



Forward Plan September 2019 - December 2019

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.

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
	consultation responses received and any amendments agreed by Cabinet.								
Food Safety service plan	To adopt the food safety service plan 2019-20	Key Decision	Cabinet	10/09/19	Andrew McKinlay Cabinet Member Development and Safety	Sarah Clark	sarah.clark@cheltenham.gov.uk		
Health and Safety service plan	To adopt the health and safety service plan 2019-20	Key Decision	Cabinet	10/09/19	Andrew McKinlay Cabinet Member Development and Safety	Sarah Clark	sarah.clark@cheltenham.gov.uk		
Corporate Enforcement Policy	To consider and approve the new Policy.	Key Decision	Cabinet	10/09/19	Andrew McKinlay Cabinet Member Development and Safety	Emma Cathcart	emma.cathcart@cotswold.gov.uk		
Corporate Health and Safety Policy	To approve the Corporate Health and Safety Policy	Key Decision	Cabinet	10/09/19	Steve Jordan Leader of the Council	Barbara Cole	barbara.cole@cheltenham.gov.uk		
Phase 2 Enterprise Way	To consider Phase 2 Enterprise Way	Key Decision	Cabinet	10/09/19	Rowena Hay Cabinet Member Finance	Simon Hodges	simon.hodges@cheltenham.gov.uk	exempt by virtue of para 3, Schedule 12A, Local Government Act 1972	
Implementing an Article 4(1) direction for the St. Paul's ward	To confirm the implementation after reviewing public consultation responses.	Key Decision	Cabinet	08/10/19	Cabinet Member Development and Safety	David Oakhill	david.oakhill@cheltenham.gov.uk		
Workshop Cheltenham	To approve the facilitation of the development of creative space for creative industry / retail start-ups and to house a growth hub.	Key Decision	Cabinet	08/10/19	Rowena Hay Cabinet Member Finance	Mark Sheldon	mark.sheldon@cheltenham.gov.uk	Part exempt - para 5, part (1) Schedule 12A Local Government Act 1972	
Approval of Budget Strategy, Process and Timetable	To consider the recommendations .	Non Key Decision	Cabinet	08/10/19	Rowena Hay Cabinet Member Finance	Paul Jones	paul.jones@cheltenham.gov.uk		
Review of the Cheltenham and Tewkesbury	Review the options considered for the	Key Decision	Cabinet	08/10/19	Andrew McKinlay Cabinet Member Development and	Mike Redman	mike.redman@cheltenham.gov.uk	Part exempt - para 5, part (1) Schedule 12A	

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Building Control Partnership shared service agreement	continued delivery of the Council's obligation to provide a Building Control function, due to the expiry of the current 10 year shared service agreement with Tewkesbury Borough Council in November 2019.				Safety			Local Government Act 1972	
Connecting Cheltenham - a vision for transport connectivity in the town	To consider the recommendations	Key Decision	Cabinet	08/10/19	Andrew McKinlay Cabinet Member Development and Safety	Tracey Crews	Tracey.Crews@cheltenham.gov.uk		
Museum Accreditation and Collections Management policy	To consider the recommendations	Non Key Decision	Cabinet	08/10/19	Flo Clucas Cabinet Member Healthy Lifestyles	Darren Knight	darren.knight@cheltenham.gov.uk		
Award of rent support grant to Cheltenham Spa Bowling Club	To consider the recommendations	Non Key Decision	Cabinet	08/10/19	Rowena Hay Cabinet Member Finance	Richard Gibson	richard.gibson@cheltenham.gov.uk		
Responding to the Climate Emergency	The report will set out the current emissions baseline for the council and the borough, detail the actions the Council will need to take to address the climate emergency and make an assessment of the additional resources that will be needed to deliver the plan. The report will be considered first by	Key Decision	Council Cabinet	14/10/19 05/11/19	Cabinet Member Clean and Green Environment	Darren Knight	Darren.Knight@cheltenham.gov.uk Darren.Knight@cheltenham.gov.uk		

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	Full Council for comment and feedback on the findings and recommendations . Cabinet will then receive the report, together with feedback from the Council, for consideration and approval of the recommendations . The policy implications of the findings and recommendations are currently unknown.								
Cheltenham Plan - Main Modifications Consultation	For Council to consider approval of Main Modifications to the Cheltenham Plan for 6 week consultation and to allow officers to subsequently submit the document and any consultation responses to the Cheltenham Plan Inspector.	Key Decision	Council	14/10/19	Andrew McKinlay Cabinet Member Development and Safety	John Rowley	john.rowley@cheltenham.gov.uk		
Treasury Management and Investment Strategy	To consider the recommendations .	Key Decision	Council	14/10/19	Cabinet Member Finance	Paul Jones	paul.jones@cheltenham.gov.uk		
Review of the Constitution	To consider the recommendations .	Non Key Decision	Council	14/10/19	Alex Hegenbarth Cabinet Member Corporate Services	Beverly Thomas	beverly.thomas@cheltenham.gov.uk		
Appointment of a new Chief Executive/Head of Paid Service	To consider the recommendations .	Key Decision	Council	14/10/19	Rowena Hay Cabinet Member Finance	Julie McCarthy	julie.mccarthy@cheltenham.gov.uk		
Electoral Registration	To appoint an Electoral	Non Key Decision	Council	14/10/19	Rowena Hay Cabinet Member	Julie McCarthy	julie.mccarthy@cheltenham.gov.uk		

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Officer and Returning Officer	Registration Officer and Returning Officer for local government elections				Finance				
Overview and Scrutiny - Annual Report	To note annual report	Non Key Decision	Council	14/10/19	Chris Mason Chair of O&S	Saira Malin	saira.malin@cheltenham.gov.uk		
Review of Polling Districts, Polling Places and Polling Stations	To consider the recommendations	Non Key Decision	Council	14/10/19		Kim Smith	kim.smith@cheltenham.gov.uk		
Adoption of revised street trading policy	To adopt the revised street trading policy.	Key Decision	Cabinet	05/11/19	Cabinet Member Development and Safety	Louis Krog	Louis.Krog@cheltenham.gov.uk		
Cheltenham Transport Plan	To consider the recommendations	Key Decision	Cabinet	05/11/19	Cabinet Member Development and Safety	Tim Atkins	Tim.Atkins@cheltenham.gov.uk		
Quarterly Budget Monitoring Report July - September	To consider the recommendations	Non Key Decision	Cabinet	05/11/19	Rowena Hay Cabinet Member Finance	Paul Jones	paul.jones@cheltenham.gov.uk		
The Future of Public Convenience Provision	To consider future provision for public conveniences in the borough	Key Decision	Cabinet	05/11/19	Chris Coleman Cabinet Member Clean and Green Environment	Mark Sheldon	mark.sheldon@cheltenham.gov.uk	para 3, Schedule 12A Local Government Act 1972	
Council Tax Support Scheme 2020/21	To consider the recommendations	Key Decision	Cabinet Council	05/11/19 16/12/19	Cabinet Member Finance Rowena Hay Cabinet Member Finance	Jayne Gilpin	jayne.gilpin@cheltenham.gov.uk jayne.gilpin@cheltenham.gov.uk		
West Cheltenham - Cyber Central	To set out the programme, budget, objectives and governance arrangements for the ongoing management and delivery.	Key Decision	Cabinet	05/11/19	Andrew McKinlay Cabinet Member Development and Safety	Tim Atkins	tim.atkins@cheltenham.gov.uk		
Formulise occupation of an area in High Street Car Park (aka Henrietta Street Car Park)	To consider the request for temporary occupation to become permanent	Non Key Decision	Cabinet	17/12/19	Rowena Hay Cabinet Member Finance	Administrator	abigail.marshall@cheltenham.gov.uk	Paragraph 3, Schedule 12a, Local Government Act 1972.	

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	offering and any conditions.								
Review of Homeseeker Plus Allocations Policy	To approve changes to the allocations policy.	Key Decision	Cabinet	17/12/19	Peter Jeffries Deputy Leader of the Council and Cabinet Member Housing	Martin Stacy	martin.stacy@cheltenham.gov.uk		
Development of Various Garage Sites	To approve the pipeline of delivery of affordable housing across a number of garage sites.	Key Decision	Cabinet	17/12/19	Peter Jeffries Deputy Leader of the Council and Cabinet Member Housing	Martin Stacy	martin.stacy@cheltenham.gov.uk		
West Cheltenham - Garden Community Supplementary Planning Document	To set out the programme, budget, objectives and governance arrangements for the ongoing management and delivery.	Key Decision	Cabinet Council	17/12/19 23/03/20	Andrew McKinlay Cabinet Member Development and Safety	Tracey Crews	tracey.crews@cheltenham.gov.uk tracey.crews@cheltenham.gov.uk		
CBH Management Agreement	To endorse the changes to the CBH agreement on housing management and other services.	Key Decision	Cabinet	17/12/19	Peter Jeffries Deputy Leader of the Council and Cabinet Member Housing	Martin Stacy	martin.stacy@cheltenham.gov.uk		
Ron Smith Pavilion	To consider the recommendations .	Key Decision	Cabinet	Not before 17/12/19	Rowena Hay Cabinet Member Finance	Simon Hodges	simon.hodges@cheltenham.gov.uk		
Cheltenham Town Hall-Masterplan Scoping Study	To consider the outcome of the options appraisal for the development of the Town Hall.	Key Decision	Cabinet	17/12/19	Flo Clucas Cabinet Member Healthy Lifestyles	Mark Sheldon	mark.sheldon@cheltenham.gov.uk		
Treasury Management report	To consider the recommendations	Key Decision	Council	16/12/19	Rowena Hay Cabinet Member Finance	Andrew Sherbourne	andrew.sherbourne@cheltenham.gov.uk		
Review of council tax premium on empty properties	To consider the recommendations	Non Key Decision	Council Cabinet	16/12/19 17/12/19	Cabinet Member Finance	Jayne Gilpin	Jayne.Gilpin@cheltenham.gov.uk Jayne.Gilpin@cheltenham.gov.uk		

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Petition regarding introduction of parking charges at the Pittville Pump Room and Albermarle Gate	To consider the petition.	Non Key Decision	Council	16/12/19	Cabinet Member Development and Safety	Mike Redman	Mike.Redman@cheltenham.gov.uk		
Community Infrastructure Levy Governance Arrangements	To approve the governance arrangements.	Key Decision	Council	16/12/19	Steve Jordan Leader of the Council	Tracey Crews	tracey.crews@cheltenham.gov.uk		
Interim Budget Proposals for General Fund and HRA	To consider the recommendations	Key Decision	Cabinet	17/12/19	Rowena Hay Cabinet Member Finance	Paul Jones	paul.jones@cheltenham.gov.uk		