



Forward Plan January 2025 - December 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
 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

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date	Cabinet Member	Lead Officer
Youth Engagement - Response to Council Motion (20 March 2023)	Non Key Decision	Cabinet 18/02/25	Cabinet Member Safety and Communities	Head of Communities, Wellbeing and Partnerships
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 18/02/25	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
Delivery of Vacant Units and Town Centre Land Use Efficiency Action Plan - update 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
Volunteering Policy and Processes To consider the recommendations.	Non Key Decision	Cabinet 18/02/25	Cabinet Member Safety and Communities	Head of Communities, Wellbeing and Partnerships
Dedication Agreement at Pittville Park - A435 Cheltenham to Bishops Cleeve Cycleway	Non Key Decision	Cabinet 18/02/25	Cabinet Member Finance and Assets	Estates Surveyor
Corporate Risk Register - update To note the updated Risk Register	Non Key Decision	Cabinet 18/02/25	Leader	Head of Corporate Service
Business Rate Reliefs To consider the report	Key Decision	Cabinet 18/02/25	Cabinet Member Finance and Assets	Head of Revenues and Benefits
Local Development Scheme To adopt the updated Local Development Scheme for Cheltenham Borough, and to delegate authority to the Director of Community & Economic Development in consultation with the Leader and Cabinet Member for Planning and Building Control to prepare the Local Development Scheme for publication.	Key Decision	Cabinet 18/02/25	Cabinet Member Planning and Building Control	Interim Planning Policy Team Leader
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 Budget Proposals 2025-26 and Quarterly Budget Monitoring	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

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Report October-December 2024 To consider the recommendations				
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
Constitution Updates, including 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	Director of Governance and Customer Services and Monitoring 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
Council Order of Precedence - Nominations for Mayor Elect 2025/26 To note the Council's Order of Precedence	Non Key Decision	Council 21/02/25		Chief Executive
Council Diary 2025 - 2026 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
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
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 Not before 21/02/25 Council 21/02/25	Cabinet Member Finance and Assets	Deputy Chief Executive (Section 151 Officer)
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 Not before 28/02/25	Cabinet Member Major Developments and Housing Delivery	Director of Finance and Assets and Deputy S151 Officer

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date	Cabinet Member	Lead Officer
		Delivery		
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 28/02/25	Cabinet Member Major Developments and Housing Delivery	Director of Finance and Assets and Deputy S151 Officer
Council Response to Planning Reform Working Paper To provide CBC's response to the Ministry of Housing, Communities and Local Government and Department for Environment, Food and Rural Affairs' Planning Reform Working Paper: Development and Nature Recovery consultation https://www.gov.uk/government/publications/planning-reform-working-paper-development-and-nature-recovery/planning-reform-working-paper-development-and-nature-recovery	Non Key Decision	Director of Community & Economic Development - Tracey Birkinshaw Not before 28/02/25	Cabinet Member Planning and Building Control	Interim Planning Policy Team Leader
Revised Taxi Licensing Policy 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
UK Shared Prosperity Funding 2025-2026 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
Sports and Physical Activity Strategy Action Plan 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
5-year review of the Collection Development Policy To consider the report	Key Decision	Cabinet 11/03/25	Cabinet Member Economic Development, Wellbeing and Culture	Head of Communities, Wellbeing and Partnerships

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date	Cabinet Member	Lead Officer
Warm Homes: Social Housing Fund Grant Bid To note the submission of a grant application for decarbonisation of the housing stock under the Warm Homes: Social Housing Fund (formerly SHDF Wave 3)	Non Key Decision	Cabinet 11/03/25	Cabinet Member Climate Emergency	Interim Director Housing Transformation
Cheltenham Ice Rink 2024-25 To update Members on the performance and outcomes of Cheltenham Ice Rink for the Christmas 2024-25 season.	Non Key Decision	Cabinet 11/03/25	Cabinet Member Economic Development, Wellbeing and Culture	Head of Place Marketing and Inward Investment
Housing Services Fleet Procurement To request funds to secure future purchase of vehicles for continued delivery of repairs to council properties across the borough	Key Decision	Cabinet 11/03/25	Cabinet Member Finance and Assets	Logistics Manager
Community Safety Partnership Strategy For Council to note the Community Safety Partnership Strategy.	Non Key Decision	Council 24/03/25	Cabinet Member Safety and Communities	
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)
Neighbourhood Planning Protocol To approve the neighbourhood planning protocol; to delegate consequential changes to the constitution to the Corporate Director and Monitoring Officer	Non Key Decision	Council 24/03/25	Cabinet Member Planning and Building Control	Interim Planning Policy Team Leader
Ubico Business Plan Update	Non Key Decision	Cabinet 08/04/25	Cabinet Member Waste, Recycling and Public Realm	Environmental Partnerships Manager
Election of Deputy Mayor 2025-26 (Vice-Chair of Council)	Non Key Decision	Council 12/05/25		Chief Executive

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Election of Honorary Freemen	Non Key Decision	Council 12/05/25	Leader	Chief Executive
Election of Mayor 2025-26 (Chair of Council)	Non Key Decision	Council 12/05/25		Chief Executive
Granting the Freedom of the Borough To grant the Freedom of the Borough	Non Key Decision	Council 12/05/25		Chief Executive
Disposal of Public Open Space - Lease of St Stephen's Cricket Pavilion Disposal of Public open Space – Lease of St Stephen's Cricket Pavilion, Swindon Village Playing Fields	Non Key Decision	Cabinet 20/05/25	Cabinet Member Finance and Assets	Estates Surveyor
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
Suitable Alternative Natural Greenspace (SANGs) Action Plan To consider the recommendations.	Non Key Decision	Cabinet 10/06/25	Cabinet Member Planning and Building Control	Interim Planning Policy Team Leader

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date	Cabinet Member	Lead Officer
Corporate Risk Register - update To note the updated Risk Register	Non Key Decision	Cabinet 09/25	Leader	Governance, Risk and Assurance Manager
Publication of the Infrastructure Funding Statement and CIL Rate Summary Statement 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
No Child Left Behind Annual Report To note the report.	Non Key Decision	Council 12/25	Cabinet Member Safety and Communities	Head of Communities, Wellbeing and Partnerships