



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
September 2024						
NRP Enterprise Zone Capital Investment Proposal	South Norfolk Cabinet	2 Sep 2024	Yes	<i>George Denton, Assistant Director of Economic Growth george.denton@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Planning & Economic Growth	Fully exempt
	South Norfolk Council	14 Oct 2024				
Revised Complaints Policy	South Norfolk Cabinet	2 Sep 2024	No	<i>Corinne Lawrie, Assistant Director of ICT/Digital and Transformation corinne.lawrie@southnorfolkandbroadland.gov.uk, Hannah Mawson, Customer Experience and Insight Lead hannah.mawson@southnorfolkandbroadland.gov.uk</i>	All	Public
	South Norfolk Council	14 Oct 2024				

Subject / Decision	Decision Maker	Decision Due Date	Key Decision?	Responsible Officer	Portfolio	Public or Exempt
October 2024						
Diss South Mere Masterplan	South Norfolk Cabinet	7 Oct 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 Planning & Economic Growth, South Norfolk Portfolio Holder for Health & Leisure	Fully exempt
Local Authority Housing Fund: Round 3	South Norfolk Cabinet	7 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
	South Norfolk Council	14 Oct 2024				
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
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
Hingham Neighbourhood Plan - Consideration of Examiners report	South Norfolk Cabinet	7 Oct 2024	No	<i>Richard Squires, Senior Community Planning Officer richard.squires@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Planning & Economic Growth	Public
November 2024						
Framingham Earl Leisure Centre Improvements Business Case	South Norfolk Cabinet	4 Nov 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
Car Parking Review	South Norfolk Cabinet	4 Nov 2024	Yes	<i>Dave Disney, Market Towns and Business Development Manager dave.disney@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	4 Nov 2024	Yes	<i>Ben Burgess, Assistant Director for Planning ben.burgess@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Planning & Economic Growth	Public
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
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

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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 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 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
Cleaning - Contract Award	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 Resources & Innovation	Fully exempt
Wymondham Leisure Centre - Heat Pumps	South Norfolk Cabinet	4 Nov 2024	Yes	<i>Annie Sommazzi, Clean Growth and Sustainability Manager annie.sommazzi@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
Whistleblowing Policy	South Norfolk Cabinet	4 Nov 2024	No	<i>Emma Hodds, Chief of Staff Emma.Hodds@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Resources & Innovation	Public
December 2024						
Permanent Pavement Licensing Regime	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
	South Norfolk Council	16 Dec 2024				
Unreasonably Consistent Complaints - Policy Review	South Norfolk Cabinet	9 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
	South Norfolk Council	16 Dec 2024				
Submission of Village Cluster Housing Allocation Plan for Examination	South Norfolk Cabinet	9 Dec 2024	Yes	<i>Ben Burgess, Assistant Director for Planning ben.burgess@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Planning & Economic Growth	Public

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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 & Intelligence Manager matt.lemmens@southnorfolkandbroadland.gov.uk</i>	All	Public
Registered Provider Policies	South Norfolk Cabinet South Norfolk Council	9 Dec 2024 16 Dec 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
January 2025						
Microsoft Enterprise 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	Public
GN Green Infrastructure Strategy Adoption	South Norfolk Cabinet	13 Jan 2025	Yes	<i>Ben Burgess, Assistant Director for Planning ben.burgess@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Planning & Economic Growth	Public
Gypsy and Traveller Policies	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 - Vulnerable 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

Subject / Decision	Decision Maker	Decision Due Date	Key Decision?	Responsible Officer	Portfolio	Public or Exempt
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
February 2025						
Waste Services Policy	South Norfolk Cabinet	10 Feb 2025	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
Refreshed IT Strategy	South Norfolk Cabinet South Norfolk Council	10 Feb 2025 19 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

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Greater Norwich 5 Year Infrastructure Investment Plan 2025 to 2030 (5YIIP) and Annual Growth Programme (AGP) 2025/26	South Norfolk Cabinet South Norfolk Council	10 Feb 2025 19 Feb 2025	No	<i>Ben Burgess, Assistant Director for Planning ben.burgess@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Planning & Economic Growth	Public
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 South Norfolk Council	10 Feb 2025 19 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
Revenue Budget and Council Tax 2025/26	South Norfolk Cabinet South Norfolk Council	10 Feb 2025 19 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

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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 & Treasury Accountant jennifer.nichols@southnorfolkandbroadland.gov.uk</i>	South Norfolk Portfolio Holder for Resources & Innovation	Public
	South Norfolk Council	19 Feb 2025				
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				
March 2025						
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

Subject / Decision	Decision Maker	Decision Due Date	Key Decision?	Responsible Officer	Portfolio	Public or Exempt
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 & Intelligence Manager matt.lemmens@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	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