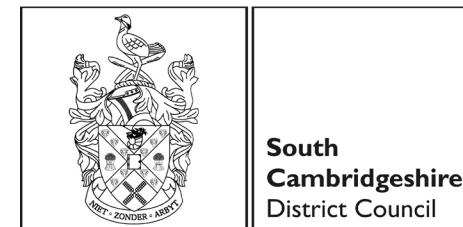


SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

FORWARD PLAN FROM 1 FEBRUARY 2008

This Plan contains matters which the Leader of the Council believes will either be considered by Council and Cabinet or subject to Key Decisions by Portfolio Holders and Officers



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@scams.gov.uk or call 08450 450 500 and ask to speak to that officer.

Key and other decisions expected to be made, and issues to be considered during the four months from 1 February 2008

Issue Key Decision?	Decision Maker	Timetable	Consultations	Portfolio Holder and Contact Officer	Documents submitted to the decision maker
Results of the Detailed Assessment for PM10 along the A14 Corridor Key	Housing and Environmental Services Portfolio Holder	11 February 2008		Housing and Environmental Services Portfolio Holder Susan Walford, Environmental Health Officer (Scientific)	None.
Inspire Project Non-Key	Cabinet Progress Report	18 February 2008		Leader of Council Greg Harlock, Chief Executive, Cecilia Tredget, Improvement Manager	Progress Report
Single Status Agreement (including Equal Pay Audit) Key	Staffing and Communications Portfolio Holder Cabinet	24 January 2008 18 February 2008	UNISON GMB	Staffing and Communications Portfolio Holder Susan Gardner Craig, Human Resources Manager Jill Mellors, Human Resources Officer	Single Status Update, 24/01/2008 Staffing and Communications Portfolio Holder Meeting Single Status Update - Appendix 1 Audit Recommendations, 24/01/2008 Staffing and Communications Portfolio Holder Meeting

Issue Key Decision?	Decision Maker	Timetable	Consultations	Portfolio Holder / Contact Officer	Documents submitted to the decision maker
					Single Status Update - Appendix 2 Equal Pay Questionnaire, 24/01/2008 Staffing and Communications Portfolio Holder Meeting
Planning Obligations and Provision for Open Spaces and Community Facilities in New Developments Key	Cabinet	18 February 2008	Planning and Legal Officers of the Council	Growth and Sustainable Communities 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
Integrated Business Monitoring including Update on Financial Position Non-Key	Cabinet 9-month report April to December Cabinet End of year report	18 February 2008 08 May 2008	Resources Portfolio Holder, 24 January 2008	Leader of Council Ian Salter, Performance Improvement Officer Graham Smith, Best Value and Management Accountant, Helen Finlayson, Customer Services Project Officer	Integrated Business Monitoring Report
Delivery of Urban Design within the Growth Areas	Cabinet	18 February 2008		Growth and Sustainable Communities Portfolio	Report

Issue Key Decision?	Decision Maker	Timetable	Consultations	Portfolio Holder / Contact Officer	Documents submitted to the decision maker
Key				Holder Gareth Jones, Corporate Manager, Planning & Sustainable Communities, Peter Studdert, Joint Planning Director - Growth Areas	
Transport Investment Fund including Congestion Charge (response to County Council consultation) Key	Cabinet	18 February 2008		Growth and Sustainable Communities Portfolio Holder Keith Miles, Planning Policy Manager	Report
Cabinet Meeting Schedule 2008-09 Non-Key	Cabinet Council	18 February 2008 31 January 2008		Richard May, Democratic Services Manager	Cabinet Meeting Schedule 2008-2009, 10/01/2008 Cabinet
Capital & Revenue Estimates, Council Tax, Prudential Indicators and Review of Medium Term Financial Strategy Key	Cabinet, Council Council	18 February 2008 28 February 2008	Scrutiny & Overview Committee 14 February 2008	Resources Portfolio Holder Greg Harlock, Chief Executive	Final Report for Capital & Revenue Estimates, Council Tax, Prudential Indicators and Review of Medium Term Financial Strategy
Hostel Charges,	Housing and	04 February 2008		Housing and	Report

Issue Key Decision?	Decision Maker	Timetable	Consultations	Portfolio Holder / Contact Officer	Documents submitted to the decision maker
Housing Rents and Service Charges 2008/09 Key	Environmental Services Portfolio Holder Cabinet Council	18 February 2008 28 February 2008		Environmental Services Portfolio Holder Gwynn Thomas, Principal Accountant (Housing) Steve Hampson, Executive Director	
Kerbside Plastics Recycling Scheme Key	Cabinet Council	18 February 2008 28 February 2008	Housing & Environmental Services Portfolio Holder on 28 November 2008 Scrutiny & Overview Committee Task and Finish Group in November/December	Housing and Environmental Services Portfolio Holder Dale Robinson, Corporate Manager, Health & Environmental Services	Kerbside Plastics Recycling Scheme, 28/11/2007 Housing and Environmental Services Portfolio Holder Meeting, 12/12/2007 Policy Development Committee, 13/12/2007 Cabinet Plastics Report, 13/12/2007 Cabinet
SWAVESEY Byeways Rate Non-Key	Council	28 February 2008	Swavesey Byeways Advisory Group	Housing and Environmental Services Portfolio Holder Pat Matthews, Drainage Manager	Report
Policy, Performance &	Cabinet	13 March 2008	Scrutiny & Overview	Cllr Mrs Sue Ellington,	Report to Cabinet

Issue Key Decision?	Decision Maker	Timetable	Consultations	Portfolio Holder / Contact Officer	Documents submitted to the decision maker
Partnerships: Review of Structures and Functions Key			Committee 17 December 2007	Cllr Dr David Bard, Cllr Mrs Vicky Ford, Cllr Mark Howell, Cllr Nick Wright Simon McIntosh, Corporate Manager, Policy, Performance and Partnerships	
Workforce Plan 2008/09 Key	Cabinet	13 March 2008		Staffing and Communications Portfolio Holder Susan Gardner Craig, Human Resources Manager	Workforce Plan
Waste Design Guide Non-Key	Cabinet	13 March 2008		Housing and Environmental Services Portfolio Holder Paul Quigley, Environmental Services Manager	Report and Design Guide
Agreement of 'Heartbeat' Performance Indicators Key	Cabinet	13 March 2008		Planning Services Portfolio Holder Paul Swift, Policy and Performance Review Manager	Report

Issue Key Decision?	Decision Maker	Timetable	Consultations	Portfolio Holder / Contact Officer	Documents submitted to the decision maker
South Cambridgeshire Sustainable Community Strategy 2008-2011 Key	Cabinet Council	13 March 2008 24 April 2008	Policy Development Committee 16 January 2008	Leader of Council Cecilia Tredget, Improvement Manager, Gemma Webb, Strategic Partnerships Officer	Report and Strategy
Investment Strategy 2008/09 Key	Cabinet Council	13 March 2008 24 April 2008		Resources Portfolio Holder Adrian Burns, Head of Accountancy	Report and Strategy
Contact Centre Review Non-Key	Cabinet	13 March 2008 or 10 April 2008		Staffing and Communications Portfolio Holder Steve Rayment, Head of ICT	Contact Centre Mid- Term Review - Report, 25/10/2007 Staffing and Communications Portfolio Holder Meeting Contact Centre Mid- Term Review - Appendix 1, 25/10/2007 Staffing and Communications Portfolio Holder Meeting Contact Centre Mid- Term Review -

Issue Key Decision?	Decision Maker	Timetable	Consultations	Portfolio Holder / Contact Officer	Documents submitted to the decision maker
					<p>Appendix 2, 25/10/2007 Staffing and Communications Portfolio Holder Meeting</p> <p>Contact Centre Improvement Project Review January 2008 - Report, 24/01/2008 Staffing and Communications Portfolio Holder Meeting</p> <p>Contact Centre Improvement Project Review January 2008 - Appendix, 24/01/2008 Staffing and Communications Portfolio Holder Meeting</p>
<p>Comprehensive Equalities Policy 2008- 2011</p> <p>Key</p>	Cabinet	10 April 2008		<p>Community Services Portfolio Holder</p> <p>Michael McLeod, Equality and Diversity Officer, Cecilia Tredget, Improvement Manager</p>	Report and Policy
RECAP Waste Strategy	Cabinet	10 April 2008	Various consultees	Housing and	Report and Draft

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Key			including public, business and public sector	Environmental Services Portfolio Holder Dale Robinson, Corporate Manager, Health & Environmental Services	Strategy
Operating Guidelines for Portfolio Holder Meetings During 2008- 09 Non-Key	Cabinet	10 April 2008		Leader of Council Richard May, Democratic Services Manager	Report
Use of Balances and Reserves Unused over 2 Years Key	Cabinet	10 April 2008		Resources Portfolio Holder Peter Harris, Principal Accountant (General Fund and Costing)	Report
Corporate Plan 2008/09 Key	Cabinet Council	10 April 2008 24 April 2008		Leader of Council Cecilia Tredget, Improvement Manager Paul Swift, Policy and Performance Review Manager	Document To Follow

Issue Key Decision?	Decision Maker	Timetable	Consultations	Portfolio Holder / Contact Officer	Documents submitted to the decision maker
Review of Scrutiny and Overview Arrangements Non-Key	Council	Before 16 April 2008	Constitution Review Working Party, Chair of Scrutiny and Overview Committee and Chair of Policy Development Committee	Cllr Roger Hall, Cllr Mrs Liz Heazell, Cllr Jim Stewart Richard May, Democratic Services Manager	None.
Performance Plan 2008 Key	Cabinet Council	08 May 2008 22 May 2008		Leader of Council Ian Salter, Performance Improvement Officer	Report and Performance Plan 2008-09
Write-offs: Annual report to Council Non-Key	Council	22 May 2008		Resources Portfolio Holder Lee Phanco, Head of Revenues	None.
Appointments and Agreement of Political Structure for the 2008- 2009 Civic Year Non-Key	Council	22 May 2008		Richard May, Democratic Services Manager	Report and Annual Council Agenda
Forthcoming or Deferred Items					
ARBURY CAMPS: Section 106 Agreement (Work in Progress)	Cabinet Council	12 October 2006 26 October 2006	Cambridge City Council	Resources Portfolio Holder	S.106 Agreement Arbury Camps, 12/10/2006 Cabinet

Issue Key Decision?	Decision Maker	Timetable	Consultations	Portfolio Holder / Contact Officer	Documents submitted to the decision maker
Non-Key				Resources Portfolio Holder Adrian Burns, Head of Accountancy	
Disposal of Land to Papworth Trust (Work in Progress) 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 sites. Where proposals directly affect existing residents they have also been consulted as part of the development of proposals, e.g., Queens Close, Over.	Housing and Environmental Services 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 C - Queens Close, Over, 08/06/2006 Cabinet
Energy Efficiency and Listed Buildings Supplementary Planning Document	Cabinet - Draft Supplementary Planning Document	Before 31 December 2007	A Supplementary Planning Document will be subject to full public consultation.	Growth and Sustainable Communities Portfolio Holder	Energy Efficiency and Listed Buildings, 17/01/2007 Conservation and

Issue Key Decision?	Decision Maker	Timetable	Consultations	Portfolio Holder / Contact Officer	Documents submitted to the decision maker
(Awaiting appointment of Conservation Manager) Key			Conservation and Design Advisory Group considered the document on 17 January 2007 Conservation, Sustainability and Community Planning Portfolio Holder		Design Advisory Group
South Cambridgeshire Design Manual / Guide: Streetscape Design in New Developments (Awaiting appointment of the Conservation & Design Manager) Key	Growth and Sustainable Communities Portfolio Holder Growth and Sustainable Communities Portfolio Holder	16 March 2007 July 2007		Growth and Sustainable Communities Portfolio Holder Growth and Sustainable Communities Portfolio Holder	Report to Conservation, Sustainability and Community Planning Portfolio Holder
Closed Churchyard Maintenance and Management Policy (Deferred pending appointment of Conservation & Design Manager) Key	Cabinet	09 July 2007		Planning Services Portfolio Holder Steve Hampson, Executive Director	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

Issue Key Decision?	Decision Maker	Timetable	Consultations	Portfolio Holder / Contact Officer	Documents submitted to the decision maker
					Design Advisory Group Policy, 09/07/2007 Cabinet
Community and Cultural Strategy 2007-2012 (Deferred pending review of Community Services) Key	Cabinet	13 September 2007	Community, Arts & Sports Advisory Group – 19 April 2007	Community Services Portfolio Holder Simon McIntosh, Corporate Manager, Policy, Performance and Partnerships	Community and Cultural Strategy 2007-2012 - Report, 19/04/2007 Community, Arts and Sports Advisory Group Community and Cultural Strategy 2007-2012 - Appendix A - Draft Community and Cultural Strategy, 19/04/2007 Community, Arts and Sports Advisory Group Community and Cultural Strategy 2007-2012 - Appendix B - Capital grant guidance, 19/04/2007 Community, Arts and Sports Advisory Group Community and Cultural Strategy 2007-2012 - Appendix B1 - Community Facility Grants, 19/04/2007

Issue Key Decision?	Decision Maker	Timetable	Consultations	Portfolio Holder / Contact Officer	Documents submitted to the decision maker
					<p>Community, Arts and Sports Advisory Group</p> <p>Community and Cultural Strategy 2007-2012 - Appendix B2 - Play Facility Grants, 19/04/2007 Community, Arts and Sports Advisory Group</p> <p>Community and Cultural Strategy 2007-2012 - Appendices B3 and B4 - Village and Youth Sports Guidance, 19/04/2007 Community, Arts and Sports Advisory Group</p> <p>Community and Cultural Strategy 2007-2012 - Appendix B5 - Arts Capital Grant Guidance, 19/04/2007 Community, Arts and Sports Advisory Group</p> <p>Community and Cultural Strategy 2007-2012 - Report, 09/07/2007 Cabinet</p> <p>Community and Cultural Strategy 2007-</p>

Issue Key Decision?	Decision Maker	Timetable	Consultations	Portfolio Holder / Contact Officer	Documents submitted to the decision maker
					2012, 09/07/2007 Cabinet
<p>Local Development Framework (LDF) - Gypsy and Traveller Development Plan Document (GTDPD)</p> <p>Key</p>	<p>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.</p> <p>Cabinet</p>	<p>September 2007</p> <p>September 2007</p>	<p>Senior Officers GTDPD Member Reference Group Public Consultation (after Council agreement on 28 September 2006)</p>	<p>Housing and Environmental Services Portfolio Holder</p> <p>Growth and Sustainable Communities Portfolio Holder</p> <p>Keith Miles, Planning Policy Manager</p> <p>Traveller Project - Strategic Officer Group on Traveller Issues</p>	<p>Gypsy & Travellers Development Plan - Report, 08/06/2006 Cabinet</p> <p>Gypsy & Travellers Development Plan - Appendix, 08/06/2006 Cabinet</p> <p>Gypsy and Traveller Development Plan Document (GTDPD): Issues and Options Report 1 - General Approach, 28/09/2006 Council</p> <p>Gypsy and Traveller Development Plan Document (GTDPD): Issues and Options - Appendix 1 - General Approach, 28/09/2006 Council</p> <p>Gypsy and Traveller Development Plan Document (GTDPD): Issues and Options - Appendix 2 - Scoping</p>

Issue Key Decision?	Decision Maker	Timetable	Consultations	Portfolio Holder / Contact Officer	Documents submitted to the decision maker
					<p>Report Addendum, 28/09/2006 Council</p> <p>Gypsy and Traveller Development Plan Document (GTDPD): Issues and Options - Appendix 3 - Draft Sustainability Appraisal, 28/09/2006 Council</p> <p>Gypsy and Traveller Development Plan Document (GTDPD): Issues and Options - Appendix 4 - Minutes of Member Reference Group 14 Sep 2006, 28/09/2006 Council</p> <p>Gypsy and Traveller Development Plan Document (GTDPD): Issues and Options - Sustainability Appraisal Response, 28/09/2006 Council</p> <p>Gypsy and Traveller DPD Appendix 1 - Consultants' Report, 22/02/2007 Council</p> <p>Gypsy and Traveller</p>

Issue Key Decision?	Decision Maker	Timetable	Consultations	Portfolio Holder / Contact Officer	Documents submitted to the decision maker
					<p>DPD Appendix 2 Policy summary, 22/02/2007 Council</p> <p>Gypsy and Traveller DPD Appendix 3 Reps Responses, 22/02/2007 Council</p> <p>Gypsy and Traveller DPD Appendix 4 Scoring Matrix, 22/02/2007 Council</p> <p>Gypsy and Traveller DPD Additional actions agreed by working party, 22/02/2007 Council</p> <p>Issues and Options Report (2) – site options for public consultation, 26/07/2007 Council</p>