



Forward Plan

The Forward Plan sets out the decisions that the Cabinet will be taking over the coming months. The Plan identifies which decisions are key and also highlights the decisions that Cabinet intend to take, which may result in part of the meeting being held in private.

This document will be updated and republished on the Council's website each month. Any queries relating to the Plan should be forwarded to Democratic Services, Horizon Centre, Peachman Way, Norwich, NR7 0WF, or via email at committee.snc@southnorthfolkandbroadland.gov.uk

What is a Key Decision?

A key decision is an executive decision which will:

- (a) result in the Council spending, or saving a significant amount compared with the Budget for the service or function the decision relates to; or*
- (b) to be significant in terms of its effects on communities living or working in an area, comprising two or more wards in the area of the Council, in that it will:*
 - (i) Have a long term, lasting impact on that community; or*
 - (ii) Restrict the ability of individual businesses or residents in that area to undertake particular activities; or*
 - (iii) Removes the provision of a service or facility for that community; or*
 - (iv) Increases the charges payable by members of the community to provide a service or facility by more than 5%; or*
 - (v) Have the potential to create significant local controversy or reputational damage to the Council; or*
 - (vi) Is a matter that the decision maker considers to be a key decision.*

When assessing whether or not a decision is a key decision the decision marketer must consider all the circumstances of the case. However, a decision which results in a significant amount spent or saved will generally be considered to be a key decision if:

- (a) the amount spent is £200,000 or more of revenue expenditure; or*
- (b) savings of £75,000 or more per annum; or*

(c) capital expenditure of £200,000 or more (where a decision makes a commitment for spending over a period of time, it is the total commitment that must be considered to see if it is a key decision).

Why might a decision be made in private?

The public may be excluded from a meeting whenever it is likely that in view of the nature of the business to be transacted, exempt information will be disclosed, for example, information which may reveal the identity of an individual or relates to the financial or business affairs of an individual or organisation. Information should only be made exempt, if it is in the public interest to do so.

Members of the Cabinet:

John Fuller (Chairman) – External Affairs & Policy

Daniel Elmer (Vice-Chairman) – Governance, Technology & Innovation

Kim Carsok – Healthy & Active Lifestyles

Richard Elliott – Finance & Resources

Keith Kiddie – Cleaner, Safer Environment

Graham Minshull – Supporting People

Lisa Overton-Neal – Stronger, Greener Economy

Subject / Decision	Decision Maker	Decision Due Date	Key Decision?	Responsible Officer	Portfolio	Public or Exempt
November 2023						
Funding Proposal for Infrastructure to Support and Enable Growth	South Norfolk Cabinet	6 Nov 2023	Yes	<i>George Denton, Assistant Director of Economic Growth george.denton@southnorfolkandbroadland.gov.uk, Nina Cunningham, Strategic Growth Projects Manager nina.cunningham@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Stronger, Greener Economy	Fully exempt
	South Norfolk Council	11 Dec 2023				
Customer Experience - Discovery Phase Business Case	South Norfolk Cabinet	6 Nov 2023	No	<i>Sinead Carey, Strategy and Intelligence Manager sinead.carey@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Governance, Technology & Innovation (Deputy Leader)	Public
	South Norfolk Council	11 Dec 2023				
Vehicle Related Anti-Social Behaviour Public Space Protection Order	South Norfolk Cabinet	6 Nov 2023	Yes	<i>Nick Howard, Assistant Director for Regulatory nick.howard@southnorfolkandbroadland.gov.uk, Teri Munro, Community Safety and Intervention Lead teri.munro@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Cleaner, Safer Environment	Public
	South Norfolk Council	11 Dec 2023				

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December 2023						
Council Tax Assistance - (Autumn 2023)	South Norfolk Cabinet	4 Dec 2023	Yes	<p><i>Mike Pursehouse, Assistant Director of Individuals and Families</i> <i>mike.pursehouse@southnorfolkandbroadland.gov.uk,</i> <i>Richard Dunsire, Strategic Housing and Independence Senior Manager</i> <i>richard.dunsire@southnorfolkandbroadland.gov.uk,</i> <i>Lindsay Sayer, Housing and Benefits Manager</i> <i>lindsay.sayer@southnorfolkandbroadland.gov.uk</i></p>	South Norfolk Portfolio Holder for Supporting People	Public
	South Norfolk Council	11 Dec 2023				
Discretionary Housing Payment Policy	South Norfolk Cabinet	4 Dec 2023	No	<p><i>Mike Pursehouse, Assistant Director of Individuals and Families</i> <i>mike.pursehouse@southnorfolkandbroadland.gov.uk,</i> <i>Richard Dunsire, Strategic Housing and Independence Senior Manager</i> <i>richard.dunsire@southnorfolkandbroadland.gov.uk,</i> <i>Lindsay Sayer, Housing and Benefits Manager</i> <i>lindsay.sayer@southnorfolkandbroadland.gov.uk,</i></p>	South Norfolk Portfolio Holder for Supporting People	Public
	South Norfolk Council	11 Dec 2023				

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Q2 2023/2024 Performance, Finance & Risk Report	South Norfolk Cabinet	4 Dec 2023	No	<i>Sinead Carey, Strategy and Intelligence Manager sinead.carey@southnorfolkandbroadland.gov.uk, Helen Hall, Strategy and Data Officer helen.hall@southnorfolkandbroadland.gov.uk</i>	All	Public
UK Shared Prosperity Fund - Skills Programme	South Norfolk Cabinet	4 Dec 2023	Yes	<i>Debra Baillie-Murden, Programme Manager - Economic Growth debra.baillie-murden@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Stronger, Greener Economy	Public
Hybrid Mail	South Norfolk Cabinet	4 Dec 2023	Yes	<i>Shaun Crook, Transformation and Innovation Lead Officer shaun.crook@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Governance, Technology & Innovation (Deputy Leader)	Fully exempt
Village Cluster Housing Allocation Plan Alternative Sites Focused Consultation	South Norfolk Cabinet	4 Dec 2023	Yes	<i>Paul Harris, Place Shaping Team Manager paul.harris@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Stronger, Greener Economy	Public
Easton Community Infrastructure Fund Application	South Norfolk Cabinet	4 Dec 2023	Yes	<i>Emily Larter, Growth Delivery Manager emily.larter@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Stronger, Greener Economy	Fully exempt

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Leisure Concessions	South Norfolk Cabinet	4 Dec 2023	Yes	<i>Simon Phelan, Assistant Director of Community Services simon.phelan@southnorfolkandbroadland.gov.uk Rob Adams, Leisure Business Development Manager (Sales and Service) rob.adams@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Healthy & Active Lifestyles	Public
January 2024						
Trowse with Newton Neighbourhood Plan Submission	South Norfolk Cabinet	15 Jan 2024	No	<i>Richard Squires, Senior Community Planning Officer richard.squires@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Stronger, Greener Economy	Public
Chet Neighbourhood Plan Submission	South Norfolk Cabinet	15 Jan 2024	No	<i>Richard Squires, Senior Community Planning Officer richard.squires@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Stronger, Greener Economy	Public
Car parking fees and charges	South Norfolk Cabinet	15 Jan 2024	Yes	<i>Dave Disney, Market Towns and Business Development Manager dave.disney@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Stronger, Greener Economy	Public
Greater Norwich 5 Year Infrastructure Investment Plan 2024 to 2029 (5YIIP) and Annual Growth Programme (AGP) 2024/25	South Norfolk Cabinet South Norfolk Council	15 Jan 2024 20 Feb 2024	Yes	<i>Paul Harris, Place Shaping Team Manager paul.harris@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Stronger, Greener Economy	Public

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East Norwich Masterplan SPD Consultation	South Norfolk Cabinet	15 Jan 2024	Yes	<i>Paul Harris, Place Shaping Team Manager paul.harris@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Stronger, Greener Economy	Public
February 2024						
Asset Management Strategy	South Norfolk Cabinet	12 Feb 2024	Yes	<i>Petra Maryon, Community Assets Manager petra.maryon@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Stronger, Greener Economy	Public
Greater Norwich Local Plan: Adoption	South Norfolk Cabinet South Norfolk Council	12 Feb 2024 20 Feb 2024	Yes	<i>Paul Harris, Place Shaping Team Manager paul.harris@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Stronger, Greener Economy	Public
Revenue Budget and Council Tax 2024/25	South Norfolk Cabinet South Norfolk Council	12 Feb 2024 20 Feb 2024	Yes	<i>Rodney Fincham, Assistant Director of Finance rodney.fincham@southnorfolkandbroadland.gov.uk, Darren Slowther, Senior Finance Business Partner darren.slowther@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Finance & Resources	Public

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Capital Strategy and Capital Programme 2024/25 to 2028/29	South Norfolk Cabinet South Norfolk Council	12 Feb 2024 20 Feb 2024	Yes	<i>Rodney Fincham, Assistant Director of Finance rodney.fincham@southnorfolkandbroadland.gov.uk, Jennifer Nichols, Capital & Treasury Accountant jennifer.nichols@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Finance & Resources	Public
Treasury Management Strategy Statement 2024/25	South Norfolk Cabinet South Norfolk Council	12 Feb 2024 20 Feb 2024	Yes	<i>Rodney Fincham, Assistant Director of Finance rodney.fincham@southnorfolkandbroadland.gov.uk, Georgina Pell, Corporate Accountant georgina.pell@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Finance & Resources	Public
Conservation Area Appraisal for the conservation area of Heddenham & Ditchingham Hall	South Norfolk Cabinet South Norfolk Council	12 Feb 2024 20 Feb 2024	Yes	<i>Chris Bennett, Senior Heritage and Design Officer chris.bennett@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Stronger, Greener Economy	Public
Conservation Area Appraisal for the conservation area of Howe	South Norfolk Cabinet South Norfolk Council	12 Feb 2024 20 Feb 2024	Yes	<i>Chris Bennett, Senior Heritage and Design Officer chris.bennett@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Stronger, Greener Economy	Public

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Strategic Plan 2024-2028 & Delivery Plan 2024-2026	South Norfolk Cabinet	12 Feb 2024	Yes	<i>Sinead Carey, Strategy and Intelligence Manager sinead.carey@southnorfolkandbroadland.gov.uk</i>	All	Public
	South Norfolk Council	20 Feb 2024				
Review of Pre-Application Planning Fees	South Norfolk Cabinet	12 Feb 2024	Yes	<i>Stuart Pontin, Planning Business Improvement Team Manager stuart.pontin@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Stronger, Greener Economy	Public
March 2024						
Q3 2023/2024 Performance, Finance & Risk Report	South Norfolk Cabinet	18 Mar 2024	No	<i>Sinead Carey, Strategy and Intelligence Manager sinead.carey@southnorfolkandbroadland.gov.uk, Helen Hall, Strategy and Data Officer helen.hall@southnorfolkandbroadland.gov.uk</i>	All	Public

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DAHA Client Policy	South Norfolk Cabinet	22 Apr 2024	Yes	<i>Mike Pursehouse, Assistant Director of Individuals and Families mike.pursehouse@southnorfolkandbroadland.gov.uk, Richard Dunsire, Strategic Housing and Independence Senior Manager richard.dunsire@southnorfolkandbroadland.gov.uk, Sarah Oldfield, Partnerships & Innovation Lead sarah.oldfield@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Supporting People	Public
April 2024						
North Hethersett - Development of additional affordable housing land	South Norfolk Cabinet South Norfolk Council	22 Apr 2024 20 May 2024	Yes	<i>Helen Skoyles, Housing Development and Enabling Manager helen.skoyles@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Stronger, Greener Economy	Fully exempt