



CAMBRIDGE
CITY COUNCIL

THE FORWARD PLAN

1 March 2024 - 31 May 2024

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Republished 04/03/24

Executive Councillors 2023/24

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Contact details for all Councillors is available at
<http://democracy.cambridge.gov.uk/mgMemberIndex.aspx?bcr=1>

The Forward Plan: 1 March 2024 - 31 May 2024

The Forward Plan sets out all the Key and Non-Key Decisions that Executive Councillors will take over the following four months and also includes items that will be brought to Area and Regulatory Committees for discussion and formal decision.

The Plan is updated quarterly and a full copy sent to all Councillors. Members of the public can access the Key Decisions and Area Committees document from this date via the website.

Any amendments to the Plan will be listed on the webpage. This will also be circulated by email to councillors, to show the changes. Please contact Democratic Services for further information.

A decision will be 'KEY' if:

1. The decision is likely to result in the City Council incurring expenditure or making savings in excess of £300,000 (£1,000,000 for procurement). Excluded from this are all loans to banks or other financial institutions made in accordance with the Treasury Management Policy.

In relation to letting contracts the key decision is seeking authority to procure (and delegate authority to award). OR

2. The decision relates to the acquisition or disposal of land or interest in land with a value in excess of £600,000. OR

3. The decision is likely to be significant in terms of its effects on communities living or working in any ward in Cambridge. OR

4. The decision relates to consideration by the Executive of any matters which involve proposals or decisions:

- to change any plan or strategy included in the Policy framework; or
- to develop any major new plan or strategy; or
- for the annual budget; or
- which would otherwise be contrary to or not in accordance with the policy framework or budget. OR

5. The decision relates to consideration by the Executive of any matters which involve proposals or decisions which would have a substantial impact on the operational management of the Council.

All Key Decisions will automatically be included on Scrutiny Committee agendas but Non-Key Decisions will not.

However - two members of a Scrutiny Committee may request that a Non-Key Decision is brought to the meeting for discussion. This request must be made to Committee Manager (James Goddard) no later than 10 working days before the meeting, or the date the Executive Councillor will make the decision, whichever is earlier.

Deadline dates for the request of a Non-Key Decision are included in the Plan.

Any Non-Key decision which does not appear on the Forward Plan at least 15 working days before a Scrutiny Committee meeting will automatically be referred for pre-scrutiny by the relevant Scrutiny Committee.

Committee Meeting and Publication Dates

Committee	Page	Meeting date	Agendas published
Environment and Community	10	21/03/24	11/03/24
Housing Scrutiny Committee	20	12/03/24	29/02/24
Planning and Transport	26	19/03/24	07/03/24
Strategy and Resources	28	25/03/24	13/03/24
Civic Affairs	33	13/05/24	02/05/24
Licensing	34	11/03/24	01/03/24

Contact Information

To contact the lead officers listed in the report

- Phone – 01223 457000
- Email – All Cambridge City Council addresses are in the format firstname.lastname@cambridge.gov.uk

Alternatively you can contact Democratic Services who will deal with your enquiry on your behalf. Democratic Services can be contacted on:

- Phone – 01223 457013
- Email – democratic.services@cambridge.gov.uk

Contact Information for all Councillors is available at <http://democracy.cambridge.gov.uk/mgMemberIndex.aspx?bcr=1> and a search facility (including by postcode) is available at <http://democracy.cambridge.gov.uk/mgFindCouncillor.aspx>

Forward Plan - Decisions of the Executive

This section includes all items scheduled for consideration by Executive Councillors at the relevant Scrutiny Committee.

- Items, which are listed as KEY decisions, will automatically appear on the agenda for debate and decision.
- Items, which are listed as NON KEY decisions, will automatically appear on the agenda but will only be subject to debate if requested by two members of the relevant Scrutiny Committee at least 10 working days before the meeting.

Committee reports will be available one week before the meeting [on the City Council website](#).

Forward Plan

Environment and Community Scrutiny Committee – 21/03/24 (Key Decisions)

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
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<p>Greater Cambridge Air Quality Strategy 2024 - 2029</p> <p>To adopt the Greater Cambridge Air Quality Strategy</p>	<p>It was agreed at the October 2023 Environmental & Community Scrutiny Committee to pursue a joint air quality strategy with South Cambridgeshire District Council (SCDC) and to work towards WHO air quality guideline targets. SCDC agreed these decisions at their equivalent committee in December 2023.</p> <p>Local authorities are required to monitor air quality across their district under Local Air Quality Management (LAQM) Regulations and where objective levels are achieved produce an Air Quality Strategy. The strategy should outline how air quality will be maintained and improved; including how it will help achieve national PM2.5 targets. Levels are now achieved across Cambridge.</p> <p>This strategy has been developed with extensive consultation consisting of Public Health, wider delivery partners and the general public (consultation on citizen Lab between 18th January and 15th February 2024). Interim targets have been set to be delivered over the lifetime of the strategy.</p>	<p>Executive Councillor for Climate Action and Environment</p>	<p>Jo Dicks Environmental Quality & Growth Manager</p>	<p>This is a key item and will automatically appear on the agenda for discussion / debate.</p>
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<p>Public Art Commissioning Strategy and the use of S106 Funding for Public Art</p> <p>a. To approve recommended S106 public art grants in those parts of Cambridge where generic S106 funding for public art is available and where eligible grant applications have been received in November-December 2023.</p> <p>b. To approve a Public Art Commissioning Strategy.</p> <p>c. To approve a new process whereby any generic S106 funds in the public art category, which are within two years of the date by which they need to be used or contractually committed, may be de-allocated from a project that is unlikely to deliver on time, so that they could be re allocated to another relevant project which could make timely use of this funding.</p>	<p>The Council collects developer contributions (known as S106 funding) from developers to mitigate the impact of development in Cambridge. This includes generic S106 funds, secured in agreements before April 2015, the uses of which are identified via S106 funding rounds. This report will take stock of recently completed projects and other funding allocations, plus remaining S106 funding availability. See Overview of S106 funding - Cambridge City Council.</p> <p>Alongside the development of a Public Art Commissioning Strategy (mentioned in a report to this Committee in March 2022), the Council has run another public art grant round, seeking grant applications from community groups/local organisations working with an artist. The purpose is to identify high quality, new original public art projects, which involve an artist, engage the community, are publicly accessible and provide a lasting legacy and which would enable remaining S106 funds for public art to be used on time.</p>	<p>Executive Councillor for Communities</p>	<p>Alistair Wilson Strategic Delivery Manager</p>	<p>This is a key item and will automatically appear on the agenda for discussion / debate.</p>
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<p>Creativity and Culture for All. Cambridge City Council's Cultural Strategy (2024-2029)</p> <p>Approval and adoption of the Cambridge City Council Cultural Strategy (2024-2029).</p>	<p>The Cultural Strategy has been developed to benefit all residents, in support of the council's vision and key objectives.</p> <p>It is not intended to dictate the agendas and priorities of other organisations. Rather, it is a statement of intent from Cambridge City Council about our role and commitment to deliver cultural activities and services, provide ideas leadership, support cultural activity, convene strong collaborative partnerships, develop innovative new business models for the arts and culture, and advocate for the importance of culture at a local, regional, national and international level.</p> <p>The strategy reflects the needs and priorities identified in other council strategies and initiatives, including community wealth building, youth, economic development, and environmental sustainability.</p>	<p>Executive Councillor for Communities</p>	<p>Frances Alderton Culture & Community Manager</p>	<p>This is a key item and will automatically appear on the agenda for discussion / debate.</p>
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<p>Community Wealth Building Strategy</p> <p>To approve the Community Wealth Building Strategy.</p>	<p>The Community Wealth Building (CWB) Strategy sets out the Council's approach to tackling poverty and inequality and building an inclusive and sustainable economy in Cambridge. The CWB Strategy will replace the Council's current Anti-Poverty Strategy from April 2024 onwards.</p>	<p>Executive Councillor for Community Wealth Building and Community Safety</p>	<p>David Kidston Strategy and Partnerships Manager</p>	<p>This is a key item and will automatically appear on the agenda for discussion / debate.</p>
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<p>2023/24 S106 Funding Round (Streets and Open Spaces)</p> <p>a. To approve proposals for public realm improvements in Abbey ward. b. To approve proposals for improvements to play areas and open spaces in those parts of the city where relevant S106 funding is available and there is a particular need to make appropriate use of relevant S106 contributions. c. To approve a new process whereby any generic S106 funds in the play provision, informal open space and public realm contribution types, which are within two years of the date by which they need to be used or contractually committed, may be de-allocated from a project that is unlikely to deliver on time, so that they could be re allocated to another relevant project (related to where the S106 contributions are from) which could make timely use of this funding.</p>	<p>The Council collects developer contributions (known as S106 funding) from developers to mitigate the impact of development in Cambridge. This includes generic S106 funds, secured in agreements before April 2015, the uses of which are identified via S106 funding rounds. This report will take stock of recently completed projects and other funding allocations, plus remaining S106 funding availability. See Overview of S106 funding - Cambridge City Council.</p> <p>Local councillors in those wards where generic S106 funds for play and open spaces are still available are being invited to comment on relevant proposals for local improvements: these funding recommendations are now scheduled for reporting to this committee in March 2024. In the meantime, there are a number of S106 funds where there is a need for decisions to be made sooner, to enable use of funds by the end of the next financial year.</p>	<p>Executive Councillor for Open Spaces and City Services</p>	<p>Alistair Wilson Strategic Delivery Manager</p>	<p>This is a key item and will automatically appear on the agenda for discussion / debate.</p>
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<p>Herbicide Reduction Plan</p> <p>a) To review the work completed on the Herbicide Reduction Plan.</p> <p>b) To consider and approve methodologies for weed control.</p> <p>c) To approve an integrated weed control policy for the City.</p>	<p>The Council unanimously voted in favour of declaring a Biodiversity Emergency on 18th July 2019; and this included a commitment to reducing and removing the need to use herbicides on highway verges, roads, and pavements, and to find viable and effective unwanted vegetation control alternatives.</p> <p>This report reviews the work completed on the journey to meeting this ambition.</p>	<p>Executive Councillor for Open Spaces and City Services</p>	<p>Alistair Wilson Strategic Delivery Manager</p>	<p>This is a key item and will automatically appear on the agenda for discussion / debate.</p>
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<p>Outdoor Play Spaces Investment Strategy</p> <p>To note and approve the model and methodology for the play strategy to be used as a tool for the future defining of investment and rationalisation of Cambridge's play provision</p>	<p>The strategy which is based on an online system allows the in-depth analytical review and future upkeep of data relating to play provision in the city. It will allow identification of strategic improvements across the play area portfolio and will influence and inform the Council's investment decision making. By analysing the quality, value and distribution of play across the City the system is a tool for officers to make evidence based decisions and recommendations to the Council on the current 103 and additional future play areas/spaces in the Council's ownership. The system can be updated as changes are made and allow real time data for continuous review and improvement and it is anticipated that the system will provide functionality to interface with the public. It will enable a structured approach to the financial investment required over the short, medium and long term and will also enable the Council to plan by an evidence-based approach creating potential business e</p>	<p>Executive Councillor for Open Spaces and City Services</p>	<p>Alistair Wilson Strategic Delivery Manager</p>	<p>This is a key item and will automatically appear on the agenda.</p>
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Environment and Community Scrutiny Committee – (Non Key Decisions)

Non key items will only appear on the agenda if requested for pre-scrutiny by 07/03/24

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Cambridge Market Status and Powers</p> <p>To approve a range of changes to the Cambridge General Market Regulations.</p>		<p>The report will consider proposed changes to the current adopted Market Regulations; and for each the report will provide a brief explanation of why it has been proposed; what the anticipated impact of the proposed change is likely to be for Traders; consultation feedback and what the corresponding management action the Council is proposing to take in response.</p>	<p>Executive Councillor for Climate Action and Environment</p>	<p>Alistair Wilson Strategic Delivery Manager</p>	<p>Not currently requested for pre-scrutiny.</p>

Housing Scrutiny Committee – 12/03/24 (Key Decisions)

Part 1 - Management of the Council's Housing Stock

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
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<p>Rent Regulation Error Refund / Remediation Policy</p> <p>To approve the Rent Regulation Error Refund / Remediation Policy.</p>	<p>Following identification by officers of two historic rent regulation errors, there is a requirement for tenants who have been over-charged by the Council to be refunded. This report seeks approval of a rent refund policy specific to this issue, to ensure a consistent and timely approach to making refunds to all tenants affected by this error.</p> <p>The report relates to a key decision that has not been included on the Forward Plan for the whole 28-day requirement before the meeting because an urgent decision that now necessitates this report was not made until 26 February 2024 and legal advice was also awaited. With the permission of the Chair of Housing Scrutiny Committee the urgency procedure has been invoked to suspend the 28 day requirement so that the item can be considered at Committee so it is open to scrutiny and debate rather than a decision being made through the out of cycle process.</p>	<p>Executive Councillor for Housing and Homelessness</p>	<p>Julia Hovells Head of Finance and Business Manager</p>	<p>This is a key item and will automatically appear on the agenda for discussion / debate.</p>
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<p>HRA Provisional Carry Forwards 2023/24</p> <p>Approval is sought in respect of the provisional carry forward of revenue budgets from 2023/24 into 2024/25.</p>		<p>Approval is required in respect of the provisional carry forward of revenue budgets from 2023/24 into 2024/25 to allow officers to continue delivering services from 1 April 2024 in an uninterrupted manner.</p>	<p>Executive Councillor for Housing and Homelessness</p>	<p>Julia Hovells Head of Finance and Business Manager</p>	<p>This is a key item and will automatically appear on the agenda for discussion / debate.</p>
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Housing Scrutiny Committee – 12/03/24 (Non Key Decisions)

Part 1 - Management of the Council's Housing Stock

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Compliance Report</p> <p>None - This report is for information and not for decision.</p>		<p>The report provides an update on the compliance related activities delivered within the Estates & Facilities Team, including a summary on gas servicing, electrical testing and fire safety work.</p>	<p>Executive Councillor for Housing and Homelessness</p>	<p>James Elms Director, City Services Group</p>	<p>This item will automatically appear on the agenda for discussion / debate.</p>

Housing Scrutiny Committee – 12/03/24 (Key Decisions)

Part 2 - Strategic Housing

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Purchase of New Affordable Housing - ATS & Murketts, 137 & 143 Histon Road</p> <p>Approval for acquisition of affordable housing into council stock.</p>		<p>Housing being delivered by a third party in line with Planning obligations.</p>	<p>Executive Councillor for Housing and Homelessness</p>	<p>Ben Binns Assistant Director, Development</p>	<p>This is a key item and will automatically appear on the agenda for discussion / debate.</p>
<p>Update on New Build Council Housing Delivery</p> <p>Regular update on the delivery of new council homes under the 500 and 10 year new homes programmes.</p>		<p>Cambridge HDA was set up using a Cambridgeshire & Peterborough Combined Authority devolution grant with the target to build 500 new Council homes in Cambridge. Additional approval was granted at the Meeting of the Housing Scrutiny Committee on 24 September 2020 to proceed with a new 10yr housing delivery programme. This combined report serves to update the members on progress to date.</p>	<p>Executive Councillor for Housing and Homelessness</p>	<p>Ben Binns Assistant Director, Development</p>	<p>This is a key item and will automatically appear on the agenda for discussion / debate.</p>

Housing Scrutiny Committee – 12/03/24 (Non Key Decisions)

Part 2 - Strategic Housing

Non key items will only appear on the agenda if requested for pre-scrutiny by 27/02/24

Currently no non key items scheduled for 12/03/24

Planning and Transport Scrutiny Committee – 19/03/24 (Key Decisions)

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Statement of Community Involvement</p> <p>To agree to adopt the Statement of Community Involvement.</p>		<p>The draft Statement of Community Involvement was published for consultation between October and November 2023. The SCI has been updated where relevant in response to the consultation responses and this final version is being brought to PTSC for formal adoption.</p>	<p>Executive Councillor for Planning, Building Control, and Infrastructure</p>	<p>Jonathan Dixon Planning Policy Manager</p>	<p>This is a key item and will automatically appear on the agenda for discussion / debate.</p>
<p>Greater Cambridge Local Plan Timetable</p> <p>To agree an updated Local Plan timetable.</p>		<p>The Local Plan timetable (previously called the Local Development Scheme (LDS)) is a timetable for the production of new or revised documents that set out the planning policy framework for Greater Cambridge. The latest LDS was agreed by the Councils in 2022. The Councils are required to keep the timetable up to date.</p>	<p>Executive Councillor for Planning, Building Control, and Infrastructure</p>	<p>Caroline Hunt Strategic Planning Manager SCDC & City</p>	<p>This is a key item and will automatically appear on the agenda for discussion / debate.</p>

Planning and Transport Scrutiny Committee – 19/03/24 (Non Key Decisions)

Non key items will only appear on the agenda if requested for pre-scrutiny by 05/03/24

Currently no non key items scheduled for 19/03/24

Strategy and Resources Scrutiny Committee - 25/03/24 (Key Decisions)

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Greater Cambridge Accommodation BID and Visitor Levy</p> <p>To approve the recommended roles for the Council in the work led by the Cambridge BID, to establish the feasibility of an Accommodation BID (ABID) for the Greater Cambridge area.</p>		<p>The Cambridge Business Improvement District (BID) is proposing to set up a new Accommodation BID (ABID), funded by a visitor levy to deliver significant investment for the visitor economy. The report will cover the roles of the council in the process for the potential establishment of an ABID.</p>	<p>Executive Councillor for Community Wealth Building and Community Safety</p>	<p>Jemma Little Economic Development Manager</p>	<p>This is a key item and will automatically appear on the agenda.</p>
<p>Cambridge City Housing Company Limited Update</p> <p>To provide comments on the contents of the company's draft business plan to the company's Board of Directors.</p>		<p>The report presents the annual update on the Council's intermediate housing company, Cambridge City Housing Company Limited. The updated business plan for the period 2023/24 – 2032/33 is presented for comment and the company's acquisition policy and future plans are considered.</p>	<p>Executive Councillor for Finance and Resources</p>	<p>Caroline Ryba Chief Financial Officer</p>	<p>This is a key item and will automatically appear on the agenda for discussion / debate.</p>

<p>Council Tax Premiums on 2nd Homes and Long Term Empty Property</p> <p>To implement proposals to introduce Council Tax Premiums on 2nd homes (periodically occupied properties), and to extend the long-term empty property premium to properties that have been unoccupied and unfurnished for at least 1 year.</p>	<p>The Government's Levelling Up and Regeneration Bill sets out proposals to introduce new legislation to apply Council Tax premiums on 2nd homes and long term empty properties that have been empty for a period of more than 1 year.</p> <p>Currently 100% of Council Tax is charged on 2nd homes and a premium is only applied on a long term empty property that has been empty for at least 2 years.</p> <p>The key rationale are:</p> <ul style="list-style-type: none"> - To incentivise the occupation of empty properties. - Discourage, or generate additional income from, 2nd home ownership to help ensure the supply of homes meets local housing needs. - Billing authorities are required to make a resolution confirming their requirements at least 12 months prior to the financial year in which the changes will come into effect; meaning that earliest these changes can be adopted would be 1 April 2024 with new premiums only being applied from 1 April 2025. 	<p>Executive Councillor for Finance and Resources</p>	<p>Kevin Jay Local Taxation Manager</p>	<p>This is a key item and will automatically appear on the agenda for discussion / debate.</p>
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<p>2023-24 General Fund Provisional Revenue Carry Forwards</p> <p>To recommend to Council to approve in principle, the carry forward of estimated revenue budget amounts from 2023/24 to 2024/25.</p>	<p>In order to ensure that ongoing work funded from 2023/24 General Fund revenue budgets can be continued in the new financial year, estimated unspent revenue budgets relating to work delayed from 2023/24 need to be approved for carry forward. Approval of confirmed amounts will be requested in the General Fund outturn report in July 2024.</p>	<p>Executive Councillor for Finance and Resources</p>	<p>Caroline Ryba Chief Financial Officer</p>	<p>This is a key item and will automatically appear on the agenda for discussion / debate.</p>
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Strategy and Resources Scrutiny Committee - 25/03/24 (Non Key Decisions)

Non key items will only appear on the agenda if requested for pre-scrutiny by 11/03/24

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Combined Authority Update</p> <p>To enable the Committee to scrutinise the Council's representative on the Combined Authority.</p>		<p>The report will update the Committee on the Combined Authority's activities since its last meeting.</p>	<p>Leader of the Council</p>	<p>Andrew Limb Assistant Chief Executive</p>	<p>This item will automatically appear on the agenda for scrutiny.</p>
<p>Update on the Four Day Week Trial Being Carried out by South Cambridgeshire District Council</p> <p>1. Approve the request of South Cambridgeshire District Council to continue the working arrangements for SCDC staff delivering shared services with Cambridge City Council.</p> <p>2. To note the decision taken by SCDC to present an update report to S&R scrutiny committee, no later than the end of July 2024.</p>		<p>To provide members with an update on the Four Day trial</p>	<p>Leader of the Council</p>	<p>Jane Wilson Chief Operating Officer</p>	<p>This item will automatically appear on the agenda for scrutiny.</p>

Regulatory Committees

This section includes items scheduled for consideration by the following Regulatory Committees:

- Civic Affairs
- Licensing Committee

Committees that consider planning applications are not included on the Forward Plan.

All items listed on the plan will automatically be included on the relevant committee agenda for decision and debate.

Committee reports will be available one week before the meeting from Democratic Services.

Civic Affairs - 13/05/24

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Nominations of Honorary Councillors</p> <p>To recommend to Council the appointment of the Honorary Councillors following nominations received.</p>			Civic Affairs	Dan Kalley Democratic Services Manager	This item will automatically appear on the agenda for discussion / debate.
<p>Committee Appointments and Constitutional Changes for Annual Council</p> <p>To consider the proposed Committee allocations by party and the nominations received. Also to consider the nominations for Chairs and Vice Chairs of Scrutiny and Regulatory Committees.</p> <p>The committee will recommend to Council to agree the number and size of committees, agree to depart from proportionality on Planning Committee, and to note the nominations.</p>			Civic Affairs	Dan Kalley Democratic Services Manager	This item will automatically appear on the agenda for discussion / debate.

Licensing - 11/03/24

Currently no items scheduled for 11/03/24