



Cherwell

DISTRICT COUNCIL
NORTH OXFORDSHIRE

Executive Forward Plan

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

June 2026 to September 2026

Published on 1 May 2026
Republished on 18 May 2026

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 £250,000
 - 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

Cherwell District Council – Executive Members 2025/2026

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

Executive Members 2026/2027

At the Annual Council meeting on 20 May 2026, the Leader will be appointed. The Leader will then appoint their Executive and allocate portfolios. This Forward Plan will be republished after Annual Council to reflect any changes.

Dates of Executive Meetings 2026/2027 (all Tuesday at 5.30pm unless indicated): 16 June 2026, 15 July 2026, Provisional – 1 September 2026, 6 October 2026, 3 November 2026, 1 December 2026, 5 January 2027, 2 February 2027, 2 March 2027, 13 April 2027

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

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
June 2026							
Response to Motion: Keep Cherwell Tidy Formal response outlining our proactive measures to keep our district clean and support residents to tidy their neighbourhoods	Executive	Yes	Yes	Portfolio Holder for Neighbourhood Services	Ed Potter Tel: 01295 227023	Executive report	Executive Director Neighbourhood Services
Response to Motion: Consultation on Move to three-weekly Bin Collections Formal response confirming the commitment to extensive consultation and engagement on any proposed changes to waste collection, as part of our wider improvements on recycling and waste collection	Executive	Yes	No	Portfolio Holder for Neighbourhood Services	Ed Potter Tel: 01295 227023	Executive report	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
<p>Appointments to Partnerships, Outside Bodies, Member Champions and Shareholder Committee 2026/27 To appoint representatives to Partnerships, Outside Bodies, where these are executive functions, Member Champions and the Shareholder Committee, for the municipal year 2026/2027</p>	Executive	No	No	.Leader of the Council and Portfolio Holder for Strategic Leadership	Emma Faulkner Tel: 01295 221534	Executive report	Assistant Director Law and Governance & Monitoring Officer
<p>Finance, Performance and Risk Monitoring Report End of Year 2025-2026 To report to Executive the council's financial position, risk and performance at the end of Year 2025-26</p>	Executive	Yes	There may be exempt appendices (exempt by virtue of paragraphs 1, 2 and/or 3 of Schedule 12A of Local Government Act 1972)	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, Head of Chief Executive's Office

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
<p>Banbury Public Spaces Protection Order (PSPO) Variation</p> <p>Following public consultation, to support a variation to the current Banbury PSPO to help to deal with ASB caused by groups and allow Community Wardens to ban offenders from the PSPO area for 24 hours.</p>	Executive	No	No	Portfolio Holder for Neighbourhood Services	Katey Humphris Tel: 01295 227989	Executive report	Head of Regulatory Services & Community Safety
<p>Housing Civil Penalties Policy</p> <p>To replace the existing Housing Civil Penalties Policy following new provisions within the Renters Rights Act</p>	Executive	Yes	No	Portfolio Holder for Housing	Richard Smith Tel: 01295 221640	Executive report	Assistant Director Wellbeing and Housing
<p>Housing Enforcement Policy</p> <p>To replace the existing Housing Standards Enforcement Policy following new provisions within the Renters Rights Act</p>	Executive	Yes	No	Portfolio Holder for Housing	Richard Smith Tel: 01295 221640	Executive report	Assistant Director Wellbeing and Housing
<p>Bloxham Neighbourhood Plan</p> <p>Consideration of Examiner's Report and decision whether to proceed to referendum</p>	Executive	No	No	Portfolio Holder for Planning and Development Management	Christina Cherry Tel: 01295 221851	Executive report	Assistant Director Planning

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
Community Event Parking Approval for Community Event Parking at Riverside Car Park.	Executive	No	No	Portfolio Holder for Neighbourhood Services	Mona Walsh Tel: 01295 221602	Executive report	Executive Director Place & Regeneration
Wroxton Motocross Article 4 Direction To inform the Executive of the recommendation to proceed with a targeted non-immediate Article 4 Direction restricting temporary use permitted development rights, and to set out the legal and procedural steps required for the Direction to be made and confirmed.	Executive	No	No	Portfolio Holder for Planning and Development Management	Sean Tilbury	Executive report	Executive Director Place & Regeneration
Request for Strategic Development Funding To consider an update on the Area Oversight Groups and consider a funding request	Executive	Yes	No	Deputy Leader of the Council and Portfolio Holder for Finance, Property & Regeneration	Tom Dobrashian Tel: 01295 221530	Executive report	Executive Director Place & Regeneration
Planned Preventative Maintenance Contract Exempt report	Executive	Yes	Y - 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	Mona Walsh Tel: 01295 221602	Executive report	Assistant Director Property

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
July 2026							
A New Arts Centre for Banbury To present an initial business case for the delivery of a new arts centre	Executive	Yes	No	Portfolio Holder for Healthy & Safe Communities	Nicola Riley Tel: 01295 221724	Executive report	Assistant Director Wellbeing and Housing
Purchase of Housing Accommodation To seek necessary approvals and delegations to purchase housing with approved housing capital	Executive	Yes	No	Portfolio Holder for Housing	Richard Smith Tel: 01295 221640	Executive report	Assistant Director Wellbeing and Housing
Local Authority Housing Fund Round 4 To seek approval for the expenditure of the capital grant received from the Local Authority Housing Fund (LAHF) Round 4	Executive	Yes	No	Portfolio Holder for Housing	Richard Smith Tel: 01295 221640	Executive report	Assistant Director Wellbeing and Housing

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
<p>Oxfordshire Infrastructure Strategy To introduce the completed Oxfordshire Infrastructure Strategy following consideration by the Oxfordshire Leaders Joint Committee on 24 April 2026 and recommend its subsequent approval by the Executive</p>	Executive	No	No	Deputy Leader of the Council and Portfolio Holder for Finance, Property & Regeneration	Andy Bowe Tel: 01295 221842	Executive report	Executive Director Place & Regeneration
<p>Finance Monitoring Report May 2026 To report to Executive the council's forecast yearend financial position as at the end of the May 2026.</p>	Executive	Yes	There may be appendices exempt from publication 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	Leanne Lock Tel: 01295 221558	Executive report	Assistant Director Finance & S151 Officer
<p>Cherwell Futures Digital Planning Improvement Programme - Final Business Case Exempt report</p>	Executive	Yes	Y - By virtue of paragraph 3 of Schedule 12A of Local Government Act 1972	Portfolio Holder for Planning and Development Management	Ann Slavin, Richard Rollins Tel: 07902 978905, Tel: 01295 227957	Executive report	Executive Director Resources

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
Cherwell Futures Customer Front Door Programme – Final Business Case Exempt report	Executive	Yes	Y - by virtue of paragraph 3 of Schedule 12A of Local Government Act 1972	Portfolio Holder for Corporate Services	Ann Slavin Tel: 07902 978905	Executive report	Executive Director Resources
August 2026							
No meeting scheduled in August							
September 2026							
Finance, Performance and Risk Monitoring Report Quarter 1 2026-2027 To report to Executive the council's forecast year-end financial, performance and risk position as of the end of Quarter 1 2026/27	Executive	Yes	There may be appendices exempt from publication 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, Portfolio Holder for Corporate Services	Leanne Lock, Celia Prado-Teeling Tel: 01295 221558, Tel: 01295 221556	Executive report	Assistant Director Finance & S151 Officer, Head of Chief Executive's Office

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
<p>Cherwell Futures Environmental Services Operational Improvement Programme – Final Business Case Exempt report scheduled for 1 September 2026</p>	Executive	Yes	Y - by virtue of paragraph 3 of Schedule 12A of Local Government Act 1972	Portfolio Holder for Neighbourhood Services	Ann Slavin Tel: 07902 978905	Executive report	Executive Director Neighbourhood Services
<p>CDC Utility Procurement & Management Report This report outlines the role of the appointed utility specialist in actively procuring cost-effective energy rates and managing the CDC utility portfolio. It also covers the validation and verification of utility invoices to ensure accuracy and efficiency in cost control.</p>	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	Mona Walsh Tel: 01295 221602	Executive report	Assistant Director Property, Executive Director Place & Regeneration