

Environment, Development and Transport Committee

Item No.

Report title:	Forward Plan and decisions taken under delegated authority
Date of meeting:	20 October 2017
Responsible Chief Officer:	Tom McCabe – Executive Director, Community and Environmental Services
Strategic impact Providing regular information about key service issues and activities supports the Council's transparency agenda and enables Members to keep updated on services within their remit. It is important that there is transparency in decision making processes to enable Members and the public to hold the Council to account.	

Executive summary

This report sets out the Forward Plan for EDT Committee. The Forward Plan is a key document for this committee to use to shape future meeting agendas and items for consideration, in relation to delivering environment, development and transport issues in Norfolk. Each of the Council's committees has its own Forward Plan, and these are published monthly on the County Council's website. The Forward Plan for this Committee (as at 22 September) is included at Appendix A.

This report is also used to update the Committee on relevant decisions taken under delegated powers by the Executive Director (or his team), within the Terms of Reference of this Committee. There are two relevant delegated decisions to report to this meeting.

Recommendations:

- 1. To review the Forward Plan at Appendix A and identify any additions, deletions or changes to reflect key issues and priorities the Committee wishes to consider.**
- 2. To note the delegated decisions set out in section 1.2 of the report.**

1. Proposal

1.1. Forward Plan

- 1.1.1.** The Forward Plan is a key document for this committee in terms of considering and programming its future business, in relation to communities issues in Norfolk.
- 1.1.2.** The current version of the Forward Plan (as at 22 September) is attached at Appendix A.
- 1.1.3.** The Forward Plan is published monthly on the County Council's website to enable service users and stakeholders to understand the planning business for this Committee. As this is a key document in terms of planning for this Committee, a live working copy is also maintained to capture any changes/additions/amendments identified outside the monthly publishing schedule. Therefore, the Forward Plan attached at Appendix A may differ slightly from the version published on the website. If any further changes are

made to the programme in advance of this meeting they will be reported verbally to the Committee.

1.2. **Delegated decisions**

- 1.2.1. The report is also used to update on any delegated decisions within the Terms of Reference of this Committee that are reported by the Executive Director as being of public interest, financially material or contentious. There are two relevant delegated decisions to report for this meeting.

Subject: **Traffic Regulation Order : Queens Square, Attleborough (Street Parking Places) Amendment Order 2017**

Decision: To approve the Order, as advertised.

During the advertisement of the Order, one objection was received.

The Thursday Market was located on the car park to the Northeast of Queens Square, but was moved onto Queens Square with a short permit. The permit has expired and this Traffic Regulation Order formalises the changes needed to enable the market to be permanently run at the Queens Square location.

See note at para 1.2.2.

Taken by: Executive Director in consultation with the Committee Chair and Vice Chair

Taken on: 15 September 2017

Contact for further Information: Antonio Fernandez, Technician / Phil Reilly, Project Engineer

Email antonio.fernandez@norfolk.gov.uk / phil.reilly@norfolk.gov.uk

Phone 0344 800 8020

Subject: **Consultation on Norwich Airport draft Masterplan**

Decision: A response to the consultation was sent (a copy can be provided to Members). Key areas of comment included in the response related to:-

- Vision and objectives
- Phased growth
- Sustainable transport
 - Surface access strategy
 - Joint Core Strategy and Norwich Area Transportation Strategy
 - Public Transport Accessibility
 - Travel Plan
 - Parking Strategy
 - Employee parking
- Sustainability

Taken by: Executive Director in consultation with the Chair of EDT Committee and the Chair of Business and Property Committee

Taken on: 15 September 2017

Contact for further information: David Cumming, Interim Team Leader (Transport Planning)
Email david.cumming@norfolk.gov.uk
Phone 0344 800 8020

- 1.2.2. Note that there is no delegated power for officers to approve Traffic Regulation Orders where objections are received. The decision to approve the Orders set out in this report were made under the urgent business procedure. Traffic Regulation Orders where no objections are received are approved by officers, under delegated powers, and are not included in this report.

2. Evidence

- 2.1. As set out in the report and appendices.

3. Financial Implications

- 3.1. There are no financial implications arising from this report.

4. Issues, risks and innovation

- 4.1. There are no other relevant implications to be considered by Members.

5. Background

- 5.1. N/A

Officer Contact

If you have any questions about matters contained in this paper or want to see copies of any assessments, eg equality impact assessment, please get in touch with:

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If you need this report in large print, audio, braille, alternative format or in a different language please contact 0344 800 8020 or 0344 800 8011 (textphone) and we will do our best to help.

Forward Plan for EDT Committee

Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead Officer
Meeting : Friday 20 October 2017			
Verbal update/feedback from Members of the Committee regarding Member Working Groups or bodies that they sit on	None	To receive feedback	Members
Annual review of the Enforcement Policy	Also to be reviewed and approved by the Communities Committee	To confirm the CES Enforcement Policy and its appendices meet the requirements of EDT services, prior to consideration by Communities Committee (the approval body for the Policy).	Head of Trading Standards (Sophie Leney)
Forward Plan and decisions taken under delegated authority	None	To review the Committee's forward plan and agree any amendments/additions and to note the decisions taken under delegated authority	Head of Support and Development (Sarah Rhoden)
Risk management		Review and comment on the risk information and consider any areas of risk that require a more in-depth analysis	Chief Internal Auditor (Adrian Thompson)
Performance management	None	Comment on performance and consider areas for further scrutiny.	Business Intelligence and Performance Analyst (Austin Goreham)
Finance monitoring	No	To review the service's financial position in relation to the revenue budget, capital programme and level of	Finance Business Partner (Andrew Skiggs)

Forward Plan for EDT Committee

Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead Officer
		reserves.	
Strategic and Financial Planning 2018-19 to 2021-22	No – all service committees will receive a report	To consider full budget savings proposals.	Executive Director of CES (Tom McCabe)
Norwich Western Link project update and next steps	Possibly P&R in relation to funding decisions	To note progress of the project, agree whether to continue the project, and assess funding requirements and arrangements to continue delivery.	Major Projects Manager (David Allfrey)
Meeting : Friday 10 November 2017			
Verbal update/feedback from Members of the Committee regarding Member Working Groups or bodies that they sit on	None	To receive feedback	Members
Adoption of the Silica Sand Single Issue Review	None	To recommend the adoption of an amendment to minerals site specific allocations document following receipt of the Inspectors binding report on silica sand provision to 2026.	Head of Planning (Nick Johnson)
Opportunities to increase commercial activity for the highways service	No	To consider a Business Case to help inform the potential for a more commercial trading organisation.	Assistant Director Highways (Nick Tupper)
Finance monitoring	No	To review the service's financial position in relation to the revenue budget, capital programme and level of reserves.	Finance Business Partner (Andrew Skiggs)
Ash Dieback Project update	Yes	To receive an update on the ongoing	Head of Environment (John

Forward Plan for EDT Committee

Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead Officer
		Ash Dieback Project.	Jones)
Customer satisfaction: highway and transport services	None	To consider the Norfolk results of the 2017 National Highways and Transport (NHT) customer satisfaction survey.	Assistant Director Highways (Nick Tupper)
Norwich Depot Hub – project initiation	B&P to approve land acquisition at future committee as needed	To note progress on the proposed Norwich Depot Hub, agree whether the project should continue, and approve the setup of a project board to oversee the scheme, including the delivery of a communications and consultation plan.	Infrastructure Delivery Manager (David Allfrey), Waste Infrastructure Manager (Nicola Young)
Forward Plan and decisions taken under delegated authority	No	To review the Committee's forward plan and agree any amendments/additions and to note the decisions taken under delegated authority	Head of Support and Development (Sarah Rhoden)
Meeting : Friday 19 January 2018			
Verbal update/feedback from Members of the Committee regarding Member Working Groups or bodies that they sit on	No	To receive feedback	Members
Strategic and Financial Planning 2018-19 to 2021-22.	No	To consider final budget savings proposals.	Executive Director of CES (Tom McCabe)
Forward Plan and decisions taken under delegated authority	No	To review the Committee's forward plan and agree any amendments/additions and to note the	Head of Support and Development (Sarah Rhoden)

Forward Plan for EDT Committee

Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead Officer
		decisions taken under delegated authority	
Finance monitoring	No	To review the service's financial position in relation to the revenue budget, capital programme and level of reserves.	Finance Business Partner (Andrew Skiggs)
Wensum River Strategy	No	To endorse the Wensum River Strategy.	Assistant Director Culture and Heritage (Steve Miller)
Highway capital programme and Transport Asset Management Plan (TAMP)	No	To approve the highways capital programme/funding, and some changes to the Transport Asset Management Plan.	Head of Highways (Nick Tupper)
Risk management	No	Review and comment on the risk information and consider any areas of risk that require a more in-depth analysis	Chief Internal Auditor (Adrian Thompson)
Performance management	None	Comment on performance and consider areas for further scrutiny.	Business Intelligence and Performance Analyst (Austin Goreham)
Minerals and Waste Local Plan Consultation	No	To approve the draft document published for public consultation for a minimum period of 6 weeks.	Head of Planning (Nick Johnson)
Meeting: Friday 16 March 2018			
Verbal update/feedback from Members of the Committee regarding Member Working Groups or	No	To receive feedback	Members

Forward Plan for EDT Committee

Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead Officer
bodies that they sit on			
Highway parish partnership schemes 2018/19	No	To approve parish/town council bids for small highway improvements.	Head of Highways (Nick Tupper)
Forward Plan and decisions taken under delegated authority	No	To review the Committee's forward plan and agree any amendments/additions and to note the decisions taken under delegated authority	Head of Support and Development (Sarah Rhoden)
Risk management	No	Review and comment on the risk information and consider any areas of risk that require a more in-depth analysis	Chief Internal Auditor (Adrian Thompson)
Performance management	No	Comment on performance and consider areas for further scrutiny.	Business Intelligence and Performance Analyst (Austin Goreham)
Finance monitoring	No	To review the service's financial position in relation to the revenue budget, capital programme and level of reserves.	Finance Business Partner (Andrew Skiggs)

Regular items	Frequency	Requested committee action (if known)	Lead officer
Forward Plan and decisions taken under delegated authority	Every meeting	To review the Committee's forward plan and agree any amendments/additions and to note the decisions taken under delegated	Head of Support and Development (Sarah Rhoden)

Forward Plan for EDT Committee

Regular items	Frequency	Requested committee action (if known)	Lead officer
		authority	
Performance management	Four meetings each year – January, March, June/July, October	Comment on performance and consider areas for further scrutiny.	Business Intelligence and Performance Analyst (Austin Goreham)
Risk management	Four meetings each year – January, March, June/July, October	Review and comment on the risk information and consider any areas of risk that require a more in-depth analysis	Chief Internal Auditor (Adrian Thompson)
Finance monitoring	Every meeting	To review the service's financial position in relation to the revenue budget, capital programme and level of reserves.	Finance Business Partner (Andrew Skiggs)
Verbal update/feedback from Members of the Committee regarding Member Working Groups or bodies that they sit on	Every meeting	To receive feedback	Members