



## 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](mailto: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
<b>January 2024</b>						
Leisure Concessions	South Norfolk Cabinet	15 Jan 2024	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
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

<b>Subject / Decision</b>	<b>Decision Maker</b>	<b>Decision Due Date</b>	<b>Key Decision?</b>	<b>Responsible Officer</b>	<b>Portfolio</b>	<b>Public or Exempt</b>
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  21 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
Treasury Management Report - Quarter 2	South Norfolk Cabinet	15 Jan 2024	No	<i>Rodney Fincham, Assistant Director of Finance rodney.fincham@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Finance & Resources	Public
Charging Policy	South Norfolk Cabinet	15 Jan 2024	No	<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
LGA Corporate Peer Challenge - Progress Review	South Norfolk Cabinet	15 Jan 2024	No	<i>Emma Hodds, Chief of Staff Emma.Hodds@southnorfolkandbroadland.gov.uk, Sinead Carey, Strategic Advisor and Deputy Monitoring Officer sinead.carey@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for External Affairs & Policy (Leader)	Public

<b>Subject / Decision</b>	<b>Decision Maker</b>	<b>Decision Due Date</b>	<b>Key Decision?</b>	<b>Responsible Officer</b>	<b>Portfolio</b>	<b>Public or Exempt</b>
South Norfolk Local Development Scheme Update	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
	South Norfolk Council	21 Feb 2024				
<b>February 2024</b>						
Revenue Budget and Council Tax 2024/25	South Norfolk Cabinet	12 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
	South Norfolk Council	21 Feb 2024				
Capital Strategy and Capital Programme 2024/25 to 2028/29	South Norfolk Cabinet	12 Feb 2024	Yes	<i>Rodney Fincham, Assistant Director of Finance rodney.fincham@southnorfolkandbroadland.gov.uk, Jennifer Nichols, Capital &amp; Treasury Accountant jennifer.nichols@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Finance & Resources	Public
	South Norfolk Council	21 Feb 2024				

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Treasury Management Strategy Statement 2024/25	South Norfolk Cabinet  South Norfolk Council	12 Feb 2024  21 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 Hedenham & Ditchingham Hall	South Norfolk Cabinet  South Norfolk Council	12 Feb 2024  21 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  21 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
Strategic Plan 2024-2028 & Delivery Plan 2024-2026	South Norfolk Cabinet  South Norfolk Council	12 Feb 2024  21 Feb 2024	Yes	<i>Sinead Carey, Strategic Advisor and Deputy Monitoring Officer sinead.carey@southnorfolkandbroadland.gov.uk</i>	All	Public

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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
	South Norfolk Council	21 Feb 2024				
Cleaning Contract Delegation	South Norfolk Cabinet	12 Feb 2024	Yes	<i>Corinne Lawrie, Assistant Director of ICT/Digital and Transformation corinne.lawrie@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Finance & Resources	Fully exempt
<b>March 2024</b>						
Greater Norwich Local Plan: Adoption	South Norfolk Cabinet	18 Mar 2024	Yes	<i>Paul Harris, Place Shaping Team Manager paul.harris@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Stronger, Greener Economy	Public
	South Norfolk Council	25 Mar 2024				
Q3 2023/2024 Performance, Finance & Risk Report	South Norfolk Cabinet	18 Mar 2024	No	<i>Corinne Lawrie, Assistant Director of ICT/Digital and Transformation corinne.lawrie@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	18 Mar 2024	No	<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 &amp; Innovation Lead sarah.oldfield@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Supporting People	Public
Tasburgh Neighbourhood Plan - Consideration of Examiner's Report	South Norfolk Cabinet	18 Mar 2024	No	<i>Richard Squires, Senior Community Planning Officer richard.squires@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Stronger, Greener Economy	Public
<b>April 2024</b>						
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



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Housing - Policy & Strategy Implementation & Updates	South Norfolk Cabinet  South Norfolk Council	22 Apr 2024  20 May 2024	No	<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>	South Norfolk Portfolio Holder for Supporting People	Public