



# CHELTENHAM

## BOROUGH COUNCIL

### Forward Plan July 2024 - June 2025

This Forward Plan contains details of all the key decisions that are planned to be taken by Cabinet and individual Cabinet members over the next four months together with key decisions by officers. It will be updated and published on the Council website [www.cheltenham.gov.uk](http://www.cheltenham.gov.uk) on a monthly basis.

#### Key Decision

A Key Decision means any decision in exercise of an Executive Function which:

- requires a budget expenditure or saving of £100,000 or more;
- relates to the acquisition or disposal of land or an interest in land with a value in excess of £500,000;
- is likely to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the Borough.

#### Significant Decision

A Significant Decision means any decision in exercise of a non-Executive Function which:

- requires a budget expenditure or budget saving of £100,000 or more;
- is likely to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the Borough.

#### Non-key decision

For additional information and completeness the Forward Plan also contains those items to be considered by Cabinet which are outside the definition of a key decision.

#### Cabinet Meetings

The Cabinet will normally meet every four weeks. Meetings start at 6pm and are open to the public (with the exception of discussion regarding reports which contain exempt/confidential, commercially sensitive or personal information). This is formal notice under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that part of the Cabinet meetings listed in this Forward Plan may be held in private because the agenda and reports for the meeting will contain exempt information under Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it.

Documents submitted to the Cabinet or Cabinet Member(s) for decision will be a formal report, which if public and non-urgent, will be available on [www.cheltenham.gov.uk](http://www.cheltenham.gov.uk) at least 5 clear working days before the date the decision can be made. If you would like a copy by email please contact [democratic.services@cheltenham.gov.uk](mailto:democratic.services@cheltenham.gov.uk). Background papers are listed where known in advance.

Documents shown are listed at Cheltenham Borough Council, Municipal Offices, Promenade, Cheltenham, GL50 9SA.

**The members of the Cabinet are:**

Leader of the Council

**Portfolio Holders**

Climate Emergency  
 Economic Development, Wellbeing and Culture  
 Finance and Assets  
 Housing and Customer Services  
 Major Developments and Housing Delivery  
 Planning and Building Control  
 Safety and Communities  
 Waste, Recycling and Public Realm

Councillor Iain Dobie  
 Councillor Martin Horwood  
 Councillor Alisha Lewis  
 Councillor Flo Clucas  
 Councillor Peter Jeffries  
 Councillor Mike Collins  
 Councillor Victoria Atherstone  
 Councillor Izaak Tailford

**Overview and Scrutiny Committee**

The Overview and Scrutiny Committee aims to promote open and transparent decision-making, support democratic accountability and hold the Cabinet to account for its actions.

**Contacting us.**

For further detailed information or to give your views regarding specific issues to be considered by the Cabinet/Individual Cabinet Member please contact the named contact officer.

For more information on attending meetings or asking public questions please contact Democratic Services on 01242 264246 or email [democratic.services@cheltenham.gov.uk](mailto:democratic.services@cheltenham.gov.uk)

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date	Cabinet Member	Lead Officer
<b>Allocation of Community Pride Fund grants</b> To award grants under the Community Pride Fund.	Non Key Decision	Cabinet Member 07/24 for Safety and Communities	Cabinet Member for Safety and Communities	Team Leader - Participation and Engagement
<b>Financial Outturn Report</b> To consider the report.	Key Decision	Council 22/07/24	Cabinet Member Finance and Assets	Director of Finance and Assets and Deputy S151 Officer

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<b>Cheltenham Borough Council Productivity Plans</b> To consider the recommendations.	Non Key Decision	Council 22/07/24	Leader	Director of Finance and Assets and Deputy S151 Officer
<b>Household Support Fund Arrangements for 2024-25</b> To consider the report	Non Key Decision	Cabinet 23/07/24	Cabinet Member Safety and Communities	Head of Communities, Wellbeing and Partnerships
<b>A Legal Matter</b> To provide an update on the litigation and seek authority for further expenditure.	Key Decision	Cabinet 23/07/24	Cabinet Member Major Developments and Housing Delivery	Director of Governance and Customer Services and Monitoring Officer
<b>Levelling Up Fund Award</b> To confirm acceptance of the funding.	Non Key Decision	Cabinet 23/07/24	Cabinet Member Major Developments and Housing Delivery	Senior Development Manager, Place & Economic Development
<b>Cabinet appointments to outside bodies</b> To consider the recommendations.	Non Key Decision	Cabinet 23/07/24	Leader	Democratic Services Team Leader
<b>Review of waste and recycling receptacles</b> To consider the report	Non Key Decision	Cabinet 23/07/24	Cabinet Member Waste, Recycling and Public Realm	Environmental Partnerships Manager
<b>Corporate Strategy - update</b> To consider the report	Non Key Decision	Cabinet 23/07/24	Leader	Head of Performance, Projects & Risk
<b>Detached Youth Work Grant</b> To consider the report and recommendations.	Key Decision	Cabinet 23/07/24	Cabinet Member for Safety and Communities	Partnerships Team Leader
<b>To note the findings and</b>	Non Key Decision	Cabinet 23/07/24	Cabinet Member Economic	Head of Communities, Wellbeing and

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<b>recommendations from the Playing Pitch Strategy</b>			Development, Wellbeing and Culture	Partnerships
<b>Housing Strategy Action Plan Update</b> To consider the report and recommendations.	Non Key Decision	Cabinet 23/07/24	Cabinet Member Housing and Customer Services	Housing Strategy and Partnerships Manager
<b>Revised Taxi Licensing Policy</b> To approve consultation on draft policy.	Non Key Decision	Cabinet Member 09/24 Safety and Communities	Cabinet Member Safety and Communities	Head of Public Protection and DEPLO
<b>Publica Review</b> To consider the report.	Non Key Decision	Cabinet 24/09/24	Leader	Chief Executive
<b>Local Planning Enforcement Plan</b> To consider the recommendations.	Non Key Decision	Cabinet 24/09/24	Cabinet Member Planning and Building Control	Head of Development Management, Enforcement and Compliance
<b>Housing Assistance Policy</b> To approve and consolidate grant policy associated with housing assistance and adaptations to properties occupied by eligible disabled occupants.	Key Decision	Cabinet 24/09/24	Cabinet Member Housing and Customer Services	Private Sector Housing Team Leader
<b>Lease and grant arrangements for Petersfield Community and Sports Hub</b> To consider the recommendation.	Non Key Decision	Cabinet 24/09/24	Cabinet Member Finance and Assets	Head of Communities, Wellbeing and Partnerships
<b>Quarterly Budget Monitoring report, April - June</b> To consider the report.	Non Key Decision	Cabinet 24/09/24	Cabinet Member Finance and Assets	Director of Finance and Assets and Deputy S151 Officer
<b>5-year review of the Collection Development Policy</b>	Key Decision	Cabinet 24/09/24	Cabinet Member Economic Development, Wellbeing and Culture	Head of Communities, Wellbeing and Partnerships

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To consider the report				
<b>Variation to Cheltenham Smoke Control Order</b> To seek approval from Cabinet to vary the Cheltenham Smoke Control Order in accordance with the statutory requirements.	Key Decision	Cabinet 24/09/24	Cabinet Member Safety and Communities	Head of Public Protection and DEPLO
<b>Community Grant Policy</b> To consider the recommendations.	Non Key Decision	Cabinet 08/10/24	Cabinet Member Safety and Communities	Head of Communities, Wellbeing and Partnerships
<b>Approval of Budget Strategy, Process and Timetable</b> To consider the recommendations	Non Key Decision	Cabinet 08/10/24	Cabinet Member Finance and Assets	Director of Finance and Assets and Deputy S151 Officer
<b>Response to the motion and amendment referred by Council (20 March 2023) to Cabinet - To establish a Cheltenham Youth Council</b>	Non Key Decision	Cabinet 08/10/24 Council 14/10/24	Cabinet Member Safety and Communities Cabinet Member for Safety and Communities	Head of Communities, Wellbeing and Partnerships
<b>Installation of electricity supply in Imperial and Montpellier Gardens</b> To consider the recommendations.	Key Decision	Cabinet 24/09/24 Council 14/10/24	Cabinet Member Finance and Assets	Principal Estates Surveyor
<b>To dispose of the Municipal Offices</b> To dispose of the Municipal Offices, following Cabinet and Council recommendations, July 2023.	Key Decision	Council 14/10/24 Cabinet Member for Finance and Assets (Deputy Leader) Before 30/11/24	Cabinet Member Finance and Assets	Deputy Chief Executive (Section 151 Officer)
<b>Cotswolds Beechwoods - Cheltenham Action Plan</b> To consider the recommendations.	Non Key Decision	Cabinet 05/11/24	Cabinet Member Planning and Building Control	Interim Planning Policy Team Leader
<b>Quarterly Budget Monitoring Report, July-September 2024</b> To consider the report	Non Key Decision	Cabinet 03/12/24	Cabinet Member Finance and Assets	Director of Finance and Assets and Deputy S151 Officer

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<b>Exempt item 001- a commercial matter</b> To consider the recommendations	Key Decision  Fully exempt 3, 5 Information relating to the financial or business affairs of any particular person (including the authority holding that information) Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.	Cabinet 03/12/24 Council 16/12/24	Cabinet Member Major Developments and Housing Delivery	Senior Development Manager, Place & Economic Development
<b>Half-yearly Treasury Management Report</b> To consider the report	Non Key Decision	Cabinet 03/12/24 Council 16/12/24	Cabinet Member Finance and Assets	Capital and Treasury Management Accountant
<b>Review of Polling District, Polling Places and Polling Stations</b>	Non Key Decision	Council 16/12/24	Cabinet Member Finance and Assets	Deputy Chief Executive (Section 151 Officer)
<b>Annual Local Council Tax Support Scheme</b> To consider the recommendation.	Non Key Decision	Council 16/12/24	Cabinet Member Finance and Assets	Head of Revenues and Benefits
<b>Infrastructure Funding Statement</b> To consider the report	Key Decision	Council 16/12/24	Cabinet Member Planning and Building Control	Director of Community & Economic Development
<b>Annual Report of Overview &amp; Scrutiny Committee</b> To consider the report	Non Key Decision	Council 16/12/24	Tabi Joy	Democratic Services Team Leader
<b>General Fund Revenue &amp; Capital - Interim Budget Proposals 2025-26 for consultation</b> To consider the report	Non Key Decision	Cabinet 17/12/24	Cabinet Member Finance and Assets	Director of Finance and Assets and Deputy S151 Officer

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<b>Housing Revenue Account Revised Forecast 2024-25 and Interim Budget Proposals 2025-26 for consultation</b> To consider the report	Non Key Decision	Cabinet 17/12/24	Cabinet Member Finance and Assets	Director of Finance and Assets and Deputy S151 Officer
<b>Final General Revenue &amp; Capital Budget Proposals 2025-26 and Quarterly Budget Monitoring Report October-December 2024</b> To consider the recommendations	Non Key Decision	Cabinet 18/02/25 Council 21/02/25	Cabinet Member for Finance and Assets (Deputy Leader)	Director of Finance and Assets and Deputy S151 Officer
<b>Housing Revenue Account Revised Forecast 2024-25 and Final Budget Proposals 2025-26</b> To consider the report	Non Key Decision	Cabinet 18/02/25 Council 21/02/25	Cabinet Member for Finance and Assets (Deputy Leader)	Director of Finance and Assets and Deputy S151 Officer
<b>Council Tax Resolution</b>	Non Key Decision	Council 21/02/25	Cabinet Member Finance and Assets	Director of Finance and Assets and Deputy S151 Officer
<b>To sell CBC's interest in Gloucestershire Airport Ltd.</b> To sell the council's interest in Gloucestershire Airport Ltd.	Key Decision	Leader Not before 24/03/25	Leader	Deputy Chief Executive (Section 151 Officer)
<b>Ubico Business Plan Update</b>	Non Key Decision	Cabinet 08/04/25	Cabinet Member Waste, Recycling and Public Realm	Environmental Partnerships Manager
<b>Election of Mayor 2025-26 (Chair of Council)</b>	Non Key Decision	Council 12/05/25		Chief Executive
<b>Election of Deputy Mayor 2025-26 (Vice-Chair of Council)</b>	Non Key Decision	Council 12/05/25		Chief Executive

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<b>Granting the Freedom of the Borough</b> To grant the Freedom of the Borough	Non Key Decision	Council            12/05/25		Chief Executive