

Environment, Development and Transport Committee

Item No.

Report title:	Forward Plan and decisions taken under delegated authority
Date of meeting:	27 January 2017
Responsible Chief Officer:	Tom McCabe - Executive Director, Community and Environmental Services
Strategic impact <p>The Committee Forward Plan sets out the items/decisions programmed to be brought to this Committee for consideration in relation to environment, development and transport issues in Norfolk. The plan helps the Committee to programme the reports and information it needs in order to make timely decisions. The plan also supports the Council's transparency agenda, providing service users and stakeholders with information about the Committee's business. It is important that there is transparency in decision making processes to enable Members and the public to hold the Council to account.</p>	

Executive summary

This report sets out the Forward Plan for the Environment, Development and Transport 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 6 January 2017) 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 within the Terms of Reference of this Committee. There are six relevant delegated decisions to report to this meeting.

Recommendations:

- 1. To review the Forward Plan 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 2.**

1. Forward Plan

- 1.1. The Forward Plan is a key document for this committee in terms of considering and programming its future business, in relation to environment, development and transport issues in Norfolk.
- 1.2. The current version of the Forward Plan (as at 6 January 2017) is attached at Appendix A.
- 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.

- 1.4. If any further changes are made to the programme in advance of this meeting they will be reported verbally to the Committee.

2. **Delegated decisions**

- 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 six relevant decisions to report to this meeting, as set out below.

Subject: **Petition asking for the plans to introduce more double yellow lines on Browick Road, Wymondham, to be stopped, and alternative measures taken**

Decision: Response sent to the petition organiser to tell them that some amendments have been made to the proposed changes to the parking restrictions on Browick Road. There will be a further public consultation on these changes. Also informed the petition organiser that we will not be progressing the traffic calming, pedestrian crossing, or the alterations to the footway at Elm Terrace they suggested.

Taken by: Executive Director of CES, in consultation with the Chair and Vice Chair of EDT Committee and the Local Member (Cllr Joe Mooney)

Taken on: 8 November 2016

Contact for further information: Gary Overland, Highway Engineer
Email gary.overland@norfolk.gov.uk
Phone 0344 800 8020

Subject: **Petition asking for consideration of high risks of incidents/accidents likely to occur at South Beach Road, Heacham, due to inconsiderate and dangerous parking. The petition also requested double yellow lines and bollards/barriers to stop vehicles being wholly/partly parked on the pavement.**

Decision: Response sent to the petition organiser letting them know that South Beach Road has a good safety record and therefore is not a priority for funding allocation. Acknowledged parking issues, which are seasonal, but there is no record of access issues, therefore yellow lines and bollards/barriers will not be progressed. Suggested making contact with Parish Council and Police about enforcement if vehicles are causing an obstruction.

Taken by: Executive Director of CES, in consultation with the Chair and Vice Chair of EDT Committee and the Local Member (Cllr Michael Chenery)

Taken on: 8 November 2016

Contact for further information: Sally Bettinson, Highway Engineer
Email sally.bettinson@norfolk.gov.uk
Phone 0344 800 8020

Subject: **Petition asking for a roundabout or traffic lights to be installed at the junction of the B1105 and A148 Cherry**

Tree Corner, Fakenham, to address concerns about increased traffic from additional housing and businesses.

Decision: The proposal for a roundabout has been added to the 'long list' of schemes for future consideration.

Taken by: Executive Director of CES, in consultation with the Chair and Vice Chair of EDT Committee and the Local Member (Cllr Tom Fitzpatrick)

Taken on: 9 November 2017

Contact for further information: Steve White, Highway Engineer
Email steve.white@norfolk.gov.uk
Phone 0344 800 8020

Subject: Petition asking for the planning permission for the proposed excavation of West Bilney Woods to be refused.

Decision: Response sent to the petition organiser letting them know that there is not currently a planning application being determined for minerals extraction at West Bilney Woods and therefore it is not possible to take the action being requested. Land in the vicinity of West Bilney Woods (AOS D) is currently included as an area of search for future silica sand extraction within the County Council's Single Issue Silica Sand Review. This petition has been recorded as a duty made representation objecting to AOS D.

Taken by: Executive Director of CES, in consultation with the Chair and Vice Chair of EDT Committee and the Local Member (Cllr Toby Coke)

Taken on: 22 November 2016

Contact for further information: Caroline Jeffery, Principal Planner – Minerals and Waste
Email caroline.jeffery@norfolk.gov.uk
Phone 0344 800 8020

Subject: Submission of the Single Issue Silica Sand Review of the Minerals Site Specific Allocations Plan.

Decision: Agreement to make three minor modifications to the Silica Sand Review and to submit the Silica Sand Review to the Planning Inspectorate for examination. EDT Committee agreed 11 March 2016 to delegate power to the Executive Director to make minor modifications.

Taken by: Executive Director of CES

Taken on: 21 November 2016

Contact for further information: Caroline Jeffery, Principal Planner – Minerals and Waste
Email caroline.jeffery@norfolk.gov.uk
Phone 0344 800 8020

Subject: Petition asking for a 30mph speed limit for the roads in Themelthorpe

Decision: Response sent to the petition organiser with information about information/criteria taken into account in determining

whether speed limits could be suitable. In this case, the roads are not suitable for a 30mph speed limit.

Taken by: Executive Director of CES, in consultation with the Chair and Vice Chair of EDT Committee and the Local Member (Cllr James Joyce)

Taken on: 24 November 2016

Contact for further information: Jon Winnett, Highway Engineer
Email jonathan.winnett@norfolk.gov.uk
Phone 0344 800 8020

3. Evidence

- 3.1. Bringing together the business for this Committee into one Forward Plan enables Members to understand all of the business programmed. This is a tool to support the Committee to shape the overall programme of items to be considered to ensure they reflect the Committee's priorities and responsibilities.

4. Financial Implications

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

5. Issues, risks and innovation

- 5.1. The Forward Plan indicates the issues/decisions which have potential implications for other service committees. There are separate Forward Plans owned by each Committee, including the Economic Development Sub-Committee.

6. Background

N/A

Officer Contact

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

Officer name : Sarah Rhoden

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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

Appendix A

Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead Officer
Meeting : Friday 27 January 2017			
Verbal update/feedback from Members of the Committee regarding Member Working Groups or bodies that they sit on	None	To receive feedback	Members
Update from Economic Development Sub Committee	None	To note	Acting Assistant Director Economic Dev and Strategy (Vince Muspratt)
Finance Monitoring report	None	To review the service's financial position in relation to the revenue budget, capital programme and level of reserves.	Finance Business Partner (Andrew Skiggs)
2017-18 Budget and Medium Term Financial Planning 2017-18 to 2019-20	All Service Committees will consider a report in January	To consider the outcomes of the public consultation on proposals for 2017/18.	Finance Business Partner (Andrew Skiggs)
Recommendations of the Greater Norwich Partnership Board	No	To consider any recommendations from the September meeting of the GNDP Board. This will be the first meeting of the re-constituted Board and it will be considering a report on the early stages of the development of the Greater Norwich Local Plan.	Principal Planner (Phil Morris)
Flood & Water Management Team Funding Policy	None	To consider and adopt a Funding Policy for the Flood & Water Management Team which sets out an	Flood & Water Team Manager (Graham Brown)

Forward Plan for EDT Committee

Appendix A

Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead Officer
		evidenced and risk based approach to responding to community flood mitigation needs.	
Highway capital programme and Transport Asset management Plan (TAMP)	None	To approve the highways capital programme/funding, and some changes to the Transport Asset Management Plan.	Head of Highways (Nick Tupper)
Infrastructure improvement priorities	None	For the committee to consider and agree key infrastructure improvement priorities for Norfolk	Major Projects Manager (David Allfrey) and Infrastructure & Economic Growth Manager (Tig Armstrong)
Appointment of Members to Outside Bodies - Norfolk Windmills Trust	None	To appoint a Member to replace Cllr Brian Hannah on the Trust	Managing Director (Wendy Thomson)
Broadband and Mobile Phones – update from Member Working Group	Link to Economic Development Sub-Committee	To note the work of the Member Working Group.	Chair of the Working Group (Cllr Marie Strong)
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	Business Support and Development Manager (Sarah Rhoden)
Review of pipeline of contracts within the Environment, Development and Transport Service	None		Head of Procurement (Al Collier)

Forward Plan for EDT Committee

Appendix A

Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead Officer
Committee's purview			
Report on the Colney Bowthorpe Bridge Link project and the need to make a compulsory purchase order	None	To authorise the making of a CPO and to delegate powers to do so to the Executive Director of CES	Senior Green Infrastructure Officer (David White)
Meeting : Friday 17 March 2017			
Verbal update/feedback from Members of the Committee regarding Member Working Groups or bodies that they sit on	None	To receive feedback	Members
Update from Economic Development Sub Committee	None	To note	Acting Assistant Director Economic Dev and Strategy (Vince Muspratt)
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	Business Support and Development Manager (Sarah Rhoden)
Buses Bill – update on new legislation	No	Update on the new Buses Bill and potential opportunities and implications.	Assistant Director Highways and Transport (Tracy Jessop)
Highway Parish partnership schemes 2016/17	None	To approve parish/town council bids for small highway improvements	Head of Highways (Nick Tupper)
Meeting : Friday 2 June 2017			

Forward Plan for EDT Committee

Appendix A

Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead Officer
Verbal update/feedback from Members of the Committee regarding Member Working Groups or bodies that they sit on	None	To receive feedback	Members
Update from Economic Development Sub Committee	None	To note	Acting Assistant Director Economic Dev and Strategy (Vince Muspratt)
Recommendations of the Greater Norwich Partnership Board	None	To consider any recommendations from the September meeting of the GNDP Board. This will be the first meeting of the re-constituted Board and it will be considering a report on the early stages of the development of the Greater Norwich Local Plan.	Principal Planner (Phil Morris)
Better Broadband for Norfolk Programme update	None	None	Programme Director (Karen O'Kane)
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	Business Support and Development Manager (Sarah Rhoden)
Risk management	None	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	Link to Ec Dev Sub-	Comment on performance and	Business Intelligence and

Forward Plan for EDT Committee

Appendix A

Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead Officer
report	Committee	consider areas for further scrutiny.	Performance Analyst (Austin Goreham)
Finance Monitoring report	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)
Appointments to internal and external Bodies	None	To agree appointments to internal and external bodies	Head of Democratic Services (Chris Walton)
Norfolk Energy Futures – to consider the NEF business plan and options available	None	To consider the NEF business plan and options available (as required by Committee on 11 November 2016)	Assistant Director Environment & Planning (David Collinson) Head of Budgeting and Financial Management (Harvey Bullen)
Meeting : Friday 7 July 2017			
Verbal update/feedback from Members of the Committee regarding Member Working Groups or bodies that they sit on	None	To receive feedback	Members
Update from Economic Development Sub Committee	None	To note	Acting Assistant Director Economic Dev and Strategy (Vince Muspratt)
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	Business Support and Development Manager (Sarah Rhoden)

Forward Plan for EDT Committee

Appendix A

Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead Officer
		authority	
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 report	Link to Ec Dev Sub-Committee	Comment on performance and consider areas for further scrutiny.	Business Intelligence and Performance Analyst (Austin Goreham)
Finance Monitoring report	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)
Meeting : Friday 15 September 2017			
Verbal update/feedback from Members of the Committee regarding Member Working Groups or bodies that they sit on	None	To receive feedback	Members
Update from Economic Development Sub Committee	None	To note	Acting Assistant Director Economic Dev and Strategy (Vince Muspratt)
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	Business Support and Development Manager (Sarah Rhoden)
Risk management		Review and comment on the risk	Chief Internal Auditor (Adrian)

Forward Plan for EDT Committee

Appendix A

Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead Officer
		information and consider any areas of risk that require a more in-depth analysis	Thompson)
Performance management report	Link to Ec Dev Sub-Committee	Comment on performance and consider areas for further scrutiny.	Business Intelligence and Performance Analyst (Austin Goreham)
Finance Monitoring report	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)
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
Update from Economic Development Sub Committee	None	To note	Acting Assistant Director Economic Dev and Strategy (Vince Muspratt)
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	Business Support and Development Manager (Sarah Rhoden)
Finance Monitoring report	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

Appendix A

Issue/decision	Implications for other service committees?	Requested committee action (if known)	Lead Officer
		reserves.	
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
Update from Economic Development Sub Committee	None	To note	Acting Assistant Director Economic Dev and Strategy (Vince Muspratt)
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	Business Support and Development Manager (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 report	Link to Ec Dev Sub-Committee	Comment on performance and consider areas for further scrutiny.	Business Intelligence and Performance Analyst (Austin Goreham)
Finance Monitoring report	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)

Forward Plan for EDT Committee

Appendix A

Items for future meetings	Outline timescale	Requested committee action (if known)	Lead officer
Opportunities to increase commercial activity for the highways service – business case	By September 2017	To consider a Business Case to help inform the potential for a more commercial trading organisation.	Head of Highways (Nick Tupper)

Regular items	Frequency	Requested committee action (if known)	Lead officer
Update from Economic Development Sub Committee	Every meeting (where the Sub-Committee have met prior)	To note	Assistant Director Economic Dev and Strategy (Fiona McDiarmid)
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 authority	Business Support and Development Manager (Sarah Rhoden)
Performance management	Four meetings each year – May, July, September and November	Comment on performance and consider areas for further scrutiny.	Business Intelligence and Performance Analyst (Austin Goreham)
Risk management	Four meetings each year – May, July, September and November	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 report	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)

Forward Plan for EDT Committee

Appendix A

Regular items	Frequency	Requested committee action (if known)	Lead officer
Verbal update/feedback from Members of the Committee regarding Member Working Groups or bodies that they sit on	Every meeting	To receive feedback	Members