



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:

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
June 2024						
Section 202 Policy	South Norfolk Cabinet	10 Jun 2024	No	<i>Mike Pursehouse, Assistant Director of Individuals and Families</i> <i>mike.pursehouse@southnorfolkandbroadland.gov.uk,</i> <i>Richard Dunsire, Head of Housing and Benefits</i> <i>richard.dunsire@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Communities (Deputy Leader)	Public
	South Norfolk Council	22 Jul 2024				
Task & Finish Group Report - Strategic KPIs	South Norfolk Cabinet	10 Jun 2024	No	<i>Corinne Lawrie, Assistant Director of ICT/Digital and Transformation</i> <i>corinne.lawrie@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Leader	Public
	South Norfolk Council	22 Jul 2024				

Subject / Decision	Decision Maker	Decision Due Date	Key Decision?	Responsible Officer	Portfolio	Public or Exempt
July 2024						
Housing Allocations Policy Review	South Norfolk Cabinet	8 Jul 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 Communities (Deputy Leader)	Public
	South Norfolk Council	22 Jul 2024				
South Norfolk Local Development Scheme Update	South Norfolk Cabinet	8 Jul 2024	No	<i>Paul Harris, Place Shaping Team Manager paul.harris@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Planning & Economic Growth	Public
	South Norfolk Council	22 Jul 2024				
September 2024						
NRP Enterprise Zone Capital Investment Proposal	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 Planning & Economic Growth	Fully exempt
Chet Neighbourhood Plan - Consideration of Examiner's Report	South Norfolk Cabinet	2 Sep 2024	No	<i>Richard Squires, Senior Community Planning Officer richard.squires@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Planning & Economic Growth	Public

Subject / Decision	Decision Maker	Decision Due Date	Key Decision?	Responsible Officer	Portfolio	Public or Exempt
East Norwich Masterplan SPD Consultation	South Norfolk Cabinet	2 Sep 2024	Yes	<i>Paul Harris, Place Shaping Team Manager paul.harris@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Planning & Economic Growth	Public
Ratification of Local Development Order - Food Enterprise Park	South Norfolk Cabinet	2 Sep 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 Planning & Economic Growth	Public
Local Authority Housing Fund: Round 3	South Norfolk Cabinet South Norfolk Council	2 Sep 2024 14 Oct 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 Communities (Deputy Leader)	Fully exempt
Trowse with Newton Neighbourhood Plan - Consideration of Examiner's Report	South Norfolk Cabinet	2 Sep 2024	No	<i>Richard Squires, Senior Community Planning Officer richard.squires@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Planning & Economic Growth	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 Planning & Economic Growth	Public

Subject / Decision	Decision Maker	Decision Due Date	Key Decision?	Responsible Officer	Portfolio	Public or Exempt
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@southnorfolkan dbroadland.gov.uk</i>	All	Public
Ketteringham Land Options	South Norfolk Cabinet	2 Sep 2024	Yes	<i>Lee Webster, Senior Project Manager lee.webster@southnorfolkandbroa dland.gov.uk</i>	South Norfolk Portfolio Holder for Planning & Economic Growth	Fully exempt
Diss South Mere Masterplan	South Norfolk Cabinet	2 Sep 2024	Yes	<i>Steve Peet, Leisure Business Development Manager steven.peet@southnorfolkandbroa dland.gov.uk, James Kinnersly, Growth Delivery Manager james.kinnersly@southnorfolkand broadland.gov.uk</i>	South Norfolk Portfolio Holder for Health & Leisure, South Norfolk Portfolio Holder for Planning & Economic Growth	Fully exempt
October 2024						
Car Parking Review	South Norfolk Cabinet	7 Oct 2024	Yes	<i>Dave Disney, Market Towns and Business Development Manager dave.disney@southnorfolkandbro adland.gov.uk</i>	South Norfolk Portfolio Holder for Planning & Economic Growth	Public
Asset Decarbonisation Schemes - Business Cases for Funding	South Norfolk Cabinet	7 Oct 2024	Yes	<i>Annie Sommazzi, Clean Growth and Sustainability Manager annie.sommazzi@southnorfolkand broadland.gov.uk</i>	South Norfolk Portfolio Holder for Planning & Economic Growth	Public

Subject / Decision	Decision Maker	Decision Due Date	Key Decision?	Responsible Officer	Portfolio	Public or Exempt
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 Planning & Economic Growth	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, Rob Adams, Leisure Business Development Manager (Sales and Service) rob.adams@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Health & Leisure	Fully exempt
Registered Provider Policies	South Norfolk Cabinet South Norfolk Council	7 Oct 2024 14 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 Communities (Deputy Leader)	Public
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 Communities (Deputy Leader)	Public

Subject / Decision	Decision Maker	Decision Due Date	Key Decision?	Responsible Officer	Portfolio	Public or Exempt
Framingham Earl Leisure Centre Improvements Business Case	South Norfolk Cabinet	7 Oct 2024	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
Planning - Local Validation Criteria	South Norfolk Cabinet	7 Oct 2024	Yes	<i>Stuart Pontin, Planning Business Improvement Team Manager stuart.pontin@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Planning & Economic Growth	Public
November 2024						
SNC WEEE Textile Service	South Norfolk Cabinet	4 Nov 2024	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
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

Subject / Decision	Decision Maker	Decision Due Date	Key Decision?	Responsible Officer	Portfolio	Public or Exempt
Recycling Action Plan	South Norfolk Cabinet	4 Nov 2024	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
Refreshed IT Strategy	South Norfolk Cabinet South Norfolk Council	4 Nov 2024 16 Dec 2024	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
Robotic Processing Automation (RPA) Business Case	South Norfolk Cabinet South Norfolk Council	4 Nov 2024 16 Dec 2024	No	<i>Corinne Lawrie, Assistant Director of ICT/Digital and Transformation corinne.lawrie@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Resources & Innovation	Public
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 Environment	Public

Subject / Decision	Decision Maker	Decision Due Date	Key Decision?	Responsible Officer	Portfolio	Public or Exempt
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 Planning & Economic Growth	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 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 Resources & Innovation	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, Ben Meen, Head of ICT/Digital ben.meen@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Resources & Innovation	Public
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 Resources & Innovation	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 Planning & Economic Growth	Public

Subject / Decision	Decision Maker	Decision Due Date	Key Decision?	Responsible Officer	Portfolio	Public or Exempt
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, Helen Hall, Performance Lead helen.hall@southnorfolkandbroadland.gov.uk</i>	All	Public
Waste Services Policy	South Norfolk Cabinet	9 Dec 2024	Yes	<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
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 Planning & Economic Growth	Public

Subject / Decision	Decision Maker	Decision Due Date	Key Decision?	Responsible Officer	Portfolio	Public or Exempt
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	No	<i>Paul Harris, Place Shaping Team Manager paul.harris@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Planning & Economic Growth	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 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				
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

Subject / Decision	Decision Maker	Decision Due Date	Key Decision?	Responsible Officer	Portfolio	Public or Exempt
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	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