

## **FORWARD PLAN**

This Plan sets out the decisions which the Council expects to take over the next few months.

Key decisions are decisions which are likely:

- (a) to result in the Council incurring expenditure or making savings which are significant having regard to the budget for the service concerned, or
- (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards of the Borough.

There is a requirement to publish with 28 clear days' notice any key decision that is intended to be made. An Authority cannot take a key decision without giving 28 days' notice unless an urgent decision is required.

### **Other Decisions**

Although it is not a statutory requirement, this Forward Plan also contains details of other matters likely to be considered by the Council's Cabinet, Committees or Full Council which are not 'key decisions'.

Reports relevant to key decisions, and any listed background documents, may be viewed at the Civic Offices, Merrial Street, Newcastle-under-Lyme, Staffs, ST5 2AG six days before the decision is to be made. Copies of, or extracts from, these documents may be obtained on the payment of a reasonable fee from the following address:

Head of Business Improvements and Partnerships  
Civic Offices,  
Merrial Street,  
Newcastle-under-Lyme,  
Staffordshire,  
ST5 2AG.

Telephone: 01782 742227

However, it is not possible to make available for viewing or to supply copies of reports or documents the publication of which is restricted due to confidentiality of the information contained therein.

Unless otherwise stated, representations in respect of any proposed decision may be made in writing to the Member Services Manager at the Civic Offices, Merrial Street, Newcastle-under-Lyme, Staffordshire, ST5 2AG not later than two working days prior to the meeting at which the decision will be taken.

A decision notice for each key decision is published within 6 days of it having been made. This is open for public inspection on the Council's website and at the Civic Offices.

The law and the Council's constitution provides for urgent key decisions to be made. A decision notice will be published for these in exactly the same way.

**FORWARD PLAN FOR THE PERIOD 28 MAY 2015  
TO 3 SEPTEMBER 2015**

<p>TITLE OF REPORT: <b>PROPOSED LAND SALE - MEADOWS ROAD, KIDSGROVE</b></p>
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Portfolio	Cabinet Portfolio Holder - Town Centres', Business and Assets, Cabinet Portfolio Holder - Environment and Recycling, Cabinet Portfolio Holder - Planning and Housing
Brief description of report	To consider the disposal of the freehold interest of the above car park.
Spend required/saving generated ( <i>if applicable</i> )	Will involve the receipt of a capital sum.
Decision maker	Cabinet
Earliest date of decision	12 Nov 2014
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Not Applicable
Wards affected	Kidsgrove
Proposed consultation	Yes, in respect of proposed removal of off street parking order.
Last date for representations	
Background documents	
Officer contact	Louise Beeby
Reasons for exemptions under the Local Government Act 1972, Schedule 12A ( <i>if applicable</i> )	Part Exempt - By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972. Information relating to the financial or business affairs of any particular person (including the authority holding that information)

TITLE OF REPORT:

**REVIEW OF THE COUNCIL'S CONSTITUTION**

Portfolio	Cabinet Portfolio Holder - Policy, People and Partnerships
Brief description of report	To improve the efficiency and accessibility of the Council's Constitution and to ensure that it is up to date and fully complies with the law.
Spend required/saving generated ( <i>if applicable</i> )	
Decision maker	Council
Earliest date of decision	25 Feb 2015
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Transformation and Resources
Wards affected	All Wards
Proposed consultation	
Last date for representations	
Background documents	
Officer contact	Elizabeth Dodd - Monitoring Officer
Reasons for exemptions under the Local Government Act 1972, Schedule 12A ( <i>if applicable</i> )	

TITLE OF REPORT:

**HS2 - RESPONSE TO CITY COUNCIL PROPOSALS**

Portfolio	Councillor Terry Turner
Brief description of report	Response to the Government consultation on High Speed Rail : Investing in Britain's Future - Consultation on the route from the West Midlands to Manchester, Leeds and beyond (HS2 Phase 2)
Spend required/saving generated ( <i>if applicable</i> )	
Decision maker	Cabinet
Earliest date of decision	25 Mar 2015
Likely Date of Decision	15th January 2014
Relevant Overview and Scrutiny Committee	Economic Development and Enterprise
Wards affected	All Wards
Proposed consultation	The HS2 Working Group of the Economic and Development and Enterprise Overview and Scrutiny Committee has submitted its recommendations to Council on the 27th November 2013
Last date for representations	
Background documents	
Officer contact	Guy Benson, Head of Planning and Development
Reasons for exemptions under the Local Government Act 1972, Schedule 12A ( <i>if applicable</i> )	

TITLE OF REPORT:

**MARKET MANAGEMENT IMPROVEMENT PLAN**

Portfolio	Cabinet Portfolio Holder - Town Centres', Business and Assets
Brief description of report	To outline the opportunity for the Council to build on its recent investment in the physical refurbishment of the market by modernising market management processes.
Spend required/saving generated ( <i>if applicable</i> )	£5,000 spend required
Decision maker	Cabinet
Earliest date of decision	25 Mar 2015
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Economic Development and Enterprise
Wards affected	Town
Proposed consultation	
Last date for representations	
Background documents	
Officer contact	Elaine Burgess
Reasons for exemptions under the Local Government Act 1972, Schedule 12A ( <i>if applicable</i> )	

TITLE OF REPORT:

**WAMMY NEIGHBOURHOOD PARK PHASE 3**

Portfolio	Cabinet Portfolio Holder - Environment and Recycling
Brief description of report	To deliver teenage provision, make improvements to attract wildlife, and to plant trees so as to further develop the project and comply with obligations.
Spend required/saving generated ( <i>if applicable</i> )	No capital financial implications for the Council
Decision maker	Cabinet
Earliest date of decision	25 Mar 2015
Likely Date of Decision	10 December 2014
Relevant Overview and Scrutiny Committee	Active and Cohesive Communities
Wards affected	Cross Heath; Knutton and Silverdale
Proposed consultation	Consultation undertaken in 2009 to obtain views of local community and stakeholders in drawing up masterplan. Teenager consultation carried out in 2013 with local youngsters to discover most popular activities and requirements for teenagers.
Last date for representations	None
Background documents	
Officer contact	Peter Stepien
Reasons for exemptions under the Local Government Act 1972, Schedule 12A ( <i>if applicable</i> )	

TITLE OF REPORT:

**ASSETS DISPOSALS - TRANCHE 3**

Portfolio	Cabinet Portfolio Holder - Planning and Housing
Brief description of report	For Cabinet to consider public comments following consultation for tranche 3 sites.
Spend required/saving generated ( <i>if applicable</i> )	Involves potential capital receipts.
Decision maker	Cabinet
Earliest date of decision	24 Jun 2015
Likely Date of Decision	24th June 2015.
Relevant Overview and Scrutiny Committee	Not Applicable
Wards affected	Chesterton; Porthill
Proposed consultation	Consultation will be undertaken.
Last date for representations	
Background documents	
Officer contact	Louise Beeby
Reasons for exemptions under the Local Government Act 1972, Schedule 12A ( <i>if applicable</i> )	

TITLE OF REPORT:

**REVIEW OF AUTOMATIC NUMBER PLATE RECOGNITION AND CASHLESS PARKING PILOT**

Portfolio	Cabinet Portfolio Holder - Town Centres', Business and Assets
Brief description of report	To review the first six months of the car parking pilot. Automatic Number Plate Recognition records when a vehicle arrives and departs the Midway car park, this enables the customer to park then pay anytime up to midnight. Cashless parking enables the use of a mobile phone to pay for parking and extend the period of parking whilst away from the car park.
Spend required/saving generated ( <i>if applicable</i> )	
Decision maker	Cabinet
Earliest date of decision	24 Jun 2015
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Economic Development and Enterprise
Wards affected	Town
Proposed consultation	
Last date for representations	
Background documents	
Officer contact	Graham Williams
Reasons for exemptions under the Local Government Act 1972, Schedule 12A ( <i>if applicable</i> )	N/A



TITLE OF REPORT:  
**MAINTENANCE PROGRAMME**

Portfolio	Cabinet Portfolio Holder - Town Centres', Business and Assets
Brief description of report	The Council has allocated funding to the maintenance programme as part of the overall Capital Programme. The key projects within the maintenance programme should now be considered and subject to Cabinet views authority to award individual contracts should progressed with the support of the Portfolio Holder.
Spend required/saving generated ( <i>if applicable</i> )	The funding has been allocated as part of the overall Capital Programme
Decision maker	Cabinet
Earliest date of decision	22 Jul 2015
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Economic Development and Enterprise
Wards affected	All Wards
Proposed consultation	
Last date for representations	
Background documents	Maintenance Programme
Officer contact	Jo Halliday, Head of Housing
Reasons for exemptions under the Local Government Act 1972, Schedule 12A ( <i>if applicable</i> )	

TITLE OF REPORT:  
**GREEN SPACE STRATEGY UPDATE 2015**

Portfolio	
Brief description of report	Review of progress made to date on the current Green Space Strategy and an update on the current situation regarding the Review of the Strategy
Spend required/saving generated ( <i>if applicable</i> )	
Decision maker	Cabinet
Earliest date of decision	16 Sep 2015
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Cleaner Greener and Safer Communities
Wards affected	All Wards
Proposed consultation	
Last date for representations	
Background documents	Green Space Strategy Update 2015
Officer contact	Becky Allen
Reasons for exemptions under the Local Government Act 1972, Schedule 12A ( <i>if applicable</i> )	

TITLE OF REPORT:

**OFF STREET PARKING ORDER**

Portfolio	Cabinet Portfolio Holder - Town Centres', Business and Assets
Brief description of report	To seek approval for the off street parking amendment for the Civic Offices, Merrial Street, rear of High Street, Bankside and Fogg Street west.
Spend required/saving generated ( <i>if applicable</i> )	
Decision maker	Cabinet
Earliest date of decision	16 Sep 2015
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Economic Development and Enterprise
Wards affected	Town
Proposed consultation	
Last date for representations	Public consultation will run for 21 days
Background documents	Off Street Parking Order
Officer contact	Jo Halliday, Head of Housing
Reasons for exemptions under the Local Government Act 1972, Schedule 12A ( <i>if applicable</i> )	

TITLE OF REPORT:  
**RECYCLING AND WASTE SERVICE 2016**

Portfolio	Cabinet Portfolio Holder - Environment and Recycling
Brief description of report	Paper that provides a progress of project to date and request approval for start procurement of vehicles, containers and additional depot works.
Spend required/saving generated ( <i>if applicable</i> )	
Decision maker	Cabinet
Earliest date of decision	16 Sep 2015
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	All Relevant Scrutiny Committees
Wards affected	All Wards
Proposed consultation	
Last date for representations	
Background documents	Recycling and Waste Service 2016
Officer contact	Trevor Nicoll, Head of Recycling and Fleet Services
Reasons for exemptions under the Local Government Act 1972, Schedule 12A ( <i>if applicable</i> )	

TITLE OF REPORT:

**DISCRETIONARY RATE RELIEF**

Portfolio	Cabinet Portfolio Holder - Finance IT and Customer
Brief description of report	To consider applications for discretionary rate relief from charities, not for profit and similar organisations
Spend required/saving generated ( <i>if applicable</i> )	
Decision maker	Cabinet
Earliest date of decision	14 Oct 2015
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Transformation and Resources
Wards affected	All Wards
Proposed consultation	
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting
Background documents	Discretionary Rate Relief
Officer contact	Karen Hollinshead
Reasons for exemptions under the Local Government Act 1972, Schedule 12A ( <i>if applicable</i> )	

TITLE OF REPORT:

**MEDIUM TERM FINANCIAL STRATEGY**

Portfolio	Cabinet Portfolio Holder - Finance IT and Customer
Brief description of report	Sets out the Medium Term Financial Strategy for 2016/17 and the following four years, indicating the projected budgets for these years and the shortfall compared to available resources
Spend required/saving generated ( <i>if applicable</i> )	
Decision maker	Cabinet
Earliest date of decision	14 Oct 2015
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Transformation and Resources
Wards affected	All Wards
Proposed consultation	
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting
Background documents	Medium Term Financial Strategy
Officer contact	Dave Roberts, Head of Finance
Reasons for exemptions under the Local Government Act 1972, Schedule 12A ( <i>if applicable</i> )	

TITLE OF REPORT:

**LOCALISED COUNCIL TAX SUPPORT SCHEME 2016/17**

Portfolio	Cabinet Portfolio Holder - Finance IT and Customer
Brief description of report	To approve the Localised Council Tax Support Scheme for the Borough area for the forthcoming year, 2016/17.
Spend required/saving generated ( <i>if applicable</i> )	
Decision maker	Council
Earliest date of decision	25 Nov 2015
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Transformation and Resources
Wards affected	
Proposed consultation	
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting
Background documents	Localised Council Tax Support Scheme 2016/17
Officer contact	Jane Spencer, Benefits Manager
Reasons for exemptions under the Local Government Act 1972, Schedule 12A ( <i>if applicable</i> )	

TITLE OF REPORT:

**STATEMENT OF GAMBLING LICENSING POLICY 2015**

Portfolio	Cabinet Portfolio Holder - Safer Communities
Brief description of report	<p>Under the Gambling Act 2005 (the Act), the Borough Council of Newcastle under Lyme is the licensing authority for Newcastle-under-Lyme and licences premises for gambling activities as well as granting various other gambling permits.</p> <p>Licensing authorities are required by the Gambling Act 2005 to publish a statement of the principles which they propose to apply when exercising their functions under the Act. This document fulfils this requirement. Such statement must be published at least every three years.</p>
Spend required/saving generated ( <i>if applicable</i> )	
Decision maker	Council
Earliest date of decision	25 Nov 2015
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Not Applicable
Wards affected	All Wards
Proposed consultation	8 Week Consultation before consideration by the Licensing Committee on 22nd October and consideration by Full Council on 25th November 2015.
Last date for representations	There will be an 8 week consultation period from 1st September 2015.
Background documents	Statement of Gambling Licensing Policy 2015
Officer contact	Julia Cleary
Reasons for exemptions under the Local Government Act 1972, Schedule 12A ( <i>if applicable</i> )	



TITLE OF REPORT:  
**STATEMENT OF LICENSING POLICY**

Portfolio	Councillor Tony Kearon
Brief description of report	To agree the Council's Statement of Licensing Policy for the next 5 years.
Spend required/saving generated ( <i>if applicable</i> )	
Decision maker	Council
Earliest date of decision	25 Nov 2015
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Not Applicable
Wards affected	All Wards
Proposed consultation	The current policy be sent out for Consultation on Friday 31st July 2015 following discussions by the Licensing Committee on 23rd July 2015. Consultation will be for a period of 8 weeks ending on Friday 25th September 2015. This will allow officers time to incorporate any comments received during the consultation into a report for this committee to consider on 22nd October 2015 prior to submission to Full Council on 25th November 2015.
Last date for representations	Consultation will run from 31st July 2015 for 8 weeks, closing on 25th September 2015.
Background documents	Statement of Licensing Policy
Officer contact	Julia Cleary
Reasons for exemptions under the Local Government Act 1972, Schedule 12A ( <i>if applicable</i> )	

TITLE OF REPORT:  
**CAPITAL STRATEGY 2016/17**

Portfolio	Cabinet Portfolio Holder - Finance IT and Customer
Brief description of report	Approval of how the Council deploys its capital resources in order to assist it to achieve its corporate and service objectives
Spend required/saving generated ( <i>if applicable</i> )	
Decision maker	Cabinet
Earliest date of decision	20 Jan 2016
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	All Relevant Scrutiny Committees
Wards affected	All Wards
Proposed consultation	
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting
Background documents	Capital Strategy 2016/17
Officer contact	Dave Roberts, Head of Finance
Reasons for exemptions under the Local Government Act 1972, Schedule 12A ( <i>if applicable</i> )	

TITLE OF REPORT:  
**COUNCIL TAX BASE 2016/17**

Portfolio	Cabinet Portfolio Holder - Finance IT and Customer
Brief description of report	To approve the Council Tax Base for the whole borough area and each town and parish council to be used in the calculation of Council Tax amounts for the financial year 2016/17
Spend required/saving generated ( <i>if applicable</i> )	
Decision maker	Cabinet
Earliest date of decision	20 Jan 2016
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Transformation and Resources
Wards affected	All Wards
Proposed consultation	
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting
Background documents	Council Tax Base 2016/17
Officer contact	Karen Hollinshead
Reasons for exemptions under the Local Government Act 1972, Schedule 12A ( <i>if applicable</i> )	

**TITLE OF REPORT:  
REVENUE AND CAPITAL BUDGETS 2016/17**

Portfolio	Cabinet Portfolio Holder - Finance IT and Customer
Brief description of report	To review progress on the completion of the revenue and capital budgets for 2016/17 to enable a robust and affordable budget for 2016/17 to be approved
Spend required/saving generated ( <i>if applicable</i> )	
Decision maker	Cabinet
Earliest date of decision	20 Jan 2016
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Transformation and Resources
Wards affected	All Wards
Proposed consultation	
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting
Background documents	Revenue and Capital Budgets 2016/17
Officer contact	Dave Roberts, Head of Finance
Reasons for exemptions under the Local Government Act 1972, Schedule 12A ( <i>if applicable</i> )	

TITLE OF REPORT:  
**SCALE OF FEES AND CHARGES 2016/17**

Portfolio	Cabinet Portfolio Holder - Finance IT and Customer
Brief description of report	Review of the fees and charges which the Council makes in order to keep them in line with the cost of service provision and to establish the amounts to be included in the 2016/17 budget
Spend required/saving generated ( <i>if applicable</i> )	
Decision maker	Cabinet
Earliest date of decision	20 Jan 2016
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	All Relevant Scrutiny Committees
Wards affected	All Wards
Proposed consultation	
Last date for representations	Representations on public agenda items can be made up to one day before the meeting
Background documents	Scale of Fees and Charges 2016/17
Officer contact	Dave Roberts, Head of Finance
Reasons for exemptions under the Local Government Act 1972, Schedule 12A ( <i>if applicable</i> )	

**TITLE OF REPORT:  
REVENUE AND CAPITAL BUDGETS AND COUNCIL TAX 2016/17**

Portfolio	Cabinet Portfolio Holder - Finance IT and Customer
Brief description of report	To enable robust and affordable revenue and capital budgets to be approved for 2016/17 and to enable the approval of the setting of the Council Tax for 2016/17
Spend required/saving generated ( <i>if applicable</i> )	
Decision maker	Council
Earliest date of decision	February 2016
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Transformation and Resources
Wards affected	All Wards
Proposed consultation	
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting
Background documents	Revenue and Capital Budgets and Council Tax 2016/17
Officer contact	Dave Roberts, Head of Finance
Reasons for exemptions under the Local Government Act 1972, Schedule 12A ( <i>if applicable</i> )	

TITLE OF REPORT:

**TREASURY MANAGEMENT STRATEGY 2016/17**

Portfolio	Cabinet Portfolio Holder - Finance IT and Customer
Brief description of report	To approve the strategy to be followed by the Council in carrying out its treasury management activity in the forthcoming financial year, 2016/17
Spend required/saving generated ( <i>if applicable</i> )	
Decision maker	Council
Earliest date of decision	24 Feb 2016
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Transformation and Resources
Wards affected	All Wards
Proposed consultation	
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting
Background documents	Treasury Management Strategy 2016/17
Officer contact	Dave Roberts, Head of Finance
Reasons for exemptions under the Local Government Act 1972, Schedule 12A ( <i>if applicable</i> )	

TITLE OF REPORT:  
**IRRECOVERABLE ITEMS**

Portfolio	Cabinet Portfolio Holder - Finance IT and Customer
Brief description of report	To consider the reasons for, and to approve the write off of debts no longer collectable by the Council
Spend required/saving generated ( <i>if applicable</i> )	
Decision maker	Cabinet
Earliest date of decision	23 Mar 2016
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	All Relevant Scrutiny Committees
Wards affected	All Wards
Proposed consultation	
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting
Background documents	Irrecoverable Items
Officer contact	Karen Hollinshead
Reasons for exemptions under the Local Government Act 1972, Schedule 12A ( <i>if applicable</i> )	



**TITLE OF REPORT:  
THE FUTURE DEVELOPMENT OF THE BOROUGH MUSEUM AND  
ART GALLERY**

Portfolio	Cabinet Portfolio Holder - Leisure, Culture and Localism
Brief description of report	To report on the options for the future development of the Borough Museum and Art Gallery along with the development of a medium to long term plan for its management.
Spend required/saving generated ( <i>if applicable</i> )	None at this stage
Decision maker	Cabinet
Earliest date of decision	
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	Active and Cohesive Communities
Wards affected	All Wards
Proposed consultation	To be developed
Last date for representations	None
Background documents	
Officer contact	Rob Foster, Head of Leisure and Cultural Services
Reasons for exemptions under the Local Government Act 1972, Schedule 12A ( <i>if applicable</i> )	

TITLE OF REPORT:

**CAPITAL STRATEGY 2016/17**

Portfolio	Cabinet Portfolio Holder - Finance IT and Customer
Brief description of report	Approval of how the Council deploys its capital resources in order to assist it to achieve its corporate and service objectives
Spend required/saving generated ( <i>if applicable</i> )	
Decision maker	Cabinet
Earliest date of decision	20 Jan 2016
Likely Date of Decision	
Relevant Overview and Scrutiny Committee	All Relevant Scrutiny Committees
Wards affected	All Wards
Proposed consultation	
Last date for representations	Representations on public agenda items can be made up to one working day before the meeting
Background documents	Capital Strategy 2016/17
Officer contact	Dave Roberts, Head of Finance
Reasons for exemptions under the Local Government Act 1972, Schedule 12A ( <i>if applicable</i> )	

