

**FORWARD PLAN OF KEY DECISIONS**  
**(covering the period 1 November 2024 to 28 February 2025 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 [amybrown@fenland.gov.uk](mailto:amybrown@fenland.gov.uk)

## PART 1 – FORWARD PLAN OF 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
Tender for and agree Contract(s) for the Bulking of Mixed Dry Recycling following procurement - KEY/27NOV24/01 (Value £600,000)	Portfolio Holder for Refuse & Cleansing, Parks & Open Spaces, Section 151 Officer	Before 28 Feb 2025	All Wards	Not applicable	Carol Pilson, Corporate Director and Monitoring Officer, Mark Mathews, Head of Environmental Services <a href="mailto:cpilson@fenland.gov.uk">cpilson@fenland.gov.uk</a> , <a href="mailto:mmathews@fenland.gov.uk">mmathews@fenland.gov.uk</a>	Cabinet report and decision
Homelessness and Rough Sleeping strategy and action plan KEY/25NOV24/01	Cabinet	27 Jan 2025	All Wards	All relevant internal and external stakeholders	Sarah Gove, Housing & Communities Manager <a href="mailto:sgove@fenland.gov.uk">sgove@fenland.gov.uk</a>	

## 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
Sign MRF Contracts for the transport, sorting and onward sale of Mixed Dry Recycling following RECAP joint procurement - KEY/03JUL24/02 (Value £6m)	Section 151 Officer, Portfolio Holder for Refuse & Cleansing, Parks & Open Spaces	Before 31 Aug 2024	All Wards	Not applicable	Carol Pilson, Corporate Director and Monitoring Officer, Mark Mathews, Head of Environmental Services <a href="mailto:cpilson@fenland.gov.uk">cpilson@fenland.gov.uk</a> , <a href="mailto:mmathews@fenland.gov.uk">mmathews@fenland.gov.uk</a>	Cabinet Report and decision
Sign MRF Contracts for the Bulking of Mixed Dry Recycling following RECAP joint procurement - KEY/03JUL24/03 (Value £600k)	Portfolio Holder for Refuse & Cleansing, Parks & Open Spaces, Section 151 Officer	Before 31 Aug 2024	All Wards	Not applicable		Cabinet report and decision
Purchase of replacement refuse vehicle - KEY/08AUG24/02 (Value £225,000)	Portfolio Holder for Refuse & Cleansing, Parks & Open Spaces	Before 23 Sep 2024	All Wards	Not applicable.	Carol Pilson, Corporate Director and Monitoring Officer, Mark Mathews, Head of Environmental Services <a href="mailto:cpilson@fenland.gov.uk">cpilson@fenland.gov.uk</a> , <a href="mailto:mmathews@fenland.gov.uk">mmathews@fenland.gov.uk</a>	

Purchase 8 x 7.5 tonne Waste Collection Vehicles - KEY/06AUG24/01 for Food Waste Service (Value £890,000)	Section 151 Officer, Portfolio Holder for Refuse & Cleansing, Parks & Open Spaces	Before 30 Sep 2024	All Wards	Not applicable	Mark Mathews, Head of Environmental Services, Carol Pilson, Corporate Director and Monitoring Officer mmathews@fenland.gov.uk, <a href="mailto:cpilson@fenland.gov.uk">cpilson@fenland.gov.uk</a>	Cabinet report and decision
Purchase of replacement recycling collection vehicle - KEY/08AUG24/01 (Value £225,000)	Portfolio Holder for Refuse & Cleansing, Parks & Open Spaces	Before 30 Sep 2024	All Wards	Not applicable.	Carol Pilson, Corporate Director and Monitoring Officer, Mark Mathews, Head of Environmental Services cpilson@fenland.gov.uk, <a href="mailto:mmathews@fenland.gov.uk">mmathews@fenland.gov.uk</a>	
Purchase of Replacement Recycling Collection Vehicle - KEY/20SEP23/01	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/20SEP23/02	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.

<p>CCTV Maintenance Contract - KEY/03JUL24/01  To approve the award and appointment of the winning tender for the CCTV maintenance contract to commence with effect from 1st September 2024 and to agree that the management of the contract is delegated to Peterborough City Council (Value circa £210k to £250k)</p>	<p>Portfolio Holder for Community, Health, Environmental Health, CCTV, Community Safety &amp; Military Covenant</p>	<p>Before 30 Sep 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 documentation</p>
<p>Garden Waste Fee Setting 2025/26 - KEY/24SEP24/01</p>	<p>Section 151 Officer</p>	<p>15 Oct 2024</p>	<p>All Wards</p>	<p>In consultation with Finance and Environment Portfolio Holders</p>	<p>Mark Mathews, Head of Environmental Services  <a href="mailto:mmathews@fenland.gov.uk">mmathews@fenland.gov.uk</a></p>	

<p>To approve receiving funding to administer a system-wide help hub - KEY/25SEP24/01 (Value circa £181k minimum)</p>	<p>Portfolio Holder for Community, Health, Environmental Health, CCTV, Community Safety &amp; Military Covenant</p>	<p>Not before 23rd Oct 2024</p>	<p>All Wards</p>	<p>Not applicable</p>	<p>Dan Horn, Assistant Director <a href="mailto:dhorn@fenland.gov.uk">dhorn@fenland.gov.uk</a></p>	
<p>Hybrid Print and Post Service - KEY/16OCT24/01 Recommendation to approve contract for hybrid print and post service for internal services for a 2 + 2-year period following successful procurement period (value £125k to £200k)</p>	<p>Portfolio Holder for Communication, Transformation, Climate Change &amp; Strategic Refuse</p>	<p>Before 31 Oct 2024</p>		<p>All relevant internal stakeholders</p>	<p>David Wright, Policy &amp; Communications Manager <a href="mailto:dwright@fenland.gov.uk">dwright@fenland.gov.uk</a></p>	<p>Hybrid post business case</p>

To approve entering into a lease with CCC for 214-218 Ramnoth Road - KEY/25OCT24/01 and invest in the capital expenditure required to refurbish properties to utilise to support the Council's Housing Duties (Value circa £120k)	Portfolio Holder for Housing and Licensing, Leader & Portfolio Holder for Finance, Portfolio Holder for Economic Growth and Skills	Before 25 Nov 2024	Wisbech South	Not applicable	Dan Horn, Assistant Director <a href="mailto:dhorn@fenland.gov.uk">dhorn@fenland.gov.uk</a>	
Wisbech High Street Update (a recurring Cabinet item) - KEY/06SEP22/01 Recommendation to consider and approve options in relation to future development.	Cabinet	16 Dec 2024	Wisbech 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>	Previous Council Reports only at this stage.
Declaration of land to be declared surplus to Council needs - KEY/08NOV24/01	Cabinet	16 Dec 2024	All 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>	Feasibility studies for each site (confidential)

<p>Grounds Maintenance Contract - Future Options - KEY/17MAY24/01 Total value in the region of £6.5m over a 10-year term.</p>	<p>Cabinet</p>	<p>16 Dec 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>Cabinet Report</p>
<p>Leisure Facility Strategy - Initial Assessment Phase - KEY/24AUG23/02 To consider the initial assessment phase.</p>	<p>Cabinet</p>	<p>16 Dec 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>Wisbech Town Board, 10-Year Vision Document and 3-Year Investment Plan - KEY/11JUN24/01 Cabinet to discuss and note documents developed by Wisbech Town Board. As FDC is the accountable body for actioning the spending of funding to deliver both plans, the Council needs to be satisfied that the plans are financially viable and would confirm with Government guidance for Long Term Plan for Towns, and that they reflect sound governance and financial practice.</p> <p>(Value: Government Grant Fund, approx. £2m p.a. from 2025-2035).</p>	<p>Cabinet</p>	<p>27 Jan 2025</p>	<p>Wisbech Wards</p>	<p>Community consultation within documents, including local elected Members on the Town Board.</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>10-year vision document. 3-year delivery plan. Government guidance regarding Long Term Plan for Towns.</p>
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<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>24 Feb 2025</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>Review of 2 air quality management areas for Wisbech - KEY/19NOV24/01</p>	<p>Cabinet</p>	<p>24 Mar 2025</p>	<p>Wisbech Wards</p>	<p>All relevant internal and external stakeholders including Defra</p>	<p>Annabel Tighe, Head of Environmental Health and Compliance Manager <a href="mailto:atighe@fenland.gov.uk">atighe@fenland.gov.uk</a></p>	<p>Recent air quality screening assessment report</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
Options for the disposal of a land and buildings in March - KEY/29AUG24/01  (Value £250k)	Cabinet	16 Dec 2024	March 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>	Previous Cabinet decision on acquisition EXEMPT paragraph 3 financial information
Due diligence update - Purchase of a property portfolio in Fenland as a commercial investment - KEY/13NOV24/01 (Value circa £1 million including refurb costs)	Cabinet	16 Dec 2024	Elm & Christchurch	Not applicable	Dan Horn, Assistant Director <a href="mailto:dhorn@fenland.gov.uk">dhorn@fenland.gov.uk</a>	Confidential Cabinet report Commercial Investment Strategy / Housing duties
Port Operations - Confidential - KEY/20AUG24/01 (Value £100k+)	Cabinet	16 Dec 2024	Wisbech Wards	Key Members	Carol Pilson, Corporate Director and Monitoring Officer, Peter Catchpole, Corporate Director and Chief Finance Officer <a href="mailto:cpilson@fenland.gov.uk">cpilson@fenland.gov.uk</a> , <a href="mailto:petercatchpole@fenland.gov.uk">petercatchpole@fenland.gov.uk</a>	Confidential Cabinet Report Previous Cabinet Reports

Disposal of Surplus Land in Doddington - KEY/16OCT24/02 (Value £575k)	Cabinet	16 Dec 2024	Doddington and Wimblington	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>	Confidential Cabinet Report Previous Cabinet approval to dispose
Engagement of company to undertake Void cleaning of the council's temporary housing stock of 49 houses, Flats and bungalows across the Fenland District - KEY/25OCT24/02 (Value more than £100k)	Cabinet	27 Jan 2025	All 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>	Returned Tender Submission  Schedule of Prices should be EXEMPT by virtue of Paragraph 3.