

## ROSSENDALE BOROUGH COUNCIL FORWARD PLAN FOR THE FOUR MONTH PERIOD 1<sup>st</sup> JANUARY 2009 TO 30<sup>th</sup> APRIL 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:

<a href="#">Councillor Tony Swain</a>	Leader of the Council
<a href="#">Councillor William Challinor</a>	Deputy Leader and Portfolio Holder for Regeneration and Leisure
<a href="#">Councillor Peter Steen</a>	Portfolio Holder for Environmental Services
<a href="#">Councillor Brian Essex</a>	Portfolio Holder for Finance and Resources
<a href="#">Councillor Janet Graham</a>	Portfolio Holder for Communities and Neighbourhoods
<a href="#">Councillor Darryl Smith</a>	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](http://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](http://www.rossendale.gov.uk) or you may contact the Democratic Services Section on telephone number 01706 252422 or email [democracy@rossendalebc.gov.uk](mailto: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
Hot Food Take-Aways Interim Policy	The Cabinet	Regeneration and Leisure	January 2009	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: <a href="mailto:stephenstray@rossendalebc.gov.uk">stephenstray@rossendalebc.gov.uk</a>
Balance Sheet Review	The Cabinet	Finance and Resources	January 2009	Portfolio Holder, Executive Team and Audit Commission	Meetings and reports	Report	Janice Crawford Finance Manager Tel: 01706 252416 email: <a href="mailto:janicecrawford@rossendalebc.gov.uk">janicecrawford@rossendalebc.gov.uk</a>
Asset Disposals	The Cabinet	Finance and Resources	January 2009	Portfolio Holder and Executive Team	Meetings and reports	Report	Phil Seddon Head of Finance Tel: 01706 252465 email: <a href="mailto:philseddon@rossendalebc.gov.uk">philseddon@rossendalebc.gov.uk</a>
Approval of Food and Health Action Plan	The Cabinet	Communities and Neighbourhoods	January 2009	Rossendale Food Forum	Meeting	Report with Action Plan	Hayley Robinson-Mitchell Environmental Health Officer Tel: 01706 252562 Email: <a href="mailto:hayleymitchell@rossendalebc.gov.uk">hayleymitchell@rossendalebc.gov.uk</a>
Playbuilder Project	The Cabinet	Environmental Services	January 2009	Leader of the Council, Portfolio Holder	Meetings	DCLG Play Builder Scheme	Helen Lockwood, Deputy Chief Executive Tel: 01706 252428 email: <a href="mailto:helenlockwood@rossendalebc.gov.uk">helenlockwood@rossendalebc.gov.uk</a>

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Community Fund for Rossendale	The Cabinet	Communities and Neighbourhoods	January 2009	Portfolio Holder	Meetings	Report	Carolyn Wilkins, Chief Executive Tel: 01706 252428 Email: <a href="mailto:carolynwilkins@rosseendalebc.gov.uk">carolynwilkins@rosseendalebc.gov.uk</a>
Leisure Report	The Cabinet	Regeneration and Leisure	January 2009	Leader, Portfolio Holder and Leisure Trust	Meetings	Leisure Report	Helen Lockwood, Deputy Chief Executive Tel: 01706 252428 email: <a href="mailto:helenlockwood@rosseendalebc.gov.uk">helenlockwood@rosseendalebc.gov.uk</a>
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: <a href="mailto:philipmepham@rosseendalebc.gov.uk">philipmepham@rosseendalebc.gov.uk</a>
Approval of the Allocation Development Plan Document (DPD) for consultation	Full Council	Regeneration and Leisure	February 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: <a href="mailto:stephenstray@rosseendalebc.gov.uk">stephenstray@rosseendalebc.gov.uk</a>
Approval of the Proposals Map for consultation	Full Council	Regeneration and Leisure	February 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: <a href="mailto:stephenstray@rosseendalebc.gov.uk">stephenstray@rosseendalebc.gov.uk</a>

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Conservation Strategy	The Cabinet	Regeneration and Leisure	February 2009	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: <a href="mailto:stephenstray@rosse-ndalebc.gov.uk">stephenstray@rosse-ndalebc.gov.uk</a>
Pennine Lancashire Economic Development Company	The Cabinet	Regeneration and Leisure	February 2009	Pennine Lancashire Leaders and Chief Executives  Policy Overview and Scrutiny	Meetings	Report	Carolyn Wilkins, Chief Executive Tel: 01706 252428 Email: <a href="mailto:carolynwilkins@rosse-ndalebc.gov.uk">carolynwilkins@rosse-ndalebc.gov.uk</a>
Draft Pennine Lancashire Housing Strategy	The Cabinet	Regeneration and Leisure	February 2009	Executive Management Team, Scrutiny Committee	Briefing Paper	Draft Pennine Lancashire Housing Strategy	Steve Jackson, Head of Regeneration, Tel: 01706 252401, e-mail: <a href="mailto:stephenjackson@rosse-ndalebc.gov.uk">stephenjackson@rosse-ndalebc.gov.uk</a>
Re-use of Buildings in the Countryside Interim Policy	The Cabinet	Regeneration and Leisure	February 2009	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: <a href="mailto:stephenstray@rosse-ndalebc.gov.uk">stephenstray@rosse-ndalebc.gov.uk</a>

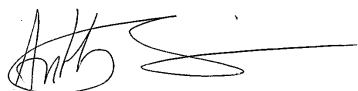
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Road Safety Strategy	The Cabinet	Communities and Neighbourhoods	February 2009	Members	Meetings	Report	Trish Ellins, Community Safety Manager Tel: 01706 252542 Email: <a href="mailto:trishellins@rossendalebc.gov.uk">trishellins@rossendalebc.gov.uk</a>
Refresh of the Neighbourhood Forums	The Cabinet Full Council	Communities and Neighbourhoods	February 2009	Portfolio Holder,  Neighbourhood Steering Group  Rossendale Partnership Executive  Key partners in the public, private, business and third sectors	Variety of methods including presentations to appropriate meetings and groups, public questionnaires	Report	Mike Riley Communities Manager 01706 252412 <a href="mailto:michaelriley@rossendalebc.gov.uk">michaelriley@rossendalebc.gov.uk</a>
Lancashire Local Rossendale Constitution	Full Council	Finance and Resources	February 2009	Portfolio Holder	Meetings	Report	Heather Moore, Committee and Member Services Manager 01706 252423 <a href="mailto:heathermoore@rossendalebc.gov.uk">heathermoore@rossendalebc.gov.uk</a>
Medium Term Financial Strategy	The Cabinet Full Council	A Well Managed Council	February 2009	Public & local businesses	Neighbourhood Forums Local Businesses	Report	Phil Seddon, Head of Finance Tel: 01706252465 Email: <a href="mailto:philseddon@rossendalebc.gov.uk">philseddon@rossendalebc.gov.uk</a>

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Capital Programme (2009 – 12)	The Cabinet Full Council	A Well Managed Council	February 2009	Public & local businesses	Neighbourhood Forums Local Businesses	Report	Phil Seddon, Head of Finance Tel: 01706252465 Email: <a href="mailto:philseddon@rossendalebc.gov.uk">philseddon@rossendalebc.gov.uk</a>
Revenue Budget and Council Tax Setting	The Cabinet Full Council	Well Managed Council	February 2009	Overview and Scrutiny Management Committee Public Consultation	Neighbourhood Forums Lancashire Local Partners Select Local Businesses	Report	Phil Seddon, Head of Finance Tel: 01706252465 Email: <a href="mailto:philseddon@rossendalebc.gov.uk">philseddon@rossendalebc.gov.uk</a>
Enforcement Policy - Adoption of final Policy following consultation	The Cabinet	Regeneration and Leisure	February 2009	Policy Overview and Scrutiny All Council departments, Members	Policy Scrutiny Committee on 13 <sup>th</sup> January	Covering report with revised policy	Linda Fisher, Executive Director - Business Tel: 01706 252447 Email: <a href="mailto:lindafisher@rossendalebc.gov.uk">lindafisher@rossendalebc.gov.uk</a>
Biodiversity and Geodiversity Plan	The Cabinet	Environmental Services	February 2009	Members of LSP Environment Theme Group, Lancashire County Council, Lancashire Wildlife Trust, Lancashire RIGS group, United Utilities.	Direct discussion with all parties.  During 2009/2010 consultation will be extended to include local community groups and individuals for expansion of the action plan in future years	One Cabinet report with two Action Plans, one for Biodiversity and one for Geodiversity	Philip Mepham, Environmental Health Manager Tel: 01706 252566 Email: <a href="mailto:philipmepham@rossendalebc.gov.uk">philipmepham@rossendalebc.gov.uk</a>



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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: <a href="mailto:philipmepham@rosse-ndalebc.gov.uk">philipmepham@rosse-ndalebc.gov.uk</a>
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: <a href="mailto:philipmepham@rosse-ndalebc.gov.uk">philipmepham@rosse-ndalebc.gov.uk</a>
Approval of the Core Strategy Revised Preferred Options (DPD) for consultation	Full Council	Regeneration and Leisure	March 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: <a href="mailto:stephenstray@rosse-ndalebc.gov.uk">stephenstray@rosse-ndalebc.gov.uk</a>
Approval of revised Contaminated Land Strategy	The Cabinet	Environmental Services	March 2009	Regeneration Dept Lancashire County Council	Postal consultation	Report with attached Strategy	Philip Mepham, Environmental Health Manager Tel: 01706 252566 Email: <a href="mailto:philipmepham@rosse-ndalebc.gov.uk">philipmepham@rosse-ndalebc.gov.uk</a>
Rosendale Markets	The Cabinet	Communities and Neighbourhoods	March 2009	Policy Overview and Scrutiny  Market Traders	Meetings, briefing and report.	Report	Clare Angus and Catherine Taylor, Area Officers Tel: 01706 252540/ 252541 Email: <a href="mailto:clareangus@rosse-ndalebc.gov.uk">clareangus@rosse-ndalebc.gov.uk</a>

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							<a href="mailto:catherinetaylor@rossendalebc.gov.uk">catherinetaylor@rossendalebc.gov.uk</a>
Approval of Environmental Health Strategy 2009-2011	The Cabinet	Communities and Neighbourhoods	March 2009	Wide range of consultees	Meetings, one-to-one discussion, public consultation	Report with Strategy document	Philip Mepham Environmental Health Manager Tel: 01706 252566 Email: <a href="mailto:philipmepham@rossendalebc.gov.uk">philipmepham@rossendalebc.gov.uk</a>
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: <a href="mailto:philipmepham@rossendalebc.gov.uk">philipmepham@rossendalebc.gov.uk</a>
Water and Drainage Strategy	The Cabinet	Environmental Services/ Regeneration and Leisure	June/July 2009	Many agencies and community	Meetings and targeted mailshot	Report with attached strategy	Philip Mepham Environmental Health Manager Tel: 01706 252566 Email: <a href="mailto:philipmepham@rossendalebc.gov.uk">philipmepham@rossendalebc.gov.uk</a>
Parking Strategy	The Cabinet	Regeneration and Leisure	July 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: <a href="mailto:lucykershaw@rossendalebc.gov.uk">lucykershaw@rossendalebc.gov.uk</a>



Councillor Tony Swain  
Leader of the Council