




Brighton & Hove City Council

COMMITTEE WORK PROGRAMME Edition 1

KING'S HOUSE
GRAND AVENUE
HOVE
BN3 2LS
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For further detailed information regarding specific issues to be considered by the Committee please contact the named contact officer for the item concerned.

The Council has chosen to publish a **Committee Work Programme** setting out matters which are anticipated to come before the Council and/or a Committee during the next 12 months. The programme will detail both **key decisions**  and non-key decisions in the period covered by the Programme. Not all decisions can be listed because in some cases the need for a decision is not known at the time of publication. However an updated version of the Programme will be published on a monthly basis

The Council's Constitution states that a key decision is one that involves:

- (a) *Expenditure which is, or the making of savings which are, significant having regard to the expenditure of the City Council's budget, namely above £500,000 per annum; or*
- (b) *Is significant in terms of its effects on communities living or working in an area comprising two or more electoral divisions (wards).*

As a matter of good practice, the Council's Committee Work Programme highlights those items listed as key decisions to inform local residents of such matters that are to be considered. The exception being those issues which are dealt with under the urgency provisions.

For each decision included on the Programme the following information is provided:

- the committee or body that is to make the decision and the date of the meeting
- the title of the report and decision to be considered
- individuals/groups that will be consulted prior to the decision being taken
- a list of other appropriate documents
- the name and telephone number of the contact officer and to whom any representations should be sent for each item.

The Programme is updated and published at the beginning of every month on the Council's web-site.

Meetings of the Council and Committees are open to the public (with the exception of discussion regarding reports which contain exempt/confidential information). Copies of agenda and reports for meetings are available on the web site in advance of meetings. For further details on the time of meetings and general information about the Plan please contact Mark Wall, Head of Democratic Services at Kings House, Grand Avenue, Hove, BN3 2LS, or telephone 01273 291006 or send an e-mail to mark.wall@brighton-hove.gov.uk.

For further detailed information regarding specific issues to be considered by the Committee please contact the named contact officer for the item concerned.

Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
Decisions Anticipated for May 2013				
POLICY & RESOURCES COMMITTEE				
35313	National Evacuees Memorial <i>Policy Committee Decision - non-Key</i> <i>Wards affected: All Wards</i>	2 May 2013		Report of: Head of Law (Monitoring Officer), Executive Director for Finance & Resources Report Author: Mark Wall Tel: 29-1006
35260	Discretionary Housing Payments <i>Policy Committee Decision - Key</i> discretionary housing payments review <i>Wards affected: All Wards</i>	2 May 2013		Report of: Executive Director for Finance & Resources Report Author: Susanna McLaren, John Francis Tel: 29-1913
35232	Coastal Defence Strategy - Brighton Marina to River Adur <i>Policy Committee Decision - non-Key</i> Development of strategy to reduce risk of sea flooding and coastal erosion <i>Wards affected: Brunswick & Adelaide; Central Hove; East Brighton; Queen's Park; Regency; Rottingdean Coastal; South Portslade; Westbourne; Wish</i>	2 May 2013		Report of: Executive Director for Environment, Development & Housing Report Author: Martin Eade Tel: 294568, Andrew Renaut Tel: 29-2477, Marie Chesham

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Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
35254	<p>Re-Procurement of Corporate Print & Copy Devices <i>Policy Committee Decision - Key</i> Re-Procurement of Corporate Print</p> <p><i>Wards affected: All Wards</i></p>	2 May 2013		<p>Report of: Executive Director for Finance & Resources</p> <p>Report Author: Mark Watson Tel: 29-1585</p>
35073	<p>Response to Trans Scrutiny Panel Recommendations <i>Policy Committee Decision - non-Key</i></p> <p><i>Wards affected: All Wards</i></p>	2 May 2013		<p>Report of: Assistant Chief Executive</p> <p>Report Author: Emma McDermott Tel: 29-6805</p>
HOUSING COMMITTEE				
35620	<p>Welfare Reform - Collection of Rent Arrears (under occupation changes impacts) <i>All Committee Decisions</i></p> <p><i>Wards affected: All Wards</i></p>	8 May 2013		<p>Report of: Executive Director for Environment, Development & Housing</p> <p>Report Author: Martin Reid</p>
34943	<p>Procurement of Solar Photovoltaic Arrays for BHCC HRA Property <i>Policy Committee Decision - Key</i></p> <p><i>Wards affected: All Wards</i></p>	8 May 2013		<p>Report of: Executive Director for Environment, Development & Housing</p> <p>Report Author: Alexander Fox</p>

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Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
35797	<p>Collection of rent arrears arising from under-occupation shortfalls <i>All Committee Decisions</i></p> <p><i>Wards affected: All Wards</i></p>	8 May 2013		<p>Report of: Executive Director for Environment, Development & Housing</p> <p>Report Author: Mo Lawless Tel: 29-0429, Ododo Dafe Tel: 29-3201, Tom Matthews Tel: 01273 293234</p>
Decisions Anticipated for June 2013				
POLICY & RESOURCES COMMITTEE				
35306	<p>Targeted Budget Management (TBM) Provisional Outturn 2012/13 <i>Policy Committee Decision - Key</i></p> <p><i>Wards affected: All Wards</i></p>	13 Jun 2013		<p>Report of: Executive Director for Finance & Resources</p> <p>Report Author: Jeff Coates Tel: 29-2364</p>

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Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
34442	<p>Seafront Structures Management Plan <i>Policy Committee Decision - Key</i> To advise councillors of 1) the structural condition of infrastructure that supports or protects the seafront; and 2) a proposed programme of renewal and reconstruction, in order to minimise and manage the council's responsibility and liability and maintain</p> <p><i>Wards affected: Brunswick & Adelaide; Central Hove; East Brighton; Queen's Park; Regency; Rottingdean Coastal; South Portslade; Westbourne; Wish</i></p>	13 Jun 2013		<p>Report of: Executive Director for Environment, Development & Housing</p> <p>Report Author: Leon Bellis</p>
34917	<p>Circus Street: Landowner's Consent <i>Policy Committee Decision - Key</i> Report seeking landowner's consent for the Circus Street project, approval for the design and onward letting of 'The Dance Space' being delivered to the council by the project, and seeking agreement for the developers to submit a planning application.</p> <p><i>Wards affected: All Wards</i></p>	13 Jun 2013		<p>Report of: Executive Director for Environment, Development & Housing</p> <p>Report Author: Max Woodford Tel: 29-3451</p>
35836	<p>Rationalisation and Procurement of the Mechanical and Electrical Term Contracts <i>All Committee Decisions</i></p> <p><i>Wards affected: All Wards</i></p>	13 Jun 2013		<p>Report of: Executive Director for Finance & Resources</p> <p>Report Author: Martin Hedgecock</p>

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Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
35238	<p>Brighton Bathing Pavilion - Lease Agreement <i>Policy Committee Decision - Key</i> Approval for Lease agreement for the Brighton Bathing Pavilion on the former Peter Pan site, Madeira Drive.</p> <p><i>Wards affected: East Brighton</i></p>	13 Jun 2013		<p>Report of: Assistant Chief Executive</p> <p>Report Author: Toni Manuel Tel: 29-0394, Jane Pinnock Tel: 29-0568</p>
35726	<p>Brighton Bathing Pavilion - Lease Agreement - Exempt Category 3 <i>All Committee Decisions</i> Part 2 confidential report seeking approval for Lease agreement on former Peter Pan site, Madeira Drive.</p> <p><i>Wards affected: East Brighton</i></p>	13 Jun 2013	Commercially sensitive information - Part 2	<p>Report of: Assistant Chief Executive</p> <p>Report Author: Toni Manuel Tel: 29-0394, Jane Pinnock Tel: 29-0568</p>
CHILDREN & YOUNG PEOPLE COMMITTEE				
35651	<p>Commissioning Strategy for services for children with disabilities: Progress Update <i>All Committee Decisions</i></p> <p><i>Wards affected: All Wards</i></p>	3 Jun 2013		<p>Report of: Executive Director for Children's Services</p> <p>Report Author: Steve Barton Tel: 29-6105</p>
35653	<p>Report on commissioning and delivery of Youth Services <i>All Committee Decisions</i></p> <p><i>Wards affected: All Wards</i></p>	3 Jun 2013		<p>Report of: Executive Director for Children's Services</p> <p>Report Author: Steve Barton Tel: 29-6105</p>

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Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
35649	<p>Early help strategy <i>All Committee Decisions</i></p> <p><i>Wards affected: All Wards</i></p>	3 Jun 2013		<p>Report of: Executive Director for Children's Services</p> <p>Report Author: Rosalind Turner Tel: 01273</p>
35647	<p>Brighton & Hove City Council: Updated Annual Standards and School Performance Report 2011/12 <i>All Committee Decisions</i></p> <p><i>Wards affected: All Wards</i></p>	3 Jun 2013		<p>Report of: Executive Director for Children's Services</p> <p>Report Author: Hilary Ferries Tel: 29-3738</p>
35642	<p>The Pupil Premium and the Closing the Gap Agenda <i>All Committee Decisions</i></p> <p><i>Wards affected: All Wards</i></p>	3 Jun 2013		<p>Report of: Interim Director of Children's Services</p> <p>Report Author: Claire King</p>
HEALTH & WELLBEING BOARD				
35220	<p>JSNA: update on rolling programme of needs assessments <i>Regulatory/Other Committee Decision</i></p> <p>update on areas designated as priorities for rolling programme of needs assessments</p> <p><i>Wards affected: All Wards</i></p>	12 Jun 2013		<p>Report of: Director of Public Health</p> <p>Report Author: Kate Gilchrist Tel: 01273 290457</p>

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Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
ADULT CARE & HEALTH COMMITTEE				
35691	Short Term Services <i>All Committee Decisions</i> <i>Wards affected: All Wards</i>	17 Jun 2013		Report of: Report Author: Anna McDevitt Tel: 01273 574841
HOUSING COMMITTEE				
35733	HCA Empty Property Funding Round 2 Bid <i>All Committee Decisions</i> Report outlining funding bid for HCA Empty Property funds <i>Wards affected: All Wards</i>	19 Jun 2013		Report of: Executive Director for Environment, Development & Housing Report Author: Martin Reid
ECONOMIC DEVELOPMENT & CULTURE COMMITTEE				
35149	Medina House Planning Brief <i>Policy Committee Decision - Key</i> <i>Wards affected: All Wards</i>	20 Jun 2013		Report of: Report Author:
35356	Adoption of Shoreham Harbour Development Brief (June 2013) <i>Policy Committee Decision - Key</i> <i>Wards affected: Brunswick & Adelaide</i>	20 Jun 2013		Report of: Executive Director for Environment, Development & Housing Report Author: Tim Jefferies Tel: 29-3152

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Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
AUDIT & STANDARDS COMMITTEE				
LICENSING COMMITTEE				
35768	<p>Report of the Alcohol Programme Board (June 2013) <i>All Committee Decisions</i></p> <p><i>Wards affected: All Wards</i></p>	27 Jun 2013		<p>Report of: Executive Director for Environment, Development & Housing</p> <p>Report Author: Jean Cranford Tel: 29-2550</p>
35781	<p>CCTV Licence Conditions and Guidance <i>All Committee Decisions</i> To amend CCTV Licence Conditions and Guidance for Hackney Carriage & Private Hire, Vehicles and Drivers</p> <p><i>Wards affected: All Wards</i></p>	27 Jun 2013		<p>Report of: Executive Director for Environment, Development & Housing</p> <p>Report Author: Martin Seymour Tel: 296659, Jean Cranford Tel: 29-2550</p>
35755	<p>Hackney Carriage Fare Tariff <i>All Committee Decisions</i></p> <p><i>Wards affected: All Wards</i></p>	27 Jun 2013		<p>Report of: Executive Director for Environment, Development & Housing</p> <p>Report Author: Jean Cranford Tel: 29-2550</p>

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Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
35695	<p>Hackney Carriage and Private Hire Driver Fees <i>All Committee Decisions</i> Report seeking approval of increased Hackney Carriage and Private Hire Driver Fees</p> <p><i>Wards affected: All Wards</i></p>	27 Jun 2013		<p>Report of: Executive Director for Environment, Development & Housing</p> <p>Report Author: Martin Seymour Tel: 296659, Jean Cranford Tel: 29-2550</p>
35753	<p>Hackney Carriage Accessibility Policy (June 2013) <i>All Committee Decisions</i></p> <p><i>Wards affected: All Wards</i></p>	27 Jun 2013		<p>Report of: Executive Director for Environment, Development & Housing</p> <p>Report Author: Jean Cranford Tel: 29-2550</p>
35687	<p>Objection to Hackney Carriage and Private Hire Vehicle Fees and Private Hire Operator Fees <i>All Committee Decisions</i> Objection to fees report</p> <p><i>Wards affected: All Wards</i></p>	27 Jun 2013		<p>Report of: Executive Director for Environment, Development & Housing</p> <p>Report Author: Martin Seymour Tel: 296659, Jean Cranford Tel: 29-2550</p>
35761	<p>Taxi Law Commission Review <i>All Committee Decisions</i></p> <p><i>Wards affected: All Wards</i></p>	27 Jun 2013		<p>Report of: Executive Director for Environment, Development & Housing</p> <p>Report Author: Jean Cranford Tel: 29-2550</p>

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35751	<p>Taxi Driver Licence Fees: CCTV Conditions <i>All Committee Decisions</i></p> <p><i>Wards affected: All Wards</i></p>	27 Jun 2013		<p>Report of: Executive Director for Environment, Development & Housing</p> <p>Report Author: Jean Cranford Tel: 29-2550</p>
35749	<p>Paston Place Taxi Rank <i>All Committee Decisions</i></p> <p><i>Wards affected: East Brighton</i></p>	27 Jun 2013		<p>Report of: Executive Director for Environment, Development & Housing</p> <p>Report Author: Martin Seymour Tel: 296659, Jean Cranford Tel: 29-2550</p>
35759	<p>Street Trading Policy: Farmers' Market <i>All Committee Decisions</i></p> <p><i>Wards affected: All Wards</i></p>	27 Jun 2013		<p>Report of: Executive Director for Environment, Development & Housing</p> <p>Report Author: Martin Seymour Tel: 296659, Jean Cranford Tel: 29-2550</p>

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Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
35757	<p>Street Trading Designation: Memorial Way <i>All Committee Decisions</i></p> <p><i>Wards affected: All Wards</i></p>	27 Jun 2013		<p>Report of: Executive Director for Environment, Development & Housing</p> <p>Report Author: Martin Seymour Tel: 296659, Jean Cranford Tel: 29-2550</p>
Decisions Anticipated for July 2013				
POLICY & RESOURCES COMMITTEE				
35000	<p>City Performance Plan (CPP) 2012/13 full year report <i>Policy Committee Decision - non-Key</i> 2012/13 full year performance report for the partnerships city performance plan. This will go through the council reporting process to P&R and Council then on the PSB and BHSP.</p> <p><i>Wards affected: All Wards</i></p>	11 Jul 2013		<p>Report of: Assistant Chief Executive</p> <p>Report Author: Paula Black Tel: 29-1740</p>

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Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
ENVIRONMENT, TRANSPORT & SUSTAINABILITY COMMITTEE				
34366	<p>Elm Grove Improvements <i>Non-Key</i> Consideration of the results of consultation on proposals to install designated free parking areas along with other improvements to make Elm Grove a more people friendly environment.</p> <p><i>Wards affected: Hanover & Elm Grove</i></p>	9 Jul 2013		<p>Report of: Executive Director for Environment, Development & Housing</p> <p>Report Author: Owen McElroy Tel: 29-0368</p>
35192	<p>Air Quality Management Area <i>Policy Committee Decision - Key</i></p> <p><i>Wards affected: All Wards</i></p>	9 Jul 2013		<p>Report of: Executive Director for Environment, Development & Housing</p> <p>Report Author: Samuel Rouse</p>
<i>There are no planned executive committee meetings for August</i>				
Decisions Anticipated for September 2013				
HEALTH & WELLBEING BOARD				
35222	<p>2013 JSNA <i>Regulatory/Other Committee Decision</i> To agree and sign-off the 2013 JSNA</p> <p><i>Wards affected: All Wards</i></p>	11 Sep 2013		<p>Report of: Director of Public Health</p> <p>Report Author: Kate Gilchrist Tel: 01273 290457</p>

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Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
ECONOMIC DEVELOPMENT & CULTURE COMMITTEE				
21196	<p>Libraries Plan 2013 - 2015 <i>Policy Committee Decision - Key</i> To seek approval for the Libraries Plan.</p> <p><i>Wards affected: All Wards</i></p>	<p>19 Sep 2013</p> <p>24 Oct 2013 - Council</p>		<p>Report of:</p> <p>Report Author:</p>
35151	<p>Edward Street Quarter Planning Brief <i>Policy Committee Decision - Key</i></p> <p><i>Wards affected: All Wards</i></p>	19 Sep 2013		<p>Report of: Executive Director for Environment, Development & Housing</p> <p>Report Author: Alan Buck Tel: 29-2287</p>
35505	<p>The Urban Design Framework SPD (Consultation) <i>All Committee Decisions</i> To seek approval to the consultation process for the Urban Design Framework SPD</p> <p><i>Wards affected: All Wards</i></p>	19 Sep 2013		<p>Report of: Executive Director for Environment, Development & Housing</p> <p>Report Author: Tim Jefferies Tel: 29-3152</p>
35503	<p>The Conservation Strategy - Review <i>All Committee Decisions</i></p> <p><i>Wards affected: All Wards</i></p>	19 Sep 2013		<p>Report of: Executive Director for Environment, Development & Housing</p> <p>Report Author: Tim Jefferies Tel: 29-3152</p>

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Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
ADULT CARE & HEALTH COMMITTEE				
AUDIT & STANDARDS COMMITTEE				
HOUSING COMMITTEE				
Decisions Anticipated for October 2013				
POLICY & RESOURCES COMMITTEE				
30021	Annual Surveillance Report (Oct 2013) <i>Non-Key</i> Update on surveillance activity carried out by officers in previous quarter <i>Wards affected: All Wards</i>	17 Oct 2013		Report of: Executive Director for Finance & Resources Report Author: Jo Player Tel: 292488
ENVIRONMENT, TRANSPORT & SUSTAINABILITY COMMITTEE				
CHILDREN & YOUNG PEOPLE COMMITTEE				
Decisions Anticipated for November 2013				
HOUSING COMMITTEE				
ECONOMIC DEVELOPMENT & CULTURE COMMITTEE				

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Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
35460	<p>Shoreham Harbour Joint Area Action Plan <i>All Committee Decisions</i> To agree the joint area action plan prior for consultation.</p> <p><i>Wards affected: All Wards</i></p>	14 Nov 2013		<p>Report of: Executive Director for Environment, Development & Housing</p> <p>Report Author: Mike Holford Tel: 29-2501, Rob Fraser Tel: 01273 292380</p>
CHILDREN & YOUNG PEOPLE COMMITTEE				
AUDIT & STANDARDS COMMITTEE				
LICENSING COMMITTEE				
35772	<p>Licence Fees 2014/15 <i>All Committee Decisions</i></p> <p><i>Wards affected: All Wards</i></p>	21 Nov 2013		<p>Report of: Executive Director for Environment, Development & Housing</p> <p>Report Author: Jean Cranford Tel: 29-2550</p>
35770	<p>Street Trading Designation (Post Consultation) <i>All Committee Decisions</i></p> <p><i>Wards affected: All Wards</i></p>	21 Nov 2013		<p>Report of: Executive Director for Environment, Development & Housing</p> <p>Report Author: Jean Cranford Tel: 29-2550</p>

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Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
ADULT CARE & HEALTH COMMITTEE				
ENVIRONMENT, TRANSPORT & SUSTAINABILITY COMMITTEE				
HEALTH & WELLBEING BOARD				
Decisions Anticipated for December 2013				
POLICY & RESOURCES COMMITTEE				
Decisions Anticipated for January 2014				
POLICY & RESOURCES COMMITTEE				
CHILDREN & YOUNG PEOPLE COMMITTEE				
ENVIRONMENT, TRANSPORT & SUSTAINABILITY COMMITTEE				
HOUSING COMMITTEE				
ADULT CARE & HEALTH COMMITTEE				
AUDIT & STANDARDS COMMITTEE				
ECONOMIC DEVELOPMENT & CULTURE COMMITTEE				
35264	<p>Brunswick Town Painting Scheme <i>Policy Committee Decision - non-Key</i> Report on outcome of consultants report</p> <p><i>Wards affected: Brunswick & Adelaide</i></p>	23 Jan 2014		Report of: Executive Director for Environment, Development & Housing Report Author: Lesley Johnston Tel: 29-2104

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Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
35236	<p>Approval of Local List <i>Policy Committee Decision - non-Key</i> This report seeks the approval of the Local List of Heritage Assets, following a review and consultation.</p> <p><i>Wards affected: All Wards</i></p>	23 Jan 2014		<p>Report of: Executive Director for Environment, Development & Housing</p> <p>Report Author: Sanne Roberts Tel: 29-2261</p>
35582	<p>Buildings at Risk - Annual Update (January) 2014 <i>All Committee Decisions</i> To receive the annual update report on buildings at risk.</p> <p><i>Wards affected: All Wards</i></p>	23 Jan 2014		<p>Report of: Executive Director for Environment, Development & Housing</p> <p>Report Author: Tim Jefferies Tel: 29-3152</p>
35501	<p>Review of Section 106 Recession Measures <i>All Committee Decisions</i></p> <p><i>Wards affected: All Wards</i></p>	23 Jan 2014		<p>Report of: Executive Director for Environment, Development & Housing</p> <p>Report Author: Mike Holford Tel: 29-2501, Rob Fraser Tel: 01273 292380</p>
<p>Decisions Anticipated for February 2014</p>				
<p>POLICY & RESOURCES COMMITTEE</p>				

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Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
Decisions Anticipated for March 2014				
POLICY & RESOURCES COMMITTEE				
ENVIRONMENT, TRANSPORT & SUSTAINABILITY COMMITTEE				
HOUSING COMMITTEE				
LICENSING COMMITTEE				
CHILDREN & YOUNG PEOPLE COMMITTEE				
ECONOMIC DEVELOPMENT & CULTURE COMMITTEE				
35507	The Urban Design Framework SPD (Adoption) <i>All Committee Decisions</i> To approve the adoption of the Urban Design Framework SPD <i>Wards affected: All Wards</i>	13 Mar 2014		Report of: Executive Director for Environment, Development & Housing Report Author: Tim Jefferies Tel: 29-3152
ADULT CARE & HEALTH COMMITTEE				
HEALTH & WELLBEING BOARD				
AUDIT & STANDARDS COMMITTEE				
Decisions Anticipated for April 2014				
ENVIRONMENT, TRANSPORT & SUSTAINABILITY COMMITTEE				
HOUSING COMMITTEE				

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Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
Decisions Anticipated for May 2014				
POLICY & RESOURCES COMMITTEE				
ITEMS PREVIOUSLY LISTED IN THE COMMITTEE WORK PROGRAMME BUT NOW WITHDRAWN OR DEFERRED FOR THE REASONS STATED				
29414	Volks Railway- Replacement of Siding Sheds <i>Non-Key</i> <i>Wards affected: Rottingdean Coastal</i>			Report of: Strategic Director, Communities Report Author: Toni Manuel Tel: 29-0394