



CAMBRIDGE
CITY COUNCIL

THE FORWARD PLAN

1 January 2025 - 28 February 2025

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Executive Councillors 2024/25

Leader	Councillor Mike Davey	mike.davey@cambridge.gov.uk
Executive Councillor for Climate Action and Environment	Councillor Rosy Moore	rosy.moore@cambridge.gov.uk
Executive Councillor for Communities	Councillor Rachel Wade	rachel.wade@cambridge.gov.uk
Executive Councillor for Community Safety, Homelessness and Wellbeing	Councillor Cameron Holloway	cameron.holloway@cambridge.gov.uk
Executive Councillor for Economy and Skills (and Statutory Deputy Leader)	Councillor Alice Gilderdale	alice.gilderdale@cambridge.gov.uk
Executive Councillor for Finance and Resources	Councillor Simon Smith	Simon.Smith@cambridge.gov.uk
Executive Councillor for Housing	Councillor Gerri Bird	gerri.bird@cambridge.gov.uk mailto:mike.todd-jones@cambridge.gov.uk
Executive Councillor for Open Spaces, and City Services	Councillor Martin Smart	martin.smart@cambridge.gov.uk
Executive Councillor for Planning, Building Control and Infrastructure	Councillor Katie Thornburrow	katie.thornburrow@cambridge.gov.uk

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

The Forward Plan: 1 January 2025 - 28 February 2025

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
The Executive	10	10/02/25	31/01/25
Environment and Community	11-13	16/01/25	06/01/25
Housing Scrutiny Committee	14-19	04/02/25	23/01/25
Planning and Transport	20-22	14/01/25	02/01/25
Strategy and Resources	23	13/01/25	31/12/24
	24-25	10/02/25	29/01/25
Civic Affairs	27	05/02/25	28/01/25
Licensing	28-29	20/01/25	10/01/25

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

The Executive – 10/02/25 (Key Decisions)

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>General Fund Budget Setting Report 2025/26 to 2029/30</p> <p>a) To propose revenue and capital budgets for all General Fund portfolios for the financial years 2024/25 (estimate), 2025/26, 2026/27, 2027/28 and 2028/29 (forecast).</p> <p>b) To recommend the level of Council Tax for 2024/25.</p>		<p>The report recommends to the Council bids to be funded from internal or external funds, non cash limit items, revenue savings and proposals and changes to the capital plan. This report will also recommend the proposed level of Council Tax for 2025/26.</p>	<p>Executive Councillor for Finance and Resources</p>	<p>Isabel Brittain Interim Deputy Chief Finance Officer</p>	<p>This is a key item and will automatically appear on the agenda for discussion / debate.</p>

The Executive – 10/02/25 (Non Key Decisions)

Non key items will only appear on the agenda if requested for pre-scrutiny by 29/01/25

Currently no non key items scheduled for 10/02/25

Environment and Community Scrutiny Committee – 16/01/25 (Key Decisions)

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Community Grants 2025-26</p> <p>The approval of the Community Grants with a value of over £5,000 to voluntary and community organisations subject to the budget approval in February 2025.</p>		<p>Following an application round, assessments have been undertaken and this report recommends awards to voluntary and community sector organisations for 2025-26 funding subject to any outstanding information being provided and signed grant agreements being in place.</p>	<p>Executive Councillor for Communities</p>	<p>Julie Cornwell Community Funding and Voluntary Sector Manager</p>	<p>This is a key item and will automatically appear on the agenda for discussion / debate.</p>
<p>2024/25 S106 Allocations for Community and Sports Facility Improvements - Part 4</p> <p>Approvals for use of Generic S106 funds for Sports & Communities projects.</p>		<p>As per previous reports - projects seeking approvals for use of remaining Generic S106 funds.</p>	<p>Executive Councillor for Community Safety, Homelessness and Wellbeing</p>	<p>Ian Ross Community, Sport & Recreation Manager</p>	<p>This is a key item and will automatically appear on the agenda for discussion / debate.</p>

Environment and Community Scrutiny Committee – 16/01/25 (Non Key Decisions)

Non key items will only appear on the agenda if requested for pre-scrutiny by 02/01/25

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Review of Methodology of Hackney Carriage Vehicle Fares</p> <p>To decide how fares of Hackney Carriage Vehicles should change each April.</p>		<p>In March 2022, it was agreed that fares would raise by CPI each year and be reviewed after 3 years.</p>	<p>Executive Councillor for Climate Action and Environment</p>	<p>Yvonne O'Donnell Environmental Health Manager</p>	<p>Not currently requested for pre-scrutiny.</p>
<p>S106 Funding - Streets & Open Spaces</p> <p>To consider the allocation of further S106 contributions secured by the Council to enhance public realm in Cambridge.</p>		<p>The Council secures S106 funding to help mitigate the impacts of growth and development in and around Cambridge. These monies are used to enhance infrastructure managed by the Council across a number of contribution types; including open spaces. Funds need to be allocated, and used, within time limits stipulated within the various S106 agreements, or developers could ask for them to be returned.</p>	<p>Executive Councillor for Open Spaces and City Services</p>	<p>John Richards Technical & Specialist Services Manager</p>	<p>Not currently requested for pre-scrutiny.</p>

<p>Update on the Costs Associated With the Material Recycling Facility Contract Budget</p> <p>Environment and Community Scrutiny Committee will be provided with an update on the costs associated with the Materials Recycling Facility contract budget.</p>	<p>New contracts for bulking/transfer station and materials sorting and processing will result in an uplift in contract costs from March 2025.</p>	<p>Executive Councillor for Climate Action and Environment</p>	<p>Bode Esan Head of Greater Cambridge Shared Waste Service</p>	<p>Not currently requested for pre-scrutiny.</p>
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Housing Scrutiny Committee – 04/02/25 (Key Decisions)

Part 1 - Management of the Council’s Housing Stock

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>HRA Budget-Setting Report (BSR) 2025/26</p> <p>a) Approve the proposed charges for HRA housing rents and service charges.</p> <p>b) Consider and approve the revenue budget proposals.</p> <p>c) Consider the capital budget proposals for recommendation to Council.</p>		<p>The report details the budget proposals relating to the Housing Revenue Account that are included in the HRA Budget Setting Report (BSR) 2025/26, with any capital proposals to be considered at Council on 24 February 2025. The report also includes a recommendation concerning housing rents and service charges.</p>	<p>Executive Councillor for Housing</p>	<p>Isabel Brittain Interim Deputy Chief Finance Officer</p>	<p>This is a key item and will automatically appear on the agenda for discussion / debate.</p>

Housing Scrutiny Committee – 04/02/25 (Non Key Decisions)

Part 1 - Management of the Council's Housing Stock

Non key items will only appear on the agenda if requested for pre-scrutiny by 21/01/25

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
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<p>Quarterly Housing Performance Report</p> <p>To note current performance across the Councils housing provision against 24/25 targets with updates on key activity.</p>	<p>Housing Scrutiny Committee has previously received performance reports focused on specific areas of housing. In developing our work in line with Consumer Standards as set out by the Regulator for Social Housing, this initial report will set out our obligations around performance reporting, a timetable for reporting and identifies key reports for additional scrutiny throughout the year.</p> <p>The standard reporting will now include performance focused on operational efficiency, health and safety compliance (previously reported separately), and resident voice. Throughout the year specific activity or reports will be included as required, including updates regarding our regulatory judgement.</p>	<p>Executive Councillor for Housing</p>	<p>Sam Scharf Director of Communities</p>	<p>Not currently requested for pre-scrutiny.</p>
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Housing Scrutiny Committee – 04/02/25 (Key Decisions)

Part 2 - Strategic Housing

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Homelessness Prevention Grants</p> <p>To approve the award of homelessness prevention grants (HPGs) to agencies.</p>		<p>Each year the Council invites agencies to submit bids for funding for homelessness-related services. Bids are considered by a panel of officers, and applicants have to demonstrate how their proposed service will prevent or relieve homelessness. The panel considers the strategic and operational value of the proposed service and the ability of the submitting agency to self-fund in whole or in part when awarding funds.</p>	<p>Executive Councillor for Community Safety, Homelessness and Wellbeing</p>	<p>Simon Hunt Housing Services Manager - Housing Advice</p>	<p>This is a key item and will automatically appear on the agenda for discussion / debate.</p>

<p>Cambs Home Improvement Agency (Cambs HIA) - works contractor procurement</p> <p>To approve a procurement exercise for up to four years for the provision of two contracts for adaptation and repairs related work.</p> <p>To authorise Cambs HIA to invite, evaluate tenders and to award contracts to suitable bidders following a competitive tender evaluation process.</p>	<p>Cambs HIA commissions up to £3m worth of adaptation works each year across Cambridge City, South Cambridgeshire, and Huntingdonshire.</p> <p>In accordance with the public sector procurement regulations and due to the value of works exceeding £4m, the council is obliged to seek approval from the Scrutiny Committee and Executive Councillor to tender the works.</p> <p>The Bathroom and Kitchens contract is due to expire on 31.10.2025 and the Equipment contracts are due to expire on 31.03.2026 and therefore approval is required to proceed with the tender process.</p> <p>The contract work is funded through the government's annual allocation of Disabled Facility Grant funds and forms part of the district council's statutory requirement to enable adaptations to the homes of disabled residents.</p>	<p>Executive Councillor for Housing</p>	<p>Frances Swann Manager, Cambs Home Improvement Agency</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 – 04/02/25 (Non Key Decisions)

Part 2 - Strategic Housing

Non key items will only appear on the agenda if requested for pre-scrutiny by 21/01/25

Currently no non key items scheduled for 04/02/25

Planning and Transport Scrutiny Committee – 14/01/25 (Key Decisions)

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Draft Response to East West Rail Non-Statutory Consultation</p> <p>To endorse the draft consultation response to the East West Rail non-statutory consultation and delegate authority to the Joint Director of Planning in consultation with the Chair, Vice Chair and Opposition Spokes of the Committee to make any minor changes to the response as appropriate.</p>		<p>East West Rail (EWR) proposals involve the construction of a new railway between Bedford and Cambridge, plus essential railway improvement works to upgrade the existing railway between Oxford and Bedford. A third non-statutory consultation was launched by EWR Co. on 14 November 2024 and will run for 10 weeks until 24 January 2025. The purpose of this non-statutory consultation is to obtain feedback on the early designs, including areas options are still being considered. The NSIP & Major Infrastructure Team as part of the Greater Cambridge Shared Planning Service, has drafted a response to the consultation on behalf of the Council. As part of the process officers have reviewed the consultation material and identified key issues for further consideration outlined in the draft response.</p>	<p>Executive Councillor for Planning, Building Control, and Infrastructure</p>	<p>Claire Tunnicliffe Committee 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 the Greater Cambridge Local Plan Timetable</p>	<p>The Local Plan Timetable is a timetable for the production of new or revised documents that set out the planning policy framework for Greater Cambridge.</p> <p>The latest update was agreed by the Councils in November 2024, which included a commitment to update when the new National Planning Policy Framework (NPPF) is published, which happened on 12 December.</p>	<p>Executive Councillor for Planning, Building Control, and Infrastructure</p>	<p>Jonathan Dixon, Caroline Hunt Planning Policy Manager, Strategic Planning Manager SCDC & City</p>	<p>This is a key item and will automatically appear on the agenda for discussion / debate.</p>
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Planning and Transport Scrutiny Committee – 14/01/25 (Non Key Decisions)

Non key items will only appear on the agenda if requested for pre-scrutiny by 30/12/24

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Authority Monitoring Report 2023-24</p> <p>To approve the Authority Monitoring Report for Greater Cambridge 2023-2024.</p>		<p>All Local Authorities are obliged to publish an Authority Monitoring Report (AMR) each year. They describe progress against the Local Development Scheme and monitor the impact of planning policies included in development plan documents. Cambridge City Council and South Cambridgeshire District Council produce a joint AMR to monitor their development plans and policies collectively.</p>	<p>Executive Councillor for Planning, Building Control, and Infrastructure</p>	<p>Jonathan Dixon, Mark Deas Planning Policy Manager, Senior Policy Planner</p>	<p>Not currently requested for pre-scrutiny.</p>

Strategy and Resources Scrutiny Committee - 13/01/25 (Key Decisions)

Currently no key items scheduled for 13/01/25

Strategy and Resources Scrutiny Committee - 13/01/25 (Non Key Decisions)

Non key items will only appear on the agenda if requested for pre-scrutiny by 31/12/24

Currently no non key items scheduled for 13/01/25

Strategy and Resources Scrutiny Committee - 10/02/25 (Key Decisions)

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Detailed General Fund Budget Proposals 2025/26 and an Update to the Budget Setting Context</p> <p>The Committee is asked to scrutinise the detailed General Fund budget proposals for 2025/26 and consider the current budget setting context. Their findings will be reported to The Executive when they meet to consider the General Fund Budget Setting Report on 10 February 2025.</p>		<p>The General Fund Medium Term Financial Strategy approved in September 2024 identified the saving requirements for 2026/27 and beyond. The detailed budget proposals presented will address the budget gap, in light of recent developments, including the provisional local government finance settlement.</p>	<p>Executive Councillor for Finance and Resources</p>	<p>Isabel Brittain Interim Deputy Chief Finance Officer</p>	<p>This is a key item and will automatically appear on the agenda for discussion / debate.</p>
<p>Cambridge Leisure Development Proposal</p> <p>To approve high level terms for a commercial deal for proposed redevelopment of the Cambridge Leisure site for commercial, cultural (to include a new Cambridge Junction facility) and leisure purposes.</p>		<p>The Council is the freeholder for Cambridge Leisure site. The leaseholder is proposing a masterplan led development for the site.</p>	<p>Executive Councillor for Finance and Resources</p>	<p>Fiona Bryant Programme Director – Major Regeneration</p>	<p>This is a key item and will automatically appear on the agenda for discussion / debate.</p>

Strategy and Resources Scrutiny Committee - 10/02/25 (Non Key Decisions)

Non key items will only appear on the agenda if requested for pre-scrutiny by 27/01/25

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Regular Update on the Cambridge 2050 Initiative</p> <p>To note the report</p>		<p>The report is provided to allow discussion relating to the Cambridge 2050 initiative, including the work of the Cambridge Delivery Group, the Cambridge Growth Company and its Advisory Council.</p>	<p>Leader of the Council</p>	<p>Robert Pollock Chief Executive</p>	<p>This item will automatically appear on the agenda for scrutiny.</p>
<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>

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 - 05/02/25

Currently no items scheduled for 05/02/25

Licensing - 20/01/25

Subject/Decision	New Item	Background Information	Decision Taker	Officer	Additional Information
<p>Fees and Charges for 2025-2026</p> <p>Approve the fees and charges for 2025-2026.</p>		<p>Fees and charges change on 1st April every year and these have been calculated and consulted on.</p>	<p>Licensing Committee</p>	<p>Yvonne O'Donnell Environmental Health Manager</p>	<p>This item will automatically appear on the agenda.</p>
<p>Changes to Cambridge City Council Hackney Carriage and Private Hire Policy</p> <p>To approve the recommended changes to the Policy as per the report.</p>		<p>We have consulted on 4 potential changes to the policy and the report will explain the results of the consultation.</p>	<p>Licensing Committee</p>	<p>Yvonne O'Donnell Environmental Health Manager</p>	<p>This item will automatically appear on the agenda.</p>
<p>Review of Gambling Statement of Principles</p> <p>To approve the Gambling Statement of Principles.</p>		<p>We are required to review the Gambling Statement of Principles every 3 years and we have done so.</p>	<p>Licensing Committee</p>	<p>Luke Catchpole Senior Technical Officer</p>	<p>This item will automatically appear on the agenda.</p>

<p>Garages to Carry out Taxi Testing</p> <p>Whether to keep the Cambridge City Council garage as the only garage where taxi's can be tested or to allow other garages within Cambridge City to be used.</p>	<p>Procurement and work has been carried out and the report will give members the information required to make the decision.</p>	<p>Licensing Committee</p>	<p>Yvonne O'Donnell Environmental Health Manager</p>	<p>This item will automatically appear on the agenda.</p>
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