

Cabinet work programme

12 March 2018



Listening Learning Leading

| DECISION AND PURPOSE (AND REASON FOR CONFIDENTIALITY WHERE APPROPRIATE) | KEY DECISION? | DECISION MAKER AND EARLIEST DECISION DATE | CABINET MEMBER | DATE FIRST ON WORK PROGRAMME | PRINCIPAL CONSULTEES (including Committees) | CONTACT OFFICER | DOCUMENTS TO BE USED BY THE DECISION MAKER |
|---|------------------|---|-------------------|------------------------------------|--|---|---|
| March decisions | | | | | | | |
| Standing item: Property decisions Purpose: to approve any property sales or purchases or take any property management decisions. This is likely to be an exempt decision due to the confidential nature of contract negotiations with third parties (Category 3). | Yes | Head of development and regeneration March 2018 Cabinet member for development and regeneration March 2018 | David Nimmo-Smith | 28 Jul 2014 | | Suzanne Malcolm suzanne.malcolm@southandvale.gov.uk | Cabinet member decision form |
| Standing item: to create a budget and release section 106 funds | Yes | Cabinet member for planning March 2018 | Felix Bloomfield | 15 Nov 2017 | | Adrian Duffield adrian.duffield@southandvale.gov.uk | Cabinet member decision form |
| Standing item: Neighbourhood planning Purpose: to determine any matters relating to neighbourhood plans | No | Cabinet member for planning March 2018 | Felix Bloomfield | 23 Aug 2016 | | Ricardo Rios ricardo.rios@southandvale.gov.uk | Cabinet member decision form |
| Didcot leisure facilities Purpose: to agree arrangements | Yes | Cabinet member for community services March 2018 | Lynn Lloyd | 10 Oct 2017 | | Dylan Evans dylan.evans@southandvale.gov.uk | Cabinet member decision form |

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| CCTV Purpose: to review camera provision | Yes | Cabinet member for housing and environment March 2018 | Elizabeth Gillespie | 15 Dec 2017 | | Karen Brown karen.brown@southandvale.gov.uk | Cabinet member decision form |
| Community Infrastructure Levy review Purpose: to approve the revised documents for consultation | No | Cabinet member for planning March 2018 | Felix Bloomfield | 1 Aug 2017 | | Heike Wetzstein heike.wetzstein@southandvale.gov.uk | Cabinet member decision form |
| Benson Neighbourhood Plan Purpose: to progress the neighbourhood plan to a referendum | Yes | Cabinet member for planning March 2018 | Felix Bloomfield | 15 Dec 2017 | | Ricardo Rios ricardo.rios@southandvale.gov.uk | Cabinet member decision form |
| Watlington Neighbourhood Plan Purpose: to progress the neighbourhood plan to a referendum | No | Cabinet member for planning March 2018 | Felix Bloomfield | 15 Dec 2017 | | Ricardo Rios ricardo.rios@southandvale.gov.uk | Cabinet member decision form |
| Local plan Purpose: to consider a report on the local plan and make recommendations to Council as necessary. | No | Cabinet 20 March 2018 Council 19 April 2018 | John Cotton | 12 Mar 2018 | | Holly Jones holly.jones@southandvale.gov.uk | Cabinet report |
| April decisions | | | | | | | |
| Community infrastructure levy spending strategy Purpose: to approve the strategy | Yes | Cabinet 5 April 2018 | David Nimmo- Smith | 12 Jan 2017 | Scrutiny Committee | Cathie Scotting cathie.scotting@southandvale.gov.uk | Cabinet report |

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| Public space protection order for Thame Purpose: to approve a public space protection order | Yes | Cabinet 5 April 2018 | Elizabeth Gillespie | 15 Dec 2017 | | Karen Brown karen.brown@southandvale.gov.uk | Cabinet report |
| Wallingford Conservation Area Purpose: to adopt the conservation area appraisal and boundary review | No | Cabinet 5 April 2018 | Felix Bloomfield | 15 Dec 2017 | | Samantha Allen samantha.allen@southandvale.gov.uk | Cabinet report |
| Office accommodation Purpose: to agree arrangements. This is likely to be an exempt decision due to the confidential nature of contract negotiations with third parties (Category 3). | Yes | Cabinet 5 April 2018 | Robert Simister | 15 Nov 2017 | | Adrianna Partridge adrianna.partridge@southandvale.gov.uk | Cabinet report |
| May decisions | | | | | | | |
| Preparations for the Homelessness Reduction Act Purpose: to determine how the government grant should be spent to implement the Act | Yes | Cabinet member for housing and environment May 2018 | Elizabeth Gillespie | 1 Dec 2017 | | Philip Ealey phil.ealey@southandvale.gov.uk | Cabinet member decision form |

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| June decisions | | | | | | | |
| Housing allocations policy Purpose: to approve a revised draft housing allocations policy for consultation | No | Cabinet member for housing and environment June 2018 | Elizabeth Gillespie | 2 Feb 2018 | | Philip Ealey phil.ealey@southandvale.gov.uk | Cabinet member decision form |
| Sewage treatment plant at Moulsford Purpose: to award a contract to supply and install a new plant | Yes | Cabinet member for housing and environment June 2018 | Elizabeth Gillespie | 10 May 2017 | | Duncan Grainge duncan.grainge@southandvale.gov.uk | Cabinet member decision form |
| Didcot Garden Town Purpose: to approve funding allocations | Yes | Cabinet member for legal and democratic services, plus Didcot Garden Town June 2018 | Tony Harbour | 2 Oct 2017 | | Andrew Down andrew.down@southandvale.gov.uk | Cabinet member decision form |
| Community infrastructure levy review Purpose: to approve the revised documents for publication and submission for examination | No | Cabinet member for planning June 2018 | Felix Bloomfield | 12 Mar 2018 | | Adrian Duffield adrian.duffield@southandvale.gov.uk | Cabinet member decision form |
| Housing and growth deal for Oxfordshire Purpose: to approve the scope of the joint statutory spatial plan | Yes | Cabinet 7 June 2018 | John Cotton | 15 Feb 2018 | | Andrew Down andrew.down@southandvale.gov.uk | Cabinet report |
| Leisure facilities strategy Purpose: to adopt the revised strategy | Yes | Cabinet 7 June 2018 | Lynn Lloyd | 19 Jan 2018 | Scrutiny Committee | Dylan Evans dylan.evans@southandvale.gov.uk | Cabinet report |

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| Councillor grants scheme review Purpose: to review and update the grants scheme | Yes | Cabinet 7 June 2018 | Lynn Lloyd | 23 Feb 2018 | | Jayne Bolton jayne.bolton@southandvale.gov.uk | Cabinet report |
| Pilot scheme - costs of volunteering Purpose: to consider a pilot scheme to help residents fund the costs of becoming a volunteer | Yes | Cabinet 7 June 2018 | Lynn Lloyd | 19 Jan 2018 | | Sally Truman sally.truman@southandvale.gov.uk | Cabinet report |
| Great Western Park, Didcot Purpose: to approve arrangements for the maintenance of open space | Yes | Cabinet 7 June 2018 | David Nimmo-Smith | 14 Oct 2016 | | Gerry Brough gerry.brough@southandvale.gov.uk | Cabinet report |
| Didcot Gateway Purpose: to agree a development scheme. This is likely to be an exempt decision due to the confidential nature of contract negotiations with third parties (Category 3). | Yes | Cabinet 7 June 2018 | David Nimmo-Smith | 10 Oct 2017 | | Suzanne Malcolm suzanne.malcolm@southandvale.gov.uk | Cabinet report |
| Public space protection order for Henley Purpose: to approve a public space protection order | No | Cabinet 7 June 2018 | Elizabeth Gillespie | 12 Mar 2018 | | Karen Brown karen.brown@southandvale.gov.uk | Cabinet report |

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| August decisions | | | | | | | |
| Public Realm team Purpose: to consider proposed enhancements | Yes | Cabinet 2 August 2018 | Elizabeth Gillespie | 12 Mar 2018 | | Liz Hayden liz.hayden@southandvale.gov.uk | Cabinet report |
| October decisions | | | | | | | |
| Inter-authority agreement Purpose: to recommend Council to agree arrangements | No | Cabinet 4 October 2018 | Robert Simister | 12 Mar 2018 | | Adrianna Partridge adrianna.partridge@southandvale.gov.uk | Cabinet report |
| December decisions | | | | | | | |
| Community infrastructure levy review Purpose: to recommend Council to adopt the revised charging schedule and supporting documents | No | Cabinet 6 December 2018 | Felix Bloomfield | 12 Mar 2018 | | Adrian Duffield adrian.duffield@southandvale.gov.uk | Cabinet report |

Cabinet work programme

What is the Cabinet work programme?

The Cabinet work programme is a list of the key decisions and other planned cabinet and cabinet member decisions to be taken on behalf of the council.

What is a key decision?

Key decisions are defined as decisions that are likely to:

- incur expenditure, make savings or to receive income of more than £75,000 or
- award a revenue or capital grant of over £25,000 or
- agree an action that, in the view of the chief executive, a strategic director or the relevant head of service, would be significant in terms of its effects on communities living or working in an area comprising more than one ward in the area of the council.

Officers may also include other items in this work programme on a voluntary basis that do not fit the above definition.

What does the Cabinet work programme tell me?

The work programme gives information about:

- what key decisions and other planned cabinet and cabinet member decisions are coming forward in the next few months
- when those 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 you can ask for
- who you can contact for further information

Who takes key decisions?

Key decisions are taken by the Cabinet, individual Cabinet members or individual officers acting under delegated powers.

Exempt or confidential decisions

This work programme gives notice of any Cabinet decisions that are likely to be considered in part of a Cabinet meeting when the public are excluded. It may become necessary during the course of a Cabinet meeting to debate an issue or make a decision in the exempt or confidential part of the meeting. However, the Cabinet must first resolve to exclude the public and give a reason for doing so under Schedule 12A of the Local Government Act 1972.

Who are the Cabinet members?

- [John Cotton - Leader](#) - Responsible for partnership and insight, plus the Local Plan
- [Jane Murphy - Deputy Leader](#) - Responsible for finance
- [Felix Bloomfield](#) – Responsible for planning
- [Elizabeth Gillespie](#) - Responsible for housing and environment
- [Tony Harbour](#) – Responsible for legal and democratic services, plus Didcot Garden Town
- [Lynn Lloyd](#) - Responsible for community services
- [David Nimmo-Smith](#) - Responsible for development and regeneration
- [Robert Simister](#) - Responsible for corporate services

How do I make contact?

Each entry in the work programme indicates the names of all the relevant people to contact about that particular item. The telephone numbers for the relevant officers are listed in the individual entries. The contact details for the Cabinet members are available on the Council's website or by telephoning the Council offices on 01235 422422.

How do I get copies of agenda papers and other relevant documents?

The agenda papers for Cabinet meetings and other relevant documents are available five working days before the meeting on the Council's website www.southoxon.gov.uk. Alternatively you can contact Steve Culliford, Democratic Services Officer, Legal and Democratic, South Oxfordshire District Council, 135 Eastern Avenue, Milton Park, Milton, OX14 4SB, tel: 01235 422522, e-mail: steve.culliford@southandvale.gov.uk. On occasions, the papers you request may contain exempt or confidential information. If this is the case, we will explain why it is not possible to make copies available.

How to make representations to Cabinet

Members of the public wishing to address a meeting of the Cabinet on an issue on the agenda should notify the Head of Legal and Democratic Services by noon on the day before the meeting. Please contact Steve Culliford, Democratic Services Officer, Legal and Democratic, South Oxfordshire District Council, 135 Eastern Avenue, Milton Park, Milton, OX14 4SB, tel: 01235 422522, e-mail: steve.culliford@southandvale.gov.uk.