



Forward Plan April 2025 - March 2026

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 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
Award of Contract for build of 320 Swindon Road To award the building contract for 320 Swindon Road	Non Key Decision	Cabinet Member 04/25 Major Developments and Housing Delivery	Cabinet Member Major Developments and Housing Delivery	Director of Finance and Assets and Deputy S151 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,	Key Decision	Cabinet Member 04/25 Major Developments and Housing Delivery	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
Whaddon Road, Cheltenham GL52 5NF				
Revised Taxi Licensing Policy To approve consultation on draft policy.	Non Key Decision	Cabinet Member Safety and Communities 04/25	Cabinet Member Safety and Communities	Head of Public Protection and DEPLO
A Property Matter 2501 To consider the recommendations.	Non Key Decision	Cabinet Member Major Developments and Housing Delivery 04/25	Cabinet Member Major Developments and Housing Delivery	Director of Finance and Assets and Deputy S151 Officer
Review of Pre-Application Fees To review and publish Planning Pre-Application Fees, for implementation from 01 April 2025	Non Key Decision	Director of Community & Economic Development - Tracey Birkinshaw 04/04/25	Cabinet Member Planning and Building Control	Director of Community & Economic Development
Community Infrastructure Neighbourhood Panel - update to Terms of Reference To keep the Terms of Reference up to date.	Non Key Decision	Cabinet Member Planning and Building Control 04/25	Cabinet Member Planning and Building Control	Director of Community & Economic Development
Approval of Ubico Business Plan 2025-26 To approve the business plan.	Non Key Decision	Leader 04/25	Cabinet Member Waste, Recycling and Public Realm	Environmental Partnerships Manager
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)	Key Decision	Cabinet 08/04/25	Cabinet Member Climate Emergency	Interim Director Housing Transformation
5-year review of the Collection Development Policy To consider the report	Key Decision	Cabinet 08/04/25	Cabinet Member Economic Development, Wellbeing and Culture	Head of Communities, Wellbeing and Partnerships
To note the decisions made by the Community Infrastructure Levy Joint Committee To note the decisions of the	Non Key Decision	Cabinet 08/04/25	Leader	Director of Community & Economic Development

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date	Cabinet Member	Lead Officer
Community Infrastructure Levy (CIL) Joint Committee and, in line with the agreed Terms of Reference, report this back through each partner council through relevant Cabinet/Committee for the purposes of scrutiny. Community Infrastructure Levy Joint Committee, 4th March 2025 – Agenda and Papers Community Infrastructure Levy Joint Committee – Terms of Reference				
Cotswolds National Landscape Management Plan 2025-30	Non Key Decision	Leader 16/04/25	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 01/05/25	Leader	Deputy Chief Executive (Section 151 Officer)
Election of Deputy Mayor 2025-26 (Vice-Chair of Council)	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
Community Governance Review To consider the terms of reference for a community governance review	Non Key Decision	Council 12/05/25	Leader	Director of Governance, Housing and Communities
Sports and Physical Activity Strategy Action Plan To consider and approve the Plan.	Non Key Decision	Cabinet 20/05/25	Cabinet Member Economic Development, Wellbeing and Culture	Head of Communities, Wellbeing and Partnerships
Corporate Risk Register - update	Non Key Decision	Cabinet 20/05/25	Leader	Governance, Risk and Assurance

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date	Cabinet Member	Lead Officer
To note the updated Risk Register				Manager
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 10/06/25	Cabinet Member Finance and Assets	Estates Surveyor
Petersfield Community and Sports Hub To consider the funding and lease arrangements.	Non Key Decision	Cabinet 10/06/25	Cabinet Member Finance and Assets	Head of Communities, Wellbeing and Partnerships
Housing Delivery Test Action Plan To approve the Housing Delivery Test Action Plan; the Planning Practice Guidance requires an action plan to be published within six months of publication of the Housing Delivery Test.	Non Key Decision	Cabinet 10/06/25	Cabinet Member Planning and Building Control	Interim Planning Policy Team Leader
Taxi and Private Hire licensing policy review To approve updates to the taxi and private hire licensing policy following consultation	Non Key Decision	Cabinet 10/06/25	Cabinet Member Safety and Communities	Licensing and Public Protection Manager
A Property Matter 2502 To consider the recommendations.	Key Decision	Council 23/06/25	Cabinet Member Finance and Assets	Senior Asset Management Surveyor
Financial Outturn and Budget Monitoring Report, April-June To consider the report	Non Key Decision	Cabinet 15/07/25 Council 21/07/25	Cabinet Member Finance and Assets	Director of Finance and Assets and Deputy S151 Officer
Corporate Plan update and end-of-year performance report To present: <ul style="list-style-type: none"> - a review of progress against the Corporate Plan 2023-2027 for 	Non Key Decision	Cabinet 15/07/25 Council 21/07/25	Leader	Organisational Performance Lead, Corporate Services Team

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date	Cabinet Member	Lead Officer
<p>the year 2024-25. This will close the Corporate Plan 2023-2027 as future reporting will be against the refreshed Corporate Plan 2025-2028;</p> <ul style="list-style-type: none"> - an end-of year performance report, which will set out the key performance indicators reported by service managers in 2024/25 together with an end-of-year commentary. 				
<p>Suitable Alternative Natural Greenspace (SANGs) Action Plan To consider the recommendations.</p>	Non Key Decision	Cabinet 15/07/25	Cabinet Member Planning and Building Control	Interim Planning Policy Team Leader
<p>To dispose of the Municipal Offices To dispose of the Municipal Offices, following Cabinet and Council recommendations, July 2023.</p>	<p>Key Decision</p> <p>Fully exempt 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information)</p>	Cabinet 15/07/25	Cabinet Member Finance and Assets	
<p>Cheltenham Business Improvement District (BID) - 2025 Renewal Ballot To consider the report updating members on the intention of Cheltenham BID to enter the renewal ballot process.</p>	Key Decision	Cabinet 15/07/25	Leader	Head of Place Marketing and Inward Investment
<p>Anti-Social Behaviour Policy To update the Housing Anti-Social Behaviour Policy to ensure it is robust and effective.</p>	Key Decision	Cabinet 15/07/25	Cabinet Member Housing and Customer Services	Director of Governance, Housing and Communities
<p>Compliance Strategy and Policies To update the Housing Compliance Strategy and associated policies to ensure they are robust and effective.</p>	Key Decision	Cabinet 15/07/25	Cabinet Member Housing and Customer Services	Director of Governance, Housing and Communities
<p>Corporate Risk Register - update To note the updated Risk Register</p>	Non Key Decision	Cabinet 09/25	Leader	Governance, Risk and Assurance Manager

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date		Cabinet Member	Lead Officer
Tenancy Policy To update the Tenancy Policy and provide a clear understanding of how social housing tenancies will be offered and managed.	Key Decision	Cabinet	16/09/25	Cabinet Member Housing and Customer Services	Director of Housing, Customer and Community Services
Customer Engagement Strategy To approve the new Customer Engagement Strategy to ensure residents are provided with opportunities and effective support to engage in the management of the council's social housing.	Key Decision	Cabinet	16/09/25	Cabinet Member Housing and Customer Services	Director of Housing, Customer and Community Services
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 Council	16/09/25 13/10/25	Cabinet Member Major Developments and Housing Delivery	Senior Development Manager, Place & Economic Development
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
Hackney Carriage Byelaws To adopt the byelaws following the recommendation of Licensing Committee	Non Key Decision	Council	13/10/25	Cabinet Member Safety and Communities	Licensing and Public Protection Manager
Licensing Act 2003 - policy review To consider the recommendations prior to adoption by Full Council	Non Key Decision	Cabinet Council	21/10/25 15/12/25	Cabinet Member Safety and Communities	Licensing and Public Protection Manager
Pavement Licensing Policy To adopt the policy following consultation.	Non Key Decision	Cabinet	21/10/25	Cabinet Member Safety and Communities	Licensing and Public Protection Manager

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Street Scene Policy To adopt the policy, following consultation.	Non Key Decision	Cabinet 21/10/25	Cabinet Member Safety and Communities	Licensing and Public Protection Manager
Cheltenham Tree Strategy To consider the Tree Strategy, which sets out the council's approach to managing, preserving, and expanding tree cover across Cheltenham.	Non Key Decision	Cabinet 18/11/25	Cabinet Member Planning and Building Control	Tree Officer
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
Youth Voice - NCLB Year of Youth Action report To endorse the final report on the No Child Left Behind Year of Youth Action outcomes and agree the next steps for 2026	Non Key Decision	Cabinet 16/12/25	Cabinet Member Safety and Communities	Head of Communities, Wellbeing and Partnerships
Street Trading Policy To adopt the policy following consultation	Non Key Decision	Cabinet 14/04/26	Cabinet Member Safety and Communities	Licensing and Public Protection Manager
Election of Honorary Freemen	Non Key Decision	Council 18/05/26	Leader	Chief Executive
Granting the Freedom of the Borough To grant the Freedom of the Borough	Non Key Decision	Council 18/05/26		Chief Executive