



Forward Plan June 2025 - May 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, Culture and Public Open Space
Finance and Assets
Housing and Customer Services
Major Developments and Housing Delivery
Planning and Building Control
Safety and Communities
Waste, Recycling, Parks, Gardens and Public Green Space

Councillor Richard Pineger
Councillor Izaak Tailford
Councillor Peter Jeffries
Councillor Flo Clucas
Councillor Alisha Lewis
Councillor Mike Collins
Councillor Victoria Atherstone
Councillor Paul Baker

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 06/25 Finance and Assets		Director of Finance and Assets and Deputy S151 Officer
Community Infrastructure Neighbourhood Panel - update to Terms of Reference To keep the Terms of Reference up to date.	Non Key Decision	Cabinet Member 06/25 Planning and Building Control	Cabinet Member Planning and Building Control	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
Approval of Ubico Business Plan 2025-26 To approve the business plan.	Non Key Decision	Leader 06/25	Cabinet Member Waste, Recycling, Parks, Gardens and Green Open Space	Environmental Partnerships Manager
To sell CBC's interest in Gloucestershire Airport Ltd. To sell the council's interest in Gloucestershire Airport Ltd.	Non Key Decision	Leader Not before 01/06/25	Leader	Deputy Chief Executive (Section 151 Officer)
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
Corporate Health, Safety and Wellbeing Policy Review To consider the report	Non Key Decision	Cabinet 15/07/25	Cabinet Member Safety and Communities	Project Manager, People and Change
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.	Key Decision	Cabinet 15/07/25	Leader	Head of Place Marketing and Inward Investment
Anti-Social Behaviour Policy To update the Housing Anti-Social Behaviour Policy to ensure it is robust and effective.	Key Decision	Cabinet 15/07/25	Cabinet Member Housing and Customer Services	Director of Governance, Housing and Communities
Compliance Strategy and Policies To update the Housing Compliance Strategy and associated policies to ensure they are robust and effective.	Key Decision	Cabinet 15/07/25	Cabinet Member Housing and Customer Services	Director of Governance, Housing and Communities

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date		Cabinet Member	Lead Officer
Food Safety Service Plan To consider the report.	Non Key Decision	Cabinet	15/07/25	Cabinet Member Safety and Communities	Public and Environmental Health Team Leader
Neighbourhood Community Infrastructure Levy Allocations To consider the recommendations.	Non Key Decision	Cabinet	15/07/25	Cabinet Member Planning and Building Control	Head of Communities, Wellbeing and Partnerships
Air quality Action Plan - revocation To consider the recommendation to revoke the 2020 Air Quality Management Area due to improvements achieved in air pollution levels.	Non Key Decision	Cabinet	15/07/25	Cabinet Member Safety and Communities	Public and Environmental Health 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	15/07/25	Cabinet Member Safety and Communities	Licensing and Public Protection Manager
Corporate Plan review, end-of-year performance report, and Corporate Plan refresh <ul style="list-style-type: none"> - Cabinet and Council to note the review of progress against the Corporate Plan 2023-2027 for the year 2024-25. This will close the Corporate Plan 2023-2027 as future reporting will be against the refreshed Corporate Plan 2025-2028; - Cabinet and Council to note the 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; - Cabinet to approve and Council to endorse the refreshed Corporate Plan 2025-28 	Non Key Decision	Cabinet Council	15/07/25 21/07/25	Leader	Organisational Performance Lead, Corporate Services Team

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A Property Matter 2502 To consider the recommendations.	Key Decision	Cabinet	15/07/25	Cabinet Member Finance and Assets	Senior Asset Management Surveyor
		Council	21/07/25		
General Fund and Housing Revenue Account Outturn Report 2024-25 To consider the report	Non Key Decision	Cabinet	15/07/25	Cabinet Member Finance and Assets	Director of Finance and Assets and Deputy S151 Officer
		Council	21/07/25		
2024-25 Audit, Compliance and Governance Annual Report To note the report.	Non Key Decision	Council	21/07/25	Adrian Bamford Chair of Audit, Compliance and Governance	Deputy Chief Executive (Section 151 Officer)
Corporate Risk Register - update To note the updated Risk Register	Non Key Decision	Cabinet	16/09/25	Leader	Governance, Risk and Assurance 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	16/09/25	Cabinet Member Finance and Assets	Estates Surveyor
To dispose of the Municipal Offices To dispose of the Municipal Offices, following Cabinet and Council recommendations, July 2023.	Key Decision Fully exempt 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information)	Cabinet	16/09/25	Cabinet Member Finance and Assets	
General Fund and Housing Revenue Account Budget Monitoring Report Q1 2025-26 To consider the report.	Non Key Decision	Cabinet	16/09/25	Cabinet Member Finance and Assets	Director of Finance and Assets and Deputy S151 Officer
Tenancy Policy To update the Tenancy Policy and provide a clear understanding of how	Key Decision	Cabinet	16/09/25	Cabinet Member Housing and Customer Services	Director of Housing, Customer and Community Services

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date		Cabinet Member	Lead Officer
social housing tenancies will be offered and managed.					
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
Gloucestershire Local Growth Plan To endorse the Gloucestershire Local Growth Plan	Non Key Decision	Cabinet	16/09/25	Cabinet Member Economic Development, Wellbeing, Culture and Public Open Space	Head of Place Marketing and Inward Investment
Review of Sexual Entertainment Venue Policy	Non Key Decision	Cabinet Council	16/09/25 13/10/25	Cabinet Member Safety and Communities	Head of Public Protection and DEPLO Cabinet Member for Safety and Communities
Taxi Policy (Vehicles) Review	Non Key Decision	Cabinet Council	16/09/25 13/10/25	Cabinet Member Safety and Communities	Licensing and Public Protection Manager
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	Non Key Decision	Council	13/10/25	Cabinet Member Safety and Communities	Licensing and Public Protection Manager

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date		Cabinet Member	Lead Officer
Committee					
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
Approval of Budget Strategy, Process and Timetable	Non Key Decision	Cabinet	21/10/25	Cabinet Member Finance and Assets	Director of Finance and Assets and Deputy S151 Officer
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
Suitable Alternative Natural Greenspace (SANGs) Action Plan To consider the recommendations.	Non Key Decision	Cabinet	18/11/25	Cabinet Member Waste, Recycling, Parks, Gardens and Green Open Space	Parks and Public Realm Manager
Quarterly Budget Monitoring Report, July-September To consider the report.	Non Key Decision	Cabinet	18/11/25	Cabinet Member Finance and Assets	Director of Finance and Assets and Deputy S151 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

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Infrastructure Funding Statement (IFS) To consider the report.	Non Key Decision	Council	15/12/25	Cabinet Member Planning and Building Control	Director of Community & Economic Development
Annual Local Council Tax Support Scheme To consider the report.	Non Key Decision	Council	15/12/25	Cabinet Member Finance and Assets	Head of Revenues and Benefits
Half-yearly Treasury Management Report To consider the report.	Non Key Decision	Council Cabinet	15/12/25 16/12/25	Cabinet Member Finance and Assets	Capital and Treasury Management Accountant
Interim Budget Proposals for General Fund and HRA To consider the report	Non Key Decision	Cabinet	16/12/25	Cabinet Member Finance and Assets	Director of Finance and Assets and Deputy S151 Officer
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
Final Housing Revenue Account (HRA) - Revised Budget To consider the report.	Key Decision	Cabinet Council	24/02/26 27/02/26	Cabinet Member Finance and Assets	Deputy Chief Executive (Section 151 Officer)
Final General Fund Revenue and Capital Budget Proposals To consider the report.	Key Decision	Cabinet Council	24/02/26 27/02/26	Cabinet Member Finance and Assets	Deputy Chief Executive (Section 151 Officer)
Council Tax Resolution To consider the report.	Key Decision	Council	27/02/26	Cabinet Member Finance and Assets	Head of Revenues and Benefits

Decision Title and Summary of decision to be made	Type of Decision	Decision Maker and Date	Cabinet Member	Lead Officer
Council Diary 2026-27 To approve the recommendations.	Non Key Decision	Council 23/03/26	Leader	Democratic Services Team Leader
Capital Non-Treasury Investment, Treasury Management and MRP Strategies and Statements To consider the report.	Non Key Decision	Council 23/03/26	Cabinet Member Finance and Assets	Director of Finance and Assets and Deputy S151 Officer
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