

CHESTERFIELD BOROUGH COUNCIL FORWARD PLAN  
FOR THE FOUR MONTH PERIOD 1 MARCH 2015 TO 30 JUNE 2015

**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 £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 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 Executive 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 2014/15**

<b><u>Cabinet</u></b>	<b><u>Council</u></b>
10 February 2015 17 February 2015	11 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	Documents to be considered by Decision taker	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 329	<b>Local Plan: Sites and Boundaries Development Plan document</b> - to agree preferred options for public consultation.	Cabinet	Deputy Leader & Executive Member for Planning	10 Mar 2015	Report of Strategic Planning and Key Sites Manager	Alan Morey Tel: 01246 345371 alan.morey@chesterfield.gov.uk	Public	
Key Decision 337	<b>THI Scheme Project Evaluation</b> - to receive a final evaluation of the THI project for Chesterfield Town Centre.	Cabinet	Deputy Leader & Executive Member for Planning	7 Apr 2015	Report of Development Management and Conservation Manager	Paul Staniforth Tel: 01246 345781 paul.staniforth@chesterfield.gov.uk	Public	
Key Decision 340	<b>Caravan and Mobile Home Park Licensing</b>	Cabinet	Executive Member - Housing	10 Mar 2015	Report of Business Planning and Strategy Manager - Housing Services	Jane Thomas jane.thomas@chesterfield.gov.uk	Public	

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Key Decision 398	<b>Sale of CBC Land/Property</b>	Deputy Leader and Executive Member for Planning - Executive Member Decision  Deputy Leader & Executive Member for Planning	Deputy Leader & Executive Member for Planning	31 Mar 2015	Report of Head of Kier	Matthew Sorby Tel: 01246 345800 matthew.sorby@chesterfield.gov.uk	Exempt 3 Contains financial information	
Key Decision 438	<b>Six Month Review of PPP Performance</b>	Cabinet	Executive Member - Governance and Organisational Development	10 Mar 2015	Report of GP:GS Programme Manager	John Moran Tel: 01246 345389 john.moran@chesterfield.gov.uk	Public	
Key Decision 444	<b>Housing Revenue Account Business Plan</b>	Cabinet	Executive Member - Housing	7 Apr 2015	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 446	<b>Housing Capital Programme 2015/16, 2016/17 and 2017/18</b>	Cabinet Council	Executive Member - Housing	10 Feb 2015 26 Feb 2015	Report of Business Planning and Strategy Manager - Housing Services	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public	
Key Decision 448	<b>Environmental Health Fees and Charges 2015/16</b>	Cabinet	Executive Member - Environment	10 Mar 2015	Report of Environmental Health Manager	Russell Sinclair Tel: 01246 345397 russell.sinclair@chesterfield.gov.uk	Public	
Key Decision 449	<b>Fees and Charges - Waste and Recycling - 2015/16</b>	Cabinet	Executive Member - Environment	10 Mar 2015	Report of Waste and Street Cleaning Manager	Dave Bennett Tel: 01246 345122 dave.bennett@chesterfield.gov.uk	Exempt 3	
Key Decision 451	<b>Parks and Open Spaces Fees and Charges 2015-16 (including Cemeteries and Outdoor Recreation)</b> (including Cemeteries and Outdoor Recreation)	Cabinet	Executive Member - Environment	17 Feb 2015	Report of Leisure and Amenities Manager	Andy Pashley Tel: 01246 345099 andy.pashley@chesterfield.gov.uk	Public	

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Key Decision 452	<b>Fees and charges for Sport and Leisure (Indoor Facilities) 2015/16</b>	Cabinet	Executive Member - Leisure, Culture and Tourism	10 Feb 2015	Report of Sports and Leisure Manager	Mick Blythe Tel: 01246 345101 mick.blythe@chesterfield.gov.uk	Public	
Key Decision 466	<b>Accountancy Service Restructure</b>	Joint Cabinet and Employment & General Committee	Leader & Executive Member for Regeneration	10 Mar 2015	Report of Head of Finance	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Exempt 1, 3, 4 Relating to individuals, financial business affairs	
Key Decision 467	<b>Strategic Housing Acquisitions</b>	Cabinet	Executive Member - Housing	17 Feb 2015	Report of Strategy and Policy Officer	James Crouch Tel: 01246 345150 james.crouch@chesterfield.gov.uk	Public	
Key Decision 468	<b>HRA Revenue Budget 2014/15 to 2019/20</b>	Cabinet	Executive Member - Housing	10 Feb 2015	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	

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Key Decision 469	<b>Housing Repairs Budget 2015/16</b>	Cabinet	Executive Member - Housing	10 Feb 2015	Report of Operational Services Manager	Martyn Bollands Tel: 01246 345020 martyn.bollands@chesterfield.gov.uk	Public	
Key Decision 472	<b>Parks and Open Spaces Strategy</b>	Council	Executive Member - Environment	26 Feb 2015	Report of Leisure and Amenities Manager	Andy Pashley Tel: 01246 345099 andy.pashley@chesterfield.gov.uk	Public	
Key Decision 473	<b>Anti Social Behaviour Crime and Policing Act 2014</b> Amendments to the previous 2003 Act	Cabinet	Executive Member - Customers and Communities	10 March 2015	Report of Policy Manager	Donna Reddish Tel: 01246 345307 donna.reddish@chesterfield.gov.uk	Public	
Key Decision 476	<b>Sports Facilities Strategy</b>	Council	Executive Member - Leisure, Culture and Tourism	26 Feb 2015	Report of Sport and Leisure Manager	Mick Blythe Tel: 01246 345101 mick.blythe@chesterfield.gov.uk	Public	



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Key Decision 478	<b>London Boroughs Estate – Barrow Hill Environmental Improvements</b> To sign off programme of environmental improvements to the London Boroughs Estate	Cabinet	Executive Member - Housing	10 Mar 2015	Report of Housing Services Manager - Business Planning and Strategy	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public	
Key Decision 484	<b>Home Energy Conservation Act Update</b> To seeking approval for the adoption and publication of the Home Energy Conservation Act Report.	Cabinet	Executive Member - Housing	24 Mar 2015	Report of Private Sector Housing Manager		Public	
Key Decision 485	<b>Housing Strategy Update</b> To seek approval for the adoption and publication of the Council's Housing Strategy 2013-16	Cabinet	Executive Member - Housing	24 Mar 2015	Report of Business Planning and Strategy Manage - Housing Services	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public	
Key Decision 489	<b>Risk Management Strategy</b>	Cabinet Council	Deputy Leader & Executive Member for Planning	10 Feb 2015 26 Feb 2015	Report of Chief Finance Officer	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public	

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Key Decision 488	<b>Treasury Management and Annual Investment Strategies</b>	Cabinet Council	Deputy Leader & Executive Member for Planning	10 Feb 2015 26 Feb 2015	Report of Chief Finance Officer	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public	
Key Decision 490	<b>Capital Strategy and General Fund Capital Programme</b>	Cabinet Council	Deputy Leader & Executive Member for Planning	17 Feb 2015 26 Feb 2015	Report of Chief Finance Officer	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public	
Key Decision 491	<b>2015/16 Budget and Medium Term Financial Plan</b>	Cabinet Council	Leader & Executive Member for Regeneration	17 Feb 2015 26 Feb 2015	Report of Chief Finance Officer	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public	
Key Decision 492	<b>Council Tax for 2015/16</b>	Council	Leader & Executive Member for Regeneration	26 Feb 2015	Report of Chief Finance Officer	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public	

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Key Decision 493	<b>Senior Pay Policy</b> To approve the Senior Pay Policy in accordance with the Localism Act 2010	Cabinet Council	Executive Member - Governance and Organisational Development	17 Feb 2015 26 Feb 2015	Report of HR and Payroll Service Lead	Jane Dackiewicz Tel: 01246 345257 jane.dackiewicz@chesterfield.gov.uk	Public	
Key Decision 494	<b>Derby and Derbyshire Combined Authority</b> To determine whether the Council's role in promoting economic development and regeneration, and improving transport within its area can be more effectively and efficiently delivered through working as part of a new Combined Authority for Derby and Derbyshire. The Council will need to agree its position with regards to becoming a constituent member of the new Combined Authority, and to inform their decision, Councillors will have access to the Governance Review that has been undertaken and the proposed Scheme of Governance for the new Combined Authority.	Cabinet Council	Leader & Executive Member for Regeneration	10 Feb 2015 11 Feb 2015	Report of Chief Executive, Executive Director, Development and Growth Manager and the Local Government and Regulatory Law Manager.	Michael Rich, Neil Johnson michael.rich@chesterfield.gov.uk, Tel: 01246 345241 neil.johnson@chesterfield.gov.uk	Public	

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Key Decision 495	<b>Local Government Pension Scheme</b> To approve the revised Discretions in accordance with the changes to the Local Government Pension Scheme Regulations	Cabinet  Council	Executive Member - Governance and Organisational Development	6 Apr 2015	Report of HR and Payroll Lead	Jane Dackiewicz Tel: 01246 345257 jane.dackiewicz@chesterfield.gov.uk	Public	
Key Decision 496	<b>Approval of Chesterfield Borough Council's Corporate Plan 2015-16</b>	Cabinet  Council	Deputy Leader & Executive Member for Planning	17 Feb 2015 26 Feb 2015	Report of Corporate Management Team	Donna Reddish Tel: 01246 345307 donna.reddish@chesterfield.gov.uk	Public	
Key Decision 497	<b>Purchase of 39 St Augustine's Avenue</b> Re-purchase of Right to Buy(RTB) Property	Cabinet	Executive Member - Housing	17 Feb 2015	Report of Planning and Strategy Manager – Housing Services	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Exempt 1, 2, 3	
Key Decision 498	<b>Consideration of a Community Right to Bid nomination</b> Localism Act 2011 – Consideration of the Community Right to Bid (Assets of Community Value) nomination for the Wellington Hotel, New Whittington	Deputy Leader and Executive Member for Planning - Executive Member Decision	Deputy Leader & Executive Member for Planning	3 Mar 2015	Report of Policy Manager	Donna Reddish Tel: 01246 345307 donna.reddish@chesterfield.gov.uk	Public	

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Key Decision 499	<b>Renewal of Repairs and Maintenance Contract 12</b>	Cabinet	Executive Member - Housing	24 Mar 2015	Report of Operational Services Manager – Housing Services	Martyn Bollands Tel: 01246 345020 martyn.bollands@chesterfield.gov.uk	Public	
Key Decision 500	<b>Outstanding Debts for Write Off</b>	Executive Member - Customers and Communities	Executive Member - Customers and Communities	2 Mar 2015	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	
Key Decision 501	<b>Commercial Waste and Recycling - Changes to legislation</b> To determine the commercial viability for the provision of a commercial recycling service in response to changes in legislation.	Cabinet	Executive Member - Environment	10 Mar 2015	Report of Environmental Services Manager	Mel Henley melhenley@chesterfield.gov.uk	Exempt 3	
Key Decision 502	<b>Waste and Recycling Re-designation of Customers</b> To extend the application of commercial waste collection charges to charitable organisations in response to changes in legislation.	Cabinet	Executive Member - Environment	10 Mar 2015		Mel Henley melhenley@chesterfield.gov.uk	Exempt 3	

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Key Decision 503	<b>Request for Article 4 Direction - The Wellington Hotel, 162 High Street, New Whittington</b> To consider a request for an Article 4 Direction to be served on The Wellington, which would require that, to change the use of a public house (class A4) to a retail shop (class A1), a planning application must be submitted for consideration.	Deputy Leader and Executive Member for Planning - Executive Member Decision	Deputy Leader & Executive Member for Planning	3 Mar 2015	Report of Head of Planning	Paul Staniforth Tel: 01246 345781 paul.staniforth@chesterfield.gov.uk	Exempt 6 Proposal to serve a legal notice.	General Exception and Private Decision Notice Approved 6 Feb 2015
<b>Private Items -Non Key/ Significant but non-Key</b>								
Non-Key 363	<b>Application for Home Repairs Assistance</b>	Executive Member - Housing	Executive Member Housing - Executive Member decisions	31 Mar 2015	Report of Business Planning and Strategy Manager - Housing Services	Jane Thomas jane.thomas@chesterfield.gov.uk	Exempt 1, 3 Information relating to an individual Information relating to financial affairs	
Non-Key 364	<b>Application for Waiver of Private Sector Housing Discretionary Decisions (including Home Repair Assistance and Disabled Facilities Grants)</b>	Executive Member - Housing	Executive Member - Housing	31 Mar 2015	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.	

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Non-Key 367	<b>Lease of Commercial and Industrial Properties</b>	Deputy Leader & Executive Member for Planning	Deputy Leader & Executive Member for Planning	31 Mar 2015	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 372	<b>Creation of Digital Content Editor post</b>	Joint Cabinet and Employment & General Committee	Leader & Executive Member for Regeneration	10 Mar 2015	Report of Communications and Marketing Manager	John Fern Tel: 01246 345245 john.fern@chesterfield.gov.uk	Public	
<b>Non Key Decision</b>								
Non-Key Non Key 24	<b>List of Buildings of Local Interest - to consider the list of nominated buildings and agree an assessment panel and process</b>	Deputy Leader & Executive Member for Planning	Deputy Leader & Executive Member for Planning	10 Mar 2015	Report of Development Management and Conservation Manager	Paul Staniforth Tel: 01246 345781 paul.staniforth@chesterfield.gov.uk	Public	

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Non-Key 29	<b>Representatives on Outside Bodies 2014/15</b>  To approve appointments to Sheffield City Regions Combined Authority Audit Committee, Chesterfield and District Joint Crematorium Committee, and Markets Consultative Committee.	Executive Member - Governance and Organisational Development - Executive Member Decisions	Executive Member - Governance and Organisational Development	10 Feb 2015	Report of Committee and Scrutiny Co-ordinator	Donna Cairns Committee & Scrutiny Co-ordinator donna.cairns@chesterfield.gov.uk	Public	
Non-Key 30	<b>Consultation Response to the Local Government Association Consultation Paper – Taking Stock – Where next with sector-led improvement?</b>	Deputy Leader & Executive Member for Planning	Deputy Leader & Executive Member for Planning	3 Mar 2015	Report of Policy Manager	Donna Reddish Tel: 01246 345307 donna.reddish@chesterfield.gov.uk	Public	
Non-Key 31	<b>Corporate Health and Safety Improvement Programme 2015 - 18</b>	Cabinet	Executive Member - Governance and Organisational Development	10 Mar 2015	Report of Business Transformation Manager	Karen Brown Tel: 01246 345293 karen.brown@chesterfield.gov.uk	Public	



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Non-Key Decision 32	<b>Consideration of the recommendations of the Enterprise and Wellbeing Scrutiny Committee on Dog Fouling</b>	Cabinet	Executive Member - Environment	10 Mar 2015	Report of Committee and Scrutiny Co-ordinator	Martin Elliott Committee & Scrutiny Co-ordinator martin.elliott@c hesterfield.gov.uk	Public	