

# Harlow Council Forward Plan

Published on 12 June 2024



This plan contains all decisions that the Council's Cabinet expects to take over the coming year. Where relevant, each decision has been identified as a Key Decision or as involving consideration in private session.

The definition of a Key Decision is given in Article 12 of the Council's Constitution but is also set out here for clarity.

A 'Key Decision' means a Cabinet/Portfolio Holder 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 Council's budget for the service or function to which the decision relates. For this purpose, expenditure or savings are deemed to be significant if they exceed £350,000
- b) to be significant in terms of its effects on communities living in an area comprising two or more wards in Harlow.

Each decision listed in this Forward Plan has been assigned an exemption status as follows:

**Open** – members of the press and public are expected to be allowed to attend during consideration of this matter.

**Confidential** – members of the press and public are expected to be excluded during consideration of this matter. The reasons for this exclusion will be stated in column 5, and relate to a lawful power to exclude the press and public when specific classes of information are being discussed, as contained in the [Local Government Act 1972](#).

A Decision Notice for each Key Decision is published within five days of it being made. Decision Notices and documents to be considered by decision makers are open for inspection on the Council's website [www.harlow.gov.uk](http://www.harlow.gov.uk) and at the Civic Centre, The Water Gardens, Harlow, CM20 1WG. Representations on an upcoming key decision can be made by writing to the Chief Executive, using the address above.

The current members of the Cabinet are as listed on the Council's website at the following page <http://moderngov.harlow.gov.uk/mgCommitteeDetails.aspx?ID=121>

Ref	Decision title	Decision Maker	Expected Date of Decision and Ward(s) affected	Key Decision, private consideration status and Corporate Priority/ies	Documents to be considered by decision maker	Portfolio Holder and Lead Officer
I017 195	Performance, Finance and Risk - April	Cabinet	13 Jun 2024	Key decision: <b>No</b>  Likely exemption status: <b>Open</b>  Corporate Mission/s: <b>Deliver High-Performing Council Services</b>	Officer's report	Portfolio Holder for Finance (Councillor Michael Hardware)  Yvonne Rees
I017 196	MTFP and Budget Timeline	Cabinet	13 Jun 2024	Key decision: <b>No</b>  Likely exemption status: <b>Open</b>  Corporate Mission/s: <b>Deliver High-Performing Council Services</b>	Officer's report	Portfolio Holder for Finance (Councillor Michael Hardware)  Yvonne Rees
I017 159	Appointment of Contractor for Council House Building Programme Scheme - Staple Tye	Cabinet	13 Jun 2024  Latton Bush & Stewards	Key decision: <b>Yes</b>  Likely exemption status: <b>Open</b>  Corporate Mission/s: <b>Rebuild our Town; Renew our Neighbourhoods</b>	Officer's report	Leader of the Council (Councillor Dan Swords)  James Gardner

Ref	Decision title	Decision Maker	Expected Date of Decision and Ward(s) affected	Key Decision, private consideration status and Corporate Priority/ies	Documents to be considered by decision maker	Portfolio Holder and Lead Officer
I017 058	Disability Panel Terms of Reference	Cabinet	13 Jun 2024	Key decision: <b>No</b>  Likely exemption status: <b>Open</b>  Corporate Mission/s: <b>Protect our Communities</b>	Officer's report	Portfolio Holder for Community and Wellbeing (Councillor Danielle Brown)  Yvonne Rees
I017 158	Disposal of Altham House	Cabinet	13 Jun 2024  Netteswell	Key decision: <b>Yes</b>  Likely exemption status: <b>Open</b>  Corporate Mission/s: <b>Transform Harlow's Housing</b>	Officer's report	Deputy Leader and Portfolio Holder for Housing (Councillor David Carter)  Richard Oliver
I017 157	Disposal of Cloverfield Garages	Cabinet	13 Jun 2024  Latton Bush & Stewards	Key decision: <b>No</b>  Likely exemption status: <b>Open</b>  Corporate Mission/s: <b>Renew our Neighbourhoods</b>	Officer's report	Deputy Leader and Portfolio Holder for Housing (Councillor David Carter)  Richard Oliver

Ref	Decision title	Decision Maker	Expected Date of Decision and Ward(s) affected	Key Decision, private consideration status and Corporate Priority/ies	Documents to be considered by decision maker	Portfolio Holder and Lead Officer
I017 197	Outturn 2023/24	Cabinet	11 Jul 2024	Key decision: <b>No</b>  Likely exemption status: <b>Open</b>  Corporate Mission/s: <b>Deliver High-Performing Council Services</b>	Officer's report	Portfolio Holder for Finance (Councillor Michael Hardware)  Simon Freeman
I017 198	Performance, Finance and Risk - May	Cabinet	11 Jul 2024	Key decision: <b>No</b>  Likely exemption status: <b>Open</b>  Corporate Mission/s: <b>Deliver High-Performing Council Services</b>	Officer's report	Portfolio Holder for Finance (Councillor Michael Hardware)  Yvonne Rees
I017 170	Local Government Productivity Plan	Cabinet	11 Jul 2024	Key decision: <b>No</b>  Likely exemption status: <b>Open</b>  Corporate Mission/s: <b>Deliver High-Performing Council Services</b>	Officer's report	Leader of the Council (Councillor Dan Swords)  Rebecca Farrant

Ref	Decision title	Decision Maker	Expected Date of Decision and Ward(s) affected	Key Decision, private consideration status and Corporate Priority/ies	Documents to be considered by decision maker	Portfolio Holder and Lead Officer
I017 169	Housing Assistance Policy	Cabinet	11 Jul 2024	Key decision: <b>No</b>  Likely exemption status: <b>Open</b>  Corporate Mission/s: <b>Transform Harlow's Housing</b>	Officer's report	Portfolio Holder for Environment and Sustainability (Councillor Nicky Purse)  Tanusha Waters
I016 272	East of Harlow SPD Adoption	Cabinet	11 Jul 2024  Old Harlow	Key decision: <b>No</b>  Likely exemption status: <b>Open</b>  Corporate Mission/s: <b>Rebuild our Town</b>	Officer's report	Portfolio Holder for HGGT and Planning (Councillor Alastair Gunn)  Tanusha Waters
I017 161	Disposal of 4 Mill House	Cabinet	11 Jul 2024  Old Harlow	Key decision: <b>Yes</b>  Likely exemption status: <b>Open</b>  Corporate Mission/s: <b>Transform Harlow's Housing</b>	Officer's report	Deputy Leader and Portfolio Holder for Housing (Councillor David Carter)  Richard Oliver

Ref	Decision title	Decision Maker	Expected Date of Decision and Ward(s) affected	Key Decision, private consideration status and Corporate Priority/ies	Documents to be considered by decision maker	Portfolio Holder and Lead Officer
I017 243	Debt Write Offs	Cabinet	11 Jul 2024	Key decision: <b>Yes</b>  Likely exemption status: <b>Open</b>  Corporate Mission/s: <b>Deliver High-Performing Council Services</b>	Officer's report	Portfolio Holder for Finance (Councillor Michael Hardware)  Donna Beechener
I017 266	Referral from Licensing Committee - Review of Hackney Carriage Tariffs	Cabinet	11 Jul 2024	Key decision: <b>No</b>  Likely exemption status: <b>Open</b>  Corporate Mission/s: <b>Deliver High-Performing Council Services</b>	Officer's report	Portfolio Holder for Environment and Sustainability (Councillor Nicky Purse)  Tanusha Waters
I017 160	Annual Section 106 Monitoring Report	Cabinet	12 Sep 2024	Key decision: <b>No</b>  Likely exemption status: <b>Open</b>  Corporate Mission/s:	Officer's report	Portfolio Holder for HGGT and Planning (Councillor Alastair Gunn)  Tanusha Waters

Ref	Decision title	Decision Maker	Expected Date of Decision and Ward(s) affected	Key Decision, private consideration status and Corporate Priority/ies	Documents to be considered by decision maker	Portfolio Holder and Lead Officer
I017 062	Waste Strategy for Essex	Cabinet	12 Sep 2024	Key decision: <b>Yes</b>  Likely exemption status: <b>Open</b>  Corporate Mission/s: <b>Deliver High-Performing Council Services</b>	Officer's report	Portfolio Holder for Environment and Sustainability (Councillor Nicky Purse)  Tanusha Waters
I016 542	Shopfront SPD	Cabinet	24 Oct 2024	Key decision: <b>No</b>  Likely exemption status: <b>Open</b>  Corporate Mission/s: <b>Rebuild our Town</b>	Officer's report	Portfolio Holder for HGGT and Planning (Councillor Alastair Gunn)  Tanusha Waters
I017 244	Debt Write Offs	Cabinet	24 Oct 2024	Key decision: <b>Yes</b>  Likely exemption status: <b>Open</b>  Corporate Mission/s: <b>Deliver High-Performing Council Services</b>	Officer's report	Portfolio Holder for Finance (Councillor Michael Hardware)  Donna Beechener

Ref	Decision title	Decision Maker	Expected Date of Decision and Ward(s) affected	Key Decision, private consideration status and Corporate Priority/ies	Documents to be considered by decision maker	Portfolio Holder and Lead Officer
I017 167	Churchgate Street Conservation Area Management and Article 4 Direction	Cabinet	5 Dec 2024  Old Harlow	Key decision: <b>No</b>  Likely exemption status: <b>Open</b>  Corporate Mission/s:	Officer's report	Portfolio Holder for HGGT and Planning (Councillor Alastair Gunn)  Tanusha Waters
I017 164	Insurance Tender Evaluation and Recommendations	Cabinet	5 Dec 2024	Key decision: <b>Yes</b>  Likely exemption status: <b>Open</b>  Corporate Mission/s: <b>Deliver High-Performing Council Services</b>	Officer's report	Portfolio Holder for Finance (Councillor Michael Hardware)  Simon Freeman
I017 245	Debt Write Offs	Cabinet	13 Feb 2025	Key decision: <b>Yes</b>  Likely exemption status: <b>Open</b>  Corporate Mission/s: <b>Deliver High-Performing Council Services</b>	Officer's report	Portfolio Holder for Finance (Councillor Michael Hardware)  Donna Beechener



Ref	Decision title	Decision Maker	Expected Date of Decision and Ward(s) affected	Key Decision, private consideration status and Corporate Priority/ies	Documents to be considered by decision maker	Portfolio Holder and Lead Officer
I016 271	Shopfront SPD - Approval for Consultation	Portfolio Holder for HGGT and Planning	Not before 1st May 2024	Key decision: <b>No</b>  Likely exemption status: <b>Open</b>  Corporate Mission/s: <b>Rebuild our Town</b>	Officer's report	Portfolio Holder for HGGT and Planning (Councillor Alastair Gunn)  Yvonne Rees
I014 229	Contract Award – Fire Safety Work and block refurbishment in 126-137 Felmongers	Deputy Leader and Portfolio Holder for Housing	Not before 1st May 2024  Mark Hall	Key decision: <b>Yes</b>  Likely exemption status: <b>Open</b>  Corporate Mission/s: <b>Transform Harlow's Housing</b>	Officer's report	Deputy Leader and Portfolio Holder for Housing (Councillor David Carter)  Richard Oliver
I017 236	Contract Award – Fire Safety Works in Sheltered Block, Hintons	Deputy Leader and Portfolio Holder for Housing	May 2024  Sumners & Kingsmoor	Key decision: <b>Yes</b>  Likely exemption status: <b>Open</b>  Corporate Mission/s: <b>Transform Harlow's Housing</b>	Officer's report	Deputy Leader and Portfolio Holder for Housing (Councillor David Carter)  Richard Oliver

Ref	Decision title	Decision Maker	Expected Date of Decision and Ward(s) affected	Key Decision, private consideration status and Corporate Priority/ies	Documents to be considered by decision maker	Portfolio Holder and Lead Officer
I016 232	Contract Award - Fire Safety, high level windows and roof replacement in 1-54 Mercers	Deputy Leader and Portfolio Holder for Housing	Not before 1st Aug 2024  Great Parndon	Key decision: <b>Yes</b>  Likely exemption status: <b>Open</b>  Corporate Mission/s: <b>Transform Harlow's Housing</b>	Officer's report	Deputy Leader and Portfolio Holder for Housing (Councillor David Carter)  Richard Oliver
I017 231	Contract Award – Fire Safety Work and block refurbishment in 143-154 Felmongers	Deputy Leader and Portfolio Holder for Housing	Not before 1st Aug 2024  Mark Hall	Key decision: <b>Yes</b>  Likely exemption status: <b>Open</b>  Corporate Mission/s: <b>Transform Harlow's Housing</b>	Officer's report	Deputy Leader and Portfolio Holder for Housing (Councillor David Carter)  Richard Oliver
I017 234	Contract Award – Fire Safety and External Refurbishment Works in 86-105 Foldcroft	Deputy Leader and Portfolio Holder for Housing	May 2024  Little Parndon & Town Centre	Key decision: <b>Yes</b>  Likely exemption status: <b>Open</b>  Corporate Mission/s: <b>Transform Harlow's Housing</b>	Officer's report	Deputy Leader and Portfolio Holder for Housing (Councillor David Carter)  Richard Oliver

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I017014	Contract Award – Fire Safety Work, external refurbishment and repairs at The Hintons	Deputy Leader and Portfolio Holder for Housing	Not before 1st May 2024  Sumners & Kingsmoor	Key decision: <b>Yes</b>  Likely exemption status: <b>Open</b>  Corporate Mission/s: <b>Transform Harlow's Housing</b>	Officer's report	Deputy Leader and Portfolio Holder for Housing (Councillor David Carter)  Richard Oliver
I016835	Contract Award – Fire Safety works at Harlow Civic Centre	Portfolio Holder for Corporate Services and Transformation	Not before 1st May 2024  Little Parndon & Town Centre	Key decision: <b>Yes</b>  Likely exemption status: <b>Open</b>  Corporate Mission/s: <b>Deliver High-Performing Council Services</b>	Officer's report	Portfolio Holder for Corporate Services and Transformation (Councillor Hannah Ellis)  James Gardner
I017044	Customer Service Commitment	Leader of the Council	Not before 1st Jun 2024	Key decision: <b>No</b>  Likely exemption status: <b>Open</b>  Corporate Mission/s: <b>Deliver High-Performing Council Services</b>	Officer's report	Leader of the Council (Councillor Dan Swords)  Yvonne Rees

Ref	Decision title	Decision Maker	Expected Date of Decision and Ward(s) affected	Key Decision, private consideration status and Corporate Priority/ies	Documents to be considered by decision maker	Portfolio Holder and Lead Officer
I016 911	Contract award – Fire Safety works at Latton Bush Centre	Portfolio Holder for Corporate Services and Transformation	Not before 1st Jun 2024  Latton Bush & Stewards	Key decision: <b>Yes</b>  Likely exemption status: <b>Open</b>  Corporate Mission/s: <b>Deliver High-Performing Council Services</b>	Officer's report	Portfolio Holder for Corporate Services and Transformation (Councillor Hannah Ellis)  James Gardner
I017 166	Churchgate Street Conservation Area Management and Article 4 Direction - Approval for Consultation	Portfolio Holder for HGGT and Planning	Not before 13th Jun 2024  Old Harlow	Key decision: <b>No</b>  Likely exemption status: <b>Open</b>  Corporate Mission/s: <b>Renew our Neighbourhoods</b>	Officer's report	Portfolio Holder for HGGT and Planning (Councillor Alastair Gunn)  Tanusha Waters
I017 237	Contract Award – Window Refurbishment Works in Sumners Farm Sheltered Block	Deputy Leader and Portfolio Holder for Housing	August 2024  Sumners & Kingsmoor	Key decision: <b>Yes</b>  Likely exemption status: <b>Open</b>  Corporate Mission/s: <b>Transform Harlow's Housing</b>	Officer's report	Deputy Leader and Portfolio Holder for Housing (Councillor David Carter)  Richard Oliver

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I017 238	Contract Award – Fire Safety and Works in Brenthall, Netteswell, Pennymead, Spring Hills and Stort Towers	Deputy Leader and Portfolio Holder for Housing	August 2024  Church Langley South & Potter Street; Little Parndon & Town Centre; Mark Hall; Netteswell	Key decision: <b>Yes</b>  Likely exemption status: <b>Open</b>  Corporate Mission/s: <b>Transform Harlow's Housing</b>	Officer's report	Deputy Leader and Portfolio Holder for Housing (Councillor David Carter)  Richard Oliver
I017 235	Contract Award – Fire Safety and External Refurbishment Works in 89-104 and 134-148 Hollyfield	Deputy Leader and Portfolio Holder for Housing	August 2024  Great Parndon	Key decision: <b>Yes</b>  Likely exemption status: <b>Open</b>  Corporate Mission/s: <b>Transform Harlow's Housing</b>	Officer's report	Deputy Leader and Portfolio Holder for Housing (Councillor David Carter)  Richard Oliver
I017 233	Contract Award – Fire Safety and External Refurbishment Works in 198-209 Spencers Croft	Deputy Leader and Portfolio Holder for Housing	August 2024  Bush Fair	Key decision: <b>Yes</b>  Likely exemption status: <b>Open</b>  Corporate Mission/s: <b>Transform Harlow's Housing</b>	Officer's report	Deputy Leader and Portfolio Holder for Housing (Councillor David Carter)  Richard Oliver

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I017 230	Contract Award – Fire Safety and External Refurbishment Works in 47-57 Parsonage Leys, Phase 2	Deputy Leader and Portfolio Holder for Housing	Not before 1st Sep 2024  Netteswell	Key decision: <b>Yes</b>  Likely exemption status: <b>Open</b>  Corporate Mission/s: <b>Transform Harlow's Housing</b>	Officer's report	Deputy Leader and Portfolio Holder for Housing (Councillor David Carter)  Richard Oliver
I017 232	Contract Award – Fire Safety and External Refurbishment Works in 38-48 Arkwrights Phase 2	Deputy Leader and Portfolio Holder for Housing	Not before 1st Sep 2024  Netteswell	Key decision: <b>Yes</b>  Likely exemption status: <b>Open</b>  Corporate Mission/s: <b>Transform Harlow's Housing</b>	Officer's report	Deputy Leader and Portfolio Holder for Housing (Councillor David Carter)  Richard Oliver
I017 240	Contract Award - Fire Safety Works in Edmunds Tower	Deputy Leader and Portfolio Holder for Housing	October 2024  Little Parndon & Town Centre	Key decision: <b>Yes</b>  Likely exemption status: <b>Open</b>  Corporate Mission/s: <b>Transform Harlow's Housing</b>	Officer's report	Deputy Leader and Portfolio Holder for Housing (Councillor David Carter)  Richard Oliver

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I017 239	Contract Award - Fire Safety Works at the Lawns and Hughs Tower	Deputy Leader and Portfolio Holder for Housing	Not before 1st Oct 2024  Mark Hall; Netteswell	Key decision: <b>Yes</b>  Likely exemption status: <b>Open</b>  Corporate Mission/s: <b>Transform Harlow's Housing</b>	Officer's report	Deputy Leader and Portfolio Holder for Housing (Councillor David Carter)  Richard Oliver
I017 241	Contract Award – Structural and External Refurbishment Works in 1-22 The Mallories	Deputy Leader and Portfolio Holder for Housing	Not before 1st Oct 2024  Netteswell	Key decision: <b>Yes</b>  Likely exemption status: <b>Open</b>  Corporate Mission/s: <b>Transform Harlow's Housing</b>	Officer's report	Deputy Leader and Portfolio Holder for Housing (Councillor David Carter)  Richard Oliver
I016 231	Contract Award – Fire Safety and External Refurbishment Works in 67-74 Blackbush Spring	Deputy Leader and Portfolio Holder for Housing	Not before 1st Dec 2024  Mark Hall	Key decision: <b>Yes</b>  Likely exemption status: <b>Open</b>  Corporate Mission/s: <b>Transform Harlow's Housing</b>	Officer's report	Deputy Leader and Portfolio Holder for Housing (Councillor David Carter)  Richard Oliver