

**WELWYN HATFIELD COUNCIL****FORWARD PLAN****PUBLISHED FEBRUARY 2025**

The Forward Plan sets out the Key Decisions which are to be taken by the Cabinet (and where appropriate the Council).

A Key Decision is one which is likely to result in expenditure or savings of **above £100,000**, or to have an effect on communities living or working in an area comprising **two or more Wards of the Borough**. The Plan is updated each month and is available from Council Offices and libraries and on the website ([www.welhat.gov.uk](http://www.welhat.gov.uk)).

Members of the public are welcome to comment on any item on the Forward Plan. Any comments must be given in writing or by e-mail to the Governance Services Manager to be received no later than seven days before the meeting at which the decision is to be taken. Copies of available reports can be obtained from the contact shown in the Forward Plan.

Members of the public are also welcome to attend public meetings of the Cabinet. Dates and times of Cabinet meetings can be found here: [Committee details - Cabinet – Welwyn Hatfield Borough Council \(welhat.gov.uk\)](http://www.welhat.gov.uk)

The following Councillors are in the Cabinet:-

M.Holloway	- Leader of the Council and Executive Member, Climate Change
J.Quinton	- Deputy Leader of the Council and Executive Member, Leisure and Community
S.Bonfante	- Executive Member, Environment
K.Thorpe	- Executive Member, Governance
G.Moore	- Executive Member, Housing
R.Grewal	- Executive Member, Planning
J.Broach	- Executive Member, Resources

Any queries concerning the Forward Plan should be directed to Clare Cade, Governance Services Manager at the Council Offices, Campus East, Welwyn Garden City, Herts AL8 6AE telephone number (01707) 357444 or e-mail [c.cade@welhat.gov.uk](mailto:c.cade@welhat.gov.uk)

**FORWARD PLAN**
**FOR THE PERIOD 1 FEBRUARY 2025 TO 31 MAY 2025**

<b>REFERENCE AND SUBJECT</b>	<b>DECISION NEEDED</b>	<b>WHEN WILL DECISION BE TAKEN</b>	<b>PART 1 OR PART 2</b>	<b>REPORTS AVAILABLE AND CONTACT OFFICERS</b>	<b>EXECUTIVE MEMBER</b>
FP2107 Transfer of land from Homes England to WHBC	Agreement of dowery and terms	Not before 2nd January 2025 - Executive Member Decision Notice	FULLY PART 2	Assistant Director (Regeneration and Economic Development) Geoff Sampson g.sampson@welhat.gov.uk	Leader of the Council, Executive Member for Economic Development and Climate Change
FP2096 Market Place Hatfield	To award a contract for the redevelopment of Hatfield Market Place	Not before 2nd January 2025 - Executive Member Decision Notice	PARTLY PART 2	Procurement Manager Andrew Harper a.harper@welhat.gov.uk	Leader of the Council, Executive Member for Economic Development and Climate Change
FP2093 Budget proposals and Medium-Term Forecasts 2025/26	Approval of the Revenue, Capital and Housing Revenue Account Budgets, Fees and Charges and Council Tax Setting 2025/26. Approval of the Medium Term Financial Strategy 2025/26 – 2027/28. Approval of the Capital Strategy and Treasury Management Strategy.	3 February 2025 - Council	PART 1	Executive Director (Finance & Transformation) Richard Baker r.baker@welhat.gov.uk	Executive Member, Finance
FP2115 Minor Building Works Contract	To award a contract for minor building works in commercial buildings	February 2025 - Executive Member Decision Notice	PARTLY PART 2	Procurement Manager Andrew Harper a.harper@welhat.gov.uk	Executive Member, Housing

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FP2111 Annual Pay Policy Statement	Approval of the annual pay policy statement	3 February 2025 - Council	PART 1	Executive Director (Finance & Transformation) Richard Baker r.baker@welhat.gov.uk	Executive Member, Governance
FP2109 Business Plan 2025/26	To agree the key projects and key performance indicators to contribute to the priorities during 2025/26.	3 February 2025 - Council	PART 1	Assistant Director (Customer Services and Transformation) Kirsten Roberts k.roberts@welhat.gov.uk	Leader of the Council, Executive Member for Economic Development and Climate Change
FP2112 Urban Tree Maintenance	To award a contract for urban tree maintenance	4 February 2025 - Cabinet	PARTLY PART 2	Procurement Manager Andrew Harper a.harper@welhat.gov.uk	Executive Member, Environment
FP2110 Transformation Strategy	To note the achievements of Year 2 and agree key areas of focus under the transformation themes for Year 3.	4 February 2025 - Cabinet	PART 1	Assistant Director (Customer Services and Transformation) Kirsten Roberts k.roberts@welhat.gov.uk	Leader of the Council, Executive Member for Economic Development and Climate Change

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FP2092 Local Plan Early Engagement Reporting and LDS	Consider the Local Plan Early Engagement responses and Local Development Schedule (LDS)	4 February 2025 - Cabinet	PART 1	Planning & Policy Implementation Manager Matthew Wilson  m.wilson@welhat.gov.uk	Executive Member, Planning
FP2100 Council Tax Setting	Approval of the Council Tax calculations and charges for 2025/26	25 February 2025 - Council	PART 1	Executive Director (Finance & Transformation) Richard Baker r.baker@welhat.gov.uk	Executive Member, Finance
FP2118 Affordable Housing Programme	Award of Contract.	Not before 3rd March 2025 - Executive Member Decision Notice	PARTLY PART 2	Assistant Director (Regeneration and Economic Development) Geoff Sampson g.sampson@welhat.gov.uk	Executive Member, Housing
FP2121 Homelessness and Rough Sleeping Grant Allocation	Homelessness and Rough Sleeping Grant Allocation	Not before 3rd March 2025 - Executive Member Decision Notice	PARTLY PART 2	Assistant Director (Leisure, Community and Cultural Services)	Executive Member, Finance

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FP2120 Appropriation of Garage Sites	Appropriation of garage sites	Not before 3rd March 2025 - Executive Member Decision Notice	FULLY PART 2	Assistant Director (Regeneration and Economic Development) Geoff Sampson g.sampson@welhat.gov.uk	Executive Member, Housing
FP2125 Gas Maintenance Contracts	Approval of extensions to the gas servicing and maintenance contracts	4 March 2025 - Cabinet	FULLY PART 2	Assistant Director (Homes and Neighbourhood) Janice White  j.white@welhat.gov.uk	Executive Member, Housing
FP2126 Asbestos surveying and analysis contracts	Award of contracts for surveying and analysis services for asbestos	4 March 2025 - Cabinet	PARTLY PART 2	Assistant Director (Homes and Neighbourhood) Janice White  j.white@welhat.gov.uk	Executive Member, Housing
FP2127 Planned Works Contract	Award of supplementary contracts for external planned works	4 March 2025 - Cabinet	PARTLY PART 2	Assistant Director (Homes and Neighbourhood) Janice White  j.white@welhat.gov.uk	Executive Member, Housing

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FP2124 Community Engagement Strategy	To agree the council's refreshed Community Engagement Strategy	4 March 2025 - Cabinet	PART 1	Assistant Director (Customer Services and Transformation) Kirsten Roberts k.roberts@welhat.gov.uk	Deputy Leader of the Council, Executive Member Leisure and Community
FP2119 Review of Former Tenant Arrears and Rent Arrears policies	Review and agreement of policies	4 March 2025 - Cabinet	PART 1	Assistant Director (Finance) Helen O'Keeffe h.okeeffe@welhat.gov.uk	Executive Member, Housing
FP2080 Tree and Woodland Strategy	Tree and Woodland Strategy	4 March 2025 - Cabinet	PART 1	Executive Director (Resident Services and Climate Change) Sue McDaid s.mcdaid@welhat.gov.uk	Executive Member, Environment
FP2117 Green Belt Stage 4 Assessment	To award a contract for the preparation of a Green Belt Assessment to inform the preparation of a new Local Plan	4 March 2025 - Cabinet	PARTLY PART 2	Planning & Policy Implementation Manager Matthew Wilson m.wilson@welhat.gov.uk	Executive Member, Planning

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FP2088 Community Infrastructure Levy (CIL) Governance	Approve broad principles of Community Infrastructure Levy (CIL) governance	CPPP – 18 February 2025  4 March 2025 – Cabinet  Council – 12 March 2025	PART 1	Planning & Policy Implementation Manager Matthew Wilson  m.wilson@welhat.gov.uk	Executive Member, Planning
FP2082 The Commons Landscape Management Plan	The Commons Landscape Management Plan	4 March 2025 - Cabinet	PART 1	Executive Director (Resident Services and Climate Change) Sue McDaid  s.mcdaid@welhat.gov.uk	Executive Member, Environment
FP2102 Food Safety Service Plan	Approval of the Food Safety Service Plan for 2025/26	4 March 2025 - Cabinet	PART 1	Assistant Director (Public Realm) Emma Walker  E.walker@welhat.gov.uk	Executive Member, Environment
FP2123 Tenancy Agreement	Approval of the revised tenancy agreement.	CHP – 19 Feb 2025  4 March 2025 - Cabinet	PART 1	Executive Director (Resident Services and Climate Change) Sue McDaid  s.mcdaid@welhat.gov.uk	Executive Member, Housing

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FP2141 Community Grant Allocation	Agree the community grant allocation	Grants Board 20 February 2025  Cabinet 4 March 2025	PARTLY PART 2	Assistant Director (Assistant Director (Leisure, Community and Cultural Services) <a href="mailto:j.guthrie@welhat.gov.uk">j.guthrie@welhat.gov.uk</a>	Deputy Leader of the Council, Executive Member Leisure and Community
FP2113 Community Infrastructure Levy (CIL) Charging Schedule	Community Infrastructure Levy (CIL) Charging Schedule Adoption	Cabinet - 4 March 2025  12 March 2025 - Council	PART 1	Planning & Policy Implementation Manager Matthew Wilson  m.wilson@welhat.gov.uk	Executive Member, Planning  Executive Member, Planning
FP2114 Adoption of Sustainability SPD	Consider the responses to the Sustainability Supplementary Planning Document (SPD) and adoption of the SPD	4 March 2025 – Cabinet  Council – 12 March 2025	PART 1	Planning & Policy Implementation Manager Matthew Wilson  m.wilson@welhat.gov.uk	Executive Member, Planning
FP2122 Planning Fees	To increase published planning fees from 1 April 2025 in line with legislation	March 2025 - Executive Member Decision Notice	PART 1	Assistant Director (Planning) Ganesh Gnanamoorthy  g.gnanamoorthy@welhat.gov.uk	Executive Member, Planning



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FP2134 Asbestos Policy	Approval of the revised Asbestos Policy	CHP – 19 March 2025  Not before 19th March 2025 - Executive Member Decision Notice	PART 1	Executive Director (Resident Services and Climate Change) Sue McDaid  s.mcdaid@welhat.gov.uk	Executive Member, Housing
FP2137 Fire Safety Policy	Approval of the revised Fire Safety Policy	CHP – 19 March 2025  Not before 19th March 2025 - Executive Member Decision Notice	PART 1	Executive Director (Resident Services and Climate Change) Sue McDaid  s.mcdaid@welhat.gov.uk	Executive Member, Housing

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FP2138 Gas Safety Policy	Approval of the revised Gas Safety Policy	CHP – 19 March 2025  Not before 19th March 2025 - Executive Member Decision Notice	PART 1	Executive Director (Resident Services and Climate Change) Sue McDaid  s.mcdaid@welhat.gov.uk	Executive Member, Housing
FP2139 Electrical Safety Policy	Approval of the revised Electrical Safety Policy	CHP – 19 March 2025  19 March 2025 - Executive Member Decision Notice	PART 1	Executive Director (Resident Services and Climate Change) Sue McDaid  s.mcdaid@welhat.gov.uk	Executive Member, Housing
FP2140 Water Hygiene Policy	Approval of the revised water hygiene Policy	CHP – 19 March 2025  19 March 2025 - Executive Member Decision Notice	PART 1	Executive Director (Resident Services and Climate Change) Sue McDaid  s.mcdaid@welhat.gov.uk	Executive Member, Housing

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FP2136 Lifts Policy	Approval of the revised Lifts Policy	CHP – 19 March 2025  Not before 19th March 2025 - Executive Member Decision Notice	PART 1	Executive Director (Resident Services and Climate Change) Sue McDaid  s.mcdaid@welhat.gov.uk	Executive Member, Housing
FP2128 Aids and Adaptations	Approval of the revised aids and adaptations policy	CHP – 19 March 2025  1 April 2025 - Cabinet	PART 1	Assistant Director (Homes and Neighbourhood) Janice White  j.white@welhat.gov.uk	Executive Member, Housing
FP2129 Housing Allocation Policy	Approval of the Allocations policy for public consultation	CHP – 19 March 2025  1 April 2025 - Cabinet	PART 1	Assistant Director (Leisure, Community and Cultural Services) Joyce Guthrie j.guthrie@welhat.gov.uk	Executive Member, Housing
FP2130 Damp and Mould Policy	Approval of the revised Damp and Mould Policy	CHP – 19 March 2025  1 April 2025 - Cabinet	PART 1	Assistant Director (Homes and Neighbourhood) Janice White  j.white@welhat.gov.uk	Executive Member, Housing

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FP2131 Decant Policy	Approval of the revised Decant Policy	CHP – 19 March 2025  1 April 2025 - Cabinet	PART 1	Assistant Director (Homes and Neighbourhood) Janice White  j.white@welhat.gov.uk	Executive Member, Housing
FP2132 Domestic Abuse Policy	Approval of the revised domestic abuse policy	CHP – 19 March 2025  1 April 2025 - Cabinet	PART 1	Assistant Director (Homes and Neighbourhood) Janice White  j.white@welhat.gov.uk	Executive Member, Housing
FP2133 Repairs and Maintenance Policy	Approval of the revised Repairs & Maintenance Policy	CHP – 19 March 2025  1 April 2025 - Cabinet	PART 1	Assistant Director (Homes and Neighbourhood) Janice White  j.white@welhat.gov.uk	Executive Member, Housing
FP2116 Agency Staff Contract	To award a contract for the supply of agency staff	1 April 2025 - Cabinet	PARTLY PART 2	Procurement Manager Andrew Harper a.harper@welhat.gov.uk	Executive Member, Governance
FP2134 Mutual Exchange Policy	Approval of the revised mutual exchange policy	CHP – 19 March 2025  1 April 2025 - Cabinet	PART 1	Assistant Director (Homes and Neighbourhood) Janice White  j.white@welhat.gov.uk	Executive Member, Housing

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FP2084 Appropriation of Land at Peartree Lane	Appropriation of land	3 June 2025 - Cabinet	PARTLY PART 2	Assistant Director (Regeneration and Economic Development) Geoff Sampson g.sampson@welhat.gov.uk	Executive Member, Housing