



## Forward Plan November 2024 - October 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 Izaac 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>Approval to enter contract with LiveWest for acquisition of property at 6 Medway Court</b> Approval from Full Council to fund and enter into contract with LiveWest to acquire the property at Medway Court, Whaddon Road, Cheltenham GL52 5NF	Key Decision	Cabinet Member Major Developments and Housing Delivery Not before 22/11/24	Cabinet Member Major Developments and Housing Delivery	Director of Finance and Assets and Deputy S151 Officer
<b>Local Planning Enforcement Plan</b> To consider the recommendations.	Non Key Decision	Cabinet 26/11/24	Cabinet Member Planning and Building Control	Head of Development Management, Enforcement and Compliance

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<b>Grants Policy</b> To consider the recommendations.	Non Key Decision	Cabinet 26/11/24	Cabinet Member Finance and Assets	Director of Governance and Customer Services and Monitoring Officer
<b>Rent Support Grant to voluntary sector organisation</b> To consider a rent support grant to Whaddon Bowls Club, Whaddon Road.	Non Key Decision	Cabinet 26/11/24	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	Cabinet 26/11/24 Council 16/12/24	Cabinet Member Finance and Assets	Head of Revenues and Benefits
<b>Waste and Recycling Review</b> To consider the review of CBC's Waste and Recycling Services	Non Key Decision	Cabinet 26/11/24	Cabinet Member Waste, Recycling and Public Realm	Environmental Partnerships Manager
<b>Quarterly Budget Monitoring Report, July-September 2024</b> To consider the report	Non Key Decision	Cabinet 26/11/24	Cabinet Member Finance and Assets	Director of Finance and Assets and Deputy S151 Officer
<b>Grant of lease at St Mark's and Hester's Way Community Centre</b> To consider the report.	Non Key Decision	Cabinet 26/11/24	Cabinet Member Finance and Assets	Director of Finance and Assets and Deputy S151 Officer
<b>Corporate Risk Register - update</b> To note the updated Risk Register	Non Key Decision	Cabinet 26/11/24	Leader	Head of Corporate Service
<b>Half-yearly Treasury Management Report</b> To consider the report	Non Key Decision	Cabinet 26/11/24 Council 16/12/24	Cabinet Member Finance and Assets	Capital and Treasury Management Accountant

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<b>Revised Taxi Licensing Policy</b> To approve consultation on draft policy.	Non Key Decision	Cabinet Member Safety and Communities 11/24	Cabinet Member Safety and Communities	Head of Public Protection and DEPLO
<b>Award of Contract for build of 320 Swindon Road</b> To award the building contract for 320 Swindon Road	Non Key Decision	Cabinet Member Major Developments and Housing Delivery Not before 30/11/24	Cabinet Member Major Developments and Housing Delivery	Director of Finance and Assets and Deputy S151 Officer
<b>Council Response to Cotswolds National Landscape Management Plan Review Consultation</b> To approve Cheltenham Borough Council's response to the Cotswolds National Landscape Management Plan Review Consultation	Non Key Decision	Cabinet Member Planning and Building Control Not before 13/12/24	Cabinet Member Planning and Building Control	Interim Planning Policy Team Leader
<b>Recommendations of the Independent Remuneration Panel</b> To consider the recommendations of the Independent Remuneration Panel	Non Key Decision	Council 16/12/24		Director of Governance and Customer Services and Monitoring Officer
<b>Member Development Strategy</b> To approve the Member Development Strategy	Non Key Decision	Council 16/12/24	Jackie Chelin Chair of Member Development Panel	Director of Governance and Customer Services and Monitoring Officer
<b>Annual Report of Overview &amp; Scrutiny Committee</b> To consider the report	Non Key Decision	Council 16/12/24	Tabi Joy Chair of Overview and Scrutiny	Democratic Services Team Leader
<b>Review of Polling District, Polling Places and Polling Stations</b> To consider the recommendations	Non Key Decision	Council 16/12/24	Cabinet Member Finance and Assets	Deputy Chief Executive (Section 151 Officer)
<b>Community Safety Partnership Strategy</b> For Council to note the Community Safety Partnership Strategy.	Non Key Decision	Council 16/12/24	Cabinet Member Safety and Communities	

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<b>Local Validation Checklist</b> To approve the updated local validation checklist which will be used rigorously to ensure the local planning authority receives good quality submissions.	Non Key Decision	Cabinet 17/12/24	Cabinet Member Planning and Building Control	Head of Development Management, Enforcement and Compliance
<b>Approval for publication of this year's Infrastructure Funding Statement and CIL Rate Summary Statement</b> To consider the report	Non Key Decision	Cabinet 17/12/24	Cabinet Member Planning and Building Control	Community Infrastructure Levy (CIL) Manager
<b>To approve CBC's Fencing Policy</b> To consider the report and approve the policy.	Non Key Decision	Cabinet 17/12/24	Cabinet Member Housing and Customer Services	Head of Building Services
<b>Youth Engagement - Response to Council Motion (20 March 2023)</b>	Non Key Decision	Cabinet 17/12/24	Cabinet Member Safety and Communities	Head of Communities, Wellbeing and Partnerships
<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
<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>Counter Fraud and Enforcement Unit Collaboration Agreement</b> To approve the council entering into the Counter Fraud and Enforcement Unit Partnership Collaboration Agreement	Non Key Decision	Cabinet 17/12/24	Cabinet Member Finance and Assets	Head of Service, Counter Fraud and Enforcement Unit
<b>First Homes Technical Advice Note</b> To consider the recommendations.	Non Key Decision	Cabinet 17/12/24	Cabinet Member Housing and Customer Services	Housing Strategy and Partnerships Manager

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<b>To dispose of the Municipal Offices</b> To dispose of the Municipal Offices, following Cabinet and Council recommendations, July 2023.	Non Key Decision	Cabinet Member Finance and Assets 12/24 21/02/25 Council	Cabinet Member Finance and Assets	Deputy Chief Executive (Section 151 Officer)
<b>Delivery of Vacant Units and Town Centre Land Use Efficiency Action Plan - update</b> To note the report	Non Key Decision	Cabinet 21/01/25	Cabinet Member Economic Development, Wellbeing and Culture	Head of Place Marketing and Inward Investment
<b>5-year review of the Collection Development Policy</b> To consider the report	Key Decision	Cabinet 21/01/25	Cabinet Member Economic Development, Wellbeing and Culture	Head of Communities, Wellbeing and Partnerships
<b>Sports and Physical Activity Strategy Action Plan</b> To consider and approve the Plan.	Non Key Decision	Cabinet 21/01/25	Cabinet Member Economic Development, Wellbeing and Culture	Head of Communities, Wellbeing and Partnerships
<b>Mobility Hub - phased build options</b> To review the phasing options available for construction of the Mobility Hub and the cost benefits attached to a single-phase delivery.	Key Decision	Cabinet 21/01/25 Council 21/02/25	Cabinet Member Major Developments and Housing Delivery	Senior Development Manager, Place & Economic Development
<b>Business Rate Reliefs</b> To consider the report	Key Decision	Cabinet 18/02/25	Cabinet Member Finance and Assets	Head of Revenues and Benefits
<b>Corporate Risk Register - update</b> To note the updated Risk Register	Non Key Decision	Cabinet 18/02/25	Leader	Head of Corporate Service
<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 Finance and Assets	Director of Finance and Assets and Deputy S151 Officer
<b>Final General Revenue &amp; Capital</b>	Non Key Decision	Cabinet 18/02/25	Cabinet Member Finance and Assets	Director of Finance and Assets and

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<b>Budget Proposals 2025-26 and Quarterly Budget Monitoring Report October-December 2024</b> To consider the recommendations		Council 21/02/25		Deputy S151 Officer
<b>Council Tax Resolution</b> To approve the council tax resolution.	Non Key Decision	Council 21/02/25	Cabinet Member Finance and Assets	Director of Finance and Assets and Deputy S151 Officer
<b>Installation of electricity supply in Imperial and Montpellier Gardens</b> To consider the recommendations.	Non Key Decision	Council 21/02/25	Cabinet Member Finance and Assets	Principal Estates Surveyor
<b>Contract Procedure Rules</b> To revise and update Contract Procedure Rules in line with the new Procurement Act 2023 (go-live date 24 February 2025)	Non Key Decision	Council 21/02/25	Leader	Strategic Procurement Manager
<b>Gambling Act Statement of Principles</b> To consider the recommendations.	Non Key Decision	Council 21/02/25	Cabinet Member Safety and Communities	Head of Public Protection and DEPLO
<b>Cotswolds Beechwoods - Cheltenham Action Plan</b> To consider the recommendations.	Non Key Decision	Cabinet 11/03/25	Cabinet Member Planning and Building Control	Interim Planning Policy Team Leader
<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>Granting the Freedom of the Borough</b> To grant the Freedom of the Borough	Non Key Decision	Council 12/05/25		Chief Executive
<b>Election of Mayor 2025-26 (Chair of Council)</b>	Non Key Decision	Council 12/05/25		Chief Executive

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date	Cabinet Member	Lead Officer
<b>Election of Deputy Mayor 2025-26 (Vice-Chair of Council)</b>	Non Key Decision	Council 12/05/25		Chief Executive
<b>Corporate Risk Register - update</b> To note the updated Risk Register	Non Key Decision	Cabinet 20/05/25	Leader	Head of Corporate Service
<b>Innovation Centre - Management Agreement</b> To consider the recommendations	Key Decision  Part 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 20/05/25 Council 23/06/25	Cabinet Member Major Developments and Housing Delivery	Senior Development Manager, Place & Economic Development
<b>Corporate Risk Register - update</b> To note the updated Risk Register	Non Key Decision	Cabinet 08/07/25	Leader	Head of Corporate Service