

# **THE FOUR MONTH FORWARD PLAN**

1 June 2011 to 30 September 2011



**PLYMOUTH**  
CITY COUNCIL

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**The Forward Plan is published monthly**

## PLYMOUTH CITY COUNCIL FORWARD PLAN OF KEY DECISIONS

### What is the Forward Plan?

The Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 require the Leader to prepare a Forward Plan to cover a period of four months. The Forward Plan contains **key decisions** that the Leader believes are to be taken within this period. It describes the nature of the decision, who is the decision maker, the period in which the decision will be taken, those whom the decision taker proposes to consult, the steps any individual may take who wishes to make representations to the decision maker and a list of background papers considered by the decision taker in respect of the key decision.

### What is a Key Decision?

A **key decision** is –

- (a) Any decision in relation to an Executive function which results in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates;

or

- (b) Any decision that is likely to have a significant impact on two or more wards within the Council.

The threshold for significant expenditure / savings is £2 million for the award of contracts and £500,000 for all other matters.

The Cabinet cannot consider key decisions if they have not been included within the Forward Plan unless they fall within the two exceptions set out at paragraph 15 & 16 of the Regulations, namely:

#### REGULATION 15. GENERAL EXCEPTION

If a matter which is likely to be a key decision has not been included in the forward plan, then subject to Regulation 16 (special urgency), the decision may still be taken if:

- (a) the decision must be taken by such a date that it is impracticable to defer the decision until it has been included in the next forward plan and until the start of the first month to which the next forward plan relates;
- (b) the monitoring officer has informed the Chair of a relevant Scrutiny Panel, or if there is no such person, each member of that panel in writing, by notice, of the matter to which the decision is to be made;
- (c) the Monitoring Officer has made copies of that notice available to the public at the offices of the Council; and
- (d) at least 5 working days have elapsed since the Monitoring Officer complied with (a) and (b).

Where such a decision is taken by a committee, it must be taken in public.

## REGULATION 16. SPECIAL URGENCY

If by virtue of the date by which a decision must be taken Regulation 15 (general exception) cannot be followed, then the decision can only be taken if the decision taker (if an individual) or the Chair of the body making the decision, obtains the agreement of the Chair of the Overview and Scrutiny Management Board that the taking of the decision cannot be reasonably deferred. If there is no Chair of the Overview and Scrutiny Management Board, in his/her absence the Vice Chair will suffice, or in both their absences, any other Member of the Board.

The Forward Plan does not need to refer to exempt information and confidential information cannot be included.

### What is the Budget and Policy Framework?

This is a reference to the Council's policy framework and is made up of a series of Statutory Plans and Strategies listed as below:

Corporate Plan	All Our Futures
Children and Young People's Plan	Capital Strategy and Asset Management Plan
Licensing Authority Policy Statement – Gambling Act 2005	Housing Strategy
Local Development Framework (Documents)	Investment in Children (comprising Strategy for Change and Building Schools for the Future)
Local Transport Plan	Plymouth Economic Strategy
Sustainable Community Strategy	Waste Management Strategy
Youth Justice Plan	

### What does the Forward Plan tell me?

The Plan gives information about:

- what key decisions are coming forward in the next four months
- when those key decisions are likely to be made
- who will make those decisions
- what consultation will be undertaken
- who you can make representations to, and how
- what documents can you ask for, and when
- who you can contact for further information

### Who takes Key Decisions?

Under the Council's Constitution most key decisions are taken at public meetings of either the City Council or the Cabinet and these bodies are presently scheduled to meet on the following dates:

	June 2011	July 2011	August.2011	September 2011
City Council Council House (2 pm)	20 June	25 July	-	-
Cabinet Council House (2pm)	7 June	12 July	9 August	13 September

### Who can I contact?

Each entry in the Plan indicates the names of all the relevant people to contact about that particular item. In addition, the last page of the Forward Plan gives a complete list of all Members of the City Council, the Leader/Executive Members and the Chief Executive/ Executive Directors.

### How do I make contact?

Wherever possible, full contact details are listed in the individual entries in the Forward Plan. If you are unsure how to make contact, please ring the City Council and staff will be able to assist you: Telephone 01752 668000.

### How do I get copies of agenda papers?

The agenda papers for City Council and Cabinet meetings are usually available five working days before the meeting and can be accessed on the Council's website: [www.plymouth.gov.uk/modgov](http://www.plymouth.gov.uk/modgov).

On occasions, the papers you request may contain exempt or confidential information. If this is the case, it will be explained why it will not be possible to make copies available.

## How can I get copies of the Plan?

Copies of the Plan are available for inspection at reasonable hours, free of charge, at the Plymouth City Council offices. The Plan is updated monthly on:

2011
9 June
14 July
11 August
15 September

Copies are also available on the City Council's website: [www.plymouth.gov.uk/modgov](http://www.plymouth.gov.uk/modgov).

## General

If you have any questions or comments about the Plan, we would positively welcome them and would ask that you send them direct to the contact officer named at the start of the Plan. Please also let us know if you have any difficulty in accessing a copy of the Plan or any of the documents referred to therein.

# THE FOUR MONTH FORWARD PLAN

1 June 2011 to 30 September 2011

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\* These items appear in the Forward Plan for the first time.

**COMMUNITY INFRASTRUCTURE LEVY AND INFRASTRUCTURE DELIVERY**  
**DATE FIRST INCLUDED IN THE FP: 14 APRIL 2011**

**Nature of the decision:**

To approve the programme for moving to a Community Infrastructure Levy (CIL) scheme for Plymouth, including approval of the Infrastructure Delivery Plan as a key evidence base in support of CIL and wider resource planning and prioritisation.

**Who will make the decision?** Cabinet

**Timing of the decision?** Between 7 June 2011 and 29 July 2011

**Who will be consulted and how?**

Persons to be consulted with:

Plymouth Regeneration Forum  
Local Agents Forum  
Relevant infrastructure and service providers  
Neighbouring local authorities

Process to be used:

Direct discussions  
Meetings

**Information to be considered by the decision makers:**

1. Planning Obligations and Affordable Housing Supplementary Planning Document
2. Government publications on Community Infrastructure Levy
3. CIL Regulations

**Documents to be considered when the decision is taken**

as above for decision makers.

**Representations:** In writing by 16 May 2011 to -  
Assistant Director of Development and Regeneration (Planning Services)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents: For further information contact:  
Jonathan Bell, Head of Development Planning  
Email: jonathan.bell@plymouth.gov.uk Tel: 01752 304353



**REVIEW OF LOCAL DEVELOPMENT SCHEME**  
**DATE FIRST INCLUDED IN THE FP: 14 APRIL 2011**

**Nature of the decision:**

To seek approval for the review of the Local Development Scheme.

**Who will make the decision?** Cabinet

**Timing of the decision?** Between 7 June 2011 and 29 July 2011

**Who will be consulted and how?**

Persons to be consulted with:

Government Office South West  
Devon County Council  
South Hams District Council  
Planning Inspectorate

Process to be used:

Direct discussions  
Meetings

**Information to be considered by the decision makers:**

1. Local Development Scheme
2. Local Development Framework Annual Monitoring Report

**Documents to be considered when the decision is taken**

as above for decision makers.

**Representations:** In writing by 16 May 2011 to -  
Assistant Director of Development and Regeneration (Planning Services)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents: For further information contact:  
Jonathan Bell, Head of Development Planning  
Email: jonathan.bell@plymouth.gov.uk Tel: 01752 304353

**REVISED HOUSING ASSISTANCE POLICY**  
**DATE FIRST INCLUDED IN THE FP: 14 APRIL 2011**

**Nature of the decision:**

Approval of the revised Housing Assistance Policy.

**Who will make the decision?** Cabinet

**Timing of the decision?** 12 July 2011

**Who will be consulted and how?**

Persons to be consulted with:

Officers, external partners, stakeholders and organizations.

Process to be used:

Electronic and written communication, meetings

**Information to be considered by the decision makers:**

The revised Assistance Policy with terms and conditions.

**Documents to be considered when the decision is taken**

A covering report charting changes from the existing policy and the basis for making those changes.

**Representations:** In writing by 27 June 2011 to -  
Assistant Director for Strategic Housing

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents: For further information contact:  
Peter Grimoldby, Senior Renewals Officer  
Email: [peter.grimoldby@plymouth.gov.uk](mailto:peter.grimoldby@plymouth.gov.uk) Tel: 01752 307084

**VISITOR PLAN FOR PLYMOUTH**  
**DATE FIRST INCLUDED IN THE FP: 14 APRIL 2011**

**Nature of the decision:**

To adopt the Visitor Plan for Plymouth.

**Who will make the decision?** Cabinet

**Timing of the decision?** 9 August 2011

**Who will be consulted and how?**

Persons to be consulted with:

- Destination Plymouth; Plymouth Waterfront Partnership; Plymouth City Centre Company; Head of Strategic Marketing – Positively Plymouth
- Culture Board
- Economic Development, Leisure, Strategic Planning, Transport
- University of Plymouth; Plymouth Chamber of Commerce; Plymouth Area Business Council
- Transport Operators
- Visit England
- Plymouth Naval Base Visitor Centre Company and Naval Base Commander

Process to be used:

The draft report to be circulated to all the above consultees and presentations on the Visitor Plan will be made to Members of Plymouth City Council and separate presentations to Destination Plymouth, the Culture Board and the Naval Base Visitor Centre Company, at time to be agreed during and at the completion of the programme.

**Information to be considered by the decision makers:**

The Visitor Plan, together with associated Business and Marketing Plans for Destination Plymouth.

**Documents to be considered when the decision is taken**

as above for decision maker.

**Representations:** In writing by 25 July 2011 to -  
Director for Development and Regeneration

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents: For further information contact:  
Patrick Knight, City Centre Project Officer  
Email: [patrick.knight@plymouth.gov.uk](mailto:patrick.knight@plymouth.gov.uk) Tel: 01752 304472

**ACQUISITION OF DERRIFORD BUSINESS PARK  
DATE FIRST INCLUDED ON THE FP: 11 MAY 2011**

**Nature of the decision:**

Authorisation to proceed with the acquisition of the freehold interest from SWRDA of Derriford Business Park, a commercial investment comprising seven office buildings totalling c. 4,000 sq m (43,000 sq ft) available to be leased to third parties, with car parking and landscaping.

**Who will make the decision?** Cabinet

**Timing of the decision?** 7 June 2011

**Who will be consulted and how?**

Persons to be consulted with:

- legal officers
- finance officers
- planning officers

Process to be used:

Discussions have been held with relevant officers

**Information to be considered by the decision makers:**

1. Summary of the acquisition cost
2. property lettings and estate liabilities
3. the capital value of the property
4. possible future development potential
5. the method of financing its acquisition

**Documents to be considered when the decision is taken**

Legal, finance and valuation advice

**Representations:** In writing by 26 May 2011 to -  
Head of Strategic Projects (Economic Development Service)  
Assistant Director for Economic Development

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents: For further information contact:  
David James, Head of Strategic Projects  
Email: david.james2@plymouth.gov.uk Tel: 01752 304571

## **TRANSFER OF SWRDA OWNED PROPERTIES TO PLYMOUTH CITY COUNCIL**

**DATE FIRST INCLUDED IN THE FP: 11 MAY 2011**

### **Nature of the decision:**

Authorisation to proceed to take a freehold transfer of properties owned by the South West RDA in Plymouth including Royal William Yard and Western King, Plymouth International Medical and Technology Park, land at Stonehouse Creek and the RDA's interests in certain income-producing properties owned by the City Council.

**Who will make the decision?** Cabinet

**Timing of the decision?** 7 June 2011

### **Who will be consulted and how?**

Persons to be consulted with:

- legal officers
- finance officers
- planning officers

Process to be used:

Discussions have been held with relevant officers.

### **Information to be considered by the decision makers:**

1. Summary of property asset package legal
2. Valuation advice
3. Summary of proposed finance ring-fencing arrangements for these assets, which are to be used to assist the completion of major projects at RWY and PIMTP or for economic development initiatives in Plymouth in conjunctions with the approved Growth Fund

### **Documents to be considered when the decision is taken**

Legal and valuation advice

**Representations:** In writing by 26 May 2011 to -  
Head of Strategic Projects (Economic Development Service)  
Assistant Director for Economic Development

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents: For further information contact:  
David James, Head of Strategic Projects  
Email: david.james2@plymouth.gov.uk Tel: 01752 30 4571

**POLICY FRAMEWORK ITEM: ADOPTION OF SHOPPING CENTRES  
SUPPLEMENTARY PLANNING DOCUMENT  
DATE FIRST INCLUDED IN THE FP: 14 APRIL 2011**

**Nature of the decision:**

To adopt the Shopping Centres Supplementary Planning Document, as part of the Local Development Framework.

*(Note: this item is a voluntary addition to the Forward Plan. The decision is not a Key Decision)*

**Who will make the decision?** City Council

**Timing of the decision?** Between 7 June 2011 and 26 September 2011

**Who will be consulted and how?**

Persons to be consulted with:

Key stakeholders, local communities and members consulted as part of process of consulting on the draft Supplementary Planning Document, as approved by the Cabinet on 18 January 2011.

Process to be used:

Draft Supplementary Planning Document consultation process involved exhibitions, meetings, briefings, use of newsletter and other publicity material.

**Information to be considered by the decision makers:**

1. Local Development Scheme
2. Local Development Framework Core Strategy
3. Consultation responses on draft Supplementary Planning Document
4. Local Development Framework evidence base reports

**Documents to be considered when the decision is taken**

as above for decision makers.

**Representations:** In writing by 16 May 2011 to -  
Assistant Director of Development and Regeneration (Planning Services)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents: For further information contact:  
Jonathan Bell, Head of Development Planning  
Email: jonathan.bell@plymouth.gov.uk Tel: 01752 304353

**POLICY FRAMEWORK ITEM: DERRIFORD AND SEATON AREA ACTION PLAN: REVISED PRE-SUBMISSION VERSION  
DATE FIRST INCLUDED IN THE FP: 14 APRIL 2011**

**Nature of the decision:**

To seek approval for the submission of the Derriford and Seaton Area Action Plan to the Secretary of State, including publication of the revised pre-submission version of the area action plan for the purposes of consultation

*(Note: This item is included in the Forward Plan to cover the eventuality that a further process of consultation is required in relation to the pre-submission stage).*

*(Note: this item is a voluntary addition to the Forward Plan. The decision is not a Key Decision)*

**Who will make the decision?** City Council

**Timing of the decision?** Between 7 June 2011 and 26 September 2011

**Who will be consulted and how?**

Persons to be consulted with:

Key stakeholders, local communities and members consulted as part of pre-submission process, which was approved by the City Council on 31 January 2011.

Process to be used:

Pre-submission consultation process involved exhibitions, meetings, briefings, use of newsletter and other publicity material.

**Information to be considered by the decision makers:**

1. Local Development Scheme
2. Local Development Framework Core Strategy
3. Consultation responses on pre-submission draft of Area Action Plan
4. Local Development Framework evidence base reports

**Documents to be considered when the decision is taken**

as above for decision makers.

**Representations:** In writing by 23 May 2011 to -  
Assistant Director of Development and Regeneration (Planning Services)

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents: For further information contact:  
Jonathan Bell, Head of Development Planning  
Email: jonathan.bell@plymouth.gov.uk Tel: 01752 304353

**SEX ESTABLISHMENTS LICENSING POLICY**  
**DATE FIRST INCLUDED IN THE FP: 17 MARCH 2011**

**Nature of the decision:**

Adoption of the Local Government (Miscellaneous Provisions) Act 1982 to regulate Sexual Entertainment Venues.

Adoption of the associated policy, scheme of delegation and fee structure.

*(Note: this item is a voluntary addition to the Forward Plan. The decision is not a Key Decision)*

**Who will make the decision?** City Council

**Timing of the decision?** 25 July 2011

**Who will be consulted and how?**

Persons to be consulted with:

Environmental Health, Health and Safety Executive, Planning Dept, Child Protection Team, Devon and Cornwall Police, Trading Standards, Devon and Somerset Fire and Rescue Service, Maritime and Coastguard Agency, Primary Care Trust, Community Safety Partnership Team, Devon Licensing Forum

Faith group representatives

All currently licensed businesses

Special interest groups

Councillors

Trade Bodies

Public

Team Plymouth

Customer and Communities Overview and Scrutiny Panel

Cabinet (12 July 2011)

Process to be used:

Public Protection Service has undertaken a formal written public consultation.

**Information to be considered by the decision makers:**

Report from the Public Protection Service

Feedback from the public consultation

Draft Policy, scheme of delegation and fee structure

**Documents to be considered when the decision is taken**

Cabinet reports

**Representations:** In writing by 27 June 2011 to -

Director for Community Services

Contact details available from Plymouth City Council Tel: 01752 668000

Further information – Availability of Documents: For further information contact:

Andy Netherton, Unit Manager (Safety, Health and Licensing Unit)

Email: [andy.netherton@plymouth.gov.uk](mailto:andy.netherton@plymouth.gov.uk) Tel: 01752 304742



**Municipal Year 2011/12**  
**Cabinet / Cabinet Members:**

The Leader will be appointed by the City Council, at the Annual Meeting of the City Council, on 20 May 2011.

Cabinet Members will be appointed by the Leader and made known at the Annual Meeting of the City Council on 20 May 2011.

**Chief Executive and Executive Directors**

Barry Keel, Chief Executive

Adam Broome, Director for Corporate Support

Carole Burgoyne, Director for Community Services

Bronwen Lacey, Director of Services for Children and Young People

Anthony Payne, Director for Development and Regeneration

Deb Lapthorne, Director for Public Health

***Members of the City Council***

The Lord Mayor, Councillor Mrs Aspinall (to 20 May 2011);

The Deputy Lord Mayor, Councillor Coker (to May 2011), and

Councillors Ball; Mrs Beer; Berrow; Bowie; Bowyer; Mrs Bowyer; Mrs Bragg; Brookshaw (Lord Mayor Designate); Browne; Casey; Churchill; Davey; Delbridge (Deputy Lord Mayor Designate); Mrs Dolan; Drear, Evans; Foster; Mrs W Foster; Fry; Gordon; Haydon; James; Jordan; Lowry; Martin Leaves; Michael Leaves; Sam Leaves; Lock; Dr Mahony; McDonald; Monahan; Murphy; Mrs Nelder; Nicholson; Mrs Nicholson; Penberthy; Mrs Pengelly; Rennie; Reynolds; Ricketts; Dr Salter; Singh; J Smith; P Smith; Stevens; Stark; Thompson; Tuffin; Tuohy; Vincent; Wheeler; Wigen; Wildy, Williams and Wright