

# Forward Plan

for the four-month period commencing on

**1st March 2021**

published on 29 January 2021



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 - Councillor Don Davies:** external liaison including strategic partnerships: Local Enterprise Partnership, North Somerset Partnership, Joint Executive Committee (WECA and North Somerset Council), Alliance, Police; strategic policy/corporate plan development, forward programme and strategic review; human resources and organisational development; strategic communications and marketing (with Deputy Leader); public and home to school transport.

**Deputy Leader of the Council and Executive Member for Adult Care and Health - Councillor Mike Bell:** adult social care; Health and Wellbeing Board; public health and regulatory services; NHS health and liaison; voluntary sector liaison; emergency management; housing.

**Executive Member for Finance and Performance – Councillor Ashley Cartman:** finance – revenue, capital programme and income generation; procurement; legal and democratic services; property and asset management; ICT, digital and customer services; lead for business support contracts – Agilisys and Liberata.

**Executive Member for Planning, Highways and Transport – Councillor James Tonkin:** planning and strategic development; local plan; building control; highways; strategic transport and active travel; parking strategy.

**Executive Member for Climate Emergency and Environment – Councillor Bridget Petty:** climate emergency; waste services including reduction and recycling; environmental protection including flooding; marine environment; parks and green spaces including rewilding.

**Executive Member for Economy and Community Safety – Councillor Mark Canniford:** economic recovery and development including employment; business engagement; regeneration of highstreets and town centres; community safety.

**Executive Member for Communities, Tourism and Leisure – Councillor Mike Solomon:** libraries; culture strategy; visitor economy; leisure; seafronts; events; community engagement and consultation; town and parish liaison; North Somerset Together.

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

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](http://www.n-somerset.gov.uk)

## March 2021

### 1. Council and Executive Items

(NB No Council or Executive meetings scheduled for March)

### 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	Policy & Scrutiny Panel Activity & Engagement / Timeline	Contact Officer for Further Details
01/03	School Term Dates 2022/2023	Online consultation documents	Director of Children's Services (key decision)	No	CYPS Panel Steering Group meeting (possibly January 2021 to be confirmed)	Contact: Janice Allen 01275 888619
01/03	Approval of the Community Equipment Award Report	Tender Documents	Director of Adult Social Services (key decision)	No	Engagement with Adult Scrutiny Panel Commissioning Working Group during procurement process	Contact: Gerald Hunt / Fiona Shergold 01934 634803
01/03	Decision to be part of the South West Regional LD Residential Framework Contract for Adults (moved to April)	Existing Adults Residential Spot Contract and Specification is available on request.	Director of Adult Social Services (key decision)	No	Panel Chairman has been consulted on the proposal	Contact: Gerald Hunt 01934 634803

<b>Decision not before</b>	<b>Item/Issue requiring decision</b>	<b>Background Documents for Consideration</b>	<b>Decision Taker</b>	<b>Exempt Item? Yes/No/ Part</b>	<b>Policy &amp; Scrutiny Panel Activity &amp; Engagement / Timeline</b>	<b>Contact Officer for Further Details</b>
01/03	2021/22 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 <a href="http://apps.nsomerset.gov.uk/cairo/docs/doc27320.pdf">http://apps.nsomerset.gov.uk/cairo/docs/doc27320.pdf</a>  16/17 DE 302 Development and Environment Fees and Charges 2017/2018 – Flexible Pricing Policy	Director of Place (key decision)	No	Plans to report to relevant panels early 2021	Contact: Victoria Watkins 01934 634825
01/03	2021/22 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 <a href="http://apps.nsomerset.gov.uk/cairo/docs/doc27320.pdf">http://apps.nsomerset.gov.uk/cairo/docs/doc27320.pdf</a>	Director of Public Health (key decision)	No	Plans to report to relevant panels early 2021	Contact: Victoria Watkins 01934 634825

Decision not before	Item/Issue requiring decision	Background Documents for Consideration	Decision Taker	Exempt Item? Yes/No/ Part	Policy & Scrutiny Panel Activity & Engagement / Timeline	Contact Officer for Further Details
01/03	2021/22 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 <a href="http://apps.nsomerset.gov.uk/cairo/docs/doc27320.pdf">http://apps.nsomerset.gov.uk/cairo/docs/doc27320.pdf</a>	Executive Member (Cllr Tonkin) Executive Member (Cllr Canniford) Executive Member (Cllr Solomon) Executive Member (Cllr Petty)	No	Plans to report to relevant panels early 2021	Contact: Victoria Watkins 01934 634825
01/03	Additional funding up to £1m from Department for Transport to support the Transport & Infrastructure Capital Works Programme 2021-24 (if needed, depending on DfT funding announcement) (new entry)	The 2020-23 Programme and Executive Member Briefing Report <a href="https://www.n-somerset.gov.uk/sites/default/files/2020-04/19-20%20DE%20294%20signed_0.pdf">https://www.n-somerset.gov.uk/sites/default/files/2020-04/19-20%20DE%20294%20signed_0.pdf</a> Executive Member Decision Notice to approve expenditure against the additional Pothole & and Challenge Fund 2020/21: <a href="B:\D&amp;E\Highways &amp; Transport\Strategic Transport Policy &amp; Development\09 LTP\H&amp;T Capital Works Programme\Programme 20.23\Maintenance\2nd Tranche\DE 199 POTHOLE CHALLENGE FUND TRANCHE 2 - Accessible.docx">B:\D&amp;E\Highways &amp; Transport\Strategic Transport Policy &amp; Development\09 LTP\H&amp;T Capital Works Programme\Programme 20.23\Maintenance\2nd Tranche\DE 199 POTHOLE CHALLENGE FUND TRANCHE 2 - Accessible.docx</a>	Executive Member (Cllr Tonkin)	No	SPEDR engagement will be sought via the SPEDR Chairman not before 01/03, should this additional funding materialise	Contact: Lindsay Margerison 01934 42 7408

Decision not before	Item/Issue requiring decision	Background Documents for Consideration	Decision Taker	Exempt Item? Yes/No/ Part	Policy & Scrutiny Panel Activity & Engagement / Timeline	Contact Officer for Further Details
01/03	Publication of a Public Notice to expand Baytree Special School (new entry)	<p>CYPS Policy &amp; Scrutiny Committee on 20 June 2019 ~ <a href="http://apps.n-somerset.gov.uk/cairo/docs/doc29644.pdf">http://apps.n-somerset.gov.uk/cairo/docs/doc29644.pdf</a></p> <p>Full Council - £1m – <a href="https://apps.n-somerset.gov.uk/Meetings/document/report/NSCPM-38-558">https://apps.n-somerset.gov.uk/Meetings/document/report/NSCPM-38-558</a></p> <p>Executive Member for Children Services and Lifelong Learning Decision Sheet (PC 19) - <a href="https://www.n-somerset.gov.uk/wp-content/uploads/2019/07/19-20-PC-19-Signed.pdf">https://www.n-somerset.gov.uk/wp-content/uploads/2019/07/19-20-PC-19-Signed.pdf</a>.</p> <p>CSD43 Executive Member Decision for Baytree School 2nd site – <a href="https://www.n-somerset.gov.uk/sites/default/files/2020-02/19%2020%20CSD%2043%20signed.pdf">https://www.n-somerset.gov.uk/sites/default/files/2020-02/19%2020%20CSD%2043%20signed.pdf</a></p> <p>Town &amp; Village Green application - Planning &amp; Regulatory Committee – <a href="https://apps.n-somerset.gov.uk/Meetings/document/report/NSCPM-105-633">https://apps.n-somerset.gov.uk/Meetings/document/report/NSCPM-105-633</a></p> <p>Planning Application Determination ~ Planning and Regulatory Committee - <a href="https://apps.n-somerset.gov.uk/Meetings/ByCommittee/4/2020/75">https://apps.n-somerset.gov.uk/Meetings/ByCommittee/4/2020/75</a></p>	Executive Member (Cllr Gibbons)	No	Latest update : CYPS Panel Steering Group meeting on 19 January 2021	Contact: Sally Varley 01275 884857

Decision not before	Item/Issue requiring decision	Background Documents for Consideration	Decision Taker	Exempt Item? Yes/No/ Part	Policy & Scrutiny Panel Activity & Engagement / Timeline	Contact Officer for Further Details
01/03	Updated Highway Asset Management Strategy and Policy (new entry)	The 2018 Strategy and policy documents: <a href="https://www.n-somerset.gov.uk/sites/default/files/2020-02/highways%20asset%20management%20policy.pdf">https://www.n-somerset.gov.uk/sites/default/files/2020-02/highways%20asset%20management%20policy.pdf</a> <a href="https://www.n-somerset.gov.uk/sites/default/files/2020-02/highways%20asset%20management%20strategy.pdf">https://www.n-somerset.gov.uk/sites/default/files/2020-02/highways%20asset%20management%20strategy.pdf</a>	Executive Member (Cllr Tonkin)	No	SPEDR engagement will be sought via the SPEDR Chairman	Contact: Colin Medus 01934 426498

April 2021

## 1. Council and Executive Items

Meeting Date	Item/Issue requiring decision	Background Documents for Consideration	Decision Taker	Exempt Item? Yes/No/Part	Policy & Scrutiny Panel Activity & Engagement / Timeline	Contact Officer for Further Details
20/04	Adoption of the North Somerset Active Travel Strategy (following public consultation November – December 2020)	<u>Draft Active Travel Strategy</u> (consultation version) Executive Report	Council	No	Special SPEDR engagement session to be arranged for January or February 2021 to summarise results from consultation and seek further Member input	Contact: Lindsay Margerison 01934 427408
20/04	Consideration of business case for potential development of NSC-owned land at Uplands, Nailsea	Acceptance of Local Authority Accelerated Construction Fund grant for Uplands, Nailsea: <a href="https://www.n-somerset.gov.uk/wp-content/uploads/2018/11/18-19-CSD-114-signed.pdf">https://www.n-somerset.gov.uk/wp-content/uploads/2018/11/18-19-CSD-114-signed.pdf</a> Executive report on council-owned sites available for development: <a href="http://apps.n-somerset.gov.uk/cairo/docs/doc27169.pdf">http://apps.n-somerset.gov.uk/cairo/docs/doc27169.pdf</a>	Council	Part	Council Decision	Contact: Jenny Ford 01934 426609



Meeting Date	Item/Issue requiring decision	Background Documents for Consideration	Decision Taker	Exempt Item? Yes/No/ Part	Policy & Scrutiny Panel Activity & Engagement / Timeline	Contact Officer for Further Details
20/04	Adoption of the updated Creating Sustainable Buildings and Places Supplementary Planning Document (SPD) (following consultation Feb – March 2021) (new entry)	Creating Sustainable Buildings and Places SPD March 2015 <a href="https://www.n-somerset.gov.uk/sites/default/files/2020-03/Creating%20sustainable%20buildings%20and%20places%20supplementary%20planning%20document.pdf">https://www.n-somerset.gov.uk/sites/default/files/2020-03/Creating%20sustainable%20buildings%20and%20places%20supplementary%20planning%20document.pdf</a> Executive Report 11/02/21 with draft updated SPD	Council	No	SPEDR engagement session 10 March	Contact: Jessica Harper 01934 426905
28/04	2020/21 Month 10 Budget Monitor	Previous Budget Monitor reports to Executive	Executive	No	Awaiting information	Contact: Melanie Watts 01934 634618

<b>Meeting Date</b>	<b>Item/Issue requiring decision</b>	<b>Background Documents for Consideration</b>	<b>Decision Taker</b>	<b>Exempt Item? Yes/No/Part</b>	<b>Policy &amp; Scrutiny Panel Activity &amp; Engagement / Timeline</b>	<b>Contact Officer for Further Details</b>
28/04	North Somerset Local Plan: Response to consultation and preferred spatial strategy	Executive Report: Challenges and Choices – new local plan consultation April 2020. SPEDR report: North Somerset Local Plan Challenges and Choices July 2020 Local Plan Challenges consultation (Summer 2020). Local Plan Choices consultation (Autumn 2020)	Executive	No	Inclusion on SPEDR workplan. Informal SPEDR meetings have engaged with plan preparation including consideration of response to consultation and development of the spatial strategy.	Contact: Michael Reep 01934 426775.
28/04	Draft North Somerset Waste Strategy 2021 – 2030 for public consultation	Municipal Waste Management Strategy 2013-2017	Executive	No	Inclusion on waste scrutiny work plan	Contact: Colin Russell 07919 546457
28/04	Annual Information Report of Contracts awarded over £250,000 (new entry)	Decision reports for contracts awarded over £250,000	Executive	No	Information report - P&SP engagement undertaken as appropriate during each procurement process.	Contact: Mark Roddan (01275 884464)

Meeting Date	Item/Issue requiring decision	Background Documents for Consideration	Decision Taker	Exempt Item? Yes/No/ Part	Policy & Scrutiny Panel Activity & Engagement / Timeline	Contact Officer for Further Details
28/04	Approval of the expansion of Ravenswood Special School, Nailsea from a range of 112 to 119 places to a range of 134 – 140 places for implementation on 1 September 2021 (new entry)	Children & Young People Policy & Scrutiny Panel - <a href="https://apps.n-somerset.gov.uk/Meetings/ByCommittee/11/2020/88">https://apps.n-somerset.gov.uk/Meetings/ByCommittee/11/2020/88</a> Decision Sheet PC42	Executive	No	CYPS Policy & Scrutiny Panel ~ meeting on 29 October 2020 CYPS Policy & Scrutiny Panel School Organisation Steering Group ~ meetings on 26 November 2020 and 19 January 2021.	Contact: Sally Varley Tel: 01275 884857
28/04	Approval of the revised Parking Standards SPD for public consultation (new entry)	Revised Draft Parking Standards SPD Proposed Parking Discount Assessment Briefing Report	Executive	No	SPEDR engagement will be sought after the conclusion of public consultation and prior to formal adoption of the revised SPD.	Contact: Jack Wyatt 01275 888198
28/04	Approval of the revised Travel Plan SPD for public consultation (new entry)	Revised Draft Travel Plans SPD and additional documents for schools Current Travel Plan SPD <a href="https://www.n-somerset.gov.uk/sites/default/files/2020-02/travel%20plans%20supplementary%20planning%20document.pdf">https://www.n-somerset.gov.uk/sites/default/files/2020-02/travel%20plans%20supplementary%20planning%20document.pdf</a>	Executive	No	SPEDR engagement will be sought after the conclusion of public consultation and prior to formal adoption of the revised SPD.	Contact: Lauren Dean 07739380577

**April 2021**

## **2. Executive Member Items and Director Key Decisions**

<b>Decision not before</b>	<b>Item/Issue requiring decision</b>	<b>Background Documents for Consideration</b>	<b>Decision Taker</b>	<b>Exempt Item? Yes/No/Part</b>	<b>Policy &amp; Scrutiny Panel Activity &amp; Engagement / Timeline</b>	<b>Contact Officer for Further Details</b>
01/04	Decision to be part of the South West Regional LD Residential Framework Contract for Adults (previously listed for March)	Existing Adults Residential Spot Contract and Specification is available on request.	Director of Adult Social Services (key decision)	No	Panel Chairman has been consulted on the proposal	Contact: Gerald Hunt 01934 634803

**May 2021**

**1. Council and Executive Items  
(NB No Executive meeting scheduled for May)**

<b>Meeting Date</b>	<b>Item/Issue requiring decision</b>	<b>Background Documents for Consideration</b>	<b>Decision Taker</b>	<b>Exempt Item? Yes/No/Part</b>	<b>Policy &amp; Scrutiny Panel Activity &amp; Engagement / Timeline</b>	<b>Contact Officer for Further Details</b>
11/05			Council			

**May 2021**

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

<b>Decision not before</b>	<b>Item/Issue requiring decision</b>	<b>Background Documents for Consideration</b>	<b>Decision Taker</b>	<b>Exempt Item? Yes/No/Part</b>	<b>Policy &amp; Scrutiny Panel Activity &amp; Engagement / Timeline</b>	<b>Contact Officer for Further Details</b>
01/05						

## June 2021

### 1. Council and Executive Items (NB No Council meeting scheduled for June)

Meeting Date	Item/Issue requiring decision	Background Documents for Consideration	Decision Taker	Exempt Item? Yes/No/Part	Policy & Scrutiny Panel Activity & Engagement / Timeline	Contact Officer for Further Details
23/06	2020/21 Month 12 Budget Monitor (new entry)	Previous Budget Monitor reports to Executive	Executive	No	Awaiting information	Contact: Melanie Watts 01934 634618

**June 2021**

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

<b>Decision not before</b>	<b>Item/Issue requiring decision</b>	<b>Background Documents for Consideration</b>	<b>Decision Taker</b>	<b>Exempt Item? Yes/No/Part</b>	<b>Policy &amp; Scrutiny Panel Activity &amp; Engagement / Timeline</b>	<b>Contact Officer for Further Details</b>
01/06						