



Forward Plan June 2016 - October 2016

This Forward Plan contains details of all the key decisions that are planned to be taken by Cabinet and individual Cabinet members over the next four months together with key decisions by officers. It will be updated and published on the Council website www.cheltenham.gov.uk on a monthly basis.

Key Decision

A 'Key decision' is one which:-

- requires a budget expenditure or saving of £100,000 or more;
- relates to the acquisition or disposal of land or an interest in land with a value in excess of £250,000;
- has borough wide significance or one on which members of the Cheltenham Community would reasonably expect to be notified or consulted.

Non-key decision

For additional information and completeness the Forward Plan also contains those items to be considered by Cabinet which are outside the definition of a key decision.

Cabinet Meetings

The Cabinet will normally meet every four weeks. Meetings start at 6pm and are held in the Pittville Room at the Municipal Offices.

Meetings of the Cabinet are open to the public (with the exception of discussion regarding reports which contain exempt/confidential, commercially sensitive or personal information). This is formal notice under the Local Authorities (Executive Arrangements) (Meetings and Access to Information)(England) Regulations 2012 that part of the Cabinet meetings listed in this Forward Plan may be held in private because the agenda and reports for the meeting will contain exempt information under Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it.

Documents submitted to the Cabinet or Cabinet member (s) for decision will be a formal report, which if public and non-urgent, will be available on www.cheltenham.gov.uk at least 5 clear working days before the date the decision can be made. If you would like a copy by email please contact democratic.services@cheltenham.gov.uk. Background papers are listed where known in advance.

Documents shown are listed at Cheltenham Borough Council, Municipal Offices, Promenade, Cheltenham, GL50 9SA.

Decision Title	Summary of decision to be made	Type of Decision	Decision Maker	Decision Date	Cabinet Member	Lead Officer	Contact details	If applicable reasons why public excluded	Background documents
	member of staff, to be supported by existing enforcement staff, to undertake HMO survey work, initially in the St Pauls and All Saints wards.								
Food Safety Service Plan	To approve the Food Safety Service Plan 2016-17.	Key Decision	Cabinet	14/06/16	Andrew McKinlay Cabinet Member Development and Safety	Sarah Clark	sarah.clark@cheltenham.gov.uk		
Amendments to Licensing Policy, Guidance and Conditions for Private Hire and Taxis Operating within the Borough of Cheltenham	Seeking approval to implement safeguarding training for licence holders and make changes to convictions policy	Key Decision	Cabinet	14/06/16	Andrew McKinlay Cabinet Member Development and Safety	Louis Krog	louis.krog@cheltenham.gov.uk		
Licensing pre-application fees	Seeking approval to expand the service to other areas of licensing	Key Decision	Cabinet	14/06/16	Andrew McKinlay Cabinet Member Development and Safety	Louis Krog	louis.krog@cheltenham.gov.uk		
Cabinet Appointment to Outside Bodies	To approve the appointments to Outside Bodies	Non Key Decision	Cabinet	14/06/16	Steve Jordan Leader of the Council	Rosalind Reeves	rosalind.reeves@cheltenham.gov.uk		
Commissioning of support for Cheltenham's VCS organisations	Allocation of the remaining grant for 2016-17	Non Key Decision	Cabinet	14/06/16	Flo Clucas Cabinet Member Healthy Lifestyles	Richard Gibson	richard.gibson@cheltenham.gov.uk		
Pedestrian Wayfinding Project Phase 2	The Council has funding from outside sources specifically to fund a second phase of its pedestrian wayfinding strategy. The report will seek Cabinet authorisation for the project to enable invitation to tender, letting	Non Key Decision	Cabinet	14/06/16	Andrew McKinlay Cabinet Member Development and Safety	Wilf Tomaney	wilf.tomaney@cheltenham.gov.uk		

Decision Title	Summary of decision to be made	Type of Decision	Decision Maker	Decision Date	Cabinet Member	Lead Officer	Contact details	If applicable reasons why public excluded	Background documents
	of the contract let and project implementation.								
Disposal of land at Churchdown	To consider the recommendations	Key Decision	Cabinet	12/07/16	Rowena Hay Cabinet Member Finance	David Roberts	david.roberts@cheltenham.gov.uk		
Annual Performance Report	To note the report	Non Key Decision	Cabinet	12/07/16	Roger Whyborn Cabinet Member Corporate Services	Richard Gibson	richard.gibson@cheltenham.gov.uk		
Play Areas Five Year Capital Improvement Programme	To seek Cabinet approval of a five year improvement programme in play areas based on existing capital budgets.	Key Decision	Cabinet	12/07/16	Chris Coleman Deputy Leader of the Council and Cabinet Member Clean and Green Environment	Adam Reynolds	adam.reynolds@cheltenham.gov.uk		
Third sector rent subsidy request- Ron Smith Pavillion, Springbank	To consider the recommendation of the 3 rd Sector Panel for a rent reduction of 60 % against the lease between CBC and Gloucestershire Mentoring & Support CIC.	Non Key Decision	Cabinet	12/07/16	Rowena Hay Cabinet Member Finance	David Roberts	david.roberts@cheltenham.gov.uk		
Charlton Kings Youth and Community Centre	To consider a request by Charlton Kings Youth and Community Club who have applied for a rent subsidy for the ground rent for the premises known as Charlton Kings Youth and Community Club.	Non Key Decision	Cabinet	12/07/16	Rowena Hay Cabinet Member Finance	David Roberts	david.roberts@cheltenham.gov.uk		
REST Commercial Focus	To consider proposals for ensuring REST is ready to deliver Economic Growth	Key Decision	Cabinet	12/07/16	Andrew McKinlay Cabinet Member Development and Safety	Tim Atkins	tim.atkins@cheltenham.gov.uk		
Financial Outturn 2015-16 and	To note the report.	Non Key Decision	Cabinet	12/07/16	Rowena Hay Cabinet Member	Paul Jones	paul.jones@cheltenham.gov.uk		

Decision Title	Summary of decision to be made	Type of Decision	Decision Maker	Decision Date	Cabinet Member	Lead Officer	Contact details	If applicable reasons why public excluded	Background documents
Budget Monitoring Report April-June 2016			Council	18/07/16	Finance		paul.jones@cheltenham.gov.uk		
Proposed financing arrangements for the construction of an annex at St. Margaret's Hall	To consider the proposed financing arrangements	Non Key Decision	Council	18/07/16	Rowena Hay Cabinet Member Finance	Richard Gibson	richard.gibson@cheltenham.gov.uk		
Property Lettings and Disposals to the Third Sector, Voluntary and Community Groups	To approve the updated policy	Key Decision	Cabinet	13/09/16	Rowena Hay Cabinet Member Finance	Mark Sheldon	mark.sheldon@cheltenham.gov.uk		
Sport & Play hub development	To consider the Cheltenham Trusts proposals for the development of sport and leisure facilities.	Key Decision	Cabinet Council	Not before 13/09/16 17/10/16	Flo Clucas Cabinet Member Healthy Lifestyles	Mark Sheldon	mark.sheldon@cheltenham.gov.uk mark.sheldon@cheltenham.gov.uk		
Cheltenham Borough Council - Travel Plan and Strategy	The report will seek approval and adoption of a green travel plan for staff based at the Municipal Offices.	Non Key Decision	Cabinet	13/09/16	Roger Whyborn Cabinet Member Corporate Services	Wilf Tomaney	wilf.tomaney@cheltenham.gov.uk		
Retender of Advice & Inclusion Contract	To go out to tender on Advice and Inclusion contract	Key Decision	Cabinet	13/09/16	Peter Jeffries Cabinet Member Housing	Martin Stacy	martin.stacy@cheltenham.gov.uk		
Use of Right to Buy receipts	To use right to buy receipts to purchase properties for use as affordable housing	Key Decision	Cabinet	13/09/16	Peter Jeffries Cabinet Member Housing	Martin Stacy	martin.stacy@cheltenham.gov.uk		
Social Sustainability - approach to building new communities	To consider approach developed by Cheltenham Borough Homes, Bromford, Sovereign and Barnwood Trust in collaboration with	Non Key Decision	Cabinet	13/09/16	Steve Jordan Leader of the Council	Tracey Crews	tracey.crews@cheltenham.gov.uk		

Decision Title	Summary of decision to be made	Type of Decision	Decision Maker	Decision Date	Cabinet Member	Lead Officer	Contact details	If applicable reasons why public excluded	Background documents
	Cheltenham Borough Council to invest in social sustainability in the delivery of new development.								
Request from Hester's Way Neighbourhood Project for 3rd sector rent subsidy	To consider the recommendations of the 3 rd Sector Panel	Non Key Decision	Cabinet	13/09/16	Rowena Hay Cabinet Member Finance	David Roberts	david.roberts@cheltenham.gov.uk		
12 Rowanfield Exchange	To consider a request from 12 Rowanfield Exchange for 3 rd sector rent subsidy	Non Key Decision	Cabinet	13/09/16	Rowena Hay Cabinet Member Finance	David Roberts	david.roberts@cheltenham.gov.uk		
Cheltenham Plan Part 1 : Preferred Options	To approve the Cheltenham Plan Part 1, Preferred Options document for public consultation	Key Decision	Cabinet	13/09/16	Steve Jordan Leader of the Council	Tracey Crews	tracey.crews@cheltenham.gov.uk		
Cabinet Response to the Railway Scrutiny Task Group	To consider the recommendations	Non Key Decision	Cabinet	Not before 13/09/16	Andrew McKinlay Cabinet Member Development and Safety	Jeremy Williamson	Jeremy.williamson@cheltenham.gov.uk		
Car Parking Strategy	To approve the strategy	Key Decision	Cabinet	Not before 13/09/16	Andrew McKinlay Cabinet Member Development and Safety	Mike Redman	mike.redman@cheltenham.gov.uk		
Updated Economic Development Action Plan	To approve the updated economic development action plan	Non Key Decision	Cabinet	Not before 13/09/16	Steve Jordan Leader of the Council	Tim Atkins	tim.atkins@cheltenham.gov.uk		
Shopmobility Commissioning Review	To consider recommendations in respect of the commissioning of the Shopmobility service.	Non Key Decision	Cabinet	13/09/16	Flo Clucas Cabinet Member Healthy Lifestyles	Wilf Tomaney	ken.dale@cheltenham.gov.uk		
Free distribution of printed matter	Seek Cabinet approval to adopt an order to designate land for the purpose of controlling the	Key Decision	Cabinet	13/09/16	Andrew McKinlay Cabinet Member Development and Safety	Louis Krog	louis.krog@cheltenham.gov.uk		

Decision Title	Summary of decision to be made	Type of Decision	Decision Maker	Decision Date	Cabinet Member	Lead Officer	Contact details	If applicable reasons why public excluded	Background documents
	distribution of free printed material								
455 High Street, Cheltenham	To consider the disposal of 455 High Street, Cheltenham	Non Key Decision	Cabinet Member Finance	16/09/16	Rowena Hay Cabinet Member Finance	David Roberts	david.roberts@cheltenham.gov.uk		
2020 Partnership: Business Case for Local Authority Company	To consider the business case for the Vision 2020 local authority company	Key Decision	Cabinet Council	11/10/16 17/10/16	Roger Whyborn Cabinet Member Corporate Services	Pat Pratley	pat.pratley@cheltenham.gov.uk		
Draft Place Strategy	To approve the draft place strategy for consultation	Non Key Decision	Cabinet	11/10/16	Steve Jordan Leader of the Council	Richard Gibson	richard.gibson@cheltenham.gov.uk		
CBC New Build	To consider the recommendations	Key Decision	Cabinet Council	14/11/16 12/12/16	Peter Jeffries Cabinet Member Housing	Martin Stacy	martin.stacy@cheltenham.gov.uk	appendix exempt under para 3, schedule 12A Local Government Act 1972	