

# MAIDSTONE BOROUGH COUNCIL FORWARD PLAN FOR THE FOUR MONTH PERIOD 1 OCTOBER 2022 TO 31 JANUARY 2023

This Forward Plan sets out the details of the key decisions which the Executive or Lead Members expect to take and the non-Key decisions that the Executive or Lead Members expect to take during the next four-month period. The plan will be updated weekly for the relevant period and a new plan for a new four-month period, published monthly on the last Friday of the month.

A Key Decision is defined as one which:

1. Results in the Council incurring expenditure, or making savings, of more than £250,000; or
2. Is significant in terms of its effects on communities living or working in an area comprising two or more Wards in the Borough

The current members of the Executive are:

 <p><b>Councillor David Burton</b> Leader of the Council DavidBurton@maidstone.gov.uk 07590 229910</p>	 <p><b>Councillor John Perry</b> Deputy Leader and Lead Member for Corporate Services JohnPerry@Maidstone.gov.uk 07770 734741</p>	 <p><b>Councillor Lottie Parfitt-Reid</b> Lead Member for Communities and Public Engagement LottieParfittReid@Maidstone.gov.uk 07919 360000</p>	 <p><b>Councillor Martin Round</b> Lead Member for Environmental Services MartinRound@maidstone.gov.uk 07709 263447</p>
 <p><b>Councillor Simon Webb</b> Lead Member for Housing and Health SimonWebb@Maidstone.gov.uk 07878 018997</p>	 <p><b>Councillor Claudine Russell</b> Lead Member for Leisure and Arts ClaudineRussell@Maidstone.gov.uk</p>	 <p><b>Councillor Paul Cooper</b> Lead Member for Planning and Infrastructure PaulCooper@Maidstone.gov.uk 01622 244070</p>	

Anyone wishing to make representations about any of the matters listed below may do so by contacting the relevant officer listed against each decision, within the time period indicated.

Under the Access to Information Procedure Rules set out in the Council's Constitution, a Key Decision or a Part II decision may not be taken, unless it has been published on the forward plan for 28 days or it is classified as urgent:

The law and the Council's Constitution provide for urgent key and part II decisions to be made, even though they have not been included in the Forward Plan.

Copies of the Council's constitution, forward plan, reports and decisions may be inspected at the Maidstone House, King Street, Maidstone, ME15 6JQ or accessed from the Council's website: [www.maidstone.gov.uk](http://www.maidstone.gov.uk)

Members of the public are welcome to attend meetings of the Executive which are normally held at the Town Hall, High St, Maidstone, ME14 1SY. The dates and times of the meetings are published on [www.maidstone.gov.uk](http://www.maidstone.gov.uk) or you may contact the Democratic Services Team on telephone number 01622 602899 for further details.

**David Burton**  
**Leader of the Council**

<b>Details of the Decision to be taken</b>	<b>Decision to be taken by</b>	<b>Lead Member</b>	<b>Expected Date of Decision</b>	<b>Key</b>	<b>Exempt</b>	<b>Proposed Consultees / Method of Consultation</b>	<b>Documents to be considered by Decision taker</b>	<b>Representations may be made to the following officer by the date stated</b>
Proposal for Improvements to King Street Car Park Proposal to improve the visual appearance of King Street Car Park through a new planting scheme.	Lead Member for Planning and Infrastructure	Lead Member for Planning and Infrastructure	21 Oct 2022	No	No Open	Planning and Infrastructure Policy Advisory Committee 17 Oct 2022	Proposal for improvements to King Street Car Park	<b>Jennifer Stevens</b>  jenniferstevens@maidstone.gov.uk
Archbishop's Palace Update on plans for the Archbishop's Palace	Lead Member for Corporate Services and Deputy Leader	Lead Member for Corporate Services	21 Oct 2022	Yes	No Open	Corporate Services Policy Advisory Committee 12 Oct 2022  Consultation with key stakeholders	Archbishop's Palace	<b>Mark Green</b>  markgreen@maidstone.gov.uk
Statements of Common Ground - Soft Sand and Lower Thames Crossing To sign off two draft Statements of Common Ground. There are between MBC and National Highways, and MBC and various mineral authorities including KCC	Lead Member for Planning and Infrastructure	Lead Member for Planning and Infrastructure	21 Oct 2022	No	No Part exempt	Planning and Infrastructure Policy Advisory Committee 17 Oct 2022	Statements of Common Ground - Soft Sand and Lower Thames Crossing	<b>Mark Egerton</b>  markegerton@maidstone.gov.uk

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Design and Sustainability DPD Issues and Option Reg18a consultation	Lead Member for Planning and Infrastructure	Lead Member for Planning and Infrastructure	21 Oct 2022	Yes	No Open	Planning and Infrastructure Policy Advisory Committee 17 Oct 2022	Design and Sustainability DPD Issues and Option	<b>Helen Garnett</b>  helengarnett@maidstone.gov.uk
Cobtree Café Letting A report on the letting of Cobtree Manor Park Café	Cobtree Manor Estate Charity Committee	Leader of the Council	26 Oct 2022	No	No Open		Cobtree Café letting	<b>Mike Evans</b>  mikeevans@maidstone.gov.uk
Cobtree Staff Welfare Facilities A report on the provision of new staff welfare facilities	Cobtree Manor Estate Charity Committee	Leader of the Council	26 Oct 2022	No	No Open		Cobtree staff welfare facilities	<b>Mike Evans</b>  mikeevans@maidstone.gov.uk
Proposed Change to Maidstone AQMA and Request to Consult on New Air Quality Action Plan As a result of a continuing trend of improvements in air quality in Maidstone in recent years	Executive	Lead Member for Environmental Services	26 Oct 2022	No	No Open	Communities, Housing and Environment Policy Advisory Committee 11 Oct 2022	Maidstone AQMA Modelling Proposed Change to Maidstone AQMA and Request to Consult on New Air Quality Action Plan	<b>Stuart Maxwell</b>  stuart.maxwell@midkent.gov.uk

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Communication and Engagement Strategy updated strategy and in year action plan	Executive	Lead Member for Communities and Public Engagement	26 Oct 2022	Yes	No Open	Communities, Housing and Environment Policy Advisory Committee 11 Oct 2022	Communication and Engagement Strategy	<b>Angela Woodhouse</b>  Head of Policy and Communications  angelawoodhouse@maidstone.gov.uk
Finance, Performance and Risk Monitoring Report	Executive	Leader of the Council	26 Oct 2022	No	No Open	Corporate Services Policy Advisory Committee 12 Oct 2022	Finance, Performance and Risk Monitoring Report	<b>Paul Holland</b>  paulholland@maidstone.gov.uk
Reference from Council - Motion - Water Quality The reference from Council outlines the previous consideration of the Motion on Water Quality, which is due to be considered by the Executive.	Executive		26 Oct 2022	No	No Open	The motion was previously considered by the full Council, and has been referred directly to the Executive in accordance with Part C1, Rule 12.9 of the Borough Council's Constitution.	Reference from Council - Motion - Water Quality	<b>Oliviya Parfitt, Debbie Snook</b>  oliviyparfitt@maidstone.gov.uk, debbiesnook@maidstone.gov.uk

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<p>Council Tax Reduction Scheme 2023-24 We are required to review our Council Tax Reduction Scheme on an annual basis and to put a scheme in place by March 2023.</p>	<p>Executive  Council</p>	<p>Lead Member for Communities and Public Engagement  Lead Member for Corporate Services</p>	<p>26 Oct 2022  7 Dec 2022</p>	<p>Yes</p>	<p>No Open</p>	<p>Corporate Services Policy Advisory Committee 12 Oct 2022</p>	<p>Council Tax Reduction Scheme 2023-24</p>	<p><b>Zoe Kent</b>  Interim Head of Revenues &amp; Benefits  zoekent@swale.gov.uk</p>
<p>Town Centre Strategy - Procurement of Professional Team The aim of this report is to secure agreement to the allocation of funding for a professional team to support the council in the preparation of our Maidstone Town Centre Strategy and authority for the appointment of the preferred supplier.</p>	<p>Executive</p>	<p>Leader of the Council</p>	<p>26 Oct 2022</p>	<p>Yes</p>	<p>No Part exempt</p>	<p>Economic Regeneration and Leisure Policy Advisory Committee 4 Oct 2022</p>	<p>Town Centre Strategy - Procurement of Professional Team</p>	<p><b>Alison Broom</b>  alisonbroom@maidstone.gov.uk</p>

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Carriage Museum options Future options for the Carriage Museum	Lead Member for Leisure and Arts	Lead Member for Leisure and Arts	18 Nov 2022	Yes	No Open	Economic Regeneration and Leisure Policy Advisory Committee 8 Nov 2022  Consultation with key stakeholders	Carriage Museum options	<b>Mark Green</b>  markgreen@maidstone.gov.uk
Museum Opening Hours Review of Museum Opening Hours	Lead Member for Leisure and Arts	Lead Member for Leisure and Arts	18 Nov 2022	No	No Open	Economic Regeneration and Leisure Policy Advisory Committee 8 Nov 2022  Consultation will take place with staff and Museum visitors	Museum Opening Hours	<b>Mark Green</b>  markgreen@maidstone.gov.uk
Fleet Replacement Programme Outline of the replacement programme for the Council's fleet over a 5 year cycle in line with the Council's Green Fleet Strategy and the Capital funding budget.	Executive	Lead Member for Environmental Services	23 Nov 2022	Yes	No Open	Communities, Housing and Environment Policy Advisory Committee 15 Nov 2022	Fleet Replacement Programme	<b>Jennifer Stevens</b>  jenniferstevens@maidstone.gov.uk

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Granada House Refurbishment Report on the outcome of the tender process and seeking approval to proceed with the works and the necessary financial commitments	Executive	Lead Member for Housing and Health	23 Nov 2022	Yes	No Part exempt	Communities, Housing and Environment Policy Advisory Committee 15 Nov 2022	Granada House Refurbishment	<b>Andrew Connors</b> Housing Enabling Officer  andrewconnors@maidstone.gov.uk
Council Fire & Building Safety Policy The role and expectations on all Council's following the Grenfell tragedy is changing, and so the creation of a new policy to cover work in this area is very important and timely. The report and policy addresses and responds to changing guidance and legislation, as well as provides clarity in terms of best practice in terms of the Council will work to best effect with other authorities through partnership working, to manage risk in the community.	Executive	Lead Member for Housing and Health	23 Nov 2022	Yes	No Open	Communities, Housing and Environment Policy Advisory Committee 15 Nov 2022	Council Fire & Building Safety Policy	<b>John Littlemore</b> Head of Housing & Community Services  johnlittlemore@maidstone.gov.uk



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Rural England Prosperity Fund, Investment Plan a new fund has been allocated to the council for investment in our rural areas	Executive	Leader of the Council	23 Nov 2022	Yes	No Open	Economic Regeneration and Leisure Policy Advisory Committee 8 Nov 2022  Informal Exec and Key Stakeholders consulted as part of developing the plan	Rural England Prosperity Fund, Investment Plan	<b>Angela Woodhouse</b>  Head of Policy and Communications  angelawoodhouse@maidstone.gov.uk
Maidstone Leisure Centre To decide the future of Maidstone Leisure Centre	Executive	Lead Member for Leisure and Arts	23 Nov 2022	Yes	No Part exempt	Economic Regeneration and Leisure Policy Advisory Committee 8 Nov 2022  Communities, Housing and Environment Policy Advisory Committee 15 Nov 2022  Corporate Services Policy Advisory Committee 16 Nov 2022	Maidstone Leisure Centre	<b>Mike Evans</b>  mikeevans@maidstone.gov.uk

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Strategic CIL Assessments & Spend	Executive	Lead Member for Planning and Infrastructure	23 Nov 2022	Yes	No Open	Planning and Infrastructure Policy Advisory Committee 9 Nov 2022	Strategic CIL Assessments & Spend	<b>Rob Jarman, Carole Williams</b>  Head of Planning and Development,  Robjarman@maidstone.gov.uk, carole.williams@maidstone.gov.uk
Governance and procedural arrangements for CIL Ward spend Governance and procedural arrangements for CIL Ward spend	Executive	Lead Member for Planning and Infrastructure	23 Nov 2022	No	No Open	Planning and Infrastructure Policy Advisory Committee 9 Nov 2022	Governance and procedural arrangements for CIL Ward spend	<b>Carole Williams</b>  carole.williams@maidstone.gov.uk
Cobtree Golf Course A report on Cobtree Manor Park Golf Course	Cobtree Manor Estate Charity Committee	Leader of the Council	23 Nov 2022	Yes	No Fully exempt		Cobtree golf course	<b>Mike Evans</b>  mikeevans@maidstone.gov.uk
Heather House and Royal British Legion site A report seeking approval to enter into contract with contractors for proposed works to Heather House and	Executive	Lead Member for Housing and Health	21 Dec 2022	Yes	No Part exempt	Communities, Housing and Environment Policy Advisory Committee 13 Dec 2022	Heather House and Royal British Legion site	<b>Andrew Connors, Alison Elliott</b>  Housing Enabling Officer,  andrewconnors@maidstone.gov.uk

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Royal British Legion Buildings.								idstone.gov.uk, alisonelliott@maidstone.gov.uk
Housing Strategy 2022-27 The proposed themes for the new housing strategy were approved by the CHE Committee in early 2022, and these have since been subject to public consultation. Therefore the new housing strategy, as drafted, takes account of these consultation responses, and is now ready for consideration for adoption.	Executive	Lead Member for Housing and Health	21 Dec 2022	Yes	No Open	Communities, Housing and Environment Policy Advisory Committee 13 Dec 2022	Housing Strategy 2022-27	<b>John Littlemore</b> Head of Housing & Community Services  johnlittlemore@maidstone.gov.uk
Mid Kent Waste Collection Contract Approval to enter into contract with the successful bidder following a competitive dialogue procurement process.	Executive	Lead Member for Environmental Services	21 Dec 2022	Yes	No Part exempt		Mid Kent Waste Collection Contract	<b>Jennifer Stevens</b>  jenniferstevens@maidstone.gov.uk

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Equalities Policy and Action Plan - Update Annual Update report - providing an update on actions taken to meet objections, propose any revisions or changes	Lead Member for Corporate Services and Deputy Leader	Lead Member for Corporate Services	23 Dec 2022	No	No Open	Corporate Services Policy Advisory Committee 14 Dec 2022	Equalities Policy and Action Plan - Update	<b>Orla Sweeney</b>  orlasweeney@maidstone.gov.uk
Charges for Replacement Wheeled Bins Proposal to introduce charges for the replacement of damaged refuse and recycling wheeled bins, in line with the Mid Kent Waste Partnership.	Executive	Lead Member for Environmental Services	25 Jan 2023	No	No Open	Communities, Housing and Environment Policy Advisory Committee 17 Jan 2023	Charges for Replacement Wheeled Bins	<b>Jennifer Stevens</b>  jenniferstevens@maidstone.gov.uk