



Forward Plan October 2017 - January 2018

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;
- is likely to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the Borough.

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.

The members of the Cabinet are:

Leader of the Council Councillor Steve Jordan

Portfolio Holders

Healthy Lifestyles Councillor Flo Clucas
Clean and Green Environment Councillor Chris Coleman
Development and Safety Councillor Andrew McKinlay
Housing Councillor Peter Jeffries
Finance Councillor Rowena Hay
Corporate Services Councillor Roger Whyborn

Overview and Scrutiny Committee

The work of the Cabinet is scrutinised by an overview and scrutiny committee which monitors the work of Cabinet.

Senior Leadership Team (SLT)

The senior management team of the council includes the Chief Executive and Directors who review the Forward Plan on a monthly basis and will select reports which they wish to review before going to Cabinet.

Contacting us.

For further detailed information or to give your views regarding specific issues to be considered by the Cabinet/Individual Cabinet Member please contact the named contact officer.

For more information on attending meetings or asking public questions please contact Democratic Services on 01242 77 4937 or email democratic.services@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
Facilitating the long term provision of a school playing field for Gloucester Road Primary School.	To consider the recommendation to enter into a 125 year lease with one of the two Dioceses which own the playing field Gloucester Road School currently use in order to provide a more permanent solution for the school.	Non Key Decision	Cabinet	10/10/17	Rowena Hay Cabinet Member Finance	David Roberts	david.roberts@cheltenham.gov.uk	para 3, part (1) Schedule (12A) Local Government Act 1972	

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Abandoned Trolleys	To recommend the adoption of statutory powers to help tackle the issue of abandoned trolleys, subject to ongoing negotiations and further statutory consultations.	Key Decision	Cabinet	10/10/17	Andrew McKinlay Cabinet Member Development and Safety	Mark Nelson	mark.nelson@cheltenham.gov.uk		
Budget Strategy and Process 2018/19	To approve the strategy and budget process for 2018/19	Key Decision	Cabinet	10/10/17	Rowena Hay Cabinet Member Finance	Paul Jones	paul.jones@cheltenham.gov.uk		
Revised Safeguarding Policy	To adopt the new safeguarding policy	Key Decision	Cabinet	10/10/17	Peter Jeffries Cabinet Member Housing	Tracy Brown	tracy.brown@cheltenham.gov.uk		
Development of new Cemetery and Crematorium	Approval for an Easement for electricity cables to be contained underground and the transfer of land for the purposes of a Substation on Priors Farm to provide power to the proposed Crematorium.	Non Key Decision	Cabinet	10/10/17	Cabinet Member Finance	Abigail Marshall	abigail.marshall@cheltenham.gov.uk		
2017 Cheltenham Local Development Scheme	To adopt the update to the Local Development Scheme	Key Decision	Cabinet	10/10/17	Steve Jordan Leader of the Council	Philip Stephenson	philip.stephenson@cheltenham.gov.uk		
A Property Matter	To consider the recommendations	Key Decision	Cabinet	10/10/17	Rowena Hay Cabinet Member Finance	Tim Atkins	tim.atkins@cheltenham.gov.uk	para 3, part (1), Schedule 12A Local Government Act 1972	
Overview and Scrutiny Annual Report	To note the report	Non Key Decision	Council	16/10/17	Tim Harman Chair of O&S and Group Leader	Saira Malin	saira.malin@cheltenham.gov.uk		
Lease for Grange Field Walk Playing Field	To grant a lease for 31 years to Charlton Kings Parish Council for	Non Key Decision	Cabinet	07/11/17	Rowena Hay Cabinet Member Finance	Rebecca Conway	rebecca.conway@cheltenham.gov.uk		

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	the continued use of Public Open Space								
Council Tax, Housing Benefit and Council Tax Support Penalty and Prosecution Policy	To consider and approve the new Policy.	Non Key Decision	Cabinet	07/11/17	Roger Whyborn Cabinet Member Corporate Services	Emma Cathcart	emma.cathcart@cots wold.gov.uk		
Homelessness Prevention Grant - Housing Options	To consider the recommendations	Key Decision	Cabinet	07/11/17	Peter Jeffries Cabinet Member Housing	Martin Stacy	martin.stacy@cheltenham.gov.uk		
Budget Monitoring report to 30 September 2017	To note the report	Key Decision	Cabinet	07/11/17	Rowena Hay Cabinet Member Finance	Paul Jones	paul.jones@cheltenham.gov.uk		
Disposal of Public Open Space (Function Room at Naunton Park Pavilion)	To consider allowing the function room at Naunton Park which is currently deemed as Open Space to be leased for the use of a tea shop to serve the local community	Non Key Decision	Cabinet	07/11/17	Rowena Hay Cabinet Member Finance	Rebecca Conway	rebecca.conway@cheltenham.gov.uk		
Gloucestershire Airport-Governance	To consider the recommendations	Key Decision	Cabinet Council	05/12/17 11/12/17	Steve Jordan Leader of the Council	Mark Sheldon	mark.sheldon@cheltenham.gov.uk mark.sheldon@cheltenham.gov.uk	para 3, (part 1) Schedule 12a, Local Government Act 1972	
Economic Development Action Plan (Phase 1)	To agree the scope and commitments for 2017/18 and key future priorities	Non Key Decision	Cabinet	05/12/17	Steve Jordan Leader of the Council	Tim Atkins	tim.atkins@cheltenham.gov.uk		
Public Art Strategy	To agree key actions for future delivery of public art in the context of a public art strategy	Key Decision	Cabinet	05/12/17	Flo Clucas Cabinet Member Healthy Lifestyles	Malcolm Walls	malcolm.walls@cheltenham.gov.uk		
Public Realm Planting Strategic Review	To consider the recommendations	Key Decision	Cabinet	05/12/17	Chris Coleman Deputy Leader of the Council and Cabinet Member Clean and Green Environment	Mark Sheldon	mark.sheldon@cheltenham.gov.uk	para 3, Part (1) Schedule (12A) Local Government Act 1972	

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Property Portfolio Asset Review	To approve the strategies	Non Key Decision	Cabinet	05/12/17	Rowena Hay Cabinet Member Finance	David Roberts	david.roberts@cheltenham.gov.uk		
Depot Rationalisation Review	To consider the recommendations	Key Decision	Cabinet Council	05/12/17 11/12/17	Rowena Hay Cabinet Member Finance	Mark Sheldon	mark.sheldon@cheltenham.gov.uk mark.sheldon@cheltenham.gov.uk	para 3, part (1) Schedule 12A Local Government Act 1972	
Hesters Way Neighbourhood Forum application	To consider the application	Non Key Decision	Cabinet	05/12/17	Andrew McKinlay Cabinet Member Development and Safety	John Rowley	john.rowley@cheltenham.gov.uk		
Vision for Town Centre and Public Realm	To review key projects for the town centre, including High Street public realm, Municipal Offices/Royal Well and establish scope for Town Centre masterplan	Key Decision	Cabinet	05/12/17	Andrew McKinlay Cabinet Member Development and Safety	Tracey Crews	tracey.crews@cheltenham.gov.uk		
Tour of Britain-Project Close	To consider outcomes of Tour of Britain project and context within future Cheltenham Festival of cycling events	Key Decision	Cabinet	05/12/17	Rowena Hay Cabinet Member Finance	Alex Lawson	alex.lawson@cheltenham.gov.uk		
Financing Arrangements for improvements to Leisure-at-Cheltenham	To consider the recommendations	Key Decision	Cabinet Council	05/12/17 11/12/17	Flo Clucas Cabinet Member Healthy Lifestyles	Mark Sheldon	mark.sheldon@cheltenham.gov.uk mark.sheldon@cheltenham.gov.uk		
Arle Nursery Strategic Review	To consider the recommendations	Key Decision	Cabinet	05/12/17	Rowena Hay Cabinet Member Finance	Mark Sheldon	mark.sheldon@cheltenham.gov.uk		
1 Halland Road	To approve the recommendations relating to this property	Key Decision	Cabinet	05/12/17	Cabinet Member Finance	David Roberts	david.roberts@cheltenham.gov.uk		
Gloucester, Cheltenham and Tewkesbury Joint Core Strategy-Adoption	To adopt the JCS which forms part of the Development Plan for Cheltenham	Key Decision	Council	11/12/17	Steve Jordan Leader of the Council	Philip Stephenson	philip.stephenson@cheltenham.gov.uk		

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Cheltenham Plan-Regulation 19 Consultation	To agree plan for the purposes of public consultation	Key Decision	Council	11/12/17	Andrew McKinlay Cabinet Member Development and Safety	Philip Stephenson	philip.stephenson@cheltenham.gov.uk		
Community Governance Review	To consider recommendations from the Community Governance Review Working Group following the consultation phase	Key Decision	Council	11/12/17	Steve Jordan Leader of the Council	Richard Gibson	richard.gibson@cheltenham.gov.uk		
Local council tax support Scheme for 2018/19	To consider the recommendations	Key Decision	Council	11/12/17	Rowena Hay Cabinet Member Finance	Jayne Gilpin	jayne.gilpin@cheltenham.gov.uk		
Discretionary Housing Payments Policy	To consider the recommendations	Key Decision	Council	11/12/17	Rowena Hay Cabinet Member Finance	Jayne Gilpin	jayne.gilpin@cheltenham.gov.uk		
Agreement to community investment grant and rent support grant to the Everyman Theatre	To consider the recommendations	Key Decision	Cabinet	Not before 12/12/17	Flo Clucas Cabinet Member Healthy Lifestyles	Richard Gibson	richard.gibson@cheltenham.gov.uk		
General Fund Revenue and Capital-Interim Budget Proposals 2018/19 for consultation	To approve the interim budget proposals 2018/19 for consultation	Key Decision	Cabinet	12/12/17	Rowena Hay Cabinet Member Finance	Paul Jones	paul.jones@cheltenham.gov.uk		
Housing Revenue Account Revenue and Capital-Revised budget 2017/18 and interim budget proposals 2018/19 for consultation	To approve the interim budget proposals 2017/18 for consultation	Key Decision	Cabinet	12/12/17	Rowena Hay Cabinet Member Finance	Paul Jones	paul.jones@cheltenham.gov.uk		
Budget Monitoring Report 2017/18 - position as at December 2017	To note the report.	Key Decision	Cabinet	12/12/17	Rowena Hay Cabinet Member Finance	Paul Jones	paul.jones@cheltenham.gov.uk		
Housing Options - Service Relocation	To consider the recommendations	Key Decision	Cabinet	13/02/18	Peter Jeffries Cabinet Member Housing	Martin Stacy	martin.stacy@cheltenham.gov.uk		

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Final General Fund Revenue and Capital budget proposals 2018/19 (including Section 25)	To consider the recommendations	Key Decision	Cabinet Council	13/02/18 19/02/18	Rowena Hay Cabinet Member Finance	Paul Jones	paul.jones@cheltenham.gov.uk paul.jones@cheltenham.gov.uk		
Final Housing Revenue Account (HRA) Budget proposals 2018/19	To consider the recommendations	Key Decision	Cabinet Council	13/02/18 19/02/18	Rowena Hay Cabinet Member Finance	Paul Jones	paul.jones@cheltenham.gov.uk paul.jones@cheltenham.gov.uk		
Cheltenham Plan - Regulation 19 Consultation	To review consultation responses and subsequent changes to Cheltenham Plan and agree plan to be submitted for examination	Key Decision	Council	19/02/18	Andrew McKinlay Cabinet Member Development and Safety	Philip Stephenson	philip.stephenson@cheltenham.gov.uk		
Cheltenham Transport Strategy	To agree approach to strategic transport strategy/infrastructure	Key Decision	Cabinet	06/03/18	Andrew McKinlay Cabinet Member Development and Safety	Tracey Crews	tracey.crews@cheltenham.gov.uk		
Cheltenham Town Hall - Masterplan scoping study	To endorse the Masterplan scoping study recommendations and give approval to proceed to project design stage (RIBA 2 & 3).	Non Key Decision	Council	26/03/18	Flo Clucas Cabinet Member Healthy Lifestyles	Mark Sheldon	mark.sheldon@cheltenham.gov.uk		