



# South Bucks

## District Council

### SOUTH BUCKS DISTRICT COUNCIL FORWARD PLAN / 28 DAY NOTICE

LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS)  
(MEETINGS AND ACCESS TO INFORMATION (ENGLAND) REGULATIONS 2012)

This notice, published in accordance with Regulation 9 of the above Regulations, sets out the key decisions (and non-key decisions) that the Council's Cabinet intends to make at public or private meetings to be held within the next 28 days and beyond.

A further notice - called the Agenda - setting out the items to be considered at the Cabinet (in public and private) will be available no less than 5 working days before the meeting at

<http://www.sbdc-spider.southbucks.gov.uk/uuCoverPage.aspx?bcr=1>

Leader (Councillor A Busby)						
Key Decision (Y/N) <sup>1</sup>	Report Title & Summary <sup>2</sup>	Consultation - How & When <sup>3</sup>	Decision Maker & Date <sup>4</sup>	Private report (Y/N) and reason private <sup>5</sup>	Lead Officer <sup>6</sup>	First Notified <sup>7</sup>
Y	<b>Budget and Council Tax 2015/16</b> To set the Council's budget and Council Tax for 2015/16.	Community PAG: 04.12.2014 Environment PAG: 03.12.2014 Health and Housing PAG: 10.12.2014 Resources PAG: 11.12.2014 Sustainable Development PAG: 27.11.2014 Overview and Scrutiny: 26.01.2015	Cabinet: 09.02.2015 Council: 24.02.2015	Y part of the report to be private - Schedule 12A part 1 para (3)	Director of Resources	12.05.2014
N	<b>Service Plan Summaries 2015-16</b> This report introduces the Council's service plan summaries for 2015-16.		Cabinet: 09.02.2015	N	Chief Executive	28.10.2014
Y	<b>Capital Programme</b> To determine the Capital Programme for 2015/16 - 2017/18.		Cabinet: 09.02.2015	N	Director of Resources	28.10.2014

**Leader (Councillor A Busby)**

<b>Key Decision (Y/N) <sup>1</sup></b>	<b>Report Title &amp; Summary <sup>2</sup></b>	<b>Consultation - How &amp; When <sup>3</sup></b>	<b>Decision Maker &amp; Date <sup>4</sup></b>	<b>Private report (Y/N) and reason private <sup>5</sup></b>	<b>Lead Officer<sup>6</sup></b>	<b>First Notified<sup>7</sup></b>
N	<b>Introduction of Paperless Working for Members</b> To consider a proposal for the introduction of paperless working for Members.	Cabinet: 09.02.2015	Council: 24.02.2015	N	Director of Resources	19/01/2015
N	<b>Q3 Performance Report - 2014-15</b> This report monitors performance against pre-agreed targets and seeks approval for any proposed changes to targets.		Cabinet: 31.03.2015	N	Chief Executive	28.10.2014
N	<b>Performance Indicator Review 2015-16.</b> This report introduces any changes to the performance indicators for 2015-16.		Cabinet: 31.03.2015	N	Chief Executive	28.10.2014

**Deputy Leader, Cabinet Member - Sustainable Development (Councillor R Reed)**

<b>Key Decision (Y/N) <sup>1</sup></b>	<b>Report Title &amp; Summary <sup>2</sup></b>	<b>Consultation - How &amp; When <sup>3</sup></b>	<b>Decision Maker &amp; Date <sup>4</sup></b>	<b>Private report (Y/N) and reason private <sup>5</sup></b>	<b>Lead Officer<sup>6</sup></b>	<b>First Notified<sup>7</sup></b>
Y	<b>HS2 - Colne Valley issue</b> Update members following meeting with HS2.	Sustainable Development PAG: 27.11.2014	Cabinet 09.02.2015	Y part of the report to be private - Schedule 12A part 1 para (5)	Head of Sustainable Development	28.10.2014
N	<b>Duty to Co-operate</b> Regular update on the Council's legal duty to co-operate with other local planning authorities on strategic cross boundary matters.	Sustainable Development PAG: 25.02.2015		N	Head of Sustainable Development	28.10.2014
Y	<b>Wilton Park Supplementary Planning Document</b> The report seeks approval of the Wilton Park Supplementary Planning Document.	Sustainable Development PAG: 25.02.2015	Cabinet: 31.03.2015	N	Head of Sustainable Development	01.05.2013
Y	<b>Local Development Scheme 2015 to 2019 and any associated decisions</b> The new Local Development Scheme will list the Development Plan Documents that the Council intends to produce over the next four years,	Sustainable Development PAG: 22.01.2015	Cabinet 09.02.2015	N	Head of Sustainable Development	28.10.2014

**Deputy Leader, Cabinet Member - Sustainable Development (Councillor R Reed)**

<b>Key Decision (Y/N) <sup>1</sup></b>	<b>Report Title &amp; Summary <sup>2</sup></b>	<b>Consultation - How &amp; When <sup>3</sup></b>	<b>Decision Maker &amp; Date <sup>4</sup></b>	<b>Private report (Y/N) and reason private <sup>5</sup></b>	<b>Lead Officer<sup>6</sup></b>	<b>First Notified<sup>7</sup></b>
	the main topics and geographical areas to be covered and the timetable for preparing the DPDs.					
Y	<b>Airport Commission Consultation</b> To consider the response to consultation on expansion of Heathrow	Sustainable Development PAG: 22.01.2015	Cabinet 09.02.2015	N	Head of Sustainable Development	19.12.2014
Y	<b>Regulation 18 Consultation for the new South Bucks Local Plan 2014-2036</b> The Regulation 18 and Call for Sites consultation papers seeks views on the scope of the new Local Plan as well as on the plan making process. This is a legal requirement and will also assist the Council in part in meeting its Duty to Co-operate with specific organisations	Sustainable Development PAG: 22.01.2015	Cabinet 09.02.2015	N	Head of Sustainable Development	23.12.2014
Y	<b>Waste Management Planning Guidance</b> Report to outline the updated Waste Management Planning Guidance.	Sustainable Development PAG: 25.02.2015  Environment PAG: 18.02.2015	Cabinet 31.03.2015	N	Head of Sustainable Development	05.08.2014
N	<b>External Audit contract for the Farnham Park Playing Fields</b> To award the external audit contract for the Farnham Park Playing Fields.	Audit Committee: 15.01.2015	Head of Finance and Director of Resources: After 15.01.2015	Y Schedule 12A part 1 para (3)	Head of Finance	18/12/2014

**Cabinet Member - Community (Councillor A Cranmer)**

<b>Key Decision (Y/N) <sup>1</sup></b>	<b>Report Title &amp; Summary <sup>2</sup></b>	<b>Consultation - How &amp; When <sup>3</sup></b>	<b>Decision Maker &amp; Date <sup>4</sup></b>	<b>Private report (Y/N) and reason private <sup>5</sup></b>	<b>Lead Officer<sup>6</sup></b>	<b>First Notified<sup>7</sup></b>
Y	<b>Community Development &amp; Village Hall Grant</b> To consider applications for grant funding.	Community PAG: 04.12.2014	Cabinet 09.02.2015	N	Head of Healthy Communities	12.05.2014
Y	<b>Subscriptions and Donations</b> To consider applications for funding.	Community PAG: 04.12.2014	Cabinet 09.02.2015	N	Head of Healthy Communities	12.05.2014

**Cabinet Member - Community (Councillor A Cranmer)**

<b>Key Decision (Y/N) <sup>1</sup></b>	<b>Report Title &amp; Summary <sup>2</sup></b>	<b>Consultation - How &amp; When <sup>3</sup></b>	<b>Decision Maker &amp; Date <sup>4</sup></b>	<b>Private report (Y/N) and reason private <sup>5</sup></b>	<b>Lead Officer<sup>6</sup></b>	<b>First Notified<sup>7</sup></b>
N	<b>Draft Chiltern and South Bucks Joint Community and Wellbeing Plan 2015 - 2018</b> To consider and discuss the benefits of developing a joint community and wellbeing plan with Chiltern District Council	Community PAG: 04.12.2014	Cabinet 09.02.2015	N	Head of Healthy Communities	05.08.2014
N	<b>Update on the Chairman's Community &amp; Volunteering Awards</b> To update members on the success of the annual Chairman's Community & Volunteering Awards and to consider the format of the 2014/15 awards	Community PAG: 04.12.2014	For Information	N	Head of Healthy Communities	18.11.2014
N	<b>Community Safety Update</b> To update members on Community Safety matters	Community PAG: 03.03.2015	For Information	N	Head of Healthy Communities	18.11.2014
Y	<b>Subscriptions and Donations</b> To consider applications for funding.	Community PAG: 03.03.2015	Cabinet 31.03.2015	N	Head of Healthy Communities	19.01.2015
Y	<b>Community Development &amp; Village Hall Grant</b> To consider applications for grant funding.	Community PAG: 03.03.2015	Cabinet 31.03.2015	N	Head of Healthy Communities	19.01.2015
N	<b>Leisure Contract Monitoring System</b> Report to seek members permission to review the current client monitoring processes in line with Chiltern DC.	Community PAG: 03.03.2015	Cabinet 31.03.2015	N	Head of Healthy Communities	19.01.2015
N	<b>Community Development update report</b> Report to update on delivery of community development activities in 2014/15. Proposed activities to take place in 2015/16.	For Information	Community PAG: 03.03.2015	N	Head of Healthy Communities	19.01.2015
N	<b>Information regarding Film Project</b> Update regarding the Film Project undertaken by disability group at Burnham Grammar School.	For Information	Community PAG: 03.03.2015	N	Head of Healthy Communities	19.01.2015

**Cabinet Member - Environment (Councillor N Naylor)**

<b>Key Decision (Y/N) <sup>1</sup></b>	<b>Report Title &amp; Summary <sup>2</sup></b>	<b>Consultation - How &amp; When <sup>3</sup></b>	<b>Decision Maker &amp; Date <sup>4</sup></b>	<b>Private report (Y/N) and reason private <sup>5</sup></b>	<b>Lead Officer<sup>6</sup></b>	<b>First Notified<sup>7</sup></b>
Y	<b>Beaconsfield Common Land - Policy for Control of use of land</b> To set out proposals for a Policy to control the various uses of Common Land in Beaconsfield, such as external eating areas and construction compounds.	Environment PAG: 03.12.2014	Cabinet 09.02.2015	N	Head of Environment	03.11.2014
Y	<b>New Street cleansing vehicles</b> To describe the new street cleansing vehicles to Members.	Environment PAG: 03.12.2014	For Information	N	Head of Environment	10.11.2014
Y	<b>Garden waste service charges 2015-16</b> to consider next years green waste charges.	Environment PAG: 03.12.2014	Cabinet 09.02.2015	N	Head of Environment	10.11.2014
Y	<b>Waste Management Planning Guidance Report</b> New Waste Management Planning Guidance	Environment PAG: 18.02.2015  Sustainable Development PAG: 25.02.2015	Cabinet 31.03.2015	N	Head of Environment	19.01.2015
N	<b>Waste Regulations Compliance Report</b> Compliance of our waste and recycling collection service with Regulations 12 & 13 of the Waste England and Wales Regulations 2011	Environment PAG: 18.02.2015	For information	N	Head of Environment	19.01.2015
Y	<b>Beaconsfield Common Land - Policy for Control of use of land</b> To set out proposals for a Policy to control the various uses of Common Land in Beaconsfield, such as external eating areas and construction compounds	Environment PAG: 18.02.2015	Cabinet 31.03.2015	N	Head of Environment	22.01.2015
Y	<b>Provision of Caddy Liners to Flats</b> Discussion regarding the future provision of liners to flats for food waste.	Environment PAG: 18.02.2015	Cabinet 31.03.2015	N	Head of Environment	23.01.2015

**Cabinet Member - Resources (Councillor D Smith)**

<b>Key Decision (Y/N) <sup>1</sup></b>	<b>Report Title &amp; Summary <sup>2</sup></b>	<b>Consultation - How &amp; When <sup>3</sup></b>	<b>Decision Maker &amp; Date <sup>4</sup></b>	<b>Private report (Y/N) and reason private <sup>5</sup></b>	<b>Lead Officer<sup>6</sup></b>	<b>First Notified<sup>7</sup></b>
Y	<b>Council Tax Support Scheme</b> To approve updated regulations for the 2015/16 Council Tax Support Scheme and to recommend approval by Council		Cabinet: 09.02.2015  Council: 24.02.2015	N	Head of Customer Services	28.10.2014
N	<b>Station Road Car Park</b> Lease discussions.	Resources PAG: 11.12.2014	Cabinet: 09.02.2015	Y Schedule 12A part 1 para (3)	Head of Environment	18.02.2014
Y	<b>Treasury Management Strategy 2015/16</b> To determine the approach to investments for 2015/16 in accordance with the Code of Practise for Treasury Management, and the council's Treasury Management Policy.	Resources PAG: 11.12.2014	Cabinet: 09.02.2015	N	Director of Resources	05.08.2014
Y	<b>Wyatts Covert Woodland - Proposed Transfer to Colne Valley CIC</b> To propose the transfer of land at Wyatts Covert Woodland, Denham to the Colne Valley Park Community Interest Company (CIC)	Resources PAG: 05.03.2015	Cabinet 31.03.2015	N	Head of Environment	21.08.2014
Y	<b>Plant Maintenance Contract Tender</b> To provide an update on the plant maintenance contract tender and to ask the PAG to delegate the choice of supplier to the Director of Services in consultation with the Portfolio Holder Resources.	Resources PAG: 11.12.2014	Cabinet 09.02.2015	N	Head of Environment	28.10.2014
N	<b>Investment Performance Quarter Ending 30 September 2014</b> To report the investment performance of the quarter ending 30 <sup>th</sup> September 2014.	Resources PAG: 11.12.2014	For Information	N	Head of Finance	28.10.2014
N	<b>Applications for Discretionary Rate Relief</b> Applications for Discretionary Rate Relief	Resources PAG: 05.03.2014	Cabinet 31.03.2015	Y Schedule 12A part 1 para (3)	Head of Customer Services	25.11.2014

**Cabinet Member - Health and Housing (Councillor J Woolveridge)**

<b>Key Decision (Y/N) <sup>1</sup></b>	<b>Report Title &amp; Summary <sup>2</sup></b>	<b>Consultation - How &amp; When <sup>3</sup></b>	<b>Decision Maker &amp; Date <sup>4</sup></b>	<b>Private report (Y/N) and reason private <sup>5</sup></b>	<b>Lead Officer<sup>6</sup></b>	<b>First Notified<sup>7</sup></b>
N	<b>Homelessness Strategy</b> This report advises Members of the issues around homelessness in South Bucks identified to date in the shared housing service implementation and how these will be taken forward in developing the Council's Homelessness Strategy	Health and Housing PAG: 10.12.2014	For Information	N	Head of Health and Housing	28.10.2014
N	<b>Health and Safety Delivery Plan 2014-16</b> Proposed Health and Safety Delivery Plan and enforcement policy 2014-16.	Health and Housing PAG: 10.12.2014	Cabinet: 09.02.2015	N	Head of Healthy Communities	03.11.2014
N	<b>Food Service Delivery Plan 2014-16</b> Proposed Food Service Delivery Plan and enforcement policy 2014-16.	Health and Housing PAG: 10.12.2014	Cabinet: 09.02.2015	N	Head of Healthy Communities	03.11.2014
N	<b>Housing Services Update</b> Information item to update members on the current position of several housing initiatives.	Health and Housing PAG: 10.12.2014	For information	N	Head of Healthy Communities	12.05.2014
N	<b>Environmental Health Improvement Plan</b> Information item to update Members on the current position of the Environmental Health Improvement Plan.	Health and Housing PAG: 10.12.2014	For information	N	Head of Healthy Communities	12.05.2014
N	<b>Request to waive repayment of Disabled Facilities Grant</b> Report requesting a recommendation in respect of a request to waive repayment of part of a Disabled Facilities Grant following sale of the property within the 10 year condition period.	Health and Housing PAG: 19.02.2015	Cabinet: 31.03.2015	Y Schedule 12A part 1 para (1 and 3)	Head of Healthy Communities	25.11.2014
Y	<b>HECA Report Review and Actions to March 31st 2017</b> Review of actions established in the HECA Report 2013-15, together with actions set out to March 31st 2017.	Health and Housing PAG: 19.02.2015	Cabinet: 31.03.2015	N	Head of Healthy Communities	15.12.2014

**Cabinet Member - Health and Housing (Councillor J Woolveridge)**

<b>Key Decision (Y/N) <sup>1</sup></b>	<b>Report Title &amp; Summary <sup>2</sup></b>	<b>Consultation - How &amp; When <sup>3</sup></b>	<b>Decision Maker &amp; Date <sup>4</sup></b>	<b>Private report (Y/N) and reason private <sup>5</sup></b>	<b>Lead Officer<sup>6</sup></b>	<b>First Notified<sup>7</sup></b>
Y	<b>Local Lettings Policy</b> Review and revise the South Bucks Local Lettings Policy that was adopted by the Council in 2012.	Health and Housing PAG: 19.02.2015	Cabinet: 31.03.2015	N	Head of Healthy Communities	19.01.2015
Y	<b>Commuted Sums Update</b> Update Members of commuted sum income and expenditure relating to affordable housing and make recommendations for funding allocations for future schemes.	Health and Housing PAG: 19.02.2015	Cabinet: 31.03.2015	N	Head of Healthy Communities	19.01.2015
Y	<b>Progress Report on Energy Efficiency Saving Measures</b> Progress on how energy efficiency savings measures have been implemented across the Council estate.	Health and Housing PAG: 19.02.2015  Environment PAG: 18.02.2015	Cabinet: 31.03.2015	N	Head of Healthy Communities	19.01.2015
Y	<b>Home Energy Conservation Act 1995 - Progress Report and Updated Action Plan</b> 2 year revision of the HECA Report and Action Plan.	Health and Housing PAG: 19.02.2015	Cabinet: 31.03.2015	N	Head of Healthy Communities	19.01.2015
N	<b>Consultation on changes to sheltered housing services</b> To discuss the Bucks CC consultation on changes to sheltered housing services.	Health and Housing PAG: 19.02.2015	For Information	N	Head of Healthy Communities	23.01.2015

**1. Key Decision**

The Regulations explains a “key decision” as an executive decision which is likely:-

- (a) to result in the local authority incurring expenditure which is, or the making of savings which are significant having regard to the relevant authority’s budget for the service or function to which the decision relates; or
- (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the relevant authority.

With regard to (a) Paragraph 6.2 of the Council’s Executive Procedure Rules defines a key as a decision which has income or expenditure effect of £5,000 or more where the sum has not already been budgeted.

**2. Report Title and Summary**

A summary and title of a report is listed in this column. Reports that will be considered at a meeting will be available 5 working dates before the meeting at <http://www.sbdc-spider.southbucks.gov.uk/uuCoverPage.aspx?bcr=1>



### 3. Consultation - How and When

This column shows the process of consultation, which takes place prior to Cabinet.

To support the role of the Portfolio Holders, Policy Advisory Groups (PAGs) have been set up to provide advice and guidance. A report is submitted to the PAG for its consideration, following which the minutes of the PAG are submitted to Cabinet. Cabinet considers the advice of the Portfolio Holder and the PAG when making a decision. The dates of PAGs are shown on the following notice. Whilst meetings of the PAGs are not open to the public the agenda papers and reports (except those subject to prohibition or restriction) are published on the Council's website.

### 4. Decision Maker & Date

This column shows who the Decision will be taken by and the date of when the Decision is due to be taken.

### 5. Private Report and Reason Private

Members of the public are welcome to attend meetings of the Cabinet, however the public can be excluded for an item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1, subject to the qualifications and interpretations in Parts 2 and 3, of Schedule 12A to the Local Government Act 1972 (as amended)

The relevant paragraphs are listed in the table below:

Paragraph	
1.	Information relating to any individual.
2.	Information which is likely to reveal the identity of any individual.
3.	Information relating to the financial or business affairs of any particular person (including the authority holding that information).
4.	Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5.	Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6.	Information which reveals that the authority proposes - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment.
7.	Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

### Making Representation

If you wish to make representations about why a meeting should not take place in private then submit your representations at least 10 clear working days before the meeting to Democratic and Electoral Services, South Bucks District Council, Capswood, Oxford Road, Uxbridge, UB9 4LH - email [democraticservices@southbucks.gov.uk](mailto:democraticservices@southbucks.gov.uk) so that they can be included in this further notice along with a statement of response to the representations as required under Regulation 5.

### 6. Officer Contact

This column confirms who the lead officer is for each item.

### 7. First Notified

This column shows the date the item was first published on the Forward Plan.