



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 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 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. 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	Councillor Iain Dobie
Economic Development, Wellbeing and Culture	Councillor Martin Horwood
Finance and Assets	Councillor Alisha Lewis
Housing and Customer Services	Councillor Flo Clucas
Major Developments and Housing Delivery	Councillor Peter Jeffries
Planning and Building Control	Councillor Mike Collins
Safety and Communities	Councillor Victoria Atherstone
Waste, Recycling and Public Realm	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

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date	Cabinet Member	Lead Officer
Approval to enter contract with LiveWest for acquisition of property at 6 Medway Court 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
Local Planning Enforcement Plan To consider the recommendations.	Non Key Decision	Cabinet 26/11/24	Cabinet Member Planning and Building Control	Head of Development Management, Enforcement and Compliance

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date	Cabinet Member	Lead Officer
Grants Policy 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
Rent Support Grant to voluntary sector organisation 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)
Annual Local Council Tax Support Scheme 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
Waste and Recycling Review 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
Quarterly Budget Monitoring Report, July-September 2024 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
Grant of lease at St Mark's and Hester's Way Community Centre 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
Corporate Risk Register - update To note the updated Risk Register	Non Key Decision	Cabinet 26/11/24	Leader	Head of Corporate Service
Half-yearly Treasury Management Report 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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Revised Taxi Licensing Policy 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
Award of Contract for build of 320 Swindon Road 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
Council Response to Cotswolds National Landscape Management Plan Review Consultation 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
Recommendations of the Independent Remuneration Panel 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
Member Development Strategy 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
Annual Report of Overview & Scrutiny Committee To consider the report	Non Key Decision	Council 16/12/24	Tabi Joy Chair of Overview and Scrutiny	Democratic Services Team Leader
Review of Polling District, Polling Places and Polling Stations To consider the recommendations	Non Key Decision	Council 16/12/24	Cabinet Member Finance and Assets	Deputy Chief Executive (Section 151 Officer)
Community Safety Partnership Strategy 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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Approval for publication of this year's Infrastructure Funding Statement and CIL Rate Summary Statement To consider the report	Non Key Decision	Cabinet 17/12/24	Cabinet Member Planning and Building Control	Community Infrastructure Levy (CIL) Manager
To approve CBC's Fencing Policy 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
General Fund Revenue & Capital - Interim Budget Proposals 2025-26 for consultation 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
Housing Revenue Account Revised Forecast 2024-25 and Interim Budget Proposals 2025-26 for consultation 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
Counter Fraud and Enforcement Unit Collaboration Agreement 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
First Homes Technical Advice Note To consider the recommendations.	Non Key Decision	Cabinet 17/12/24	Cabinet Member Housing and Customer Services	Housing Strategy and Partnerships Manager
Youth Engagement - Response to Council Motion (20 March 2023)	Non Key Decision	Cabinet 17/12/24	Cabinet Member Safety and Communities	Head of Communities, Wellbeing and Partnerships
To dispose of the Municipal Offices 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)

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date	Cabinet Member	Lead Officer
Local Validation Checklist 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 21/01/25	Cabinet Member Planning and Building Control	Head of Development Management, Enforcement and Compliance
Delivery of Vacant Units and Town Centre Land Use Efficiency Action Plan - update 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
5-year review of the Collection Development Policy To consider the report	Key Decision	Cabinet 21/01/25	Cabinet Member Economic Development, Wellbeing and Culture	Head of Communities, Wellbeing and Partnerships
Sports and Physical Activity Strategy Action Plan 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
Mobility Hub - phased build options 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
Business Rate Reliefs To consider the report	Key Decision	Cabinet 18/02/25	Cabinet Member Finance and Assets	Head of Revenues and Benefits
Corporate Risk Register - update To note the updated Risk Register	Non Key Decision	Cabinet 18/02/25	Leader	Head of Corporate Service
Housing Revenue Account Revised Forecast 2024-25 and Final Budget Proposals 2025-26 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
Final General Revenue & Capital	Non Key Decision	Cabinet 18/02/25	Cabinet Member Finance and Assets	Director of Finance and Assets and

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Budget Proposals 2025-26 and Quarterly Budget Monitoring Report October-December 2024 To consider the recommendations		Council 21/02/25		Deputy S151 Officer
Council Tax Resolution 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
Installation of electricity supply in Imperial and Montpellier Gardens To consider the recommendations.	Non Key Decision	Council 21/02/25	Cabinet Member Finance and Assets	Principal Estates Surveyor
Contract Procedure Rules 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
Gambling Act Statement of Principles To consider the recommendations.	Non Key Decision	Council 21/02/25	Cabinet Member Safety and Communities	Head of Public Protection and DEPLO
Cotswolds Beechwoods - Cheltenham Action Plan To consider the recommendations.	Non Key Decision	Cabinet 11/03/25	Cabinet Member Planning and Building Control	Interim Planning Policy Team Leader
To sell CBC's interest in Gloucestershire Airport Ltd. 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)
Granting the Freedom of the Borough To grant the Freedom of the Borough	Non Key Decision	Council 12/05/25		Chief Executive
Election of Mayor 2025-26 (Chair of Council)	Non Key Decision	Council 12/05/25		Chief Executive

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Election of Deputy Mayor 2025-26 (Vice-Chair of Council)	Non Key Decision	Council 12/05/25		Chief Executive
Corporate Risk Register - update To note the updated Risk Register	Non Key Decision	Cabinet 20/05/25	Leader	Head of Corporate Service
Innovation Centre - Management Agreement 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
Corporate Risk Register - update To note the updated Risk Register	Non Key Decision	Cabinet 08/07/25	Leader	Head of Corporate Service