

Forward Plan

for the four-month period commencing on

1st December 2019

published on 1 November 2019



This Forward Plan gives details of decision items to be presented during the forthcoming four months.

Councillors are invited to review the items and to consider whether any of them should be referred for scrutiny or discussed with the appropriate Executive Member.

Executive Members (8)

Leader of the Council: Local Enterprise Partnership and North Somerset Partnership; Joint Executive Committee (West of England Combined Authority and North Somerset Council); forward programme and strategic review; business management; human resources; external liaison; housing; strategic communications (with Deputy Leader); emergency management; public transport – Councillor Don Davies;

Deputy Leader of the Council and Executive Member for Adult Social Care and Health: adult social care; Health and Wellbeing Board; public health and regulatory services; NHS and health liaison - Councillor Mike Bell;

Executive Member for Finance and Performance: budgets; capital programme; performance monitoring; democratic services; transformation programme; income generation (with Executive Member for Business, Economy and Employment) – Councillor Ashley Cartman

Executive Member for Planning and Transport: planning; building control; highways; transport (excluding public transport) – Councillor James Tonkin

Executive Member for Climate Emergency and Environment: climate emergency; waste and recycling; environmental protection; marine environment – Councillor Bridget Petty

Executive Member for Business, Economy and Employment: economic development; parking strategy; asset management; Weston urban expansion and regeneration – Councillor Mark Canniford

Executive Member for Leisure, Culture and Tourism: community engagement and consultation; tourism services; leisure; libraries; arts strategy; parks and green spaces – Councillor Caritas Charles

Executive Member for Children's Services and Lifelong Learning: children and young people's services; education; further and higher education liaison – Councillor Catherine Gibbons

The items and the final decision taker are indicative. Decision making is subject to the Constitution.

Copies of documents listed can be obtained by contacting the officer named in the attached schedules. Other relevant documents may be submitted to the decision maker and can be requested from the named officer as they become available or may be available on the Council's website www.n-somerset.gov.uk

December 2019

1. Council and Executive Items

(NB No Council meeting scheduled for December)

Note: Due to the general election on Thursday 12 December, the council will be in the pre-election period known as 'purdah' from 7 November until polling day. This will impact on decision taking during this time and the Executive meeting scheduled for 4 December has been cancelled. Items listed below may be deferred to a later meeting date or where necessary dealt with by officers under emergency powers.

Meeting Date	Item/Issue requiring decision	Background Documents for Consideration	Decision Taker	Exempt Item? Yes/No/Part	Contact Officer for Further Details
04/12 <i>Meeting cancelled</i>	Contract Award – Substance Misuse Service	Report to Full Council for the Recommissioning of the Adult Community Based Drug and Alcohol Treatment Service May 2019	Executive	No	Contact: Ted Sherman 01934 426293 Nicola Scribens 01275 885208
04/12 <i>Meeting cancelled</i>	Contract Award for Reactive & Planned Maintenance and Planned Multi Trade Minor Works and Compliance Testing Contract	Report to Full Council for the Commissioning Plan Reactive & Planned Maintenance and Planned Multi Trade Minor Works and Compliance Testing Contract July 2019	Executive	No	Contact: Darren Coffin-Smith 01275 888548 Nicola Scribens 01275 885208

04/12 <i>Meeting cancelled</i>	The adoption of a proposed new Conservation Area in Churchill	Churchill Conservation Area Appraisal and Management Plan	Executive	No	Contact: Kate Hudson-McAulay 01275 888169
04/12 <i>Meeting cancelled</i>	Approve text of draft Corporate Plan following consultation	Existing Corporate Plan 2015-2019 Report on draft vision and priorities to be submitted to October Executive	Executive	No	Contact: John Wilkinson 01275 88897
04/12 <i>Meeting cancelled</i>	Medium Term Financial Plan (MTFP) and Revenue Budget 2020/21	Previous Budget and Medium Term Financial Plan reports to Executive	Executive	No	Contact: Richard Penska 01275 884256
04/12 <i>Meeting cancelled</i>	20-mph Process & Policy Approval	20 mph Executive Member briefing note	Executive	No	Contact: Frankie Mann 01275 888904
04/12 <i>Meeting cancelled</i>	Car Parking Review initial recommendations, to include adjustments to parking fees and charges	Current fees and charges https://www.n-somerset.gov.uk/wp-content/uploads/2019/06/fees-and-charges.pdf	Executive	No	Contact: Colin Medus 01934 426498
04/12 <i>Meeting cancelled</i>	Approval of land Heads of Terms for Locking Parklands CCG Health Centre and inclusion of the project in NSC's capital programme	Report to Executive on Procurement of Contractor to RIBA stage 3	Executive	No	Contact: Jonathan Kirby 01275 884343 Martin O'Neill 01275 884441
04/12 <i>Meeting cancelled</i>	2019/20 Month 7 Budget Monitor	Previous Budget Monitor reports to Executive	Executive	No	Contact: Melanie Watts 01934 634618

04/12 <i>Meeting cancelled</i>	Local Walking and Cycling Infrastructure Plans (LCWIP) and Active Travel Strategy: Pre-consultation sign-off of North Somerset LCWIP proposals and North Somerset Active Travel Strategy and proposals in preparation for consultation (public consultation January 2020)	Draft LCWIP document explaining process and selected routes for implementation / improvement (joint West of England document). Draft Active Travel Strategy and proposals.	Executive	No	Contact: Ben Searle 01934 426962
04/12 <i>Meeting cancelled</i>	To approve a process for residents to apply for temporary road closures for the purposes of providing 'Play Your Way' across low use residential streets in North Somerset <i>(Decision not required)</i>	Playing Out in the Street briefing paper – for Pilot project in Pill. Evaluation and SWOT analysis of Pill Pilot project	Executive	No	Contact: Rebecca Stathers 01275 882733
04/12 <i>Meeting cancelled</i>	Future provision of 0-19 public health nursing	Report to Council in January 2019 http://apps.n-somerset.gov.uk/cairo/docs/doc29340.pdf	Executive	No	Contact: Matt Lenny 01934 427648
04/12 <i>Meeting cancelled</i>	Commissioning plan for North Somerset's community equipment and technology service	Previous decision http://apps.n-somerset.gov.uk/cairo/docs/doc29521.pdf	Executive	No	Contact: Laura Cresser 01934 427603

04/12 <i>Meeting cancelled</i>	Weston to Clevedon Coastal Cycle Route. Approval of Commissioning Plan and approval to spend grant funding (subject to success of bids) totalling up to £1,640,000 to construct Weston to Clevedon section of Coastal Towns Cycle Route <i>(previously listed for October)</i>	Draft Commissioning and Procurement Plan Planning Application ref 18/P/4758/FUL	Executive	No	Contact: David Fish 01934 426335
04/12 <i>Meeting cancelled</i>	Agreement of strategic framework for arts, culture & heritage development across North Somerset <i>(new entry)</i>	Arts, culture & heritage development framework 2020 to 2030	Executive	No	Contact: Richard Blows 01934 427403
04/12 <i>Meeting cancelled</i>	Approval of Better Care Fund Plan 2019/20 <i>(new entry)</i>	Executive report 4/12/18 Section 75 Framework Agreement (Better Care Fund)	Executive	No	Contact: Gerald Hunt 01934 634803

December 2019

2. Executive Member Items and Director Key Decisions

Decision not before	Item/Issue requiring decision	Background Documents for Consideration	Decision Taker	Exempt Item? Yes/No/Part	Contact Officer for Further Details
01/12	Contract Award: Community Equipment Service	Commissioning Plan, Procurement Plan & Tender Documents	Director of People and Communities (key decision)	No	Contact: Gerald Hunt 01934 634803
01/12	Approval of the 2020-23 Highways & Transport Capital Works Programme	Executive Member Briefing Decision Note for the 2019-22 programme (report to be completed for the 2020-23 programme) https://www.n-somerset.gov.uk/wp-content/uploads/2019/03/18-19-DE-376-signed.pdf	Executive Member (Cllr Tonkin)	No	Contact: Lindsay Margerison 01934 427408 Colin Medus 01934 426498
01/12	Approval to publish a Statutory Notice recommending an expansion of Baytree Special School	CYPS Policy & Scrutiny Committee - http://apps.n-somerset.gov.uk/cairo/docs/doc29644.pdf Executive Member for Children Services and Lifelong Learning Decision Sheet (PC 19) - https://www.n-somerset.gov.uk/wp-content/uploads/2019/07/19-20-PC-19-Signed.pdf Selection of a site for Baytree Special School - https://www.n-somerset.gov.uk/wp-content/uploads/2019/08/CSD43-DS-for-2nd-site-for-Baytree-Final-002.pdf	Executive Member (Cllr Gibbons)	No	Contact: Sally Varley 01275 884857

01/12	MetroWest Phase 1 – Highways Agreement with Bristol City Council	25th June 2019 report to Full Council	Executive Member (Cllr Tonkin)	No	Contact: James Willcock 01275 886414
01/12	MetroWest Phase 1 – Bristol Water agreement	25th June 2019 report to Full Council	Director of Development and Environment (key decision)	No	Contact: Richard Matthews 01275 888937
01/12	Award of Contract for Summer Lane Pond Flood Alleviation Scheme	Summer Lane Pond Flood Alleviation Scheme Procurement Plan Capital Programme	Director of Development and Environment (key decision)	Part	Contact: John Flannigan 01934 427346 Geoff Wall 01275 884730
01/12	To approve the amendments to the Highways Development Design Guide	Revised document of the Highways Development Design Guide and report from the consultation.	Executive Member (Cllr Tonkin)	No	Contact: Andrea English 01275 888617
01/12	Contract Award: Disabled Facilities Grant – Bathing Adaptations (moved to January)	Commissioning Plan, Procurement Plan & Tender Documents	Director of People and Communities (key decision)	No	Contact: Mark Hughes 01934 426959
01/12	Council Tax Base Setting 2020/21 (new entry)	Previous EM Decision Notice December 2018	Executive Member (Cllr Cartman)	No	Contact: Mark Anderson 01934 634616

01/12	Acceptance of DfT grant terms and conditions, agreement of project budget to progress MRN SOBC to OBC stage <i>(new entry)</i>	Western Gateway STB documents https://westerngatewaystb.org.uk/ DfT MRN investment planning guidance SOBC DfT Expression of Interest Submission dated 23 July 2019 Executive Member MRN Briefings	Director of Development and Environment (key decision)	No	Contact: Alex Fear 01934 426458
01/12	To approve the Affordable Housing Delivery Partnership Agreement with Alliance Homes <i>(previously listed for October)</i>	Report to Full Council - 24 September 2019 - Affordable Housing Delivery Partnership Agreement with Alliance Homes	Executive Member (Cllr Davies)	No	Contact: Mark Hughes 01934 426959
01/12	To agree changes to the Large Scale Voluntary Transfer Contract with Alliance Homes <i>(previously listed for October)</i>	Report to Full Council - 24 September 2019 - Affordable Housing Delivery Partnership Agreement with Alliance Homes. Large Scale Voluntary Transfer Contract with Alliance Homes	Executive Member (Cllr Davies)	No	Contact: Mark Hughes 01934 426959

01/12	To seek approval to increase the Council's Capital Programme by £500,000 to continue with the work necessary to complete the construction of the Wrington Flood Alleviation Scheme (phase 2) <i>(new entry)</i>	Decision No 13/14 DE24, Wrington flood mitigation scheme – preparation of scheme proposals Executive report 23/10/13 Flooding & Drainage – Funding Submissions and update on Work Programme	Executive Member (Cllr Petty)	No	Contact: Ian Wilson 01934 426383
01/12	Approval of the North Somerset Preventing Homelessness and Rough Sleeping Strategy 2019-24 for publication and implementation <i>(new entry)</i>	Draft Preventing Homelessness and Rough Sleeping Strategy 2019-24 file://nsc.gov/UserProfiles/Redir/AMATT HEWS/Downloads/PHRSS_2019_Final_Draft.pdf Preventing Homelessness Strategy 2017-22 https://www.n-somerset.gov.uk/wp-content/uploads/2017/12/preventing-homelessness-strategy-2017-22.pdf	Executive Member (Cllr Davies)	No	Contact: Alastair Matthews 01275 885586
01/12	To agree an extension to the Refugee scheme <i>(new entry)</i>	Director decision notice PC36 2017/18 – Refugees – Future Programme	Executive Member (Cllr Davies)	No	Contact: Mark Hughes

January 2020

1. Council and Executive Items

(NB No Executive meeting scheduled for January)

Meeting Date	Item/Issue requiring decision	Background Documents for Consideration	Decision Taker	Exempt Item? Yes/No/Part	Contact Officer for Further Details
07/01	Medium Term Financial Plan (MTFP) and Revenue Budget 2020/21	Previous Budget and Medium Term Financial Plan reports to Executive	Council	No	Contact: Richard Penska 01275 884256

January 2020

2. Executive Member Items and Director Key Decisions

Decision not before	Item/Issue requiring decision	Background Documents for Consideration	Decision Taker	Exempt Item? Yes/No/Part	Contact Officer for Further Details
01/01	Weston to Clevedon Coastal Cycle Route. Approval to accept offer of £1,000,000 Highways England Grant Funding for a farm bridge on the Congresbury Yeo, enabling construction of the Weston – Clevedon section of the Coastal Towns Cycle Route	Weston to Clevedon Coastal Cycle Route. Approval of Commissioning and Procurement Plan and approval to spend grant funding (subject to success of bids) totalling up to £1,640,000 to construct Weston to Clevedon section of Coastal Towns Cycle Route. 19/20 DE66 Approval to bid to Highways England for up to £1,000,000 funding for a farm bridge at Tutshill, enabling the Weston – Clevedon section of NS Coastal Towns Cycle Route	Executive Member (Cllr Tonkin)	No	Contact: David Fish 01934 426335
01/01	MetroWest Phase 1 - works to five bridges (one package of works)	25th June 2019 report to Full Council	Director of Development and Environment (key decision)	No	Contact: Richard Matthews 01275 888937

01/01	MetroWest Phase 1 – Wessex Water agreement	25th June 2019 report to Full Council	Director of Development and Environment (key decision)	No	Contact: Richard Matthews 01275 888937
01/01	MetroWest Phase 1 – Wales and West Utilities agreement	25th June 2019 report to Full Council	Director of Development and Environment (key decision)	No	Contact: Richard Matthews 01275 888937
01/01	Approval of school admission arrangements for maintained community and voluntary controlled schools for the 2021/22 school year and agreement to the coordinated scheme for bulk applications 2021/22 <i>(new entry)</i>	Current admission arrangements – see https://www.n-somerset.gov.uk/my-services/schools-learning/admissions/	Executive Member (Cllr Gibbons)	No	Contact: Felicity Williamson 01275 884502
01/01	Contract Award: Disabled Facilities Grant - Bathing Adaptations <i>(previously listed for December)</i>	Commissioning Plan, Procurement Plan & Tender Documents	Director of People and Communities (key decision)	No	Contact: Mark Hughes 01934 426959
01/01	Local Pitch Point Fund <i>(new entry)</i>	https://www.gov.uk/government/publications/apply-to-the-local-pinch-point-fund/local-pinch-point-fund-guidance-for-applicants-2019	Executive Member (Cllr Tonkin)	No	Contact: Paul Paton 01934 426809

February 2020

1. Council and Executive Items

Meeting Date	Item/Issue requiring decision	Background Documents for Consideration	Decision Taker	Exempt Item? Yes/No/Part	Contact Officer for Further Details
05/02	Medium Term Financial Plan (MTFP) and Revenue Budget 2020/21	Previous Budget and Medium Term Financial Plan reports to Executive	Executive	No	Contact: Richard Penska 01275 884256
05/02	Capital Budget 2020/21 and Medium Term Capital Strategy	Previous Capital Budget and Capital Strategy reports considered by the Executive	Executive	No	Contact: Richard Penska 01275 884256
05/02	Fees and Charges 2020/21 – to seek Executive approval for any increases in charges over 10% or generating estimated additional income over £300,000	Report to Executive 12/04/16 http://apps.n-somerset.gov.uk/cairo/docs/doc27320.pdf	Executive	No	Contact: Joanne Butcher 01275 888567
05/02	Treasury Management Strategy 2020/21	Previous annual strategy setting reports to the Executive and Audit Committee	Executive	No	Contact: Richard Penska 01275 884256
05/02	Approval to award contract for Temporary Agency Staff (<i>new entry</i>)	Signed Commissioning Plan for Temporary Agency Staff	Executive	No	Contact: Holly Wilkins 01275 885393 Jacky Collins 01275 888249

18/02	Council Tax Setting 2020/21	Previous MTFP reports considered by the Executive and Council Tax Setting report 2019/20	Council	No	Contact: Richard Penska 01275 884256
18/02	Approval of the Corporate Plan	Existing Corporate Plan 2015-2019 Reports to be submitted to October & December Executive	Council	No	Contact: John Wilkinson 01275 884897
18/02	Budget approval for the expansion of Baytree Special School	CYPS Policy & Scrutiny Committee - http://apps.n-somerset.gov.uk/cairo/docs/doc29644.pdf Executive Member for Children Services and Lifelong Learning Decision Sheet (PC 19) - https://www.n-somerset.gov.uk/wp-content/uploads/2019/07/19-20-PC-19-Signed.pdf Selection of a site for Baytree Special School - https://www.n-somerset.gov.uk/wp-content/uploads/2019/08/CSD43-DS-for-2nd-site-for-Baytree-Final-002.pdf	Council	No	Contact: Karen Jarvis 01934 427586 Sally Varley 01275 884857

18/02	Award of Contract for the expansion of Baytree Special School (Decision to be taken at future meeting)	CYPS Policy & Scrutiny Committee – http://apps.n-somerset.gov.uk/cairo/docs/doc29644.pdf Executive Member for Children Services and Lifelong Learning Decision Sheet (PC 19) – https://www.n-somerset.gov.uk/wp-content/uploads/2019/07/19-20-PC-19-Signed.pdf Selection of a site for Baytree Special School – https://www.n-somerset.gov.uk/wp-content/uploads/2019/08/CSD43-DS-for-2nd-site-for-Baytree-Final-002.pdf	Council	No	Contact: Karen Jarvis 01934 427586
18/02	Housing Infrastructure Fund (Forward Fund) acceptance of HIF grant and associated conditions (previously listed for November)	http://apps.n-somerset.gov.uk/cairo/docs/doc28834.pdf https://www.gov.uk/government/news/government-investment-to-unlock-more-homes-across-england	Council	No	Contact: Alex Fear 01934 426458

February 2020

2. Executive Member Items and Director Key Decisions

Decision not before	Item/Issue requiring decision	Background Documents for Consideration	Decision Taker	Exempt Item? Yes/No/Part	Contact Officer for Further Details
01/02	2020/21 Fees and Charges – to seek Director approval for any increases in charges up to 5% or generating estimated additional income up to £100,000	Report to Executive 12/04/16 http://apps.n-somerset.gov.uk/cairo/docs/doc27320.pdf 16/17 DE 302 Development and Environment Fees and Charges 2017/2018 – Flexible Pricing Policy	Director of Development and Environment (key decision)	No	Contact: Victoria Watkins 01934 634825
01/02	2020/21 Fees and Charges – to seek Executive Member approval for any increases in charges over 5% and up to 10% or generating estimated additional income between £100,000 to £300,000	Report to Executive 12/04/16 http://apps.n-somerset.gov.uk/cairo/docs/doc27320.pdf	Executive Member (Cllr Tonkin) Executive Member (Cllr Canniford) Executive Member (Cllr Charles) Executive Member (Cllr Petty)	No	Contact: Victoria Watkins 01934 634825
01/02	2020/21 Fees and Charges – to seek Director approval for any increases in charges up to 5% or generating estimated additional income up to £100,000	Report to Executive 12/04/16 http://apps.n-somerset.gov.uk/cairo/docs/doc27320.pdf	Director of Public Health (key decision)	No	Contact: Victoria Watkins 01934 634825

01/02	2020/21 Fees and Charges – to seek Executive Member approval for any increases in charges over 5% and up to 10% or generating estimated additional income between £100,000 to £300,000	Report to Executive 12/04/16 http://apps.n-somerset.gov.uk/cairo/docs/doc27320.pdf	Executive Member (Cllr Bell)	No	Contact: Victoria Watkins 01934 634825
01/02	Contract Award: Support and Accommodation Based Housing Related Service (16-25-year olds) (moved to March)	Commissioning Plan, Procurement Plan & Tender Documents	Director of People and Communities (key decision)	No	Contact: Gerald Hunt 01934 634803

March 2020**1. Council and Executive Items**

(NB No Council or Executive meeting scheduled for March)

March 2020**2. Executive Member Items and Director Key Decisions**

Decision not before	Item/Issue requiring decision	Background Documents for Consideration	Decision Taker	Exempt Item? Yes/No/Part	Contact Officer for Further Details
01/03	Contract Award: Support and Accommodation Based Housing Related Service (16-25-year olds) <i>(previously listed for February)</i>	Commissioning Plan, Procurement Plan & Tender Documents	Director of People and Communities (key decision)	No	Contact: Gerald Hunt 01934 634803