



## 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:**

Daniel Elmer (Chairman) – Leader

Graham Minshull (Vice-Chairman) – Communities (Deputy Leader)

Kim Carsok – Health & Leisure

Richard Elliott – Resources & Innovation

Keith Kiddie – Environment

Lisa Overton-Neal – Planning & Economic Growth

Subject / Decision	Decision Maker	Decision Due Date	Key Decision?	Responsible Officer	Portfolio	Public or Exempt
<b>November 2024</b>						
Diss South Mere Masterplan	South Norfolk Cabinet	4 Nov 2024	Yes	<i>James Kinnersly, Growth Delivery Manager james.kinnersly@southnorfolkandbroadland.gov.uk, Lee Webster, Senior Project Manager lee.webster@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Planning & Economic Growth, South Norfolk Portfolio Holder for Health & Leisure	Fully exempt
Car Parking Review	South Norfolk Cabinet	4 Nov 2024	Yes	<i>George Denton, Assistant Director of Economic Growth george.denton@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Planning & Economic Growth	Public
Review of Environmental Enforcement penalties	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 Environment	Public
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 Resources & Innovation	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>
Whistleblowing Policy	South Norfolk Cabinet	4 Nov 2024	No	<i>Emma Hodds, Chief of Staff Emma.Hodds@southnorfolkandbr oadland.gov.uk</i>	South Norfolk Portfolio Holder for Resources & Innovation	Public
Registered Provider Policies	South Norfolk Cabinet	4 Nov 2024	No	<i>Mike Pursehouse, Assistant Director of Individuals and Families mike.pursehouse@southnorfolkand dbroadland.gov.uk, Richard Dunsire, Head of Housing and Benefits richard.dunsire@southnorfolkandb roadland.gov.uk</i>	South Norfolk Portfolio Holder for Communities (Deputy Leader)	Public
	South Norfolk Council	16 Dec 2024				
<b>December 2024</b>						
Review of Medium-Term Financial Strategy and Reserves	South Norfolk Cabinet	9 Dec 2024	Yes	<i>Rodney Fincham, Assistant Director of Finance rodney.fincham@southnorfolkand broadland.gov.uk</i>	South Norfolk Portfolio Holder for Resources & Innovation	Public
Cleaning - Contract Award	South Norfolk Cabinet	9 Dec 2024	No	<i>Corinne Lawrie, Assistant Director of ICT/Digital and Transformation corinne.lawrie@southnorfolkandbr oadland.gov.uk</i>	South Norfolk Portfolio Holder for Resources & Innovation	Fully exempt

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Permanent Pavement Licensing Regime	South Norfolk Cabinet  South Norfolk Council	9 Dec 2024  16 Dec 2024	No	<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 Environment	Public
Unreasonably Persistent Complaints - Policy Review	South Norfolk Cabinet  South Norfolk Council	9 Dec 2024  16 Dec 2024	No	<i>Hannah Mawson, Customer Experience and Insight Lead hannah.mawson@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Resources & Innovation	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 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, Matt Lemmens, Strategy &amp; Intelligence Manager matt.lemmens@southnorfolkandbroadland.gov.uk</i>	All	Public

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ESPO Contracts - Wheeled Bins/Tyres and Related Services	South Norfolk Cabinet	9 Dec 2024	No	<i>Simon Phelan, Assistant Director of Community Services simon.phelan@southnorfolkandbroadland.gov.uk, Stephen Williams, Waste Senior Operation Manager stephen.williams@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Environment	Public
Best in Class Temporary Accommodation Purchase - Stage 2	South Norfolk Cabinet	9 Dec 2024	Yes	<i>Richard Dunsire, Head of Housing and Benefits richard.dunsire@southnorfolkandbroadland.gov.uk, Lindsay Sayer, Housing and Benefits Manager lindsay.sayer@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Communities (Deputy Leader)	Fully exempt
<b>January 2025</b>						
Recycling Action Plan	South Norfolk Cabinet	13 Jan 2025	Yes	<i>Simon Phelan, Assistant Director of Community Services simon.phelan@southnorfolkandbroadland.gov.uk, Joseph Kenny, Senior Recycling and Partnership Manager joseph.kenny@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Environment	Public
Microsoft Agreement Contract Award	South Norfolk Cabinet	13 Jan 2025	Yes	<i>Corinne Lawrie, Assistant Director of ICT/Digital and Transformation corinne.lawrie@southnorfolkandbroadland.gov.uk, Ben Meen, Head of ICT/Digital ben.meen@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Resources & Innovation	Fully exempt

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Gypsy and Traveller Policies for Site Management	South Norfolk Cabinet	13 Jan 2025	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 Communities (Deputy Leader)	Public
Registered Provider Policies - Rechargeable Policy	South Norfolk Cabinet	13 Jan 2025	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 Communities (Deputy Leader)	Public
Hethersett GP Surgery Business Case	South Norfolk Cabinet	13 Jan 2025	Yes	<i>James Kinnersly, Growth Delivery Manager james.kinnersly@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Planning & Economic Growth	Fully exempt
Framingham Earl Leisure Centre Improvements Business Case	South Norfolk Cabinet	13 Jan 2025	Yes	<i>Simon Phelan, Assistant Director of Community Services simon.phelan@southnorfolkandbroadland.gov.uk, Steve Peet, Leisure Business Development Manager steven.peet@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Health & Leisure	Fully exempt

Subject / Decision	Decision Maker	Decision Due Date	Key Decision?	Responsible Officer	Portfolio	Public or Exempt
<b>February 2025</b>						
Submission of Village Cluster Housing Allocation Plan for Examination	South Norfolk Cabinet	10 Feb 2025	No	<i>Adam Banham, Place Shaping Manager adam.banham@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Planning & Economic Growth	Public
	South Norfolk Council	19 Feb 2025				
Waste Services Policy	South Norfolk Cabinet	10 Feb 2025	No	<i>Simon Phelan, Assistant Director of Community Services simon.phelan@southnorfolkandbroadland.gov.uk, Scott Martin, Strategic Environment and Waste Manager scott.martin@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Environment	Public
	South Norfolk Council	19 Feb 2025				
Refreshed IT Strategy	South Norfolk Cabinet	10 Feb 2025	No	<i>Corinne Lawrie, Assistant Director of ICT/Digital and Transformation corinne.lawrie@southnorfolkandbroadland.gov.uk, Ben Meen, Head of ICT/Digital ben.meen@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Resources & Innovation	Public
	South Norfolk Council	19 Feb 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	No	<i>Adam Banham, Place Shaping Manager adam.banham@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Planning & Economic Growth	Public
	South Norfolk Council	19 Feb 2025				



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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 Planning & Economic Growth	Fully exempt
Council Tax Assistance Scheme	South Norfolk Cabinet	10 Feb 2025	No	<i>Mike Pursehouse, Assistant Director of Individuals and Families mike.pursehouse@southnorfolkandbroadland.gov.uk, Lindsay Sayer, Housing and Benefits Manager lindsay.sayer@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Communities (Deputy Leader)	Public
	South Norfolk Council	19 Feb 2025				
Revenue Budget and Council Tax 2025/26	South Norfolk Cabinet	10 Feb 2025	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 Resources & Innovation	Public
	South Norfolk Council	19 Feb 2025				
Capital Strategy and Capital Programme 2025/26 to 2029/30	South Norfolk Cabinet	10 Feb 2025	No	<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 Resources & Innovation	Public
	South Norfolk Council	19 Feb 2025				

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Treasury Management Strategy Statement 2025/26	South Norfolk Cabinet	10 Feb 2025	No	<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 Resources & Innovation	Public
	South Norfolk Council	19 Feb 2025				
South Norfolk Local Development Scheme	South Norfolk Cabinet	10 Feb 2025	No	<i>Adam Banham, Place Shaping Manager adam.banham@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Planning & Economic Growth	Public
	South Norfolk Council	19 Feb 2025				
South Norfolk Statement of Community Involvement - Update	South Norfolk Cabinet	10 Feb 2025	No	<i>Adam Banham, Place Shaping Manager adam.banham@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Planning & Economic Growth	Public
Delivery Plan 2024-26 Update	South Norfolk Cabinet	10 Feb 2025	No	<i>Corinne Lawrie, Assistant Director of ICT/Digital and Transformation corinne.lawrie@southnorfolkandbroadland.gov.uk, Matt Lemmens, Strategy &amp; Intelligence Manager matt.lemmens@southnorfolkandbroadland.gov.uk</i>	All	Public
	South Norfolk Council	19 Feb 2025				

Subject / Decision	Decision Maker	Decision Due Date	Key Decision?	Responsible Officer	Portfolio	Public or Exempt
<b>March 2025</b>						
Wymondham Town Centre Enhancements	South Norfolk Cabinet	17 Mar 2025	Yes	<i>James Kinnersly, Growth Delivery Manager james.kinnersly@southnorfolkandbroadland.gov.uk, Joel Pailes, Community Infrastructure Officer joel.pailes@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Planning & Economic Growth	Public
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, Matt Lemmens, Strategy &amp; Intelligence Manager matt.lemmens@southnorfolkandbroadland.gov.uk</i>	All	Public
<b>April 2025</b>						
SNC WEEE Textile Service	South Norfolk Cabinet	14 Apr 2025	No	<i>Simon Phelan, Assistant Director of Community Services simon.phelan@southnorfolkandbroadland.gov.uk, Joseph Kenny, Senior Recycling and Partnership Manager joseph.kenny@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Environment	Public

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Review of Hackney Carriage and Private Hire Vehicle Policy and Conditions	South Norfolk Cabinet  South Norfolk Council	14 Apr 2025  19 May 2025	No	<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 Environment	Public
Conservation Area Appraisal for the Conservation Area of Brooke	South Norfolk Cabinet  South Norfolk Council	14 Apr 2025  19 May 2025	No	<i>Chris Bennett, Senior Heritage and Design Officer chris.bennett@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Planning & Economic Growth	Public