

# Cabinet work programme

4 September 2018



Listening Learning Leading

| DECISION AND PURPOSE<br>(AND REASON FOR<br>CONFIDENTIALITY WHERE<br>APPROPRIATE)  | KEY<br>DECISION? | DECISION MAKER AND<br>EARLIEST DECISION<br>DATE   | CABINET MEMBER   | DATE FIRST<br>ON WORK<br>PROGRAMME | PRINCIPAL<br>CONSULTEES<br>(including<br>Committees) | CONTACT OFFICER   | DOCUMENTS<br>TO BE USED BY<br>THE DECISION<br>MAKER |
|---|------------------|---|------------------|------------------------------------|--|---|---|
| <b>September decisions</b>  |                  |   |                  |                                    |  |   |   |
| <b>Standing item: Property decisions</b><br>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              | Cabinet member for development and regeneration<br><b>September 2018</b><br><br>Head of development and regeneration<br><b>September 2018</b> | Paul Harrison    | 28 Jul 2014                        |  | Suzanne Malcolm<br><a href="mailto:suzanne.malcolm@southandvale.gov.uk">suzanne.malcolm@southandvale.gov.uk</a> | Cabinet member decision form                        |
| <b>Standing item: Section 106 funds</b><br>Purpose: to create a budget and release funds  | Yes              | Cabinet member for planning<br><b>September 2018</b>  | Felix Bloomfield | 15 Nov 2017                        |  | Adrian Duffield<br><a href="mailto:adrian.duffield@southandvale.gov.uk">adrian.duffield@southandvale.gov.uk</a> | Cabinet member decision form                        |
| <b>Standing item: Neighbourhood planning</b><br>Purpose: to determine any matters relating to neighbourhood plans   | No               | Cabinet member for planning<br><b>September 2018</b>  | Felix Bloomfield | 23 Aug 2016                        |  | Ricardo Rios<br><a href="mailto:ricardo.rios@southandvale.gov.uk">ricardo.rios@southandvale.gov.uk</a>          | Cabinet member decision form                        |

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| <b>Volunteering strategy and action plan</b><br>Purpose: to approve the strategy and action plan   | Yes              | Cabinet member for community services<br><b>September 2018</b>           | Lynn Lloyd       | 17 May 2018                        |  | Shona Ware<br><a href="mailto:shona.ware@southandvale.gov.uk">shona.ware@southandvale.gov.uk</a>                | Cabinet member decision form                        |
| <b>Housing allocations policy</b><br>Purpose: to approve a revised draft housing allocations policy for consultation   | No               | Cabinet member for housing and environment<br><b>September 2018</b>      | Caroline Newton  | 2 Feb 2018                         |  | Philip Ealey<br><a href="mailto:phil.ealey@southandvale.gov.uk">phil.ealey@southandvale.gov.uk</a>              | Cabinet member decision form                        |
| <b>Housing and growth deal for Oxfordshire</b><br>Purpose: to agree arrangements, including approval of the statement of common ground   | No               | Cabinet<br><b>September 2018</b>   | Bill Service     | 23 Mar 2018                        |  | Andrew Down<br><a href="mailto:andrew.down@southandvale.gov.uk">andrew.down@southandvale.gov.uk</a>             | Cabinet report                                      |
| <b>Science Vale marketing</b><br>Purpose: to appoint a contractor  | Yes              | Cabinet member for development and regeneration<br><b>September 2018</b> | Paul Harrison    | 2 Aug 2018                         |  | Melanie Smans<br><a href="mailto:melanie.smans@southandvale.gov.uk">melanie.smans@southandvale.gov.uk</a>       | Cabinet member decision form                        |
| <b>Oxfordshire Joint Spatial Plan</b><br>Purpose: to approve the Local Development Scheme, approve the draft Statement of Community Involvement for public consultation, and approve the scoping document. | Yes              | Cabinet<br><b>27 September 2018</b>                                      | Felix Bloomfield | 14 Jun 2018                        | Joint Scrutiny Committee                             | Adrian Duffield<br><a href="mailto:adrian.duffield@southandvale.gov.uk">adrian.duffield@southandvale.gov.uk</a> | Cabinet report                                      |

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| <b>October decisions</b>  |                  |   |                  |                                    |  |  |   |
| <b>Chalgrove Neighbourhood Plan</b><br>Purpose: to agree that the Chalgrove Neighbourhood Plan Referendum progresses to referendum. | No               | Cabinet member for planning<br><b>October 2018</b>                | Felix Bloomfield | 17 Aug 2018                        |  | Ricardo Rios<br><a href="mailto:ricardo.rios@southandvale.gov.uk">ricardo.rios@southandvale.gov.uk</a> | Cabinet member decision form                        |
| <b>Cholsey Neighbourhood Plan</b><br>Purpose: to agree that the Cholsey Neighbourhood Plan progresses to referendum.                | No               | Cabinet member for planning<br><b>October 2018</b>                | Felix Bloomfield | 17 Aug 2018                        |  | Ricardo Rios<br><a href="mailto:ricardo.rios@southandvale.gov.uk">ricardo.rios@southandvale.gov.uk</a> | Cabinet member decision form                        |
| <b>Goring Neighbourhood Plan</b><br>Purpose: to agree that the Goring Neighbourhood Plan progresses to referendum.                  | No               | Cabinet member for planning<br><b>October 2018</b>                | Felix Bloomfield | 17 Aug 2018                        |  | Ricardo Rios<br><a href="mailto:ricardo.rios@southandvale.gov.uk">ricardo.rios@southandvale.gov.uk</a> | Cabinet member decision form                        |
| <b>Little Milton Neighbourhood Plan</b><br>Purpose: to agree that the Little Milton Neighbourhood Plan progresses to referendum.    | No               | Cabinet member for planning<br><b>October 2018</b>                | Felix Bloomfield | 17 Aug 2018                        |  | Ricardo Rios<br><a href="mailto:ricardo.rios@southandvale.gov.uk">ricardo.rios@southandvale.gov.uk</a> | Cabinet member decision form                        |
| <b>Didcot Garden Town</b><br>Purpose: to approve funding allocations  | Yes              | Cabinet member for partnership and insight<br><b>October 2018</b> | Bill Service     | 2 Oct 2017                         |  | Andrew Down<br><a href="mailto:andrew.down@southandvale.gov.uk">andrew.down@southandvale.gov.uk</a>    | Cabinet member decision form                        |

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|---|------------------|---|----------------|------------------------------------|--|--|---|
| <b>Community infrastructure<br/>levy spending strategy</b><br>Purpose: to approve the<br>strategy   | Yes              | Cabinet<br><b>4 October 2018</b>  | Paul Harrison  | 12 Jan 2017                        | Scrutiny Committee                                   | Jayne Bolton<br><a href="mailto:jayne.bolton@southandvale.gov.uk">jayne.bolton@southandvale.gov.uk</a>                   | Cabinet report                                      |
| <b>Great Western Park,<br/>Didcot</b><br>Purpose: to approve<br>management arrangements<br>for open space and<br>community centres  | Yes              | Cabinet<br><b>4 October 2018</b>  | Paul Harrison  | 14 Oct 2016                        |  | Suzanne Malcolm<br><a href="mailto:suzanne.malcolm@southandvale.gov.uk">suzanne.malcolm@southandvale.gov.uk</a>          | Cabinet report                                      |
| <b>Didcot Gateway</b><br>Purpose: to agree a<br>development scheme. This<br>is likely to be an exempt<br>decision due to the<br>confidential nature of<br>contract negotiations with<br>third parties (Category 3). | Yes              | Cabinet<br><b>4 October 2018</b>  | Paul Harrison  | 10 Oct 2017                        |  | Suzanne Malcolm<br><a href="mailto:suzanne.malcolm@southandvale.gov.uk">suzanne.malcolm@southandvale.gov.uk</a>          | Cabinet report                                      |
| <b>Inter-authority agreement</b><br>Purpose: to recommend<br>Council to agree<br>arrangements   | No               | Cabinet<br><b>4 October 2018</b><br><br>Council<br><b>11 October 2018</b> | Kevin Bulmer   | 12 Mar 2018                        |  | Adrianna Partridge<br><a href="mailto:adrianna.partridge@southandvale.gov.uk">adrianna.partridge@southandvale.gov.uk</a> | Cabinet report                                      |
| <b>Treasury management<br/>outturn 2017/18</b><br>Purpose: to consider the<br>report and make any<br>recommendations to<br>Council  | No               | Cabinet<br><b>4 October 2018</b><br><br>Council<br><b>11 October 2018</b> | David Dodds    | 14 Jun 2018                        | Joint Audit and<br>Governance<br>Committee           | Simon Hewings<br><a href="mailto:simon.hewings@southandvale.gov.uk">simon.hewings@southandvale.gov.uk</a>                | Cabinet report                                      |

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| <b>The Baldons<br/>Neighbourhood Plan</b><br>Purpose: to make the<br>neighbourhood plan part of<br>this council's development<br>plan                     | No               | Cabinet<br><b>9 October 2018</b><br><br>Council<br><b>11 October 2018</b>   | Felix Bloomfield | 4 Sept 2018                        |  | Ricardo Rios<br><a href="mailto:ricardo.rios@southandvale.gov.uk">ricardo.rios@southandvale.gov.uk</a>       | Cabinet report                                      |
| <b>Warborough and<br/>Shillingford<br/>Neighbourhood Plan</b><br>Purpose: to make the<br>neighbourhood plan part of<br>this council's development<br>plan | No               | Cabinet<br><b>9 October 2018</b><br><br>Council<br><b>11 October 2018</b>   | Felix Bloomfield | 4 Sept 2018                        |  | Ricardo Rios<br><a href="mailto:ricardo.rios@southandvale.gov.uk">ricardo.rios@southandvale.gov.uk</a>       | Cabinet report                                      |
| <b>December decisions</b>   |                  |   |                  |                                    |  |  |   |
| <b>Pyrton conservation area</b><br>Purpose: to consider<br>adoption of the conservation<br>area boundary revision and<br>appraisal                        | No               | Cabinet<br><b>6 December 2018</b>   | Felix Bloomfield | 2 Jul 2018                         |  | Samantha Allen<br><a href="mailto:samantha.allen@southandvale.gov.uk">samantha.allen@southandvale.gov.uk</a> | Cabinet report                                      |
| <b>Local Plan</b><br>Purpose: to recommend<br>Council to approve the<br>Local Plan  | No               | Cabinet<br><b>6 December 2018</b>   | Felix Bloomfield | 4 Sept 2018                        |  | Holly Jones<br><a href="mailto:holly.jones@southandvale.gov.uk">holly.jones@southandvale.gov.uk</a>          | Cabinet report                                      |
| <b>Chalgrove<br/>Neighbourhood Plan</b><br>Purpose: to make the<br>neighbourhood plan part of<br>this council's development<br>plan                       | No               | Cabinet<br><b>6 December 2018</b><br><br>Council<br><b>20 December 2018</b> | Felix Bloomfield | 4 Sept 2018                        |  | Ricardo Rios<br><a href="mailto:ricardo.rios@southandvale.gov.uk">ricardo.rios@southandvale.gov.uk</a>       | Cabinet report                                      |

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|--|------------------|---|------------------|------------------------------------|--|---|---|
| <b>Cholsey Neighbourhood Plan</b><br>Purpose: to make the neighbourhood plan part of this council's development plan       | No               | Cabinet<br><b>6 December 2018</b><br><br>Council<br><b>20 December 2018</b> | Felix Bloomfield | 4 Sept 2018                        |  | Ricardo Rios<br><a href="mailto:ricardo.rios@southandvale.gov.uk">ricardo.rios@southandvale.gov.uk</a>    | Cabinet report                                      |
| <b>Goring Neighbourhood Plan</b><br>Purpose: to make the neighbourhood plan part of this council's development plan        | No               | Cabinet<br><b>6 December 2018</b><br><br>Council<br><b>20 December 2018</b> | Felix Bloomfield | 4 Sept 2018                        |  | Ricardo Rios<br><a href="mailto:ricardo.rios@southandvale.gov.uk">ricardo.rios@southandvale.gov.uk</a>    | Cabinet report                                      |
| <b>Little Milton Neighbourhood Plan</b><br>Purpose: to make the neighbourhood plan part of this council's development plan | No               | Cabinet<br><b>6 December 2018</b><br><br>Council<br><b>20 December 2018</b> | Felix Bloomfield | 4 Sept 2018                        |  | Ricardo Rios<br><a href="mailto:ricardo.rios@southandvale.gov.uk">ricardo.rios@southandvale.gov.uk</a>    | Cabinet report                                      |
| <b>Leisure strategy</b><br>Purpose: to adopt the revised strategy  | Yes              | Cabinet<br><b>6 December 2018</b>   | Lynn Lloyd       | 19 Jan 2018                        | Scrutiny Committee                                   | Dylan Evans<br><a href="mailto:dylan.evans@southandvale.gov.uk">dylan.evans@southandvale.gov.uk</a>       | Cabinet report                                      |
| <b>Housing allocations policy</b><br>Purpose: to approve the policy  | Yes              | Cabinet<br><b>6 December 2018</b>   | Caroline Newton  | 11 May 2018                        |  | Philip Ealey<br><a href="mailto:phil.ealey@southandvale.gov.uk">phil.ealey@southandvale.gov.uk</a>        | Cabinet report                                      |
| <b>Council tax base</b><br>Purpose: to recommend the council tax base to Council   | No               | Cabinet<br><b>6 December 2018</b><br><br>Council<br><b>13 December 2018</b> | David Dodds      | 14 Jun 2018                        |  | Simon Hewings<br><a href="mailto:simon.hewings@southandvale.gov.uk">simon.hewings@southandvale.gov.uk</a> | 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 (except government grant) 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 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?

- [Jane Murphy](#) – Leader of the Council and responsible for communications
- [Felix Bloomfield](#) – Deputy Leader of the Council and responsible for planning
- [Anna Badcock](#) – Responsible for legal and democratic
- [Kevin Bulmer](#) - Responsible for corporate services
- [David Dodds](#) - Responsible for finance
- [Paul Harrison](#) - Responsible for development and regeneration
- [Lynn Lloyd](#) - Responsible for community services
- [Caroline Newton](#) - Responsible for housing and environment
- [Bill Service](#) - Responsible for partnership and insight

## How do I make contact?

Each entry in the work programme indicates the names of the relevant people to contact about that particular item. The contact details for the Cabinet members are available on the Council's website [www.southoxon.gov.uk](http://www.southoxon.gov.uk) or by clicking on the Cabinet members' names above, 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](http://www.southoxon.gov.uk). Alternatively you can contact Steve Culliford, Democratic Services, Legal and Democratic, South Oxfordshire District Council, 135 Eastern Avenue, Milton Park, OX14 4SB, tel: 01235 422522, e-mail: [steve.culliford@southandvale.gov.uk](mailto: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 5pm on the day before the meeting. Please contact Steve Culliford, Democratic Services, Legal and Democratic, South Oxfordshire District Council, 135 Eastern Avenue, Milton Park, OX14 4SB, tel: 01235 422522, e-mail: [steve.culliford@southandvale.gov.uk](mailto:steve.culliford@southandvale.gov.uk).