



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:

The Lord Fuller OBE (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
May 2024						
Conservation Area Appraisal for the conservation area of Hedenham & Ditchingham Hall	South Norfolk Council	20 May 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 Council	20 May 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
Housing - Policy & Strategy Implementation & Updates <ul style="list-style-type: none"> - Tenancy Policy - Tenancy Strategy - Temporary Accommodation Placement Policy - Procedure for Conducting Internal (Statutory) Reviews of Homeless Decisions 	South Norfolk Council	20 May 2024	No	<i>Mike Pursehouse, Assistant Director of Individuals and Families mike.pursehouse@southnorfolkandbroadland.gov.uk, Richard Dunsire, Head of Housing and Benefits richard.dunsire@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Supporting People	Public

Subject / Decision	Decision Maker	Decision Due Date	Key Decision?	Responsible Officer	Portfolio	Public or Exempt
Lease of Space at the Annexe and the Mezzanine Floor at the Horizon Centre	South Norfolk Cabinet	22 May 2024	No	<i>Debbie Lorimer, Director of Resources debbie.lorimer@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Governance, Technology & Innovation (Deputy Leader)	Fully exempt
June 2024						
Section 202 Policy	South Norfolk Cabinet	10 Jun 2024	No	<i>Mike Pursehouse, Assistant Director of Individuals and Families mike.pursehouse@southnorfolkandbroadland.gov.uk, Richard Dunsire, Head of Housing and Benefits richard.dunsire@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Supporting People	Public
Diss South Mere Masterplan	South Norfolk Cabinet	10 Jun 2024	Yes	<i>Steve Peet, Leisure Business Development Manager steven.peet@southnorfolkandbroadland.gov.uk, James Kinnersly, Growth Delivery Manager james.kinnersly@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Healthy & Active Lifestyles	Fully exempt
Chet Neighbourhood Plan - Consideration of Examiner's Report	South Norfolk Cabinet	10 Jun 2024	Yes	<i>Richard Squires, Senior Community Planning Officer richard.squires@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Stronger, Greener Economy	Public

Subject / Decision	Decision Maker	Decision Due Date	Key Decision?	Responsible Officer	Portfolio	Public or Exempt
Public Sector Equality Duty Annual Update and Equality Objectives	South Norfolk Cabinet	10 Jun 2024	No	<i>Sinead Carey, Strategic Advisor and Deputy Monitoring Officer sinead.carey@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for External Affairs & Policy (Leader)	Public
Performance Report Quarter 4	South Norfolk Cabinet	10 Jun 2024	No	<i>Corinne Lawrie, Assistant Director of ICT/Digital and Transformation corinne.lawrie@southnorfolkandbroadland.gov.uk, Helen Hall, Performance Lead helen.hall@southnorfolkandbroadland.gov.uk</i>	All	Public
Trowse with Newton Neighbourhood Plan - Consideration of Examiner's Report	South Norfolk Cabinet	10 Jun 2024	No	<i>Richard Squires, Senior Community Planning Officer richard.squires@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Stronger, Greener Economy	Public
Local Authority Housing Fund: Round 3	South Norfolk Cabinet South Norfolk Council	10 Jun 2024 22 Jul 2024	No	<i>Mike Pursehouse, Assistant Director of Individuals and Families mike.pursehouse@southnorfolkandbroadland.gov.uk, Victoria Parsons, People from Abroad Programme Manager victoria.parsons@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Supporting People	Fully exempt
Task & Finish Group Report - Strategic KPIs	South Norfolk Cabinet South Norfolk Council	10 Jun 2024 22 Jul 2024	No	<i>Corinne Lawrie, Assistant Director of ICT/Digital and Transformation corinne.lawrie@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Governance, Technology & Innovation (Deputy Leader)	Public

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July 2024						
East Norwich Masterplan SPD Consultation	South Norfolk Cabinet	8 Jul 2024	Yes	<i>Paul Harris, Place Shaping Team Manager paul.harris@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Stronger, Greener Economy	Public
Housing Allocations Policy Review	South Norfolk Cabinet	8 Jul 2024	Yes	<i>Mike Pursehouse, Assistant Director of Individuals and Families mike.pursehouse@southnorfolkandbroadland.gov.uk, Richard Dunsire, Head of Housing and Benefits richard.dunsire@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Supporting People	Public
	South Norfolk Council	22 Jul 2024				
SNC WEEE Textile and Batteries Service	South Norfolk Cabinet	8 Jul 2024	No	<i>Simon Phelan, Assistant Director of Community Services simon.phelan@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Cleaner, Safer Environment	Public
Future Delivery Vehicle for CNTC	South Norfolk Cabinet	8 Jul 2024	No	<i>George Denton, Assistant Director of Economic Growth george.denton@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Stronger, Greener Economy	Public
The Annual Treasury Review Report 2023/24	South Norfolk Cabinet	8 Jul 2024	No	<i>Georgina Pell, Corporate Accountant georgina.pell@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Finance & Resources	Public
	South Norfolk Council	22 Jul 2024				

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Productivity Plan	South Norfolk Cabinet	8 Jul 2024	No	<i>Sinead Carey, Strategic Advisor and Deputy Monitoring Officer sinead.carey@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for External Affairs & Policy (Leader)	Public
Ratification of Local Development Order - Food Enterprise Park	South Norfolk Cabinet	8 Jul 2024	Yes	<i>Glen Beaumont, Area Team Manager (Major Applications) glen.beaumont@southnorfolkandbroadland.gov.uk, Nina Cunningham, Strategic Growth Projects Manager nina.cunningham@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Stronger, Greener Economy	Public
Village Clusters Housing Allocation Plan Reg. 19 Pre-Submission Focused Changes	South Norfolk Cabinet	8 Jul 2024	Yes	<i>Paul Harris, Place Shaping Team Manager paul.harris@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Stronger, Greener Economy	Public
September 2024						
One Network Business Case	South Norfolk Cabinet	2 Sep 2024	Yes	<i>Corinne Lawrie, Assistant Director of ICT/Digital and Transformation corinne.lawrie@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Governance, Technology & Innovation (Deputy Leader)	Public
Recycling Action Plan	South Norfolk Cabinet	2 Sep 2024	Yes	<i>Simon Phelan, Assistant Director of Community Services simon.phelan@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Cleaner, Safer Environment	Public

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Diss Park Road - Delivery of GP Surgery	South Norfolk Cabinet	2 Sep 2024	Yes	<i>Lee Webster, Senior Project Manager lee.webster@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Stronger, Greener Economy	Public
Clean Hydrogen Strategy and Road Map	South Norfolk Cabinet	2 Sep 2024	Yes	<i>Nina Cunningham, Strategic Growth Projects Manager nina.cunningham@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Stronger, Greener Economy	Public
Revised Complaints Policy	South Norfolk Cabinet South Norfolk Council	2 Sep 2024 14 Oct 2024	No	<i>Hannah Mawson, Customer Experience and Insight Lead hannah.mawson@southnorfolkandbroadland.gov.uk</i>	All	Public
Car Parking Review	South Norfolk Cabinet	2 Sep 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
Review of Environmental Enforcement penalties	South Norfolk Cabinet	2 Sep 2024	Yes	<i>Nick Howard, Assistant Director for Regulatory nick.howard@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Cleaner, Safer Environment	Public
Ketteringham Land Options	South Norfolk Cabinet	2 Sep 2024	Yes	<i>Lee Webster, Senior Project Manager lee.webster@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Stronger, Greener Economy	Fully exempt

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October 2024						
Asset Decarbonisation Schemes - Business Cases for Funding	South Norfolk Cabinet	7 Oct 2024	Yes	<i>Annie Sommazzi, Clean Growth and Sustainability Manager annie.sommazzi@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Stronger, Greener Economy	Public
Wymondham Town Centre Enhancements	South Norfolk Cabinet	7 Oct 2024	Yes	<i>Joel Pailes, Community Infrastructure Officer joel.pailes@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Stronger, Greener Economy	Public
Procurement of Leisure Management Info System	South Norfolk Cabinet	7 Oct 2024	No	<i>Simon Phelan, Assistant Director of Community Services simon.phelan@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Healthy & Active Lifestyles	Fully exempt
Registered Provider Policies	South Norfolk Cabinet	7 Oct 2024	No	<i>Mike Pursehouse, Assistant Director of Individuals and Families mike.pursehouse@southnorfolkandbroadland.gov.uk, Richard Dunsire, Head of Housing and Benefits richard.dunsire@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Supporting People	Public

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DAHA Client Policy	South Norfolk Cabinet	7 Oct 2024	No	<i>Mike Pursehouse, Assistant Director of Individuals and Families mike.pursehouse@southnorfolkandbroadland.gov.uk, Richard Dunsire, Head of Housing and Benefits richard.dunsire@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Supporting People	Public
November 2024						
Refreshed IT Strategy	South Norfolk Cabinet	4 Nov 2024	No	<i>Corinne Lawrie, Assistant Director of ICT/Digital and Transformation corinne.lawrie@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Governance, Technology & Innovation (Deputy Leader)	Public
	South Norfolk Council	16 Dec 2024				
Robotic Processing Automation (RPA) Business Case	South Norfolk Cabinet	4 Nov 2024	No	<i>Corinne Lawrie, Assistant Director of ICT/Digital and Transformation corinne.lawrie@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Governance, Technology & Innovation (Deputy Leader)	Public
	South Norfolk Council	16 Dec 2024				

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Local Air Quality Strategy	South Norfolk Cabinet	4 Nov 2024	Yes	<i>Nick Howard, Assistant Director for Regulatory nick.howard@southnorfolkandbroadland.gov.uk, Stewart Petrie, Environmental Protection Manager stewart.petrie@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Cleaner, Safer Environment	Public
Land Acquisition for Hethersett Health Facility	South Norfolk Cabinet	4 Nov 2024	Yes	<i>James Kinnersly, Growth Delivery Manager james.kinnersly@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Stronger, Greener Economy	Fully exempt
Food and Safety Team Transformational Service Review	South Norfolk Cabinet	4 Nov 2024	Yes	<i>Nick Howard, Assistant Director for Regulatory nick.howard@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Cleaner, Safer Environment	Fully exempt
Treasury Management Report Quarter 2	South Norfolk Cabinet	4 Nov 2024	No	<i>Georgina Pell, Corporate Accountant georgina.pell@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Finance & Resources	Public
Microsoft Enterprise Agreement Renewal	South Norfolk Cabinet	4 Nov 2024	Yes	<i>Corinne Lawrie, Assistant Director of ICT/Digital and Transformation corinne.lawrie@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Governance, Technology & Innovation (Deputy Leader)	Public

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Cleaning - Contract Award	South Norfolk Cabinet	4 Nov 2024	No	<i>Emma Pepper, Transformation and Innovation Manager emma.pepper@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Governance, Technology & Innovation (Deputy Leader)	Fully exempt
December 2024						
Submission of Village Cluster Housing Allocation Plan for Examination	South Norfolk Cabinet	9 Dec 2024	Yes	<i>Paul Harris, Place Shaping Team Manager paul.harris@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Stronger, Greener Economy	Public
Introduction of Sexual Entertainment Venue Licensing Policy and Fees	South Norfolk Cabinet	9 Dec 2024	Yes	<i>Leigh Chant, Food, Safety and Licensing Team Manager leigh.chant@southnorfolkandbroadland.gov.uk, Sarah Harris, Licensing Team Leader sarah.harris@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Cleaner, Safer Environment	Public
Performance Report 2024/25 - Quarter 2	South Norfolk Cabinet	9 Dec 2024	No	<i>Corinne Lawrie, Assistant Director of ICT/Digital and Transformation corinne.lawrie@southnorfolkandbroadland.gov.uk, Helen Hall, Performance Lead helen.hall@southnorfolkandbroadland.gov.uk</i>	All	Public

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January 2025						
GN Green Infrastructure Strategy Adoption	South Norfolk Cabinet	13 Jan 2025	Yes	<i>Paul Harris, Place Shaping Team Manager paul.harris@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Stronger, Greener Economy	Public
February 2025						
Greater Norwich 5 Year Infrastructure Investment Plan 2025 to 2030 (5YIIP) and Annual Growth Programme (AGP) 2025/26	South Norfolk Cabinet	10 Feb 2025	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	19 Feb 2025				
Wymondham Station Approach	South Norfolk Cabinet	10 Feb 2025	Yes	<i>James Kinnersly, Growth Delivery Manager james.kinnersly@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Stronger, Greener Economy	Fully exempt
Council Tax Assistance Scheme	South Norfolk Cabinet	10 Feb 2025	No	<i>Lindsay Sayer, Housing and Benefits Manager lindsay.sayer@southnorfolkandbroadland.gov.uk, Mike Pursehouse, Assistant Director of Individuals and Families mike.pursehouse@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Supporting People	Public
	South Norfolk Council	19 Feb 2025				

Subject / Decision	Decision Maker	Decision Due Date	Key Decision?	Responsible Officer	Portfolio	Public or Exempt
March 2025						
Performance Report 2024/25 - Quarter 3	South Norfolk Cabinet	17 Mar 2025	No	<i>Corinne Lawrie, Assistant Director of ICT/Digital and Transformation corinne.lawrie@southnorfolkandbroadland.gov.uk, Helen Hall, Performance Lead helen.hall@southnorfolkandbroadland.gov.uk</i>	All	Public
April 2025						
Review of Hackney Carriage and Private Hire Vehicle Policy and Conditions	South Norfolk Cabinet South Norfolk Council	14 Apr 2025 19 May 2025	Yes	<i>Leigh Chant, Food, Safety and Licensing Team Manager leigh.chant@southnorfolkandbroadland.gov.uk, Sarah Harris, Licensing Team Leader sarah.harris@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Cleaner, Safer Environment	Public