilden Morden  Non-Key	Community Development Portfolio Holder	Deferred since 26 June 2006	All District Councillors were consulted.	Contact Jane Thompson, Cultural Services Manager 01954 713348	Grant Application