

## **FORWARD PLAN OF KEY DECISIONS (covering the period 1 November 2023 to 2 February 2024 at a minimum)**

The Council's Forward Plan of Key Decisions sets out decisions that the Cabinet, Investment Board or an individual member of the Cabinet intends to take over (at least) the following four months, beginning with the first day of the month following publication of the plan. The plan will be updated and re-published each month and copies can be obtained from Fenland Hall, County Road, March, Cambs, PE15 8NQ - telephone March (01354) 622452.

Members of the public are entitled to obtain copies of the documents that will be relied upon when the decision is taken unless they are exempt within the meaning of the Local Government Acts. These documents will be published, wherever possible, on the Council's website ([www.fenland.gov.uk](http://www.fenland.gov.uk)) a number of days before the decision is due to be taken. Paper copies will be made available for inspection and purchase via the address and telephone number set out above

**Please note that the decision dates are indicative and occasionally subject to change. Please contact Amy Brown, Head of Legal and Governance, on the above direct line if you wish to check the decision date for a particular item.**

### **What is a Key Decision?**

A Key Decision means an Executive decision (i.e. one taken by the Cabinet or an individual member of the Cabinet) which is likely to

- result in the authority incurring expenditure which is, or the making of savings which are, in excess of £100,000 either on its own or in partnership with other organisations; or
- be significant in terms of its effects on communities living or working in an area of the District comprising two or more wards.

The full definition of a Key Decision can be found in the Council's Constitution, which can be found on the Council's website.

### **Part 2 – Notice of Intention to take Decisions in Private**

Whilst the majority of the business listed in this Pan will be open to the public to attend, there will be some business to be considered that contains, for example, confidential, commercially sensitive or personal information. In these circumstances, the meeting may be held in private and on the rare occasion this applies, notice will be given within Part 2 of this document.

For further information regarding the content and purpose of the Forward Plan and the associated decision-making process, please contact Amy Brown, Head of Legal and Governance, on 01354 622452 or [abrown@fenland.gov.uk](mailto:abrown@fenland.gov.uk)

**PART 1 – FORWARD PLAN OF KEY DECISIONS**

<b>Decision</b>	<b>Decision Maker</b>	<b>Date of Decision (Approximate)</b>	<b>Wards</b>	<b>Who is to be Consulted and By What Means</b>	<b>Who to Respond to and By When</b>	<b>Background Documents</b>
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## PART 1 - PREVIOUSLY ADVERTISED KEY DECISIONS

Decision	Decision Maker	Date of Decision (Approximate)	Wards	Who is to be Consulted and By What Means	Who to Respond to and By When	Background Documents
Implementation of an interim HIA service - KEY/09OCT23/01 Value circa £400k	Leader & Portfolio Holder for Finance, Portfolio Holder for Housing and Licensing		All Wards	Not applicable	Dan Horn, Assistant Director <a href="mailto:dhorn@fenland.gov.uk">dhorn@fenland.gov.uk</a>	
Garden Waste Fee Setting 2023/24 - KEY/12OCT23/01	Section 151 Officer		All Wards	In consultation with Finance and Environment Portfolio Holders	Mark Mathews, Head of Environmental Services <a href="mailto:mmathews@fenland.gov.uk">mmathews@fenland.gov.uk</a>	
Replacement/Refurbishment of Waldersea Sidings Sewage Treatment Works - KEY/09DEC22/01 To approve the contract to undertake the detailed design and construction works for above Council owned, managed and operated asset.	Portfolio Holder for Economic Growth and Skills	20 Jan 2023	Elm & Christchurch	All relevant internal and external stakeholders.	Mark Greenwood, Head of Property, Assets and Major Projects <a href="mailto:mgreenwood@fenland.gov.uk">mgreenwood@fenland.gov.uk</a>	Returned Tender Submission (Returned Schedule of Prices is exempt as commercially sensitive data)

<p>Purchase of a 3-bedroom house in March as part of 9 house purchases to implement cabinet decision Cab68/22 – 20 February 2023 - KEY/14JUL23/02 Value £226,000</p>	<p>Section 151 Officer</p>	<p>Before 31 Jul 2023</p>	<p>March North</p>	<p>N/A</p>	<p>Dan Horn, Assistant Director <a href="mailto:dhorn@fenland.gov.uk">dhorn@fenland.gov.uk</a></p>	<p><a href="https://www.fenland.gov.uk/localgov/documents/s11749/Report%20and%20Appendix%20A.pdf">https://www.fenland.gov.uk/localgov/documents/s11749/Report%20and%20Appendix%20A.pdf</a></p>
<p>Purchase of a 3-bedroom house in March as part of 9 house purchases to implement cabinet decision Cab68/22 – 20 February 2023 - KEY/14JUL23/03 Value £198,000</p>	<p>Section 151 Officer</p>	<p>16 Aug 2023</p>	<p>March North</p>	<p>N/A</p>	<p>Dan Horn, Assistant Director <a href="mailto:dhorn@fenland.gov.uk">dhorn@fenland.gov.uk</a></p>	<p><a href="https://www.fenland.gov.uk/localgov/documents/s11749/Report%20and%20Appendix%20A.pdf">https://www.fenland.gov.uk/localgov/documents/s11749/Report%20and%20Appendix%20A.pdf</a></p>
<p>Purchase of a 4-bedroom house in March as part of 9 house purchases to implement Cabinet decision Cab68/22 – 20 February 2023 - KEY/14JUL23/01 Value £320,000</p>	<p>Section 151 Officer</p>	<p>16 Aug 2023</p>	<p>March South</p>	<p>N/A</p>	<p>Dan Horn, Assistant Director <a href="mailto:dhorn@fenland.gov.uk">dhorn@fenland.gov.uk</a></p>	<p><a href="https://www.fenland.gov.uk/localgov/documents/s11749/Report%20and%20Appendix%20A.pdf">https://www.fenland.gov.uk/localgov/documents/s11749/Report%20and%20Appendix%20A.pdf</a></p>

<p>Purchase of a 3-bedroom house in March as part of 9 house purchases to implement cabinet decision Cab68/22 – 20 February 2023 - KEY/14JUL23/04 Value £205,000</p>	<p>Section 151 Officer</p>	<p>16 Aug 2023</p>	<p>March North</p>	<p>N/A</p>	<p>Dan Horn, Assistant Director <a href="mailto:dhorn@fenland.gov.uk">dhorn@fenland.gov.uk</a></p>	<p><a href="https://www.fenland.gov.uk/localgov/documents/s11749/Report%20and%20Appendix%20A.pdf">https://www.fenland.gov.uk/localgov/documents/s11749/Report%20and%20Appendix%20A.pdf</a></p>
<p>Purchase of a 2 bedroom house in March as part of 9 house purchases to implement cabinet decision Cab68/22 – 20th February 2023 - KEY/27JUL23/01 Value £205,000</p>	<p>Section 151 Officer</p>	<p>Not before 27th Aug 2023</p>	<p>March West and Benwick</p>	<p>N/A</p>	<p>Dan Horn, Assistant Director <a href="mailto:dhorn@fenland.gov.uk">dhorn@fenland.gov.uk</a></p>	<p><a href="https://www.fenland.gov.uk/localgov/documents/s11749/Report and Appendix A.pdf">https://www.fenland.gov.uk/localgov/documents/s11749/Report and Appendix A.pdf</a></p>
<p>Purchase of a 2-bedroom house in March as part of 9 house purchases to implement cabinet decision cab68/22 – 20th February 2023 - KEY/04AUG23/01 - Value £182,350</p>	<p>Section 151 Officer</p>	<p>Not before 29th Aug 2023</p>	<p>March West and Benwick</p>	<p>N/A</p>	<p>Dan Horn, Assistant Director <a href="mailto:dhorn@fenland.gov.uk">dhorn@fenland.gov.uk</a></p>	<p><a href="https://www.fenland.gov.uk/localgov/documents/s11749/Report and Appendix A.pdf">https://www.fenland.gov.uk/localgov/documents/s11749/Report and Appendix A.pdf</a></p>

Purchase of Replacement Recycling Collection Vehicle - KEY/20SEPT23/01	Portfolio Holder for Refuse & Cleansing, Parks & Open Spaces	30 Sep 2023	All Wards	Not Applicable.	Mark Mathews, Head of Environmental Services <a href="mailto:mmathews@fenland.gov.uk">mmathews@fenland.gov.uk</a>	None.
Purchase of Replacement Refuse Collection Vehicle - KEY/20SEPT23/02	Portfolio Holder for Refuse & Cleansing, Parks & Open Spaces	30 Sep 2023	All Wards	Not Applicable.	Mark Mathews, Head of Environmental Services <a href="mailto:mmathews@fenland.gov.uk">mmathews@fenland.gov.uk</a>	None.
Purchase of a 4 bedroom house in March as part of 9 house purchases to implement cabinet decision Cab68/22 – 20th February 2023 - KEY/12JUL/01 Value £320,000	Section 151 Officer	Before 30 Sep 2023		N/A	Dan Horn, Assistant Director <a href="mailto:dhorn@fenland.gov.uk">dhorn@fenland.gov.uk</a>	<a href="https://www.fenland.gov.uk/localgov/documents/s11749/Report%20and%20Appendix%20A.pdf">https://www.fenland.gov.uk/localgov/documents/s11749/Report and Appendix A.pdf</a>

<p>LAHF2 - Amendment to Cabinet Decision CAB17/23 - KEY/04SEPT23/02 Relating to properties to be purchased outside PE13 and PE14 post code areas. Amendment to allow 5 properties to be purchased in PE13 and PE14 area for core homelessness accommodation needs.</p>	<p>Portfolio Holder for Housing and Licensing</p>	<p>4 Oct 2023</p>		<p>N/A</p>	<p>Dan Horn, Assistant Director <a href="mailto:dhorn@fenland.gov.uk">dhorn@fenland.gov.uk</a></p>	<p>CAB 17/23 Agenda Item</p>
<p>Purchase of 7 properties in March - KEY/06SEPT23/01 As part of implementation of cabinet decisions Cab68/22 – 20th February 2023/ Cab 17/23 17th July 2023, (Value £1.33m)</p>	<p>Section 151 Officer</p>	<p>6 Oct 2023</p>	<p>March East</p>	<p>N/A</p>	<p>Dan Horn, Assistant Director dhorn@fenland.gov.uk</p>	<p><a href="https://www.fenland.gov.uk/localgov/documents/s11749/Report%20and%20Appendix%20A.pdf">https://www.fenland.gov.uk/localgov/documents/s11749/Report and Appendix A.pdf</a>  <a href="https://www.fenland.gov.uk/localgov/documents/s12358/LAHF%20Cabinet%20Report%20-%20July%202023.pdf">https://www.fenland.gov.uk/localgov/documents/s12358/LAHF%20Cabinet%20Report%20-%20July%202023.pdf</a></p>

Purchase of 4 properties in Whittlesey - KEY/06SEPT23/02 as part of implementation of cabinet decisions Cab68/22 - 20 Feb 23/ Cab17/23 - 17 July 23 (value £932,000)	Section 151 Officer	6 Oct 2023	Whittlesey East and Villages	N/A	Dan Horn, Assistant Director <a href="mailto:dhorn@fenland.gov.uk">dhorn@fenland.gov.uk</a>	<a href="https://www.fenland.gov.uk/localgov/documents/s11749/Report%20and%20Appendix%20A.pdf">https://www.fenland.gov.uk/localgov/documents/s11749/Report and Appendix A.pdf</a>  <a href="https://www.fenland.gov.uk/localgov/documents/s12358/LAHF%20Cabinet%20Report%20-%20July%202023.pdf">https://www.fenland.gov.uk/localgov/documents/s12358/LAHF%20Cabinet %20Report%20-%20July%202023.pdf</a>
Purchase of 6 Properties in Whittlesey and Chatteris - KEY/13SEPT23/01 Purchase as part of implementation of Cabinet decision, CAB17/23, on 17 July 2023.	Section 151 Officer	12 Oct 2023	Chatteris North and Manea; Whittlesey North West	Not applicable.	Dan Horn, Assistant Director <a href="mailto:dhorn@fenland.gov.uk">dhorn@fenland.gov.uk</a>	LAHF Cabinet Report - July 2023
Recruitment and Retention in Planning – Market Supplement - KEY/10OCT23/01 (Value £100,000+)	Portfolio Holder for Planning and Flooding, Leader & Portfolio Holder for Finance	Before 1 Nov 2023	All Wards	All relevant internal stakeholders	Carol Pilson, Corporate Director and Monitoring Officer <a href="mailto:cpilson@fenland.gov.uk">cpilson@fenland.gov.uk</a>	Employment Committee report 6/10/23



Purchase of 2 properties in Chatteris as part of implementation of cabinet decision Cab 17/23 17th July 2023 - KEY/05OCT23/1 (Value £510,000)	Section 151 Officer	Not before 6th Nov 2023	Chatteris North and Manea	N/A	Dan Horn, Assistant Director <a href="mailto:dhorn@fenland.gov.uk">dhorn@fenland.gov.uk</a>	LAHF Cabinet Report - July 2023.pdf (fenland.gov.uk)
Procurement of Microsoft Licences - KEY/02NOV23/01 Recommendation to approve the renewal of our subscription for Microsoft licences at an enhanced level for the next 3 years.	Portfolio Holder for Communication, Transformation, Climate Change & Strategic Refuse	1 Dec 2023		All relevant internal and external stakeholders.	Peter Catchpole, Corporate Director and Chief Finance Officer <a href="mailto:petercatchpole@fenland.gov.uk">petercatchpole@fenland.gov.uk</a>	Procurement Documents
Final Formalisation of the North Cambridgeshire Place Development Board - KEY/16NOV23/01	Cabinet	18 Dec 2023	All Wards		Amy Brown, Assistant Director <a href="mailto:amybrown@fenland.gov.uk">amybrown@fenland.gov.uk</a>	
Implementation of an HIA service from April 2024 - KEY/15NOV23/01 (Value greater than £500k fees over the contract period).	Cabinet	18 Dec 2023	All Wards	Not applicable	Dan Horn, Assistant Director <a href="mailto:dhorn@fenland.gov.uk">dhorn@fenland.gov.uk</a>	Cabinet report

<p>Purchase of 3 properties in Wisbech - KEY/17NOV23/01 As part of implementation of Cabinet decision CAB17/23 17 July 2023 and minute amendment 20 October 2023 (Value £615,000)</p>	<p>Section 151 Officer</p>	<p>Not before 18th Dec 2023</p>	<p>Leverington and Wisbech Rural</p>	<p>Not applicable</p>	<p>Dan Horn, Assistant Director <a href="mailto:dhorn@fenland.gov.uk">dhorn@fenland.gov.uk</a></p>	<p>LAHF Cabinet Report - July 2023.pdf (fenland.gov.uk ) Decision - To approve an amendment to the resolution for agenda item CAB 17/23 to allow for 5 properties for LAHF2 to be purchased within the previously restricted PE13 and PE14 postcode areas for core needs homelessness purposes. - Fenland District Council</p>
<p>Wisbech High Street Update (a recurring Cabinet item) - KEY/06SEP22/01 Recommendation to consider and approve options in relation to future development.</p>	<p>Cabinet</p>	<p>18 Dec 2023</p>	<p>Wisbech Wards</p>	<p>All relevant internal and external stakeholders</p>	<p>Phil Hughes, Head of Leisure Services/SRO March Future High Street Project <a href="mailto:phughes@fenland.gov.uk">phughes@fenland.gov.uk</a></p>	<p>Previous Council Reports only at this stage.</p>
<p>Open Spaces Play Area assessment and investment report - KEY/24AUG23/04 (Value c.£500,000)</p>	<p>Cabinet</p>	<p>18 Dec 2023</p>	<p>All Wards</p>	<p>All relevant internal and external stakeholders.</p>	<p>Phil Hughes, Head of Leisure Services/SRO March Future High Street Project, Simon Bell, Contracts Manager <a href="mailto:phughes@fenland.gov.uk">phughes@fenland.gov.uk</a> , <a href="mailto:sbell@fenland.gov.uk">sbell@fenland.gov.uk</a></p>	<p>Report to Cabinet</p>

Wisbech Quay Repairs - KEY/10AUG23/03 (Cabinet have signed off for up to £1m but indications are that this will increase in value).	Cabinet	18 Dec 2023	Wisbech Wards	All relevant internal and external stakeholders	Peter Catchpole, Corporate Director and Chief Finance Officer, Carol Pilson, Corporate Director and Monitoring Officer <a href="mailto:petercatchpole@fenland.gov.uk">petercatchpole@fenland.gov.uk</a> <a href="mailto:cpilson@fenland.gov.uk">cpilson@fenland.gov.uk</a>	Previous Cabinet report and Surveyor's Report detailing condition of existing assets. Report to Cabinet 02/10/23
Cambridgeshire Priorities Capital Fund - KEY/29AUG23/02 – acceptance of grant if bid is successful (Value up to £200,000)	Cabinet	22 Jan 2024	All Wards	All relevant internal and external stakeholders.	Phil Hughes, Head of Leisure Services/SRO March Future High Street Project <a href="mailto:phughes@fenland.gov.uk">phughes@fenland.gov.uk</a>	Report to Cabinet
Leisure Facility Strategy - Initial Assessment Phase - KEY/24AUG23/02 To consider the initial assessment phase.	Cabinet	22 Jan 2024	All Wards	All relevant internal and external stakeholders.	Phil Hughes, Head of Leisure Services/SRO March Future High Street Project <a href="mailto:phughes@fenland.gov.uk">phughes@fenland.gov.uk</a>	Report to Cabinet
Sport England Swimming Pool Support Fund - KEY/15AUG23/01 Acceptance of Grant if successful	Cabinet	22 Jan 2024	All Wards	All relevant internal and external stakeholders.	Phil Hughes, Head of Leisure Services/SRO March Future High Street Project <a href="mailto:phughes@fenland.gov.uk">phughes@fenland.gov.uk</a>	Report to Cabinet

<p>Sport England Swimming Pool Support Fund - Capital Bid - KEY/24AUG23/01 To consider a capital bid.</p>	<p>Cabinet</p>	<p>22 Jan 2024</p>	<p>All Wards</p>	<p>All relevant internal and external stakeholders.</p>	<p>Phil Hughes, Head of Leisure Services/SRO March Future High Street Project <a href="mailto:phughes@fenland.gov.uk">phughes@fenland.gov.uk</a></p>	<p>Report to Cabinet</p>
<p>CCTV Maintenance Contract Procurement - KEY/06NOV23/01 To agree that the contract is delegated to be arranged and managed through Peterborough City Council procurement as part of the shared service contract. Contract to be awarded from 1st September 2024 (Value less than £250k)</p>	<p>Portfolio Holder for Community, Health, Environmental Health, CCTV, Community Safety &amp; Military Covenant</p>	<p>Before 31 Jan 2024</p>		<p>Not applicable</p>	<p>Dan Horn, Assistant Director <a href="mailto:dhorn@fenland.gov.uk">dhorn@fenland.gov.uk</a></p>	<p>Procurement Policy</p>
<p>Renewal of Building Control Services - KEY/10NOV23/01 (Value £100k +)</p>	<p>Cabinet</p>	<p>22 Jan 2024</p>	<p>All Wards</p>	<p>All relevant internal stakeholders</p>	<p>Carol Pilson, Corporate Director and Monitoring Officer <a href="mailto:cpilson@fenland.gov.uk">cpilson@fenland.gov.uk</a></p>	<p>Cabinet Report</p>

<p>Fenland Transport Strategy - KEY/06JAN23/01 Ask Cabinet to note the public consultation feedback, the changes to the draft strategy and to adopt the latest version.</p>	<p>Cabinet</p>	<p>26 Feb 2024</p>	<p>All Wards</p>	<p>All relevant internal and external stakeholders.</p>	<p>Wendy Otter, Transport Development Manager <a href="mailto:wotter@fenland.gov.uk">wotter@fenland.gov.uk</a></p>	<p>Cabinet report for 16 May 2023 including the draft final Fenland Transport Strategy document. Cabinet Report of May 2022 supporting the draft strategy for public consultation</p>
<p>Leisure Facility Strategy - KEY/24AUG23/03 To recommend the strategy to Council.</p>	<p>Cabinet</p>	<p>18 Mar 2024</p>	<p>All Wards</p>	<p>All relevant internal and external stakeholders.</p>	<p>Phil Hughes, Head of Leisure Services/SRO March Future High Street Project <a href="mailto:phughes@fenland.gov.uk">phughes@fenland.gov.uk</a></p>	<p>Report to Cabinet Leisure Facility Strategy - Initial Assessment Phase report to Cabinet</p>

## PART 2 - NOTICE OF INTENTION TO TAKE DECISIONS IN PRIVATE

Decision	Decision Maker	Date of Decision (Approximate)	Wards	Who is to be Consulted and By What Means	Who to Respond to and By When	Background Documents
Procurement for the construction of an Electricity Sub-Station to be located at Nene Waterfront, Off Silver Street, Wisbech - KEY/02MAY23/01	Portfolio Holder	12 Jun 2023	Wisbech Wards	All relevant internal and external stakeholders	Mark Greenwood, Head of Property, Assets and Major Projects <a href="mailto:mgreenwood@fenland.gov.uk">mgreenwood@fenland.gov.uk</a>	Procurement documents – EXEMPT – paragraph 3 – financial information
Land Lease Renewal Options - KEY/17NOV/03 Options for the renewal of a lease of operational land in Wisbech (Value £50,000)	Cabinet	18 Dec 2023	Wisbech Wards	All relevant internal and external stakeholders	Mark Greenwood, Head of Property, Assets and Major Projects <a href="mailto:mgreenwood@fenland.gov.uk">mgreenwood@fenland.gov.uk</a>	Existing lease agreement EXEMPT paragraph 3 financial information

<p>Purchase of SMART Technology - KEY/17NOV23/02  Recommendation to approve the procurement of SMART technology to support efficient and effective 24/7 access to Council services.  (Value £280,000)</p>	<p>Cabinet</p>	<p>22 Jan 2024</p>	<p>All Wards</p>	<p>All relevant internal and external stakeholders.</p>	<p>Anna Goodall, Assistant Director  <a href="mailto:agoodall@fenland.gov.uk">agoodall@fenland.gov.uk</a></p>	<p>Procurement documents - EXEMPT paragraph 3 financial information</p>
<p>Procurement of Contact Centre system - KEY/07NOV23/01  Recommendation to approve procurement to procure new contact centre system to replace existing. (Value est £375,000)</p>	<p>Cabinet</p>	<p>22 Jan 2024</p>	<p>All Wards</p>	<p>All relevant internal and external stakeholders</p>	<p>Sam Anthony, Head of HR and OD  <a href="mailto:santhony@fenland.gov.uk">santhony@fenland.gov.uk</a></p>	<p>Confidential Procurement Documents</p>
<p>Accommodation Review - KEY/17MAY23/01  Recommendation to agree future space requirements</p>	<p>Cabinet</p>	<p>26 Feb 2024</p>		<p>All relevant internal and external stakeholders</p>	<p>Anna Goodall, Assistant Director  <a href="mailto:agoodall@fenland.gov.uk">agoodall@fenland.gov.uk</a></p>	<p>Proposed Operating Model Report (Cabinet March 23)  Exempt Accommodation Review Report (Cabinet September 22)</p>