

EAST DEVON DISTRICT COUNCIL

Forward Plan of Key Decisions - For the 4-month period: 1 August 2026 to 30 November 2026

This plan contains all the Key Decisions that the Council's Cabinet expects to make during the 4-month period referred to above. The plan is rolled forward every month.

12.1.1 Key decisions: A "key decision" means an executive decision which is likely:

- (a) to result in the Council incurring expenditure or the making of savings of £100,000 or more; or
- (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the Council's area:
 - (i) In accordance with section 38 of the Local Government Act 2000, in determining the meaning of "significant" regard shall be had to any guidance for the time being issued by the Secretary of State
 - (ii) A decision taker may only make a key decision in accordance with the requirements of the Executive Procedure Rules set out in Part 4 of this Constitution.

A public notice period of 28 clear working days is required when a Key Decision is to be taken by the Council's Cabinet even if the meeting is wholly or partly to be in private.

The Cabinet may only take Key Decisions in accordance with the requirements of the Executive Procedure Rules set out in Part 4 of the Constitution and the Local Authorities (Executive Arrangements) (Meetings and Access to information) (England) Regulations 2012. A minute of each Key Decision is published within 2 days of it having been made. This is available for public inspection on the Council's website <http://www.eastdevon.gov.uk>, and at the Council Offices, Blackdown House, Border Road, Heathpark Industrial Estate, Honiton. The law and the Council's constitution permit urgent Key Decisions to be made without 28 clear days' notice of the proposed decisions having been published provided certain procedures are followed. A decision notice will be published for these in exactly the same way.

This plan also identifies Key Decisions which are to be considered in the private part of the meeting (Part B) and the reason why. Any written representations that a particular decision should be moved to the public part of the meeting (Part A) should be sent to the Democratic Services Team (address as above) as soon as possible. **Members of the public have the opportunity to speak on the relevant decision at the meeting in accordance with the Council's public speaking rules.**

Obtaining documents

Committee reports in respect of Key Decisions include links to the relevant background documents. If a printed copy of all or part of any report or background document is required, please contact Democratic Services (address as above) or by calling 01395 517546.

Members of the public who wish to make any representations or comments concerning any of the Key Decisions referred to in this Forward Plan may do so by writing to the Leader of the Council c/o Democratic Services (as above).

Key Decision	Portfolio (Lead Officer)	Documents to be considered before Cabinet take decision	Date of Cabinet meeting	Part A = Public meeting Part B = private meeting [with reasons]
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Use of Climate Change Budget to support Green Loans to Householders	Assistant Director Environmental Health			Part A
Air Quality/Contaminated Land Strategies	Assistant Director Environmental Health			Part A
Anti-Poverty Strategy	Asst Director Revenues, Benefits, CSC, Fraud & Compliance	Outcomes from consultation	2 September 2026	Part A
Potent Green Team Funding for Broadclyst Tree Nursery	Assistant Director Countryside, Environment and Ecology		2 September 2026	Part A
Employment and Skills Plan Fees	Economic Development Manager		2 September 2026	Part A
Formation of an Exmouth Town and Seafront Subgroup	Assistant Director Place Assets & Leisure	Steering Group ToR		Part A
Council Depots Review	Project Manager Place, Assets & Commercialisation			Part B (commercially sensitive)

Key Decision	Portfolio (Lead Officer)	Documents to be considered before Cabinet take decision	Date of Cabinet meeting	Part A = Public meeting Part B = private
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Exmouth Town Hall	Assistant Director Place Assets & Leisure			Part B (commercially sensitive)
Hayne Lane Masterplan	Assistant Director Place Assets & Leisure	Hayne Lane Masterplan		Part A
Strategic Development Review – Exeter Science Park Limited	Director of Place			Part B
Public Toilets Review	Assistant Director Place Assets & Leisure			Part A
Housing Strategy	Director Housing and Health			Part A
Cranbrook Category 4 contributions mechanism for allocation and spend	Assistant Director Planning Strategy and Development Management			Part A
Dog Control Enforcement Policy	Assistant Director Environmental Health			Part A

Key Decision	Portfolio (Lead Officer)	Documents to be considered before Cabinet take decision	Date of Cabinet meeting	Part A = Public meeting Part B = private
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Private Sector Housing Enforcement Policy	Assistant Director Environmental Health			Part A
Supported Housing Services	Assistant Director Statutory Housing Services			Part A
Complaint Policy Review	Information Governance Manager & Data Protection Officer			Part A
Procurement of CBRE through the Crown Commercial Services Framework to undertake work in relation to the second new community	Delivery Manager			Part A
Colyford Road and Fosse Way Viability Assessment	Assistant Director Place Assets & Leisure	Colyford Road and Fosse Way Viability Assessment		Part A *possibly some Part B commercially sensitive
Cloakham Lawns Employment Site Viability Assessment	Assistant Director Place Assets & Leisure	Colyford Road and Fosse Way Viability Assessment		Part A *possibly some Part B commercially sensitive

Key Decision	Portfolio (Lead Officer)	Documents to be considered before Cabinet take decision	Date of Cabinet meeting	Part A = Public meeting Part B = private
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Update report on Council Tax Second Homes and Empty Homes Premiums	Assistant Director for Revenues & Benefits		2 September 2026	Part A
Community Asset Transfer Programme	Interim Director of Place	Programme Initiation Document	2 September 2026	Part B
Disposal Opportunities	Assistant Director Place, Assets & Leisure			Part B
Endorse new Playing Pitch and Open Space Strategy	Assistant Director Place Assets & Leisure	New Playing Pitch and Open Space Strategy Executive Summary and Action Plan	2 September 2026	Part A It affects two or more wards.
Appointment of Leisure Operator	Assistant Director Place Assets & Leisure	Outcome of Leisure Procurement	16 September 2026	Part B = Private Meeting Information relating to the finance or business affairs of any particular person It affects two or more wards.

Key Decision	Portfolio (Lead Officer)	Documents to be considered before Cabinet take decision	Date of Cabinet meeting	Part A = Public meeting Part B = private
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Private Sector Housing Enforcement Policy	Assistant Director Housing Strategy and Operations		2 September 2026	Part A
Private Sector Housing Civil Penalty Policy	Assistant Director Housing Strategy and Operations		2 September 2026	Part A
Empty Homes Strategy	Assistant Director Housing Strategy and Operations		2 September 2026	Part A
Housing Assistance Policy (Private Sector Housing)	Assistant Director Housing Strategy and Operations		2 September 2026	Part A
Private Sector Housing fee policy	Assistant Director Housing Strategy and Operations		2 September 2026	Part A
Award of the Construction Contract for the Cranbrook Leisure and Wellbeing Centre	Corporate Lead Placemaking & Major Projects		Nov/Dec 2026	Part B

Key Decision	Portfolio (Lead Officer)	Documents to be considered before Cabinet take decision	Date of Cabinet meeting	Part A = Public meeting Part B = private
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Key Officer/Portfolio Holder Decisions

Sale of Workshop Site, Exmouth	Estates Surveyor	Part B Portfolio Holder Assets & Economy Decision
Individual property: external and internal repairs and refurbishment	Assistant Director Housing	Part B Officer Decision
Discretionary Business Rates Relief Policy for Pub & Live Music Venues, Retail Hospitality Leisure, Supporting Small Business & Eligible Vehicle Charging Points	Assistant Director for Revenues & Benefits	Part A Officer Decision
Individual property: external and internal repairs and refurbishment	Assistant Director Housing	Part B Officer Decision

Key Decision	Portfolio (Lead Officer)	Documents to be considered before Cabinet take decision	Date of Cabinet meeting	Part A = Public meeting Part B = private
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Individual property: external and internal repairs and refurbishment	Assistant Director Housing	Part B Officer Decision
Procurement Support from Devon County Council – renew 5- year SLA	Director of Finance	Officer Executive Decision
Household Support Fund – Determining groups for targeted support	Assistant Director Customer Services, Revenues & Benefits	Officer key decision
Sewerage Treatment Plant Replacement Programme 2025/26	Planned Works & Climate Change Manager	Appointment of contractor. Request for Officer Executive Decision
Bathroom Adaptations to 20 properties	Planned Works & Climate Change Manager	Appointment of contractor. Request for Officer Executive Decision
Bathroom Adaptations to properties ED0322-24	Planned Works & Climate Change Manager	Appointment of contractor. Request for Officer Executive Decision

Key Decision	Portfolio (Lead Officer)	Documents to be considered before Cabinet take decision	Date of Cabinet meeting	Part A = Public meeting Part B = private
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Structural Repairs & Refurbishment – 33, 35 & 37 Underleys, Beer	Planned Works & Climate Change Manager	Appointment of contractor. Request for Officer Executive Decision		
Refurbishment of Flats, Langford Avenue, Honiton	Planned Works & Climate Change Manager	Appointment of contractor. Request for Officer Executive Decision		
Refurbishment of 4no. Blocks of Flats, Arcot Park, Sidmouth	Planned Works & Climate Change Manager	Appointment of contractor. Request for Officer Executive Decision		
Refurbishment & Extension of 1 School Lane, Newton Popleford	Planned Works & Climate Change Manager	Appointment of contractor. Request for Officer Executive Decision		
Internal Adaptations to various properties	Planned Works & Climate Change Manager	Appointment of contractor. Request for Officer Executive Decision		
LAD 1 Completion – Heating & Fabric Upgrades	Planned Works & Climate Change Manager	Appointment of contractor. Request for Officer Executive Decision		

Key Decision	Portfolio (Lead Officer)	Documents to be considered before Cabinet take decision	Date of Cabinet meeting	Part A = Public meeting Part B = private
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Upgrade of Peazen Flats, Beer	Planned Works & Climate Change Manager	Appointment of contractor. Request for Officer Executive Decision		
Internal Adaptations Q2-25	Planned Works & Climate Change Manager	Appointment of contractor. Request for Officer Executive Decision		
Radon Testing and Mitigation Contract for the Compliance Department	Compliance Surveyor	Appointment of contractor. Request for Officer Executive Decision		
Disposal of HRA asset in Axminster	Assistant Director - Programme, Development & Investment	Part B		
Disposal of HRA asset in Upottery	Assistant Director - Programme, Development & Investment	Part B		

Officer Decisions to enter into Contract

Key Decision	Portfolio (Lead Officer)	Documents to be considered before Cabinet take decision	Date of Cabinet meeting	Part A = Public meeting Part B = private
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Recycling and Waste: - MRF/Baling Plant Refurbishment/Site Compliance - vehicle refurbishment programme	Assistant Director StreetScene			
Seaton Wetlands southern expansion and habitat creation project – HLF bid over £100K	Countryside Manager	EOI by January/Feb 2025 TBC		
Radon Testing & Mitigation	Compliance Manager			
Electrical Testing and remedials	Compliance Manager			
East Devon National Landscape HLF Open Programmes bid for Landscape Connections project	East Devon NL Manager	EOI Dec 2024		
Phear Park and The Green Resurfacing Works	Assistant Director StreetScene			

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