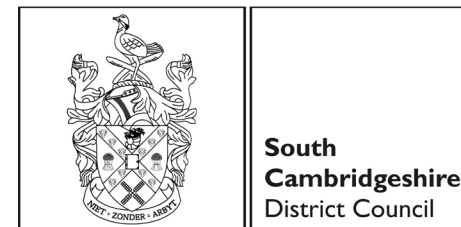


## **SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

### **FORWARD PLAN FROM 1 OCTOBER 2008 – 31 JANUARY 2009**

**This Plan contains matters which the Leader of the Council believes either will be considered by Council and / or Cabinet or be 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

Councillor Simon Edwards

Environmental Services

Councillor Mrs Sue Ellington

Finance

Councillor Tony Orgee

New Communities

Councillor Dr David Bard

Planning

Councillor Nick Wright

Policy, Improvement and Communications

Councillor Tim Wotherspoon

Staffing

Councillor Mark Howell

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](mailto: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 October 2008**

<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>
Local Government Framework (LDF) - Site Specific Policies Development Plan Document - Meeting a Housing Shortfall  Key	New Communities Portfolio Holder (Approval for consultation)  Cabinet, Council - Local Development Framework (LDF) Special Meeting	06 October 2008  February 2009	Public consultation subject to Portfolio Holder agreement  All District Council Members are specifically invited to the Portfolio Holder meeting on 6 October	New Communities Portfolio Holder  Keith Miles, Planning Policy Manager	Report and consultation documents  Report, results of public consultation, preferred sites
RECAP Waste Strategy  Key	Cabinet	09 October 2008	Public and business sector	Environmental Services Portfolio Holder  Dale Robinson, Corporate Manager, Health & Environmental Services	Report and Draft Strategy
Developments affecting Conservation Areas Supplementary Planning Guidance (SPD)  Key	Cabinet SPD relating to new developments in Conservation Areas	09 October 2008	Planning and New Communities Portfolio Holders' agreed the draft document for public consultation (May 2008)  Public consultation	New Communities Portfolio Holder, Planning Portfolio Holder  Gareth Jones, Corporate Manager, Planning & Sustainable Communities	Report, results of public consultation, Adoption of SPD

<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>
Trees and Development Sites Supplementary Planning Document (SPD)  Key	Cabinet Adoption of SPD relating to works to protected trees	09 October 2008	Planning and New Communities Portfolio Holders' agreed the draft document for public consultation (May 2008)  Public consultation	New Communities Portfolio Holder  Rosalind Richardson, Trees and Landscape Officer	Report, results of public consultation, Adoption of SPD
Provision for Open Spaces Supplementary Planning Document (SPD)  Key	Cabinet	09 October 2008	New Communities Portfolio Holder agreed draft document for public consultation in May 2008  Public consultation	New Communities Portfolio Holder  Jane Thompson, Cultural Services Manager, Jonathan Dixon, Principal Planning Policy Officer (Transport)	Report, results of public consultation, Adoption of SPD
Public Art Supplementary Planning Guidance (SPD)  Key	Cabinet	09 October 2008	New Communities Portfolio Holder agreed the draft document for public consultation (May 2008)  Public consultation	New Communities Portfolio Holder  Alison Talkington, Senior Planning Policy Officer, Andy O'Hanlon, Arts Development Officer	Report, results of public consultation, Adoption of SPD
Grant Policy for Phase II of Private Sector Housing Renewal Strategy	Cabinet	09 October 2008		Environmental Services Portfolio Holder  Iain Green,	Report and policy

Issue Key Decision?	Decision Maker	Timetable	Consultations	Portfolio Holder / Contact Officer	Documents submitted to the decision maker
Key				Environmental Health Officer (Public Health Specialist), Maureen Nudds, Home Improvement Agency Project Co-ordinator	
Review of Corporate Objectives and Annual Priorities  Key	Cabinet	09 October 2008		Leader of Council  Greg Harlock, Chief Executive, Paul Swift, Policy and Performance Review Manager	Report
Workforce Plan 2008/09  Non-Key	Cabinet	09 October 2008	Staffing Portfolio Holder, 16 September 2008	Staffing Portfolio Holder  Susan Gardner Craig, Human Resources Manager	Report and Plan
ARBURY PARK: Scrutiny Report  Non-Key	Cabinet	09 October 2008	Local residents; Impington Parish Council  Scrutiny & Overview Committee, 2 October 2008	Cllr Mrs Liz Heazell  New Communities Portfolio Holder, Planning Portfolio Holder  Gareth Jones, Corporate Manager, Planning & Sustainable Communities, Jackie Sayers, Scrutiny	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>
				Development Officer	
Minerals and Waste Plan - Response to County Council Consultation  Non-Key	Cabinet	09 October 2008		New Communities Portfolio Holder  Alison Talkington, Senior Planning Policy Officer	Report
Air Quality Strategy  Key	Environmental Services Portfolio Holder  Environmental Services Portfolio Holder	06 November 2008  27 January 2009	Executive Management Team, 24 September 2008	Environmental Services Portfolio Holder  Susan Walford, Environmental Health Officer (Scientific)	Approval of Strategy for consultation  Adoption of the Strategy
Trade Waste Service - Cardboard Re-cycling Service Proposals  Key	Environmental Services Portfolio Holder	06 November 2008		Environmental Services Portfolio Holder  Stuart Harwood-Clark, Environment Operations Manager, Dale Robinson, Corporate Manager, Health & Environmental Services	Report and Business Plan
Commissioning of Flood Risk Assessment - Covells Drain	Cabinet	13 November 2008	Environment Agency	Environmental Services Portfolio Holder  Pat Matthews,	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>
Key				Drainage Manager	
Septic Tank Emptying - Future Service  Key	Cabinet	13 November 2008		Environmental Services Portfolio Holder  Stuart Harwood-Clark, Environment Operations Manager	Report
Integrated Business Monitoring Report and Update on Financial Position Apr - Sep 2008  Non-Key	Cabinet	13 November 2008		Cllr Tony Orgee, Cllr Nick Wright  Ian Salter, Performance Improvement Officer, Graham Smith, Best Value and Management Accountant	Report for information only
Review of Medium Term Financial Strategy  Key	Cabinet  Council	13 November 2008  27 November 2008	Finance Scrutiny Task and Finish Group, 8 October 2008	Finance Portfolio Holder  Greg Harlock, Chief Executive	Report
Council Integrated schedule of meetings for 2009-2010  Non-Key	Council	27 November 2008		Cllr Jim Stewart, Cllr Ray Manning  Richard May, Democratic Services Manager	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>
Setting of Council Tax Base (including payment of Parish Precepts)  Key	Chief Finance Officer	December 2008		Lee Phanco, Head of Revenues, Greg Harlock, Chief Executive	Report
Capital & Revenue Estimates for Staffing & Central Overhead Accounts  Non-Key	Cabinet	11 December 2008	Scrutiny and Overview Committee on 4 December 2008, if requested	Finance Portfolio Holder  Peter Harris, Principal Accountant (General Fund and Costing)	Report
Local Development Framework (LDF) Annual Monitoring Report  Key	Cabinet	11 December 2008		New Communities Portfolio Holder  Jennifer Nuttycombe, Planning Policy Officer	Report
Response to Local Authority Finance Settlement 2009/10  Non-Key	Cabinet	11 December 2008		Finance Portfolio Holder  Adrian Burns, Head of Accountancy	Report tabled at meeting, subject to date of announcement of the Settlement
Draft Capital & Revenue Estimates	Environmental Health Portfolio Holder, Finance Portfolio	January 2009		Rob Bridge, Corporate Manager, Finance and Support Services,	Report and Estimates

<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	Holder, Housing Portfolio Holder, New Communities Portfolio Holder, Planning Portfolio Holder, Policy, Improvement and Communications Portfolio Holder's meeting, Staffing and Communications Portfolio Holder (dates tbc)			Stephen Hills, Corporate Manager, Affordable Homes, Gareth Jones, Corporate Manager, Planning & Sustainable Communities, Suzanne McBride, Corporate Manager - New Communities, Dale Robinson, Corporate Manager, Health & Environmental Services	
Cabinet Meeting Schedule 2009-2010  Non-Key	Cabinet	15 January 2009		Leader of Council  Richard May, Democratic Services Manager	Report
Members' Allowances for 2009-2010  Non-Key	Council	29 January 2009		Leader of Council  Maggie Jennings, Democratic Services Officer	Report including Independent Remuneration Panel's recommendations
Listed Buildings: Works to or Affecting the setting of Supplementary Planning Document (SPD)	Planning and New Communities Joint Portfolio Holders' meeting (Approval for consultation)	13 January 2009	Public consultation subject to Portfolio Holder agreement	New Communities Portfolio Holder  Cllr Dr David Bard, Cllr Nick Wright	Report and consultation documents



Issue Key Decision?	Decision Maker	Timetable	Consultations	Portfolio Holder / Contact Officer	Documents submitted to the decision maker
Key	Cabinet (Adoption of SPD)	16 April 2009		Barbara Clarke, Conservation Assistant, Stacey Weiser-Jones, Historic Buildings Officer	Report, results of public consultation, preferred sites
Landscape and Guidance for Development Sites Supplementary Planning Document (SPD)  Key	Planning and New Communities Joint Portfolio Holders' meeting (Approval for consultation)  Cabinet (Adoption of SPD)	13 January 2009  16 April 2009	Public consultation following Portfolio Holder agreement	New Communities Portfolio Holder, Planning Portfolio Holder  David Hamilton, Landscape Design Officer	Report and consultation documents  Report, results of public consultation, preferred sites
Biodiversity Supplementary Planning Document (SPD)  Key	Cabinet (Adoption of SPD)  Planning and New Communities Joint Portfolio Holders' meeting (Approval for consultation)	16 April 2009  13 January 2009	Public consultation following Portfolio Holder agreement	New Communities Portfolio Holder, Planning Portfolio Holder  Rob Mungovan, Ecology Officer	Adoption of SPD relating to Biodiversity  Report and consultation documents