

## **SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

### **FORWARD PLAN FROM 1 JULY 2007**

#### **The Decision Makers**

The members of the Council's executive are:

Leader of the Council

Councillor Ray Manning

#### **Portfolio Holders**

Deputy Leader and Housing Options

Community Services

Growth and Sustainable Communities

Housing and Environmental Services

Planning Services

Resources

Staffing and Communications

Councillor Simon Edwards

Councillor Mark Howell

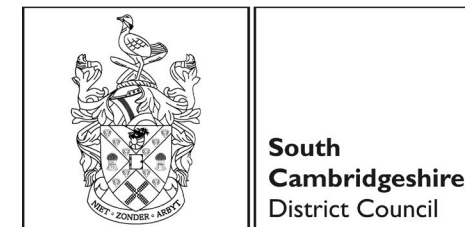
Councillor Dr David Bard

Councillor Mrs Daphne Spink MBE

Councillor Nick Wright

Councillor Mrs Vicky Ford

Councillor Mrs Sue Ellington



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.

#### **Contact Information**

To contact an officer, send an e-mail to [forename.surname@scamb.gov.uk](mailto:forename.surname@scamb.gov.uk) or call 08450 450 500 and ask to speak to that officer.

**Key and other decisions expected to made, and issues to be considered during the four months from 1 July 2007**

<b>Issue Key Decision?</b>	<b>Decision Maker</b>	<b>Timetable</b>	<b>Consultations</b>	<b>Portfolio Holder and Contact Officer</b>	<b>Documents submitted to the decision maker</b>
Benefits: 3-yearly Consultation Results  Non-Key	Cabinet	09 July 2007		Resources Portfolio Holder  Ian Salter, Performance Improvement Officer	Report
Closed Churchyard Maintenance and Management Policy  Key	Cabinet	09 July 2007		Planning Services Portfolio Holder  Steve Hampson, Executive Director	Policy, 09/07/2007 Cabinet
Community and Cultural Strategy 2007- 2011  Key	Cabinet	09 July 2007	Community, Arts & Sports Advisory Group – 19 April 2007	Community Services Portfolio Holder  Simon McIntosh, Corporate Manager (Policy, Performance and Partnerships)	Community and Cultural Strategy 2007- 2011
Customer Service Strategy including Review of Complaints and Compliments Procedure  Non-Key	Cabinet	09 July 2007	<a href="#">Scrutiny &amp; Overview Committee on 15 March 2007</a>	Staffing and Communications Portfolio Holder  Jenny Mitchell, Customer Service Project Officer	Customer Service Strategy

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Gambling Act 2005 Fees Setting  Key	Cabinet	09 July 2007		Housing and Environmental Services Portfolio Holder  Myles Bebbington, Licensing Officer	Report
General: 3-yearly Consultation Results  Non-Key	Cabinet	09 July 2007	Planning and Economic Development Portfolio Holder	Staffing and Communications Portfolio Holder  Ian Salter, Performance Improvement Officer	Report
Housing Strategy 2007- 2010  Non-Key	Cabinet	09 July 2007	Registered Social Landlords, Tenants Reps, Local Strategic Partnership, Parish Councils / Local Members, other local authorities in Cambridge Sub-Region	Housing and Environmental Services Portfolio Holder  Mike Knight, Housing Strategy Manager	Updated Strategy
Inspire Project  Key	Cabinet	09 July 2007		Leader of Council  Cecilia Tredget, Improvement Manager	Progress Report
Introduction of Local Housing Allowances:	Cabinet	09 July 2007		Resources Portfolio Holder	Report

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Resources Implications Non-Key				Lee Phanco, Head of Revenues	
Management of Open Spaces and Community Facilities at Trumpington Meadows Non-Key	Cabinet	09 July 2007		Community Services Portfolio Holder  Jane Thompson, Cultural Services Manager	Report
Model Charter with Parish Councils Key	Cabinet	09 July 2007	Parish Councils	Community Services Portfolio Holder  Gemma Webb, Strategic Partnerships Officer	Report
Private Sector Housing Renewal Strategy Key	Cabinet	09 July 2007	In accordance with the decision of the Portfolio Holder for Environmental Health (24 January 2006) the strategy was sent to: <ul style="list-style-type: none"> <li>• Housing associations and Registered Social Landlords</li> <li>• Voluntary Sector involved with housing and homelessness</li> </ul>	Housing and Environmental Services Portfolio Holder  Iain Green, Environmental Health Officer (Public Health Specialist), Dale Robinson, Corporate Manager (Health & Environmental Services)	Private Sector Housing Renewal Strategy

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			issues <ul style="list-style-type: none"> <li>• Private landlords that the Council is aware of</li> <li>• Tenants of private landlords</li> <li>• South Cambridgeshire Primary Care Trust</li> <li>• GO East</li> <li>• Citizens Advice Bureaux and other advice agencies</li> <li>• MPs</li> <li>• Kevin Reynolds (Strategic Lead on Community Living, SCDC Sheltered Housing)</li> </ul>		
Provisional Outturn 2006/07  Key	Cabinet	09 July 2007		Resources Portfolio Holder  Adrian Burns, Head of Accountancy	Report (for information only)
Tenants: 3-yearly Consultation Results  Key	Cabinet	09 July 2007	Housing and Environmental Services Portfolio Holder	Housing and Environmental Services Portfolio Holder  Ian Salter, Performance Improvement Officer	Report

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Annual Food Safety Service Plan 2007/08  Key	Cabinet  Council	09 July 2007  19 July 2007		Housing and Environmental Services Portfolio Holder  Geoff Keerie, Principal Environmental Health Officer	Report and Plan
Annual Health and Safety Plan 2007/08  Key	Cabinet  Council	09 July 2007  19 July 2007		Housing and Environmental Services Portfolio Holder  Geoff Keerie, Principal Environmental Health Officer	Report and Plan
Capital Strategy and Asset Management Plan 2007/08  Key	Cabinet  Council	09 July 2007  19 July 2007		Resources Portfolio Holder  Graham Smith, Best Value and Management Accountant, Brent O'Halloran, Property Services Manager	Capital Strategy and Asset Management Plan 2007/08
Choice-Based Lettings (CBL) Policy  Key	Cabinet  Council	09 July 2007  19 July 2007	Other District housing authorities in Cambridge Sub-Region RSLs in the Cambridge Sub-Region Residents/tenants	Housing and Environmental Services Portfolio Holder  Susan Carter, Housing Advice and Options	Policy

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			Relevant Statutory and voluntary sector agencies Housing Portfolio Holder	Manager	
Corporate Objectives 2007/2008  Key	Cabinet  Council	09 July 2007  19 July 2007	LSP	Leader of Council  Paul Swift, Policy and Performance Review Manager	Report
Single Status Agreement  Key	Cabinet  Council	09 July 2007  19 July 2007	UNISON GMB	Staffing and Communications Portfolio Holder  Jill Mellors, Human Resources Officer	Report and Agreement
South Cambridgeshire Sustainable Community Strategy 2007-2010  Key	Council – Presentation  Cabinet – Final Priorities  Cabinet – Sign-off  Council – Sign-off	19 July 2007  08 October 2007  13 March 2008  24 April 2008	The Local Strategic Partnership (LSP) has undergone a programme of consultation and research to build an evidence base for its new objectives. The research consisted of: (a) Analysing existing consultation results and parish plans. (b) Carrying out the	Leader of Council  Cecilia Tredget, Improvement Manager, Gemma Webb, Strategic Partnerships Officer	Sustainable Community Strategy Report

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			<p>Quality of Life survey and a Community Strategy postal survey.</p> <p>(c) Holding discussion groups with residents from different parts of the district and at different life stages.</p> <p>(d) Holding stakeholder workshops that have been attended by Members of this Council, representatives of parish councils and voluntary/community groups and LSP partners.</p> <p>(e) Carrying out other statistical research.</p> <p>(f) Consulting with theme groups and key lead officers.</p> <p>A full copy of the consultation results can be obtained from Gemma Webb, Strategic Partnerships Officer.</p>		
Cambridge Challenge:	Cabinet - Outcome	09 July 2007 or	Leader, Housing and	Growth and	Report following



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Affordable Housing Delivery  Non-Key		13 September 2007	Planning and Economic Development Portfolio Holders Cambridge City Council Cambridgeshire Horizons English Partnerships Developers / Landowners Registered Social Landlords	Sustainable Communities Portfolio Holder, Housing and Environmental Services Portfolio Holder  Steve Hampson, Executive Director, Denise Lewis, Head of Housing Strategic Services and Corporate Project Manager - Housing Futures	conclusion of the project prior to approval of any preferred lead development partner for the three strategic sites included in the scope of the project
HASLINGFIELD: Former Group Home, Wisbeys Yard - Options Appraisal  Key	Cabinet	09 July 2007 or 13 September 2007	District Councillor for Haslingfield Haslingfield Parish Council Registered Social Landlords Cambridgeshire County Council Housing Management and Technical Service officers	Housing and Environmental Services Portfolio Holder  Schuyler Newstead, Housing Development & Enabling Manager	Report
Housing Market Assessment for the Cambridge Sub Region  Key	Cabinet	09 July 2007 or 13 September 2007	The project has been developed in consultation with all of the authorities in the sub-Region and relevant government agencies, via the	Growth and Sustainable Communities Portfolio Holder, Housing and Environmental Services Portfolio Holder	Report

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			Cambridge sub-Region Affordable and Social Housing Group (CRASH).	Mike Knight, Housing Strategy Manager, Keith Miles, Planning Policy Manager	
Housing Revenue Account (HRA) Business Plan 2007- 2010  Key	Cabinet	09 July 2007 or 13 September 2007	Tenants, Local Strategic Partnership	Housing and Environmental Services Portfolio Holder  Steve Hampson, Executive Director	Report and Business Plan
Premier Division: Benchmarking Comparison and Comparative Costs  Non-Key	Cabinet  Planning Services Portfolio Holder	09 July 2007 or 13 September 2007  Before 13 September 2007		Planning Services Portfolio Holder  Gareth Jones, Corporate Manager (Planning & Sustainable Communities)	Premier Division Comparative Costs
North West Cambridge Area Action Plan (Joint Plan with Cambridge City Council)  Key	Council - Local Development Framework (LDF) Special Meeting - Agreement of responses to consultation and preferred way forward  Council - Local Development	17 July 2007   27 September 2007	Cambridge City Council Cambridgeshire County Council Cambridgeshire Horizons	Growth and Sustainable Communities Portfolio Holder  Caroline Hunt, Principal Planning Policy Officer	Report

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	<p>Framework (LDF) Special Meeting - To agree Preferred Options consultation document, including draft AAP</p> <p>Cambridge City Council</p>	<p>Parallel meetings in July and September 2007</p>			
<p>Gypsy and Traveller Development Plan Document (GTDPD)</p> <p>Key</p>	<p>Council - Local Development Framework (LDF) Special Meeting</p>	<p>26 July 2007</p>	<p>Senior Officers GTDPD Member Reference Group Public Consultation (after Council agreement on <a href="#">28 September 2006</a>)</p>	<p>Housing and Environmental Services Portfolio Holder</p> <p>Keith Miles, Planning Policy Manager</p>	<p>Issues and Options Report (2) – site options for public consultation, 26/07/2007 Council</p>
<p>Declaration of Air Quality Management Area for Nitrogen Dioxide</p> <p>Key</p>	<p>Housing and Environmental Services Portfolio Holder</p>	<p>Before 31 July 2007</p>	<p>Statutory Consultees</p>	<p>Housing and Environmental Services Portfolio Holder</p> <p>Dale Robinson, Corporate Manager (Health &amp; Environmental Services)</p>	<p>Report, Detailed Assessment of Nitrogen Dioxide November 2006</p>
<p>Remit and Membership of Parish Council Standards Sub-</p>	<p>Standards Committee - Results of Consultation</p>	<p>08 August 2007</p>	<p>All South Cambridgeshire Parish Councils and Meetings</p>	<p>Resources Portfolio Holder</p>	<p>Report</p>

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Committee  Non-Key				Holly Adams, Democratic Services Officer	
MILTON Country Park - Improving Facilities / Future Management  Key	Cabinet	13 September 2007	<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>	Resources Portfolio Holder  Kirsty Human, Corporate Project Officer, Simon McIntosh, Corporate Manager (Policy, Performance and Partnerships)	Report with conclusions, 13/09/2007 Cabinet
Northstowe Development Trust / Local Management Organisation for Northstowe  Non-Key	Cabinet	13 September 2007	Northstowe Development Trust Working Group May 2007	Growth and Sustainable Communities Portfolio Holder  Jane Thompson, Cultural Services Manager	Report
Planning Obligations and Provision for Open Spaces and Community Facilities in New Developments  Key	Cabinet	13 September 2007	Planning and Legal Officers of the Council	Growth and Sustainable Communities Portfolio Holder  Jane Thompson, Cultural Services Manager	Report  Draft Policy Document to be developed into a Supplementary Planning Policy to support the Local Development

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					Framework
Private Hire and Taxi Driver Testing: Certificate of Compliance  Key	Housing and Environmental Services Portfolio Holder  Cabinet	TBA  13 September 2007	Consultation with the trade planned	Housing and Environmental Services Portfolio Holder  Myles Bebbington, Licensing Officer, Dale Robinson, Corporate Manager (Health & Environmental Services)	Report
Quarterly Monitoring Report including Budgetary Control and Prudential Indicators: First Quarter 2007/08  Non-Key	Cabinet	13 September 2007		Resources Portfolio Holder  Graham Smith, Best Value and Management Accountant	Report (for information only)
Housing Stock Options Appraisal: Outcome  Key	Cabinet  Council	08 October 2007 or 13 December 2007  Between 18 October 2007 and 31 January 2008 (A special meeting may be convened in December 2007)	<ul style="list-style-type: none"> <li>• Initial tenant road shows September 2004</li> <li>• Working Group with tenant representatives</li> </ul>	Housing Options Portfolio Holder  Steve Hampson, Executive Director, Denise Lewis, Head of Housing Strategic Services and Corporate Project Manager - Housing Futures	Report

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Move to Four-Yearly District Council Elections  Key	Council	18 October 2007	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 Council's website;</li> <li>• by e-mail;</li> <li>• by telephone; or</li> <li>• in writing.</li> </ul>	Resources Portfolio Holder  Greg Harlock, Chief Executive	Report
Workforce Plan 2006/07 to 2008/09  Key	Cabinet  Council	08 November 2007  31 January 2008		Staffing and Communications Portfolio Holder  Susan Gardner Craig, Human Resources Manager	Report and Plan
<b>Forthcoming or Deferred Items</b>					
2005/06 National Performance Indicators Comparison  Non-Key	Cabinet	14 June 2007	Senior Management Team 17 January 2007	Resources Portfolio Holder  Ian Salter, Performance Improvement Officer	

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ARBURY CAMPS: Section 106 Agreement  Non-Key	Cabinet  Council	12 October 2006  26 October 2006	Cambridge City Council	Resources Portfolio Holder  Adrian Burns, Head of Accountancy	
BLACKWELL and WHADDON Travellers' Site: Service Charges  Key	Housing and Environmental Services Portfolio Holder	13 April 2006  15 March 2006	Councillors NN Cathcart and DC McCraith, Local Members for Bassingbourn Ward Councillors Mrs HM Smith and RT Summerfield, Local Members for Milton Ward	Housing and Environmental Services Portfolio Holder  Simon McIntosh, Corporate Manager (Policy, Performance and Partnerships)	
Consultation Strategy 2007-2010  Non-Key	Staffing and Communications Portfolio Holder  Cabinet	27 March 2007  14 June 2007		Staffing and Communications Portfolio Holder  Paul Swift, Policy and Performance Review Manager	
Disabled Facilities Grants: Child Adaptations (Not Main Residence)	Cabinet  Cabinet	09 February 2006  09 March 2006		Housing and Environmental Services Portfolio Holder  Dale Robinson,	

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Key				Corporate Manager (Health & Environmental Services)	
Disposal of Land to Papworth Trust: Nether Grove, Longstanton and Queens Close, Over  Key	Cabinet	08 June 2006	Local consultation on the individual proposals 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.	Housing and Environmental Services Portfolio Holder  Schuyler Newstead, Housing Development & Enabling Manager	
Energy Efficiency and Listed Buildings Supplementary Planning Document	Cabinet - Draft Supplementary Planning Document	Deferred until new Conservation and Design Manager is in post	A Supplementary Planning Document will be subject to full public consultation. Conservation and	Growth and Sustainable Communities Portfolio Holder	



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Key			Design Advisory Group considered the document on <a href="#">17 January 2007</a> Conservation, Sustainability and Community Planning Portfolio Holder	Fiona Webb, Conservation and Design Manager	
Equal Pay Audit  Non-Key	Staffing and Communications Portfolio Holder	24 May 2007		Staffing and Communications Portfolio Holder  Jill Mellors, Human Resources Officer	
Information & Communications Technology (ICT) Security Policy and Usage Guidelines  Key	Cabinet  Cabinet - Revised Information & Communications Technology (ICT) Security Policy and Usage Guidelines	13 July 2006  14 June 2007	SCDC ICT Team Cambridgeshire County Council Cambridgeshire Community Network (CCN) Team Internet Watch Foundation	Housing Options Portfolio Holder  Steve Rayment, Head of ICT	
Northstowe Sustainable Energy Partnership  Key	Growth and Sustainable Communities Portfolio Holder	Between 01 June 2007 and 31 August 2007		Growth and Sustainable Communities Portfolio Holder  Richard Hales, Strategic Sustainability	

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				Officer	
OVER: Elm Court - Water Charges  Non-Key	Housing and Environmental Services Portfolio Holder	22 September 2005		Housing and Environmental Services Portfolio Holder  Tracey Cassidy, Supported Housing Manager, Gwynn Thomas, Principal Accountant (Housing)	
SHEPRETH: 74-76 Frog End  Non-Key	Housing Portfolio Holder  Cabinet - Outcome of Options Appraisal	04 September 2006  14 December 2006	<ul style="list-style-type: none"> <li>• Affected tenants</li> <li>• Local Member</li> <li>• Shepreth Parish Council</li> </ul>	Housing Portfolio Holder  Housing and Environmental Services Portfolio Holder  Denise Lewis, Head of Housing Strategic Services and Corporate Project Manager - Housing Futures	
South Cambridgeshire Climate Plan  Key	Cabinet	10 November 2005		Planning Services Portfolio Holder  Richard Hales, Strategic Sustainability Officer	

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South Cambridgeshire Design Manual / Guide: Streetscape Design in New Developments  Key	Growth and Sustainable Communities Portfolio Holder	Deferred until new Conservation and Design Manager is in post		Growth and Sustainable Communities Portfolio Holder  Fiona Webb, Conservation and Design Manager	
Trade Waste Business Plan  Key	Cabinet	14 December 2006	Senior Management Team Resources, Staffing, Information & Customer Services and Environmental Health Portfolio Holders	Housing and Environmental Services Portfolio Holder  Stuart Harwood-Clark, Environment Operations Manager, Dale Robinson, Corporate Manager (Health & Environmental Services)	
Traveller Issues: Priorities and Resources  Non-Key	Cabinet  Cabinet	13 April 2006  14 June 2007	Strategic Officer Group	Housing and Environmental Services Portfolio Holder  Traveller Project - Strategic Officer Group on Traveller Issues	