



CHELTENHAM

BOROUGH COUNCIL

Forward Plan March 2023 - February 2024

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 £500,000;
- 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
Response to the National Planning Policy Framework consultation To agree the response to the government's consultation	Non Key Decision	Cabinet Member 01/03/23 Customer and Regulatory Services		John Spurling
The Honeybourne Line 'The Missing Link' To enter into a licence agreement with Network Rail (NR) and Great Western Railway (GWR) in order to extend the former	Non Key Decision	Cabinet Member 03/23 Economic Development, Culture, Tourism & Wellbeing	Max Wilkinson Cabinet Member Economic Development, Culture, Tourism and Wellbeing	Simon Hodges, Senior Asset Management Surveyor

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date	Cabinet Member	Lead Officer
Business Rates Relief To consider the recommendations.	Non Key Decision	Cabinet 07/03/23	Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance and Assets	Jayne Gilpin, Head of Revenues and Benefits jayne.gilpin@cheltenham.gov.uk
Land adjacent to 68 Windsor Street To consider the recommendations	Non Key Decision	Cabinet 07/03/23	Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance and Assets	Gemma Bell, Director of Finance and Assets and Deputy S151 Officer Gemma.Bell@cheltenham.gov.uk
Capital, Non-Treasury Investment, Treasury Management and MRP Strategies and Statements To consider the recommendations.	Non Key Decision	Council 20/03/23	Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance and Assets	Gemma Bell, Director of Finance and Assets and Deputy S151 Officer Gemma.Bell@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	Alisha Lewis Cabinet Member Climate Emergency	Laura Tapping, Climate Emergency Programme Officer Laura.Tapping@cheltenham.gov.uk
Continuation of the Gloucestershire Economic Growth Joint Committee To facilitate the transfer and enable appropriate governance arrangements to be put in place to enable the transfer from the GEGJC to a City Region Board (GCRB) it is recommended that GEGJC will be extended for approximately 6 months to allow the GCRB to be finalised, ratified and established.	Non Key Decision	Leader Before 31/03/23	Rowena Hay Leader of the Council	Gareth Edmundson, Chief Executive gareth.edmundson@cheltenham.gov.uk
Change of use of Housing Revenue Account Land for Affordable Housing To seek approval to formally change the use of HRA land, from use as previous garage sites to residential use to provide new build affordable homes on three sites.	Non Key Decision Part exempt 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information)	Cabinet Member Housing Not before 01/04/23	Victoria Atherstone Cabinet Member Housing	Martin Stacy, Housing Strategy and Partnerships Manager martin.stacy@cheltenham.gov.uk
Christmas Ice Rink To award the contract to the successful tenderer for the Christmas ice rink	Non Key Decision Part exempt 3	Cabinet Member Economic Development, Culture, Tourism & Wellbeing 04/23	Max Wilkinson Cabinet Member Economic Development, Culture, Tourism and Wellbeing	Helen Mole, Head of Place Marketing and Inward Investment helen.mole@cheltenham.gov.uk

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date	Cabinet Member	Lead Officer
	Information relating to the financial or business affairs of any particular person (including the authority holding that information)			
CCTV in Licensed Vehicles To consider the outcome of the consultation to consider the need for CCTV in licensed vehicles and agree next steps	Non Key Decision	Cabinet 04/04/23	Martin Horwood Cabinet Member Customer & Regulatory Services	Louis Krog, Head of Public Protection and DEPLO louis.krog@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.	Non Key Decision	Cabinet 04/04/23	Martin Horwood Cabinet Member Customer & Regulatory Services	Louis Krog, Head of Public Protection and DEPLO louis.krog@cheltenham.gov.uk
Culture Strategy To agree the final version of the strategy.	Key Decision	Cabinet 04/04/23	Max Wilkinson Cabinet Member Economic Development, Culture, Tourism and Wellbeing	Richard Gibson, Head of Communities, Wellbeing and Partnerships richard.gibson@cheltenham.gov.uk
Refurbishment of Montpellier Gardens Toilets To consider the recommendations.	Key Decision	Cabinet, Council 04/04/23	Cabinet Member Waste, Recycling and Street Services	Gemma Bell, Director of Finance and Assets and Deputy S151 Officer Gemma.Bell@cheltenham.gov.uk
Ubico Business Plan 2023-24 To consider the proposed business plan.	Key Decision	Cabinet 04/04/23	Rowena Hay Leader of the Council	Karen Watson, Environmental Partnerships Manager karen.watson@cheltenham.gov.uk
Election of Mayor (Chair of Council, 2023-24) To elect the Mayor (Chair of Council) for the municipal year 2023-24	Non Key Decision	Council 15/05/23	Rowena Hay Leader of the Council	Chief Executive - Gareth Edmundson
Election of Deputy Mayor (Vice-Chair of Council 2023-24) To elect the Deputy Mayor (Vice-Chair of Council) for the municipal year 2023-24	Non Key Decision	Council 15/05/23	Rowena Hay Leader of the Council	Gareth Edmundson, Chief Executive gareth.edmundson@cheltenham.gov.uk
To approve the undertaking of steps necessary to repeal Section 83 of the Cheltenham Improvement	Key Decision	Council 15/05/23	Cabinet Member Customer and Regulatory Services	Head of Public Protection and DEPLO - Louis Krog

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date	Cabinet Member	Lead Officer
Act, 1852 This report seeks approval from Council to seek to repeal Section 83 of the Cheltenham Improvement Act, 1852				
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 23/05/23	Martin Horwood Cabinet Member Customer & Regulatory Services	Louis Krog, Head of Public Protection and DEPLO louis.krog@cheltenham.gov.uk
Phase 1 vision and objectives sports and physical activity To approve the strategy.	Key Decision	Cabinet 23/05/23	Max Wilkinson Cabinet Member Economic Development, Culture, Tourism and Wellbeing	Richard Gibson, Head of Communities, Wellbeing and Partnerships richard.gibson@cheltenham.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
Exempt item 002 - a legal matter To consider a legal matter	Key Decision Fully exempt 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information)	Cabinet 23/05/23	Mike Collins Cabinet Member Cyber, Regeneration and Commercial Income	Sophie Barton sophie.barton@cheltenham.gov.uk
Exempt item 003 - a commercial matter To consider the recommendations	Key Decision Fully exempt 3, 5 Information relating to the financial or business affairs of any particular person (including the authority holding that information) Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.	Cabinet 23/05/23 Council 19/06/23	Mike Collins Cabinet Member Cyber, Regeneration and Commercial Income	Martin Chastney, Senior Development Manager, Place & Economic Development martin.chastney@cheltenham.gov.uk
Application for designation of a Neighbourhood Forum To approve the designation the Hester's Way Neighbourhood Development Forum as	Non Key Decision	Cabinet 23/05/23	Martin Horwood Cabinet Member Customer & Regulatory Services	Alexander Bethell, Planning Policy Officer alexander.bethell@chelnham.gov.uk

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date	Cabinet Member	Lead Officer
neighbourhood forum as defined by the Localism Act 2011.				
Ratification of Gloucestershire Nature and Climate Fund Memorandum of Understanding To ratify a county-wide Memorandum of Understanding – Co-operation on Biodiversity Net Gain through the Gloucestershire Nature and Climate Fund	Non Key Decision	Cabinet 23/05/23	Cabinet Member Climate Emergency	Mike Redman, Director of Climate Change and Place Services mike.redman@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 13/06/23	Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance and Assets	Paul Jones, Executive Director of Finance, Assets and Regeneration paul.jones@cheltenham.gov.uk
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	Martin Horwood Cabinet Member Customer & Regulatory Services	John Spurling
Health and Safety Service Plan To approve the Health and Safety Service Plan/Annual Update	Non Key Decision	Cabinet 13/06/23	Martin Horwood Cabinet Member Customer & Regulatory Services	Bernadette Reed Bernadette.Reed@cheltenham.gov.uk
Food Safety Service Plan To approve the Food Safety Service Plan 2023-24	Non Key Decision	Cabinet 13/06/23	Martin Horwood Cabinet Member Customer & Regulatory Services	Bernadette Reed Bernadette.Reed@cheltenham.gov.uk
Commissioning Detached Youth Work To consider the recommendations.	Non Key Decision	Cabinet 13/06/23	Flo Clucas Cabinet Member Safety & Communities	Helen Down, Team Leader - Participation and Engagement helen.down@cheltenham.gov.uk
Exempt Item 001 - a financial and legal matter To consider the recommendations	Key Decision Fully exempt 3	Council 19/06/23	Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance and Assets	Gareth Edmundson, Chief Executive 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
	Information relating to the financial or business affairs of any particular person (including the authority holding that information)			
Review of the Constitution To consider the proposed changes to the Constitution.	Non Key Decision	Council 19/06/23	Rowena Hay Leader of the Council	Claire Hughes, Monitoring Officer Claire.Hughes@cheltenham.gov.uk
Housing, Homelessness and Rough Sleeping Strategy To approve the strategy.	Key Decision	Cabinet 11/07/23	Victoria Atherstone Cabinet Member Housing	Martin Stacy, Housing Strategy and Partnerships Manager martin.stacy@cheltenham.gov.uk
Financial Outturn 2022-23 and Budget Monitoring Report April-June To note the report	Key Decision	Cabinet 11/07/23 Council 24/07/23	Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance and Assets	Gemma Bell, Director of Finance and Assets and Deputy S151 Officer Gemma.Bell@cheltenham.gov.uk
Exempt item 004 - a commercial matter To consider the recommendations	Key Decision Fully exempt 3, 5 Information relating to the financial or business affairs of any particular person (including the authority holding that information) Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.	Cabinet Not before 01/09/23 Council Not before 01/09/23	Mike Collins Cabinet Member Cyber, Regeneration and Commercial Income	Martin Chastney, Senior Development Manager, Place & Economic Development martin.chastney@cheltenham.gov.uk
Approval of Budget Strategy, Process and Timetable To approve the recommendations of the report.	Non Key Decision	Cabinet Not before 02/10/23	Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance and Assets	Gemma Bell, Director of Finance and Assets and Deputy S151 Officer Gemma.Bell@cheltenham.gov.uk
Annual report of Overview and Scrutiny To note the report	Non Key Decision	Council Not before 02/10/23	John Payne	Harry Mayo, Democracy Officer Harry.Mayo@cheltenham.gov.uk
Quarterly Budget Monitoring Report, July-September To consider the report	Non Key Decision	Cabinet Not before 01/11/23	Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance and Assets	Gemma Bell, Director of Finance and Assets and Deputy S151 Officer Gemma.Bell@cheltenham.gov.uk

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date	Cabinet Member	Lead Officer
General Fund Revenue and Capital – Interim Budget Proposals 2024/25 for Consultation To consider the recommendations	Non Key Decision	Cabinet Not before 01/12/23	Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance and Assets	Gemma Bell, Director of Finance and Assets and Deputy S151 Officer Gemma.Bell@cheltenham.gov.uk
Housing Revenue Account - Revised Forecast 2023/24 and Interim Budget Proposals 2024/25 for consultation To consider the recommendations	Non Key Decision	Cabinet Not before 01/12/23	Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance and Assets	Gemma Bell, Director of Finance and Assets and Deputy S151 Officer Gemma.Bell@cheltenham.gov.uk
Infrastructure Funding Statement To consider the recommendations	Key Decision	Cabinet 12/23 Council 12/23	Martin Horwood Cabinet Member Customer & Regulatory Services	Tracey Birkinshaw, Director of Community & Economic Development tracey.birkinshaw@cheltenham.gov.uk
Members' Scheme of Allowances To consider the recommendations of the Independent Remuneration Panel (IRP) regarding Members' Scheme of Allowances	Non Key Decision	Council Not before 04/12/23		Claire Hughes, Monitoring Officer Claire.Hughes@cheltenham.gov.uk
Half-yearly Treasury Management Report To consider the report	Non Key Decision	Cabinet Not before 04/12/23 Council Not before 04/12/23	Peter Jeffries Deputy Leader of the Council and Cabinet Member Finance and Assets	Andrew Sherbourne andrew.sherbourne@cheltenham.gov.uk
Housing Revenue Account Revised Forecast 2023-24 and Budget 2024-25 To consider the recommendations	Key Decision	Cabinet, Council 13/02/24	Cabinet Member Finance and Assets (Deputy Leader)	Gemma Bell, Director of Finance and Assets and Deputy S151 Officer Gemma.Bell@cheltenham.gov.uk
Final General Revenue and Capital Budget Proposals 2024-25 and Quarterly Budget Monitoring Report, October-December 2023 To consider the recommendations	Key Decision	Cabinet, Council 13/02/24	Cabinet Member Finance and Assets (Deputy Leader)	Gemma Bell, Director of Finance and Assets and Deputy S151 Officer Gemma.Bell@cheltenham.gov.uk
Council Tax Resolution To consider the recommendations.	Key Decision	Council 23/02/24	Cabinet Member Finance and Assets (Deputy Leader)	Gemma Bell, Director of Finance and Assets and Deputy S151 Officer Gemma.Bell@cheltenham.gov.uk

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date	Cabinet Member	Lead Officer