

CHESTERFIELD BOROUGH COUNCIL FORWARD PLAN
FOR THE FOUR MONTH PERIOD 1 DECEMBER 2014 TO 31 MARCH 2015

This is formal notice under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 of key decisions to be made on behalf of the Council. As far as possible and in the interests of transparency, the Council will seek to provide at least 28 clear days notice of new key decisions (and many new non-key decisions) that are listed on this document. Where this is not practicable, such key decisions will be taken under urgency procedures. Decisions which are expected to be taken in private (at a meeting of the Cabinet or by an individual Cabinet Member) are marked "private".

This Forward Plan sets out the details of the 'key' and other major decisions which the Council expects to take during the next four month period. The Plan is rolled forward every month and is available to the public 28 days before the beginning of each month.

A 'Key' Decision is defined as:

Any executive decision which is likely to result in the Council incurring significant expenditure or the making of savings where there is:

- a decision to spend £50,000 or more from an approved budget, or
- a decision to vire more than £10,000 from one budget to another, or
- a decision which would result in a saving of £10,000 or more to any budget head, or
- a decision to dispose or acquire any interest in land or buildings with a value of £50,000 or more, or
- a decision to propose the closure of, or reduction by more than ten (10) percent in the level of service (for example in terms of funding, staffing or hours of operation) provided from any facility from which Council services are supplied.

Any executive decision which will have a significant impact in environmental, physical, social or economic terms on communities living or working in one or more electoral wards. This includes any plans or strategies which are not within the meaning of the Council's Policy Framework set out in Article 4 of the Council's Constitution.

The law and the Council's Constitution provide for urgent key decisions to be made, even though they have not been included in the Forward Plan in accordance with Rule 15 (General Exception) and Rule 16 (Special Urgency) of the Access to information Procedure Rules.

The Forward Plan has been extended to now include details of any significant issues to be considered by the Executive Cabinet, full Council and Overview and Scrutiny Committee. It is hoped that this will better meet the needs of elected Members, Officers and the public. They are called "non key decisions". In addition the plan contains details of any reports which are to be taken in the private section of an Executive meeting.

Anyone wishing to make representations about any of the matters in the schedule below may do so by contacting the officer listed. Copies of the Council's Constitution and agenda and minutes for all meeting of the Council may be accessed on the Council's website: www.chesterfield.gov.uk.

Notice of Intention to Conduct Business in Private

Whilst the majority of the business at Cabinet meetings will be open to the public and media to attend, there will inevitably be some business to be considered that contains, for example, 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 the Cabinet meetings shown on this Forward Plan will be held partly in private because some of the reports for the meeting will contain either confidential information or 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.

A list of the reports which are expected to be considered at this meeting in private are set out in a list on this Forward Plan. They are marked "private", including a number indicating the reason why the decision will be taken in private under the categories set out below:

- (1) information relating to any individual
- (2) information which is likely to reveal the identity of an individual
- (3) information relating the financial or business affairs of any particular person (including the authority holding that information)
- (4) information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
- (5) Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
- (6) Information which reveals that the authority proposes (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment.
- (7) Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

If you would like to make representations about any particular decision to be conducted in private at this meeting then please email: democratic.services@chesterfield.gov.uk. Such representations must be received in advance of 5 clear working days before the date Cabinet meeting itself, normally by the preceding Monday. The Council is required to consider any representations received as to why an item should not be taken in private and to publish its decision.

It is possible that other private reports may be added at shorter notice to the agenda for the Cabinet meeting or for a Cabinet Member decision.

Cabinet meetings are held at the Town Hall, Chesterfield, S40 1LP, usually starting at 10.30 am on Tuesdays, but subject to change in accordance with legal notice periods.

Huw Bowen
Chief Executive



Meeting dates 2014/15

<u>Cabinet</u>	<u>Council</u>
2 December 2014 16 December 2014	17 December 2014
13 January 2015 27 January 2015	
10 February 2015 24 February 2015	26 February 2015
10 March 2015 24 March 2015	
7 April 2015 21 April 2015	
5 May 2015	18 May 2015 20 May 2015

To view the dates for other meetings please click [here](#).

Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Proposed Consultees	Method(s) of Consultation	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated	Private
Key Decisions									
Key Decision 321	Review of Allocations Policy - Welfare Reform	Cabinet	Executive Member - Housing	13 Jan 2015	Assistant Executive Member	Meetings	Report of Service Manager - Housing Services	Julie McGrogan Tel: 01246 345135 julie.mcgrogan@chesterfield.gov.uk	Exempt 3 Information in relation to financial or business affairs
Key Decision 329	Local Plan: Sites and Boundaries Development Plan document - to agree preferred options for public consultation.	Cabinet	Deputy Leader & Executive Member for Planning	10 Feb 2015		Meetings	Report of Strategic Planning and Key Sites Manager	Alan Morey Tel: 01246 345371 alan.morey@chesterfield.gov.uk	Public
Key Decision 337	THI Scheme Project Evaluation - to receive a final evaluation of the THI project for Chesterfield Town Centre.	Cabinet	Deputy Leader & Executive Member for Planning	27 Jan 2015		Meetings	Report of Development Management and Conservation Manager	Paul Staniforth Tel: 01246 345781 paul.staniforth@chesterfield.gov.uk	Public

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Key Decision 339	Proposals for future use of the former garage site of Hady Lane	Cabinet	Executive Member - Housing	13 Jan 2015	Assistant Executive Member	Meetings.	Report of Business Planning and Strategy Manager - Housing Services	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public
Key Decision 340	Caravan and Mobile Home Park Licensing	Cabinet	Executive Member - Housing	10 Feb 2015	Assistant Executive Member	Meetings.	Report of Business Planning and Strategy Manager - Housing Services	Jane Thomas jane.thomas@chesterfield.gov.uk	Public
Key Decision 389	Staveley Area Action Plan	Cabinet	Deputy Leader & Executive Member for Planning	13 Jan 2015		Meetings	Report of Strategic Planning and Key Sites Manager	Alan Morey Tel: 01246 345371 alan.morey@chesterfield.gov.uk	Public
Key Decision 398	Sale of CBC Land/Property	Deputy Leader & Executive Member for Planning	Deputy Leader & Executive Member for Planning	28 Nov 2014		Meeting.	Report of Head of Kier	Matthew Sorby Tel: 01246 345800 matthew.sorby@chesterfield.gov.uk	Exempt 3 Contains financial information

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Key Decision 427	Playing Pitch and Outdoor Sports Strategy	Council	Executive Member - Leisure, Culture and Tourism	17 Dec 2014	Executive Member – Environment Assistant Executive Members	Meetings	Report of Sports and Leisure Manager	Mick Blythe Tel: 01246 345101 mick.blythe@chesterfield.gov.uk	Public
Key Decision 434	Housing Services Fire Management Policy	Cabinet	Executive Member - Housing	13 Jan 2015	Assistant Executive Member for Housing	Meeting.	Report of the Business Planning and Strategy Manager- Housing Services	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public
Key Decision 438	Six Month Review of PPP Performance	Cabinet	Executive Member - Governance and Organisational Development	16 Dec 2014	Assistant Executive Member	Meetings	Report of GP:GS Programme Manager	John Moran Tel: 01246 345389 john.moran@chesterfield.gov.uk	Public
Key Decision 442	To approve the Council's External Communications Strategy	Cabinet Council	Leader & Executive Member for Regeneration	2 Dec 2014 17 Dec 2014	Overview and Performance Scrutiny Forum	Meetings	Report of Communications and Marketing Manager	John Fern Tel: 01246 345245 john.fern@chesterfield.gov.uk	Public 1

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Key Decision 443	Update on properties affected by subsidence at Westwood Avenue, Middlecroft	Cabinet	Executive Member - Housing	13 Jan 2015	Assistant Executive Member	Meetings	Report of Business Planning and Strategy Manager - Housing Services	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public
Key Decision 444	Housing Revenue Account Business Plan	Cabinet	Executive Member - Housing	27 Jan 2015	Assistant Executive Member	Meetings	Report of Business Planning and Strategy Manager - Housing Services	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public
Key Decision 445	Annual Housing Revenue Account Rent and Service Charge Increase	Cabinet	Executive Member - Housing	13 Jan 2015	Assistant Executive Member	Meetings	Report of Business Planning and Strategy Manager - Housing Services	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public
Key Decision 446	Housing Capital Programme 2015/16, 2016/17 and 2017/18	Cabinet	Executive Member - Housing	27 Jan 2015	Assistant Executive Member	Meetings	Report of Business Planning and Strategy Manager - Housing Services	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public

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Key Decision 448	Environmental Health Fees and Charges 2015/16	Cabinet	Executive Member - Environment	16 Dec 2014	Assistant Executive Member	Meetings.	Report of Environmental Health Manager	Russell Sinclair Tel: 01246 345397 russell.sinclair@chesterfield.gov.uk	Public
Key Decision 449	Trade Waste and Miscellaneous Fees and Charges 2015/16	Cabinet	Executive Member - Environment	27 Jan 2015	Assistant Executive Member	Meetings	Report of Waste and Street Cleaning Manager	Dave Bennett Tel: 01246 345122 dave.bennett@chesterfield.gov.uk	Exempt 3
Key Decision 450	Review of Cemeteries Fees and Charges 2015/16	Cabinet	Executive Member - Environment	27 Jan 2015	Assistant Executive Member	Meetings.	Report of Bereavement Services Manager	Angela Dunn Bereavement Services Officer Tel: 01246 345881 angela.dunn@chesterfield.gov.uk	Public
Key Decision 451	Fees and Charges for Outdoor Recreation Provision 2015-16	Cabinet	Executive Member - Environment	13 Jan 2015	Executive Member for Leisure, Culture and Tourism Assistant Executive Member	Meetings	Report of Leisure and Amenities Manager	Andy Pashley Tel: 01246 345099 andy.pashley@chesterfield.gov.uk	Public
Key Decision 452	Fees and charges for Sport and Leisure (Indoor Facilities) 2015/16	Cabinet	Executive Member - Leisure, Culture and Tourism	13 Jan 2015	Assistant Executive Member	Meetings	Report of Sports and Leisure Manager	Mick Blythe Tel: 01246 345101 mick.blythe@chesterfield.gov.uk	Public

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Key Decision 453	Chesterfield Open Market Fees and Charges 2015/16	Cabinet	Executive Member - Leisure, Culture and Tourism	27 Jan 2015	Assistant Executive Member	Meetings	Report of Town Centre Operations Manager	Andy Bond Tel: 01246 345991 andy.bond@chesterfield.gov.uk	Public
Key Decision 454	Budget Monitoring Report - Second Quarter of 2014/15.	Cabinet Council	Deputy Leader & Executive Member for Planning	2 Dec 2014 17 Dec 2014		Meetings	Report of Head of Finance	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public
Key Decision 455	Local Council Tax Support Scheme 2015/16	Cabinet Council	Executive Member - Customers and Communities	2 Dec 2014 17 Dec 2014	Assistant Executive Member	Meetings	Report of Head of Finance	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public
Key Decision 456	Capital Programme Budget Monitoring	Cabinet	Deputy Leader & Executive Member for Planning	16 Dec 2014		Meetings.	Report of Head of Finance	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public
Key Decision 457	Overall First Draft Budget	Cabinet	Leader & Executive Member for Regeneration	16 Dec 2014		Meetings	Report of Head of Finance	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public

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Key Decision 458	Leader and Executive Member for Regeneration Revenue Budget 2014/15 - 2017/18	Cabinet	Leader & Executive Member for Regeneration	16 Dec 2014		Meetings	Report of Head of Finance	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public
Key Decision 459	Deputy Leader and Executive Member for Planning Revenue Budget 2014/15 - 2017/18	Cabinet	Deputy Leader & Executive Member for Planning	16 Dec 2014		Meetings	Report of Head of Finance	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public
Key Decision 460	Executive Member for Customers and Communities Revenue Budget 2014/15 -2017/18	Cabinet	Executive Member - Customers and Communities	16 Dec 2014	Assistant Executive Member	Meetings	Report of Head of Finance	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public
Key Decision 461	Executive Member for Environment Revenue Budget 2014/15 -2017/18	Cabinet	Executive Member - Environment	16 Dec 2014	Assistant Executive Member	Meetings	Report of Head of Finance	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public

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Key Decision 462	Executive Member for Housing General Fund Budget 2014/15 -2017/18	Cabinet	Executive Member - Housing	16 Dec 2014	Assistant Executive Member	Meetings	Report of Head of Finance	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public
Key Decision 463	Executive Member for Governance and Organisational Development Revenue Budget 2014/15 -2017/18	Cabinet	Executive Member - Governance and Organisational Development	16 Dec 2014	Assistant Executive Member	Meetings	Report of Head of Finance	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public
Key Decision 464	Executive Member for Leisure, Culture and Tourism Revenue Budget 2014/15 -2017/18	Cabinet	Executive Member - Leisure, Culture and Tourism	16 Dec 2014	Assistant Executive Member	Meetings	Report of Head of Finance	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public
Key Decision 466	Accountancy Service Restructure	Joint Cabinet and Employment & General Committee	Leader & Executive Member for Regeneration	2 Dec 2014		Meeting	Report of Head of Finance	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Exempt 1, 3 Relating to individuals and financial and business affairs

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Key Decision 467	Strategic Housing Acquisitions	Cabinet	Executive Member - Housing	27 Jan 2015	Assistant Executive Member	Meeting	Report of Strategy and Policy Officer	James Crouch Tel: 01246 345150 james.crouch@chesterfield.gov.uk	Public
Key Decision 468	HRA Revenue Budget 2014/15 to 2019/20	Cabinet	Executive Member - Housing	27 Jan 2015	Assistant Executive Member	Meeting	Report of Business Planning and Strategy Manager - Housing Services and Head of Finance	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public
Key Decision 469	Housing Repairs Budget 2015/16	Cabinet	Executive Member - Housing	27 Jan 2015	Assistant Executive Member	Meeting	Report of Operational Services Manager	Martyn Bollands Tel: 01246 345020 martyn.bollands@chesterfield.gov.uk	Public
Key Decision 470	Venues Operational Review	Cabinet	Executive Member - Leisure, Culture and Tourism	16 Dec 2014	Assistant Executive Member	Meetings	Report of Arts and Venues Manager	Anthony Radford Tel: 01246 345339 anthony.radford@chesterfield.gov.uk	Public
Key Decision 471	Consultancy Fees For Market Reconfiguration	Cabinet Council	Executive Member - Leisure, Culture and Tourism	2 Dec 2014 17 Dec 2014	Assistant Executive Member	Meetings	Report of Cultural And Visitor Services Manager	Bernadette Wainwright Tel: 01246 345779 bernadette.wainwright@chesterfield.gov.uk	Public

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Key Decision 472	Parks and Open Spaces Strategy	Cabinet Council	Executive Member - Environment	27 Jan 2015 26 Feb 2015	Executive Member for Leisure, Culture and Tourism, Assistant Executive Members, Enterprise and Well-being Scrutiny Committee	Meetings	Report of Leisure and Amenities Manager	Andy Pashley Tel: 01246 345099 andy.pashley@chesterfield.gov.uk	Public
Key Decision 473	Anti Social Behaviour Crime and Policing Act 2014 Amendments to the previous 2003 Act	Cabinet	Executive Member - Customers and Communities	27 Jan 2015	Assistant Executive Member	Meetings	Report of Policy Manager	Donna Reddish Tel: 01246 345307 donna.reddish@chesterfield.gov.uk	Public
Key Decision 474	Cemeteries Strategy	Cabinet Council	Executive Member - Environment	27 Jan 2015 26 Feb 2015	Assistant Executive Member	Meetings	Report of Bereavement Services Manager	Angela Dunn Bereavement Services Officer Tel: 01246 345881 angela.dunn@chesterfield.gov.uk	Public

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Key Decision 475	Support Vulnerable Tenants - An Update	Cabinet	Executive Member - Housing	13 Jan 2015	Assistant Executive Member	Meetings	Report of Housing Services Manager - Customer Division	Julie McGrogan Tel: 01246 345135 julie.mcgrogan@chesterfield.gov.uk	Exempt 3 Information relating to financial or business affairs
Key Decision 476	Sports Facilities Strategy	Cabinet	Executive Member - Leisure, Culture and Tourism	27 Jan 2015	Assistant Executive Member	Meetings	Report of Sport and Leisure Manager	Mick Blythe Tel: 01246 345101 mick.blythe@chesterfield.gov.uk	Public
Key Decision 477	Markham Vale Enterprise Zone – Proportion of the Business Rates Income to be Transferred to the Sheffield City Region Combined Authority	Cabinet Council	Leader & Executive Member for Regeneration	2 Dec 2014 17 Dec 2014		Meetings	Report Head of Finance	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public
Private Items -Non Key/ Significant but non-Key									
Non-Key Decision 363	Application for Home Repairs Assistance	Executive Member Housing - Executive Member decisions	Executive Member Housing - Executive Member decisions	10 Nov 2014	Assistant Executive Member	Meeting	Report of Business Planning and Strategy Manager - Housing Services	Jane Thomas jane.thomas@chesterfield.gov.uk	Exempt 1, 3 relating to an individual financial affairs

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Non-Key Decision 364	Application for Waiver of Private Sector Housing Discretionary Decisions (including Home Repair Assistance and Disabled Facilities Grants)	Executive Member - Housing	Executive Member - Housing	28 Nov 2014	Assistant Executive Member - Housing	Meeting	Report of Local Government and Regulatory Law Manager	Stephen Oliver Tel: 01246 345313 stephen.oliver@chesterfield.gov.uk	Exempt 1 Contains information relating to an individual.
Non-Key 365	Outstanding Debts for Write Off	Executive Member - Customers and Communities	Executive Member - Customers and Communities	31 Jan 2015	Assistant Executive Member – Customers and Communities	Meeting	Report of Customer Centre Services Manager	Maureen Madin Tel: 01246-345487 maureen.madin@chesterfield.gov.uk	Exempt 3 Information relating to financial or business affairs
Non-Key Decision 367	Lease of Commercial and Industrial Properties	Deputy Leader & Executive Member for Planning	Deputy Leader & Executive Member for Planning	28 Nov 2014			Report of Kier Asset Management	Christopher Oakes Tel: 01246 345346 christopher.oakes@chesterfield.gov.uk	Exempt 3 Information relating to financial or business affairs
Non-Key Decision 369	Review of Licence and Registration fees (Gambling and Sexual Entertainment Venues) 2015/16	Licensing Committee		26 Nov 2014		Meetings	Report of Licensing Manager	Trevor Durham Tel: 01246 345203 trevor.durham@chesterfield.gov.uk	Public

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Non-Key 370	Review of Taxi Licence and Registration fees 2015/16	Appeals and Regulatory Committee		26 Nov 2014		Meeting	Report of Licensing Manager	Trevor Durham Tel: 01246 345203 trevor.durham@chesterfield.gov.uk	Public
Non-Key 371	Adoption of new corporate branding	Cabinet	Leader & Executive Member for Regeneration	2 Dec 2014		Meeting	Report of Communications and Marketing Manager	John Fern Tel: 01246 345245 john.fern@chesterfield.gov.uk	Public
Non-Key 372	Creation of Digital Content Editor post	Joint Cabinet and Employment & General Committee	Leader & Executive Member for Regeneration	16 Dec 2014		Meetings	Report of Communications and Marketing Manager	John Fern Tel: 01246 345245 john.fern@chesterfield.gov.uk	Public
Non- Key Decisions									
Non Key 24	List of Buildings of Local Interest - to consider the list of nominated buildings and agree an assessment panel and process	Deputy Leader & Executive Member for Planning	Deputy Leader & Executive Member for Planning	13 Jan 2015	Consultation with property owners	Meeting	Report of Development Management and Conservation Manager	Paul Staniforth Tel: 01246 345781 paul.staniforth@chesterfield.gov.uk	Public
Non-Key 25	Corporate Plan 2014/15 Six Month Update	Cabinet	Deputy Leader & Executive Member for Planning	16 Dec 2014		Meetings	Report of Policy Manager	Donna Reddish Tel: 01246 345307 donna.reddish@chesterfield.gov.uk	Public