



# DECISION RECORD

# Gloucester City Council

**Publication Date** 8 November 2019

<b>Decision Of</b>	Cabinet		
<b>Date of Decision</b>	06 November 2019	<b>Item No.</b>	7
<b>Title</b>	The Demolition of Wessex House and Intended Land Use		
<b>Report Of</b>	Cabinet Member for Regeneration and Economy (Councillor Paul James), Cabinet Member for Communities and Neighbourhoods (Councillor Jennie Watkins)		
<b>Report Author</b>	Ruth Saunders, Head of Communities		
<b>Wards Affected</b>	Kingsholm and Wotton	<b>Key Decision</b>	No

## DECISION:

### RESOLVED that:

- (1) Wessex House be demolished and,
- (2) the site be redeveloped to provide accommodation to assist the Council in discharging its duty to secure accommodation for eligible persons under the Housing Act 1996 or to lever further opportunities to meet this need.
- (3) authority will be delegated to the Head of Communities in consultation with the Cabinet Member for Communities and Neighbourhoods, The Cabinet Member for Regeneration and Economy, Council Solicitor and Section 151 Officer to identify appropriate procurement options for the site.

## REASON FOR DECISION:

Wessex House is a Council asset which could help the Council to meet some of its ambitions for the City and is currently serving no purpose. The plans for demolition nearby have created an opportunity to progress a project to develop the Wessex House site.

## ALTERNATIVE OPTIONS CONSIDERED:

Leaving Wessex House unused would likely result in costs and management issues for the Council.

The cost to redevelop the building as it is would be expensive and would not be as likely to maximise on the potential of the site.

Uses other than housing would be acceptable in planning terms. However, they would not meet the immediate need to provide accommodation for our residents.

**OTHER RELEVANT MATTERS CONCERNING THE DECISION:** None

**CONFLICTS OF INTEREST (including any dispensations granted):** None

**SCRUTINY (including details of call-in procedure where applicable):**

This decision will come into force at the expiry of 5 working days from the date of the publication of the decision.

Call-in Deadline: 15 November 2019

**CONFIRMED AS A TRUE RECORD:**

We certify that the decision this document records was made in accordance with the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2012 and is a true and accurate record of that decision:

**Decision Maker:**

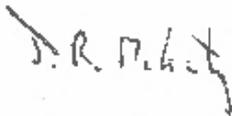
Councillor Paul James  
Leader of the Council



**Date:** 06 November 2019

**Proper Officer:**

Jon McGinty  
Managing Director



**Date:** 06 November 2019



# DECISION RECORD

# Gloucester City Council

Publication Date 8 November 2019

<b>Decision Of</b>	Cabinet		
<b>Date of Decision</b>	06 November 2019	<b>Item No.</b>	8
<b>Title</b>	Supplementary Planning Documents for Podsmead Estate Regeneration and Matson Estate Regeneration		
<b>Report Of</b>	Cabinet Member for Planning and Housing Strategy (Councillor Andrew Gravells)		
<b>Report Author</b>	Claire Haslam, Principal Planning Officer		
<b>Wards Affected</b>	Matson and Robinswood; Podsmead	<b>Key Decision</b>	No

## DECISION:

### RESOLVED that:

- (1) the Response Report be endorsed
- (2) the proposed changes made as a result of consultation to the SPDs be endorsed
- (3) it be **RECOMMENDED** to the Council that the SPDs be adopted.

## REASON FOR DECISION:

The Response Reports illustrates to those that took the time to engage in the consultation process that their views have been fully considered and the SPDs amended accordingly as part of the statutory consultation process.

The adoption of the SPDs enables the Local Planning Authority to set clear guidelines around the redevelopment of the two neighbourhoods. This provides clarity to potential developers and to residents in terms of what is consider acceptable and therefore unacceptable. An adopted SPD is a useful tool for decision makers and will be used in the assessment of future planning applications.

The SPD sets out a number of key points in terms of designing safer layouts, reducing crime and the fear of crime, the design of the built environment, the potential for improved access and connections, how open space should be dealt with.

Most importantly the SPDs calls for any development to be properly masterplanned and sets out that the LPA will require more information around the case for regeneration, rehousing, phasing, community assets, economic development, and local housing need in order to process any future planning applications. Without this information it would not be possible to assess if the application would result in a suitable development that met the requirements of the National Planning Policy Framework, the JCS, the Presubmission City Plan, or the Council's duty under the Equality Act 2010.

**ALTERNATIVE OPTIONS CONSIDERED:**

It is a regulatory requirement to report the findings of the consultation and amend the SPD accordingly prior to adoption. It would be a discredit to those residents that took the time to engage in the process to not respond to their comments

Not adopting the SPDs has been considered. However, the SPDs are a valuable tool in the planning process providing clarity for developers and decision makers by adding guidance as to how the policy framework should be interpreted on the matter of estate regeneration.

No other options have been considered.

**OTHER RELEVANT MATTERS CONCERNING THE DECISION:** None

**CONFLICTS OF INTEREST (including any dispensations granted):** None

**SCRUTINY (including details of call-in procedure where applicable):**

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Call-in Deadline: 15 November 2019

**CONFIRMED AS A TRUE RECORD:**

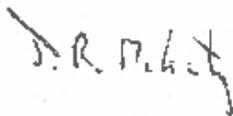
We certify that the decision this document records was made in accordance with the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2012 and is a true and accurate record of that decision:

**Decision Maker:**  
Councillor Paul James  
Leader of the Council



**Date:** 06 November 2019

**Proper Officer:**  
Jon McGinty  
Managing Director



**Date:** 06 November 2019



# DECISION RECORD

# Gloucester City Council

**Publication Date** 8 November 2019

<b>Decision Of</b>	Cabinet		
<b>Date of Decision</b>	06 November 2019	<b>Item No.</b>	9
<b>Title</b>	Introduction of Fixed Penalty Notices for Household Waste Duty of Care and the Parking of Vehicles on Public Open Space		
<b>Report Of</b>	Cabinet Member for Environment (Councillor Richard Cook)		
<b>Report Author</b>	Matt Cloke, Planning Enforcement City Centre Improvement Officer		
<b>Wards Affected</b>	All Wards	<b>Key Decision</b>	No

**DECISION:  
RESOLVED** that:

- (1) the Council adopt the legal maximum FPN level of £400 for all of breaches of household waste duty of care offences and to give discount for early payment of £150 (i.e. discounted fine payment level of £250) provided payment is made within 10 days of the date the FPN was issued.
- (2) authority be delegated to the Corporate Director to introduce the new fixed penalties for household waste duty of care offences.
- (3) authority be delegated to the Corporate Director to make appropriate arrangements for the issuing of fixed penalty notices for household waste duty of care offences in accordance with section 34ZA of the Environmental Protection Act 1990.
- (4) authority be delegated to the Corporate Director to make appropriate arrangements for the issuing of fixed penalty notices for breaches of Byelaw 86 with regard to the parking of vehicles on POS.
- (5) the Council adopt a level of £100 for breaches of Byelaw 86 with regard to parking of vehicles on Public Open Space (POS) and give a discount for early payment of £75 provided payment is paid within 10 days of the date the FPN was issued.

**REASON FOR DECISION:**

To reduce the number of reported fly tipping incidents across the City and County and thus reducing the overall associated costs/resources of dealing with fly tipping.

To work more closely with existing partners and seek out new stakeholders who can assist with reducing the number of fly tip incidents and deal with organised crime.

To ensure that areas of POS can be used and enjoyed for their original purpose and that they are not damaged by irresponsible parking.

One of the City Plan's objectives is a Greener Gloucester, and to "Produce a Cleaner/Greener (Enforcement) strategy for the City" which the increase in FPN's will form part of.

To continue to investigate and utilise additional sources of funding and resources to deliver improvements by reducing fly tipping incidents across the City.

To investigate improving the effectiveness of our resources with the aid of new technology, better signposting and assisting communities with taking ownership of the problem.

Issuing increased FPN fines for smaller fly tipping incidents will be less resource intensive for the authority than taking a prosecution, look to focus minds and will free up valuable court time for more serious offences. Those FPN's which are not paid in full will be followed up by prosecution.

The local authority is also likely to come under increasing pressure to introduce fines for FPN's given the number of reported fly tipped incidents within the city.

**ALTERNATIVE OPTIONS CONSIDERED:**

**Do nothing;** it is likely that the situation would become worse resulting in increasing numbers of reported incidents of fly tipping and an increase in associated costs to investigate, remove and dispose of fly tipped waste. Vehicles would continue to damage POS and compromise people's ability to enjoy it.

**Doing the minimum;** introducing the minimum fine of £150 is also anticipated to result in high or increasing levels of fly tipping. There is also an expectation by residents and businesses that the City Council will reduce the number of fly tipping incidents and take robust action against those responsible. We could enforce the Byelaw through the courts, but this would be time consuming and expensive.

**OTHER RELEVANT MATTERS CONCERNING THE DECISION:** None

**CONFLICTS OF INTEREST (including any dispensations granted):** None

**SCRUTINY (including details of call-in procedure where applicable):**

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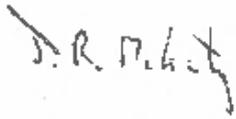
Councillor Paul James  
Leader of the Council



**Date:** 06 November 2019

**Proper Officer:**

Jon McGinty  
Managing Director



**Date:** 06 November 2019



# DECISION RECORD

Gloucester  
City Council

Publication Date 8 November 2019

<b>Decision Of</b>	Cabinet		
<b>Date of Decision</b>	06 November 2019	<b>Item No.</b>	10
<b>Title</b>	The Creation of a Local List of Heritage Assets for Gloucester City		
<b>Report Of</b>	Cabinet Member for Regeneration and Economy (Councillor Paul James)		
<b>Report Author</b>	Charlotte Bowles-Lewis, Conservation Officer		
<b>Wards Affected</b>	All Wards	<b>Key Decision</b>	No

## DECISION:

### RESOLVED that:

- (1) the principle of preparing, consulting and adopting a list of locally important heritage assets for Gloucester City (The 'Local List') be approved
- (2) the local list selection criteria that has been consulted upon and included in Appendix 2 of the report be used for the identification of such assets, be approved.
- (3) a panel of experts be established to use the adopted selection criteria to make recommendations on whether to add buildings, structures or other features to the local list, and to authorise amendments, additions and deletions, as required and terms of reference will be established. The result of the panel meeting will be used as the basis for a draft list to be formally consulted upon and for a Cabinet report to be presented on these findings for formal adoption. See Appendix 3 of the report for terms of reference for selection panel and Appendix 4 for nomination form.

## REASON FOR DECISION:

The National Planning Policy Framework 2019 paragraph 185 states:

Plans should set out a positive strategy for the conservation and enjoyment of the historic environment, including heritage assets most at risk through neglect, decay or other threats. This strategy should take into account:

- a) the desirability of sustaining and enhancing the significance of heritage assets, and putting them to viable uses consistent with their conservation;
- b) the wider social, cultural, economic and environmental benefits that conservation of the historic environment can bring;
- c) the desirability of new development making a positive contribution to local character and distinctiveness; and
- d) opportunities to draw on the contribution made by the historic environment to the character of a place

A local list has been identified as a key opportunity within the recently adopted Gloucester Heritage Strategy 2019 -2029.

The City Council draft local plan contains a policy for the City relating to any sites or buildings which are added to a local list.

The adoption of local list is a key objective of the Great Place scheme strand "Achieving Heritage Through Regeneration" (ARCH) funded by the Heritage Fund and Arts Council. A community engagement officer is in post to engage, recruit and manage volunteers to survey local list candidates therefore would enable a list to be created due to additional resourcing being provided to manage this element.

The Planning Practice Guidance relating to the Historic environment states that "Plan-making bodies should make clear and up to date information on nondesignated heritage assets accessible to the public to provide greater clarity and certainty for developers and decision-makers." Therefore, having an adopted list would inform planning decisions and identify the specific quality of the local historic environment more accurately prior to applications being submitted, providing a positive and proactive approach to the historic environment plan making process, which would speed up the planning process.

Community organisations will benefit from:

- An opportunity for local societies and individuals to get involved in surveying and to have their research acknowledged and put to real, practical use in the planning process
- An opportunity to develop personal knowledge and skills while contributing to something of lasting benefit, training will be provided through the Great Place Scheme for all volunteers
- Completed site reports which can be entered on a local authority's Historic Environment Record (HER) and local archive websites such as Know Your Place to provide a permanent and accessible resource for learning about local heritage both in the local area and nationally.

#### **ALTERNATIVE OPTIONS CONSIDERED:**

Alternative options were considered, this included do nothing. Not to adopt a local list. This would mean that the council would have fewer opportunities through the planning process to safeguard those elements of its historic environment that have local significance, and which may be valued by local communities. This could increase the risk of a weakening and devaluing of environmental quality across the district. If no local list is adopted and completed this would also result in failing to meet Great Place objectives.

Identify assets during the development management process but do not establish a local list - This would remove the valuable opportunity, currently underway, of working in partnership with local community groups and providing them with an opportunity to recognise the value of the historic environment. It would also mean that the council was unable to identify these assets in any meaningful way and work proactively with developers and home owners. At present where assets are identified this is reactive through the planning process and can slow the system down while discussions take place.

Funding is presently available through Great Place via the Arts Council and National Lottery Heritage Funding to enable a local list to be created through the resourcing of the community engagement officer. This role will recruit, co-ordinate and manage

volunteers to research, survey and compile the local list.

Therefore as part of the positive approach to regeneration as recommended with the National Planning Policy Framework and Planning Practice Guide to establish a local list and, as outlined in the heritage strategy as a key opportunity this is the preferred option.

**OTHER RELEVANT MATTERS CONCERNING THE DECISION:** None

**CONFLICTS OF INTEREST (including any dispensations granted):** None

**SCRUTINY (including details of call-in procedure where applicable):**

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Call-in Deadline: 15 November 2019

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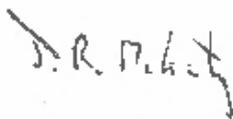
Councillor Paul James  
Leader of the Council



**Date:** 06 November 2019

**Proper Officer:**

Jon McGinty  
Managing Director



**Date:** 06 November 2019



# DECISION RECORD

# Gloucester City Council

**Publication Date** 8 November 2019

**Decision Of**

Cabinet

**Date of Decision**

06 November 2019

**Item No.**

11

**Title**

Redevelopment of the Fleece Hotel

**Report Of**

Cabinet Member for Regeneration and Economy (Councillor Paul James)

**Report Author**

Ian Edwards, Head of Place

**Wards Affected**

Westgate

**Key Decision**

No

**DECISION:**

**RESOLVED** that:

- (1) it be noted that Dowdeswell Estates has been identified as the Council's preferred development partner in the redevelopment of the former Fleece Hotel in Westgate Street
- (2) authority be delegated to the Head of Place, in consultation with the Cabinet Member for Regeneration and Economy, to invite Dowdeswell Estates to develop a Detailed Solution in accordance with the Competitive Dialogue procurement process set out in the Public Contracts Regulations 2015
- (3) a budget of £100,000 be approved to contribute to the costs of developing a Detailed Solution to be met by the Regeneration Reserve. The use of these resources to be delegated to the Head of Place in consultation with the Cabinet Member for Regeneration.

**REASON FOR DECISION:**

To progress the redevelopment of the former Fleece hotel to the Detailed Solution stage.

**ALTERNATIVE OPTIONS CONSIDERED:**

Alternative options for redeveloping the site were examined prior to taking the decision to adopt the Competitive Dialogue route.

**OTHER RELEVANT MATTERS CONCERNING THE DECISION:** None

**CONFLICTS OF INTEREST (including any dispensations granted):** None

**SCRUTINY (including details of call-in procedure where applicable):**

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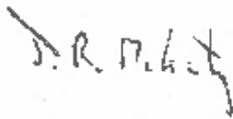
Councillor Paul James  
Leader of the Council



**Date:** 06 November 2019

**Proper Officer:**

Jon McGinty  
Managing Director



**Date:** 06 November 2019



# DECISION RECORD

# Gloucester City Council

Publication Date 8 November 2019

<b>Decision Of</b>	Cabinet		
<b>Date of Decision</b>	06 November 2019	<b>Item No.</b>	12
<b>Title</b>	Contribution to the Gloucester Cathedral Project Pilgrim: Phase 2		
<b>Report Of</b>	Cabinet Member for Regeneration and Economy (Councillor Paul James)		
<b>Report Author</b>	Jon McGinty, Managing Director		
<b>Wards Affected</b>	Westgate	<b>Key Decision</b>	No

## DECISION:

### RESOLVED that:

- (1) the City Council contributes £150,000 over three years from 1 April 2020 to Gloucester Cathedral towards the *Project Pilgrim Phase 2: Reveal to Sustain* project of which £50,000 is available for preparing the bid to the National Lottery Heritage Fund, and
- (2) authority be delegated to the Head of Place to agree the terms of a grant agreement with Gloucester Cathedral, in consultation with the Council Solicitor and the Cabinet Member for Regeneration and Economy.

## REASON FOR DECISION:

To lend the financial and political support of the City Council towards the ongoing delivery of Project Pilgrim, including securing significant national funding to the City.

## ALTERNATIVE OPTIONS CONSIDERED:

The Council could decline the request for funding, requiring the Cathedral to draw upon other sources, including funding raising, its own reserves, and other partner organisations to match the NLHF bid. Whilst the Cathedral has seen a recent rise in average donations from visitors this would reduce the likelihood of success of the bid.

**OTHER RELEVANT MATTERS CONCERNING THE DECISION:** None

**CONFLICTS OF INTEREST (including any dispensations granted):** None

## SCRUTINY (including details of call-in procedure where applicable):

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Call-in Deadline: 15 November 2019

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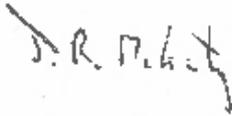
Councillor Paul James  
Leader of the Council



**Date:** 06 November 2019

**Proper Officer:**

Jon McGinty  
Managing Director



**Date:** 06 November 2019



# DECISION RECORD

# Gloucester City Council

**Publication Date** 8 November 2019

<b>Decision Of</b>	Cabinet		
<b>Date of Decision</b>	06 November 2019	<b>Item No.</b>	13
<b>Title</b>	Disposal of Herbert Kimberley and Phillpotts Warehouses		
<b>Report Of</b>	Cabinet Member for Regeneration and Economy (Councillor Paul James)		
<b>Report Author</b>	Mark Foyn, Property Commissioning Manager		
<b>Wards Affected</b>	Westgate	<b>Key Decision</b>	Yes

## DECISION:

### RESOLVED that:

- (1) progress towards the disposal and re-use of Herbert, Kimberley and Phillpotts Warehouses be noted.
- (2) the Property Commissioning Manager be given delegated authority (following consultation with the Cabinet Member for Regeneration & Economy and Head of Policy and Resources) to agree the terms of any ancillary documents necessary or desirable to enable the transaction to proceed.
- (3) a further report be brought back to Cabinet once Officers are in a position to recommend a proposal to Members.

## REASON FOR DECISION:

To ensure that Members are aware of work done towards the disposal of the Council's leasehold interest in the Council's former Docks administration buildings and that it can be progressed.

## ALTERNATIVE OPTIONS CONSIDERED:

To remain in HKP but to modernise the existing space and release any surplus accommodation. However, this would be expensive, and the nature of the accommodation does not lend itself to subdivision, the only ground floor access is through Herbert Warehouse and the upper floors interconnect through the atriums which do not provide suitable ground floor access.

To retain and modernise the space and lease it out as offices, however, the business case for this would not warrant the investment required and the office space without parking would be very difficult to let.

**OTHER RELEVANT MATTERS CONCERNING THE DECISION:** None

**CONFLICTS OF INTEREST (including any dispensations granted):** None

**SCRUTINY (including details of call-in procedure where applicable):**

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Call-in Deadline: 15 November 2019

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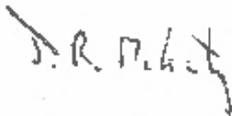
Councillor Paul James  
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**Date:** 06 November 2019

**Proper Officer:**

Jon McGinty  
Managing Director



**Date:** 06 November 2019



# DECISION RECORD

# Gloucester City Council

**Publication Date** 8 November 2019

<b>Decision Of</b>	Cabinet		
<b>Date of Decision</b>	06 November 2019	<b>Item No.</b>	14
<b>Title</b>	Council Plan 2017-20 Update		
<b>Report Of</b>	Leader of the Council (Councillor Paul James)		
<b>Report Author</b>	Anne Brinkhoff, Corporate Director		
<b>Wards Affected</b>	All Wards	<b>Key Decision</b>	No
<b>DECISION:</b> <b>RESOLVED</b> that progress with delivery of the Council Plan 2017-2020 be welcomed.			
<b>REASON FOR DECISION:</b> This update on the delivery of the Council Plan 2017-2020 enables members, partners and residents to hold the Council to account for the delivery of its planned actions.			
<b>ALTERNATIVE OPTIONS CONSIDERED:</b> Not Applicable			
<b>OTHER RELEVANT MATTERS CONCERNING THE DECISION:</b> None			
<b>CONFLICTS OF INTEREST (including any dispensations granted):</b> None			
<b>SCRUTINY (including details of call-in procedure where applicable):</b> This decision will come into force at the expiry of 5 working days from the date of the publication of the decision. Call-in Deadline: 15 November 2019			

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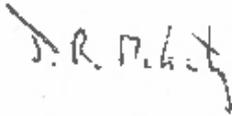
Councillor Paul James  
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**Date:** 06 November 2019

**Proper Officer:**

Jon McGinty  
Managing Director



**Date:** 06 November 2019



# DECISION RECORD

# Gloucester City Council

**Publication Date** 8 November 2019

<b>Decision Of</b>	Cabinet		
<b>Date of Decision</b>	06 November 2019	<b>Item No.</b>	16
<b>Title</b>	Regulation of Investigatory Powers Act 2000 (RIPA)		
<b>Report Of</b>	Cabinet Member for Performance and Resources (Councillor Hannah Norman)		
<b>Report Author</b>	Jon Topping, Head of Policy and Resources		
<b>Wards Affected</b>	All Wards	<b>Key Decision</b>	No
<b>DECISION:</b> <b>RESOLVED</b> that the six monthly update on the use of RIPA powers be noted.			
<b>REASON FOR DECISION:</b> No action is required and the recommendation is therefore for Council to note the Council's use of its RIPA powers.			
<b>ALTERNATIVE OPTIONS CONSIDERED:</b> The Council still has and can make use of other investigatory powers, such as overt surveillance, when investigating potential criminal offences, but must comply with RIPA when it carries out Directed Surveillance or CHIS. There are therefore no real alternative options relevant to the Council's use of its RIPA powers.			
<b>OTHER RELEVANT MATTERS CONCERNING THE DECISION:</b> None			
<b>CONFLICTS OF INTEREST (including any dispensations granted):</b> None			
<b>SCRUTINY (including details of call-in procedure where applicable):</b> This decision will come into force at the expiry of 5 working days from the date of the publication of the decision. Call-in Deadline: 15 November 2019			

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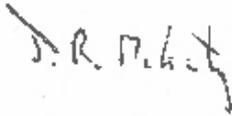
Councillor Paul James  
Leader of the Council



**Date:** 06 November 2019

**Proper Officer:**

Jon McGinty  
Managing Director



**Date:** 06 November 2019



# DECISION RECORD

# Gloucester City Council

**Publication Date** 8 November 2019

<b>Decision Of</b>	Cabinet		
<b>Date of Decision</b>	06 November 2019	<b>Item No.</b>	18
<b>Title</b>	Blackfriars Site Now Occupied by the Barbican Car Park		
<b>Report Of</b>	Cabinet Member for Regeneration and Economy (Councillor Paul James)		
<b>Report Author</b>	Mark Foyn, Property Commissioning Manager		
<b>Wards Affected</b>	Westgate	<b>Key Decision</b>	Yes
<b>DECISION:</b>  <b>RESOLVED</b> as per the recommendations in the confidential report.			
<b>REASON FOR DECISION:</b>  As per the relevant sections in the confidential report.			
<b>ALTERNATIVE OPTIONS CONSIDERED:</b>  As per the relevant sections in the confidential report.			
<b>OTHER RELEVANT MATTERS CONCERNING THE DECISION:</b> None			
<b>CONFLICTS OF INTEREST (including any dispensations granted):</b> None			
<b>SCRUTINY (including details of call-in procedure where applicable):</b>  This decision will come into force at the expiry of 5 working days from the date of the publication of the decision.  Call-in Deadline: 15 November 2019			

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We certify that the decision this document records was made in accordance with the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2012 and is a true and accurate record of that decision:

**Decision Maker:**

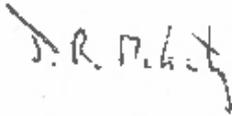
Councillor Paul James  
Leader of the Council



**Date:** 06 November 2019

**Proper Officer:**

Jon McGinty  
Managing Director



**Date:** 06 November 2019

## **CALL-IN PROCEDURE**

Call-in should only be used in exceptional circumstances, such as where Members have evidence which suggests that the Cabinet did not take the decision in accordance with the principles set out in Article 13 (Decision Making) of the Council's Constitution.

Call-in of a decision must be requested within five working days of the publication of an executive decision. The request must be communicated in writing to the Corporate Director of Resources by at least five Members of the Council.

Implementation of a decision that has been called-in is suspended until such time as it has been considered by the Overview & Scrutiny Committee and re-considered by the Cabinet in light of the Overview & Scrutiny Committee's conclusions and any recommendations.

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If you have any queries about the content of Decision Records please contact:

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