

**West Wiltshire District Council**  
**Cabinet Forward Work Plan – September 2005– May 2006**

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

<b>September</b>							
<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>Redevelopment of Castle Place – Report Back on Negotiations and Potential Agreement to Dispose (*)</b>	Yes	Cllr Jeff Osborn	28/9/05	Cabinet	Trowbridge UDF	Ian Gallin <a href="mailto:igallin@westwiltshire.gov.uk">igallin@westwiltshire.gov.uk</a>	Ian Gallin's Room
<b>Car Parking Strategy Review</b>	Yes	Cllr Rosemary Brown Cllr Jeff Osborn	28/9/05	Cabinet	Trowbridge UDF and part of development of strategy	Ian Gallin <a href="mailto:igallin@westwiltshire.gov.uk">igallin@westwiltshire.gov.uk</a>	Ian Gallin's Room
<b>Prudential Code</b>	No	Cllr Trevor Carbin	28/9/05	Council		Ian Jamieson <a href="mailto:ijamieson@westwiltshire.gov.uk">ijamieson@westwiltshire.gov.uk</a>	
<b>Air Quality Action Plan</b>	Yes	Cllr Gordon Cox	28/9/05	Cabinet	Specific consultation event; LTP consultation and Stakeholder meeting	Kate Bishop <a href="mailto:kbishop@westwiltshire.gov.uk">kbishop@westwiltshire.gov.uk</a>	File Location: Room GC.1
<b>Review of Constitution</b>	No	N/A	28/9/05	Council		Andrew Pate <a href="mailto:Apate@westwiltshire.gov.uk">Apate@westwiltshire.gov.uk</a>	draft Constitution
<b>Notice of Motion-Magistrates Court</b>	No		28/9/05	Council	Portfolio Holder	Ian Gallin <a href="mailto:igallin@westwiltshire.gov.uk">igallin@westwiltshire.gov.uk</a>	Member Support Room F10
<b>Grounds &amp; Cleansing Service Provision</b>	Yes	Cllr Rosemary Brown	28/9/05	Cabinet	Portfolio Holder	Peter Woodcock <a href="mailto:Pwoodcock@westwiltshire.gov.uk">Pwoodcock@westwiltshire.gov.uk</a>	

<b>Medium Term Financial Plan</b>	No	Cllr Trevor Carbin	28/9/05	Cabinet	Consultation with Corporate Team and Portfolio Holder	Ian Jamieson <a href="mailto:ijamieson@westwiltshire.gov.uk">ijamieson@westwiltshire.gov.uk</a>	File Location: Room 31
<b>Financial Monitoring</b>	No	Cllr Trevor Carbin	28/9/05	Cabinet	Consultation with Corporate Team and Portfolio Holder	Ian Jamieson <a href="mailto:ijamieson@westwiltshire.gov.uk">ijamieson@westwiltshire.gov.uk</a>	File Location: Room 31
<b>Procurement Strategy</b>	No	Cllr Trevor Carbin	28/9/05	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>Risk Management Strategy</b>	No	Cllr Trevor Carbin	28/9/05	Cabinet	Corporate Team, Portfolio Holder	Tracey Gay <a href="mailto:tgay@westwiltshire.gov.uk">tgay@westwiltshire.gov.uk</a>	
<b>Performance Monitoring 2005-06, Quarter One</b>	No	Cllr Duncan Hames	28/9/05	Cabinet		Paul Mountford <a href="mailto:pmountford@westwiltshire.gov.uk">pmountford@westwiltshire.gov.uk</a>	File Location: Room F7

(\*) Subject to receipt of District valuation

<b>October</b>							
<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>Empty Homes Policy</b>	No	Cllr Tom James	26/10/05	Cabinet	Portfolio Holder, Survey of Owners of Empty Homes	Paul Yeomans <a href="mailto:Pyeomans@westwiltshire.gov.uk">Pyeomans@westwiltshire.gov.uk</a>	Draft Housing Strategy, survey responses, national and regional policy documents: Empty Homes Files, Room G6 Bradley Road
<b>Licensing of Houses in Multiple Occupation</b>	No	Cllr Tom James	26/10/05	Cabinet	Portfolio holder	Paul Yeomans <a href="mailto:pyeomans@westwiltshire.gov.uk">pyeomans@westwiltshire.gov.uk</a>	
<b>Review of Housing Renewal Policy</b>	No	Cllr Tom James	26/10/05	Cabinet	Portfolio Holder, neighbouring Authorities, town/parish councils, community & voluntary groups (to be confirmed)	Paul Yeomans <a href="mailto:Pyeomans@westwiltshire.gov.uk">Pyeomans@westwiltshire.gov.uk</a>	Draft Housing Strategy, Regulatory Reform(Housing) Order 2002 national and regional policy documents Housing Renewal Policy Files, Room G6 Bradley Road

<b>Financial Monitoring</b>	No	Cllr Trevor Carbin	26/10/05	Cabinet	Consultation with Corporate Team and Portfolio Holder	Ian Jamieson <a href="mailto:ijamieson@westwiltshire.gov.uk">ijamieson@westwiltshire.gov.uk</a>	File Location: Room 31
<b>Provision of Services for Young People</b>	Yes	Cllr Terry Chivers	26/10/05	Cabinet		Richard Rogers <a href="mailto:Rrogers@westwiltshire.gov.uk">Rrogers@westwiltshire.gov.uk</a>	
<b>Cemeteries</b>	Yes	Cllr Rosemary Brown	26/10/05	Cabinet		Peter Woodcock <a href="mailto:Pwoodcock@westwiltshire.gov.uk">Pwoodcock@westwiltshire.gov.uk</a>	
<b>High Hedges – Multi property applications + means testing possibilities</b>		Cllr Jeff Osborn	26/10/05	Cabinet		David Hubbard <a href="mailto:Dhubbard@westwiltshire.gov.uk">Dhubbard@westwiltshire.gov.uk</a>	Development Control
<b>A Review of working with Parish Councils and the Wider Community</b>	tbc		26/10/05	Cabinet		Gwilym Gibbons <a href="mailto:Ggibbons@westwiltshire.gov.uk">Ggibbons@westwiltshire.gov.uk</a>	

## November

<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>Residential Design Guide</b>	Yes	Cllr Jeff Osborn	23/11/05	Cabinet	Consultation with PPG's, and Public Consultation	Hilary Maclean <a href="mailto:Hmaclean@westwiltshire.gov.uk">Hmaclean@westwiltshire.gov.uk</a>	Planning Policy & Cons
<b>Financial Monitoring</b>	No	Cllr Trevor Carbin	23/11/05	Cabinet	Consultation with Corporate Team and Portfolio Holder	Ian Jamieson <a href="mailto:ijamieson@westwiltshire.gov.uk">ijamieson@westwiltshire.gov.uk</a>	File Location: Room 31

## December

<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>
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<b>Write Off Report</b>	No	Cllr Trevor Carbin	14/12/05	Cabinet	Consultation with Corporate Team and Portfolio Holder	Tracey Gay <a href="mailto:tgay@westwiltshire.gov.uk">tgay@westwiltshire.gov.uk</a>	Finance – Room F33 Bradley Road
<b>Budget Update</b>	No	Cllr Trevor Carbin	14/12/05	Cabinet	Corporate Team	Ian Jamieson <a href="mailto:ijamieson@westwiltshire.gov.uk">ijamieson@westwiltshire.gov.uk</a>	Finance – Room F31 Bradley Road
<b>Annual Monitoring Report</b>	No	Cllr Jeff Osborn	14/12/05	Cabinet	Consultation with Key Stakeholders and Service Managers	Mark Russell <a href="mailto:Mrussell@westwiltshire.gov.uk">Mrussell@westwiltshire.gov.uk</a>	Planning Policy & Cons
<b>Recreation Development Plan Document</b>	No	Cllr Jeff Osborn	14/12/05	Council	Consultation with PPG's, and Public Consultation	Mark Russell <a href="mailto:Mrussell@westwiltshire.gov.uk">Mrussell@westwiltshire.gov.uk</a>	Planning Policy & Cons

<b>January 2006</b>							
<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>Budget 2006/07</b>	Yes	Cllr Trevor Carbin	11/01/06	Council	Corporate Team	Ian Jamieson <a href="mailto:ijamieson@westwiltshire.gov.uk">ijamieson@westwiltshire.gov.uk</a>	Finance – Room F31 Bradley Road
<b>Taxbase Report 2006/07</b>	Yes	Cllr Trevor Carbin	11/01/06	Cabinet	Consultation with Corporate Team and Portfolio Holder	Tracey Gay <a href="mailto:tgay@westwiltshire.gov.uk">tgay@westwiltshire.gov.uk</a>	Finance – Room F33 Bradley Road
<b>Financial Monitoring</b>	No	Cllr Trevor Carbin	11/01/06	Cabinet	Corporate Team	Ian Jamieson <a href="mailto:ijamieson@westwiltshire.gov.uk">ijamieson@westwiltshire.gov.uk</a>	Finance – Room F31 Bradley Road
<b>Statement of Community Involvement</b>	No	Cllr Jeff Osborn	11/01/06	Council	Consultation with PPG's, and Public Consultation	Karol Jakubczyk <a href="mailto:Kjakubczyk@westwiltshire.gov.uk">Kjakubczyk@westwiltshire.gov.uk</a>	Planning Policy & Cons
<b>Clean Neighbourhoods &amp; Environment Act</b>	No	Cllrs Rosemary Brown & Gordon Cox	11/01/06	Cabinet	Through Community Initiatives with town & parish councils	John Carter <a href="mailto:Jcarter@westwiltshire.gov.uk">Jcarter@westwiltshire.gov.uk</a> Kevin Gibbs <a href="mailto:KGibbs@westwiltshire.gov.uk">KGibbs@westwiltshire.gov.uk</a>	

<b>February</b>							
<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>Treasury Management Strategy Statement</b>	No	Cllr Trevor Carbin	8/02/06	Cabinet and Council	Consultation with Corporate Team and Portfolio Holder	Tracey Gay <a href="mailto:tgay@westwiltshire.gov.uk">tgay@westwiltshire.gov.uk</a>	Finance – Room F33 Bradley Road
<b>Capital Strategy</b>	No	Cllr Trevor Carbin	8/02/06	Cabinet	Corporate Team and Portfolio Holder	Ian Jamieson <a href="mailto:ijamieson@westwiltshire.gov.uk">ijamieson@westwiltshire.gov.uk</a>	Finance – Room F31 Bradley Road
<b>Budget Update</b>	Yes	Cllr Trevor Carbin	8/02/06	Council	Corporate Team, Portfolio Holder	Ian Jamieson <a href="mailto:ijamieson@westwiltshire.gov.uk">ijamieson@westwiltshire.gov.uk</a>	Finance – Room F31 Bradley Road
<b>Financial Monitoring</b>	No	Cllr Trevor Carbin	8/02/06	Cabinet	Corporate Team and Portfolio Holder	Ian Jamieson <a href="mailto:ijamieson@westwiltshire.gov.uk">ijamieson@westwiltshire.gov.uk</a>	Finance – Room F31 Bradley Road
<b>Council Tax Resolution Report</b>	Yes	Cllr Trevor Carbin	8/02/06	Council	Consultation with Corporate Team and Portfolio Holder	Tracey Gay <a href="mailto:tgay@westwiltshire.gov.uk">tgay@westwiltshire.gov.uk</a>	Finance – Room F33 Bradley Road
<b>Final adoption of SDP on Trowbridge Town Centre Conservation Area Character Assessment</b>	No	Cllr Jeff Osborn	8/02/06	Cabinet	yes	Caroline Power <a href="mailto:cpower@westwiltshire.gov.uk">cpower@westwiltshire.gov.uk</a>	Policy & Cons

<b>March</b>							
<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>Write Off Report</b>	Yes	Cllr Trevor Carbin	08/03/06	Cabinet	Consultation with Corporate Team and Portfolio Holder	Tracey Gay <a href="mailto:tgay@westwiltshire.gov.uk">tgay@westwiltshire.gov.uk</a>	Finance – Room F33 Bradley Road
<b>Financial Monitoring</b>	No	Cllr Trevor Carbin	08/03/06	Cabinet	Corporate Team and Portfolio Holder	Ian Jamieson <a href="mailto:ijamieson@westwiltshire.gov.uk">ijamieson@westwiltshire.gov.uk</a>	Finance – Room F31 Bradley Road
<b>Financial Support to arts organisations and projects 2006/07</b>	Yes	Cllr Terry Chivers	08/03/06	Cabinet	consultation with local arts organisations	Meril Morgan <a href="mailto:Mmorgan@westwiltshire.gov.uk">Mmorgan@westwiltshire.gov.uk</a>	

<b>LSP</b>	No	Cllr Duncan Hames	08/03/06	Cabinet		Richard Rogers <a href="mailto:rrogers@westwiltshire.gov.uk">rrogers@westwiltshire.gov.uk</a>	Community Initiatives
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## April

<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>Financial Monitoring</b>	No	Cllr Trevor Carbin	05/04/06	Cabinet	Corporate Team and Portfolio Holder	Ian Jamieson <a href="mailto:ijamieson@westwiltshire.gov.uk">ijamieson@westwiltshire.gov.uk</a>	Finance – Room F31 Bradley Road

## May

<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>Recreation Development Plan Document</b>	No	Cllr Jeff Osborn	3/05/06	Council	Consultation with PPG's, and Public Consultation	Mark Russell <a href="mailto:Mrussell@westwiltshire.gov.uk">Mrussell@westwiltshire.gov.uk</a>	Planning Policy & Cons