



## **Forward Plan December 2024 - November 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>Annual Local Council Tax Support Scheme</b> To consider the recommendation.	Non Key Decision	Cabinet 16/12/24 Council	Cabinet Member Finance and Assets	Head of Revenues and Benefits
<b>Half-yearly Treasury Management Report</b> To consider the report	Non Key Decision	Cabinet 16/12/24 Council	Cabinet Member Finance and Assets	Capital and Treasury Management Accountant

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<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>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	Interim Director Housing Transformation
<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
<b>To dispose of the Municipal Offices</b>	Non Key Decision	Cabinet Member 01/25	Cabinet Member Finance and Assets	Deputy Chief Executive (Section 151

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To dispose of the Municipal Offices, following Cabinet and Council recommendations, July 2023.		Finance and Assets 21/02/25 Council		Officer)
<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 01/25	Cabinet Member Major Developments and Housing Delivery	Director of Finance and Assets and Deputy S151 Officer
<b>Youth Engagement - Response to Council Motion (20 March 2023)</b>	Non Key Decision	Cabinet 21/01/25	Cabinet Member Safety and Communities	Head of Communities, Wellbeing and Partnerships
<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 18/02/25	Cabinet Member Planning and Building Control	Head of Development Management, Enforcement and Compliance
<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 18/02/25 Council 24/03/25	Cabinet Member Major Developments and Housing Delivery	Senior Development Manager, Place & Economic Development
<b>Delivery of Vacant Units and Town Centre Land Use Efficiency Action Plan - update</b> To note the report	Non Key Decision	Cabinet 18/02/25	Cabinet Member Economic Development, Wellbeing and Culture	Head of Place Marketing and Inward Investment
<b>Volunteering Policy and Processes</b> To consider the recommendations.	Non Key Decision	Cabinet 18/02/25	Cabinet Member Safety and Communities	Head of Communities, Wellbeing and Partnerships
<b>Dedication Agreement at Pittville Park - A435 Cheltenham to Bishops Cleeve Cycleway</b>	Non Key Decision	Cabinet 18/02/25	Cabinet Member Finance and Assets	Estates Surveyor
<b>Variation to Cheltenham Smoke Control Order</b>	Key Decision	Cabinet 18/02/25	Cabinet Member Safety and Communities	Head of Public Protection and DEPLO

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To seek approval from Cabinet to vary the Cheltenham Smoke Control Order in accordance with the statutory requirements.					
<b>Housing Revenue Account Revised Forecast 2024-25 and Final Budget Proposals 2025-26</b> To consider the report	Non Key Decision	Cabinet Council	18/02/25 21/02/25	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 Council	18/02/25 21/02/25	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	18/02/25	Leader	Head of Corporate Service
<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>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>Community Safety Partnership Strategy</b> For Council to note the Community Safety Partnership Strategy.	Non Key Decision	Council	21/02/25	Cabinet Member Safety and Communities	
<b>Constitution Updates, including 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	Director of Governance and Customer Services and Monitoring 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

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<b>Council Order of Precedence - Nominations for Mayor Elect 2025/26</b> To note the Council's Order of Precedence	Non Key Decision	Council 21/02/25		Chief Executive
<b>Council Diary 2025 - 2026</b> To approve the Council diary of meetings 2025 - 2026	Non Key Decision	Council 21/02/25	Leader	Director of Governance and Customer Services and Monitoring Officer
<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>Revised Taxi Licensing Policy</b> To approve consultation on draft policy.	Non Key Decision	Cabinet Member Safety and Communities 03/25	Cabinet Member Safety and Communities	Head of Public Protection and DEPLO
<b>UK Shared Prosperity Funding 2025-2026</b> Decision required to accept the funding. Decisions required on delivery of the programme.	Non Key Decision	Cabinet 11/03/25		Head of Place Marketing and Inward Investment
<b>Sports and Physical Activity Strategy Action Plan</b> To consider and approve the Plan.	Non Key Decision	Cabinet 11/03/25	Cabinet Member Economic Development, Wellbeing and Culture	Head of Communities, Wellbeing and Partnerships
<b>5-year review of the Collection Development Policy</b> To consider the report	Key Decision	Cabinet 11/03/25	Cabinet Member Economic Development, Wellbeing and Culture	Head of Communities, Wellbeing and Partnerships
<b>Warm Homes: Social Housing Fund Grant Bid</b> To note the submission of a grant application for decarbonisation of the	Non Key Decision	Cabinet 11/03/25	Cabinet Member Climate Emergency	

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housing stock under the Warm Homes: Social Housing Fund (formerly SHDF Wave 3)				
<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>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
<b>Election of Honorary Freemen</b>	Non Key Decision	Council 12/05/25	Leader	Chief Executive
<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>Innovation Centre - Management Agreement</b> To consider the recommendations	Key Decision  Part exempt	Cabinet 20/05/25  Council 23/06/25	Cabinet Member Major Developments and Housing Delivery	Senior Development Manager, Place & Economic Development

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	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.			
<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>Corporate Risk Register - update</b> To note the updated Risk Register	Non Key Decision	Cabinet 09/25	Leader	Governance, Risk and Assurance Manager
<b>Publication of the Infrastructure Funding Statement and CIL Rate Summary Statement</b> To approve the Infrastructure Funding Statement and CIL Rate Summary Statement	Non Key Decision	Cabinet 10/25	Cabinet Member Planning and Building Control	Director of Community & Economic Development
<b>No Child Left Behind Annual Report</b> To note the report.	Non Key Decision	Council 12/25	Cabinet Member Safety and Communities	Head of Communities, Wellbeing and Partnerships