



# CHELTENHAM

## BOROUGH COUNCIL

### Forward Plan April 2022 - July 2022

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](http://www.cheltenham.gov.uk) on a monthly basis.

#### Key Decision

A Key Decision means any decision in exercise of an Executive Function 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.

#### Significant Decision

A Significant Decision means any decision in exercise of a non-Executive Function which:

- requires a budget expenditure or budget saving of £100,000 or more;
- 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 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](http://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](mailto: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 Rowena Hay

**Portfolio Holders**

Culture, Wellbeing and Business	Councillor Victoria Atherstone
Safety and Communities	Councillor Flo Clucas
Housing	Councillor Mike Collins
Waste, Recycling and Street Services	Councillor Iain Dobie
Customer and Regulatory Services	Councillor Martin Horwood
Finance and Assets	Councillor Peter Jeffries
Cyber and Strategic Transport	Councillor Andrew McKinlay
Climate Emergency	Councillor Max Wilkinson

**Overview and Scrutiny Committee**

The Overview and Scrutiny Committee aims to promote open and transparent decision-making, support democratic accountability and hold the Cabinet to account for its actions.

**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 264246 or email [democratic.services@cheltenham.gov.uk](mailto:democratic.services@cheltenham.gov.uk)

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date	Cabinet Member	Lead Officer
<b>Community Infrastructure Levy Governance Arrangements</b> To approve the governance arrangements.	Key Decision	Cabinet            05/04/22 Council            20/06/22	Martin Horwood Cabinet Member Customer & Regulatory Services	Tracey Birkinshaw, Director of Planning tracey.birkinshaw@cheltenham.gov.uk
<b>Cheltenham Borough Local Development Scheme (LDS)</b> To adopt the updated Cheltenham Borough Local Development Scheme	Key Decision	Cabinet            05/04/22	Leader	Tracey Birkinshaw, Director of Planning tracey.birkinshaw@cheltenham.gov.uk

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date	Cabinet Member	Lead Officer
<b>Ubico Business Plan</b> To approve the Ubico Business Plan	Key Decision	Cabinet 05/04/22	Rowena Hay Leader of the Council	Karen Watson karen.watson@cheltenham.gov.uk
<b>Publica Group (Support) Ltd Business Plan for 2022-23</b> To consider the recommendations	Key Decision	Cabinet 05/04/22	Rowena Hay Leader of the Council	Gareth Edmundson gareth.edmundson@cheltenham.gov.uk
<b>Business Rate Reliefs and Discretionary Energy Rebate Payment</b> To consider the recommendations	Key Decision	Cabinet 05/04/22	Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance & Assets	Jayne Gilpin, Head of Revenues and Benefits jayne.gilpin@cheltenham.gov.uk
<b>Culture Strategy</b> To approve the revised Culture Strategy	Key Decision	Cabinet 05/04/22	Victoria Atherstone Cabinet Member Culture, Wellbeing & Business	Richard Gibson, Strategy and Engagement Manager richard.gibson@cheltenham.gov.uk
<b>Street Naming and Numbering Policy</b> To update the street naming and numbering policy to reflect proposed changes regarding street naming	Key Decision	Cabinet 05/04/22	Martin Horwood Cabinet Member Customer & Regulatory Services	Tracey Birkinshaw, Director of Planning tracey.birkinshaw@cheltenham.gov.uk
<b>Appropriation of Assets</b>	Key Decision	Cabinet 05/04/22	Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance & Assets	Paul Jones, Executive Director- Finance and Assets paul.jones@cheltenham.gov.uk
<b>Cheltenham Trust specification and management fee framework</b> To consider the recommendations	Non Key Decision  Fully exempt 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information)	Cabinet 05/04/22	Victoria Atherstone Cabinet Member Culture, Wellbeing & Business	Richard Gibson, Strategy and Engagement Manager richard.gibson@cheltenham.gov.uk
<b>A Property Matter (a)</b> To consider the recommendations	Key Decision  Fully exempt	Cabinet 05/04/22	Andrew McKinlay Cabinet Member Cyber & Strategic Transport	Paul Minnis, Senior Commercial Manager, Place & Economic Development Paul.Minnis@cheltenham.gov.uk

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date	Cabinet Member	Lead Officer
	3 Information relating to the financial or business affairs of any particular person (including the authority holding that information)			
<b>A Property Matter (b)</b>	Key Decision  Fully exempt 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information)	Cabinet 05/04/22 Council 25/04/22	Andrew McKinlay Cabinet Member Cyber & Strategic Transport	Tim Atkins, Managing Director Place and Growth tim.atkins@cheltenham.gov.uk
<b>Election of Mayor</b> To elect the Mayor for 2022-23	Key Decision	Council 16/05/22		Bev Thomas, Democratic Services Team Leader bev.thomas@cheltenham.gov.uk
<b>Election of Deputy Mayor</b> To elect the Deputy Mayor for 2022-23	Key Decision	Council 16/05/22		Bev Thomas, Democratic Services Team Leader bev.thomas@cheltenham.gov.uk
<b>Appointment of Honorary Aldermen</b> To consider the recommendations	Key Decision	Council 16/05/22		Bev Thomas, Democratic Services Team Leader bev.thomas@cheltenham.gov.uk
<b>Consultation on requirement to participate in schemes to promote better availability of licensed wheelchair accessible vehicles (WAVs)</b> To consider the recommendations	Key Decision	Cabinet 24/05/22	Martin Horwood Cabinet Member Customer & Regulatory Services	Louis Krog, Licensing & Business Support Team Leader louis.krog@cheltenham.gov.uk
<b>Taxi &amp; Private Hire Age and Emission Policy</b> To consider the recommendations	Key Decision	Cabinet 24/05/22	Martin Horwood Cabinet Member Customer & Regulatory Services	Louis Krog, Licensing & Business Support Team Leader louis.krog@cheltenham.gov.uk
<b>CBC/CBH Closer Partnership Programme</b> To note the report & progress of the CBC/CBH Closer Partnership Programme	Non Key Decision	Cabinet 24/05/22	Mike Collins Cabinet Member Housing	Gareth Edmundson gareth.edmundson@cheltenham.gov.uk

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date	Cabinet Member	Lead Officer
<b>Extension of agreement and alternative arrangements for residual waste transfer</b> To consider the recommendations	Key Decision	Cabinet 14/06/22	Iain Dobie Cabinet Member Waste & Recycling & Street Services	Karen Watson karen.watson@cheltenham.gov.uk
<b>Compulsory Purchase Resolution - 168 Arle Road</b> To resolve to compulsory purchase a vacant and fire damaged property, which remains detrimental to the amenity of the neighbourhood.	Key Decision  Part exempt 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information)	Cabinet 14/06/22	Mike Collins Cabinet Member Housing	Mark Nelson, Enforcement Manager mark.nelson@cheltenham.gov.uk
<b>Municipal Offices Options Appraisal</b> To consider options for the future of the Municipal Offices	Key Decision  Part exempt 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information)	Cabinet 14/06/22	Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance & Assets	Paul Jones, Executive Director- Finance and Assets paul.jones@cheltenham.gov.uk
<b>Consideration of a petition relating to lighting in Sandford Park</b>	Non Key Decision	Council 20/06/22	Rowena Hay Leader of the Council	Tracey Birkinshaw, Director of Planning tracey.birkinshaw@cheltenham.gov.uk
<b>Adoption of Climate Change Supplementary Planning Document</b> To consider the recommendations	Key Decision	Council 20/06/22	Max Wilkinson Cabinet Member Climate Emergency	John Rowley, Senior Planning Policy Officer john.rowley@cheltenham.gov.uk
<b>Gloucestershire-wide Statement of Common Ground</b> To approve the recommendations	Key Decision	Council 20/06/22	Rowena Hay Leader of the Council	John Rowley, Senior Planning Policy Officer john.rowley@cheltenham.gov.uk
<b>Review of Commercial Waste Service</b> To consider the recommendations	Key Decision	Cabinet 12/07/22	Iain Dobie Cabinet Member Waste & Recycling & Street Services	Karen Watson karen.watson@cheltenham.gov.uk

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<p><b>Community Infrastructure Levy (CIL) Review New Draft Charging Schedule</b> To approve the CIL Review New Draft Charging Schedule for consultation</p>	Key Decision	<p>Cabinet      12/07/22 Council        18/07/22</p>	Martin Horwood Cabinet Member Customer & Regulatory Services	Paul Hardiman, Community Infrastructure Levy (CIL) Manager Paul.Hardiman@cheltenham.gov.uk