

Cabinet work programme

4 April 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
April 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 April 2018 Cabinet member for development and regeneration April 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 April 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 April 2018	Felix Bloomfield	23 Aug 2016		Ricardo Rios ricardo.rios@southandvale.gov.uk	Cabinet member decision form
CCTV Purpose: to review camera provision	Yes	Cabinet member for housing and environment April 2018	Elizabeth Gillespie	15 Dec 2017		Karen Brown karen.brown@southandvale.gov.uk	Cabinet member decision form

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Public space protection order for Henley Purpose: to approve a public space protection order	No	Cabinet member for housing and environment April 2018	Elizabeth Gillespie	12 Mar 2018		Karen Brown karen.brown@southandvale.gov.uk	Cabinet member decision form
Benson Neighbourhood Plan Purpose: to progress the neighbourhood plan to a referendum	Yes	Cabinet member for planning April 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 April 2018	Felix Bloomfield	15 Dec 2017		Ricardo Rios ricardo.rios@southandvale.gov.uk	Cabinet member decision form
Housing and growth deal for Oxfordshire Purpose: to agree arrangements	No	Cabinet April 2018	John Cotton	23 Mar 2018		Andrew Down andrew.down@southandvale.gov.uk	Cabinet member decision form
South Oxfordshire Local Plan Purpose: to re-consider options two and three in the head of planning's report to Cabinet on 20 March 2018 and bring recommendations to Council to progress the Local Plan	No	Cabinet April 2018 Council April 2018	John Cotton	3 Apr 2018		Holly Jones holly.jones@southandvale.gov.uk	Cabinet Report
Public space protection order for Thame Purpose: to approve a public space protection order	No	Cabinet 5 April 2018	Elizabeth Gillespie	15 Dec 2017		Karen Brown karen.brown@southandvale.gov.uk	Cabinet report

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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
Dorchester-on-Thames Neighbourhood Development Plan Purpose: to recommend Council to make the neighbourhood plan part of the district council's development plan	No	Cabinet 5 April 2018 Council 19 April 2018	Felix Bloomfield	3 Apr 2018		Ricardo Rios ricardo.rios@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
Community Infrastructure Levy review Purpose: to approve the revised documents for consultation	No	Cabinet member for planning May 2018	Felix Bloomfield	1 Aug 2017		Heike Wetzstein heike.wetzstein@southandvale.gov.uk	Cabinet member decision form
CCTV Purpose: to enter into an agreement with Henley-on-Thames Town Council	Yes	Head of housing and environment Not before 2 May 2018	Elizabeth Gillespie	4 Apr 2018		Liz Hayden liz.hayden@southandvale.gov.uk	Officer key 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 Moulsoford 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		John Backley john.backley@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		Gerry Brough gerry.brough@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

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Community infrastructure levy spending strategy Purpose: to approve the strategy	Yes	Cabinet 7 June 2018	David Nimmo- Smith	12 Jan 2017	Scrutiny Committee	Cathie Scotting cathie.scotting@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
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		Suzanne Malcolm suzanne.malcolm@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 7 June 2018	Robert Simister	15 Nov 2017		Adrianna Partridge adrianna.partridge@southandvale.gov.uk	Cabinet member decision form

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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
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
- [John Walsh - 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.