

COLCHESTER BOROUGH COUNCIL

FORWARD PLAN OF KEY DECISIONS 1 OCTOBER 2010 – 31 JANUARY 2011

During the period from 1 October 2010 – 31 January 2011 Colchester Borough Council intends to take 'Key Decisions' on the issues set out in the following pages. Key Decisions relate to those decisions which are likely to:

- result in the Council spending or saving money in excess of £500,000;
- have a significant impact on two or more wards within the Borough of Colchester.

This Forward Plan should be seen as an outline of the proposed decisions and it will be updated on a monthly basis. Those items identified for decision more than one month in advance will be carried over to forthcoming plans. Each new plan supersedes the previous plan. Any questions on specific issues included on the Plan should be addressed to the contact name specified in the Plan. General queries about the Plan itself should be made to Amanda Chidgey, Democratic Services Manager (01206) 282227 or e-mail democratic.services@colchester.gov.uk

The Council invites members of the public to attend any of the meetings at which these decisions will be discussed and the papers listed on the Plan can be viewed free of charge although there will be a postage and photocopying charge for any copies made. *All decisions will be available for inspection at The Council Offices, Customer Service Centre, High Street, Colchester and they are also published on the Council's website, www.colchester.gov.uk*

If you wish to make comments or representations regarding the 'Key Decisions' outlined in this Plan please submit them, in writing, to the Contact Officer highlighted two working days before the date of the decision (as indicated in the brackets in the date of decision column). This will enable your views to be considered by the decision taker.

Contact details for the Council's various service departments are incorporated at the end of this plan.

If you need help with reading or understanding this document please take it to Customer Service Centre, High Street, Colchester or telephone (01206) 282222 or textphone users dial 18001 followed by the full number that you wish to call and we will try to provide a reading service, translation or other formats you may need.

KEY DECISION REQUIRED	DATE OF DECISION or PERIOD DECISION TO BE TAKEN	DECISION MAKER (including Cabinet, portfolio holders and officers)	CONSULTATION (Detailing groups individuals involved and the method of consultation used)	CONTACT DETAILS (of the authors of the reports)	REPORTS (including all papers considered by decision maker and from where they are available)
<p>Licensing of Sexual Entertainment venues (Sex Establishment Licence) - adoption of Section 27 of the Policing & Crime Act 2009 by Colchester Borough Council to allow sexual entertainment venues to be licensed and regulated under amendments made to Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982.</p>	<p>13 October 2010 (Deadline for comments 11 October 2010)</p>	<p>Council Please contact via Democratic Services Manager (01206) 282227 e-mail: democratic.services@colchester.gov.uk</p>	<p>Statutory consultees, responsible authorities, Council Members, Licensing Committee and general public. Consultation by letter and using the Council's website and by report to the Licensing Committee.</p>	<p>Simon Harvey, Licensing Manager (01206) 282701 e-mail: simon.harvey@colchester.gov.uk</p>	<p>Public report will be available five days before the meeting from Customer Service Centre and on the Council's website www.colchester.gov.uk</p> <p>Background papers:</p> <ul style="list-style-type: none"> • Consultation letters and responses <p>Alternatively, contact Democratic Services (01206) 282227</p>
<p>St Botolphs Public Realm – Selection of Contractors</p>	<p>20 October 2010 (Deadline for comments 18 October 2010)</p>	<p>Cabinet (Cnllrs Barlow, Barton, Dopson, Hunt, B Oxford, Smith, Turrell, T Young) Please contact via Democratic</p>	<p>All key stakeholders, local residents and wider public through Town Centre Engagement programme. Consultation through a series of</p>	<p>Howard Davies, Town Centre Project Manager (01206) 507885 e-mail: howard.davies@colchester.gov.uk</p>	<p>Public report will be available five days before the meeting from Customer Service Centre and on the Council's website www.colchester.gov.uk</p> <p>Background papers:</p>

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		Services Manager (01206) 282227 e-mail: democratic.services@colchester.gov.uk	engagement events including presentations to local groups, exhibitions and press coverage.		<ul style="list-style-type: none"> • St Botolphs Masterplan and Public Realm Strategy. • Ash Sakula Masterplan <p>Alternatively, contact Democratic Services (01206) 282227.</p>
<p>2011/12 Revenue Budget Update – To note the updated budget position and agree budget strategy for the 2011/2012 budget. Review budget forecast, capital programmes and resources</p>	<p>20 October 2010 (Deadline for comments is 18 October 2010)</p>	<p>Cabinet (Cnllrs Barlow, Barton, Dopson, Hunt, B Oxford, Smith, Turrell, T Young) Please contact via Democratic Services Manager (01206) 282227 e-mail: democratic.services@colchester.gov.uk</p>	<p>Consultation on budget proposals is to be determined.</p>	<p>Charles Warboys, Head of Resource Management (01206) 282350 e-mail: charles.warboys@colchester.gov.uk</p>	<p>Public report will be available five days before the meeting from Customer Service Centre and on the Council's website www.colchester.gov.uk</p> <p>Alternatively, contact Democratic Services (01206) 282227</p>
<p>Approval of Development Agreement for Cultural Quarter</p>	<p>20 October 2010 (Deadline for comments is 18 October 2010)</p>	<p>Cabinet (Cnllrs Barlow, Barton, Dopson, Hunt, B Oxford, Smith, Turrell, T Young) Please contact via Democratic</p>	<p>Consultation in respect of the scheme concept has already taken place however further consultation in respect of the</p>	<p>Fiona Duhamel, Regeneration Programme Manager (01206) 282252 e-mail: Fiona.duhamel@colchester.gov.uk</p>	<p>Cabinet report will not be available for public inspection as it will contain exempt information.</p> <p>Background papers:</p> <ul style="list-style-type: none"> • Draft development

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		Services Manager (01206) 282227 e-mail: democratic.services@colchester.gov.uk	planning application will take place in 2009.		agreement will be made available in the Members Room. Alternatively, contact Democratic Services (01206) 282227.
<p>The Acquisition of Cemetery Extension Land – Options will be outlined in the report and Members will be asked to make a decision on which option(s) will be chosen for further action towards the acquisition</p>	<p>20 October 2010 (Deadline for comments 18 October 2010)</p>	<p>Cabinet (Cnllrs Barlow, Barton, Dopson, Hunt, B Oxford, Smith, Turrell, T Young)</p> <p>Please contact via Democratic Services Manager (01206) 282227 e-mail: democratic.services@colchester.gov.uk</p>	<p>Public consultation will invite interested parties (funeral directors, stonemasons and clergy) and the general public to view, and to make comments on plans of the extension land; plans for access to the land; plans for planting and hard landscaping schemes, and plans of the proposed burial areas.</p>	<p>Penny Stynes, Crematorium & Cemetery Manager (01206) 282950 e-mail: penny.stynes@colchester.gov.uk</p>	<p>Public report will be available five days before the meeting from Customer Service Centre and on the Council's website www.colchester.gov.uk</p> <p>Background papers:</p> <ul style="list-style-type: none"> • Plans • Contaminated land reports, etc <p>Alternatively, contact Democratic Services (01206) 282227.</p>

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<p>Adoption of the Hubs and Spokes model of delivering housing related support in the Council's sheltered housing</p> <p>– To adopt the new model of delivering the service and contracting arrangements with ECC</p>	<p>20 October 2010 (Deadline for comments 18 October 2010)</p>	<p>Cabinet (Cnllrs Barlow, Barton, Dopson, Hunt, B Oxford, Smith, Turrell, T Young)</p> <p>Please contact via Democratic Services Manager (01206) 282227 e-mail: democratic.services@colchester.gov.uk</p>	<p>Tenants of the sheltered schemes, staff and stakeholders including; Scheme Managers, Team Leaders, Housing Management staff, neighbourhood wardens, Community Street Wardens, Estate Officers, all Councillors and Helpline representatives.</p> <p>The original consultation took place from Tuesday 4 August 2009 and weekly meetings were held over a 4 week period. Follow up consultation will take place once the model is agreed at Cabinet.</p> <p>Meetings were held (as mentioned</p>	<p>Tina Hinson, Strategic Housing Manager (01206) 506903 e-mail: tina.hinson@colchester.gov.uk</p>	<p>Public report will be available five days before the meeting from Customer Service Centre and on the Council's website www.colchester.gov.uk</p> <p>Background papers:</p> <ul style="list-style-type: none"> • Summary of consultation responses • Paper on Supporting People <p>Alternatively, contact Democratic Services (01206) 282227.</p>

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			above) and a follow up letter circulated containing the presentation, proposals and FAQ's along with a feedback form to Sheltered Housing tenants that were unable to attend the meetings.		
Renewal and transfer of temporary accommodation for homeless people	November 2010	Portfolio Holder for Housing and Community Safety (Cllr T Young) Please contact via Democratic Services Manager (01206) 282227 e-mail: democratic.services@colchester.gov.uk	Local housing providers have already been consulted during the planning for this project. Residents neighbouring some of the affected units of accommodation will be consulted when planning applications are being submitted. Formal planning application consultation by letter, invitation to public events to	Matt Sterling, Housing and Communities Manager (01206) 282577 e-mail: matthew.sterling@colchester.gov.uk	Portfolio Holder report will be available from Customer Service Centre and on the Council's website www.colchester.gov.uk Alternatively, contact Democratic Services (01206) 282227.

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			consult on draft renewed building design.		
Waste Development Document, Issues and Options consultation by Essex County Council	December 2010	<p>Portfolio Holder for Street and Waste Services (Cllr Martin Hunt)</p> <p>Portfolio Holder for Planning and Sustainability (Cllr Lyn Barton)</p> <p>Please contact via Democratic Services Manager (01206) 282227 e-mail: democratic.services@colchester.gov.uk</p>	<p>Essex County Council will be consulting stakeholders and the public, including Colchester Borough Council, in line with Government regulations covering all Local Development Framework documents. Consultation methods will be determined by Essex County Council</p>	<p>Karen Syrett, Spatial Policy Manager (01206) 506477 e-mail: karen.syrett@colchester.gov.uk</p>	<p>Portfolio Holder report will be available from Customer Service Centre and on the Council's website www.colchester.gov.uk</p> <p>Background papers:</p> <ul style="list-style-type: none"> Essex County Council, Waste Plan Issues and Options Consultation Document <p>Alternatively, contact Democratic Services (01206) 282227.</p>

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<p>Business case resulting from the Fundamental Service Review of the Council's Street Services – To agree the business case resulting from the Fundamental Service Review of the Council's Street Services</p>	<p>1 December 2010 (Deadline for comments 29 November 2010)</p>	<p>Cabinet (Cnllrs Barlow, Barton, Dopson, Hunt, B Oxford, Smith, Turrell, T Young)</p> <p>Please contact via Democratic Services Manager (01206) 282227 e-mail: democratic.services@colchester.gov.uk</p>	<p>Workshop events have been held for Councillors, staff and external stakeholders in spring/summer 2010. Staff consultation about the implementation stage will follow this decision.</p>	<p>Matthew Young, Head of Street Services (01206) 282902 e-mail: matthew.young@colchester.gov.uk</p>	<p>Public report will be available five days before the meeting from Customer Service Centre and on the Council's website www.colchester.gov.uk</p> <p>Background papers:</p> <ul style="list-style-type: none"> Strategic Overview and Scrutiny Panel report dated 16 November <p>Alternatively, contact Democratic Services (01206) 282227</p>
<p>Budget and Capital Programme 2011/12 – To note 2011/12 Budget and Capital programme</p>	<p>1 December 2010 (Deadline for comments 29 November 2010)</p>	<p>Cabinet (Cnllrs Barlow, Barton, Dopson, Hunt, B Oxford, Smith, Turrell, T Young)</p> <p>Please contact via Democratic Services Manager (01206) 282227 e-mail: democratic.services@colchester.gov.uk</p>	<p>Consultation on budget proposals will be made by meetings with the local business community and Parish Councils</p>	<p>Charles Warboys, Head of Resource Management (01206) 282350 e-mail: charles.warboys@colchester.gov.uk</p>	<p>Public report will be available five days before the meeting from Customer Service Centre and on the Council's website www.colchester.gov.uk</p> <p>Alternatively, contact Democratic Services (01206) 282227.</p>

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Review of the Licensing Policy – To review the Licensing Policy	9 December 2010 <small>(Deadline for comments 7 December 2010)</small>	Council Please contact via Democratic Services Manager (01206) 282227 e-mail: democratic.services@colchester.gov.uk	Statutory consultees, responsible authorities, Council Members, Licensing Committee and general public. Consultation by letter and using the Council's website and by report to the Licensing Committee.	Simon Harvey, Licensing Manager (01206) 282701 e-mail: simon.harvey@colchester.gov.uk	Public report will be available five days before the meeting from Customer Service Centre and on the Council's website www.colchester.gov.uk Background papers: <ul style="list-style-type: none"> • Consultation letters available for inspection in the Members Room Alternatively, contact Democratic Services (01206) 282227
Adoption of the Greater Haven Gateway Sub Regional Housing Strategy – To adopt the Greater Haven Gateway Sub Regional Housing Strategy	26 January 2011 <small>(Deadline for comments 24 January 2011)</small>	Cabinet (Cnllrs Barlow, Barton, Dopson, Hunt, B Oxford, Smith, Turrell, T Young) Please contact via Democratic Services Manager (01206) 282227 e-mail:	A wide range of stakeholders have been consulted identified and prioritised the key strategic objectives and actions through a fully participatory workshop event held at the end of March 2009. The	Tina Hinson, Strategic Housing Manager (01206) 506903 e-mail: tina.hinson@colchester.gov.uk	Public report will be available five days before the meeting from Customer Service Centre and on the Council's website www.colchester.gov.uk Alternatively, contact Democratic Services (01206) 282227

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		democratic.services@colchester.gov.uk	draft strategy will be subject to a consultation exercise in November with stakeholders and partners and will also be available on the web-site of the Greater Haven Gateway partners, including Colchester Borough Council		
<p>Unmet Demand Survey – To consider the results of the unmet demand survey of Hackney Carriages and determine the future number of Hackney Carriages</p>	<p>5 April 2011 (Deadline for comments 1 April 2011)</p>	<p>Licensing Committee</p> <p>Please contact via Democratic Services Manager (01206) 282227 e-mail: democratic.services@colchester.gov.uk</p>	<p>Hackney Carriage and Private Hire trades and their customers, local businesses, local mobility groups, care groups and Members of the Public chosen at random. The consultations will take place in advance of the report to the Licensing Committee. The</p>	<p>Simon Harvey, Licensing Manager (01206) 282701 e-mail: simon.harvey@colchester.gov.uk</p>	<p>Public report will be available five days before the meeting from Customer Service Centre and on the Council's website www.colchester.gov.uk</p> <p>Background papers:</p> <ul style="list-style-type: none"> • Research consultants report <p>Alternatively, contact Democratic Services (01206) 282227</p>

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			consultation will also include rank observation and on street interviews with taxi customers. Consultation to take place by letter, telephone calls and face to face.		

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