

FORWARD PLAN OF KEY DECISIONS (covering the period 1 January 2025 to 30 April 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) 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 Plan 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

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
Update of the Council's Corporate Complaints Policy (3C's) and associated procedures - KEY/31JAN25/02 Recommendation to approve the proposed changes to the policy in line with revised complaint handling code published by the Local Government and Social Care Ombudsmen.	Cabinet	24 Mar 2025	All Wards	All relevant internal and external stakeholders.		Revised 3C's policy
Purchase of a property in Benwick - KEY/30JAN25/01 as part of implementation of Cabinet decision CAB24/24 (Value circa £90k)	Section 151 Officer	Not before 1st Mar 2025	March West and Benwick	Not applicable	Dan Horn, Assistant Director dhorn@fenland.gov.uk	https://moderngov.fenland.gov.uk/documents/s16182/Report.pdf

Waste Transfer Station Procurement (DMR) - KEY/30JAN25/02 (Value £1m)	Cabinet and Council	24 Feb 2025	All Wards		Carol Pilson, Corporate Director and Monitoring Officer, Mark Mathews, Head of Environmental Services cpilson@fenland.gov.uk , mmathews@fenland.gov.uk	
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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
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 cpilson@fenland.gov.uk , mmathews@fenland.gov.uk	Cabinet Report and decision
Sign MRF Contracts for the Bulking of Mixed Dry Recycling following RECAP joint procurement - KEY/03JUL24/03 (Value £600k)	Section 151 Officer, Portfolio Holder for Refuse & Cleansing, Parks & Open Spaces	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 cpilson@fenland.gov.uk , mmathews@fenland.gov.uk	

Purchase 8 x 7.5 tonne Waste Collection Vehicles - KEY/06AUG24/01 for Food Waste Service (Value £890,000)	Portfolio Holder for Refuse & Cleansing, Parks & Open Spaces, Section 151 Officer	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 , cpilson@fenland.gov.uk	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 , mmathews@fenland.gov.uk	
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 mmathews@fenland.gov.uk	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 mmathews@fenland.gov.uk	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 & Military Covenant</p>	<p>Before 30 Sep 2024</p>		<p>Not applicable.</p>	<p>Dan Horn, Assistant Director dhorn@fenland.gov.uk</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 mmathews@fenland.gov.uk</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 & Military Covenant</p>	<p>Not before 23rd Oct 2024</p>	<p>All Wards</p>	<p>Not applicable</p>	<p>Dan Horn, Assistant Director dhorn@fenland.gov.uk</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 & Strategic Refuse</p>	<p>Before 31 Oct 2024</p>		<p>All relevant internal stakeholders</p>	<p>David Wright, Policy & Communications Manager dwright@fenland.gov.uk</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)	Leader & Portfolio Holder for Finance, Portfolio Holder for Economic Growth and Skills, Portfolio Holder for Housing and Licensing	Before 25 Nov 2024	Wisbech South	Not applicable	Dan Horn, Assistant Director dhorn@fenland.gov.uk	
Article 4 Direction - HMO's in Wisbech - KEY/11DEC24/01	Cabinet	Not before 27th Jan 2025	Wisbech Wards	Not applicable	Dan Horn, Assistant Director dhorn@fenland.gov.uk	Article 4 guidance
Purchase of 4 properties in March - KEY/20DEC24/01 as part of implementation of Cabinet decision CAB24/24 (Value £450,000)	Section 151 Officer	Not before 1st Feb 2025	March Wards	Not applicable	Dan Horn, Assistant Director dhorn@fenland.gov.uk	https://modern.gov.fenland.gov.uk/documents/s16182/Report.pdf
Purchase of a property in March - KEY/12DEC24/01 as part of implementation of cabinet decision Cab 17/23 17th July 2023 (circa £165,000)	Section 151 Officer	Not before 1st Feb 2025	March Wards	Not applicable	Dan Horn, Assistant Director dhorn@fenland.gov.uk	https://www.fenland.gov.uk/localgov/documents/s12358/LAHF Cabinet Report - July 2023.pdf https://www.fenland.gov.uk/localgov/ieDecisionDetails.aspx?ID=794

24 High Street, Wisbech - KEY/17JAN/25/01 to agree additional funding for this project (Value £265,000)	Cabinet	24 Feb 2025	Wisbech South	All relevant internal and external stakeholders	Phil Hughes, Head of Leisure Services/SRO March Future High Street Project phughes@fenland.gov.uk	Cabinet Report and previous Cabinet reports & Council report regarding Wisbech High Street
Purchase of 33 flats and 2 shops in Wisbech - KEY/20DEC24/02 to support meeting our housing duties (Value to be advised but circa £2.5million)	Cabinet	24 Feb 2025	Wisbech Wards	Not applicable	Dan Horn, Assistant Director dhorn@fenland.gov.uk	https://modern.gov.fenland.gov.uk/documents/s16182/Report.pdf https://modern.gov.fenland.gov.uk/documents/s16182/Report.pdf
Homelessness and Rough Sleeping strategy and action plan KEY/25NOV24/01	Cabinet	24 Feb 2025	All Wards	All relevant internal and external stakeholders	Sarah Gove, Housing & Communities Manager sgove@fenland.gov.uk	
Leisure Facility Strategy - Initial Assessment Phase - KEY/24AUG23/02 To consider the initial assessment phase.	Cabinet	24 Feb 2025	All Wards	All relevant internal and external stakeholders.	Phil Hughes, Head of Leisure Services/SRO March Future High Street Project phughes@fenland.gov.uk	Report to Cabinet

<p>Consideration of initial Options for the future Redevelopment of 11 & 12 High Street, Wisbech - KEY/22JAN25/01</p>	<p>Cabinet</p>	<p>24 Feb 2025</p>	<p>Wisbech Wards</p>	<p>All relevant internal and external stakeholders</p>	<p>Mark Greenwood, Head of Property, Assets and Major Projects mgreenwood@fenland.gov.uk</p>	<p>Architectural drawings and assessments</p>
<p>Manor Leisure Centre - KEY/22JAN25/02 proceed to detailed design, planning approval, cost certainty and procurement stage for Leisure Centre refurbishment (Value £100k)</p>	<p>Cabinet</p>	<p>24 Feb 2025</p>	<p>Whittlesey Wards</p>	<p>All relevant internal and external stakeholders</p>	<p>Phil Hughes, Head of Leisure Services/SRO March Future High Street Project phughes@fenland.gov.uk</p>	<p>Cabinet Report, Alliance leisure papers and prior Cabinet report regarding Leisure Centres</p>

<p>George Campbell Leisure Centre - KEY/22JAN25/03 Internal works to:</p> <ol style="list-style-type: none"> 1. Enhance and refurbish exercise studio 2 including expansion into unused former changing room 2. The conversion of former female pool changing room into a spin studio 3. Revision of entrance area, reception space, gym access and staff room into reception that includes customer café / catering space <p>(Value - detailed detailed design yet to be developed: cost in the region of £390k)</p>	<p>Cabinet</p>	<p>24 Feb 2025</p>	<p>March Wards</p>	<p>All relevant internal and external stakeholders</p>	<p>Phil Hughes, Head of Leisure Services/SRO March Future High Street Project phughes@fenland.gov.uk</p>	<p>Alliance Leisure Report and previous Leisure Centre report</p>
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Chatteris Leisure Centre - KEY/22JAN25/04 refurbishment works to current facility to ensure it remains fit for purpose and of a high quality experience for residents (Value £55k)	Cabinet	24 Feb 2025	Chatteris Wards	All relevant internal and external stakeholders	Phil Hughes, Head of Leisure Services/SRO March Future High Street Project phughes@fenland.gov.uk	Cabinet report
Chatteris Leisure – Enhancement project - KEY/22JAN25/05 Outline design work, cost estimations, final design work, planning approval, cost certainty and procurement process (Value £150k)	Cabinet	24 Feb 2025	Chatteris Wards	All relevant internal and external stakeholders	Phil Hughes, Head of Leisure Services/SRO March Future High Street Project phughes@fenland.gov.uk	Cabinet report
Tender for and agree Contract(s) for the Bulking of Mixed Dry Recycling following procurement - KEY/27NOV24/01 (Value £600,000)	Section 151 Officer, Portfolio Holder for Refuse & Cleansing, Parks & Open Spaces	Before 28 Feb 2025	All Wards	Not applicable	Carol Pilson, Corporate Director and Monitoring Officer, Mark Mathews, Head of Environmental Services cpilson@fenland.gov.uk , mmathews@fenland.gov.uk	Cabinet report and decision

Purchase of a Property in Whittlesey - KEY/14JAN25/01 as part of implementation of Cabinet decision CAB24/24 (Value circa £120k)	Section 151 Officer	Not before 1st Mar 2025	Whittlesey East and Villages	Not applicable	Dan Horn, Assistant Director dhorn@fenland.gov.uk	https://moderngov.fenland.gov.uk/documents/s16182/Report.pdf
Purchase of a property in March as part of implementation of cabinet decision CAB24/24 - KEY/16JAN25/01 (Circa 115k)	Section 151 Officer	Not before 1st Mar 2025	March Wards	N/A	Dan Horn, Assistant Director dhorn@fenland.gov.uk	https://moderngov.fenland.gov.uk/documents/s16182/Report.pdf
Wisbech High Street Update (a recurring Cabinet item) - KEY/06SEP22/01 Recommendation to consider and approve options in relation to future development.	Cabinet	24 Mar 2025	Wisbech Wards	All relevant internal and external stakeholders	Phil Hughes, Head of Leisure Services/SRO March Future High Street Project phughes@fenland.gov.uk	Previous Council Reports only at this stage.
Review of 2 air quality management areas for Wisbech - KEY/19NOV24/01	Cabinet	24 Mar 2025	Wisbech Wards	All relevant internal and external stakeholders including Defra	Annabel Tighe, Head of Environmental Health and Compliance Manager atighe@fenland.gov.uk	Recent air quality screening assessment report

<p>Wisbech Town Board, 10-Year Vision Document and 3-Year Investment Plan - KEY/11JUN24/01</p> <p>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>28 Apr 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 phughes@fenland.gov.uk</p>	<p>10-year vision document. 3-year delivery plan. Government guidance regarding Long Term Plan for Towns.</p>
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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
Replacement of the roof at PCML (Longhill Road mini business units) - KEY/20JAN25/01 (Value, more than £100k)	Cabinet	24 Feb 2025	March Wards	All relevant internal and external stakeholders	Mark Greenwood, Head of Property, Assets and Major Projects mgreenwood@fenland.gov.uk	Returned Tender Submission However, Returned Schedule of Prices should be EXEMPT as this is commercially sensitive data.
Approval of award of legal services contract - KEY/17DEC24/01	Cabinet	24 Mar 2025	Wisbech Wards	All relevant internal stakeholders	Amy Brown, Assistant Director amybrown@fenland.gov.uk	EXEMPT Paragraph 3 Financial information relating to third parties (bids).
Port Repairs and Investment - KEY/31JAN25/01 Recommendation to approve undertaking of port maintenance required repairs (Value tbc)	Cabinet	24 Feb 2025	Wisbech Wards	All relevant internal and external stakeholders.	Carol Pilson, Corporate Director and Monitoring Officer cpilson@fenland.gov.uk	Engineering Report and Pre-existing Condition Surveys