

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

FORWARD PLAN FROM 1 DECEMBER 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.

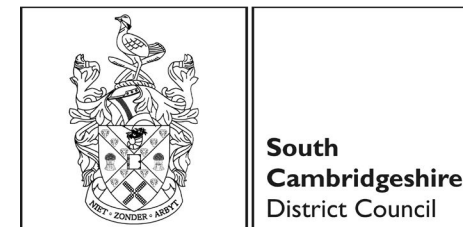
Where a decision is recorded as to be made by an individual councillor, the decision will be made in their capacity as the relevant Portfolio Holder.

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.

Contact Information

To contact an officer, send an e-mail to forename.surname@scams.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 December 2006

Issue Key Decision?	Decision Maker	Timetable	Consultations	Costs or Savings	Portfolio Holder and Contact Officer	Documents submitted to the decision maker
Council Tax: Setting of Council Tax Base (including payment of Parish Precepts) Key	Chief Finance Officer	December 2006			Greg Harlock, Chief Executive	None
Proposed Air Quality Management Area Key	Environmental Health Portfolio Holder	December 2006			Environmental Health Portfolio Holder Susan Walford, Environmental Health Officer (Scientific)	Report Detailed Assessment Dispersion Modelling
Discretionary Compensation Regulations Non-Key	Cabinet	14 December 2006			Resources, Staffing, Information and Customer Services Portfolio Holder Greg Harlock, Chief Executive	None.
Trade Waste Business Plan	Cabinet	14 December 2006	Senior Management Team Resources,	Savings	Environmental Health Portfolio Holder	Report Business Plan

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Key			Staffing, Information & Customer Services and Environmental Health Portfolio Holders		Stuart Harwood-Clark, General Works Manager, Dale Robinson, Chief Environmental Health Officer	
Lettings Policy Key	Cabinet	14 December 2006	Registered Social Landlords Cambridge City Council and other Local Authorities in the Cambridge Sub-region Staff within Shire Homes Key stakeholders Applicants currently registered for housing		Housing Portfolio Holder Susan Carter, Housing Advice and Options Manager	Lettings Policy Review, 14/04/2005 Cabinet Amendments to Lettings Policy, 08/11/2006 Housing Portfolio Holder Meeting
Local Area Agreements including Quarterly Report Non-Key	Cabinet - Progress Towards Stretch Targets	14 December 2006			Conservation, Sustainability and Community Planning Portfolio Holder Simon McIntosh, Head of Community Services, Paul Swift, Policy and Performance Review Manager	Progress Towards Stretch Targets - Report, 14/12/2006 Cabinet

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Dog Control Service - Future Options Key	Cabinet	14 December 2006		Savings	Environmental Health Portfolio Holder Paul Quigley, Environmental Services Manager, Dale Robinson, Chief Environmental Health Officer	Report
Housing Revenue Account (HRA) Overview Key	Cabinet - information item	14 December 2006		N/A	Housing Portfolio Holder Gwynn Thomas, Principal Accountant (Housing)	Report - for information only
Annual Planning Policy Monitoring Report Non-Key	Cabinet	14 December 2006	None.		Planning and Economic Development Portfolio Holder Tim Waller, Planning Policy Officer (Monitoring)	Annual Progress Reports
SHEPRETH: 74-76 Frog End	Cabinet - Outcome of Options	14 December 2006	<ul style="list-style-type: none"> • Affected tenants • Local Member 		Housing Portfolio Holder	74-76 Frog End Shepreth - Report,

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Non-Key	Appraisal		<ul style="list-style-type: none"> • Shepreth Parish Council 		Denise Lewis, Head of Housing Strategic Services	04/09/2006 Housing Portfolio Holder Meeting 74-76 Frog End Shepreth - Map, 04/09/2006 Housing Portfolio Holder Meeting
HISTON: Future of Public Car Park, High Street Non-Key	Cabinet	14 December 2006	Housing Portfolio Holder Histon Parish Council	Savings: maintenance costs and payment of annual National Non-Domestic Rates	Housing Portfolio Holder Jenny Clark, Lands Officer	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 on Open Market Non-Key	Cabinet	14 December 2006	<ul style="list-style-type: none"> • Local Members for Sawston • Sawston Parish Council • Shire Homes • Housing Portfolio Holder • Registered Social Landlords 	Savings: maintenance costs Capital receipt upon disposal	Housing Portfolio Holder Jenny Clark, Lands Officer	Report to Cabinet with recommendations from the Housing Portfolio Holder
Choice-Based Lettings Scheme Key	Cabinet - Draft Allocations Policy	14 December 2006	Other District housing authorities in Cambridge Sub-Region		Housing Portfolio Holder Andy Glaves,	Sub-Regional Choice-Based Lettings Scheme

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			<p>RSLs in the Cambridge Sub-Region Residents/tenants Relevant Statutory and voluntary sector agencies Housing Portfolio Holder</p> <p>4 September 2006: Consultation on the policy is to commence.</p>		Choice Based Lettings Project Officer	<p>Housing Choice Based Lettings, 13/04/2006 Cabinet</p> <p>Choice Based Lettings policy sept 06, 04/09/2006 Housing Portfolio Holder Meeting</p> <p>Choice Based Lettings, 14/09/2006 Cabinet</p>
<p>Direct Labour Organisation (DLO) Recovery / Responsive Repairs Service Review</p> <p>Key</p>	Cabinet	14 December 2006	<p>The action plan was designed following consultation with the Tenants Participation Group and the DLO workforce, with input from partner organisations. The implementation core group includes tenant and staff representatives.</p>		<p>Housing Portfolio Holder</p> <p>Brent O'Halloran, Property Services Manager</p>	<p>Report to HPF Holder of DLO Working Business Plan 8 November 2006, 08/11/2006 Housing Portfolio Holder Meeting</p>
<p>Cambridgeshire & Peterborough Minerals & Waste Development Plan</p> <p>Key</p>	Cabinet - Consultation Document	14 December 2006	Members and Officers of the Council	N/A	<p>Planning and Economic Development Portfolio Holder</p> <p>Alison Talkington,</p>	<p>Report to approve response, 14/12/2006 Cabinet</p>

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					Senior Planning Policy Officer	
Planning Obligations and Provision for Open Spaces and Community Facilities in New Developments Key	Cabinet	14 December 2006	Planning and Legal Officers of the Council	Substantial resources will be made available to the growth area villages.	Planning and Economic Development Portfolio Holder Jane Thompson, Cultural Services Manager	Report Draft Policy Document to be developed into a Supplementary Planning Policy to support the Local Development Framework
Local Government White Paper Key	Cabinet	14 December 2006		Potential savings	All Portfolio Holders John Garnham, Finance Project Officer	Report
Consultation Strategy 2007-2010 Non-Key	Resources, Staffing, Information and Customer Services Portfolio Holder	19 December 2006			Resources, Staffing, Information and Customer Services Portfolio Holder Paul Swift, Policy and Performance Review Manager	Update on Consultation Strategy 2003-2006
Private Sector Housing Renewal Strategy	Cabinet	Either 14 December 2006 or 11 January 2007	Environmental Health Portfolio Holder		Environmental Health Portfolio Holder	Report and Strategy Private Sector

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Key			<p>During February and March 2006 consultation took place with:</p> <ul style="list-style-type: none"> • Housing associations and Registered Social Landlords • Voluntary Sector involved with housing and homelessness issues • Private landlords that the Council is aware of • Tenants of private landlords • South Cambridgeshire Primary Care Trust • GO East • CAB and other advice agencies • MP's • Kevin Reynolds (Strategic Lead on Community Living, SCDC Sheltered Housing) 		<p>Dale Robinson, Chief Environmental Health Officer, Rosemary Simpson, Environmental Health Officer (Food Control & Health & Safety)</p>	<p>Housing Renewal Strategy - Consultation Draft</p>
MILTON Country Park - Improving Facilities / Future	Cabinet Council (possibly)	14 December 2006 25 January 2007	<ul style="list-style-type: none"> • Milton Country Park Advisory Group 		Community Development Portfolio Holder	Report

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Management Key			<ul style="list-style-type: none"> • Friends of Milton Country Park • Milton Parish Council • Agencies interested in managing the park 		Simon McIntosh, Head of Community Services	
Criminal Records Bureau (CRB) Checks for Councillors, Policy and Processes Key	Cabinet Council	14 December 2006 25 January 2007	Senior Management Team Cambridgeshire County Council Huntingdonshire District Council Cambridge City Council		Resources, Staffing, Information and Customer Services Portfolio Holder Patrick Adams, Senior Democratic Services Officer, Susan Gardner Craig, Human Resources Manager	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
Race Equality Impact	Cabinet	14 December 2006	Resources, Staffing, Information		Resources, Staffing, Information	Reports to Resources,

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Assessments Key	Council	25 January 2007	& Customer Services Portfolio Holder		and Customer Services Portfolio Holder Tim Wetherfield, Head of Policy and Communication	Staffing, Information and Customer Services Portfolio Holder and to Cabinet
Workforce Plan Non-Key	Cabinet Council	14 December 2006 25 January 2007			Resources, Staffing, Information and Customer Services Portfolio Holder Susan Gardner Craig, Human Resources Manager	Workforce Plan, Cabinet 9 June 2005 Report, Cabinet 9 November 2006
Discretionary Rate Relief Key	Cabinet Council	14 December 2006 25 January 2007			Resources, Staffing, Information and Customer Services Portfolio Holder Lee Phanco, Assistant Director of Finance and Resources (Revenues)	Policy for the Award of Discretionary Relief from Non- Domestic Rates other than for Charitable Organisations (Cabinet 14 December 2006)
Capital and Revenue Estimates for Staffing and	Cabinet Council	14 December 2006 25 January 2007			Resources, Staffing, Information and Customer	Report

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Central Overhead Accounts 2007/08 Key					Services Portfolio Holder Peter Harris, Principal Accountant (General Fund and Costing)	
Single Status Agreement Key	Cabinet Council	Either 14 December 2006 or 11 January 2007 25 January 2007	UNISON GMB		Resources, Staffing, Information and Customer Services Portfolio Holder Jill Mellors, Human Resources Officer	Report and Agreement
Private Hire and Taxi Drivers: Driving Tests Key	Environmental Health Portfolio Holder Licensing Committee Cabinet	December 2006 or 31 January 2007 December 2006 or 31 January 2007 Either 11 January 2007 or 08 February 2007	Private Hire and taxi operators		Environmental Health Portfolio Holder Myles Bebbington, Licensing Officer	Report
Private Hire and Hackney Carriage Driver: Amendments to Conditions	Environmental Health Portfolio Holder Licensing	December 2006 or 31 January 2007 December 2006 or			Environmental Health Portfolio Holder Myles Bebbington,	Report

Issue Key Decision?	Decision Maker	Timetable	Consultations	Costs or Savings	Portfolio Holder / Contact Officer	Documents submitted to the decision maker
Key	Committee Cabinet	31 January 2007 Either 11 January 2007 or 08 February 2007			Licensing Officer	
Quarterly Monitoring Report including Budgetary Control and Prudential Indicators: Third Quarter 2006/07 Non-Key	Cabinet - Information Item Resources, Staffing, Information and Customer Services Portfolio Holder	11 January 2007 January 2007			Resources, Staffing, Information and Customer Services Portfolio Holder Graham Smith, Best Value and Management Accountant	Report (for information only)
Cambridge East Transport Strategy Key	Cabinet	11 January 2007	Cambridge East Member Reference Group – November 2006		Planning and Economic Development Portfolio Holder Jonathan Dixon, Principal Planning Officer (Transport)	Report
Corporate Milestones Quarterly Report 2006/07 - Third Quarter Non-Key	Cabinet	11 January 2007		Potential costs or virement of resources to achieve targets.	Resources, Staffing, Information and Customer Services Portfolio Holder Ian Salter, Performance	Report

Issue Key Decision?	Decision Maker	Timetable	Consultations	Costs or Savings	Portfolio Holder / Contact Officer	Documents submitted to the decision maker
					Improvement Officer	
Corporate Performance Indicator 2006/07 Quarterly Report - Third Quarter Non-Key	Cabinet	11 January 2007		Potential costs or virement of resources to achieve targets.	Resources, Staffing, Information and Customer Services Portfolio Holder Ian Salter, Performance Improvement Officer	Report
Cambridgeshire Waste Collection / Disposal Partnering Agreement Key	Cabinet Council	11 January 2007 25 January 2007	Cambridgeshire waste collection and waste disposal authorities		Environmental Health Portfolio Holder Dale Robinson, Chief Environmental Health Officer	Report Partnering Agreement
Increase in Charges to Hostel Residents Non-Key	Cabinet Council	11 January 2007 25 January 2007			Housing Portfolio Holder Steve Hampson, Executive Director	Report
Housing Stock Options Key	Cabinet	Either 11 January 2007 or 08 February 2007	<ul style="list-style-type: none"> • Initial tenant road shows September 2004 • Working Group 		Housing Portfolio Holder Steve Hampson,	Housing Options - Report

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			with tenant representatives		Executive Director	
Members' Allowances 2007- 08 Non-Key	Council	Either 25 January 2007 or 22 February 2007	Special Responsibility Allowance holders and group leaders	Included in 2007/08 budget	Maggie Jennings, Democratic Services Officer	Report to Independent Review Panel Recommendations to Council of the Independent Review Panel
South Cambridgeshire Community Strategy 2007-2010 Key	Cabinet	08 February 2007	<ul style="list-style-type: none"> • Public Consultations • Postal Survey • Workshops with neighbourhoods • Councillor workshops 		Conservation, Sustainability and Community Planning Portfolio Holder Paul Swift, Policy and Performance Review Manager, Simon McIntosh, Head of Community Services	Community Strategy 2007-2010 Results of Quality of Life Survey - June 06, 13/06/2006 South Cambridgeshire Local Strategic Partnership Board & 14/09/2006 Cabinet
Combined Community and Cultural Strategy Key	Cabinet	08 February 2007			Community Development Portfolio Holder Simon McIntosh, Head of Community Services	Report and Strategy

Issue Key Decision?	Decision Maker	Timetable	Consultations	Costs or Savings	Portfolio Holder / Contact Officer	Documents submitted to the decision maker
<p>Disposal of Land to Papworth Trust</p> <p>Key</p>	<p>Cabinet - Nether Grove, Longstanton and Queens Close, Over</p>	<p>08 February 2007</p>	<p>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.</p>		<p>Housing Portfolio Holder</p> <p>Denise Lewis, Head of Housing Strategic Services</p>	<p>Papworth - Disposal of Land to the Trust, 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>
<p>COTTENHAM: Dual Use Sports Facilities</p> <p>Key</p>	<p>Cabinet</p>	<p>08 February 2007</p>	<p>Local members, including those of feeder villages.</p>	<p>Capital grant</p>	<p>Community Development Portfolio Holder</p> <p>Jane Lampshire, Sports Development Officer</p>	<p>Report and Presentation</p>

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<p>Capital and Revenue Estimates, Council Tax and Prudential Indicators 2007/08</p> <p>Key</p>	<p>Cabinet Council</p>	<p>08 February 2007 22 February 2007</p>	<p>All Portfolio Holders</p>		<p>All Portfolio Holders Adrian Burns, Chief Accountant</p>	<p>Report</p>
<p>Housing Rents and Service Charges</p> <p>Key</p>	<p>Cabinet Council</p>	<p>08 February 2007 22 February 2007</p>			<p>Housing Portfolio Holder, Resources, Staffing, Information and Customer Services Portfolio Holder Adrian Burns, Chief Accountant</p>	<p>Report</p>
<p>SWAVESEY Byeways Rate</p> <p>Key</p>	<p>Council</p>	<p>22 February 2007</p>	<p>Swavesey Byeways Advisory Group</p>		<p>Environmental Health Portfolio Holder Pat Matthews, Drainage Manager</p>	<p>Recommendation from the Swavesey Byeways Advisory Group</p>
<p>Procedure for Local Investigation of Referred Complaints</p> <p>Key</p>	<p>Council</p>	<p>22 February 2007</p>	<p>Standards Committee</p>		<p>Fiona McMillan, Assistant Solicitor</p>	<p>Report on Local Investigations Procedures, 08/11/2006 Standards Committee</p>

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Procedure for Local Standards Hearings Key	Council	22 February 2007	Standards Committee		Fiona McMillan, Assistant Solicitor	Report on Local Standards Hearings, 08/11/2006 Standards Committee
Citizens' Advice Bureau Grants Non-Key	Cabinet Community Development Portfolio Holder	08 March 2007 March 2007			Community Development Portfolio Holder Tricia Pope, Community Development Manager	Report
Investment Strategy Non-Key	Cabinet Council	08 March 2007 22 March 2007			Resources, Staffing, Information and Customer Services Portfolio Holder Adrian Burns, Chief Accountant	Report and Strategy
Cambridge Challenge: Affordable Housing Delivery Key	Cabinet - Outcome	Either 08 March 2007 or 12 April 2007	Leader, Housing and Planning and Economic Development Portfolio Holders Cambridge City Council Cambridgeshire	Not applicable	Housing Portfolio Holder, Planning and Economic Development Portfolio Holder Denise Lewis, Head of Housing	Report following conclusion of the project prior to approval of any preferred lead development partner for the three strategic sites

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			Horizons English Partnerships Developers / Landowners Registered Social Landlords		Strategic Services	included in the scope of the project
Private Hire and Taxi Driver Testing: Certificate of Compliance Key	Environmental Health Portfolio Holder Licensing Committee Cabinet	March 2007 March 2007 12 April 2007	Trade organisations Operators and vehicle owners		Environmental Health Portfolio Holder Myles Bebbington, Licensing Officer	Report Tender Documents
Northstowe Development Trust / Local Management Organisation for Northstowe Non-Key	Cabinet	Either 12 April 2007 or 10 May 2007			Community Development Portfolio Holder Jane Thompson, Cultural Services Manager	Report, spring 2007 Cabinet
Nottingham Declaration 2 Non-Key	Council	26 April 2007			Conservation, Sustainability and Community Planning Portfolio Holder	Report

Issue Key Decision?	Decision Maker	Timetable	Consultations	Costs or Savings	Portfolio Holder / Contact Officer	Documents submitted to the decision maker
Premier Division: Benchmarking Comparison and Comparative Costs Non-Key	Cabinet Planning Committee	Before 30 April 2007 Before 30 April 2007			Planning and Economic Development Portfolio Holder Gareth Jones, Head of Planning Services	Premier Division Comparative Costs, spring 2007 Cabinet Premier Division Benchmarking Comparison, spring 2007 Planning Committee
Deferred Items						
OVER: Elm Court - Water Charges Non-Key	Housing Portfolio Holder	22 September 2005			Housing Portfolio Holder	Report to Housing Portfolio Holder
Disabled Facilities Grants: Child Adaptations (Not Main Residence) Key	Cabinet Cabinet	09 February 2006 09 March 2006			Environmental Health Portfolio Holder Dale Robinson, Chief Environmental Health Officer	Confidential Report to Cabinet, 9 February 2006
STAPLEFORD Parish Council: Community Hall Project Non-Key	Cabinet	13 April 2006	Local Councillors have been consulted.		Community Development Portfolio Holder Jane Lampshire, Sports	Grant Application Report to decide level of funding (Cabinet, 13 April 2006)

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					Development Officer	
BLACKWELL and WHADDON Travellers' Site: Service Charges Key	Community Development Portfolio Holder Cabinet	15 March 2006 13 April 2006	Councillors NN Cathcart and DC McCraith, Local Members for Bassingbourn Ward Councillors Mrs HM Smith and RT Summerfield, Local Members for Milton Ward		Community Development Portfolio Holder Simon McIntosh, Head of Community Services	Report to Community Development Portfolio Holder
GUILDEN MORDEN: Phoenix (Community Facilities Grants 2006/07) Non-Key	Community Development Portfolio Holder	26 June 2006	All District Councillors were consulted.		Community Development Portfolio Holder Jane Thompson, Cultural Services Manager	Grant Application
Revisions to the Constitution Non-Key	Council	23 November 2006	Constitution Review Working Party		Chairman of Council Richard May, Democratic Services Manager	Substantive Revisions to Constitution, 27/07/2006 Council
ARBURY CAMPS: Section 106 Agreement	Cabinet Council	12 October 2006 26 October 2006	Cambridge City Council		Resources, Staffing, Information and Customer Services Portfolio	S.106 Agreement Arbury Camps, 12/10/2006 Cabinet

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Non-Key					Holder Adrian Burns, Chief Accountant	
Move to Four- Yearly District Council Elections Key	Council	25 October 2007	Public consultation undertaken via South Cambs Magazine Spring 2006 Edition 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"> • the Council's website; • by e-mail; • by telephone; or • in writing. 		Resources, Staffing, Information and Customer Services Portfolio Holder Tim Wetherfield, Head of Policy and Communication	Proposed Move to Four Yearly All Out District Council Elections Have your say on local elections (South Cambs Magazine, Spring 2006 Edition) Electoral Arrangements - Report, 28/09/2006 Council Electoral Arrangements - Appendix A, 28/09/2006 Council Electoral Arrangements - Appendix B, 28/09/2006 Council