

## MELTON BOROUGH COUNCIL Forward Plan

### FOR THE PERIOD March 2025 - June 2025

#### What is the Plan?

It is a list of the Key Decisions to be taken by the Cabinet during the period referred to above. The Council has a statutory duty to prepare this document, in accordance with the Local Government Act 2000 (as amended). The Plan is published 28 clear days before a meeting of Cabinet is to be held. The Plan is available to view at the Council's main offices in Melton, or on the Council's website, <http://www.melton.gov.uk>.

#### What is a Key Decision?

Definition of a key decision as detailed in the Council's Constitution is one which is likely to result in the Council:

- Incurring expenditure of £50,000 or more, or;
- Making savings or generate income of £50,000 or more, and/or
- Has a significant impact on two or more wards in the Borough and on communities living or working in those areas.

#### Who makes Key Decisions?

Under the Council's Constitution, Key Decisions are made by:

- Cabinet
- The Leader and Portfolio Holders
- Individual officers acting under delegated powers

#### Are only Key Decisions published on the Plan?

The Council has a statutory obligation to publish Key Decisions in the Plan. However, the Council has voluntarily decided to list non-key Cabinet decisions as well. To clarify matters, Key Decisions will be identified on the Plan with a Yes, non-key decisions with a No.

#### What does the List tell me?

The List gives information about:

- Upcoming Key and Non-Key Decisions (identified by Yes or No next to them)
- Whether the decision will be made in public or private.
- When decisions are likely to be made.
- Who will make these decisions.
- Who you can contact for further information.

**Who are the members of the Cabinet?**

The members of the Cabinet and their areas of responsibility are:

- Leader of the Council, Housing, Leisure and Landlord Services
- Governance, Environment and Regulatory Services (and Deputy Leader)
- Communities, Health and Well-being
- Town Centre, Growth and Prosperity
- Corporate Finance, Property and Resources

**What is the role of Scrutiny?**

The Council's Scrutiny Committee's role is to contribute to the development of Council policies, scrutinise decisions of the Cabinet and hold them to account and to consider any matter affecting Melton Borough or its citizens. Dates of these meetings can be found on the Council's website.

**Who do I contact, and how?**

Each entry on the Plan indicates the names of the people to contact about that item. They can be contacted via the switchboard on 01664 502502

**Request to view Background Papers**

Should you wish to request copies or extracts of any documents listed under the column entitled 'Background Papers', for items which are considered to be Key Decisions, please contact Democratic Services at, Melton Borough Council, [democracy@melton.gov.uk](mailto:democracy@melton.gov.uk) Please note that copies or extracts of documents which contain information of a confidential or exempt nature cannot be disclosed to the public.

**Submission of Additional Documents**

Additional documents which are deemed relevant to a particular Key Decision item may be submitted to the Cabinet for consideration. Copies of such documents may also be requested under the same process for requesting to view Background Papers.

**Confidential and Exempt Information**

This list may also include items to be considered which contain confidential or exempt information, but will not disclose any detail of a confidential or exempt nature. Such items will be identified with '(Exempt)' in the report title.

Report Title	Background Papers	Decision Maker	Date of Decision	Key Decision?	Portfolio Holder/ Contact Officer	Decision to be taken in public or private session?
<p><u>Award of Contract – Lift Refurbishment at Granby House</u></p> <p>To award a contract for the passenger lift refurbishment at Granby House.</p>		Portfolio Holder for Corporate Finance, Property & Resources	Not before 20th Mar 2025	Yes	Portfolio Holder for Corporate Finance, Property & Resources  Michelle Howard, Director for Housing and Communities (Deputy Chief Executive)	Open
<p><u>Sale of Cattle Market North</u></p> <p>The sale of Council land at the North End of the Cattle market, which comprises an approximate area of 1.69 acres, allocated for housing.</p>		Interim Director for Growth and Regeneration	Not before 20th Mar 2025	Yes	Portfolio Holder for Corporate Finance, Property & Resources  Jiten Ravat, Corporate Property and Assets Manager	Open

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<p><u>Procurement of Evidence Base for the Local Plan Review</u></p> <p>The evidence that will be procured is as follows:</p> <ul style="list-style-type: none"> <li>- Retail Study</li> <li>- Employment Study</li> <li>- Strategic Flood Risk Assessment (Stages 1 and 2)</li> <li>- Climate Change Study</li> <li>- Open Space Assessment Report</li> <li>- Local Housing, Economics and Affordable Housing Need Assessments (these could be 2 studies)</li> <li>- Gypsy and Traveller &amp; Travelling Showpeople Assessment</li> <li>- Sustainability Assessment (and Habitats Regulations Assessment)</li> <li>- Green Infrastructure Strategy</li> <li>- Integrated Water Management Study</li> </ul>		<p>Interim Director for Growth and Regeneration</p>	<p>Not before 20th Mar 2025</p>	<p>Yes</p>	<p>Portfolio Holder for Governance, Environment &amp; Regulatory Services (&amp; Deputy Leader)</p> <p>Sarah Legge, Assistant Director for Planning</p>	<p>Open</p>
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<p><u>Lease Renewal at 66/68 Snow Hill, Melton Mowbray</u></p> <p>To arrange a lease renewal at 66/68 Snow Hill, Melton Mowbray</p>		<p>Interim Director for Growth and Regeneration</p>	<p>Not before 20th Mar 2025</p>	<p>Yes</p>	<p>Portfolio Holder for Corporate Finance, Property &amp; Resources</p> <p>Jiten Ravat, Corporate Property and Assets Manager</p>	<p>Fully exempt 3</p>
<p><u>Approval of UKSPF Grants</u></p> <p>Approval of grants in line with grants guidance note and UKSPF guidelines and criteria for the financial year 2023/24.</p>		<p>Interim Director for Growth and Regeneration</p>	<p>Not before 20th Mar 2025</p>	<p>Yes</p>	<p>Leader of the Council &amp; Portfolio Holder for Housing, Leisure &amp; Landlord Services</p> <p>Caroline Bruce, Interim Director for Growth and Regeneration</p>	<p>Open</p>

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<u>Lightbulb Partnership</u>		Director for Housing and Communities	Not before 20th Mar 2025	Yes	Portfolio Holder for Communities, Health & Well- being  Michelle Howard, Director for Housing and Communities (Deputy Chief Executive)	Open
<u>New licence for Ground Floor, Parkside to DWP Jobcentre Plus</u>  To issue a new licence		Interim Director for Growth and Regeneration	Not before 20th Mar 2025	Yes	Portfolio Holder for Corporate Finance, Property & Resources  Rebecca Woolley, Senior Estates Surveyor	Fully exempt 3

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<p><u>Housing Management Policies</u></p> <p>Various policies relating to the management of the housing stock</p>		<p>Leader of the Council &amp; Portfolio Holder for Housing, Leisure &amp; Landlord Services</p>	<p>Not before 20th Mar 2025</p>	<p>Yes</p>	<p>Leader of the Council &amp; Portfolio Holder for Housing, Leisure &amp; Landlord Services</p> <p>Christopher Flannery, Assistant Director for Housing Quality, Development and Landlord Services</p>	<p>Open</p>
<p><u>Contract Exemption – Maintenance of Housing Revenue Account Lifelines</u></p> <p>Contract exemption for maintenance of HRA Lifelines</p>		<p>Director for Housing and Communities</p>	<p>Not before 20th Mar 2025</p>	<p>Yes</p>	<p>Leader of the Council &amp; Portfolio Holder for Housing, Leisure &amp; Landlord Services</p> <p>Doug Stother, Tenancy Services Manager</p>	<p>Open</p>

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<p><u>CEX465 - Design Works Relating to the Stockyard Trader Hall</u></p> <p>Design works relating to the stockyard trader hall and funding arrangements</p>		<p>Chief Executive</p>	<p>Not before 20th Mar 2025</p>	<p>Yes</p>	<p>Portfolio Holder for Town Centre, Growth &amp; Prosperity</p> <p>Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery</p>	<p>Open</p>
<p><u>CEX467 - UKSPF Appraisal for Town Centre Design Guide</u></p>		<p>Assistant Director for Regeneration and UKSPF</p>	<p>Not before 20th Mar 2025</p>	<p>Yes</p>	<p>Portfolio Holder for Town Centre, Growth &amp; Prosperity</p> <p>Gordon Watts, Senior Projects Delivery Officer</p>	<p>Open</p>



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<p><u>Addition to the Capital Programme the capital proportion of UKSPF for 2024/25</u></p> <p>Authority to add UKSPF and REPF capital allocations to the Council's capital programme.</p>		<p>Assistant Director for Regeneration and UKSPF</p>	<p>Not before 20th Mar 2025</p>	<p>Yes</p>	<p>Leader of the Council &amp; Portfolio Holder for Housing, Leisure &amp; Landlord Services</p> <p>Gordon Watts, Senior Projects Delivery Officer</p>	<p>Open</p>
<p><u>CEX476 - Support of Planning app for LUF increase</u></p> <p>Award of Contract - Increase to the Pre-Construction Services Agreement (PCSA) with GF Tomlinson for the Stockyard project</p>		<p>Chief Executive</p>	<p>Not before 20th Mar 2025</p>	<p>Yes</p>	<p>Leader of the Council &amp; Portfolio Holder for Housing, Leisure &amp; Landlord Services, Portfolio Holder for Town Centre, Growth &amp; Prosperity</p> <p>Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery</p>	<p>Open</p>

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<p><u>Procurement of food waste collection vehicles</u></p> <p>To approve the award of contract for supplying food waste collection vehicles to the supplier in line with officer recommendation.</p>		<p>Director for Housing and Communities</p>	<p>Not before 20th Mar 2025</p>	<p>Yes</p>	<p>Portfolio Holder for Governance, Environment &amp; Regulatory Services (&amp; Deputy Leader)</p> <p>Ryan Finnegan, Waste and Environmental Services Manager</p>	<p>Fully exempt 3</p>
<p><u>PH116 - Contract Award - Tenant Satisfaction Measures</u></p> <p>To award a contract to deliver tenant satisfaction measures</p>		<p>Leader of the Council &amp; Portfolio Holder for Housing, Leisure &amp; Landlord Services</p>	<p>Not before 20th Mar 2025</p>	<p>Yes</p>	<p>Leader of the Council &amp; Portfolio Holder for Housing, Leisure &amp; Landlord Services</p> <p>Doug Stother, Tenancy Services Manager</p>	<p>Open</p>

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<u>CEX490 - Award of Contract - Asset Valuations Contract</u>  To award a contract for asset valuations		Interim Director for Growth and Regeneration	Not before 20th Mar 2025	Yes	Portfolio Holder for Corporate Finance, Property & Resources  Gordon Watts, Senior Projects Delivery Officer	Fully exempt 3
<u>CEX496 - Replacement of Council owned car park ticketing machines</u>  To procure replacement of Council owned car park ticketing machines		Interim Director for Growth and Regeneration	Not before 20th Mar 2025	Yes	Portfolio Holder for Corporate Finance, Property & Resources  Gordon Watts, Senior Projects Delivery Officer	Fully exempt 3
<u>PH 117 - Contract Award - Doors and Windows</u>  To award the contract and to enter into any necessary legal documentation to effect the award.		Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services	Not before 20th Mar 2025	Yes	Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services  Jack Beddall, Project Surveyor	Open

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<p><u>CEX505 - Further increase - Support of Planning application for levelling up fund</u></p> <p>Further Increase to the Pre-Construction Services Agreement (PCSA) with GF Tomlinson for the Stockyard project</p>		<p>Chief Executive</p>	<p>Not before 20th Mar 2025</p>	<p>Yes</p>	<p>Leader of the Council &amp; Portfolio Holder for Housing, Leisure &amp; Landlord Services</p> <p>Phil Norwell, Capital Project Manager</p>	<p>Open</p>
<p><u>PH119 - Closed Churchyard Repair</u></p>		<p>Portfolio Holder for Governance, Environment &amp; Regulatory Services (&amp; Deputy Leader)</p>	<p>Not before 20th Mar 2025</p>	<p>Yes</p>	<p>Portfolio Holder for Governance, Environment &amp; Regulatory Services (&amp; Deputy Leader)</p> <p>Michelle Howard, Director for Housing and Communities (Deputy Chief Executive)</p>	<p>Open</p>

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<p><u>CEX510 - Preventative Maintenance Programme</u></p> <p>To put in place a planned preventative property maintenance programme</p>		<p>Director for Place and Prosperity</p>	<p>Not before 20th Mar 2025</p>	<p>Yes</p>	<p>Portfolio Holder for Corporate Finance, Property &amp; Resources</p> <p>Ruth Clater, Senior Building Surveyor</p>	<p>Open</p>
<p><u>PH120 - Contract Award – Adaptation Project</u></p> <p>Contract award for adaptation project at 1 Beaconsfield Road, Melton Mowbray</p>		<p>Leader of the Council &amp; Portfolio Holder for Housing, Leisure &amp; Landlord Services</p>	<p>Not before 20th Mar 2025</p>	<p>Yes</p>	<p>Leader of the Council &amp; Portfolio Holder for Housing, Leisure &amp; Landlord Services</p> <p>Stewart Bailey, Housing Asset Manager</p>	<p>Open</p>
<p><u>CEX523 - Grant of Access Rights - Randall Close, Barsby</u></p> <p>Grant of access over Randall Close, Barsby which is a private road owned by the Council</p>		<p>Director for Housing and Communities</p>	<p>1 Apr 2025</p>	<p>Yes</p>	<p>Leader of the Council &amp; Portfolio Holder for Housing, Leisure &amp; Landlord Services</p> <p>Tahir Majid, Housing Development Manager</p>	<p>Fully exempt 3</p>

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<p><u>PH118 - AOC, Lifeline Monitoring &amp; Equipment</u></p>		<p>Portfolio Holder for Communities, Health &amp; Well-being</p>	<p>3 Apr 2025</p>	<p>Yes</p>	<p>Portfolio Holder for Communities, Health &amp; Well-being  Aysha Rahman, Assistant Director, Customers and Communities</p>	<p>Open</p>
<p><u>CEX524 - Asbestos Mitigation</u>  To award a contract for asbestos mitigation, management and removal.</p>		<p>Director for Housing and Communities</p>	<p>4 Apr 2025</p>	<p>Yes</p>	<p>Leader of the Council &amp; Portfolio Holder for Housing, Leisure &amp; Landlord Services  Jazz Gallocker, Compliance Officer</p>	<p>Open</p>

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<p><u>Town Centre Action Plan and Design Guide</u></p> <p>The Town Centre Design Guide is to be presented to Cabinet.</p>		Cabinet	9 Apr 2025	No	<p>Portfolio Holder for Town Centre, Growth &amp; Prosperity</p> <p>Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery</p>	Open
<p><u>Disposal linked with Cattle Market/Stockyard site</u></p> <p>Decide upon a disposal linked with the Cattle Market/Stockyard site.</p>		Cabinet	9 Apr 2025	Yes	<p>Leader of the Council &amp; Portfolio Holder for Housing, Leisure &amp; Landlord Services</p> <p>Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery</p>	Fully exempt 3

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<p><u>CEX527 - Contract for Asset Valuations 2024-25 – 2028-29</u></p> <p>Procurement of a service for statutory asset valuations</p>		<p>Director for Place and Prosperity</p>	<p>16 Apr 2025</p>	<p>Yes</p>	<p>Portfolio Holder for Corporate Finance, Property &amp; Resources</p> <p>Jiten Ravat, Corporate Property and Assets Manager</p>	<p>Open</p>
<p><u>CEX528 - Contract Extension - Council Insurance Renewal</u></p> <p>Extension of Contract for Council Insurance Renewal</p>		<p>Director for Corporate Services</p>	<p>18 Apr 2025</p>	<p>Yes</p>	<p>Portfolio Holder for Corporate Finance, Property &amp; Resources</p> <p>Clive Howey, Assistant Director for Resources</p>	<p>Open</p>
<p><u>Corporate Performance, Risk and Feedback Report 2024/25 Quarter 4</u></p> <p>To receive a report on Corporate Performance, Risk and Feedback for quarter 4 of 2024/25.</p>		<p>Cabinet</p>	<p>11 Jun 2025</p>	<p>No</p>	<p>Leader of the Council &amp; Portfolio Holder for Housing, Leisure &amp; Landlord Services</p> <p>Martin Guest, Senior Corporate Policy Officer</p>	<p>Open</p>



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<u>Asset Development Programme Update, June 2025</u>  To consider a report on Phoenix House.		Cabinet	11 Jun 2025	Yes	Portfolio Holder for Corporate Finance, Property & Resources  Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery	Fully exempt 3
<u>Tenant and Leasehold Engagement Annual Report</u>  To receive the Tenant and Leasehold Engagement Annual Report.		Cabinet	11 Jun 2025	No	Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services  Doug Stother, Tenancy Services Manager	Open

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<p><u>Safer Melton Partnership Strategic Plan</u></p> <p>To consider the Safer Melton Partnership Strategic Plan.</p>		Cabinet	11 Jun 2025	No	<p>Portfolio Holder for Corporate Finance, Property &amp; Resources</p> <p>Michelle Howard, Director for Housing and Communities (Deputy Chief Executive), Aysha Rahman, Assistant Director, Customers and Communities</p>	Open
<p><u>Annual Complaints Report 2024-25</u></p> <p>To received the Local Government and Social Care Ombudsman Letter, Housing Ombudsman &amp; Corporate Complaints 2024/25</p>		Cabinet	11 Jun 2025	No	<p>Portfolio Holder for Governance, Environment &amp; Regulatory Services (&amp; Deputy Leader)</p> <p>Clive Tobin, Assistant Director for Governance and Democracy (Monitoring Officer)</p>	Open

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<p><u>Acquisition of affordable homes to spend right to buy receipts 2025/26</u></p> <p>To consider the acquisition of affordable homes to spend right to buy receipts 2025/26.</p>		Cabinet	11 Jun 2025	Yes	<p>Leader of the Council &amp; Portfolio Holder for Housing, Leisure &amp; Landlord Services</p> <p>Tahir Majid, Housing Development Manager</p>	Fully exempt 3
<p><u>Stockyard Operator Procurement Strategy</u></p> <p>To produce a procurement strategy for an operator to run the Stockyard.</p>		Cabinet	11 Jun 2025	Yes	<p>Leader of the Council &amp; Portfolio Holder for Housing, Leisure &amp; Landlord Services</p> <p>Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery</p>	Open