



CHELTENHAM

BOROUGH COUNCIL

Forward Plan January 2023 - April 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
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	Key Decision	Director of Finance and Assets and 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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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 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.	Part exempt 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information)	Deputy Section 151 Officer - Gemma Bell		
Award of rent support grants to voluntary sector organisations To consider the recommendation.	Key Decision	Cabinet 14/02/23	Cabinet Member Finance, Assets and Regeneration	Executive Director of Finance, Assets and Regeneration - Paul Jones
Final General Fund Revenue and Capital Budget Proposals 2023-24 and Quarterly Budget Monitoring Report, October - December 2022 To consider the recommendations.	Key Decision	Cabinet 14/02/23 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 Part exempt	Cabinet 14/02/23 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 Business Plan To approve the plan	Key Decision	Cabinet 14/02/23	Victoria Atherstone Cabinet Member Housing	Martin Stacy, Housing Strategy and Partnerships Manager martin.stacy@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
Council Tax Support Fund To consider the recommendations	Key Decision	Council 20/02/23	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

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date	Cabinet Member	Lead Officer
Order of Precedence To approve the Order of Precedence.	Non Key Decision	Council 20/02/23	Rowena Hay Leader of the Council	Gareth Edmundson, Chief Executive gareth.edmundson@cheltenham.gov.uk
Corporate Diary 2023-24 To approve the Corporate Diary 2023-24	Non Key Decision	Council 20/02/23	Rowena Hay Leader of the Council, Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance, Assets and Regeneration	Claire Morris claire.morris@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 07/03/23	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
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
Business Rates Relief To consider the recommendations.	Key Decision	Cabinet 07/03/23	Cabinet Member Finance, Assets and Regeneration	Jayne Gilpin, Head of Revenues and Benefits jayne.gilpin@cheltenham.gov.uk
Graffiti Policy For Cabinet to consider the consultation feedback and adopt the policy including any amendments as a result of the consultation.	Key Decision	Cabinet 07/03/23	Cabinet Member Customer and Regulatory Services	Louis Krog, Head of Public Protection and DEPLO louis.krog@cheltenham.gov.uk
Land adjacent to 68 Windsor Street To consider the recommendations	Key Decision	Cabinet 07/03/23	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
A Legal Matter To consider a legal matter	Key Decision	Cabinet 07/03/23	Mike Collins Cabinet Member Cyber, Regeneration and Commercial Income	Sophie Barton sophie.barton@cheltenham.gov.uk

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date	Cabinet Member	Lead Officer
	Fully exempt 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information)			
Capital, Non-Treasury Investment, Treasury Management and MRP Strategies and Statements To consider the recommendations.	Key Decision	Council 20/03/23	Cabinet Member Finance, Assets and Regeneration	Gemma Bell, Director of Finance and Assets and Deputy S151 Officer Gemma.Bell@cheltenham.gov.uk
Review of the Constitution To consider the proposed changes to the Constitution.	Non Key Decision	Council 20/03/23	Rowena Hay Leader of the Council	Claire Hughes, Monitoring Officer Claire.Hughes@cheltenham.gov.uk
Carbon Footprint Report 2021-22 To consider a full carbon footprint report of the scope 1, 2 and 3 emissions from the financial year 2021-22	Non Key Decision	Council 20/03/23	Cabinet Member Climate Emergency	Laura Tapping, Climate Emergency Programme Officer Laura.Tapping@cheltenham.gov.uk
Draft Sports and Physical Activity Strategy for Cheltenham To approve the strategy.	Key Decision	Cabinet 04/04/23	Cabinet Member Economic Development, Culture, Tourism & Wellbeing	Richard Gibson, Head of Communities, Wellbeing and Partnerships richard.gibson@cheltenham.gov.uk
Air Quality Action Plan For Cabinet to consider the consultation feedback and adopt the Air Quality Action Plan, including any amendments as a result of the consultation.	Key Decision	Cabinet 04/04/23	Cabinet Member Customer and Regulatory Services	Louis Krog, Head of Public Protection and DEPLO louis.krog@cheltenham.gov.uk
Application for designation of a Neighbourhood Forum To approve the designation the Hester's Way Neighbourhood Development Forum as neighbourhood forum as defined by the Localism Act 2011.	Non Key Decision	Cabinet 04/04/23	Cabinet Member Customer and Regulatory Services	Alexander Bethell, Planning Policy Officer alexander.bethell@chelttenham.gov.uk
Information Governance That Cabinet approves the update in the council's information governance framework and adopts the policies accordingly.	Non Key Decision	Cabinet 23/05/23	Rowena Hay Leader of the Council	Claire Hughes, Monitoring Officer Claire.Hughes@cheltenham.gov.uk

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date	Cabinet Member	Lead Officer
Local Development Scheme 2023 To delegate authority to the Head of Planning, in consultation with the leader of the Council and the Cabinet member for Customer and regulatory Services, to prepare the Local development Scheme for publication.	Key Decision	Cabinet 13/06/23	Cabinet Member Customer and Regulatory Services	John Spurling, Interim Planning Policy Team Leader John.spurling@cheltenham.gov.uk