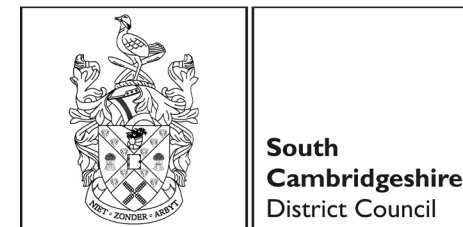


## **SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

### **FORWARD PLAN FROM 3 NOVEMBER 2008 – 28 FEBRUARY 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 Timwotherspoon

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 3 November 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>
Air Quality Strategy  Key	Environmental Services Portfolio  Environmental Services Portfolio	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	Cabinet	13 November 2008	Senior Management Team, 5 November 2008	Environmental Services Portfolio Holder  Stuart Harwood-Clark, Environment Operations Manager, Dale Robinson, Corporate Manager, Health & Environmental Services	Report and Business Plan
ARBURY PARK: Action Plan in response to Scrutiny & Overview Committee's recommendations  Non-Key	Cabinet	13 November 2008	Executive Management Team, 22 October 2008	New Communities and Planning Portfolio Holders'  Gareth Jones, Corporate Manager, Planning & Sustainable Communities, Jackie Sayers, Scrutiny Development Officer	Report and Action Plan

<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>
Developments affecting Conservation Areas Supplementary Planning Document (SPD)  Key	Cabinet (SPD relating to new developments in Conservation Areas)	13 November 2008	Planning and New Communities Portfolio Holders' agreed the draft document for public consultation (May 2008)  Public consultation	New Communities and Planning Portfolio Holders'  Gareth Jones, Corporate Manager, Planning & Sustainable Communities	Report, results of public consultation, Adoption of SPD
Trees and Development Sites Supplementary Planning Document (SPD)  Key	Cabinet (Adoption of SPD relating to works to protected trees)	13 November 2008	Planning and New Communities Portfolio Holders' agreed the draft document for public consultation (May 2008)  Public consultation	New Communities and Planning Portfolio Holders'  Rosalind Richardson, Trees and Landscape Officer	Report, results of public consultation, Adoption of SPD
Provision for Open Spaces Supplementary Planning Document (SPD)  Key	Cabinet	13 November 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 Document	Cabinet	13 November 2008	New Communities Portfolio Holder agreed the draft document for	New Communities Portfolio Holder	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>
(SPD)  Key			public consultation (May 2008)  Public consultation	Alison Talkington, Senior Planning Policy Officer, Andy O'Hanlon, Arts Development Officer	
Commissioning of Flood Risk Assessment - Covells Drain  Key	Cabinet	13 November 2008	Environment Agency	Environmental Services Portfolio Holder  Pat Matthews, Drainage Manager	Report
Septic Tank Emptying - Future Service  Key	Cabinet	13 November 2008	Senior Management Team, 5 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	Scrutiny Monitors at Portfolio Holders' meetings	Finance and Planning portfolio Holders'  Ian Salter, Performance Improvement Officer, Graham Smith, Best Value and Management Accountant	Report for information only
Review of Medium Term Financial Strategy	Cabinet  Council	13 November 2008  27 November 2008	Finance Scrutiny Task and Finish Group, 12 November 2008	Finance 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>
Key				Greg Harlock, Chief Executive	
Council schedule of meetings for 2009-2010  Non-Key	Council	27 November 2008		Cllr Jim Stewart, Chairman of Council  Richard May, Democratic Services Manager	Report
Council Aims, Approaches and Actions  Key	Council	27 November 2008	Cabinet, 9 October 2008	Leader of Council  Greg Harlock, Chief Executive, Paul Swift, Policy and Performance Review Manager	Cabinet recommendation only
Housing Futures: Developing the offer to tenants  Key	Council	27 November 2008	Tenant Participation Group (TPG), Transfer Advisory Group (TAG), Joint Stakeholder Forum, Housing Portfolio Holder, 6 November 2008, South Cambridgeshire Village Homes Shadow Board, 17 November 2008	Housing Portfolio Holder  Steve Hampson, Executive Director	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>
Appointment of Executive Director  Key	Council	27 November 2008		Cllr Richard Summerfield, Chairman of Employment Committee  Greg Harlock, Chief Executive	Report
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 and Chief Finance Officer	
Review of City/District Boundary  Non-Key	Cabinet	11 December 2008		Leader of Council  Catriona Dunnett, Principal Solicitor	Report
Capital & Revenue Estimates for Staffing & Central Overhead Accounts  Non-Key	Cabinet	11 December 2008		Finance Portfolio Holder  Peter Harris, Principal Accountant (General Fund and Costing)	Report
Local Development Framework (LDF) Annual Monitoring Report	Cabinet	11 December 2008		New Communities Portfolio Holder  Jennifer Nuttycombe,	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				Planning Policy Officer	
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
Pitt Review into lessons learnt from the 2007 floods  Key	Cabinet	11 December 2008	Scrutiny & Overview Committee, 4 December 2008	Environmental Services Portfolio Holder  Pat Matthews, Drainage Manager, Dale Robinson, Corporate Manager, Health & Environmental Services	Report
Draft Capital & Revenue Estimates  Non-Key	All Portfolio Holders	January 2009 (dates tbc)	Scrutiny Monitors at Portfolio Holders' meetings	All Portfolio Holders  Rob Bridge, Corporate Manager, Finance and Support Services, Greg Harlock, Chief Executive	Report and Estimates
Listed Buildings: Works to or Affecting the setting of Supplementary	Planning and New Communities Joint Portfolio Holders' meeting (Approval for	13 January 2009	Public consultation subject to Portfolio Holder agreement	New Communities and Planning Portfolio Holders'	Report and consultation documents

<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>
Planning Document (SPD)  Key	consultation)  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	Pubic consultation subject to Portfolio Holder agreement	New Communities and Planning Portfolio Holders'  David Hamilton, Landscape Design Officer	Report and consultation documents  Report, results of public consultation, preferred sites
Biodiversity 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	Pubic consultation subject to Portfolio Holder agreement	New Communities and Planning Portfolio Holders'  Rob Mungovan, Ecology Officer	Report and consultation documents  Adoption of SPD relating to Biodiversity
Cabinet Meeting Schedule 2009-2010	Cabinet	15 January 2009		Leader of Council	Report



Issue Key Decision?	Decision Maker	Timetable	Consultations	Portfolio Holder / Contact Officer	Documents submitted to the decision maker
Non-Key				Richard May, Democratic Services Manager	
Housing Revenue Account (HRA) Business Plan 2009/2010 - 2013/14  Key	Cabinet  Council	15 January 2009  29 January 2009	Housing Portfolio in April 2009	Housing Portfolio Holder  Stephen Hills, Corporate Manager, Affordable Homes	Report and Business Plan
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
Housing Futures: Consideration of Offer Document  Key	Council	29 January 2009	Tenant Participation Group (TAG), Transfer Advisory Group (TAG), Homes & Communities Agency, Communities & Local Government (CLG)  Housing Portfolio Holder, January 2009  South Cambridgeshire Village Homes Shadow Board, January 2009	Housing Portfolio Holder  Steve Hampson, Executive Director	Report and draft formal consultation document

<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>
Local Government Framework (LDF) - Site Specific Policies Development Plan Document - Meeting a Housing Shortfall  Key	Cabinet	February 2009 (date tbc)	New Communities Portfolio Holder, 6 October 2008  Council – special meeting (date tbc)	New Communities Portfolio Holder  Keith Miles, Planning Policy Manager	Report, results of public consultation, preferred sites
Integrated Business Monitoring Report and Update on Financial Position - Sep - Dec 2008  Non-Key	Cabinet	12 February 2009	Scrutiny Monitors at the Finance Portfolio Holder meeting (date tbc)	Finance and Planning Portfolio Holders'  Ian Salter, Performance Improvement Officer, Graham Smith, Best Value and Management Accountant	Report for information only
Housing Rents and Service Charges  Key	Cabinet  Council	12 February 2009  26 February 2009		Housing Portfolio Holder  Gwynn Thomas, Principal Accountant (Housing)	Report
Capital & Revenue Estimates, Council Tax & Prudential Indicators  Key	Cabinet  Council	12 February 2009  26 February 2009		Finance Portfolio Holder  Adrian Burns, Head of Accountancy, Greg Harlock, Chief	Report

Issue Key Decision?	Decision Maker	Timetable	Consultations	Portfolio Holder / Contact Officer	Documents submitted to the decision maker
				Executive	
Community Safety 3- year Rolling Plan  Key	Cabinet  Council	12 February 2009  26 February 2009	Crime & Disorder Reduction Partnership, 29 January 2009	Leader of Council  Philip Aldis, Community Safety Officer	Report and Plan
Swavesey Byways Rate  Non-Key	Council	26 February 2009	Swavesey Byways Advisory Group	Environmental Services Portfolio Holder  Pat Matthews, Drainage Manager	Report