

**WEST WILTSHIRE DISTRICT COUNCIL  
CABINET FORWARD WORK PLAN  
SEPTEMBER 2004 – APRIL 2005**

**If you wish to make representations about any matter contained in this Work Plan, please contact  
the Portfolio Holder or Contact Officer identified.**

**SEPTEMBER 2004**

<i>Matter or Decision</i>	<i>Key Decision</i>	<i>Portfolio Holder</i>	<i>Date</i>	<i>Decision Maker</i>	<i>Consultation</i>	<i>Contact</i>	<i>Background Papers</i>
<b>Brook Hall</b>	No	Cllr Michael Mounde	29/09/04	Cabinet	6 week consultation on brief	Caroline Power <a href="mailto:cpower@westwiltshire.gov.uk">cpower@westwiltshire.gov.uk</a>	Planning Policy & Conservation File Location: Room F26 Bradley Road
<b>Decriminalised Parking Enforcement</b>	Yes	Cllr Richard Wiltshire	29/09/04	Cabinet	Consultation is Peoples Voice, Portfolio Holder, and PPG	Geoff Pell <a href="mailto:gpell@westwiltshire.gov.uk">gpell@westwiltshire.gov.uk</a>	Background papers include PPG reports, Peoples Voice Consultation
<b>Medium Term Financial Plan 2004-2007</b>	Yes	Cllr Roy While	29/09/04	Cabinet	Corporate Team and Portfolio Holder	Ian Jamieson <a href="mailto:ijamieson@westwiltshire.gov.uk">ijamieson@westwiltshire.gov.uk</a>	File ref: N:/cabinet reports/mtfp. File Location: Room F31, Bradley Road
<b>Temporary Accommodation Provision</b>	No	Cllr Virginia Fortescue	29/09/04	Cabinet	None	Ian Gallin <a href="mailto:igallin@westwiltshire.gov.uk">igallin@westwiltshire.gov.uk</a>	None
<b>Council Tax &amp; NNDR collection</b>	Yes	Cllr Roy While	29/09/04	Council	Corporate Team, Finance	Shirley Sanchez <a href="mailto:ssanchez@westwiltshire.gov.uk">ssanchez@westwiltshire.gov.uk</a>	ODPM website -- <a href="http://www.odpm.gov.uk">www.odpm.gov.uk</a> ; working papers with S Sanchez

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<b>Financial Monitoring Report</b>	No	Cllr Roy White	29/09/04	Cabinet	Corporate Team & Portfolio Holder	Steve Harding <a href="mailto:sharding@westwiltshire.gov.uk">sharding@westwiltshire.gov.uk</a> Tracey Gay <a href="mailto:tgay@westwiltshire.gov.uk">tgay@westwiltshire.gov.uk</a>	File location: Room F33, Bradley Road
<b>Treasury Management Annual Report</b>	No	Cllr Roy White	29/09/04	Cabinet	None	Tracey Gay <a href="mailto:tgay@westwiltshire.gov.uk">tgay@westwiltshire.gov.uk</a>	None
<b>Reverting to Area Committees – Notice of Motion</b>	No	Cllr Michael Mounde	29/09/04	Council	Corporate Team, Portfolio Holder	Tim Darsley <a href="mailto:tdarsley@westwiltshire.gov.uk">tdarsley@westwiltshire.gov.uk</a>	Minutes of Council 21 July 2004 File Location: Room F11, Bradley Road
<b>Arts Development PPG – to receive recommendations from Policy Project Group</b>	Yes	Cllr Ernie Clark	29/09/04	Cabinet	"Arts Development PPG" Acknowledging recent public consultation and undertaking further consultation with local arts, educational and voluntary representatives	Meril Morgan <a href="mailto:mmorgan@westwiltshire.gov.uk">mmorgan@westwiltshire.gov.uk</a>	Arts Development PPG File Location: Room F30 Bradley Road

# **OCTOBER 2004**

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<b>Inclusion of media guidelines in Constitution (if required?)</b>	No	Deputy Leader	27/10/04	Cabinet	Standards Committee	Simon Best <a href="mailto:sbest@westwiltshire.gov.uk">sbest@westwiltshire.gov.uk</a>	File:Location Chief Exec/10 Room: F10 Bradley Road
<b>Housing Strategy</b>	No	Cllr Virginia Fortescus	27/10/04	Cabinet	PPG, Portfolio Holder	Graham Hogg <a href="mailto:ghogg@westwiltshire.gov.uk">ghogg@westwiltshire.gov.uk</a>	Housing Strategy File Location: Room G37, Bradley Road
<b>2<sup>nd</sup> Quarter Performance Monitoring</b>	No	Cllr Roy While	27/10/04	Cabinet	Awaiting information	Peter Woodcock <a href="mailto:pwoodcock@westwiltshire.gov.uk">pwoodcock@westwiltshire.gov.uk</a>	Awaiting information
<b>Best Value Review of the tourist information service</b>	Yes	Cllr Michael Mounde	27/10/04	Cabinet	Town Councils, Chambers of Commerce, local Tourism Associations, tourism businesses, Portfolio holder, Members, Corporate Management Team	Bryan Walker <a href="mailto:bwalker@westwiltshire.gov.uk">bwalker@westwiltshire.gov.uk</a>	TIC BV Review. File Location: Room F7, Bradley Road
<b>East Melksham Development Brief</b>	Yes	Cllr Michael Mounde	27/10/04	Cabinet	8 weeks public consultation	Mark Russell <a href="mailto:mrussell@westwiltshire.gov.uk">mrussell@westwiltshire.gov.uk</a>	Planning Policy & Conservation, File location: F26 Bradley Road
<b>Review of Car Parking</b>	Yes	Cllr Richard Wiltshire	27/10/04	Cabinet	Consultation is Peoples Voice, Portfolio Holder, and PPG	Geoff Pell <a href="mailto:gpell@westwiltshire.gov.uk">gpell@westwiltshire.gov.uk</a>	Background papers include PPG reports, Peoples Voice Consultation
<b>Report to agree licensing policy</b>	No	Cllr Richard Wiltshire	03/11/04	Council	PPG, Licensing Forum meetings & public consultation	John Carter <a href="mailto:jcarter@westwiltshire.gov.uk">jcarter@westwiltshire.gov.uk</a>	Draft Licensing Policy statement

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<b>Regional Spatial Strategy</b>	No	Cllr Michael Mounde	03/11/04	Cabinet	Awaiting information	Mark Russell <a href="mailto:mrussell@westwiltshire.gov.uk">mrussell@westwiltshire.gov.uk</a>	Planning Policy & Conservation File Location: Room F26 Bradley Road
<b>Draft Corporate Plan</b>	Tbc	Cllr Julian Bower	03/11/04	Tbc	Awaiting information	Awaiting information	Awaiting information
<b>Corporate Plan &amp; Priorities Update (Verbal Report - Portfolio Holder's Update)</b>	No	Cllr Julian Bower	03/11/04	Cabinet	Corporate Team	Tim Darsley <a href="mailto:tdarsley@westwiltshire.gov.uk">tdarsley@westwiltshire.gov.uk</a>	Monthly update reports to Corporate Team on corporate project monitoring
<b>Community Strategies</b>	Yes	Cllr Julian Bower	03/11/04	Cabinet	"Community Strategies" - the strategies are based on a wide range of consultation exercises, stakeholder conferences organised by the Local Strategic Partnerships, consultation with members and officer, focus groups.	Richard Rogers <a href="mailto:rogers@westwiltshire.gov.uk">rogers@westwiltshire.gov.uk</a>  Peter Woodcock <a href="mailto:pwoodcock@westwiltshire.gov.uk">pwoodcock@westwiltshire.gov.uk</a>	Awaiting information

**The October Cabinet will consist of one agenda but will be held over 2 meetings (27/10/04 and 03/11/04) to cover all items.**

## NOVEMBER 2004

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<b>Grounds Maintenance and Cleansing Contract – Evaluation Tenders</b>	Yes	Cllr Richard Wiltshire	24/11/04	Cabinet	Parks and Open Spaces PPG	P Woodcock <a href="mailto:pwoodcock@westwiltshire.gov.uk">pwoodcock@westwiltshire.gov.uk</a>	Report from Parks and Open Spaces PPG and the contract document
<b>Human Resources Strategy</b>	No	Cllr Tony Phillips	24/11/04	Cabinet	Awaiting information	Sharon Larkin <a href="mailto:slarkin@westwiltshire.gov.uk">slarkin@westwiltshire.gov.uk</a>	Awaiting information
<b>Final Supplementary Planning Guidance on Affordable Housing</b>	Yes	Cllr Michael Mounde	24/11/04	Cabinet	6 week Public Consultation	Mark Russell <a href="mailto:mrussell@westwiltshire.gov.uk">mrussell@westwiltshire.gov.uk</a>	Planning Policy & Conservation File Location: F26 Bradley Road
<b>Play Areas - Future Provision &amp; Maintenance</b>	Yes	Cllr Ernie Clark	24/11/04	Cabinet	Local Councils	Chris Waters <a href="mailto:cwaters@westwiltshire.gov.uk">cwaters@westwiltshire.gov.uk</a>	5 May 2004 Cabinet Report
<b>Procurement Strategy</b>	Yes	Cllr Roy While	24/11/04	Cabinet	Corporate Team, Portfolio Holder	Tracey Gay <a href="mailto:tgay@westwiltshire.gov.uk">tgay@westwiltshire.gov.uk</a>	Finance - Room F33 Bradley Road
<b>Corporate Plan &amp; Priorities Update</b>	No	Cllr Julian Bower	24/11/04	Cabinet	Corporate Team	Peter Woodcock <a href="mailto:pwoodcock@westwiltshire.gov.uk">pwoodcock@westwiltshire.gov.uk</a>	Monthly update reports to Corporate Team on corporate project monitoring

## DECEMBER 2004

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<b>Play Areas</b>	Tbc	Cllr Ernie Clark	15/12/04	Cabinet	Parks & Open Spaces PPG	Chris Waters <a href="mailto:cwaters@westwiltshire.gov.uk">cwaters@westwiltshire.gov.uk</a>	Recommendations from Parks & Open Spaces. File Location: Room F11, Bradley Road
<b>Review of Open Space</b>	Tbc	Cllr Ernie Clark	15/12/04	Cabinet	Parks & Open Spaces PPG	Chris Waters <a href="mailto:cwaters@westwiltshire.gov.uk">cwaters@westwiltshire.gov.uk</a>	Recommendations from Parks & Open Spaces. File Location: Room F11, Bradley Road
<b>Leisure &amp; Recreational Needs Assessment</b>	Tbc	Cllr Ernie Clark	15/12/04	Cabinet	Undertaken as part of the L&RNA	Trevor Savage/ Mark Russell <a href="mailto:tsavage@westwiltshire.gov.uk">tsavage@westwiltshire.gov.uk</a> , <a href="mailto:mrussell@westwiltshire.gov.uk">mrussell@westwiltshire.gov.uk</a>	To be developed in conjunction with consultants File Location: Room F30
<b>Corporate Plan &amp; Priorities Update</b>	No	Cllr Julian Bower	15/12/04	Cabinet	Corporate Team	Ian Gallin <a href="mailto:igallin@westwiltshire.gov.uk">igallin@westwiltshire.gov.uk</a>	Monthly update reports to Corporate Team on corporate project monitoring
<b>Parks and Open Spaces PPG</b>	Tbc	Cllr Ernie Clark	15/12/04	Cabinet	"Parks & Open Spaces PPG" Town & Parish Councils Taking Responsibility for Open Spaces	Trevor Savage / Chris Waters <a href="mailto:tsavage@westwiltshire.gov.uk">tsavage@westwiltshire.gov.uk</a> , <a href="mailto:cwaters@westwiltshire.gov.uk">cwaters@westwiltshire.gov.uk</a>	Recommendations from Parks & Open Spaces. FileLocation: Room F11, Bradley Road

# JANUARY - APRIL 2005

<i>Matter Or Decision</i>	<i>Key Decision</i>	<i>Portfolio Holder</i>	<i>Date</i>	<i>Decision Maker</i>	<i>Consultation</i>	<i>Contact</i>	<i>Background Papers</i>
<b>Parks and Open Spaces – Improved Enforcement</b>	Tbc	Cllr Ernie Clark	09/02/04	Cabinet	Parks & Open Spaces PPG	Representatives from Commercial Services, Env. Health & Legal Services	Recommendations from Parks & Open Spaces. File Location: Room F11, Bradley Road
<b>Options for the future of Southwick Country Park</b>	Tbc	Cllr Ernie Clark	06/04/05	Awaiting information	Awaiting information	Trevor Savage <a href="mailto:tsavage@westwiltshire.gov.uk">tsavage@westwiltshire.gov.uk</a> Peter Woodcock <a href="mailto:pwoodcock@westwiltshire.gov.uk">pwoodcock@westwiltshire.gov.uk</a>	Awaiting information