

## ROSSENDALE BOROUGH COUNCIL FORWARD PLAN

The Forward Plan sets out the details of the key decisions which the Cabinet or Officers expect to take. The Plan is updated 28 days prior to each Cabinet meeting and is available on the website. All items will be for publication, unless otherwise stated.

Publication dates for 2025/26 Municipal Year are as follows:

- 15th April 2025
- 3rd June 2025
- 19th August 2025
- 23rd September 2025
- 4th November 2025
- 13th January 2026
- 17th February 2026

### Definition of a Key Decision

1. A Key Decision means an executive decision which is likely:
  - a) to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the budget for the service or function to which the decision relates, or
  - b) to be significant in terms of its effects on communities living or working in an area comprising of two or more Wards in the Borough.
2. For the avoidance of doubt, the Council would regard any of the following as 'significant':
  - Any decision by the Cabinet in the course of developing proposals to the full Council to amend the policy framework.
  - Any single item of in-budget expenditure or savings in excess of £100,000.
  - Any decision which is likely to have a permanent or long term (more than 5 years) effect on the Council and the Borough.

### Cabinet Membership

- Councillor Alyson Barnes – Leader of the Council and Lead Member for Planning
- Councillor Andrew Walmsley – Deputy Leader of the Council and Lead Member for Resources
- Councillor Nick Harris – Lead Member for Economic Development
- Councillor Adrian Lythgoe – Lead Member for Environment and Corporate Services
- Councillor Liz McInnes – Lead Member for Communities, Housing, Health & Wellbeing

**Chief Executive Directorate managed by the Chief Executive – Rob Huntington**

- Executive Office
- Operations & Public Protection Unit
- Rossendale Leisure Trust
- Oversees the services listed below.

**Economic Development Directorate managed by the Director of Economic Development – David Smurthwaite**

- Planning and Building Control
- Economic Development
- Business Development
- Tourism
- Property Services/Surveying (Estates)
- Strategic Housing
- Housing Options
- Private Sector Housing
- Health & Communities

**Director of Resources (Section 151 Officer), Chris Warren**

- Finance & Audit
- Revenues and Benefits
- Risk Management & Procurement
- Asset Register
- ICT, SAT & Customer Services
- Rossendale Leisure Trust (Accounting and Project Appraisals)

**Legal Services managed by the Head of Legal (Monitoring Officer), Clare Birtwistle**

- Legal Services
- Committee and Member Services
- Elections
- Land Charges

**HR managed by the Head of People & Policy, Clare Law**

- People and Policy
- Corporate Support
- Communications

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- Safeguarding
- Emergency Planning/Health and Safety
- Facilities Management

Anyone wishing to make representations about any of the matters listed in the Forward Plan, or obtain copies of the documents listed (subject to disclosure restrictions), may do so by contacting the relevant officer listed against each key decision.

Under the Access to Information Procedure rules set out in the Council’s Constitution, a key decision may not be taken, unless:

- It is published in the Forward Plan
- 28 clear days have lapsed since the publication of the Forward Plan; and
- if the decision is to be taken at a meeting of the Cabinet, 5 clear days’ notice of the meeting has been given

The law and the Council’s Constitution provide an exception that allows urgent key decisions to be made, even though they have not been included in the Forward Plan. This is provided for in Rule 15 (General Exception) and Rule 16 (Special Urgency) of the Access to Information Procedure Rules.

The Forward Plan also contains details of significant decisions which will be considered by the Cabinet with recommendations to Full Council.

Copies of the following documents may be inspected at the Rossendale Borough Council Offices or accessed from the Council’s website [https://www.rossendale.gov.uk/info/210159/about\\_the\\_council/10526/how\\_decisions\\_are\\_made](https://www.rossendale.gov.uk/info/210159/about_the_council/10526/how_decisions_are_made)

- The Council’s Constitution
- The Forward Plan
- Reports on the key decisions to be taken
- The minutes or decision notice for each key decision, which will normally be published 4 working days after having been made.

Members of the public are welcome to attend meetings of the Cabinet and the dates and times of the meetings are published on the Council’s website [www.rossendale.gov.uk/meetings](http://www.rossendale.gov.uk/meetings) or you may contact the Committee and Member Services Section on telephone number 01706 252422 or email [democracy@rossendalebc.gov.uk](mailto:democracy@rossendalebc.gov.uk) for further details.

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Details of the decision to be taken	Decision to be taken by	Expected Date of Decision	Relevant Lead Member	Documents to be considered by the decision taker	Representations may be made to the following officer
Council Tax, Non-Domestic Rate & Housing Benefit Overpayment Write-offs - <b>Confidential</b> – <i>yearly item</i>	Cabinet	18 <sup>th</sup> March 2026	Resources	Report	Ian Walker, Service Assurance Team Leader 01706 252592 <a href="mailto:ianwalker@rossendalebc.gov.uk">ianwalker@rossendalebc.gov.uk</a>
Housing Benefit Overpayment Policy	Cabinet	18 <sup>th</sup> March 2026	Resources	Report	Angela Richmond, Service Assurance Officer – Benefits Lead <a href="mailto:angelarichmond@rossendalebc.gov.uk">angelarichmond@rossendalebc.gov.uk</a>
Housing Benefit Write Off Policy	Cabinet	18 <sup>th</sup> March 2026	Resources	Report	Angela Richmond, Service Assurance Officer – Benefits Lead <a href="mailto:angelarichmond@rossendalebc.gov.uk">angelarichmond@rossendalebc.gov.uk</a>
Annual Air Quality Report 2025 – <i>yearly item</i>	Cabinet	18 <sup>th</sup> March 2026	Environment and Corporate Services	Report	Andy Taylor, Head of Environmental Services 01706 252519 <a href="mailto:andrewtaylor@rossendalebc.gov.uk">andrewtaylor@rossendalebc.gov.uk</a>
Confirmation of the Article 4 Direction to withdraw permitted development rights for the conversion of houses to small Houses in Multiple Occupation (HMOs)	Cabinet	18 <sup>th</sup> March 2026	Planning	Report	Anne Storah, Principal Planner (Forward Planning) 01706 252418 <a href="mailto:annestorah@rossendalebc.gov.uk">annestorah@rossendalebc.gov.uk</a>
Publication of the first statutory Biodiversity Report (2023 -2025)	Cabinet	18 <sup>th</sup> March 2026	Planning	Report	Anne Storah, Principal Planner (Forward Planning) 01706 252418 <a href="mailto:annestorah@rossendalebc.gov.uk">annestorah@rossendalebc.gov.uk</a>

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Climate Change Strategy and Action Plan Update – <b>yearly item</b>	Cabinet	18 <sup>th</sup> March 2026	Environment and Corporate Services	Report	David Smurthwaite, Director of Economic Development 01706 252429 <a href="mailto:davidsmurthwaite@rossendalebc.gov.uk">davidsmurthwaite@rossendalebc.gov.uk</a>
Alterations and Extensions to Residential Properties Draft Supplementary Planning Document	Cabinet	13 <sup>th</sup> May 2026	Planning	Report	Anne Storah, Principal Planner (Forward Planning) 01706 252418 <a href="mailto:annestorah@rossendalebc.gov.uk">annestorah@rossendalebc.gov.uk</a>
Approve Conservation Area for Waterfoot	Cabinet	13 <sup>th</sup> May 2026	Planning	Report	Anne Storah, Principal Planner (Forward Planning) 01706 252418 <a href="mailto:annestorah@rossendalebc.gov.uk">annestorah@rossendalebc.gov.uk</a>
Funding Proposal - Old Milk Depot Rawtenstall	Cabinet	13 <sup>th</sup> May 2026	Economic Development	Report	Megan Eastwood, Head of Housing and Regeneration 01706 252568 <a href="mailto:meganeastwood@rossendalebc.gov.uk">meganeastwood@rossendalebc.gov.uk</a>
Disposal of Land at Fallbarn Avenue - <b>Confidential</b>	Cabinet	13 <sup>th</sup> May 2026	Economic Development	Report	Megan Eastwood, Head of Housing and Regeneration 01706 252568 <a href="mailto:meganeastwood@rossendalebc.gov.uk">meganeastwood@rossendalebc.gov.uk</a>
Electric Vehicle Charging Infrastructure Strategy	Overview & Scrutiny  Cabinet	15 <sup>th</sup> June 2026  15 <sup>th</sup> July 2026	Environment and Corporate Services	Report	Kwabena Poku, Climate Change Officer 01706 252551 <a href="mailto:kwabenapoku@rossendalebc.gov.uk">kwabenapoku@rossendalebc.gov.uk</a>

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Adoption of local list of non-designated heritage assets	Cabinet	15 <sup>th</sup> July 2026	Planning	Report	Anne Storah, Principal Planner (Forward Planning) 01706 252418 <a href="mailto:annestorah@rossendalebc.gov.uk">annestorah@rossendalebc.gov.uk</a>
Constitution Review	Council	8 <sup>th</sup> July 2026 To be taken to each meeting unless no changes identified.	Environment and Corporate Services	Report	Clare Birtwistle Head of Legal (Monitoring Officer) 01706 252438 <a href="mailto:clarebirtwistle@rossendalebc.gov.uk">clarebirtwistle@rossendalebc.gov.uk</a>
Medium Term Financial Strategy Update – <b>yearly item</b>	Cabinet	2 <sup>nd</sup> December 2026	Resources	Report	Chris Warren, Director of Resources and s151 Officer 01706 252428 <a href="mailto:chriswarren@rossendalebc.gov.uk">chriswarren@rossendalebc.gov.uk</a>
Pay Policy Statement – <b>yearly item</b>	Council	3 <sup>rd</sup> March 2027	Environment and Corporate Services	Report	Clare Law, Head of People and Policy 01706 252457 <a href="mailto:clarelaw@rossendalebc.gov.uk">clarelaw@rossendalebc.gov.uk</a>
Council Tax Support Scheme 2025/26 – <b>yearly item</b>	Council	3 <sup>rd</sup> March 2027	Resources	Report	Ian Walker, Service Assurance Team Leader 01706 252592 <a href="mailto:ianwalker@rossendalebc.gov.uk">ianwalker@rossendalebc.gov.uk</a>
Council Budget and the Medium-Term Financial Strategy 2027/28 – <b>yearly item</b>	Overview & Scrutiny Cabinet Council	8 <sup>th</sup> February 2027 10 <sup>th</sup> February 2027 3 <sup>rd</sup> March 2027	Resources	Report	Kimberly Haworth, Head of Finance and s151 Officer 01706 252467 <a href="mailto:kimberlyhaworth@rossendalebc.gov.uk">kimberlyhaworth@rossendalebc.gov.uk</a>

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Capital Programme 2027/28 and Capital Strategy – <b>yearly item</b>	Overview & Scrutiny Cabinet Council	8 <sup>th</sup> February 2027 10 <sup>th</sup> February 2027 3 <sup>rd</sup> March 2027	Resources	Report	Kimberly Haworth, Head of Finance and s151 Officer 01706 252467 <a href="mailto:kimberlyhaworth@rossendalebc.gov.uk">kimberlyhaworth@rossendalebc.gov.uk</a>
Treasury Management Strategy and Treasury Management Policy and Practices 2027/28 – <b>yearly item</b>	Cabinet Council Audit & Accounts	10 <sup>th</sup> February 2027 3 <sup>rd</sup> March 2027 10 <sup>th</sup> March 2027	Resources	Report	Kimberly Haworth, Head of Finance and s151 Officer 01706 252467 <a href="mailto:kimberlyhaworth@rossendalebc.gov.uk">kimberlyhaworth@rossendalebc.gov.uk</a>

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