

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

FORWARD PLAN FROM 1 MARCH 2007

The Decision Makers

The members of the Council's executive are:

Leader of the Council

Councillor Ray Manning

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

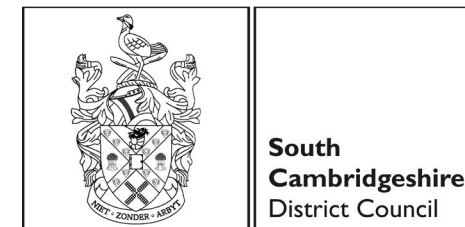
Councillor James Hockney

Councillor Mark Howell

Councillor Mrs Daphne Spink

Councillor Dr David Bard

Councillor Simon Edwards (Deputy Leader of the Council)



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 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 March 2007

Issue Key Decision?	Decision Maker	Timetable	Consultations	Costs or Savings	Portfolio Holder and Contact Officer	Documents submitted to the decision maker
2005/06 National Performance Indicators Comparison Non-Key	Cabinet	08 March 2007	Senior Management Team 17 January 2007	N/A	Resources, Staffing, Information and Customer Services Portfolio Holder Ian Salter, Performance Improvement Officer	Report
ARBURY PARK: Sustainable Lettings Policy Key	Cabinet	08 March 2007	Registered Social Landlord (RSL) Consortium Cambridge City Council Histon and Impington Parish Councils	Not applicable	Housing Portfolio Holder Denise Lewis, Head of Housing Strategic Services	Report Draft Sustainable Lettings Policy and Nominations Agreement
Cambridge Southern Fringe Landscape and Open Space Strategy Non-Key	Cabinet	08 March 2007	To date no specific consultation has taken place by SCDC on the strategy. However, given the location of the site the City		Conservation, Sustainability and Community Planning Portfolio Holder Nick Grimshaw,	Draft Southern Fringe Landscape and Open Space Strategy, 07/11/2006 Conservation and Design Advisory

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			Council undertook broad consultation in respect of the summary plans of Trumpington Meadows Country Park and Hobson's Brook Open Space throughout 2006.		Conservation and Design Manager	Group
Closed Churchyard Maintenance and Management Policy Key	Cabinet	08 March 2007			Conservation, Sustainability and Community Planning Portfolio Holder Nick Grimshaw, Conservation and Design Manager	Closed churchyard, Willingham, 07/11/2006 Conservation and Design Advisory Group Appendix - Protocol on receiving notice from parish councils under ss.215(2) and 215(3) LGA, 1972, 07/11/2006 Conservation and Design Advisory Group
Combined Community and Cultural Strategy Key	Cabinet	08 March 2007			Community Development Portfolio Holder Simon McIntosh, Corporate Manager	Report and Strategy

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					(Policy, Performance and Partnerships)	
<p>Consultation Strategy 2007-2010</p> <p>Non-Key</p>	Cabinet	08 March 2007			<p>Resources, Staffing, Information and Customer Services Portfolio Holder</p> <p>Paul Swift, Policy and Performance Review Manager</p>	Update on Consultation Strategy 2003-2006
<p>Energy Efficiency and Listed Buildings Supplementary Planning Document</p> <p>Key</p>	Cabinet - Draft Supplementary Planning Document	08 March 2007	A Supplementary Planning Document will be subject to full public consultation. Conservation and Design Advisory Group Conservation, Sustainability and Community Planning Portfolio Holder		<p>Conservation, Sustainability and Community Planning Portfolio Holder</p> <p>Nick Grimshaw, Conservation and Design Manager</p>	Energy Efficiency and Listed Buildings, 17/01/2007 Conservation and Design Advisory Group
<p>Performance Management (Milestones and Performance Indicators)</p>	Cabinet	08 March 2007	Senior Management Team on 17 January or 7 February 2007	Potential costs or virement of resources to achieve targets.	Resources, Staffing, Information and Customer Services Portfolio Holder	Report

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Quarterly Report 2006/07 - 9 Month Report Non-Key					Ian Salter, Performance Improvement Officer	
Planning Obligations and Provision for Open Spaces and Community Facilities in New Developments Key	Cabinet	08 March 2007	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
Private Hire and Hackney Carriage Drivers: Amendments to Conditions Key	Cabinet	08 March 2007	All existing vehicle proprietors were consulted seeking their written views and comments on the proposed changes. The general view was in support of the proposed conditions. Constructive comments particularly in respect to the age of vehicles and the		Environmental Health Portfolio Holder Myles Bebbington, Licensing Officer	Private Hire & Hackney Carriage Vehicle Licensing Conditions - Report, 20/02/2007 Licensing Committee Private Hire & Hackney Carriage Vehicle Licensing Conditions - Appendix A, 20/02/2007 Licensing Committee

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			engine capacity, have been considered and the proposed conditions amended to accommodate these, whilst still ensuring that public safety and high standards are maintained			Private Hire & Hackney Carriage Vehicle Licensing Conditions - Appendix B (not available electronically) Private Hire & Hackney Carriage Vehicle Licensing Conditions - Appendix C, 20/02/2007 Licensing Committee
Private Hire and Hackney Carriage Applications: Driver Guidelines Key	Cabinet	08 March 2007	These guidelines form part of the application procedures and do not directly affect anyone currently licensed or constitute any licensing conditions for drivers. Legal Services has been consulted on these guidelines and had no adverse comments to make. Operating		Environmental Health Portfolio Holder Myles Bebbington, Licensing Officer	Private Hire & Hackney Carriage Driver Application Guide - Report, 20/02/2007 Licensing Committee Private Hire & Hackney Carriage Driver Application Guide - Appendix A, 20/02/2007 Licensing Committee

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			<p>companies were also consulted and one response was received, in favour of the proposed guidelines and indicated that they should be stricter.</p> <p>The proposed guidelines follow those of Peterborough City Council and the Governments circular 13/92 guidelines for applicants for Hackney Carriage and private Hire driver applications. Other neighbouring Authorities have no formal guidelines to assess applications from.</p>			Private Hire & Hackney Carriage Driver Application Guide - Appendix B (not available electronically)
Private Hire and Taxi Drivers: Driving Tests Key	Cabinet	08 March 2007	During August and September 2006 the Trade was consulted on the proposals. All Operators were contacted and		Environmental Health Portfolio Holder Myles Bebbington, Licensing Officer	Adoption of Driving Test for Private Hire & Hackney Carriage - Report, 20/02/2007 Licensing Committee

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			asked for their views. Of the 132 licensed Operators 4 replied and all but one were in favour of the proposed test.			
Private Hire Driver Licensing Conditions Key	Cabinet	08 March 2007	Over 900 operators and licensed drivers have been consulted on this matter. In general, the response from the trade has been supportive of the changes.		Environmental Health Portfolio Holder Myles Bebbington, Licensing Officer	Private Hire Driver Licensing Conditions - Report, 20/02/2007 Licensing Committee Private Hire Driver Licensing Conditions - Appendix A, 20/02/2007 Licensing Committee Private Hire Driver Licensing Conditions - Appendix B (not available electronically), 20/02/2007 Licensing Committee Private Hire Driver

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						Licensing Conditions - Appendix C, 20/02/2007 Licensing Committee
South Cambridgeshire Sustainable Community Strategy 2007-2010 Key	Cabinet	08 March 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, Corporate Manager (Policy, Performance and Partnerships)	Community Strategy 2007-2010
Citizens' Advice Bureau Grants Non-Key	Cabinet Community Development Portfolio Holder	08 March 2007 or 12 April 2007 22 March 2007		Costs	Community Development Portfolio Holder Tricia Pope, Community Development Manager	Report
Traveller Issues:	Cabinet	08 March 2007 or	Strategic Officer		Leader of Council	Report, 08/03/2007

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Priorities and Resources Non-Key		12 April 2007	Group		Traveller Project - Strategic Officer Group on Traveller Issues	or 12/04/2007 Cabinet
Investment Strategy Non-Key	Cabinet Council	08 March 2007 22 March 2007			Resources, Staffing, Information and Customer Services Portfolio Holder Adrian Burns, Head of Accountancy	Report and Strategy
Review of the Constitution Non-Key	Council	22 March 2007	Constitution Review Working Party		Resources, Staffing, Information and Customer Services Portfolio Holder Richard May, Democratic Services Manager	Recommendations to Council
Cambridge East Sustainable Transport Study Key	Cambridgeshire County Council - Following recommendations from Planning Policy Advisory Group and local	March 2007	Cambridge East Member Reference Group , 28 November 2006 and March 2007 Planning Policy Advisory Group and		Planning and Economic Development Portfolio Holder Jonathan Dixon, Principal Planning	Cambridge East Sustainable Transport Strategy - Report, 28/11/2006 Cambridge East Member Reference Group

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	members for Cambridge East		local members for Cambridge East, 18 January 2007		Officer (Transport)	Cambridge East Sustainable Transport Strategy - Appendix 1 - Draft Strategy, 28/11/2006 Cambridge East Member Reference Group Report - Cambs East Transport Study, 18/01/2007 Planning Policy Advisory Group
Private Hire and Taxi Driver Testing: Certificate of Compliance Key	Environmental Health Portfolio Holder Licensing Committee Cabinet	March 2007 March 2007 12 April 2007	Consultation with the trade planned		Environmental Health Portfolio Holder Myles Bebbington, Licensing Officer, Dale Robinson, Corporate Manager (Health & Environmental Services)	Report
Mutual Exchanges and s106 Agreements	Cabinet	12 April 2007	Legal Section Cambridge Housing Society Registered Social		Housing Portfolio Holder Susan Carter,	Mutual Exchanges and Section 106 Agreements, 20/07/2006 Housing

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Key			Landlords Parish Councils		Housing Advice and Options Manager	Portfolio Holder Meeting Mutual Exchanges and s106 Restrictions - Consultation Letter
Quarterly Monitoring Report including Budgetary Control and Prudential Indicators: Fourth Quarter 2006/07 Non-Key	Cabinet - Information Item Resources, Staffing, Information and Customer Services Portfolio Holder	12 April 2007 24 April 2007			Resources, Staffing, Information and Customer Services Portfolio Holder Graham Smith, Best Value and Management Accountant	Report (for information only)
Risk Register - Six- Monthly Monitoring Report (to March 2007) Non-Key	Cabinet - Six- Monthly Update Audit Panel - Six- Monthly Update	12 April 2007 April 2007	Risk Management Group		Resources, Staffing, Information and Customer Services Portfolio Holder John Garnham, Finance Project Officer	Risk Register Six- Monthly Report - to March 2007
Service Plans 2007/08	Cabinet	12 April 2007	Portfolio Holders during January 2007		Resources, Staffing, Information and Customer	Service Plans 2007/08

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Key					Services Portfolio Holder Paul Swift, Policy and Performance Review Manager	
Corporate Governance Inspection (CGI): Improvement Plan Key	Cabinet Council	12 April 2007 26 April 2007			Leader of Council Paul Swift, Policy and Performance Review Manager, Greg Harlock, Chief Executive	Corporate Governance Inspection, 20/09/2006 Weekly Bulletin Report and appendix - Corporate Governance Inspection, 22/02/2007 Council
Use of Balances and Reserves Unused for over Two Years Key	Cabinet Council	12 April 2007 26 April 2007		Savings	Resources, Staffing, Information and Customer Services Portfolio Holder Adrian Burns, Head of Accountancy	Report
HISTON: Future of Public Car Park, High Street	Housing Portfolio Holder	Between March and April 2007	Housing Portfolio Holder Histon Parish	Savings: maintenance costs and payment of	Housing Portfolio Holder	Update on Histon & Sawston Car Parks, 13/04/2006 Cabinet

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Non-Key	Cabinet	Between April and May 2007	Council	annual National Non-Domestic Rates	Jenny Clark, Lands Officer	Report with recommendation from the Housing Portfolio Holder, 08/06/2006 Cabinet
Northstowe Development Trust / Local Management Organisation for Northstowe Non-Key	Cabinet	12 April 2007 or 10 May 2007			Community Development Portfolio Holder Jane Thompson, Cultural Services Manager	Local Management Organisation for Northstowe - Report, 09/11/2006 Cabinet Final Northstowe Local Management Organisation Report, 12/10/2006 Northstowe Development Trust Working Group, 09/11/2006 Cabinet Report, spring 2007 Cabinet
Cambridge Challenge: Affordable Housing Delivery Key	Cabinet - Outcome	12 April, 10 May or 14 June 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	Cambridge Challenge - Affordable Housing, 09/11/2006 Cabinet Cambridge Challenge Draft Selection Criteria,

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			Horizons English Partnerships Developers / Landowners Registered Social Landlords		Strategic Services	06/02/2007 Housing Portfolio Holder Meeting Report following 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
Nottingham Declaration 2 Non-Key	Council	26 April 2007			Conservation, Sustainability and Community Planning Portfolio Holder Richard Hales, Strategic Sustainability Officer	Report
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, Corporate Manager	Premier Division Comparative Costs, spring 2007 Cabinet Premier Division Benchmarking Comparison, spring

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					(Planning & Sustainable Communities)	2007 Planning Committee
Protocol for Local Consultation on Housing Issues Key	Housing Portfolio Holder - Final Draft	April 2007	All Parish Councils and Local Members	Not applicable	Housing Portfolio Holder Denise Lewis, Head of Housing Strategic Services	Consultation Protocol, 06/02/2007 Housing Portfolio Holder Meeting
Customer Service Strategy including Complaints Procedure Non-Key	Cabinet	10 May 2007		N/A	Resources, Staffing, Information and Customer Services Portfolio Holder Geoff Bridgeman, Transformation Project Manager, Jenny Mitchell, Customer Service Project Officer	Report and Strategy
Housing Stock Options Appraisal Key	Cabinet - Initial Outputs of Stock Condition Survey and 30-year Housing Revenue Account (HRA) Financial Modelling	10 May 2007	<ul style="list-style-type: none"> • Initial tenant road shows September 2004 • Working Group with tenant representatives 		Housing Portfolio Holder Steve Hampson, Executive Director	Housing Options - Report Housing Options - Appendix A Housing Options - Appendix B

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						Housing Options - Appendix C Housing Options - Appendix D Housing Options - Addendum 3 SCS Report 4, 04/09/2006 Housing Portfolio Holder Meeting
HASLINGFIELD: Former Group Home, Wisbeys Yard - Options Appraisal Non-Key	Housing Portfolio Holder Cabinet	April 2007 10 May 2007 or 14 June 2007			Housing Portfolio Holder Denise Lewis, Head of Housing Strategic Services	Report
Housing Revenue Account (HRA) Business Plan 2007-2010 Key	Housing Portfolio Holder Cabinet	April 2007 10 May 2007 or 14 June 2007		Could have implications either way although likely that savings within the HRA will need to be identified based on a stock retention strategy (as informed by previous stock	Housing Portfolio Holder Denise Lewis, Head of Housing Strategic Services, Steve Hampson, Executive Director	Report and Business Plan

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				options appraisal in 2005)		
Write Off of Outstanding Debts 2006/07 Non-Key	Council	24 May 2007			Resources, Staffing, Information and Customer Services Portfolio Holder Lee Phanco, Head of Revenues	Report for information on Write Offs approved by the Chief Finance Officer and Resources, Staffing, Information and Customer Services Portfolio Holder during 2006/07
Performance Plan 2007-2008 Key	Resources, Staffing, Information and Customer Services Portfolio Holder Cabinet Council	24 April 2007 14 June 2007 19 July 2007			Resources, Staffing, Information and Customer Services Portfolio Holder Ian Salter, Performance Improvement Officer	Performance Plan 2007-08
Workforce Plan 2006/07 to 2008/09 Key	Cabinet Council	14 June 2007 19 July 2007			Resources, Staffing, Information and Customer Services Portfolio Holder	Workforce Plan, Cabinet 9 June 2005 Workforce Plan - Report, 14/12/2006

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					Susan Gardner Craig, Human Resources Manager	Cabinet Workforce Plan, 14/12/2006 Cabinet
Housing Strategy 2007-2010 Key	Cabinet	09 July 2007		N/A	Housing Portfolio Holder Mike Knight, Housing Strategy Manager	Updated Strategy
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"> • 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 		Environmental Health Portfolio Holder Dale Robinson, Corporate Manager (Health & Environmental Services), Rosemary Simpson, Environmental Health Officer (Food Control & Health & Safety)	Private Sector Housing Renewal Strategy - Consultation Draft January 2006 Private Sector Housing Renewal Strategy - Report, 25/01/2007 Environmental Health Portfolio Holder Meeting Private Sector Housing Renewal Strategy - Strategy, 25/01/2007 Environmental Health Portfolio Holder Meeting

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			<ul style="list-style-type: none"> South Cambridgeshire Primary Care Trust No replies to the consultation were received.			
Capital Strategy and Asset Management Plan 2007/08 Key	Resources, Staffing, Information and Customer Services Portfolio Holder Cabinet Council	June 2007 09 July 2007 19 July 2007			Resources, Staffing, Information and Customer Services Portfolio Holder Graham Smith, Best Value and Management Accountant, Brent O'Halloran, Property Services Manager	Capital Strategy and Asset Management Plan 2007/08
Single Status Agreement Key	Cabinet - Dependent upon outcome of Equal Pay Audit Council	June 2007 19 July 2007	UNISON GMB		Resources, Staffing, Information and Customer Services Portfolio Holder Jill Mellors, Human Resources Officer	Report and Agreement
Approval of	Council	19 July 2007			Resources,	Report

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Statement of Accounts 2006/07 Non-Key					Staffing, Information and Customer Services Portfolio Holder Adrian Burns, Head of Accountancy	
North West Cambridge Area Action Plan Key	Council - To make recommendations on the AAP to Cambridge City Council, who make the final decision. Cambridge City Council	Before 30 September 2007 Not before 01st October 2007	Cambridge City Council Cambridgeshire County Council Cambridgeshire Horizons The Planning and Economic Development Portfolio Holder's 22 August 2006 decision regarding editing revisions to issues and options report for sustainability appraisal and revisions to the issues and options participation programme was taken in conjunction with Cambridge City Council as this is a Joint Area Action		Planning and Economic Development Portfolio Holder Caroline Hunt, Principal Planning Policy Officer	Northwest Cambridge Area Action Plan - Report, 13/07/2006 Cabinet Northwest Cambridge Area Action Plan - Appendix 1, 13/07/2006 Cabinet Northwest Cambridge Area Action Plan - Appendix 2, 13/07/2006 Cabinet Northwest Cambridge Area Action Plan - Appendix 3, 13/07/2006 Cabinet Northwest Cambridge Area

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			Plan. Joint Member Reference Group will meet in February and April 2007.			Action Plan - Appendix 4, 13/07/2006 Cabinet North West Cambridge Issues and Options - Report to Planning and Economic Development Portfolio Holder August 2006 North West Cambridge AAP - Delay Issues and Options - Note to Members August 2006
Deferred Items						
ARBURY CAMPS: Section 106 Agreement Non-Key	Cabinet Council	12 October 2006 26 October 2006	Cambridge City Council		Resources, Staffing, Information and Customer Services Portfolio Holder Adrian Burns, Head of Accountancy	S.106 Agreement Arbury Camps, 12/10/2006 Cabinet
BLACKWELL and	Community	15 March 2006	Councillors NN		Community	Report to

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WHADDON Travellers' Site: Service Charges Key	Development Portfolio Holder Cabinet	13 April 2006	Cathcart and DC McCraith, Local Members for Bassingbourn Ward Councillors Mrs HM Smith and RT Summerfield, Local Members for Milton Ward		Development Portfolio Holder Simon McIntosh, Corporate Manager (Policy, Performance and Partnerships)	Community Development 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, Corporate Manager (Health & Environmental Services)	Confidential Report to Cabinet, 9 February 2006
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		Housing Portfolio Holder Denise Lewis, Head of Housing Strategic Services	Papworth - Disposal of Land to the Trust, 08/06/2006 Cabinet Papworth - Disposal of Land to the Trust - Appendix A - Nether Grove, Longstanton, 08/06/2006 Cabinet Papworth - Disposal of Land to the Trust

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			<p>have been consulted on and support each of the proposals for these sites.</p> <p>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>- Appendix C - Queens Close, Over, 08/06/2006 Cabinet</p>
<p>Move to Four-Yearly District Council Elections</p> <p>Key</p>	<p>Council</p>	<p>25 October 2007</p>	<p>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.</p> <p>Members of the public could respond via:</p> <ul style="list-style-type: none"> • the Council's website; • by e-mail; • by telephone; or • in writing. 		<p>Resources, Staffing, Information and Customer Services Portfolio Holder</p> <p>Tim Wetherfield, Head of Policy and Communication</p>	<p>Proposed Move to Four Yearly All Out District Council Elections</p> <p>Have your say on local elections (South Cambs Magazine, Spring 2006 Edition)</p> <p>Electoral Arrangements - Report, 28/09/2006 Council</p> <p>Electoral Arrangements - Appendix A,</p>

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						28/09/2006 Council Electoral Arrangements - Appendix B, 28/09/2006 Council
OVER: Elm Court - Water Charges Non-Key	Housing Portfolio Holder	22 September 2005			Housing Portfolio Holder	Report to Housing Portfolio Holder
Trade Waste Business Plan Key	Cabinet	14 December 2006	Senior Management Team Resources, Staffing, Information & Customer Services and Environmental Health Portfolio Holders	Savings	Environmental Health Portfolio Holder Stuart Harwood- Clark, Environment Operations Manager, Dale Robinson, Corporate Manager (Health & Environmental Services)	Trade Waste Expansion - Confidential Report, 14/12/2006 Cabinet Trade Waste Expansion - Confidential Appendix, 14/12/2006 Cabinet Trade Waste Expansion - Confidential Business Plan, 14/12/2006 Cabinet