

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

FORWARD PLAN FROM 1 JUNE 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

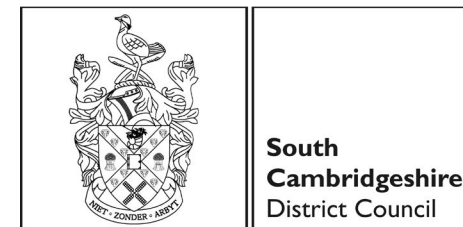
Councillor James Hockney

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 June 2007

Issue Key Decision?	Decision Maker	Timetable	Consultations	Costs or Savings	Portfolio Holder and Contact Officer	Documents submitted to the decision maker
Inspire Project (formerly CGI Improvement Plan) Key	Cabinet	14 June 2007			Leader of Council Cecilia Tredget, Improvement Manager	Progress Report
Gambling Act 2005 Fees Setting Key	Cabinet	14 June 2007			Environmental Health Portfolio Holder Myles Bebbington, Licensing Officer	Report
Customer Service Strategy Non-Key	Cabinet	14 June 2007	Scrutiny & Overview Committee on 15 March 2007	N/A	Resources, Staffing, Information and Customer Services Portfolio Holder Jenny Mitchell, Customer Service Project Officer	Complaints & Compliments - Report, 10/05/2007 Cabinet Complaints Procedure - Appendix 1, 10/05/2007 Cabinet Complaints - Appendix 2, 10/05/2007 Cabinet

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						Complaints - Appendix 3, 10/05/2007 Cabinet Complaints - Appendix 4, 10/05/2007 Cabinet
Community and Cultural Strategy 2007-2011 Key	Cabinet	14 June 2007	Community, Arts & Sports Advisory Group – 19 April 2007		Community Development Portfolio Holder Simon McIntosh, Corporate Manager (Policy, Performance and Partnerships)	Community and Cultural Strategy 2007-2011 - Report, 19/04/2007 Community, Arts and Sports Advisory Group Community and Cultural Strategy 2007-2011 - Appendix A - Draft Community and Cultural Strategy, 19/04/2007 Community, Arts and Sports Advisory Group Community and Cultural Strategy 2007-2011 - Appendix B - Capital grant guidance, 19/04/2007

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						<p>Community, Arts and Sports Advisory Group</p> <p>Community and Cultural Strategy 2007-2011 - Appendix B1 - Community Facility Grants, 19/04/2007 Community, Arts and Sports Advisory Group</p> <p>Community and Cultural Strategy 2007-2011 - Appendix B2 - Play Facility Grants, 19/04/2007 Community, Arts and Sports Advisory Group</p> <p>Community and Cultural Strategy 2007-2011 - Appendices B3 and B4 - Village and Youth Sports Guidance, 19/04/2007 Community, Arts and Sports Advisory Group</p>

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						Community and Cultural Strategy 2007-2011 - Appendix B5 - Arts Capital Grant Guidance, 19/04/2007 Community, Arts and Sports Advisory Group
Risk Register - Six-Monthly Monitoring Report (to March 2007) Non-Key	Cabinet - Six-Monthly Update Audit Panel - Six-Monthly Update	14 June 2007 By end of June 2007	Risk Management Group Executive Management Team		Resources, Staffing, Information and Customer Services Portfolio Holder John Garnham, Finance Project Officer	Risk Register Six-Monthly Report - to March 2007
Planning Obligations and Provision for Open Spaces and Community Facilities in New Developments Key	Cabinet	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 Manager	Report Draft Policy Document to be developed into a Supplementary Planning Policy to support the Local Development Framework

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Traveller Issues: Priorities and Resources Non-Key	Cabinet	14 June 2007	Strategic Officer Group		Leader of Council Traveller Project - Strategic Officer Group on Traveller Issues	Travellers Issues - Update on Spending, 13/04/2006 Cabinet Report, 08/03/2007 or 12/04/2007 Cabinet
Closed Churchyard Maintenance and Management Policy Key	Cabinet	14 June 2007			Conservation, Sustainability and Community Planning Portfolio Holder Fiona Webb, 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
Northstowe Development Trust / Local Management Organisation for Northstowe	Cabinet	14 June 2007	Northstowe Development Trust Working Group May 2007		Community Development Portfolio Holder Jane Thompson, Cultural Services	Local Management Organisation for Northstowe - Report, 09/11/2006 Cabinet

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Non-Key					Manager	Final Northstowe Local Management Organisation Report, 12/10/2006 Northstowe Development Trust Working Group, 09/11/2006 Cabinet Report, spring 2007 Cabinet
Energy Efficiency and Listed Buildings Supplementary Planning Document Key	Cabinet	14 June 2007	A Supplementary Planning Document will be subject to full public consultation. Conservation and Design Advisory Group considered the document on 17 January 2007 Conservation, Sustainability and Community Planning Portfolio Holder		Conservation, Sustainability and Community Planning Portfolio Holder Fiona Webb, Conservation and Design Manager	Energy Efficiency and Listed Buildings, 17/01/2007 Conservation and Design Advisory Group
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,	Premier Division Comparative Costs, spring 2007 Cabinet Premier Division Benchmarking

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					Corporate Manager (Planning & Sustainable Communities)	Comparison, spring 2007 Planning Committee
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	Cambridge Challenge - Affordable Housing, 09/11/2006 Cabinet Cambridge Challenge Draft Selection Criteria, 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
Performance Plan 2007-2008 Key	Cabinet	14 June 2007			Resources, Staffing, Information and Customer Services Portfolio Holder	Performance Plan, 10/05/2007 Cabinet Performance Plan - Appendix,

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					Ian Salter, Performance Improvement Officer	10/05/2007 Cabinet Performance Plan 2007-08
Approval of Statement of Accounts 2006/07 Non-Key	Audit Panel	Before 30 June 2007			Resources, Staffing, Information and Customer Services Portfolio Holder Adrian Burns, Head of Accountancy	Report
Response to Regional Spatial Strategy Consultation Key	Cabinet	14 June 2007	Strategic Officer Group Planning and Community Development Portfolio Holder		Planning and Economic Development Portfolio Holder Gareth Jones, Corporate Manager (Planning & Sustainable Communities)	Report
Ombudsman Report - Complaint from Local Factory Key	Cabinet	14 June 2007			Environmental Health Portfolio Holder Dale Robinson, Corporate Manager	Report

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					(Health & Environmental Services)	
Annual Food Safety Service Plan 2007/08 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 Key	Cabinet Council	14 June 2007 19 July 2007			Environmental Health Portfolio Holder Geoff Keerie, Principal Environmental Health Officer	Report and Plan
Private Hire and Taxi Driver Testing: Certificate of Compliance Key	Environmental Health Portfolio Holder Licensing Committee Cabinet	20 June 2007 20 June 2007 09 July 2007	Consultation with the trade planned		Environmental Health Portfolio Holder Myles Bebbington, Licensing Officer, Dale Robinson, Corporate Manager (Health & Environmental	Report

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					Services)	
Single Status Agreement Key	Cabinet - Dependent upon outcome of Equal Pay Audit 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
Tenants: 3-yearly Consultation Results Key	Cabinet	09 July 2007	Planning and Economic Development Portfolio Holder		Housing Portfolio Holder Ian Salter, Performance Improvement Officer	Report
General: 3-yearly Consultation Results Non-Key	Cabinet	09 July 2007	Planning and Economic Development Portfolio Holder		Relevant Portfolio Holders Ian Salter, Performance Improvement Officer	Report
Benefits: 3-yearly Consultation Results	Cabinet	09 July 2007			Resources, Staffing, Information and Customer Services Portfolio	Report

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Non-Key					Holder Ian Salter, Performance Improvement Officer	
Housing Revenue Account (HRA) Business Plan 2007-2010 Key	Cabinet Housing Portfolio Holder	09 July 2007 June 2007	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 retention strategy (as informed by previous stock options appraisal in 2005)	Housing Portfolio Holder Steve Hampson, Executive Director	Report and Business Plan
South Cambridgeshire Sustainable Community Strategy 2007-2010 Key	Cabinet Council Cabinet Council Cabinet Council	14 June 2007 19 July 2007 08 October 2007 18 October 2007 13 March 2008 24 April 2008	<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	Draft Priorities Final Priorities To sign off

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					Partnerships) Helen Pagram, Disabled Adaptations Administration Assistant	
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 Resources, Staffing, Information and Customer Services Portfolio Holder	09 July 2007 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 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 		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"> • private landlords South Cambridgeshire Primary Care Trust No replies to the consultation were received.			
Housing Market Assessment for the Cambridge Sub Region Key	Housing Portfolio Holder Cabinet	June 2007 Between 09 July 2007 and 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 Cambridge sub-Region Affordable and Social Housing Group (CRASH).		Housing Portfolio Holder, Planning and Economic Development Portfolio Holder Mike Knight, Housing Strategy Manager, Keith Miles, Planning Policy Manager	Report
Capital Strategy and Asset Management Plan 2007/08 Key	Resources, Staffing, Information and Customer Services Portfolio Holder Cabinet Council	27 June 2007 09 July 2007 19 July 2007			Resources, Staffing, Information and Customer Services Portfolio Holder Graham Smith, Best Value and Management Accountant, Brent	Capital Strategy and Asset Management Plan 2007/08

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					O'Halloran, Property Services Manager	
<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>17 July 2007 (provisional date for special meeting)</p> <p>27 July 2007 (provisional date for special meeting)</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</p>		<p>Planning and Economic Development Portfolio Holder</p> <p>Caroline Hunt, Principal Planning Policy Officer</p>	<p>Report</p>

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			will meet in February and April 2007.			
Gypsy and Traveller Local Development Framework Action Plan Key	Council	26 July 2007 (special Council meeting)			Planning and Economic Development Portfolio Holder Keith Miles, Planning Policy Manager	Issues and Options Report (2)
Declaration of Air Quality Management Area for Nitrogen Dioxide Key	Environmental Health Portfolio Holder	Before 31 July 2007	Statutory Consultees	N/A	Environmental Health Portfolio Holder Dale Robinson, Corporate Manager (Health & Environmental Services)	Report, Detailed Assessment of Nitrogen Dioxide November 2006
MILTON Country Park - Improving Facilities / Future Management Key	Cabinet	13 September 2007	<ul style="list-style-type: none"> • Milton Country Park Advisory Group • Friends of Milton Country Park 		Community Development Portfolio Holder Kirsty Simmons, Corporate Project Officer Simon McIntosh,	Report with conclusions

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			<ul style="list-style-type: none"> • Milton Parish Council • Agencies interested in managing the park 		Corporate Manager (Policy, Performance and Partnerships)	
<p>Outcome of Housing Stock Options Appraisal</p> <p>Key</p>	<p>Cabinet</p> <p>Council</p>	<p>Between 08 October 2007 and 13 December 2007</p> <p>Between 18 October 2007 and 31 January 2008 (A special meeting may be convened in December 2007)</p>	<ul style="list-style-type: none"> • Initial tenant road shows September 2004 • Working Group with tenant representatives 		<p>Housing Portfolio Holder</p> <p>Steve Hampson, Executive Director</p> <p>Denise Lewis, Head of Housing Strategic Services</p>	Report
<p>Workforce Plan 2006/07 to 2008/09</p> <p>Key</p>	<p>Cabinet</p> <p>Council</p>	<p>08 November 2007</p> <p>31 January 2008</p>			<p>Resources, Staffing, Information and Customer Services Portfolio Holder</p> <p>Susan Gardner Craig, Human Resources Manager</p>	Report and Plan
Deferred Items						

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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 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, Corporate Manager (Policy, Performance and Partnerships)	Report to 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	Cabinet	08 June 2006	Local consultation		Housing Portfolio	Papworth - Disposal

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Papworth Trust Key			<p>on the individual proposals for affordable housing as part of the planning application process.</p> <p>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.</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>		Holder Schuyler Newstead, Housing Development & Enabling Manager	<p>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 B - Magna Close, Great Abington, 08/06/2006 Cabinet</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,</p>

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						08/06/2006 Cabinet
Move to Four- Yearly District Council Elections Key	Council Council - Results of Public Consultation Council	27 October 2005 28 September 2006 18 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 Greg Harlock, Chief Executive	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
OVER: Elm Court - Water Charges Non-Key	Housing Portfolio Holder	22 September 2005			Housing Portfolio Holder Tracey Cassidy, Supported Housing	Report to Housing Portfolio Holder

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					Manager, Gwynn Thomas, Principal Accountant (Housing)	
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