

NOTICE OF KEY DECISIONS

To be taken under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 from 1 September 2018



South
Cambridgeshire
District Council

Notice is hereby given of:

- Key decisions that will be taken by Cabinet, individual Portfolio Holders or Officers
- Confidential or exempt executive decisions that will be taken in a meeting from which the public will be excluded (for whole or part)

A Key Decision is a decision, which is likely:

- (1) (a) to result in the authority incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates; or

(b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards
- (2) In determining the meaning of 'significant' for the purposes of the above, the Council must have regard to any guidance for the time being issued by the Secretary of State in accordance with section 9Q of the 2000 Act (guidance).

A notice / agenda, together with reports and supporting documents for each meeting will be published at least five working days before the date of the meeting. In order to enquire about the availability of documents and subject to any restriction on their disclosure, copies may be requested from Democratic Services, South Cambridgeshire District Council, South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridge, CB23 6EA. Agenda and documents may be accessed electronically at www.scambs.gov.uk

Formal notice is hereby given under the above Regulations that, where indicated (in column 4), part of the meetings listed in this notice may be held in private because the agenda and reports for the meeting will contain confidential or exempt information under Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it. See overleaf for the relevant paragraphs.

*If you have any queries relating to this Notice, please contact
Victoria Wallace on 01954 713026 or by e-mailing Victoria.Wallace@scambs.gov.uk*

**Paragraphs of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended)
(Reason for a report to be considered in private)**

1. Information relating to any individual
2. Information which is likely to reveal the identity of an individual
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information)
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings
6. Information which reveals that the authority proposes:
 - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - (b) to make an Order or Direction under any enactment
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime

The Decision Makers referred to in this document are as follows:

Cabinet

Councillor Bridget Smith
Councillor Aidan Van der Weyer
Councillor Tumi Hawkins
Councillor Hazel Smith
Councillor Philippa Hart
Councillor Neil Gough
Councillor John Williams

Leader of the Council
Deputy Leader
Planning
Housing
Customer Services and Business Improvement
Environmental Services and licensing
Finance

Key and non-key decisions expected to be made from 1 September 2018

| Decision to be made | Description of Decision | Decision Maker | Date of Meeting | Reason for Report to be considered in Private | Lead Cabinet Member and Contact Officer | Documents submitted to the decision maker |
|---|--|-----------------------|------------------------|---|---|--|
| Additional Housing Revenue Account Borrowing Programme Bid Key | | Cabinet | 05 September 2018 | Part or all of the report may be exempt by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 | Lead Cabinet member for Housing Gill Anderton, Head of Housing (New Build) | Report (publication expected 28 August 2018) |
| Waterbeach New Town Supplementary Planning Document Key | To agree a draft Waterbeach New Town Supplementary Planning Document for consultation. | Cabinet | 05 September 2018 | | Lead Cabinet member for Planning Caroline Hunt, Planning Policy Manager | Report (publication expected 28 August 2018) |
| Community Chest Criteria Non-Key | To consider changes to the Community Chest guidance notes, which includes the criteria, as recommended by the Grants Advisory Committee. | Cabinet | 05 September 2018 | | Gemma Barron, Head of Sustainable Communities and Wellbeing | Report (publication expected 28 August 2018) |
| | | | | | | |

Key and non-key decisions expected to be made from 1 September 2018

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|---|---|----------------|-------------------|---|--|--|
| 3 Year Service Support Grants Criteria Non-Key | To approve a further three year programme of Service Support Grants (subject to annual funding agreements) to run from 1 April 2019 to 31 March 2022, approve the themes and the schedule of operation of the scheme. | Cabinet | 05 September 2018 | | Siobhan Mellon, Development Officer | Report (publication expected 28 August 2018) |
| Ice Rink Funding Agreement Update Key | | Cabinet | 05 September 2018 | Part or all of the report may be exempt by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 | Leader of Council Alex Colyer, Executive Director | Report (publication expected 28 August 2018) |
| Assets of Community Value Process Non-Key | To consider changes to the South Cambridgeshire District Council Assets of Community Value | Cabinet | 05 September 2018 | | Kathryn Hawkes, Partnerships Officer | Report (publication expected 28 August 2018) |

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| | Process. | | | | | |
| South Cambridgeshire Local Plan - Adoption Key | It is intended that the Local Plan will be presented for adoption, subject to timely receipt of the final Inspector's Report. | Cabinet Council | 24 September 2018 27 September 2018 | | Deputy Leader of the Council Caroline Hunt, Planning Policy Manager | Report (publication expected 14 September 2018) Report (publication expected 19 September 2018) |
| Independent Remuneration Panel Recommendations Non-Key | | Council | 27 September 2018 | | | Report (publication expected 19 September 2018) |
| Quarterly Position Report Non-Key | To provide a statement on the Council's position with regard to its General Fund, Housing Revenue Account (HRA) and capital budgets, corporate objectives, performance indicators and strategic risks. | Cabinet Cabinet | 03 October 2018 07 November 2018 | | Lead Cabinet member for Customer Service and Business Improvement, Lead Cabinet member for Finance Suzy Brandes, Principal Accountant (General Fund & Projects) | Report (publication expected 28 August 2018) Report (publication expected 30 October 2018) |

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| Brexit Advisory Group - Terms of Reference Non-Key | To approve the terms of reference of the Brexit Advisory Group. | Cabinet | 03 October 2018 | | Kathrin John, Democratic Services Team Leader | Report (publication expected 30 October 2018) |
| Northstowe Land Drainage - Mare Fen and Hattons Road Ponds Key | | Lead Cabinet member for Environmental Services and Licensing | 03 October 2018 | | Lead Cabinet member for Environmental Services and Licensing Paul Quigley, Head of Environment Commissioning | |
| Local Development Scheme Key | To agree a new Local Development Scheme for the preparation of a new Local Plan for Greater Cambridge. | Cabinet | 03 October 2018 | | Lead Cabinet member for Planning Caroline Hunt, Planning Policy Manager | Report (publication expected 25 September 2018) |
| Elite Athletes Grant Scheme | To consider changes to the Elite Athletes Grant | Cabinet | 03 October 2018 | | Gemma Barron, | Report (publication expected 25 September 2018) |

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| Non-Key | Scheme as recommended by the Grants Advisory Committee. | | | | Head of Sustainable Communities and Wellbeing | |
| Supplementary Planning Documents - Adoption Key | Following adoption of the South Cambridgeshire Local Plan, a number of previously agreed Supplementary Planning Documents will be presented for adoption. | Cabinet | 07 November 2018 | | Lead Cabinet member for Planning Caroline Hunt, Planning Policy Manager | Report (publication expected 30 October 2018) |
| Adoption of Recycling and Waste Operational Policies Key | | Cabinet | 07 November 2018 | | Lead Cabinet member for Environmental Services and Licensing Trevor Nicoll, Head of Waste Resources | Report (publication expected 30 October 2018) |
| Northstowe Strategic Collaborative | To approve the Strategic Collaborative | Cabinet | 07 November 2018 | | Lead Cabinet member for Housing | Report (publication expected 25 September 2018) |

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| Agreement Key | Agreement with Homes England. This Agreement sets out how we will work together to use any capital receipt from the Northstowe Starter Homes equity model to invest into future affordable housing. | | | | Julie Fletcher, Head of Housing Strategy | |
| Mobile Warden Scheme Grants Criteria Non-Key | To consider changes to the Mobile Warden Scheme Grants as recommended by the Grants Advisory Committee. | Cabinet | 07 November 2018 | | Gemma Barron, Head of Sustainable Communities and Wellbeing | Report (publication expected 30 October 2018) |
| Community Energy Grants Criteria Non-Key | To consider changes to the Community Energy Grants guidance notes, which includes the criteria, as recommended by the Grants Advisory Committee and Climate and | Cabinet | 07 November 2018 | | Gemma Barron, Head of Sustainable Communities and Wellbeing | Report (publication expected 30 October 2018) |

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| | Environment Advisory Committee. | | | | | |
| Sales of HRA Assets with Cumulative Total Over £1 million Key | To approve decisions of the Director of Housing to agree the sale of land subject to an annual limit of £1million to be increased. | Cabinet | 07 November 2018 | Part or all of the report may be exempt by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 | Lead Cabinet member for Housing Laurence Castle, Self/Custom Build Regional Manager | Report (publication expected 30 October 2018) |
| Rural Settlements List Non-Key | In order to facilitate the administration of Rural Rate Relief (Business Rates), the Council is required to determine annually the rural settlements within its area where the population of the settlement is less than 3,000 and to publish a list of settlements indicating their boundaries before | Cabinet | 07 November 2018 | | Lead Cabinet member for Finance Katie Kelly, Revenues Manager | Report (publication expected 30 October 2018) |

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| | 31 st December each year. | | | | | |
| Great Abington former LSA Estate Neighbourhood Plan Non-Key | To adopt ('make') the Neighbourhood Plan, subject to the Neighbourhood Plan successfully progressing through the preceding plan making stages. | Council, Lead Cabinet member for Planning | 29 November 2018 | | Lead Cabinet member for Planning Jennifer Nuttycombe, Senior Planning Policy Officer | Report (publication expected 22 November 2018) |
| Licensing Act Policy Non-Key | | Council | 29 November 2018 | | Lead Cabinet member for Environmental Services and Licensing | Report (publication expected 21 November 2018) |
| Gambling Act Policy Non-Key | | Council | 29 November 2018 | | Lead Cabinet member for Environmental Services and Licensing Mike Hill, Director of Health and Environmental Services | Report (publication expected 21 November 2018) |

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| <p>Localised Council Tax Support Scheme</p> <p>Non-Key</p> | | <p>Cabinet</p> <p>Cabinet</p> <p>Council</p> | <p>05 September 2018</p> <p>05 December 2018</p> <p>21 February 2019</p> | | <p>Lead Cabinet member for Finance</p> <p>Lead Cabinet member for Finance</p> <p>Lead Cabinet member for Finance</p> <p>Dawn Graham, Benefits Manager</p> | <p>Report (publication expected 28 August 2018)</p> <p>Report (publication expected 30 October 2018)</p> <p>Report (publication expected 29 January 2018)</p> |
| <p>Statement of Community Involvement</p> <p>Key</p> | <p>To agree a Statement of Community Involvement for the preparation of the new Local Plan for Greater Cambridge.</p> | <p>Cabinet</p> | <p>05 December 2018</p> | | <p>Lead Cabinet member for Planning</p> <p>Caroline Hunt, Planning Policy Manager</p> | <p>Report (publication expected 27 November 2018)</p> |
| <p>Countywide Disabled Adaptations Policy</p> <p>Key</p> | <p>To approve the Countywide Disabled Adaptations Policy. This will provide a joint county-wide approach as to how the Disabled Facility Grants can be spent.</p> | <p>Cabinet</p> | <p>05 December 2018</p> | | <p>Lead Cabinet member for Housing</p> <p>Julie Fletcher, Head of Housing Strategy</p> | <p>Report (publication expected 27 November 2018)</p> |
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| Homeless Strategy Key | To approve a homeless strategy for South Cambridgeshire. | Cabinet | 09 January 2019 | | Susan Carter, Housing Advice and Options Manager, Heather Wood, Interim Assistant Director of Housing (Statutory and Strategic Services) | Report (publication expected 31 December 2018) |
| Draft Greater Cambridge Housing Strategy Non-Key | To agree that the draft Greater Cambridge Housing Strategy can go out to external consultation. This is a joint strategy with Cambridge City Council. | Cabinet | 06 February 2019 | | Lead Cabinet member for Housing Julie Fletcher, Head of Housing Strategy | Report (publication expected 29 January 2019) |
| Greater Cambridge Housing Strategy Key | To approve the adoption of the Greater Cambridge Housing Strategy | Cabinet | 06 March 2019 | | Lead Cabinet member for Housing Julie Fletcher, Head of Housing Strategy | Report (publication expected 26 February 2019) |
| Decision Making/Governance | For Cabinet decision around a | Cabinet | 06 March 2019 | | Lead Cabinet member for | Report (publication expected 28 |

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| for New Build Development Schemes Key | streamlined decision making process for new build development schemes. | | | | Housing Gill Anderton, Head of Housing (New Build) | February 2019) |
| Draft Resident Involvement Strategy Non-Key | To agree that the Draft Resident Involvement Strategy can go out to external consultation. | Cabinet | 03 April 2019 | | Lead Cabinet member for Housing Peter Moston, Resident Involvement Team Leader | Report (publication expected 26 March 2019) |
| Non-Domestic Rates Discretionary Relief Policy Review Non-Key | Annual Review of the Discretionary Rates Policy, to ensure any amendments arising from the Spring Budget are updated in a timely manner. | Cabinet | May 2019 | | Lead Cabinet member for Finance Katie Kelly, Revenues Manager | Report (publication date tbc) |
| Resident Involvement Strategy Key | To approve the final Resident Involvement Strategy. | Cabinet | 01 May 2019 | | Lead Cabinet member for Housing Peter Moston, | Report (publication expected 26 February 2019) |

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| | | | | | Resident Involvement Team Leader | |
| Green Paper - A new deal for social housing Non-Key | To note a briefing paper and approve a consultation response. | Cabinet | 03 October 2018 | | Lead Cabinet member for Housing Julie Fletcher, Head of Housing Strategy | Report - publication expected 25 September 2018) |
| Compulsory Purchase Order of The Tree, Stapleford Non-Key | To consider the use of Compulsory Purchase Order powers with regard to The Tree, Stapleford and decide whether to make a recommendation to Council. | Cabinet | 07 November 2018 | Part or all of the report may be exempt by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 | Lead Cabinet member for Planning Kathryn Hawkes, Partnerships Officer | Report (publication expected 30 October 2018) |