

**LICHFIELD DISTRICT  
COUNCIL**

**FORWARD PLAN**

Updated: 09.11.2018

Effective for the Period 1 December  
2018 – 31 March 2019

**Representations in respect of all the matters shown should be sent in writing to the contact officer indicated at Lichfield District Council, District Council House, Frog Lane, Lichfield, Staffs. WS13 6YU no later than one week before the decision is due to be made.**

**Copies of documents can also be obtained by contacting the relevant Officer.**

**Facsimile: 01543 309899; Telephone: 01543 308000**

- Key decisions are:
1. A decision made in connection with settling the Council Tax
  2. Expenditure or savings if they exceed £75,000
  3. A decision which significantly affects the community in two more wards

MATTER FOR CABINET DECISION (PLEASE MARK KEY DECISIONS WITH AN ASTERIX) <sup>(1)(*)</sup>	CONFIDENTIAL YES(EXEMPT)/ NO(OPEN) <sup>(8)</sup>	DECISION EXPECTED TO UNDERTAKE <sup>(2)</sup>	DECISION TO BE TAKEN BY AND DATE <sup>(3)(6)</sup>	CONSULTATION <sup>(4)</sup> INCLUDING CONSULTATION WITH OVERVIEW & SCRUTINY (If no consultation has been undertaken please briefly explain why)	DOCUMENTS AVAILABLE	CONTACT OFFICER/CABINET MEMBER <sup>(7)</sup>
*Proposal for Small Business Grant Scheme	Open	For Cabinet to support the implementation of a small business grant scheme within Lichfield District.	Cabinet 20 Nov 2018	18 July - Leadership Team, comments acknowledged and informed the Cabinet Report.  19 September - Economic Growth, Environment and Development Overview	A Cabinet report containing a brief summary of the results from the Tamworth and Lichfield Business Survey 2015/16 which has helped inform the criteria for the proposal,	<b>OFFICER:</b> Jonathan Percival, Economic Development Officer Tel: 01543 308149  <b>CABINET MEMBER:</b> Deputy Leader and Cabinet Member for Economic Growth and

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				and Scrutiny Committee.	and case study evidence from small business grant schemes run by local authorities across the country.	Development Services
*Lichfield District Local Plan Allocations Modifications Consultation (main and minor)	Open	<p>Approve the Local Plan Allocations and accompanying documents for a minimum of 6 weeks public consultation.</p> <p>Provide delegated authority to the Cabinet Member for Economic Growth, Environment and Development Services and the Head of Economic Growth to submit the consultation findings the Planning Inspectorate.</p>	<p>Cabinet 20 Nov 2018 Council 18 Dec 2018</p>	<p>Consultation on Regulation 19 document was undertaken between January – February 2018.</p> <p>Updates provided to Economic Growth, Environment and Development (Overview and Scrutiny) Committee in September 2018.</p>	<p>Local Plan Allocations</p> <p>Sustainability Appraisal</p> <p>Habitat Regulations Assessment</p>	<p><b>OFFICER:</b> Ashley Baldwin, Spatial Policy and Delivery Manager Tel: 01543 308147</p> <p><b>CABINET MEMBER:</b> Deputy Leader and Cabinet Member for Economic Growth and Development Services</p>

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*Calculation of Business Rates 2019/20, Council Tax Base for 2019/20 and the projected Collection Funded Surplus / Deficit for 2018/19	Open	To approve the calculation of the Council Taxbase for 2018/19 To delegate authority to the Cabinet Member and Chief Financial Officer to complete and certify the NNDR1 for 2018/19 on behalf of the Council.  To note the projected Council Tax and Business Rates Collection Fund surplus or deficit for 2018/19	Cabinet 4 Dec 2018	No consultation Statutory calculations	<ul style="list-style-type: none"> <li>• Local Government Acts 1988, 2992 and 2003.</li> <li>• Local Authorities (Calculation of Council Taxbase) Regulations 1992.</li> <li>• Money Matters Reports</li> </ul>	<p><b>OFFICER:</b> Anthony Thomas, Head of Finance and Procurement Tel: 01543 308012</p> <p><b>CABINET MEMBER:</b> Cabinet Member for Finance and Democratic Services</p>
*Money Matters 2018/19: Review of the Financial Performance against the Financial Strategy April to September 2018	Open	To note the report and the issues raised on this.	Cabinet 4 Dec 2018	Strategic (Overview & Scrutiny) Committee	Medium Term Financial Strategy 2017-2022 Money Matters Report for 3 Months	<p><b>OFFICER:</b> Anthony Thomas, Head of Finance and Procurement Tel: 01543 308012</p> <p><b>CABINET MEMBER:</b> Cabinet Member for</p>

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						Finance and Democratic Services
Digital Strategy	Fully exempt	To approve a Digital Strategy for the Council	Cabinet 4 Dec 2018	With Officers including those in ICT and end users. O&S Innovation Task Group and Strategic O&S		<b>OFFICER:</b> Christie Tims, Head of Corporate Services Tel: 01543 308100  <b>CABINET MEMBER:</b> Cabinet Member for Corporate and Customer Service, Revenues and Benefits
*Statement of Community Involvement (SCI) - Revision	Open		Cabinet 4 Dec 2018	Updates associated with legislative changes provided to EGED Overview and Scrutiny	Draft Statement of Community Involvement 2018	<b>OFFICER:</b> Ashley Baldwin, Spatial Policy and Delivery Manager Tel: 01543 308147  <b>CABINET MEMBER:</b> Deputy Leader and Cabinet Member for Economic Growth and Development Services

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*Decision Statement regarding Fradley Neighbourhood Plan proceeding to Referendum.	Open	To progress the Fradley Neighbourhood Plan to referendum stage and agree to proposed modifications where appropriate as set out within the Decision Statement subject to the Independent Examiners recommendations.	Cabinet 4 Dec 2018	Consultation has been undertaken on the emerging Plan. Neighbourhood Plan progress reported to Overview & Scrutiny Committee September 2018.	Fradley Neighbourhood Plan; Fradley Neighbourhood Plan Examination Report; Decision Statement regarding Fradley Neighbourhood Plan Proceeding to Referendum	<b>OFFICER:</b> Patrick Jervis, Principal Spatial Policy and Delivery Officer Tel: 01543 308196  <b>CABINET MEMBER:</b> Deputy Leader and Cabinet Member for Economic Growth and Development Services
*Brownfield Land Register 2018	Open	To agree to the publication of the updated Part 1 Brownfield Land Register and consider the need for a Part 2 Brownfield Land Register.	Cabinet 4 Dec 2018	No - the Brownfield Register was reported to EGED O & S last year when it was initially prepared. There are no changes to the process of compiling the register. This report relates to the annual update of the register which requires Cabinet approval.	Brownfield Land Register 2018	<b>OFFICER:</b> Patrick Jervis, Principal Spatial Policy and Delivery Officer Tel: 01543 308196  <b>CABINET MEMBER:</b> Deputy Leader and Cabinet Member for Economic Growth and Development Services

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*Update for Appendix A of Sustainable Design Supplementary Planning Document	Open	Approve the update to Appendix A of Sustainable Design Supplementary Planning Document for the purposes of public consultation for a minimum of 4 weeks.	Cabinet 4 Dec 2018	Considered by Economic Growth, Environment and Development (O&S) Committee	Draft Appendix A of Sustainable Design Supplementary Planning Document.	<b>OFFICER:</b> Jon Allinson, Principal Planning Officer Tel: 01543 308195  <b>CABINET MEMBER:</b> Deputy Leader and Cabinet Member for Economic Growth and Development Services
*Revision to Waste Contract	Fully exempt	To agree revisions to Contract	Cabinet 4 Dec 2018	Consultation with Cabinet Member	Waste Contract	<b>OFFICER:</b> Nigel Harris, General Manager of Joint Waste Services Tel: 01543 687549  <b>CABINET MEMBER:</b> Cabinet Member for Operational Services, Leisure and Waste
*Designation of a new Conservation Area for Drayton Bassett	Open	Approval of for the designation of the Drayton Bassett Conservation Area, approval of the final	Cabinet 4 Dec 2018 Council 18 Dec 2018	Full public consultation and consideration by ECE&D O&S on 12 November 2018	Draft documents currently available online at <a href="https://www.lichfield.gov.uk/Council">https://www.lichfield.gov.uk/Council</a>	<b>OFFICER:</b> Claire Hines, Principal Conservation & Design Officer Tel: 01543 308188

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		Conservation Area documents and approval of the addition of the relevant buildings to the Councils 'Local List'.			I/Planning/Conservation-and-listed-buildings/Conservation-areas.aspx O&S report includes results of public consultation.	<b>CABINET MEMBER:</b> Deputy Leader and Cabinet Member for Economic Growth and Development Services
*Conservation Area Appraisals and Management Plans for Wall and Wiggington	Open	Approval of the final, Conservation Area documents, approval of the proposed boundary changes to the Conservation Areas and approval of the addition of the relevant buildings to the Councils 'Local List'.	Cabinet 4 Dec 2018 Council 18 Dec 2018	Full public consultation and consideration by EGE&D O&S on 12 November 2018	Draft documents currently available online at <a href="https://www.lichfield.gov.uk/Council/Planning/Conservation-and-listed-buildings/Conservation-areas.aspx">https://www.lichfield.gov.uk/Council/Planning/Conservation-and-listed-buildings/Conservation-areas.aspx</a> O&S report includes results of public consultation.	<b>OFFICER:</b> Claire Hines, Principal Conservation & Design Officer Tel: 01543 308188  <b>CABINET MEMBER:</b> Deputy Leader and Cabinet Member for Economic Growth and Development Services
*Building Control Shared Service	Fully exempt	Approve	Cabinet 4 Dec 2018 Council 18 Dec 2018	Existing and proposed shared service partners.	Business case, 5 year business plan, outline	<b>OFFICER:</b> Ged Cooper, Building Control Manager Tel: 01543 308155

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					business plan.	<b>CABINET MEMBER:</b> Deputy Leader and Cabinet Member for Economic Growth and Development Services
*Community Infrastructure Levy (CIL) Domestic Extensions	Open	Approve that the Authority no longer applies CIL to domestic extensions.	Council 18 Dec 2018	No formal consultation undertaken.  Engagement with users of CIL has assisted in preparing the report.	CIL Charging Schedule  CIL Regulation 123 List  CIL Short Guide	<b>OFFICER:</b> Ashley Baldwin, Spatial Policy and Delivery Manager Tel: 01543 308147  <b>CABINET MEMBER:</b> Deputy Leader and Cabinet Member for Economic Growth and Development Services
*Restrictive Covenant - Land at Guardian House, Birmingham Road, Lichfield	Fully exempt	To agree the removal of a restrictive covenant at Land at Guardian House, Lichfield	Cabinet 15 Jan 2019	Asset Strategy Group 12/7/18 and 17/9/18		<b>OFFICER:</b> Bal Nahal, Head of Legal, Property and Democratic Services Tel: 01543 308002  <b>CABINET MEMBER:</b> Cabinet Member for

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*Garrick Theatre Funding 2018 - 2021	Fully exempt	Approval of the MTFS spend in relation to the Garrick Theatre for the period 2018 - 2021	Cabinet 15 Jan 2019	Consultation with the Portfolio Holder and The Garrick Trust. This matter is contractually sensitive and wider consultation is not required.	MTFS	<b>OFFICER:</b> Chris Cook, Head of Leisure and Operational Services Tel: 01543 308903  <b>CABINET MEMBER:</b> Cabinet Member for Operational Services, Leisure and Waste
*The transfer of a commuted sum (Approx £185k) associated with the transfer of public open space to Armitage with Handsacre Parish Council	Open	That Cabinet agree to the transfer of Open Space in Armitage with Handsacre to the Parish Council, including associated Commuted Sums	Cabinet 15 Jan 2019	Asset Strategy Group	Cabinet Report, Plans.	<b>OFFICER:</b> John Smith, LOPS Business Development Manager Tel: 01543 308016  <b>CABINET MEMBER:</b> Cabinet Member for Operational Services, Leisure and Waste
*Lichfield District	Open	To approve and	Cabinet		LDC's CCTV	<b>OFFICER:</b>

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Council's CCTV Policy and the Annual Report (2017/18) & Code of Practice for the Public CCTV Static Camera Scheme		comment on the Amended Policy, annual Report and Code of Practice.	12 Feb 2019		Policy, the Annual Report and Code of Practice for the Public CCTV Static Camera Scheme.	Bal Nahal, Head of Legal, Property and Democratic Services Tel: 01543 308002, John Roobottom, Technical Assistant Tel: 01543 687546  <b>CABINET MEMBER:</b> Cabinet Member for Finance and Democratic Services, Deputy Leader and Cabinet Member for Economic Growth and Development Services
*Development of a Community Lottery	Open	Should the Council set up a Community Lottery to support the Community and Voluntary Sector (CV's).	Cabinet 12 Feb 2019	Community Housing & Health (Overview & Scrutiny) Committee 12 September 2018 and CV's representatives.	Report	<b>OFFICER:</b> Gareth Davies, Head of Regulatory Services, Housing and Wellbeing Tel: 01543 308741  <b>CABINET MEMBER:</b> Cabinet Member for Regulatory Services, Housing and Wellbeing

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*Medium Term Financial Strategy (Revenue and Capital) 2018-23	Open	<p>To approve and recommend to Council:</p> <ul style="list-style-type: none"> <li>• The MTFS including the Revenue Budget and Capital Programme.</li> <li>• The MRP Policy.</li> <li>• Treasury Management Strategy.</li> <li>• Prudential Indicators.</li> </ul>	Cabinet 12 Feb 2019	Strategic (Overview & Scrutiny) Committee January 2019 Audit and Member Standards Committee January 2019	Medium Term Financial Strategy 2017-2022 Money Matters Report for 3, 6 and 8 Months.	<p><b>OFFICER:</b> Anthony Thomas, Head of Finance and Procurement Tel: 01543 308012</p> <p><b>CABINET MEMBER:</b> Cabinet Member for Finance and Democratic Services</p>
*Housing Assistance Policy	Open	To approve the updated policy	Cabinet 12 Feb 2019	Compiled in consultation with officers and partners	Housing Assistance Policy	<p><b>OFFICER:</b> Gareth Davies, Head of Regulatory Services, Housing and Wellbeing Tel: 01543 308741</p> <p><b>CABINET MEMBER:</b> Cabinet Member for Regulatory Services, Housing and</p>

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						Wellbeing

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1. The matter in respect of which the decision is to be made
  2. What decision the Council will be asked to make
  3. A date on which, or period within which, the decision will be made
  4. What groups of people and/or organisations will be consulted before the decision is made and how the consultation will be carried out.
  5. What background documents will be available to the person or Committee making the decision
  6. Who will make the decision, i.e. the Cabinet, Council a Cabinet Member alone, an Officer under Delegated Powers
  7. The Officer or Member who should be contacted regarding the matter under consideration.
  8. Indicate whether the report will be confidential.
- \* Denotes Key Decision

### **MEMBERS OF THE CABINET**

**Leader of Cabinet**

**Deputy Leader of Cabinet and**

**Cabinet Member for Economic Growth, Environment & Development Services**

**Cabinet Member for Finance and Democracy**

**Cabinet Member for Corporate and Customer Service, Revenues and Benefits**

**Cabinet Member for Operational Services, Leisure and Waste**

**Cabinet Member for Regulatory Services, Housing and Wellbeing**

**Councillor M. J. Wilcox**

**Councillor I. M. P. Pritchard**

**Councillor C. J. Spruce**

**Councillor Mrs E. A Little**

**Councillor D. J. Leytham**

**Councillor A. Yeates**