

# FORWARD PLAN FOR THE PERIOD 1 AUGUST to 30 NOVEMBER 2006

The Forward Plan gives advance information about all "key decisions" the Executive Board, Area Committees or Council officers are expected to take over the forthcoming four-month period. A "key decision", except in special or urgent circumstances, cannot be taken unless it has appeared in the appropriate Forward Plan.

## **Key decisions**

In financial terms, a "key decision" is one that is likely to result in the Council incurring expenditure or the making of savings that are significant with regard to the Council's budget for the related service or function.

The guidance figures for significant items in financial terms are £150,000 for General Fund or £200,000 for Housing Revenue Account. In more general terms, a "key decision" is one that is likely to be significant in terms of its effect on communities living in an area comprising two or more Wards in the Council's area.

## **Other decisions**

Although it is not a statutory requirement, this Forward Plan also contains details of other matters likely to be considered by the Executive Board or other decision-makers, but which are not necessarily "key decisions". This includes prior consideration by the Executive Board of decisions that are to be taken by the Council.

Further information about the decision making process (including key decisions) can be found in the Council's Constitution, which can be inspected at the Council's offices or online at [www.oxford.gov.uk](http://www.oxford.gov.uk)

## **Making Representations**

If you wish to make representations about any matter listed on the Plan, then you must contact us at least 15 working days before the decision is due to be made. This can be done

- by email to [blammin@oxford.gov.uk](mailto:blammin@oxford.gov.uk)
- in writing to

Mrs Brenda Lammin  
Town Hall  
Blue Boar Street  
Oxford  
OX1 4EY

## **Inspection of documents**

Reports to be submitted to the decision-maker are available for inspection at the offices of the Council five clear working days prior to the date on which the decision is due to be made.

## **EXECUTIVE PORTFOLIO DETAILS**

### **MEMBER**

### **PORTFOLIO**

John Goddard (Leader)	Over-arching Responsibility
David Rundle (Deputy Leader)	Stronger Communities
Alan Armitage	Healthier Environment
Jean Fooks	Cleaner City
Patrick Murray	Improving Housing
Stephen Tall	Better Finances
Caroline van Zyl	Safer City

Key decisions can also be taken by Council officers – details below

# **EXECUTIVE MEMBER - JOHN GODDARD LEADER/OVERARCHING RESPONSIBILITY**

## **AUGUST**

### **ITEM 1: Westgate Centre redevelopment – proposed heads of terms.**

**Target date:** 21 August 2006 Executive Board (or possibly a special meeting in August if necessary)

**Decision type:** Key

**Is the item to be taken in public?** No (Exempt under paragraph 3 of Schedule 12A to the Local Government Act 1972)

**Report of:** Financial and Asset Management Business Manager

**Contact:** Martin Lyons, ☎ 01865 252138

email: mlyons@oxford.gov.uk

**Consultation:** n/a

**Scrutiny Committee responsibility:** Finance

### **ITEM 2: Corporate Geographic Information System**

**Target date:** Executive Board 21 August 2006

**Decision Type:** Not key

**Is this item to be taken in public?** Yes

**Report of:** Planning Services Business Manager

**Contact:** Janice Brown ☎ 01865 252207

email: Janice.brown@oxford.gov.uk

**Consultation:** Not applicable

**Scrutiny Committee Responsibility:** Environment and Finance

## **SEPTEMBER**

### **ITEM 3: Planning Obligations Supplementary Planning Document**

**Target date:** Executive Board 11 September 2006, Council 2 October 2006

**Decision Type:** Not key

**Is this item to be taken in public?** Yes

**Report of:** Planning Services Business Manager

**Contact:** Lynn Lawrence ☎ 01865 252166

email: llawrence@oxford.gov.uk

**Consultation:** Planning Control User Panel

Area Committees – August cycle

Environment Scrutiny Committee – 14 August

**Scrutiny Committee Responsibility:** Environment

### **ITEM 4: Draft Parking Standards TAs and TPs Supplementary Planning Documents**

Draft Parking Standards, TAs and TPs Supplementary Planning Document. This draft document for public consultation is prepared as part of the Council's Local Development Framework, and will support relevant 'saved' policies in the Oxford

Local Plan 2001-2016. The document requires the approval of Council prior to public consultation in October 2006.

**Target date:** Executive Board 11 September 2006, Council 2 October 2006

**Decision Type:** Not key

**Is this item to be taken in public?** Yes

**Report of:** Planning Services Business Manager

**Contact:** Matthew Bates ☎ 01865 252277

email:mbates@oxford.gov.uk

**Consultation:** Pre-production consultation being carried out with Members and stakeholders. Questionnaire issued to stakeholders on 13 April 2006.

**Scrutiny Committee Responsibility:** Environment

## NOVEMBER

### ITEM 5: Planning Policy Annual Monitoring Report 2006

The report will be submitted to the Executive Board for consideration prior to its submission to the Secretary of State. It will assess the effectiveness of planning policies for the period 1 April 2005 to 31 March 2006

**Target date:** Executive Board 6 November 2006

**Decision Type:** Not key

**Is this item to be taken in public?** Yes

**Report of:** Planning Services Business Manager

**Contact:** Lynn Lawrence ☎ 01865 252166

email:llawrence@oxford.gov.uk

**Consultation:** Key stakeholders

Environment Scrutiny Committee – 16 October 2006

**Scrutiny Committee Responsibility:** Environment

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## EXECUTIVE MEMBER - DAVID RUNDLE STRONGER COMMUNITIES

### ITEM 1. Council Tax Recovery and Out of Hours Telephony Service

(also see under Cllr Tall)

**Target date:** 21 August 2006 Executive Board

**Decision type:** Not key

**Is the item to be taken in public?** Yes

**Report of:** Revenues and Benefits and Customer Services Business Managers

**Contacts:**

Paul Warters ☎ 01865 252290

email: pwarters@oxford.gov.uk

Ian Barrett ☎ 01865 252523

email: ibarretts@oxford.gov.uk

**Consultation:** Not applicable

**Scrutiny Committee Responsibility:** Finance

# NOVEMBER

## **ITEM 2. Social Inclusion Service Audit**

**Target date:** 6 November 2006 Executive Board

**Decision type:** Not key

**Is the item to be taken in public?** Yes

**Report of:** Strategy and Review Business Manager

**Contacts:**

Mark Fransham ☎ 01865 252797

email: mfransham@oxford.gov.uk

**Consultation:** An analysis of various consultation exercises will be undertaken to feed into the service audit. Report will go to Community Scrutiny Committee on 3 October 2006

**Scrutiny Committee Responsibility:** Community

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## **EXECUTIVE MEMBER**

### **ALAN ARMITAGE – HEALTHIER ENVIRONMENT**

## **AUGUST**

### **ITEM 1: Town Hall – feasibility study findings and future options**

To report on the outcome of the findings from testing the feasibility study and consider options for taking this forward

**Target date:** 21 August 2006 Executive Board

**Decision Type:** Key

**Is this item to be taken in public?** Yes

**Report of:** Facilities Management Business Manager

**Contacts:** Jane Lubbock ☎ 01865 252218

email: jlubbock@oxford.gov.uk

**Consultation:** Wide consultation has taken place as part of the testing of the feasibility study

**Scrutiny Committee Responsibility:** Finance

### **ITEM 2. Covered Market Leasing Strategy**

**Target date:** 21 August 2006 Executive Board

**Decision type:** Not key

**Is the item to be taken in public?** Yes

**Report of:** Financial and Asset Management Business Manager

**Contacts:** John Kulasek, ☎ 01865 252137

email: jkulasek@oxford.gov.uk

**Consultation:** Covered Market Traders' Association

**Scrutiny Committee responsibility:** Finance

**ITEM 3: Events Strategy – response to consultation**

**Target date:** Executive Board 21 August 2006, Council 2 October 2006

**Decision type:** Key

**Is the item to be taken in public?** Yes

**Report of:** Leisure and Cultural Services Business Manager

**Contact:** John Wade ☎ 01865 467255

email: [jwade@oxford.gov.uk](mailto:jwade@oxford.gov.uk)

**Consultation:** Area Committees

**Scrutiny responsibility:** Environment

**ITEM 4: City Centre Festive Lights Tender**

**Target date:** Executive Board 21 August 2006

**Decision type:** Not key

**Is the item to be taken in public?** Yes

**Report of:** Leisure and Cultural Services Business Manager

**Contact:** Claire Newporte ☎ 01865 467242

email: [cnewport@oxford.gov.uk](mailto:cnewport@oxford.gov.uk)

**Consultation:** n/a

**Scrutiny responsibility:** Environment

**ITEM 5: New Jericho Community Centre – site at Dawson Place**

**Major Project Approval**

**Target date:** August/September Central South and West Area Committee and to Executive Board for land disposal issues (and possibly on to Council on 2 October if a budget variation is needed)

**Decision type:** Key

**Is the item to be taken in public?** Yes, but there will be a confidential annex for financial details - exempt under paragraph 3 of Schedule 12A of the Local Government Act 1972

**Report of:** Neighbourhood Renewal Business Manager

**Contacts:** Martin Lyons ☎ 01865 252138

email: [mlyons@oxford.gov.uk](mailto:mlyons@oxford.gov.uk)

Steve Northey ☎ 01865 252717

email: [snorthey@oxford.gov.uk](mailto:snorthey@oxford.gov.uk)

**Consultation:** Public consultation via the planning process. Community Scrutiny Committee has asked to see the report prior to its consideration by the Central South and West Area Committee.

**Scrutiny responsibility:** Community

## SEPTEMBER

**ITEM 6. Wind Turbine Options.**

A report setting out the results of further research and evaluated and costed options on wind turbine schemes for Oxford in accordance with the Council motion on 21 November 2005

**Target date:** 11 September 2006 Executive Board

**Decision type:** Key  
**Is the item to be taken in public?** Yes  
**Report of:** Financial and Asset Management Business Manager  
**Contact:** John Kulasek, ☎ 01865 252137  
email: jkulasek@oxford.gov.uk  
**Consultation:** Evaluation to be carried out by third party suppliers.  
**Scrutiny Committee responsibility:** Finance and Environment

#### **ITEM 7. Leisure Best Value Revue**

A final report from the Leisure Best Value Review making recommendations for action

**Target date:** September or October 2006 Executive Board

**Decision type:** Key

**Is the item to be taken in public?** Yes

**Report of:** Strategic Director, Physical Environment

**Contact:** Jon Ray, ☎ 01865 252082

email: jray@oxford.gov.uk

**Consultation:** Finance Scrutiny Committee

**Scrutiny Committee responsibility:** Finance

## **OCTOBER**

#### **ITEM 8: Community Centre Strategy**

**Target date:** 9 October 2006 Executive Board

**Decision type:** Key

**Is the item to be taken in public?** Yes

**Report in the name of:** Neighbourhood Renewal Business Manager

**Contact:** Craig Buckby ☎ 01865 252822

email:cbuckby@oxford.gov.uk

**Consultation:** Federation of Community Associations  
Community Scrutiny Committee and Area Committees

**Scrutiny responsibility:** Community

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## **EXECUTIVE MEMBER JEAN FOOKS – CLEANER CITY**

### **AUGUST**

#### **ITEM 1: Oxfordshire Waste Partnership - options**

**Date decision is due:** 21 August 2006 Executive Board

**Decision Type:** Key

**Is this item to be taken in public?** Yes

**Report of:** Interim City Works Business Manager

**Contact:** Philip Dunsdon ☎01865 252958  
email: pdunsdon@oxford.gov.uk  
**Consultation:** n/a  
**Scrutiny Committee Responsibility:** Environment

**ITEM 2: Free Bus Travel Scheme**

Report on progress to date on implementation of the national scheme and an indication of costs, and a possible extension to the existing scheme

**Target date:** 21 August 2006 Executive Board

**Decision Type:** Key

**Is this item to be taken in public?** Yes

**Report of:** Transport and Planning Business Manager

**Contact:** Graham Smith ☎ 01865 252352

email:gsmith@oxford.gov.uk

**Consultation:** Not applicable

**Scrutiny Committee Responsibility:** Finance

**ITEM 3: Status of Bus Shelters in Oxford – update**

**Target date:** September or October 2006 Executive Board  
(depending on the outcome of negotiations)

**Decision Type:** Key (provisionally)

**Is this item to be taken in public?** Yes

**Report of:** Environmental Health Business Manager

**Contact:** Kate Stratford ☎ 01865 252957

email: kstratford@oxford.gov.uk

**Consultation:** Environment Scrutiny Committee

**Scrutiny Committee Responsibility:** Environment

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**EXECUTIVE MEMBER  
PATRICK MURRAY – IMPROVING HOUSING**

**AUGUST**

**ITEM 1: Confirmation of Major Project Approval for a new contract with the Oxford Social Lettings Agency**

Executive Board in June 2004 gave major project approval for the negotiation of a three-year agreement with the Oxford Social Lettings Agency. This contract has taken substantially longer to negotiate than was anticipated, and given the lapse of time between the original permission and final agreement, it is felt to be advisable to seek the Board's endorsement of the agreement.

**Target date:** 21 August 2006 Executive Board

**Decision Type:** Key

**Is this item to be taken in public?** Yes



**Report of:** Community Housing Business Manager

**Contact:** Graham Stratford ☎ 01865 252447

email:gstratford@oxford.gov.uk

**Consultation:** n/a

**Scrutiny Committee Responsibility:** Housing

**ITEM 2: Re-roofing – award of contract**

**Target date:** 21 August 2006 Executive Board

**Decision Type:** Key

**Is this item to be taken in public?** Yes

**Report of:** Oxford City Homes Business Manager

**Contact:** Adrian Treloar ☎ 01865 335658

email:atreloar@oxford.gov.uk

**Consultation:** n/a

**Scrutiny Committee Responsibility:** Housing

## **SEPTEMBER**

**ITEM 3: Grant of Secure Tenancies to residents of 100 Acres Close**

It is proposed that the 100 Acres Close temporary accommodation development be incorporated in the general housing stock. As part of this process, and to minimise disruption for the current residents of these properties, it is proposed that secure tenancies be granted to those residents who wish to take on their current property as a settled home. This is outside the scope of the current Allocation Scheme, and amounts to a Local Lettings Plan for the development. Any such plan requires Council consent.

**Target date:** 11 September 2006 Executive Board (for comment) 2 October 2006 Council (for decision)

**Decision Type:** Not key

**Is this item to be taken in public?** Yes

**Report of:** Community Housing Business Manager

**Contact:** Graham Stratford ☎ 01865 252447

email:gstratford@oxford.gov.uk

**Consultation:** Residents of 100 Acre Close; Housing Scrutiny Committee; Housing Advisory Board; Oxford Tenants Panel; Executive Board

**Scrutiny Committee Responsibility:** Housing

**ITEM 4: Kitchen and bathroom refurbishment – award of contract**

**Target date:** 11 September 2006 Executive Board

**Decision Type:** Key

**Is this item to be taken in public?** Yes

**Report of:** Oxford City Homes Business Manager

**Contact:** Adrian Treloar ☎ 01865 335658

email:atreloar@oxford.gov.uk

**Consultation:** n/a

**Scrutiny Committee Responsibility:** Housing

## OCTOBER

### **ITEM 5: External painting and bathroom repairs – award of contract**

**Target date:** 9 October 2006 Executive Board

**Decision Type:** Key

**Is this item to be taken in public?** Yes

**Report of:** Oxford City Homes Business Manager

**Contact:** Adrian Treloar ☎ 01865 335658

email:atreloar@oxford.gov.uk

**Consultation:** n/a

**Scrutiny Committee Responsibility:** Housing

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## **EXECUTIVE MEMBER STEPHEN TALL – BETTER FINANCES**

### **AUGUST**

#### **ITEM 1: Rebalancing the Capital Programme**

**Target date:** 21 August 2006 Executive Board

**Decision type:** Key

**Is the item to be taken in public?** Yes

**Report of:** Financial and Asset Management Business Manager

**Contacts:**

Mike Baish or Penny Garner ☎ 01865 252708

email: mbaish@oxford.gov.uk

email: pgardner@oxford.gov.uk

**Consultation:** Not applicable

**Scrutiny Committee responsibility:** Finance

#### **ITEM 2: Charter Market Licensing Policy**

**Target date:** 21 August 2006 Executive Board

**Decision type:** Not key

**Is the item to be taken in public?** Yes

**Report of:** Financial and Asset Management Business Manager

**Contacts:** Martin Lyons ☎ 01865 252138

email: mlyons@oxford.gov.uk

**Consultation:** Not yet confirmed – possibly National Markets Body

**Scrutiny Committee responsibility:** Finance

**ITEM 3: Supply of cash delivery and collection services to the Council – major project approval and award of contract**

**Target date:** 21 August 2006 Executive Board

**Decision Type:** Key

**Is this item to be taken in public?** Yes

**Report of:** Facilities Management Business Manager

**Contact:** Ralph Adams ☎. 01865 252471

email: radams@oxford.gov.uk

**Consultation:** Internal users

**Scrutiny Committee Responsibility:** Finance

**ITEM 4. Quarter 1 Performance Monitoring Report**

**Target date:** 21 August 2006 Executive Board

**Decision type:** Not key

**Is the item to be taken in public?** Yes

**Report of:** Chief Executive

**Contacts:** Claire Taylor ☎ 01865 252743

email: ctaylor@oxford.gov.uk

**Consultation:** Finance Scrutiny Committee

**Scrutiny Committee Responsibility:** Finance

**ITEM 5. Council Tax Recovery and Out of Hours Telephony Service**

(also see under Cllr Rundle)

**Target date:** 21 August 2006 Executive Board

**Decision type:** Not key

**Is the item to be taken in public?** Yes

**Report of:** Revenues and Benefits and Customer Services Business Managers

**Contacts:**

Paul Warters ☎ 01865 252290

email: pwarters@oxford.gov.uk

Ian Barrett ☎ 01865 252523

email: ibarretts@oxford.gov.uk

**Consultation:** Not applicable

**Scrutiny Committee Responsibility:** Finance

**ITEM 6: Horspath Resource Centre - funding**

Report on the viability of the Centre to include the following: details of what City Council services the Centre is delivering; what are its realistic future funding streams; how the Centre intends to operate within its resources; how it intends to meet its financial obligations; a risk analysis of its closure (see also under Councillor van Zyl)

**Target date:** 21 August 2006 Executive Board

**Decision Type:** Not key

**Is this item to be taken in public?** Yes

**Report of:** Neighbourhood Renewal Business Manager

**Contact:** Val Johnson ☎: 01865 252209

email: vjohnson@oxford.gov.uk

**Consultation:** Cowley Area Committee and Community Scrutiny Committee

**Scrutiny Committee Responsibility:** Community

## SEPTEMBER

### **ITEM 7: Welfare Advice Provision and future funding arrangements**

Review of welfare advice provision in the City and options for future procurement and funding arrangements

**Target date:** 11 September 2006 Executive Board

**Decision type:** Key

**Is the item to be taken in public?** Yes

**Report of:** Strategy and Review Business Manager

**Contacts:** Penny Randall ☎ 01865 252797

email: prandall@oxford.gov.uk

**Consultation:** Advice centre managers and trustees, Area Committees, relevant City Council officers

**Scrutiny responsibility:** Community

### **ITEM 8. Remit for Review of Budget Processes**

**Target date:** 11 September 2006 Executive Board

**Decision type:** Not key

**Is the item to be taken in public?** Yes

**Report of:** Strategic Director, Finance and Corporate Services

**Contact:** Mark Luntley, ☎ 01865 252394

email: mluntley@oxford.gov.uk

**Consultation:** Not applicable

**Scrutiny Committee responsibility:** Finance

### **ITEM 9. Improving Value for Money**

**Target date:** 11 September 2006 Executive Board

**Decision type:** Key (provisionally)

**Is the item to be taken in public?** Yes

**Report of:** Chief Executive

**Contact:** Caroline Bull ☎ 01865 252400

email: cbull@oxford.gov.uk

**Consultation:** n/a

**Scrutiny Committee responsibility:** Finance

### **ITEM 10. Remit for Review of Budget Processes**

**Target date:** 11 September 2006 Executive Board

**Decision type:** Not key

**Is the item to be taken in public?** Yes

**Report of:** Strategic Director, Finance and Corporate Services

**Contact:** Mark Luntley, ☎ 01865 252394

email: mluntley@oxford.gov.uk

**Consultation:** Not applicable

**Scrutiny Committee responsibility:** Finance

**ITEM 11. KPMG report into Council Tax**

**Target date:** 11 September 2006 Executive Board

**Decision type:** Not key

**Is the item to be taken in public?** Yes

**Report of:** Strategic Director, Finance and Corporate Services

**Contact:** Mark Luntley, ☎ 01865 252394

email: mluntley@oxford.gov.uk

**Consultation:** Finance Scrutiny Committee

**Scrutiny Committee responsibility:** Finance

**ITEM 12. Quarter 1 Financial Monitoring Report**

**Target date:** 11 September 2006 Executive Board

**Decision type:** Not key

**Is the item to be taken in public?** Yes

**Report of:** Financial and Asset Management Business Manager

**Contacts:**

Mike Baish or Penny Garner (Finance) ☎ 01865 252708

email: mbaish@oxford.gov.uk

email: pgardner@oxford.gov.uk

**Consultation:** Finance Scrutiny Committee

**Scrutiny Committee Responsibility:** Finance

**NOVEMBER**

**ITEM 13: Major project approval to award a contract to enable payments to be made to the Council at non-Council premises**

**Target date:** 6 November 2006 Executive Board

**Decision Type:** Key

**Is this item to be taken in public?** Yes

**Report of:** Facilities Management Business Manager

**Contact:** Ralph Adams ☎. 01865 252471

email: radams@oxford.gov.uk

**Consultation:** Internal users

**Scrutiny Committee Responsibility:** Finance

**ITEM 14. Best Value/Value for Money – future programme for reviews**

**Target date:** 6 November 2006 Executive Board

**Decision type:** Not key

**Is the item to be taken in public?** Yes

**Report of:** Chief Executive

**Contact:** Caroline Bull ☎ 01865 252400

email: cbull@oxford.gov.uk

**Consultation:** Finance Scrutiny Committee

**Scrutiny Committee responsibility:** Finance

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## **EXECUTIVE MEMBER CAROLINE VAN ZYL – SAFER CITY**

### **AUGUST**

#### **ITEM 1: Adoption of Prospectus for support to community and voluntary groups**

Adoption of the outcomes and outputs that the Council is seeking from its support for Community and Voluntary organisations, with guidelines for officers on the delivery methods to be used (contracting, commissioning, small grants etc). There will be one prospectus covering the whole city, and one for each Area Committee.

**Target date:** 21 August 2006 Executive Board

**Decision Type:** Key

**Is this item to be taken in public?** Yes

**Report of:** Neighbourhood Renewal Business Manager

**Contact:** Craig Buckby ☎: 01865 252822

email: cbuckby@oxford.gov.uk

**Consultation:** Voluntary and community groups, statutory agencies, local authorities and councillors through consultation seminars

**Scrutiny Committee Responsibility:** Community

#### **ITEM 2: Horspath Resource Centre - funding**

Report on the viability of the Centre to include the following: details of what City Council services the Centre is delivering; what are its realistic future funding streams; how the Centre intends to operate within its resources; how it intends to meet its financial obligations; a risk analysis of its closure (see also under Councillor Tall)

**Target date:** 21 August 2006 Executive Board

**Decision Type:** Not key

**Is this item to be taken in public?** Yes

**Report of:** Neighbourhood Renewal Business Manager

**Contact:** Val Johnson ☎: 01865 252209

email: vjohnson@oxford.gov.uk

**Consultation:** Cowley Area Committee and Community Scrutiny Committee

**Scrutiny Committee Responsibility:** Community

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## **KEY DECISIONS TO BE TAKEN BY OFFICERS**

### ***Decisions to be taken by the Chief Executive***

None

***Decisions to be taken by the Strategic Director, Finance and Corporate Services***

None

***Decisions to be taken by the Strategic Director, Housing, Health and Community***

**Papers submitted from time to time to the Supporting People Commissioning Body** (delegated authority granted by the Executive Board on 19 May 2003)

## **SEPTEMBER**

Strategic Reviews Final Reports (Key decision)

A report to the Supporting People Commissioning Body on 22 September will be distributed by Oxfordshire County Council. For further details contact Julie Dean, at the County Council - email [Julie.Dean@oxfordshire.gov.uk](mailto:Julie.Dean@oxfordshire.gov.uk) or telephone (0185) 815322

**Papers submitted from time to time to the LIFT Strategic Partnering Board** (delegated authority granted by the Executive Board on 16 September 2003)

None

***Key Decisions to be taken by the Strategic Director, Housing, Health and Community following advice from the Housing Advisory Board*** (delegated authority granted to the Strategic Director by Council on 7 March 2005.)

None

***Key Decisions to be taken by the Strategic Director, Physical Environment***

None