

ROSSENDALE BOROUGH COUNCIL FORWARD PLAN FOR THE FOUR MONTH PERIOD 1st NOVEMBER 2008 TO 28th FEBRUARY 2009

The Forward Plan sets out the details of the key decisions which the Cabinet or Officers expect to take during the next four month period and beyond where possible. The Plan is updated every month and is available to the public 14 days before the beginning of each month.

A Key Decision is defined as one that either:

- a) is, in value worth more than £100,000, or
- b) has a **significant impact** because (for example) it either:
 - (i) affects individuals or organisations outside the Borough;
 - or
 - (ii) will have a long term (more than 5 years) or permanent effect on the council or the borough.

The current members of the Cabinet are:

Councillor Tony Swain	Leader of the Council
Councillor William Challinor	Deputy Leader and Portfolio Holder for Regeneration and Leisure
Councillor Peter Steen	Portfolio Holder for Environmental Services
Councillor Brian Essex	Portfolio Holder for Finance and Resources
Councillor Janet Graham	Portfolio Holder for Communities and Neighbourhoods
Councillor Darryl Smith	Portfolio Holder for Customer Services

The Council's Executive Directorate comprises of:

Chief Executive Directorate managed by Chief Executive – Carolyn Wilkins

- Finance and Property
- People and Policy (includes Policy & Performance, Communications, People and Organisational Development)

Place Directorate managed by Deputy Chief Executive – Helen Lockwood

- Regeneration (includes strategic housing)
- Street Scene
- Communities
- Customer Services and ICT
- Executive Office

Business Directorate managed by Executive Director Business – Linda Fisher

- Legal
- Committee and Member Services
- Elections
- Planning
- Land Charges
- Building Control
- Environmental Health including Licensing

Anyone wishing to make representations about any of the matters listed in the Forward Plan may do so by contacting the relevant officer listed against each key decision.

Under the Access to Information Procedure rules set out in the Council's Constitution, a key decision may not be taken, unless:

- It is published in the Forward Plan
- 5 clear days have lapsed since the publication of the Forward Plan; and
- if the decision is to be taken at a meeting of the Cabinet, 5 clear days notice of the meeting has been given

The law and the Council's Constitution provide an exception that allows urgent key decisions to be made, even though they have not been included in the Forward Plan. This is provided for in Rule 15 (General Exception) and Rule 16 (Special Urgency) of the Access to Information Procedure Rules.

The Forward Plan also contains details of significant decisions which will be considered by the Cabinet with recommendations to Full Council.

Copies of the following documents may be inspected at the Rossendale Borough Council One Stop Shop, Town Centre Offices, Lord Street, Rawtenstall, Rossendale, Lancashire, BB4 7LZ or accessed from the Council's website www.rossendale.gov.uk

- The Council's Constitution
- The Forward Plan
- Reports on the key decisions to be taken
- The minutes or decision notice for each key decision, which will normally be published 4 working days after having been made.

Members of the public are welcome to attend meetings of the Cabinet and the dates and times of the meetings are published on the Council's website www.rossendale.gov.uk or you may contact the Democratic Services Section on telephone number 01706 252422 or email democracy@rossendalebc.gov.uk for further details.

Details of the decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Expected Date of Decision	Proposed Consultees	Method(s) of Consultation	Documents to be considered by the decision taker	Representations may be made to the following officer
Conservation Strategy	The Cabinet	Regeneration and Leisure	November 2008	The draft Conservation Strategy will be deposited for public consultation	Consultation will be in accordance with the Statement of Community Involvement	Conservation Strategy	Stephen Stray Planning Unit Manager Tel: 01706 252420 email: stephenstray@rosseendalebc.gov.uk
Freedom of Information - New model publication scheme	The Cabinet	Finance and Resources	December 2008	All heads of service / managers / portfolio holder and shadow portfolio holder/Overview & Scrutiny committee	Meeting	Report	Sarah Blackwell Trainee Solicitor Tel: 01706 252481 Email: sarahblackwell@rossendalebc.gov.uk
Draft Pennine Lancashire Housing Strategy	The Cabinet	Regeneration and Leisure	December 2008	Executive Management Team, Scrutiny Cttee	Briefing Paper	Draft Pennine Lancashire Housing Strategy	Steve Jackson, Head of Regeneration, Tel: 01706 252401, e-mail: stephenjackson@rossendalebc.gov.uk
Enforcement Policy - Adoption of final Policy following consultation	The Cabinet	Regeneration and Leisure	December 2008	Policy Overview and Scrutiny All Council departments, Members	Policy Scrutiny Committee on 4 th November	Covering report with revised policy	Linda Fisher, Executive Director - Business Tel: 01706 252447 Email: lindafisher@rossendalebc.gov.uk

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Healthy Workplace Scheme and Health & Safety Enforcement Plan	The Cabinet	Communities and Neighbourhoods	December 2008	Businesses, Community	Publication in newsletters	Covering report with Plan	Philip Mepham Environmental Health Manager Tel: 01706 252566 Email: philipmepham@rosse-ndalebc.gov.uk
Pennine Lancashire Economic Development Company	The Cabinet	Regeneration and Leisure	December 2008	Pennine Lancashire Leaders and Chief Executives Policy Overview and Scrutiny	Meetings	Report	Carolyn Wilkins, Chief Executive Tel: 01706 252428 Email: carolynwilkins@rosse-ndalebc.gov.uk
Re-use of Buildings in the Countryside Interim Policy	The Cabinet	Regeneration and Leisure	December 2008	The draft Interim Policy will be deposited for public consultation	Consultation will be in accordance with the Statement of Community Involvement	Re-use of Buildings in the Countryside Interim Policy	Stephen Stray Planning Unit Manager Tel: 01706 252420 email: stephenstray@rosse-ndalebc.gov.uk
Hot Food Take-Aways Interim Policy	The Cabinet	Regeneration and Leisure	December 2008	The draft Interim Policy will be deposited for public consultation	Consultation will be in accordance with the Statement of Community Involvement	Hot Food Take-Aways Interim Policy	Stephen Stray Planning Unit Manager Tel: 01706 252420 email: stephenstray@rosse-ndalebc.gov.uk
Refresh of the Neighbourhood Forums	The Cabinet Full Council	Communities and Neighbourhoods	December 2008	Portfolio Holder, Neighbourhood Steering Group Rossendale Partnership Executive	Variety of methods including presentations to appropriate meetings and groups, public questionnaires	Report	Mike Riley Communities Manager 01706 252412 michaelriley@rosse-ndalebc.gov.uk

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				Key partners in the public, private, business and third sectors			
Lancashire Local Rossendale Constitution	Full Council	Finance and Resources	January 2009	Portfolio Holder	Meetings	Report	Heather Moore, Committee and Member Services Manager 01706 252423 heathermoore@rosseendalebc.gov.uk
Approval of revised Contaminated Land Strategy	The Cabinet	Environmental Services	January 2009	Regeneration Dept Lancashire County Council	Postal consultation	Report with attached Strategy	Philip Mepham, Environmental Health Manager Tel: 01706 252566 Email: philipmepham@rosseendalebc.gov.uk
Air Quality Strategy	The Cabinet	Environmental Services	January 2009	Business, residents, agencies and other local organisations	Consultation Plan	Report and Strategy document	Philip Mepham, Environmental Health Manager Tel: 01706 252566 Email: philipmepham@rosseendalebc.gov.uk
Road Safety Strategy	The Cabinet	Communities and Neighbourhoods	January 2009	Members	Meetings	Report	Trish Ellins, Community Safety Manager Tel: 01706 252542 Email: trishellins@rossendalebc.gov.uk
Approval of the Allocation Development Plan Document (DPD) for consultation	Full Council	Regeneration and Leisure	January 2009	The issues and options documents will be deposited for public consultation	Consultation will be in accordance with the Statement of Community Involvement	Allocation DPD	Stephen Stray Planning Unit Manager Tel: 01706252420 Email: stephenstray@rosseendalebc.gov.uk

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Approval of the Proposals Map for consultation	Full Council	Regeneration and Leisure	January 2009	The issues and Options documents will be deposited for public consultation Policy Overview and Scrutiny	Consultation will be in accordance with the Statement of Community Involvement	Proposals Map	Stephen Stray Planning Unit Manager Tel: 01706252420 Email: stephenstray@rosse-ndalebc.gov.uk
Approval of the Core Strategy Revised Preferred Options (DPD) for consultation	Full Council	Regeneration and Leisure	January 2009	The revised preferred options document will be deposited for public consultation Policy Overview and Scrutiny	Consultation will be in accordance with the Statement of Community Involvement	Core Strategy DPD	Stephen Stray Planning Unit Manager Tel: 01706 252420 Email: stephenstray@rosse-ndalebc.gov.uk
Health and Wellbeing Strategy	The Cabinet	Communities and Neighbourhoods	February 2009	Consultation event	Health Event	Draft Health & Wellbeing Strategy	Philip Mepham, Environmental Health Manager Tel: 01706 252566 Email: philipmepham@rosse-ndalebc.gov.uk
Approval of revised Environmental Strategy	The Cabinet	Environmental Services	February 2009	Environment Theme Group & other agencies	Meetings and mailshot	Report with attached strategy	Philip Mepham, Environmental Health Manager Tel: 01706 252566 Email: philipmepham@rosse-ndalebc.gov.uk

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Environmental Health Strategy	The Cabinet	Environmental Services	March 2009	Elected Members, Businesses	Meetings	Report	Philip Mepham Environmental Health Manager Tel: 01706 252566 Email: philipmepham@rosse-ndalebc.gov.uk
Water and Drainage Strategy	The Cabinet	Environmental Services/ Regeneration and Leisure	March 2009	Many agencies and community	Meetings and targeted mailshot	Report with attached strategy	Philip Mepham Environmental Health Manager Tel: 01706 252566 Email: philipmepham@rosse-ndalebc.gov.uk
Drinking Water Strategy	The Cabinet	Communities and Neighbourhoods	March 2009	Community and private water supply owners and consumers	Meetings and mailshot	Report with attached strategy	Philip Mepham Environmental Health Manager Tel: 01706 252566 Email: philipmepham@rosse-ndalebc.gov.uk
Parking Strategy	The Cabinet	Regeneration and Leisure	April 2009	Members Parking Group Lancashire County Council Neighbouring Authorities	Meetings, production of draft report for comment, publication of draft on internet	Final draft strategy with covering report	Lucy Kershaw, Traffic and Parking Manager Tel: 01706 252531 Email: lucykershaw@rosse-ndalebc.gov.uk



Councillor Tony Swain
Leader of the Council