



CHELTENHAM

BOROUGH COUNCIL

Forward Plan February 2014 - June 2014

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;
- has borough wide significance or one on which members of the Cheltenham Community would reasonably expect to be notified or consulted.

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.

The members of the Cabinet are:

Leader of the Council Councillor Steve Jordan

Portfolio Holders

Sport and Culture Councillor Rowena Hay
Sustainability Councillor Roger Whyborn
Built Environment Councillor Andrew McKinlay
Housing and Safety Councillor Peter Jeffries
Finance Councillor John Rawson
Corporate Services Councillor Jon Walklett

Overview and Scrutiny Committee

The work of the Cabinet is scrutinised by an overview and scrutiny committee which monitors the work of Cabinet.

Senior Leadership Team (SLT)

The senior management team of the council includes the Chief Executive, Executive Directors and Directors who review the Forward Plan on a monthly basis and will select reports which they wish to review before going to Cabinet.

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 77 4937 or email democratic.services@cheltenham.gov.uk

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
Protocol for Unauthorised Windows/Doors in Listed Buildings	To agree an approach to the enforcement of historic contraventions involving unauthorised installation of windows and doors in listed buildings	Key Decision	Cabinet	11/02/14	Andrew McKinlay Cabinet Member Built Environment	Mark Nelson	mark.nelson@cheltenham.gov.uk		
Local Planning Enforcement Plan	To set out the approach to the	Key Decision	Cabinet	11/02/14	Andrew McKinlay Cabinet Member	Mark Nelson	mark.nelson@cheltenham.gov.uk		

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
	delivery of planning enforcement services				Built Environment				
Disposal of Public Open Space	To approve the disposal of the leases of recreational facilities in Pittville Park and Montpellier Gardens	Non Key Decision	Cabinet	11/02/14	John Rawson Deputy Leader of the Council and Cabinet Member Finance	David Roberts	david.roberts@cheltenham.gov.uk		
Final General Fund Budget Proposals 2014/15 (including Section 25 Report)	To approve the final General Fund Budget Proposals 2014/15 and recommend to Council to approve the final General Fund Budget Proposals 2014/15	Key Decision	Cabinet Council	11/02/14 14/02/14	John Rawson Deputy Leader of the Council and Cabinet Member Finance	Mark Sheldon	mark.sheldon@cheltenham.gov.uk mark.sheldon@cheltenham.gov.uk		
Final Housing Revenue Account Revenue Budget 2014/15	To approve the final Housing Revenue Account Revenue Budget 2014/15 and to recommend to Council to approve the final Housing Revenue Account Revenue Budget 2014/15	Key Decision	Cabinet Council	11/02/14 14/02/14	John Rawson Deputy Leader of the Council and Cabinet Member Finance	Mark Sheldon	mark.sheldon@cheltenham.gov.uk mark.sheldon@cheltenham.gov.uk		
Treasury Management and Annual Investment Strategy 2014/15	To approve the Treasury Management and Annual Investment Strategy 2014/15 and recommend to Council to approve the Treasury Management and Annual Investment Strategy 2014/15	Key Decision	Cabinet Council	11/02/14 14/02/14	John Rawson Deputy Leader of the Council and Cabinet Member Finance	Mark Sheldon	mark.sheldon@cheltenham.gov.uk mark.sheldon@cheltenham.gov.uk		
Appointment of	Approve the	Non Key Decision	Council	14/02/14	Cabinet Member	Andrew North	andrew.north@cheltenham.gov.uk		

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Mayor and Deputy Mayor 2014/15	nominations for Mayor and Deputy Mayor to be elected at Annual Council on 2 June 2014				Corporate Services		nham.gov.uk		
Petition debate-Save the Leckhampton Fields	To debate the petition received on 16 December 2013	Non Key Decision	Council	28/02/14	Cabinet Member Built Environment	Mike Redman	mike.redman@cheltenham.gov.uk		
Council Tax Resolution-2014-15	Approve the total Council tax for residents of Cheltenham for 2014/15	Non Key Decision	Council	28/02/14	John Rawson Deputy Leader of the Council and Cabinet Member Finance	Mark Sheldon	mark.sheldon@cheltenham.gov.uk		
Corporate Strategy-Draft 2014-15 action plan	To approve the action plan	Key Decision	Cabinet Council	18/03/14 31/03/14	Steve Jordan Leader of the Council	Richard Gibson	richard.gibson@cheltenham.gov.uk richard.gibson@cheltenham.gov.uk		
Triennial review of the Sexual Entertainment Venue Policy	To approve the changes to the Sexual Entertainment Venue Policy following consultation	Non Key Decision	Cabinet	18/03/14	Peter Jeffries Cabinet Member Housing and Safety	Louis Krog	louis.krog@cheltenham.gov.uk		
Cheltenham Leisure & Culture Trust company registration	To note the Trust's Articles and Memorandum of Association and the Trust's intention to register as a company	Non Key Decision	Cabinet	18/03/14	Rowena Hay Cabinet Member Sport and Culture	Pat Pratley	pat.pratley@cheltenham.gov.uk		
Housing & Homelessness Strategy Action Plan Update 2014-15	To approve the action plan	Non Key Decision	Cabinet	18/03/14	Peter Jeffries Cabinet Member Housing and Safety	Martin Stacy	martin.stacy@cheltenham.gov.uk		
Merger of CBC Town Centre and Car Parks CCTV Systems	To approve the merger of two current public space CCTV systems	Key Decision	Cabinet	18/03/14	Peter Jeffries Cabinet Member Housing and Safety	Trevor Gladding	trevor.gladding@cheltenham.gov.uk		
Accommodation Strategy	To consider the revised	Key Decision	Cabinet	18/03/14	John Rawson Deputy Leader of	Mark Sheldon	mark.sheldon@cheltenham.gov.uk	para 3 of schedule 12a of	

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	accommodation strategy brief with current projection of needs		Council	31/03/14	the Council and Cabinet Member Finance			Local Government Act 1972	
Trade Waste Review	To consider findings from the review of the trade waste service, considering service improvements and take up.	Non Key Decision	Cabinet	18/03/14	Roger Whyborn Cabinet Member Sustainability	Jane Griffiths	jane.griffiths@cheltenham.gov.uk		
Allotment Strategy	To review the update of supply and demand for allotments	Non Key Decision	Cabinet	18/03/14	Roger Whyborn Cabinet Member Sustainability	Adam Reynolds	adam.reynolds@cheltenham.gov.uk		
Revised Procurement Strategy	To approve the Corporate procurement strategy 2014-2019	Non Key Decision	Cabinet	18/03/14	Jon Walklett Cabinet Member Corporate Services	Mark Sheldon	mark.sheldon@cheltenham.gov.uk		
Formation of a local authority joint committee for economic development	To decide whether to set up, jointly with other Gloucestershire councils, a joint committee to better enable effective management of our collective economic development functions in the context of the emerging Strategic Economic Plan for the county. To consider how overview and scrutiny of those functions can best be managed.	Non Key Decision	Cabinet Council	18/03/14 31/03/14	Steve Jordan Leader of the Council	Mike Redman	mike.redman@cheltenham.gov.uk		
Council diary 2014-15	To approve the Council diary 2014-15	Non Key Decision	Council	31/03/14	Jon Walklett Cabinet Member Corporate	Rosalind Reeves	rosalind.reeves@cheltenham.gov.uk		

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					Services				
Joint Core Strategy	To agree the submission version of the Joint Core Strategy to be sent to the Secretary of State for consideration	Non Key Decision	Council	09/04/14	Steve Jordan Leader of the Council	Mike Redman	mike.redman@cheltenham.gov.uk		
HRA new build programme	To consider the viability, funding and commissioning of an HRA programme for 53 new homes	Key Decision	Cabinet	Not before 15/04/14	Peter Jeffries Cabinet Member Housing and Safety	Pat Pratley	pat.pratley@cheltenham.gov.uk		
Homes and Communities Agency-proposed changes to regulatory framework	CBC response to the statutory consultation	Non Key Decision	Cabinet	Not before 15/04/14	Peter Jeffries Cabinet Member Housing and Safety	Jane Griffiths	jane.griffiths@cheltenham.gov.uk		
Quarterly budget monitoring report (as at end February)	To decide any remedial action required if significant variances	Key Decision	Cabinet	15/04/14	John Rawson Deputy Leader of the Council and Cabinet Member Finance	Mark Sheldon	mark.sheldon@cheltenham.gov.uk		
Report of the Dog Fouling Scrutiny Task Group	To consider the recommendations	Non Key Decision	Cabinet	15/04/14	Barbara Driver	Beverly Thomas	beverly.thomas@cheltenham.gov.uk		
Public protection and private sector housing commissioning review	To consider the outcomes and delivery options and agree a way forward	Key Decision	Cabinet	15/04/14	Peter Jeffries Cabinet Member Housing and Safety	Grahame Lewis	grahame.lewis@cheltenham.gov.uk	para 3, schedule 12 A Local Government Act 1972	
Disabled adaptations and extension- Ennerdale Road	To approve the initiation of procedures to allow a change of land use aimed at facilitating disabled adaptations involving an extension to a council owned property. Land on which the	Non Key Decision	Cabinet	17/06/14	Peter Jeffries Cabinet Member Housing and Safety	Mark Nelson	mark.nelson@cheltenham.gov.uk		

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	extension will be situated is currently deemed open space and consequently a change of land use must be agreed.								
Local business rate relief scheme	To approve the scheme	Key Decision	Cabinet	17/06/14	John Rawson Deputy Leader of the Council and Cabinet Member Finance	Mark Sheldon	mark.sheldon@cheltenham.gov.uk		
Corporate Enforcement Policy	To approve the revised Corporate Enforcement Policy	Key Decision	Cabinet	Not before 17/06/14	Peter Jeffries Cabinet Member Housing and Safety	Mark Nelson	mark.nelson@cheltenham.gov.uk		
Asset Management Plan and Capital Strategy	To approve the revised asset management plan and capital strategy	Key Decision	Cabinet Council	15/07/14 21/07/14	John Rawson Deputy Leader of the Council and Cabinet Member Finance	Mark Sheldon	mark.sheldon@cheltenham.gov.uk		
Revenues and Benefits Commissioning review	To consider the outcomes and delivery options and agree a way forward	Key Decision	Cabinet	15/07/14	John Rawson Deputy Leader of the Council and Cabinet Member Finance	Mark Sheldon	mark.sheldon@cheltenham.gov.uk	para 3, schedule 12 A Local Government Act 1972	

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