

CHESTERFIELD BOROUGH COUNCIL FORWARD PLAN  
FOR THE FOUR MONTH PERIOD 1 DECEMBER 2020 TO 31 MARCH 2021

**What is the Forward Plan?**

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. 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 available to the public 28 days before the beginning of each month.

**What is a Key Decision?**

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 £100,000 or more from an approved budget, or
- a decision to transfer funds of more than £50,000 from one budget to another, or
- a decision which would result in a saving of £50,000 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 Council's Policy Framework set out in Article 4 of the Council's Constitution.

**Are any other decisions included on the plan?**

The Forward Plan also includes details of any significant issues to be considered by the Executive Cabinet, full Council and Overview and Scrutiny Committee. They are called "non-key decisions". Non-key decisions that will be made in private are also listed.

**How much notice is given of forthcoming decisions?**

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 (in accordance with Rule 15 (General Exception) and Rule 16 (Special Urgency) of the Access to information Procedure Rules). This will be indicated in the final column and a separate notice is also published with additional details.

**What information is included in the plan?**

The plan will provide a description of the decision to be taken, who will make the decision and when the decision is to be made. The relevant Cabinet Member for each decision is listed. If you wish to make representations about the decision to be made, the contact details of the appropriate officer are also provided. Decisions which are expected to be taken in private (at a meeting of the Cabinet or by an individual Cabinet Member) are marked "private" and the reasons privacy is required will also be stated. Each issue is also listed separately on the website which will show more details including any Urgency Notices if issued.

## How is consultation and Community Engagement carried out?

We want all our communities to be given the opportunity to be involved in the decisions that affect them so before a decision is taken, where appropriate, community engagement activities are carried out. The Council's Community Engagement Strategy sets out a framework for how the Council engages with its customers and communities. Details of engagement activities may be found in reports when published. Alternatively you can contact the officer to whom representations may be made.

## 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](mailto: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.

**Huw Bowen**  
**Chief Executive**

Copies of the Council's Constitution and agenda and minutes for all meetings of the Council may be accessed on the Council's website: [www.chesterfield.gov.uk](http://www.chesterfield.gov.uk)



**CHESTERFIELD**  
BOROUGH COUNCIL

### Meeting Dates 2020/21

<b><u>Cabinet</u></b>	<b><u>Council</u></b>
9 June 2020 23 June 2020*	
14 July 2020	15 July 2020
8 September 2020* 29 September 2020	
20 October 2020*	14 October 2020
10 November 2020	
1 December 2020* 15 December 2020	16 December 2020
12 January 2021*	
2 February 2021 23 February 2021*	24 February 2021
16 March 2021	
13 April 2021*	28 April 2021
4 May 2021 25 May 2021*	12 May 2021
*Joint Cabinet and Employment and General Committee	

<b>Cabinet members and their portfolios are as follows:</b>	
Leader	Councillor Tricia Gilby
Deputy Leader	Councillor Amanda Serjeant
Cabinet Member for Business Transformation and Customers	Councillor Jean Innes
Cabinet Member for Economic Growth	Councillor Terry Gilby
Cabinet Member for Governance	Councillor Sharon Blank
Cabinet Member for Health and Wellbeing	Councillor Jill Mannion-Brunt
Cabinet Member for Housing	Councillor Chris Ludlow
Cabinet Member for Town Centres and Visitor Economy	Councillor Kate Sarvent
Minority Member without portfolio	Councillor Paul Holmes

**In addition to the Cabinet Members above, the following Councillors are voting Members of the Joint Cabinet and Employment and General Committee**

Councillor Stuart Brittain  
 Councillor Maureen Davenport  
 Councillor Keith Falconer  
 Councillor Tom Murphy  
 Councillor Gordon Simmons

(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	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
<b>Key Decisions</b>							
Key Decision 398	<b>Sale of CBC Land/Property</b>	Cabinet Member for Economic Growth	Cabinet Member - Economic Growth	Not before 1st Nov 2020	Matthew Sorby Tel: 01246 345800 matthew.sorby@chesterfield.gov.uk	Exempt 3 Contains financial information	No
Key Decision 584	<b>Purchase of Property under Strategic Acquisitions and Right of First Refusal Policy</b>	Assistant Director - Housing	Cabinet Member for Housing	Not before 1st Nov 2020	James Crouch Tel: 01246 345150 james.crouch@chesterfield.gov.uk	Exempt 3	No
Key Decision 870	<b>Chesterfield Railway Station Master Plan</b>	Cabinet	Leader	2 Feb 2021	Jonathon Little jonathon.little@chesterfield.gov.uk	Public	No
Key Decision 966	<b>Housing Services - Decant Policy</b>	Cabinet	Cabinet Member - Housing	10 Nov 2020	James Crouch Tel: 01246 345150 james.crouch@chesterfield.gov.uk	Public	No

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Key Decision 974	<p><b>Quarter 2 Budget Monitoring 2020/21 &amp; Updated Medium Term Financial Forecast</b></p> <p>To provide Council with an update on the budget position at the end of the second quarter, covering:</p> <ul style="list-style-type: none"> <li>• General Fund Revenue Account</li> <li>• General Fund Capital Programme</li> <li>• Housing Revenue Account</li> </ul>	Cabinet  Council	Deputy Leader  Deputy Leader	10 Nov 2020  16 Dec 2020	Richard Staniforth Tel: 01246 345456 richard.staniforth@chesterfield.gov.uk	Public	No
Key Decision 976	<b>Procurement - future arrangements</b>	Joint Cabinet and Employment & General Committee	Cabinet Member - Governance	1 Dec 2020	Rachel O'Neil Assistant Director - Customers, Commissioning and Change Manager rachel.oneil@chesterfield.gov.uk	Public	No
Key Decision 977	<b>Review of the Statement of Licensing Policy</b>	Cabinet  Council	Cabinet Member - Health and Wellbeing  Cabinet Member - Health and Wellbeing	1 Dec 2020  16 Dec 2020	Emma Marriott emma.marriott@chesterfield.gov.uk	Public	No
Key Decision 979	<b>Venues Fees and Charges 2021/2022</b>	Cabinet	Cabinet Member - Town Centres and Visitor Economy	15 Dec 2020	Anthony Radford Tel: 01246 345339 anthony.radford@chesterfield.gov.uk	Public	No

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Key Decision 980	<b>Approval of the Local Authority Test and Trace Discretionary Scheme</b>	Cabinet Member for Business Transformation and Customers	Cabinet Member - Business Transformation and Customers	Not before 8th Nov 2020	Rachel O'Neil Assistant Director - Customers, Commissioning and Change Manager rachel.oneil@chesterfield.gov.uk	Public	Yes To put in place a scheme for the administration of payments to people on low incomes who need to self-isolate under the NHS Test and Trace and who lose income as a result. There is a requirement for a scheme to be in place by 12 October, 2020.
Key Decision 981	<b>Chesterfield Market Fees and Charges 2021/22</b>	Cabinet	Cabinet Member - Town Centres and Visitor Economy	15 Dec 2020	Andy Bond Tel: 01246 345991 andy.bond@chesterfield.gov.uk	Public	No

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Key Decision 982	<b>Car Parks Fees and Charges 2021/22</b>	Cabinet	Cabinet Member - Town Centres and Visitor Economy	15 Dec 2020	Andy Bond Tel: 01246 345991 andy.bond@chesterfield.gov.uk	Public	No
Key Decision 983	<b>Concessions Policy update</b>	Cabinet	Deputy Leader	1 Dec 2020	Katy Marshall Tel: 01246 345247 katy.marshall@chesterfield.gov.uk	Public	No
Key Decision 984	<b>General Fund Revenue Budget Summary</b> To provide Cabinet with an update on the development of the General Fund Revenue Budget for 2021/22 and future years.	Cabinet	Deputy Leader	15 Dec 2020	Richard Staniforth Tel: 01246 345456 richard.staniforth@chesterfield.gov.uk	Public	No
Key Decision 985	<b>Local Council Tax Support Scheme</b> To gain approval for the Local Council Tax Support scheme to apply in 2021/22.	Cabinet  Council	Cabinet Member - Business Transformation and Customers  Cabinet Member - Business Transformation and Customers	1 Dec 2020  16 Dec 2020	Helen Fox Tel: 01246 345452 helen.fox@chesterfield.gov.uk	Public	No
Key Decision 986	<b>Cemetery Bench Policy</b>	Cabinet Member for Health and Wellbeing	Cabinet Member - Health and Wellbeing	23 Nov 2020	Ross Fawbert ross.fawbert@chesterfield.gov.uk	Public	No

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Key Decision 987	<b>Environmental Health Fees and Charges 2021/22</b>	Cabinet	Cabinet Member - Health and Wellbeing	15 Dec 2020	Esther Thelwell Senior Environmental Health Officer esther.thelwell@moderngov.co.uk	Public	No
Key Decision 988	<b>Sport and Leisure Fees and Charges 2021/22</b>	Cabinet	Cabinet Member - Health and Wellbeing	15 Dec 2020	Ian Waller Assistant Director, Health and Wellbeing ian.waller@chesterfield.gov.uk	Public	No
Key Decision 989	<b>Trade Waste / Outdoor Sports and Leisure Fees and Charges 2021/22</b>	Cabinet	Cabinet Member - Health and Wellbeing	15 Dec 2020	Shirley Hallam Environmental Services Manager shirley.hallam@chesterfield.gov.uk	Public	No
Key Decision 990	<b>Cemetery Fees and Charges 2021/22</b>	Cabinet	Cabinet Member - Health and Wellbeing	15 Dec 2020	Dean Epton, Ross Fawbert Assistant Director - Commercial Services Manager dean.epton@chesterfield.gov.uk , ross.fawbert@chesterfield.gov.uk	Public	No
Key Decision 991	<b>Modification of Off-Street Parking Places Order</b>	Cabinet Member for Town Centres and Visitor Economy	Cabinet Member - Town Centres and Visitor Economy	Not before 3rd Dec 2020	Gerard Rogers Tel: 01246 345310 gerard.rogers@chesterfield.gov.uk	Public	No



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Key Decision 992	<b>Local Restrictions Discretionary Grant</b>  To approve a Local Authority Discretionary Grant scheme to enable business support to be provided to businesses affected by the closures as a result of the national lockdown which commenced on 5 <sup>th</sup> November.	Cabinet Member for Business Transformation and Customers	Cabinet Member - Business Transformation and Customers	Not before 9th Nov 2020	Rachel O'Neil Assistant Director - Customers, Commissioning and Change Manager rachel.oneil@chesterfield.gov.uk	Public	Yes In order to approve a scheme to provide financial support to businesses affected by the closures due to the national lockdown which began on 5th November.
Key Decision 993	<b>Annual Housing Revenue Account (HRA) rent and service charge setting review</b>	Cabinet	Cabinet Member - Housing	12 Jan 2021	James Crouch Tel: 01246 345150 james.crouch@chesterfield.gov.uk	Public	No
Key Decision 994	<b>Anti-social Behaviour, Crime and Policing Act 2014: Extension of the Public Spaces Protection Order</b> To renew the Public Spaces Protection Order for the Town Centre.	Cabinet	Cabinet Member - Health and Wellbeing	1 Dec 2020	Ian Waller Assistant Director, Health and Wellbeing ian.waller@chesterfield.gov.uk	Public	Yes
Key Decision 995	<b>East Midlands Network (Chesterfield) Air Quality Technical guidance document</b>	Cabinet	Cabinet Member - Health and Wellbeing	12 Jan 2021	Esther Thelwell Senior Environmental Health Officer esther.thelwell@moderngov.co.uk	Public	No

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Key Decision 996	<b>Collection Fund revised estimates</b>	Cabinet	Deputy Leader	12 Jan 2021	Richard Staniforth Tel: 01246 345456 richard.staniforth@chesterfield.gov.uk	Public	No
Key Decision 996	<b>Sale of land to the east of Linacre Road</b>	Cabinet	Cabinet Member - Economic Growth	15 Dec 2020	Marc Hollingworth Housing Delivery Manager Tel: 01246 959713 marc.hollingworth@chesterfield.gov.uk	Exempt 3	No
Key Decision 997	<b>Housing Delivery Test</b>	Cabinet	Cabinet Member - Economic Growth	15 Dec 2020	Alan Morey Tel: 01246 345371 alan.morey@chesterfield.gov.uk	Public	No
Key Decision 998	<b>General Fund Revenue Budget Summary</b>	Cabinet	Deputy Leader	15 Dec 2020	Helen Fox Tel: 01246 345452 helen.fox@chesterfield.gov.uk	Public	No
Key Decision 999	<b>Review of Community Infrastructure Levy (CIL) and Infrastructure Funding Statement</b>	Cabinet	Cabinet Member - Economic Growth	15 Dec 2020	Alan Morey Tel: 01246 345371 alan.morey@chesterfield.gov.uk	Public	No
<b>Private Items (Non Key Decisions)</b>							

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Non-Key 363	<b>Application for Home Repairs Assistance</b>	Cabinet Member for Housing	Cabinet Member for Housing	Not before 1st Nov 2020	Liz Cook Assistant Director - Housing liz.cook@chesterfield.gov.uk	Exempt 1, 3 Information relating to an individual Information relating to financial affairs	No
Non-Key 367	<b>Lease of Commercial and Industrial Properties</b>	Cabinet Member for Economic Growth	Cabinet Member - Economic Growth	Not before 1st Nov 2020	Christopher Oakes Tel: 01246 345346 christopher.oakes@chesterfield.gov.uk	Exempt 3 Information relating to financial or business affairs	No
Non-Key 368	<b>Application for Discretionary Rate Relief</b>	Cabinet Member for Business Transformation and Customers	Cabinet Member for Business Transformation and Customers	Not before 1st Nov 2020	Damon Bruce Head of Customer Services damon.bruce@arvato.co.uk	Exempt	No
Non-Key 374	<b>Outstanding debts for write off</b>	Cabinet Member for Business Transformation and Customers	Cabinet Member for Business Transformation and Customers	Not before 1st Nov 2020	Helen Fox Tel: 01246 345452 helen.fox@chesterfield.gov.uk	Exempt 3	No

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Key Decision 375	<b>Bereavement Services Manager's Report</b>	Chesterfield and District Joint Crematorium Committee	Cabinet Member - Health and Wellbeing	14 Dec 2020	Ross Fawbert ross.fawbert@chesterfield.gov.uk	Exempt 3	No
Key Decision 376	<b>NHS Hospital Contract</b>	Chesterfield and District Joint Crematorium Committee	Cabinet Member - Health and Wellbeing	14 Dec 2020	Ross Fawbert ross.fawbert@chesterfield.gov.uk	Exempt 3	No
Key Decision 377	<b>Recycling of Metals – Donation to Charity Report</b>	Chesterfield and District Joint Crematorium Committee	Cabinet Member - Health and Wellbeing	14 Dec 2020	Ross Fawbert ross.fawbert@chesterfield.gov.uk	Exempt 3	No
<b>Non Key Decisions</b>							
Non-Key 184	<b>Lost Property Handling Policy update</b>	Deputy Leader	Leader	Not before 11th Nov 2020	Katy Marshall Tel: 01246 345247 katy.marshall@chesterfield.gov.uk	Public	No
Non-Key 185	<b>Staveley Town Deal Investment Plan</b>	Cabinet	Cabinet Member - Economic Growth	15 Dec 2020	Huw Bowen Chief Executive Tel: 01246 345308 huw.bowen@chesterfield.gov.uk	Public	No

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Key Decision 186	<b>Estimates of Revenue Expenditure for Years ending 31 March 2021 Onwards</b>	Chesterfield and District Joint Crematorium Committee	Cabinet Member - Health and Wellbeing	14 Dec 2020	David Corker Tel: 01246 345469 david.corker@chesterfield.gov.uk	Public	No
Non-Key 187	<b>COVID 19 Update Report</b>	Chesterfield and District Joint Crematorium Committee	Cabinet Member - Health and Wellbeing	14 Dec 2020	Ross Fawbert ross.fawbert@chesterfield.gov.uk	Public	No