

MELTON BOROUGH COUNCIL Forward Plan

FOR THE PERIOD April 2025 - July 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 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>Award of Contract – Lift Refurbishment at Granby House</p> <p>To award a contract for the passenger lift refurbishment at Granby House.</p> <p>Added 14 July 2021</p>		<p>Portfolio Holder for Corporate Finance, Property & Resources</p>	<p>Not before 3rd Apr 2025</p>	<p>Yes</p>	<p>Portfolio Holder for Corporate Finance, Property & Resources</p> <p>Michelle Howard, Director for Housing and Communities (Deputy Chief Executive)</p>	<p>Open</p>
<p>Sale of Cattle Market North</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> <p>Added 22 December 2021</p>		<p>Director for Place and Prosperity</p>	<p>Not before 3rd Apr 2025</p>	<p>Yes</p>	<p>Portfolio Holder for Corporate Finance, Property & Resources</p> <p>Jiten Ravat, Corporate Property and Assets Manager</p>	<p>Open</p>

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<p>Procurement of Evidence Base for the Local Plan Review</p> <p>The evidence that will be procured is as follows:</p> <ul style="list-style-type: none"> - Retail Study - Employment Study - Strategic Flood Risk Assessment (Stages 1 and 2) - Climate Change Study - Open Space Assessment Report - Local Housing, Economics and Affordable Housing Need Assessments (these could be 2 studies) - Gypsy and Traveller & Travelling Showpeople Assessment - Sustainability Assessment (and Habitats Regulations Assessment) - Green Infrastructure Strategy - Integrated Water Management Study <p>Added 8 March 2023</p>		Director for Place and Prosperity	Not before 3rd Apr 2025	Yes	<p>Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader)</p> <p>Sarah Legge, Assistant Director for Planning</p>	Open
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<p>Lease Renewal at 66/68 Snow Hill, Melton Mowbray</p> <p>To arrange a lease renewal at 66/68 Snow Hill, Melton Mowbray</p> <p>Added 9 March 2023</p>		Director for Place and Prosperity	Not before 3rd Apr 2025	Yes	<p>Portfolio Holder for Corporate Finance, Property & Resources</p> <p>Jiten Ravat, Corporate Property and Assets Manager</p>	Fully exempt 3
<p>Approval of UKSPF Grants</p> <p>Approval of grants in line with grants guidance note and UKSPF guidelines and criteria for the financial year 2023/24.</p> <p>Added 28 June 2023</p>		Director for Place and Prosperity	Not before 3rd Apr 2025	Yes	<p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services</p> <p>Caroline Bruce, Interim Director for Growth and Regeneration</p>	Open

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Lightbulb Partnership Added 1 February 2024		Director for Housing and Communities	Not before 3rd Apr 2025	Yes	Portfolio Holder for Communities, Health & Well- being Michelle Howard, Director for Housing and Communities (Deputy Chief Executive)	Open
New licence for Ground Floor, Parkside to DWP Jobcentre Plus To issue a new licence Added 29 February 2024		Director for Place and Prosperity	Not before 3rd Apr 2025	Yes	Portfolio Holder for Corporate Finance, Property & Resources Rebecca Woolley, Senior Estates Surveyor	Fully exempt 3

Report Title and Expected Decision	Background Papers	Decision Maker	Date of Decision	Key Decision?	Report Available/ Portfolio Holder/ Contact Officer	Decision to be taken in public or private session?
<p>Housing Management Policies</p> <p>Various policies relating to the management of the housing stock</p> <p>Added 14 March 2024</p>		<p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services</p>	<p>Not before 3rd Apr 2025</p>	<p>Yes</p>	<p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services</p> <p>Christopher Flannery, Assistant Director for Housing Quality, Development and Landlord Services</p>	<p>Open</p>
<p>Contract Exemption – Maintenance of Housing Revenue Account Lifelines</p> <p>Contract exemption for maintenance of HRA Lifelines</p> <p>Added 23 May 2024</p>		<p>Director for Housing and Communities</p>	<p>Not before 3rd Apr 2025</p>	<p>Yes</p>	<p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services</p> <p>Doug Stother, Tenancy Services Manager</p>	<p>Open</p>

Report Title and Expected Decision	Background Papers	Decision Maker	Date of Decision	Key Decision?	Report Available/ Portfolio Holder/ Contact Officer	Decision to be taken in public or private session?
<p>CEX465 - Design Works Relating to the Stockyard Trader Hall</p> <p>Design works relating to the stockyard trader hall and funding arrangements.</p> <p>Added 29 July 2024</p>		Chief Executive	Not before 3rd Apr 2025	Yes	<p>Portfolio Holder for Town Centre, Growth & Prosperity</p> <p>Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery</p>	Open
<p>CEX467 - UKSPF Appraisal for Town Centre Design Guide</p> <p>Added 1 August 2024</p>		Assistant Director for Regeneration and UKSPF	Not before 3rd Apr 2025	Yes	<p>Portfolio Holder for Town Centre, Growth & Prosperity</p> <p>Gordon Watts, Senior Projects Delivery Officer</p>	Open

Report Title and Expected Decision	Background Papers	Decision Maker	Date of Decision	Key Decision?	Report Available/ Portfolio Holder/ Contact Officer	Decision to be taken in public or private session?
<p>Addition to the Capital Programme the capital proportion of UKSPF for 2024/25</p> <p>Authority to add UKSPF and REPF capital allocations to the Council's capital programme.</p> <p>Added 1 August 2024</p>		Assistant Director for Regeneration and UKSPF	Not before 3rd Apr 2025	Yes	<p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services</p> <p>Gordon Watts, Senior Projects Delivery Officer</p>	Open
<p>CEX476 - Support of Planning app for LUF increase</p> <p>Award of Contract - Increase to the Pre-Construction Services Agreement (PCSA) with GF Tomlinson for the Stockyard project.</p> <p>Added 2 September 2024</p>		Chief Executive	Not before 3rd Apr 2025	Yes	<p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services, Portfolio Holder for Town Centre, Growth & Prosperity</p> <p>Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery</p>	Open

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<p>Procurement of food waste collection vehicles</p> <p>To approve the award of contract for supplying food waste collection vehicles to the supplier in line with officer recommendation.</p> <p>Added 18 October 2024</p>		Director for Housing and Communities	Not before 3rd Apr 2025	Yes	<p>Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader)</p> <p>Ryan Finnegan, Waste and Environmental Services Manager</p>	Fully exempt 3
<p>PH116 - Contract Award - Tenant Satisfaction Measures</p> <p>To award a contract to deliver tenant satisfaction measures.</p> <p>Added 21 November 2024</p>		Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services	Not before 3rd Apr 2025	Yes	<p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services</p> <p>Doug Stother, Tenancy Services Manager</p>	Open

Report Title and Expected Decision	Background Papers	Decision Maker	Date of Decision	Key Decision?	Report Available/ Portfolio Holder/ Contact Officer	Decision to be taken in public or private session?
<p>CEX490 - Award of Contract - Asset Valuations Contract</p> <p>To award a contract for asset valuations.</p> <p>Added 26 November 2024</p>		Director for Place and Prosperity	Not before 3rd Apr 2025	Yes	<p>Portfolio Holder for Corporate Finance, Property & Resources</p> <p>Gordon Watts, Senior Projects Delivery Officer</p>	Fully exempt 3
<p>PH117 - Contract Award - Doors and Windows</p> <p>To award the contract and to enter into any necessary legal documentation to effect the award.</p> <p>Added 11 December 2024</p>		Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services	Not before 3rd Apr 2025	Yes	<p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services</p> <p>Jack Beddall, Project Surveyor</p>	Open
<p>CEX505 - Further increase - Support of Planning application for levelling up fund</p> <p>Further Increase to the Pre-Construction Services Agreement (PCSA) with GF Tomlinson for the Stockyard project.</p> <p>Added 14 January 2025</p>		Chief Executive	Not before 3rd Apr 2025	Yes	<p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services</p> <p>Phil Norwell, Capital Project Manager</p>	Open

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<p>PH119 - Closed Churchyard Repair</p> <p>Added 21 January 2025</p>		<p>Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader)</p>	<p>Not before 3rd Apr 2025</p>	<p>Yes</p>	<p>Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader)</p> <p>Michelle Howard, Director for Housing and Communities (Deputy Chief Executive)</p>	<p>Open</p>
<p>CEX510 - Preventative Maintenance Programme</p> <p>To put in place a planned preventative property maintenance programme.</p> <p>Added 4 February 2025</p>		<p>Director for Place and Prosperity</p>	<p>Not before 3rd Apr 2025</p>	<p>Yes</p>	<p>Portfolio Holder for Corporate Finance, Property & Resources</p> <p>Ruth Clater, Senior Building Surveyor</p>	<p>Open</p>

Report Title and Expected Decision	Background Papers	Decision Maker	Date of Decision	Key Decision?	Report Available/ Portfolio Holder/ Contact Officer	Decision to be taken in public or private session?
<p>PH120 - Contract Award – Adaptation Project</p> <p>Contract award for adaptation project at 1 Beaconsfield Road, Melton Mowbray.</p> <p>Added 17 February 2025</p>		<p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services</p>	<p>Not before 3rd Apr 2025</p>	<p>Yes</p>	<p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services</p> <p>Stewart Bailey, Housing Asset Manager</p>	<p>Open</p>
<p>CEX523 - Grant of Access Rights - Randall Close, Barsby</p> <p>Grant of access over Randall Close, Barsby which is a private road owned by the Council.</p> <p>Added 3 March 2025</p>		<p>Assistant Director for Governance and Democracy</p>	<p>Not before 3rd Apr 2025</p>	<p>Yes</p>	<p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services</p> <p>Tahir Majid, Housing Development Manager</p>	<p>Fully exempt 3</p>

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<p>PH118 - AOC, Lifeline Monitoring & Equipment</p> <p>Added 5 March 2025</p>		<p>Portfolio Holder for Communities, Health & Well- being</p>	<p>3 Apr 2025</p>	<p>Yes</p>	<p>Portfolio Holder for Communities, Health & Well- being</p> <p>Aysha Rahman, Assistant Director, Customers and Communities</p>	<p>Open</p>
<p>CEX524 - Asbestos Mitigation</p> <p>To award a contract for asbestos mitigation, management and removal.</p> <p>Added 6 March 2025</p>		<p>Director for Housing and Communities</p>	<p>4 Apr 2025</p>	<p>Yes</p>	<p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services</p> <p>Jazz Gallocker, Compliance Officer</p>	<p>Open</p>

Report Title and Expected Decision	Background Papers	Decision Maker	Date of Decision	Key Decision?	Report Available/ Portfolio Holder/ Contact Officer	Decision to be taken in public or private session?
<p>Town Centre Action Plan and Design Guide</p> <p>The Town Centre Design Guide is to be presented to Cabinet.</p> <p>Added 6 March 2025</p>		Cabinet	9 Apr 2025	No	<p>Portfolio Holder for Town Centre, Growth & Prosperity</p> <p>Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery</p>	Open
<p>Disposal linked with Cattle Market/Stockyard site</p> <p>Decide upon a disposal linked with the Cattle Market/Stockyard site.</p> <p>Added 14 November 2024</p>		Cabinet	9 Apr 2025	Yes	<p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services</p> <p>Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery</p>	Fully exempt 3

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<p>CEX527 - Contract for Asset Valuations 2024/25 – 2028/29</p> <p>Procurement of a service for statutory asset valuations.</p> <p>Added 18 March 2025</p>		Director for Place and Prosperity	16 Apr 2025	Yes	<p>Portfolio Holder for Corporate Finance, Property & Resources</p> <p>Jiten Ravat, Corporate Property and Assets Manager</p>	Open
<p>CEX528 - Contract Extension - Council Insurance Renewal</p> <p>Extension of Contract for Council Insurance Renewal.</p> <p>Added 20 March 2025</p>		Director for Corporate Services	18 Apr 2025	Yes	<p>Portfolio Holder for Corporate Finance, Property & Resources</p> <p>Clive Howey, Assistant Director for Resources</p>	Open

Report Title and Expected Decision	Background Papers	Decision Maker	Date of Decision	Key Decision?	Report Available/ Portfolio Holder/ Contact Officer	Decision to be taken in public or private session?
<p>Award of CRM Contract</p> <p>To award the CRM contract and enter into any necessary legal documentation to effect the award.</p> <p>Added 15 August 2024</p>		<p>Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader)</p>	<p>22 Apr 2025</p>	<p>Yes</p>	<p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services</p> <p>Aysha Rahman, Assistant Director, Customers and Communities</p>	<p>Fully exempt 3</p>
<p>Asset Development Programme Update, June 2025</p> <p>To consider a report on Phoenix House.</p> <p>Added 14 November 2024</p>		<p>Cabinet</p>	<p>11 Jun 2025</p>	<p>Yes</p>	<p>Portfolio Holder for Corporate Finance, Property & Resources</p> <p>Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery</p>	<p>Fully exempt 3</p>

Report Title and Expected Decision	Background Papers	Decision Maker	Date of Decision	Key Decision?	Report Available/ Portfolio Holder/ Contact Officer	Decision to be taken in public or private session?
<p>Safer Melton Partnership Strategic Plan</p> <p>To consider the Safer Melton Partnership Strategic Plan.</p> <p>Added 9 January 2025</p>		Cabinet	11 Jun 2025	No	<p>Portfolio Holder for Corporate Finance, Property & Resources</p> <p>Michelle Howard, Director for Housing and Communities (Deputy Chief Executive), Aysha Rahman, Assistant Director, Customers and Communities</p>	Open
<p>Annual Complaints Report 2024/25</p> <p>To received the Local Government and Social Care Ombudsman Letter, Housing Ombudsman & Corporate Complaints 2024/25.</p> <p>Added 6 March 2025</p>		Cabinet	11 Jun 2025	No	<p>Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader)</p> <p>Clive Tobin, Assistant Director for Governance and Democracy (Monitoring Officer)</p>	Open

Report Title and Expected Decision	Background Papers	Decision Maker	Date of Decision	Key Decision?	Report Available/ Portfolio Holder/ Contact Officer	Decision to be taken in public or private session?
<p>Customer Journey Framework</p> <p>Approval of the framework and principles for the Customer Journey Review.</p> <p>Added 3 April 2025</p>		Cabinet	11 Jun 2025	No	<p>Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader)</p> <p>Aysha Rahman, Assistant Director, Customers and Communities</p>	Open
<p>Acquisition of affordable homes to spend right to buy receipts 2025/26</p> <p>To consider the acquisition of affordable homes to spend right to buy receipts 2025/26.</p> <p>Added 20 March 2025</p>		Cabinet	11 Jun 2025	Yes	<p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services</p> <p>Tahir Majid, Housing Development Manager</p>	Fully exempt 3

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<p>Stockyard Operator Procurement Strategy</p> <p>To produce a procurement strategy for an operator to run the Stockyard.</p> <p>Added 6 March 2025</p>		Cabinet	11 Jun 2025	Yes	<p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services</p> <p>Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery</p>	Open
<p>Treasury Management and Actual Prudential Indicators 2024/25</p> <p>To consider the treasury management and actual prudential indicators 2024/25.</p> <p>Added 3 April 2025</p>		Cabinet	9 Jul 2025	No	<p>Portfolio Holder for Corporate Finance, Property & Resources</p> <p>Dawn Garton, Director for Corporate Services</p>	Open

Report Title and Expected Decision	Background Papers	Decision Maker	Date of Decision	Key Decision?	Report Available/ Portfolio Holder/ Contact Officer	Decision to be taken in public or private session?
<p>Corporate Performance, Risk and Feedback Report 2024/25 Quarter 4</p> <p>To receive a report on Corporate Performance, Risk and Feedback for quarter 4 of 2024/25.</p> <p>Added 6 March 2025</p>		Cabinet	9 Jul 2025	No	<p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services</p> <p>Martin Guest, Senior Corporate Policy Officer</p>	Open
<p>Housing Revenue Account Revenue and Capital Budget Provisional Year End for 2024/25</p> <p>To consider the Housing Revenue Account Revenue and Capital Budget Provisional Year End for 2024/25.</p> <p>Added 3 April 2025</p>		Cabinet	9 Jul 2025	No	<p>Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services</p> <p>Dawn Garton, Director for Corporate Services, Michelle Howard, Director for Housing and Communities (Deputy Chief Executive)</p>	Open

Report Title and Expected Decision	Background Papers	Decision Maker	Date of Decision	Key Decision?	Report Available/ Portfolio Holder/ Contact Officer	Decision to be taken in public or private session?
<p>General Fund Revenue and Capital Budget Provisional Year End 2024/25</p> <p>To consider the General Fund Revenue and Capital Budget Provisional Year End for 2024/25.</p> <p>Added 3 April 2025</p>		Cabinet	9 Jul 2025	No	<p>Portfolio Holder for Corporate Finance, Property & Resources</p> <p>Dawn Garton, Director for Corporate Services</p>	Open
<p>Write-off of Irrecoverable Debts</p> <p>To consider a report on the write-off of irrecoverable debts.</p> <p>Added 3 April 2025</p>		Cabinet	9 Jul 2025	Yes	<p>Portfolio Holder for Corporate Finance, Property & Resources</p> <p>Nick Sach, Revenues and Benefits Manager</p>	Part exempt 1,2