



*Cherwell*

DISTRICT COUNCIL  
NORTH OXFORDSHIRE

# Executive Forward Plan

Incorporating the Private Executive Meeting Notice and the Notice of  
Intention to make Key Decision

**January 2026 to April 2026**

Published on 28 November 2025

## **Executive Forward Plan and Notices required by the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012**

There is a legal requirement for local authorities to publish a notice setting out the key executive decisions that will be taken by the appropriate decision maker at least 28 clear days before such decisions are to be taken. This Executive Forward Plan incorporating the Notice of Intention to make Key Decision sets out the executive decisions (including key decisions and/or Executive sub-committees) which are intended to be taken at Cherwell District Council. Whilst this document provides details of known decisions for the following month, where details of decisions to be made after this period are known, they are provided for information.

The Plan also sets out where, if at all, it is anticipated that part of an Executive meeting will be held in private. This is where confidential or exempt information (as defined in the constitution) is likely to be made known. Notice is hereby given that it may be necessary for part of an Executive meeting to be held in private because it becomes apparent at the meeting that confidential or exempt information will otherwise be made known. Should this become apparent at the meeting the relevant part of the meeting will only be held in private upon the passing of a resolution which (where exempt information will be made known) describes the description of exempt information pursuant to Schedule 12A of the Local Government Act 1972.

The Executive Forward Plan will be updated and rolled forward on a monthly basis. As this takes place, the programme will be adjusted and further decisions will be added or anticipated ones may be rescheduled or removed. The summary shows the decisions programmed to be taken during each month. A likely date of decision is shown, but it is possible that a decision may be rescheduled to a later month.

If a key decision is not included in the published Executive Forward Plan for 28 clear days before a decision needs to be taken the Chair of the Overview and Scrutiny Committee must be notified and a supplement to the Forward Plan published at least 5 clear days before the date on which the decision is proposed to be taken. If the date by which the decision has to be made makes compliance with this requirement impracticable the decision can only be made with the consent of the Chair of the Overview and Scrutiny Committee who must be satisfied that the making of the decision is urgent and cannot reasonably be deferred.

If it is necessary to discuss an issue in private and 28 days' notice has not been given the decision may only be taken or the item discussed in private with the agreement of the Chair of the Overview and Scrutiny Committee who must be satisfied that the need for the item to be taken to the meeting is urgent and cannot reasonably be deferred.

## Key Decisions

A key decision is a 'significant' decision that is legally within the power of the Council to make, is not precluded by statute from being made under Executive arrangements and is not otherwise retained for decision by Council or delegated to a Committee of Council or officer by the Council's Constitution.

Significance – A decision is significant if it meets the financial and/or community impact criteria:

- Financial: A decision that will result in the Council:
  - Incurring potential revenue expenditure or savings above £50,000
  - Incurring potential capital expenditure or savings above £250,000
  - Procuring or awarding any contract having a total value exceeding £500,000

and / or

- Community Impact: A decision that is significant in its effects on communities living or working in an area comprising two or more Wards in the area of the Council. That is a decision where:
  - A significant number of users of the service in the Ward(s) will be affected and / or
  - An impact that will last for a number of years, or be permanent; and / or
  - A significant impact on communities in terms of environmental and social well-being.

The following are not regarded by the Council to constitute key decisions:

- Implementing approved budgets or policies and strategies where there is little or no further choice involved and the main decision has already been taken by the council in agreeing the budget and policy framework.
- Implementing approved actions and targets in annual service plans.
- Decisions by the Chief Finance Officer which are part of the ordinary financial administration of the Authority, notably those relating to investments, within the agreed Treasury Management Policy.
- Implementing projects for which specific conditions have been attached by external funders, such as the Government or European Union.
- The award of contract for the provision of works, goods and services, within an agreed policy and budget and where a decision has been made.
- Changes arising from amendments to statute where there is little or no discretion.

For a decision to be key, there must be a significant degree of discretion to be exercised by the decision-maker.

In all cases the documents submitted to the decision maker to inform their decision shall be a report (available with the agenda 5 clear days before the meeting) and all documents submitted to the decision maker will be available at [www.cherwell.gov.uk](http://www.cherwell.gov.uk)

## **Cherwell District Council – Executive Members 2025/2026**

<b>Portfolio</b>	<b>Councillor</b>
<b>Leader and Portfolio Holder for Strategic Leadership</b>	<b>Councillor David Hingley</b>
<b>Deputy Leader and Portfolio Holder for Finance, Property &amp; Regeneration</b>	<b>Councillor Lesley McLean</b>
<b>Portfolio Holder for Greener Communities</b>	<b>Councillor Tom Beckett</b>
<b>Portfolio Holder for Corporate Resources</b>	<b>Councillor Chris Brant</b>
<b>Portfolio Holder for Planning and Development Management</b>	<b>Councillor Jean Conway</b>
<b>Portfolio Holder for Housing</b>	<b>Councillor Nick Cotter</b>
<b>Portfolio Holder for Neighbourhood Services</b>	<b>Councillor Ian Middleton</b>
<b>Portfolio Holder for Healthy Communities</b>	<b>Councillor Rob Pattenden</b>
<b>Portfolio Holder for Safer Communities</b>	<b>Councillor Robert Parkinson</b>

**Dates of Executive Meetings 2025/2026 (all Tuesday at 6.30pm unless indicated): 10 June 2025, 1 July 2025, 2 September 2025, 7 October 2025, 4 November 2025, 2 December 2025, 6 January 2026, 3 February 2026, 3 March 2026, 7 April 2026**

For further information on the Executive Forward Plan, please contact:  
Democratic and Elections Team,  
Cherwell District Council,  
39 Castle Quay,  
Banbury,  
Oxfordshire OX16 5FD  
E-mail: [democracy@cherwell-dc.gov.uk](mailto:democracy@cherwell-dc.gov.uk)

Item to be Considered	Decision Maker	Key Decision (Yes/No)	Item likely to be considered in private (Yes/No)	Portfolio Holder	Contact Officer	Documents to be Submitted to decision maker	Director
<b>January 2026</b>							
<b>Response to Motion: Supporting young women's community action for safe public spaces</b> To agree the response to the motion raised at the Council meeting on 20 October 2025	Executive	No	No	Portfolio Holder for Safer Communities	Tim Hughes Tel: 01295 221686	Executive report	Interim Executive Director Neighbourhood Services
<b>CDC's Solar Strategy</b> Adoption of CDC's Solar Strategy	Executive	No	No	Portfolio Holder for Greener Communities	Hitesh Mahawar Tel: 01295 221881	Executive report	Executive Director Place & Regeneration
<b>Mental Health Research and Options</b> Discuss Mental Health Research options and paper from MIND and propose next steps	Executive	No	No	Portfolio Holder for Healthy Communities	Tom Gubbins Tel: 01295 221720	Executive report	Interim Executive Director Neighbourhood Services
<b>Cotswolds National Landscape Management Plan 2025 – 2030</b> To endorse the Cotswolds National Landscape Management Plan 2025 – 2030	Executive	No	No	Portfolio Holder for Planning and Development Management	David Peckford Tel: 01295 221624	Executive report	Executive Director Place & Regeneration

Item to be Considered	Decision Maker	Key Decision (Yes/No)	Item likely to be considered in private (Yes/No)	Portfolio Holder	Contact Officer	Documents to be Submitted to decision maker	Director
<b>Simpler Recycling</b> To agree actions to comply with legislation	Executive	Yes	No	Portfolio Holder for Neighbourhood Services	Ed Potter Tel: 01295 227023	Executive report	Interim Executive Director Neighbourhood Services
<b>Waste and Environment Services Project (WESP)</b> To update Executive and agree next steps	Executive	Yes	No	Portfolio Holder for Neighbourhood Services	Ed Potter Tel: 01295 227023	Executive report	Interim Executive Director Neighbourhood Services
<b>Cherwell District Council Climate Action Plan Update</b> To seek approval for the recently updated Climate Action Plan and detail on the most recent Greenhouse Gas Report for Cherwell District Council	Executive	No	No	Portfolio Holder for Greener Communities	Jo Miskin Tel: 01295 221748	Executive report	Executive Director Place & Regeneration
<b>Council Tax Base 2026/2027</b> To provide the Council Tax Base for 2026/2027	Executive	Yes	No	Deputy Leader of the Council and Portfolio Holder for Finance, Property & Regeneration	Lynsey Parkinson Tel: 01295 221739	Executive report	Assistant Director Finance & S151 Officer

Item to be Considered	Decision Maker	Key Decision (Yes/No)	Item likely to be considered in private (Yes/No)	Portfolio Holder	Contact Officer	Documents to be Submitted to decision maker	Director
<b>Finance Monitoring Report November 2025</b> To update Executive on the forecast year-end financial positions as at the end of November 2025	Executive	Yes	There may be appendices exempt from publication by virtue of paragraphs 1, 2, 3	Deputy Leader of the Council and Portfolio Holder for Finance, Property & Regeneration	Leanne Lock Tel: 01295 221558	Executive report	Assistant Director Finance & S151 Officer
<b>Contract award for Public Sector Decarbonisation Scheme (PSDS 4) in Cherwell</b> Contract award for Public Sector Decarbonisation Scheme (PSDS 4) in Cherwell	Executive	Yes		Deputy Leader of the Council and Portfolio Holder for Finance, Property & Regeneration	Mona Walsh Tel: 01295 221602	Executive report	Assistant Director Property, Executive Director Place & Regeneration
<b>February 2026</b>							
<b>Budget Setting and Corporate Plan for 2026/2027 and the Medium-Term Financial Strategy up to 2030/2031</b> To consider the Budget Setting and Corporate Plan for 2026/2027 and MTFS 2030/2031	Executive	Yes	No	Deputy Leader of the Council and Portfolio Holder for Finance, Property & Regeneration, Portfolio Holder for Corporate Services	Joanne Kaye, Celia Prado-Teeling Tel: 01295 221545, Tel: 01295 221556	Executive report	Assistant Director Customer Focus, Assistant Director Finance & S151 Officer

Item to be Considered	Decision Maker	Key Decision (Yes/No)	Item likely to be considered in private (Yes/No)	Portfolio Holder	Contact Officer	Documents to be Submitted to decision maker	Director
<b>Performance, Risk and Finance Quarter 3 2025/2026 report</b> To consider the quarter 3 performance, finance and risk report	Executive	Yes	Part - there may be appendices exempt from publication by virtue of paragraphs 1, 2, 3	Deputy Leader of the Council and Portfolio Holder for Finance, Property & Regeneration, Portfolio Holder for Corporate Services	Leanne Lock, Celia Prado-Teeling Tel: 01295 221558, Tel: 01295 221556	Executive report	Assistant Director Finance & S151 Officer
<b>CDC's Climate Change Strategy</b> CDC's Climate Change Strategy includes both Climate Change Strategy for the Council and the District.	Executive	Yes	No	Portfolio Holder for Greener Communities	Hitesh Mahawar Tel: 01295 221881	Executive report	Executive Director Place & Regeneration
<b>Air Quality Report</b> To provide the Executive with an update on the status of Air Quality in the district and to seek to revoke one of the last remaining two Air Quality Management Areas (AQMA's) in Cherwell located in Bicester.	Executive	No	No	Portfolio Holder for Safer Communities	Neil Whitton	Executive report	Head of Regulatory Services & Community Safety, Interim Executive Director Neighbourhood Services



Item to be Considered	Decision Maker	Key Decision (Yes/No)	Item likely to be considered in private (Yes/No)	Portfolio Holder	Contact Officer	Documents to be Submitted to decision maker	Director
<b>Whitelands Farm Sport Ground 3G</b> Required for a financial decision linked to the delivery of a new 3G pitch at Whiteland's Farm Sports Ground. By signing up to the Football Foundation Funding Agreement (accessing then 75% of the overall project cost) there would be feasibility costs payable back to the Football Foundation should, (in certain circumstances) the Council not progress with the project	Executive	Yes	No	Portfolio Holder for Neighbourhood Services	Liam Didcock Tel: 01295 221781	Executive report	Interim Executive Director Neighbourhood Services
<b>Approval for the Property Management Contract for Castle Quay</b> Approval for the Property Management and Financial Reporting Contract at Castle Quay	Executive	Yes	Yes - By virtue of paragraph 3 of Schedule 12A of Local Government Act 1972	Deputy Leader of the Council and Portfolio Holder for Finance, Property & Regeneration	Mike Gillespie Tel: 01295 221530	Executive report	Assistant Director Property, Executive Director Place & Regeneration

Item to be Considered	Decision Maker	Key Decision (Yes/No)	Item likely to be considered in private (Yes/No)	Portfolio Holder	Contact Officer	Documents to be Submitted to decision maker	Director
<b>Emergency Temporary Accommodation Provision</b> To approve a new supplier following a procurement process to partner with the Council to provide emergency accommodation to homeless people.	Executive	Yes	Yes - by virtue of paragraph 3 of Schedule 12A of Local Government Act 1972	Portfolio Holder for Housing	Richard Smith Tel: 01295 221640	Executive report	Interim Executive Director Neighbourhood Services
<b>March 2026</b>							
<b>Finance Monitoring Report January 2026</b> To update Executive on the forecast year-end financial positions as at the end of January 2026	Executive	Yes	There may be appendices exempt from publication by virtue of paragraphs 1, 2, 3	Deputy Leader of the Council and Portfolio Holder for Finance, Property & Regeneration	Leanne Lock Tel: 01295 221558	Executive report	Assistant Director Finance & S151 Officer
<b>Discretionary Rate Relief Policy</b> To consider the reviewed policy following amendments to Retail Relief 26-27	Executive	No	No	Deputy Leader of the Council and Portfolio Holder for Finance, Property & Regeneration	Jacey Scott Tel: 01295 221548	Executive report	Assistant Director Finance & S151 Officer
<b>Discretionary Housing Payments 2026-27</b> To consider the 2026-27 Discretionary Rate Relief Policy	Executive	No	No	.Leader of the Council and Portfolio Holder for Strategic Leadership	Jacey Scott Tel: 01295 221548	Executive report	Assistant Director Finance & S151 Officer

Item to be Considered	Decision Maker	Key Decision (Yes/No)	Item likely to be considered in private (Yes/No)	Portfolio Holder	Contact Officer	Documents to be Submitted to decision maker	Director
April 2026							
<b>Performance Outcomes Framework 2026/27</b> To consider the draft Performance Outcomes Framework 2026/27	Executive	Yes	No	Portfolio Holder for Corporate Services	Celia Prado-Teeling Tel: 01295 221556	Executive report	Assistant Director Finance & S151 Officer