

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

FORWARD PLAN FROM 1 MAY 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@scambs.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 May 2007

Issue Key Decision?	Decision Maker	Timetable	Consultations	Costs or Savings	Portfolio Holder and Contact Officer	Documents submitted to the decision maker
Corporate Governance Inspection (CGI): Improvement Plan Key	Cabinet	10 May 2007			Leader of Council Paul Swift, Policy and Performance Review Manager, Greg Harlock, Chief Executive	Progress report
Customer Service Strategy including Review of Complaints and Compliments Procedure Non-Key	Cabinet	10 May 2007		N/A	Resources, Staffing, Information and Customer Services Portfolio Holder Jenny Mitchell, Customer Service Project Officer	Report and Strategy
Risk Register - Six-Monthly Monitoring Report (to March 2007) Non-Key	Cabinet - Six-Monthly Update	10 May 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

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Tenants: 3-yearly Consultation Results Key	Cabinet	10 May 2007	Planning and Economic Development Portfolio Holder		Planning and Economic Development Portfolio Holder Ian Salter, Performance Improvement Officer	Report
General: 3-yearly Consultation Results Key	Cabinet	10 May 2007	Planning and Economic Development Portfolio Holder		Planning and Economic Development Portfolio Holder Ian Salter, Performance Improvement Officer	Report
Benefits: 3-yearly Consultation Results Key	Cabinet	10 May 2007			Planning and Economic Development Portfolio Holder Ian Salter, Performance Improvement Officer	Report

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Housing Advice and Options Service Restructure Non-Key	Cabinet Council	10 May 2007 24 May 2007	Staff directly involved Senior Management Team		Housing Portfolio Holder Susan Carter, Housing Advice and Options Manager	Report
Joint Planning Services Arrangement Key	Cabinet - Delegation of Powers Council - Delegation of Powers	10 May 2007 24 May 2007	Cambridgeshire County Council – 15 May Cambridge City Council – 17 May		Planning and Economic Development Portfolio Holder Catriona Dunnett, Principal Solicitor	Report with recommendations
Community and Cultural Strategy 2007-2011 Key	Cabinet	Between 10 May 2007 and 14 June 2007	Community, Arts & Sports Advisory Group – 19 April 2007		Community Development Portfolio Holder Simon McIntosh, Corporate Manager (Policy, Performance and Partnerships)	Report and Strategy
Planning Obligations and Provision for Open Spaces and Community Facilities in New Developments	Cabinet	Between 10 May 2007 and 14 June 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	Report Draft Policy Document to be developed into a Supplementary Planning Policy to

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Key					Manager	support the Local Development Framework
Traveller Issues: Priorities and Resources Non-Key	Cabinet Cabinet	13 April 2006 Between 10 May 2007 and 14 June 2007	Strategic Officer Group		Leader of Council Traveller Project - Strategic Officer Group on Traveller Issues	Report
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
Closed Churchyard Maintenance and Management Policy Key	Cabinet	14 June 2007			Conservation, Sustainability and Community Planning Portfolio Holder Nick Grimshaw, Conservation and Design Manager	Report and Policy

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<p>Northstowe Development Trust / Local Management Organisation for Northstowe</p> <p>Non-Key</p>	Cabinet	14 June 2007	Northstowe Development Trust Working Group May 2007		<p>Community Development Portfolio Holder</p> <p>Jane Thompson, Cultural Services Manager</p>	Report
<p>Energy Efficiency and Listed Buildings Supplementary Planning Document</p> <p>Key</p>	Cabinet	14 June 2007	<p>A Supplementary Planning Document will be subject to full public consultation. Conservation and Design Advisory Group considered the document on 17 January 2007</p> <p>Conservation, Sustainability and Community Planning Portfolio Holder</p>		<p>Conservation, Sustainability and Community Planning Portfolio Holder</p> <p>Nick Grimshaw, Conservation and Design Manager</p>	Draft Supplementary Planning Document
<p>Housing Revenue Account (HRA) Business Plan 2007-2010</p> <p>Key</p>	<p>Cabinet</p> <p>Housing Portfolio Holder</p>	<p>14 June 2007</p> <p>05 June 2007</p>	Tenants, Local Strategic Partnership	Could have implications either way although likely that savings within the HRA will need to be identified based on a stock	<p>Housing Portfolio Holder</p> <p>Steve Hampson, Executive Director</p>	Report and Business Plan

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				retention strategy (as informed by previous stock options appraisal in 2005)		
Premier Division: Benchmarking Comparison and Comparative Costs Non-Key	Cabinet Planning Committee	14 June 2007 06 June 2007			Planning and Economic Development Portfolio Holder Gareth Jones, Corporate Manager (Planning & Sustainable Communities)	Report
Cambridge Challenge: Affordable Housing Delivery Key	Cabinet	14 June 2007	Leader, Housing and Planning and Economic Development Portfolio Holders Cambridge City Council Cambridgeshire Horizons English Partnerships Developers / Landowners Registered Social Landlords	Not applicable	Housing Portfolio Holder, Planning and Economic Development Portfolio Holder Steve Hampson, Executive Director Denise Lewis, Head of Housing Strategic Services	Report

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Housing Market Assessment for the Cambridge Sub-region Key	Cabinet Housing Portfolio Holder	Between 14 June 2007 and 09 July 2007 05 June 2007			Housing Portfolio Holder Mike Knight, Housing Strategy Manager Denise Lewis, Head of Housing Strategic Services	Report
Annual Food Safety Service Plan 2007/08 Non-Key	Cabinet Council	14 June 2007 19 July 2007			Environmental Health Portfolio Holder Geoff Keerie, Principal Environmental Health Officer	Report and Plan
Annual Health and Safety Plan 2007/08 Non-Key	Cabinet Council	14 June 2007 19 July 2007			Environmental Health Portfolio Holder Geoff Keerie, Principal Environmental Health Officer	Report and Plan
Performance Plan 2007-2008	Cabinet	14 June 2007			Resources, Staffing, Information	Performance Plan 2007-08

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Key	Council Resources, Staffing, Information and Customer Services Portfolio Holder	19 July 2007 24 April 2007			and Customer Services Portfolio Holder Ian Salter, Performance Improvement Officer	
Single Status Agreement Key	Cabinet Council	14 June 2007 19 July 2007	UNISON GMB		Resources, Staffing, Information and Customer Services Portfolio Holder Jill Mellors, Human Resources Officer	Report and Agreement
Private Hire and Taxi Driver Testing: Certificate of Compliance Key	Cabinet Environmental Health Portfolio Holder Licensing Committee	09 July 2007 20 June 2007 20 June 2007	Consultation with the trade		Environmental Health Portfolio Holder Myles Bebbington, Licensing Officer, Dale Robinson, Corporate Manager (Health & Environmental Services)	Report
Approval of Statement of	Audit Panel	Before 30 June 2007			Resources, Staffing, Information	Report

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Accounts 2006/07 Non-Key					and Customer Services Portfolio Holder Adrian Burns, Head of Accountancy	
Provisional Outturn 2006/07 Key	Cabinet	09 July 2007			Cllr Simon Edwards Adrian Burns, Head of Accountancy	Report (for information only)
Quarterly Monitoring Report including Budgetary Control and Prudential Indicators: First Quarter 2007/08 Non-Key	Cabinet	09 July 2007			Resources, Staffing, Information and Customer Services Portfolio Holder Graham Smith, Best Value and Management Accountant	Report (for information only)
HASLINGFIELD: Former Group Home, Wisbeys Yard - Options Appraisal Key	Housing Portfolio Holder Cabinet	05 June 2007 09 July 2007	Local Member Parish Council		Housing Portfolio Holder Denise Lewis, Head of Housing Strategic Services	Report

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Housing Strategy 2007-2010 Non-Key	Cabinet Housing Portfolio Holder	09 July 2007 05 June 2007	RSLs, Tenants Reps, LSP, Parish Councils/Local Members, Other LAs in Cambridge Sub-region	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 homeless issues • Private landlords that the Council is aware of • Tenants of private 		Environmental Health Portfolio Holder Dale Robinson, Corporate Manager (Health & Environmental Services), Rosemary Simpson, Environmental Health Officer (Food Control & Health & Safety)	Report and Strategy

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			<ul style="list-style-type: none"> • landlords South Cambridges hire 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
Nottingham Declaration 2 Key	Council	19 July 2007	Climate Change Working Group		Conservation, Sustainability and Community Planning Portfolio Holder Richard Hales, Strategic Sustainability Officer	Report

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<p>North West Cambridge Area Action Plan</p> <p>Key</p>	<p>Council - Agreement of Preferred Options</p> <p>Council - To make recommendations on the AAP to Cambridge City Council, who make the final decision.</p> <p>Cambridge City Council</p>	<p>19 July 2007</p> <p>Before 30 September 2007</p> <p>Not before 01 October 2007</p>	<p>Cambridge City Council Cambridgeshire County Council Cambridgeshire Horizons</p> <p>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 Plan.</p> <p>Joint Member Reference Group will meet in February and April 2007.</p>		<p>Planning and Economic Development Portfolio Holder</p> <p>Caroline Hunt, Principal Planning Policy Officer</p>	<p>Report</p>

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<p>MILTON Country Park - Improving Facilities / Future Management</p> <p>Key</p>	Cabinet	13 September 2007	<ul style="list-style-type: none"> • Milton Country Park Advisory Group • Friends of Milton Country Park • Milton Parish Council • Agencies interested in managing the park 		<p>Community Development Portfolio Holder</p> <p>Kirsty Simmons, Corporate Project Officer</p> <p>Simon McIntosh, Corporate Manager (Policy, Performance and Partnerships)</p>	<p>Report</p> <p>Introducing Parking Charges - Confidential Appendix, 09/10/2006 Milton Country Park Advisory Group</p> <p>Milton Country Park - Report, 14/12/2006 Cabinet</p> <p>Milton Country Park - Appendix A - Confidential, 14/12/2006 Cabinet</p> <p>Milton Country Park - Appendix B, 14/12/2006 Cabinet</p> <p>Milton County Park - Land Ownership, 08/03/2007 Cabinet</p> <p>MILTON Country Park - Future Management, 12/04/2007 Cabinet</p>

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Outcome of Housing Stock Options Appraisal Key	Cabinet Council	08 October 2007 18 October 2007	Housing Portfolio Holder – Sept 2007		Housing Portfolio Holder Steve Hampson, Executive Director Denise Lewis, Head of Housing Strategic Services	Report
South Cambridgeshire Sustainable Community Strategy 2007-2010 Key	Council	18 October 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)	Report
Workforce Plan 2006/07 to 2008/09 Key	Cabinet Council	08 November 2007 31 January 2008			Resources, Staffing, Information and Customer Services Portfolio Holder Susan Gardner Craig, Human	Report and Plan

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					Resources Manager	
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 Resources, Staffing, Information and Customer Services Portfolio Holder Adrian Burns, Head of Accountancy	S.106 Agreement Arbury Camps, 12/10/2006 Cabinet
BLACKWELL and WHADDON Travellers' Site: Service Charges Key		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 Community Development Portfolio Holder Simon McIntosh, Corporate Manager (Policy, Performance and	Report to Community Development Portfolio Holder

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					Partnerships)	
Disabled Facilities Grants: Child Adaptations (Not Main Residence) Key	Cabinet Cabinet	09 February 2006 09 March 2006			Environmental Health Portfolio Holder Environmental Health Portfolio Holder Dale Robinson, Corporate Manager (Health & Environmental Services)	Confidential Report to Cabinet, 9 February 2006
Disposal of Land to Papworth Trust 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		Housing Portfolio Holder Schuyler Newstead, Housing Development & Enabling Manager	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 - Appendix B - Magna Close, Great Abington, 08/06/2006 Cabinet

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			<p>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>Papworth - Disposal of Land to the Trust - Appendix C - Queens Close, Over, 08/06/2006 Cabinet</p> <p>Papworth - Disposal of Land to the Trust - Appendix D - Evans Way, Sawston, 08/06/2006 Cabinet</p> <p>Papworth - Disposal of Land to the Trust - Appendix E - Rivey Close, Linton, 08/06/2006 Cabinet</p>
<p>Move to Four-Yearly District Council Elections</p> <p>Key</p>	<p>Council</p> <p>Council - Results of Public Consultation</p> <p>Council</p>	<p>27 October 2005</p> <p>28 September 2006</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</p>		<p>Resources, Staffing, Information and Customer Services Portfolio Holder</p> <p>Resources, Staffing, Information and Customer Services Portfolio Holder</p> <p>Resources,</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 -</p>

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			respond via: <ul style="list-style-type: none"> • the Council's website; • by e-mail; • by telephone; • or in writing. 		Staffing, Information and Customer Services Portfolio Holder Greg Harlock, Chief Executive	Report, 28/09/2006 Council Electoral Arrangements - Appendix A, 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 Tracey Cassidy, Supported Housing Manager, Gwynn Thomas, Principal Accountant (Housing)	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	Trade Waste Expansion - Confidential Report, 14/12/2006 Cabinet Trade Waste Expansion - Confidential Appendix, 14/12/2006 Cabinet

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					(Health & Environmental Services)	Trade Waste Expansion - Confidential Business Plan, 14/12/2006 Cabinet