

## ROSSENDALE BOROUGH COUNCIL FORWARD PLAN FOR THE FOUR MONTH PERIOD 1<sup>st</sup> October 2009 TO 31<sup>st</sup> January 2010

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
<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
<a href="#">Councillor Jason Gledhill</a>	Portfolio Holder for Leisure

The Council's Executive Directorate comprises of:

***Chief Executive Directorate managed by Chief Executive – Helen Lockwood***

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

***Place Directorate managed by Chief Executive – Helen Lockwood***

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

***Business Directorate managed by Director of Business – Stuart Sugarman***

- 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
Core Strategy	Full Council (Special Meeting – 3 <sup>rd</sup> November 2009)	Regeneration	November 2009	<p>A comprehensive consultation on a draft of the Core Strategy is scheduled from late October to early December.</p> <p>The Core Strategy will be published for final comments only regarding the soundness of the document in June 2010.</p> <p>The Core Strategy will then be submitted to SOS for examination and approval.</p> <p>Cabinet</p> <p>Policy Overview and Scrutiny</p>	Publication and submission stages for the Core Strategy will be in accordance with the Statement of Community Involvement and the relevant Town and County Planning Regulations.	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>
Corporate Planning Framework	The Cabinet Full Council	Finance and Resources	October 2009	EMT, Cabinet	Report	Report	Liz Murphy, Head of People and Policy, <a href="mailto:lizmurphy@rossendalebc.gov.uk">lizmurphy@rossendalebc.gov.uk</a> 01706 252452

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Review of the Constitution	Full Council	Finance and Resources	October 2009	All Members and Senior Officers Relevant partner organisations	Documents Meetings	Report	Stuart Sugarman, Director of Business, Tel: 01706 252447 Email: <a href="mailto:stuartsugarman@rossendale.bc.gov.uk">stuartsugarman@rossendale.bc.gov.uk</a>
Pennine Lancashire Development Company Ltd	The Cabinet Full Council	Regeneration	October 2009 December 2009	Group Leaders Strategic Partners	Documents Meetings	Report	Stuart Sugarman, Director of Business, Tel: 01706 252447, Email: <a href="mailto:stuartsugarman@rossendalebc.gov.uk">stuartsugarman@rossendalebc.gov.uk</a>
Pennine Lancashire Leaders and Chief Executives (PLLACE)	The Cabinet Full Council	Regeneration	October 2009 December 2009	Group Leaders Strategic Partners	Documents Meetings	Report	Stuart Sugarman, Director of Business, Tel: 01706 252447, Email: <a href="mailto:stuartsugarman@rossendalebc.gov.uk">stuartsugarman@rossendalebc.gov.uk</a>
Approval of the Pennine Lancashire Stock Condition Survey and Rossendale Stock Condition Survey	The Cabinet	Regeneration	October 2009	Executive Management Team, Scrutiny Committee PLLACE	Report	Pennine Lancashire Stock Condition Survey  Rossendale Stock Condition Survey	Rebecca Lawlor Regeneration Delivery Manager Tel: 01706 252402 Email: <a href="mailto:rebeccalawlor@rossendalebc.gov.uk">rebeccalawlor@rossendalebc.gov.uk</a>

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Street Trading within the Borough of Rossendale	Council	Communities and Neighbourhoods	October 2009	Licensing Committee, Policy Overview and Scrutiny Committee, LCC, Elected Members, Lancashire Constabulary, other Council Departments and others.	Letter, discussions and meetings.	Street Trading Report, amendments following Licensing Committee and appendices.	Tracy Brzozowski, Licensing and Planning Enforcement Manager, Tel: 01706 238602, Email: <a href="mailto:tracybrzozowski@rossendalebc.gov.uk">tracybrzozowski@rossendalebc.gov.uk</a>
Response to RSS Partial Review on Gypsies and Travellers and Parking Standards	The Cabinet	Regeneration	October 2009	Internal Departments	Email	Report and Appendix	Adrian Smith, Forward Planning, Tel: 01706 252419, email: <a href="mailto:adriansmith@rossendalebc.gov.uk">adriansmith@rossendalebc.gov.uk</a>
Bacup Conservation Area Appraisal	Cabinet	Forward Planning	November 2009	The appraisal will lead to future consultation in respect of the review of the conservation area boundary	Consultation will be in accordance with the Statement of Community Involvement and the relevant Town and Country Planning Regulations.	Report	Stephen Stray Planning Unit Manager Tel: 01706252420 Email: <a href="mailto:stephenstray@rossendalebc.gov.uk">stephenstray@rossendalebc.gov.uk</a>
Hot Food takeaway Interim Policy	Cabinet	Forward Planning	November 2009	Consultation has now taken place. Results of consultation to be reported back	Consultation will be in accordance with the Statement of Community Involvement and the relevant Town and Country Planning Regulations.	Report	Stephen Stray Planning Unit Manager Tel: 01706252420 Email: <a href="mailto:stephenstray@rossendalebc.gov.uk">stephenstray@rossendalebc.gov.uk</a>

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Decent Homes Assistance Loans	The Cabinet	Regeneration	November 2009	Finance Portfolio Holder Providers	Meetings	Report with recommendations for new scheme	Rebecca Lawlor, Regeneration Delivery Manager, Tel: 01706 252402, Email: <a href="mailto:rebeccalawlor@rosse-ndalebc.gov.uk">rebeccalawlor@rosse-ndalebc.gov.uk</a>
Homeless Options Review	The Cabinet	Regeneration	November 2009	Green Vale Homes Service Users Peer Agencies Internal Departments Elected Members External Public Bodies such as CLG	Meetings Focus Group Sessions Telephone and face-to-face interviews Documents Peer Review of Other Authorities	Report	Cathy Lord, Strategic Housing and Partnerships Manager, Tel: 01706 252406, Email: <a href="mailto:cathylord@rossendalebc.gov.uk">cathylord@rossendalebc.gov.uk</a>
Conservation Strategy	The Cabinet	Regeneration	November 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>
Leisure Update	Cabinet	Leisure	December 2009	Meetings Elected Members Report	Meetings Elected Members Report	Report	Mike Riley, Head of Communities Tel: 01706 252412 Email: <a href="mailto:michaelriley@rossendalebc.gov.uk">michaelriley@rossendalebc.gov.uk</a>
Core Strategy	Cabinet recommendation to Full Council	Regeneration	January 2010	Feedback from a comprehensive consultation on a draft of the Core Strategy scheduled from late October to early December.	Publication and submission stages for the Core Strategy will be in accordance with the Statement of Community Involvement and the relevant Town and Country Planning	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>

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				<p>The Core Strategy will be published for final comments only regarding the soundness of the document in June 2010.</p> <p>The Core Strategy will then be submitted to SOS for approval and examination.</p> <p>Cabinet Policy Overview and Scrutiny.</p>	Regulations.		
Integrated Regional Strategy	The Cabinet	Regeneration	January 2010	Internal Departments	Emails and meetings.	Report with attachment.	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	January 2010	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>
Drinking Water Strategy	The Cabinet	Communities and Neighbourhoods	January 2010	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@rosse-ndalebc.gov.uk">philipmepham@rosse-ndalebc.gov.uk</a>



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Private Sector Housing Strategy	The Cabinet	Regeneration	January 2010	Service Users Private Landlords Forum Peer Agencies Internal Departments Members External Public Bodies such as CLG	Meetings Focus Group Sessions Telephone and face-to-face interviews Documents Peer Reviews of other authorities	Private Sector Housing Strategy	Rebecca Lawlor, Regeneration Delivery Manager, Tel: 01706 252402, Email: <a href="mailto:rebeccalawlor@rosseendalebc.gov.uk">rebeccalawlor@rosseendalebc.gov.uk</a>
Customer Access Strategy	The Cabinet	Customer Services	January 2010	Customers Stakeholders Elected Members	Consultation, Meetings, Report	Report	Andrew Buckle, Head of Customer Services, Tel: 238606, Email: <a href="mailto:andrewbuckle@rosseendalebc.gov.uk">andrewbuckle@rosseendalebc.gov.uk</a>
Priority Setting	Cabinet recommendation to Full Council	Leader of the Council	February 2010	Elected Members	Member Development Session	Report	Liz Murphy, Head of People and Policy Tel: 01706 252452 Email: <a href="mailto:lizmurphy@rossendalebc.gov.uk">lizmurphy@rossendalebc.gov.uk</a>
Medium Term Financial Strategy	Cabinet recommendation to Full Council	Finance and Resources	February 2010	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>
Capital Programme	Cabinet recommendation to Full Council	Finance and Resources	February 2010	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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Revenue Budget and Council Tax Setting	Cabinet recommendation to Full Council	Finance and Resources	February 2010	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>
Vacant Property Strategy	The Cabinet	February 2009	February 2010	Internal Departments Members External Public Bodies such as CLG and Elevate	Meetings Telephone and face-to-face Interviews Documents Peer review of other Local Authorities	Vacant Property Strategy	Rebecca Lawlor, Regeneration Delivery Manager, Tel: 01706 252402, Email: <a href="mailto:rebeccalawlor@rossendalebc.gov.uk">rebeccalawlor@rossendalebc.gov.uk</a>
Re-use of Buildings in the Countryside Supplementary Planning Document (SPD)	Full Council	Regeneration	March 2010	The draft SPD 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@rossendalebc.gov.uk">stephenstray@rossendalebc.gov.uk</a>
Core Strategy	Cabinet	Regeneration	March 2010	The Core Strategy will be published for final comments regarding only the soundness of the document in June 2010.  The Core Strategy will then be submitted to SOS for examination and approval.  Cabinet	Publication and submission stages for the Core Strategy will be in accordance with the Statement of Community Involvement and the relevant Town and Country Planning Regulations.	Core Strategy DPD	Stephen Stray Planning Unit Manager Tel: 01706 252420 email: <a href="mailto:stephenstray@rossendalebc.gov.uk">stephenstray@rossendalebc.gov.uk</a>

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				Policy Overview and Scrutiny			
Allocation of Performance Reward Grant	Cabinet recommendation to Full Council	Communities & Neighbourhoods	March 2010	LSP Executive, LSP Theme Group Members, Small sub-group of LSP Executive	Meeting Report	Report	Mike Riley Communities Manager 01706 252412 <a href="mailto:michaelriley@rossendalebc.gov.uk">michaelriley@rossendalebc.gov.uk</a>
Food and Health Action Plan	The Cabinet	Communities and Neighbourhoods	March 2010	Rosendale Food Forum	Consultation process 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>
Approval of the Allocation Development Plan Document (DPD) for consultation	Cabinet recommendation to Full Council	Regeneration	June 2010	The issues and options documents will be deposited for public consultation	Consultation will be in accordance with the Statement of Community Involvement and the relevant Town and Country Planning Regulations.	Allocation DPD	Stephen Stray Planning Unit Manager Tel: 01706252420 Email: <a href="mailto:stephenstray@rossendalebc.gov.uk">stephenstray@rossendalebc.gov.uk</a>



Councillor Tony Swain  
Leader of the Council