



# Executive Leader's Forward Plan

## About the Forward Plan

This is the Leader of Council's provisional forward plan for the four months starting November 2023. It provides an indicative date for matters to be considered by the Executive. Where possible, the Executive will keep to the dates shown in the plan. However, it may be necessary for some items to be rescheduled and other items added.

The forward plan is published to publicise consultation dates and enable dialogue between the Executive and all councillors, the public, and other stakeholders. It will also assist the Council's Overview and Scrutiny Committee in planning their contribution to policy development and holding the Executive to account.

Local authorities are required to publish updated forward plans on a regular basis. The Plan is published on the Council's website ([www.southhams.gov.uk](http://www.southhams.gov.uk))

## About the Executive

The Executive consists of eight Councillors. Each has responsibility for a particular area of the Council's work.

- Leader of the Council with specific responsibility for Waste and Recycling; Strategic Planning; Finance and Communications – Cllr Julian Brazil
- Deputy Leader of the Council with specific responsibility for Planning; Corporate Performance Oversight; Organisational and Community Development – Cllr Dan Thomas
- Lead Executive Member for Climate Change & Biodiversity – Cllr John McKay
- Lead Executive Member for Economic Development; Commercial Strategy; and Governance – Cllr John Birch
- Lead Executive Member for Housing; Environmental Health & Licensing – Cllr Denise O'Callaghan
- Lead Executive Member for Community Services & Operations – Cllr Victor Abbott
- Lead Executive Member for Waste & Community Composting – Cllr Jacqi Hodgson
- Lead Executive Member for Service Quality – Cllr Nicky Hopwood

Further information on the workings of the Executive, including latest information on agenda items, can be obtained by contacting Democratic Services on 01803 861105 or by e-mail to [democratic.services@swdevon.gov.uk](mailto:democratic.services@swdevon.gov.uk)

**All items listed in this Forward Plan will be discussed in public at the relevant meeting, unless otherwise indicated with \***



**Forward Plan from November 2023**

Portfolio Area	Report Title and Summary	Lead Member / SLT Lead / Report Author	Documents to be considered in making decision	Date of Decision	Consultees and means of consultation
Leader	<p><b>Title: Draft Corporate Strategy</b></p> <p><b>Purpose:</b> To consider a report that presents the draft Corporate Strategy and indicative Delivery Plans for the period 2024-28.</p>	Cllr Brazil / Andy Bates / Neil Hawke	Report of the Assistant Director – Strategy & Organisational Development	30 November 2023	
Climate Change & Biodiversity	<p><b>Title: Climate Change – Electric Vehicle (EV) Strategy Update</b></p> <p><b>Purpose:</b> To consider a report that presents for consideration a progress update on the EV Strategy.</p>	Cllr McKay / Drew Powell / Adam Williams	Report of the Director for Strategy and Governance	30 November 2023	
Climate Change & Biodiversity	<p><b>Title: Climate Change – Update</b></p> <p><b>Purpose:</b> In line with the standing agenda item on Climate Change &amp; Biodiversity, to receive an update on the Climate Change agenda.</p>	Cllr McKay / Drew Powell / Adam Williams	Report of the Director for Strategy and Governance	30 November 2023	
Housing, Environmental Health & Licensing	<p><b>Title: Housing update report</b></p> <p><b>Purpose:</b> To enable the Committee to receive an update from the lead member for Housing.</p>	Cllr O’Callaghan / Chris Brook / Issy Blake	Report of the Head of Housing	30 November 2023	
Economic Development, Commercial Strategy & Governance	<p><b>Title: UK Shared Prosperity Fund</b></p> <p><b>Purpose:</b> To consider a report that presents an update to Members on the UK Shared Prosperity Fund.</p>	Cllr Birch / Chris Brook / Chris Shears	Report of the Head of Economy & Place	30 November 2023	



Portfolio Area	Report Title and Summary	Lead Member / SLT Lead / Report Author	Documents to be considered in making decision	Date of Decision	Consultees and means of consultation
Economic Development, Commercial Strategy & Governance	<b>Title: Freeport Task and Finish Group Review</b> <b>Purpose:</b> To consider a report that presents the concluding report of the Freeport Task and Finish Group review.	Cllr Birch / Chris Brook / Lisa Buckle	Report of the Task and Finish Group	30 November 2023	
Deputy Leader	<b>Title: Community Development</b> <b>Purpose:</b> To consider a report that sets out the Council's proposed approach to Community Development.	Cllr Thomas / Steve Mullineaux / Neil Hawke	Report of the Assistant Director – Strategy and Organisational Development	30 November 2023	
Leader	<b>Title: Draft Revenue and Capital Budget Proposals 2024/25</b> <b>Purpose:</b> To consider a report that sets out a draft set of Revenue and Capital Budget proposals for 2024/25.	Cllr Brazil / Lisa Buckle	Report of the Section 151 Officer	30 November 2023	
Leader	<b>Title: Quarter 3 and Quarter 4 Write-Off Report 2022/23</b> <b>Purpose:</b> To consider a report that outlines the proposed write-offs of a series of irrecoverable debts from Quarters 3 and 4 for 2022/23.	Cllr Brazil / Lisa Buckle / Geni Hotchkiss	Report of the Head of Revenues & Benefits	30 November 2023	
Community Services & Operations	<b>Title: Car Parking Fees and Charges</b> <b>Purpose:</b> To consider a report that presents a Car Parking Update to the Executive.	Cllr Abbott / Chris Brook / Emma Widdicombe	Report of the Principal Assets Officer	30 November 2023	



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Deputy Leader	<b>Title: Planning Enforcement Plan Task and Finish Group Review</b>  <b>Purpose:</b> To consider a report that presents the concluding report of the Planning Enforcement Plan Task and Finish Group review.	CLlr Thomas / Drew Powell / Ali Wagstaff	Report of the Task and Finish Group	30 November 2023	
Climate Change & Biodiversity	<b>Title: South Devon AONB Unit</b>  <b>Purpose:</b> To consider a report that provides an update on the work of the AONB Unit.	CLlr McKay / Chris Brook / Roger English	Report of the Director – Place & Enterprise	30 November 2023	
Leader	<b>Title: Totnes Neighbourhood Plan</b>  <b>Purpose:</b> To consider a report that provides a progress update on the Totnes Neighbourhood Plan.	CLlr Brazil / Drew Powell / Graham Swiss	Report of the Senior Strategic Planning Officer	30 November 2023	
Leader	<b>Title: South Milton Neighbourhood Plan</b>  <b>Purpose:</b> To consider a report that provides a progress update on the South Milton Neighbourhood Plan.	CLlr Brazil / Drew Powell / Graham Swiss	Report of the Senior Strategic Planning Officer	30 November 2023	
Leader	<b>Title: Salcombe Harbour Board Minutes</b>  <b>Purpose:</b> To receive the minutes arising from recent Salcombe Harbour Board meetings that presents recommendations on the Harbour Budget and	CLlr Brazil / Chris Brook / Darryl White	Minutes arising from recent Harbour Board meetings	30 November 2023	



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	Fees and Charges for 2024/25				
Waste & Community Composting	<b>Title: Waste Services Update</b>  <b>Purpose:</b> To consider a report that provides a service update on Waste.	Cllr Hodgson / Steve Mullineaux / Sarah Moody	Report of the Deputy Chief Executive	25 January 2024	
Leader	<b>Title: Corporate Strategy &amp; Delivery Plans</b>  <b>Purpose:</b> To consider a report that presents a draft set of indicative Delivery Plans that will underpin the Council's Corporate Strategy.	Cllr Brazil / Drew Powell / Neil Hawke	Report of the Assistant Director – Strategy & Organisational Development	25 January 2024	
Leader	<b>Title: Draft Revenue and Capital Budget Proposals 2024/25</b>  <b>Purpose:</b> To consider a report that sets out a draft set of Revenue and Capital Budget proposals for 2024/25.	Cllr Brazil / Lisa Buckle	Report of the Section 151 Officer	25 January 2024	
Leader	<b>Title: Revenue Budget Monitoring Report to Month 7</b>  <b>Purpose:</b> To consider a report that presents the Council's Revenue Budget Monitoring position to Month 7.	Cllr Brazil / Lisa Buckle / Pauline Henstock	Report of the Section 151 Officer	25 January 2024	
Leader	<b>Title: Capital Programme Monitoring Report to Month 7</b>  <b>Purpose:</b> To consider a report that presents the Council's Capital	Cllr Brazil / Lisa Buckle / Pauline Henstock	Report of the Section 151 Officer	25 January 2024	



Portfolio Area	Report Title and Summary	Lead Member / SLT Lead / Report Author	Documents to be considered in making decision	Date of Decision	Consultees and means of consultation
	Programme Monitoring position to Month 7.				
Leader	<p><b>Title: Council Tax Discounts 2024/25</b></p> <p><b>Purpose:</b> To consider a report that seeks to recommend to Council a series of Council Tax Discounts for 2024/25</p>	CIlr Brazil / Steve Mullineaux / Geni Hotchkiss	Report of the Head of Revenues & Benefits	25 January 2024	
Leader	<p><b>Title: Council Tax Reduction Scheme 2024/25</b></p> <p><b>Purpose:</b> To consider a report that seeks adoption of a revised Council Tax Reduction Scheme.</p>	CIlr Brazil / Steve Mullineaux / Geni Hotchkiss	Report of the Head of Revenues and Benefits	25 January 2024	
Leader	<p><b>Title: Discretionary Rate Relief Policy</b></p> <p><b>Purpose:</b> To consider a report that presents an updated Discretionary Rate Relief Policy for approval.</p>	CIlr Brazil / Steve Mullineaux / Geni Hotchkiss	Report of the Head of Revenues and Benefits	25 January 2024	
Leader	<p><b>Title: Corporate Debt Policy</b></p> <p><b>Purpose:</b> To consider a report that seeks approval of an updated Corporate Debt Policy.</p>	CIlr Brazil / Steve Mullineaux / Geni Hotchkiss	Report of the Head of Revenues and Benefits	25 January 2024	
Community Services & Operations	<p><b>Title: Dartmouth Health Hub – Off-Street Parking Order Amendment: Six Month Review</b></p> <p><b>Purpose:</b> To consider a report that presents the results of a six-month review into the Dartmouth</p>	CIlr Abbott / Chris Brook / Emma Widdicombe	Report of the Principal Assets Officer - Buildings, Parking and Public Conveniences	25 January 2024	



Portfolio Area	Report Title and Summary	Lead Member / SLT Lead / Report Author	Documents to be considered in making decision	Date of Decision	Consultees and means of consultation
	Health Hub Off-Street Parking Order amendment.				
Deputy Leader	<p><b>Title: Conservation Area Appraisals – Totnes, Kingsbridge &amp; Dartmouth</b></p> <p><b>Purpose:</b> To consider a report that seeks to adopt the proposed new Conservation Area Appraisals for Totnes, Kingsbridge &amp; Dartmouth.</p>	<p>CIlr Thomas / Drew Powell / Ali Wagstaff</p>	<p>Report of the Assistant Director: Planning</p>	<p>25 January 2024</p>	
Leader	<p><b>Title: Brixton Neighbourhood Plan</b></p> <p><b>Purpose:</b> To consider a report that provides a progress update on the Brixton Neighbourhood Plan.</p>	<p>CIlr Brazil / Drew Powell / Graham Swiss</p>	<p>Report of the Senior Strategic Planning Officer</p>	<p>25 January 2024</p>	
Leader	<p><b>Title: Staverton Neighbourhood Plan</b></p> <p><b>Purpose:</b> To consider a report that provides a progress update on the Staverton Neighbourhood Plan.</p>	<p>CIlr Brazil / Drew Powell / Graham Swiss</p>	<p>Report of the Senior Strategic Planning Officer</p>	<p>25 January 2024</p>	
Leader	<p><b>Title: Joint Local Plan Review</b></p> <p><b>Purpose:</b> To consider a report that provides an update on the Joint Local Plan.</p>	<p>CIlr Brazil / Chris Brook / Jo Lee</p>	<p>Report of the Strategic Planning Manager (Joint Local Plan)</p>	<p>25 January 2024</p>	
Service Quality	<p><b>Title: Quarter 1 and Quarter 2 Write-off Report 2023/24</b></p> <p><b>Purpose:</b> To consider a report that seeks to write-off a number of debts that are deemed to be</p>	<p>CIlr Hopwood / Lisa Buckle / Geni Hotchkiss</p>	<p>Report of the Head of Revenues and Benefits</p>	<p>25 January 2024</p>	



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	irrecoverable from Quarters 1 and 2 in 2023/24				
Community Services & Operations	<p><b>Title: Dog Control Public Space Protection Orders</b></p> <p><b>Purpose:</b> To consider a report that presents the results of the public consultation exercise into the Dog Control Public Space Protection Orders.</p>	CLlr Abbott / Steve Mullineaux / Karen Proctor	Report of the Principal Environmental Health & Licensing Officer	25 January 2024	
Climate Change & Biodiversity	<p><b>Title: Climate Change &amp; Biodiversity Emergency Update – Standing Agenda Item</b></p> <p><b>Purpose:</b> To enable the Committee to receive an update from the lead Member for Climate Change &amp; Biodiversity.</p>	CLlr McKay / Drew Powell / Adam Williams	Report of the Director for Strategy & Governance	25 January 2024	
Housing, Environmental Health & Licensing	<p><b>Title: Progress Update on Housing Projects</b></p> <p><b>Purpose:</b> To enable the Committee to receive an update from the lead member for Housing.</p>	CLlr O’Callaghan / Chris Brook / Issy Blake	Report of the Head of Housing	25 January 2024	
Leader	<p><b>Title: Revenue Budget Monitoring Report to Month 10</b></p> <p><b>Purpose:</b> To consider a report that presents the Council’s Revenue Budget Monitoring position to Month 10.</p>	CLlr Brazil / Lisa Buckle / Pauline Henstock	Report of the Section 151 Officer	7 March 2024	
Leader	<p><b>Title: Capital Programme Monitoring Report to Month 10</b></p>	CLlr Brazil / Lisa Buckle / Pauline Henstock	Report of the Section 151 Officer	7 March 2024	





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	<p><b>Purpose:</b> To consider a report that presents the Council's Capital Programme Monitoring position to Month 10.</p>				
Leader	<p><b>Title: Discretionary Housing Payments Policy</b></p> <p><b>Purpose:</b> To consider a report that seeks approval of a revised Discretionary Housing Payments Policy.</p>	CIlr Brazil / Steve Mullineaux / Pauline Henstock	Report of the Head of Revenues and Benefits	7 March 2024	
Climate Change & Biodiversity	<p><b>Title: Climate Change &amp; Biodiversity Emergency Update – Standing Agenda Item</b></p> <p><b>Purpose:</b> To enable the Committee to receive an update from the lead Member for Climate Change &amp; Biodiversity.</p>	CIlr McKay / Drew Powell / Adam Williams	Report of the Director for Strategy & Governance	7 March 2024	
Housing, Environmental Health & Licensing	<p><b>Title: Progress Update on Housing Projects</b></p> <p><b>Purpose:</b> To enable the Committee to receive an update from the lead member for Housing.</p>	CIlr O'Callaghan / Chris Brook / Issy Blake	Report of the Head of Housing	7 March 2024	