

## **SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

### **FORWARD PLAN FROM 3 SEPTEMBER 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

Councillor Simon Edwards

Community Services

Councillor Mark Howell

Growth and Sustainable Communities

Councillor Dr David Bard

Housing and Environmental Services

Councillor Mrs Daphne Spink MBE

Planning Services

Councillor Nick Wright

Resources

Councillor Mrs Vicky Ford

Staffing and Communications

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@scambs.gov.uk](mailto: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 3 September 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>
Risk Management Strategy  Non-Key	Cabinet	13 September 2007		Resources Portfolio Holder  John Garnham, Finance Project Officer	Report
Benefits: 3-yearly Consultation Results  Non-Key	Cabinet	13 September 2007		Resources Portfolio Holder  Lee Phanco, Head of Revenues	Report
Tenants: 3-yearly Consultation Results  Key	Cabinet	13 September 2007	Housing and Environmental Services Portfolio Holder	Housing and Environmental Services Portfolio Holder  Brent O'Halloran, Property Services Manager	Report
General: 3-yearly Consultation Results  Non-Key	Cabinet	13 September 2007	Planning and Economic Development Portfolio Holder	Staffing and Communications Portfolio Holder  Ian Salter, Performance Improvement Officer	Report

<b>Issue Key Decision?</b>	<b>Decision Maker</b>	<b>Timetable</b>	<b>Consultations</b>	<b>Portfolio Holder / Contact Officer</b>	<b>Documents submitted to the decision maker</b>
HASLINGFIELD: Former Group Home, Wisbeys Yard - Options Appraisal  Non-Key	Cabinet	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
Management of Open Spaces and Community Facilities at Trumpington Meadows  Non-Key	Cabinet	13 September 2007		Community Services Portfolio Holder  Jane Thompson, Cultural Services Manager	Report
Cambridge Challenge: Affordable Housing Delivery  Non-Key	Cabinet - Outcome	13 September 2007	Leader, Housing and Planning and Economic Development Portfolio Holders Cambridge City Council Cambridgeshire Horizons English Partnerships Developers / Landowners Registered Social Landlords	Growth and Sustainable Communities Portfolio Holder, Housing and Environmental Services Portfolio Holder  Denise Lewis, Corporate Project Manager - Housing Futures	Report following conclusion of the project to endorse preferred lead development partner for the three strategic sites included in the scope of the project

<b>Issue Key Decision?</b>	<b>Decision Maker</b>	<b>Timetable</b>	<b>Consultations</b>	<b>Portfolio Holder / Contact Officer</b>	<b>Documents submitted to the decision maker</b>
Integrated Business Reporting  Non-Key	Cabinet Quarterly report	13 September 2007		Leader of Council  Paul Swift, Policy and Performance Review Manager	Quarterly Report
Premier Division: Benchmarking Comparison and Comparative Costs  Non-Key	Cabinet  Planning Services Portfolio Holder	13 September 2007  Before 13 September 2007		Planning Services Portfolio Holder  Gareth Jones, Corporate Manager (Planning & Sustainable Communities)	Report
Capital Strategy and Asset Management Plan 2007/08  Key	Cabinet  Council	13 September 2007  18 October 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
Inspire Project  Key	Cabinet - Agreement of Council Values  Council	13 September 2007  18 October 2007		Leader of Council  Cecilia Tredget, Improvement Manager  Greg Harlock, Chief Executive	Report

<b>Issue Key Decision?</b>	<b>Decision Maker</b>	<b>Timetable</b>	<b>Consultations</b>	<b>Portfolio Holder / Contact Officer</b>	<b>Documents submitted to the decision maker</b>
<p>Planning Obligations and Provision for Open Spaces and Community Facilities in New Developments</p> <p>Key</p>	Cabinet	13 September 2007	Planning and Legal Officers of the Council	<p>Growth and Sustainable Communities Portfolio Holder</p> <p>Jane Thompson, Cultural Services Manager</p>	Report
<p>Community Development and Conservation Grants: Review</p> <p>Key</p>	Cabinet	13 September 2007		<p>Planning Services Portfolio Holder and Community Services Portfolio Holder</p> <p>David Grech, Conservation Area and Design Officer, Jane Thompson, Cultural Services Manager</p>	Report
<p>Proposals for Conducting Service Reviews</p> <p>Non-Key</p>	Cabinet	13 September 2007		<p>Planning Services Portfolio Holder</p> <p>David Newbigging, Business Analyst, Paul Swift, Policy and Performance Review Manager</p>	Report
Countywide Parking Enforcement	Cabinet	13 September 2007		Resources Portfolio Holder	Report

<b>Issue Key Decision?</b>	<b>Decision Maker</b>	<b>Timetable</b>	<b>Consultations</b>	<b>Portfolio Holder / Contact Officer</b>	<b>Documents submitted to the decision maker</b>
Non-Key				Lee Phanco, Head of Revenues	
Concessionary Fares  Key	Cabinet	13 September 2007		Planning Services Portfolio Holder  Lee Phanco, Head of Revenues, Claire Spencer, Senior Planning Officer (Transport Policy)	Report
Local Development Framework (LDF) - North West Cambridge Area Action Plan (Joint Plan with Cambridge City Council)  Key	Cabinet Special meeting to agree Preferred Options consultation document, including draft AAP, immediately following, and receiving recommendation from a special meeting of Council  Cambridge City Council Parallel meeting in September 2007	27 September 2007  Before 30 September 2007	Cambridge City Council Cambridgeshire County Council Cambridgeshire Horizons	Growth and Sustainable Communities Portfolio Holder  Caroline Hunt, Principal Planning Policy Officer	Report and Action Plan
Northstowe Development Trust / Local Management	Cabinet	08 October 2007	Northstowe Development Trust Working Group	Growth and Sustainable Communities Portfolio	Report

<b>Issue Key Decision?</b>	<b>Decision Maker</b>	<b>Timetable</b>	<b>Consultations</b>	<b>Portfolio Holder / Contact Officer</b>	<b>Documents submitted to the decision maker</b>
Organisation for Northstowe  Non-Key			September 2007	Holder  Jane Thompson, Cultural Services Manager	
Growth Agenda - Planning Service Staffing Levels  Key	Cabinet	08 October 2007		Planning Services Portfolio Holder  Gareth Jones, Corporate Manager (Planning & Sustainable Communities)	Report
South Cambridgeshire Sustainable Community Strategy 2007-2010  Key	Cabinet - Final Priorities  Cabinet - Sign-off  Council - Sign-off	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. Strategy postal survey.  A full copy of the consultation results can be obtained from Gemma Webb, Strategic Partnerships Officer.	Leader of Council  Cecilia Tredget, Improvement Manager, Gemma Webb, Strategic Partnerships Officer	Report and Strategy

<b>Issue Key Decision?</b>	<b>Decision Maker</b>	<b>Timetable</b>	<b>Consultations</b>	<b>Portfolio Holder / Contact Officer</b>	<b>Documents submitted to the decision maker</b>
Housing Market Assessment for the Cambridge Sub Region  Key	Growth and Sustainable Communities Portfolio Holder, Housing and Environmental Services Portfolio Holder  Cabinet	September 2007  08 October 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).	Growth and Sustainable Communities Portfolio Holder, Housing and Environmental Services Portfolio Holder  Mike Knight, Housing Strategy Manager, Keith Miles, Planning Policy Manager	Report
GAMLINGAY Village College: Dual Use Capital Grant  Non-Key	Cabinet	08 October 2007		Community Services Portfolio Holder  Jane Lampshire, Sports Development Officer	Report
Review of Cabinet Scheme of Delegation  Key	Cabinet	08 October 2007	Constitution Review Working Party	Leader of Council  Richard May, Democratic Services Manager	Report
Review of Medium Term Financial Strategy  Key	Cabinet  Council	08 October 2007  18 October 2007		Leader of Council  Adrian Burns, Head of Accountancy	Report
Move to Four-Yearly District Council	Council	18 October 2007	Public consultation undertaken via <a href="#">South</a>	Leader of Council	Report



Issue Key Decision?	Decision Maker	Timetable	Consultations	Portfolio Holder / Contact Officer	Documents submitted to the decision maker
Elections  Key			<p><a href="#">Cambs Magazine Spring 2006 Edition</a> 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"> <li>• the Council's website;</li> <li>• by e-mail;</li> <li>• by telephone; or</li> <li>• in writing.</li> </ul>	Greg Harlock, Chief Executive	
Review of Polling Districts and Polling Places  Key	Council  Electoral Arrangements Committee	18 October 2007  24 September 2007	Consultations with Parish Councils, Public, Disabled Groups, District and County Councillors	Resources Portfolio Holder  Laura Lock, Electoral Services Manager	Report  Notice of Review  Polling Station Schedule
Workforce Plan 2006/07 to 2008/09  Key	Cabinet	08 November 2007		Staffing and Communications Portfolio Holder  Susan Gardner Craig, Human Resources Manager	Report and Workforce Plan
Licensing Act 2003 Policy	Cabinet	13 December 2007	None at present however as part of the	Housing and Environmental Services	Report and Policy

<b>Issue Key Decision?</b>	<b>Decision Maker</b>	<b>Timetable</b>	<b>Consultations</b>	<b>Portfolio Holder / Contact Officer</b>	<b>Documents submitted to the decision maker</b>
Key	Council	31 January 2008	consultation process it is proposed to consult with a broad range of people and organisations including:-  The document will also be available for general comment via the Council's website and at Reception.	Portfolio Holder  Myles Bebbington, Licensing Officer  Dale Robinson, Corporate Manager (Health & Environmental Services)	
Housing Revenue Account (HRA) Business Plan 2007-2010  Key	Cabinet  Housing and Environmental Services Portfolio Holder	13 December 2007  Between 08 November 2007 and 13 December 2007	Tenants, Local Strategic Partnership	Housing and Environmental Services Portfolio Holder  Steve Hampson, Executive Director, Denise Lewis, Corporate Project Manager - Housing Futures	Report and Business Plan
Private Hire and Taxi Driver Testing: Certificate of Compliance  Key	Housing and Environmental Services Portfolio Holder  Cabinet	Before 13 December 2007  13 December 2007	Consultation with the trade planned	Housing and Environmental Services Portfolio Holder  Myles Bebbington, Licensing Officer, Dale Robinson, Corporate Manager (Health & Environmental	Report

<b>Issue Key Decision?</b>	<b>Decision Maker</b>	<b>Timetable</b>	<b>Consultations</b>	<b>Portfolio Holder / Contact Officer</b>	<b>Documents submitted to the decision maker</b>
				Services)	
Housing Futures  Key	Cabinet  Council  Housing Options Portfolio Holder	10 January 2008  31 January 2008  Between 18 October 2007 and 13 December 2007	Tenants, Leaseholders, Members, partner organisations, e.g., Local Strategic Partnership (LSP) and other key stakeholders  Member / Tenant Advisory Group	Housing Options Portfolio Holder  Steve Hampson, Executive Director, Denise Lewis, Corporate Project Manager - Housing Futures	Report
<b>Forthcoming or Deferred Items</b>					
ARBURY CAMPS: Section 106 Agreement  Non-Key	Cabinet  Council  (Work in progress)	12 October 2006  26 October 2006	Cambridge City Council	Resources Portfolio Holder  Adrian Burns, Head of Accountancy	S.106 Agreement Arbury Camps, 12/10/2006 Cabinet
Framework Contract for Consultation  Non-Key	Staffing and Communications Portfolio Holder	13 July 2007	Resources Portfolio Holder	Staffing and Communications Portfolio Holder  Paul Swift, Policy and Performance Review Manager	Report.
Disposal of Land to Papworth Trust	Cabinet	08 June 2006	Local consultation on the individual proposals for affordable housing	Housing and Environmental Services Portfolio Holder	

Issue Key Decision?	Decision Maker	Timetable	Consultations	Portfolio Holder / Contact Officer	Documents submitted to the decision maker
Key			<p>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>	Schuyler Newstead, Housing Development & Enabling Manager	
<p>Energy Efficiency and Listed Buildings Supplementary Planning Document</p> <p>Key</p>	Cabinet - Draft Supplementary Planning Document	Before 31 December 2007	<p>A Supplementary Planning Document will be subject to full public consultation. Conservation and Design Advisory Group considered the document on <a href="#">17 January 2007</a>. Conservation, Sustainability and Community Planning Portfolio Holder</p>	Growth and Sustainable Communities Portfolio Holder	Energy Efficiency and Listed Buildings, 17/01/2007 Conservation and Design Advisory Group

<b>Issue Key Decision?</b>	<b>Decision Maker</b>	<b>Timetable</b>	<b>Consultations</b>	<b>Portfolio Holder / Contact Officer</b>	<b>Documents submitted to the decision maker</b>
Equal Pay Audit  Non-Key	Staffing and Communications Portfolio Holder	24 May 2007		Staffing and Communications Portfolio Holder  Jill Mellors, Human Resources Officer	Report to Resources, Staffing, Information and Customer Services Portfolio Holder
Information & Communications Technology (ICT) Security Policy and Usage Guidelines  Key	Cabinet - Revised Information & Communications Technology (ICT) Security Policy and Usage Guidelines	14 June 2007	SCDC ICT Team Cambridgeshire County Council Cambridgeshire Community Network (CCN) Team Internet Watch Foundation	Deputy Leader of Council  Steve Rayment, Head of ICT	ICT Security Policy and Usage Guidelines June 2006, 13/07/2006 Cabinet
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)	Report to Housing Portfolio Holder
South Cambridgeshire Design Manual / Guide: Streetscape Design in New Developments	Growth and Sustainable Communities Portfolio Holder (Awaiting appointment of	16 March 2007		Growth and Sustainable Communities Portfolio Holder	Report to Conservation, Sustainability and Community Planning Portfolio Holder

<b>Issue Key Decision?</b>	<b>Decision Maker</b>	<b>Timetable</b>	<b>Consultations</b>	<b>Portfolio Holder / Contact Officer</b>	<b>Documents submitted to the decision maker</b>
Key	Conservation Manager)				
Trade Waste Business Plan  Key	Cabinet (Deferred by 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)	Report and Business Plan
Traveller Issues: Priorities and Resources  Non-Key	Cabinet  Council	09 July 2007  19 July 2007	Strategic Officer Group	Housing and Environmental Services Portfolio Holder  Traveller Project - Strategic Officer Group on Traveller Issues	Report
Closed Churchyard Maintenance and Management Policy  Key	Cabinet	09 July 2007		Planning Services Portfolio Holder  Steve Hampson, Executive Director	Report and Policy
Community and Cultural Strategy 2007-	Cabinet	13 September 2007	Community, Arts & Sports Advisory Group	Community Services Portfolio Holder	Report and Strategy

<b>Issue Key Decision?</b>	<b>Decision Maker</b>	<b>Timetable</b>	<b>Consultations</b>	<b>Portfolio Holder / Contact Officer</b>	<b>Documents submitted to the decision maker</b>
2012 (Deferred pending review of Community Services)  Non-Key			– 19 April 2007	Simon McIntosh, Corporate Manager (Policy, Performance and Partnerships)	
Local Development Framework (LDF) - Gypsy and Traveller Development Plan Document (GTDPD)  Key	Council - Local Development Framework (LDF) Special Meeting  Council - Local Development Framework (LDF) Special Meeting  (Following the consultation carried out on issues and options in October 2006, work is progressing on identifying potential site options. A further round of consultation was programmed for September 2007; however this will now be subject to a delay to enable further work to be undertaken)	26 July 2007  September 2007	Senior Officers GTDPD Member Reference Group Public Consultation (after Council agreement on <a href="#">28 September 2006</a> )	Housing and Environmental Services Portfolio Holder  Keith Miles, Planning Policy Manager	Report and Development Plan
Traveller Issues: Priorities and	Cabinet	09 July 2007	Strategic Officer Group	Housing and Environmental Services	Report

<b>Issue Key Decision?</b>	<b>Decision Maker</b>	<b>Timetable</b>	<b>Consultations</b>	<b>Portfolio Holder / Contact Officer</b>	<b>Documents submitted to the decision maker</b>
Resources  Non-Key	Council	19 July 2007		Portfolio Holder  Traveller Project - Strategic Officer Group on Traveller Issues	