



CHELTENHAM

BOROUGH COUNCIL

Forward Plan November 2022 - February 2023

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 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 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 Rowena Hay

Portfolio Holders

Housing	Councillor Victoria Atherstone
Safety and Communities	Councillor Flo Clucas
Cyber, Regeneration and Commercial Income	Councillor Mike Collins
Waste, Recycling and Street Services	Councillor Iain Dobie
Customer and Regulatory Services	Councillor Martin Horwood
Finance and Assets	Councillor Peter Jeffries
Climate Emergency	Councillor Alisha Lewis
Economic Development, Culture, Tourism and Wellbeing	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

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date	Cabinet Member	Lead Officer
Local Council Tax Support Scheme To consider the recommendations	Key Decision	Cabinet 08/11/22 Council 12/12/22	Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance, Assets and Regeneration	Jayne Gilpin, Head of Revenues and Benefits jayne.gilpin@cheltenham.gov.uk
Quarterly Budget Monitoring Report July - September To consider the recommendations	Key Decision	Cabinet 08/11/22	Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance, Assets and Regeneration	Gemma Bell, Director of Finance and Assets and Deputy S151 Officer Gemma.Bell@cheltenham.gov.uk

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Draft Corporate Plan To note the Draft Corporate Plan, and recommend further consultation with key stakeholders, and consideration by full Council in February 2023.	Key Decision	Cabinet 08/11/22	Rowena Hay Leader of the Council	Darren Knight, Executive Director of Place and Communities darren.knight@cheltenham.gov.uk
Household Support Fund To agree how to allocate DWP grant funding via GCC	Key Decision	Cabinet 06/12/22	Flo Clucas Cabinet Member Safety & Communities	Richard Gibson, Head of Communities, Wellbeing and Partnerships richard.gibson@cheltenham.gov.uk
Counter Fraud and Anti-Corruption Policy To consider and approve the update Counter Fraud and Anti-Corruption Policy	Non Key Decision	Cabinet 06/12/22	Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance, Assets and Regeneration	Emma Cathcart, Counter Fraud Manager emma.cathcart@cotswold.gov.uk
Resident Survey To note the recommendations	Non Key Decision	Cabinet 06/12/22	Rowena Hay Leader of the Council	Darren Knight, Executive Director of Place and Communities darren.knight@cheltenham.gov.uk
Compulsory Purchase Resolution - 168 Arle Road To resolve to compulsory purchase a vacant and fire damaged property, which remains detrimental to the amenity of the neighbourhood.	Key Decision Fully exempt 1, 3 Information relating to any individual. Information relating to the financial or business affairs of any particular person (including the authority holding that information)	Cabinet 06/12/22	Victoria Atherstone Cabinet Member Housing	Mark Nelson, Enforcement Manager mark.nelson@cheltenham.gov.uk
A Property Matter (1) 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 06/12/22	Mike Collins Cabinet Member Cyber, Regeneration and Commercial Income	Martin Chastney, Senior Development Manager, Place & Economic Development martin.chastney@cheltenham.gov.uk
A Property Matter (2) To consider the recommendations	Key Decision Fully exempt 3 Information relating to the financial or	Cabinet 06/12/22	Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance, Assets and Regeneration	Peter Woodley peter.woodley@cheltenham.gov.uk

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	business affairs of any particular person (including the authority holding that information)			
Upgrade of current building management system To confirm the Green Investment Board's recommendation to fund upgrades to current building management system installed in council-owned and operated buildings, to reduce energy expenditure	Key Decision	Cabinet 06/12/22	Alisha Lewis Cabinet Member Climate Emergency	Alex Wells, Energy Officer alexandra.wells@cheltenham.gov.uk
Treasury Mid-Term Report 2022/23 To consider the recommendations	Key Decision	Cabinet 06/12/22 Council 12/12/22	Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance, Assets and Regeneration	Andrew Sherbourne andrew.sherbourne@cheltenham.gov.uk
A Property Matter (3) To consider the recommendations	Non Key Decision	Council 12/12/22	Rowena Hay Leader of the Council	Paul Jones, Executive Director of Finance, Assets and Regeneration paul.jones@cheltenham.gov.uk
Code of Conduct To adopt the Code of Conduct with effect from 1 January 2023.	Non Key Decision	Council 12/12/22	Rowena Hay Leader of the Council	Claire Hughes, Monitoring Officer Claire.Hughes@cheltenham.gov.uk
Review of the Constitution To consider the recommendations of the Constitution Working Group.	Non Key Decision	Council 12/12/22	Rowena Hay Leader of the Council	Claire Hughes, Monitoring Officer Claire.Hughes@cheltenham.gov.uk
Overview and Scrutiny Referral-Council Motion 18 July 2022 To consider the recommendations from Overview and Scrutiny Committee in respect of the Council referral from July 2022	Non Key Decision	Council 12/12/22	John Payne	Harry Mayo, Democracy Officer Harry.Mayo@cheltenham.gov.uk
Household Recycling Centre To consider the recommendations	Key Decision	Cabinet 20/12/22	Iain Dobie Cabinet Member Waste, Recycling & Street Services	Karen Watson, Environmental Partnerships Manager karen.watson@cheltenham.gov.uk
Lease of Storage Unit, Burrows	Non Key Decision	Cabinet 20/12/22	Peter Jeffries Deputy Leader of the	Claire Pockett, Trainee Surveyor,

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Playing Field To consider the recommendations			Council and Cabinet Member Finance, Assets and Regeneration	Property Services Claire.Pockett@cheltenham.gov.uk
Infrastructure Funding Statement 2022 To approve the Infrastructure Funding Statement 2022, CIL and S106 reports on the financial year 2021/22 and the Infrastructure List	Key Decision	Cabinet 20/12/22	Martin Horwood Cabinet Member Customer & Regulatory Services	Paul Hardiman, Community Infrastructure Levy (CIL) Manager Paul.Hardiman@cheltenham.gov.uk
General Fund Revenue and Capital - Interim Budget Proposals 2023-24 for Consultation To consider the recommendations.	Key Decision	Cabinet 20/12/22	Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance, Assets and Regeneration	Gemma Bell, Director of Finance and Assets and Deputy S151 Officer Gemma.Bell@cheltenham.gov.uk
Housing Revenue Account - Revised Forecast 2022-23 and Interim Budget Proposals 2023-24 for consultation To consider the recommendations.	Non Key Decision	Cabinet 20/12/22	Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance, Assets and Regeneration	Gemma Bell, Director of Finance and Assets and Deputy S151 Officer Gemma.Bell@cheltenham.gov.uk
Community Infrastructure Levy Neighbourhood Panel To agree the membership and terms of reference of the Panel.	Key Decision	Cabinet 20/12/22	Martin Horwood Cabinet Member Customer & Regulatory Services	Tracey Birkinshaw, Director of Community & Economic Development tracey.birkinshaw@cheltenham.gov.uk
Affordable Housing acquisition, Shurdington Road To acquire five affordable homes comprising the S106 element of the scheme at Shurdington Road, Cheltenham, from Kendrick Homes	Key Decision Part exempt 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information)	Director of Finance and Assets and Deputy Section 151 Officer - Gemma Bell 04/01/23	Cabinet Member Housing	Gemma Bell, Director of Finance and Assets and Deputy S151 Officer Gemma.Bell@cheltenham.gov.uk
Affordable Housing acquisition, Kidnapper's Lane To acquire 9 x net zero carbon affordable homes comprising the S106 element of the scheme at Kidnappers Lane, Cheltenham, from Newland Homes, and to enter into the legal documentation, including the Land and Golden brick contract, transfer document [TP1 schedule], shared ownership leases and	Key Decision Part exempt 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information)	Director of Finance and Assets and Deputy Section 151 Officer - Gemma Bell 04/01/23	Cabinet Member Housing	Gemma Bell, Director of Finance and Assets and Deputy S151 Officer Gemma.Bell@cheltenham.gov.uk

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preparation of a JCT Design and Build contract for their construction. It is required under the S106 Agreements to dispose of 2 dwellings on a shared ownership basis.				
Award of rent support grant to Harvest Field Church for Lynworth Hall To consider the recommendation.	Key Decision	Cabinet 17/01/23	Cabinet Member Finance, Assets and Regeneration	Executive Director of Finance, Assets and Regeneration - Paul Jones
Final General Fund Revenue and Capital Budget Proposals 2024 To consider the recommendations.	Key Decision	Cabinet 07/02/23 Council 20/02/23	Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance, Assets and Regeneration	Gemma Bell, Director of Finance and Assets and Deputy S151 Officer Gemma.Bell@cheltenham.gov.uk
Housing Revenue Account - Revised Forecast 2022-23 and Budget 2023-24 To consider the recommendations	Key Decision	Cabinet 07/02/23 Council 20/02/23	Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance, Assets and Regeneration	Gemma Bell, Director of Finance and Assets and Deputy S151 Officer Gemma.Bell@cheltenham.gov.uk
Municipal Offices Options Appraisal 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 07/02/23	Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance, Assets and Regeneration	Paul Jones, Executive Director of Finance, Assets and Regeneration paul.jones@cheltenham.gov.uk
Corporate Plan 2023-27 To approve the Corporate Plan 2023-27	Key Decision	Council 20/02/23	Leader	Gareth Edmundson, Chief Executive gareth.edmundson@cheltenham.gov.uk
Culture Strategy To agree the final version of the strategy.	Key Decision	Cabinet 07/03/23	Max Wilkinson Cabinet Member Economic Development, Culture, Tourism and Wellbeing	Richard Gibson, Head of Communities, Wellbeing and Partnerships richard.gibson@cheltenham.gov.uk