

# MAIDSTONE BOROUGH COUNCIL FORWARD PLAN FOR THE FOUR MONTH PERIOD 1 JANUARY 2023 TO 30 APRIL 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>
Governance and procedural arrangements for CIL Ward spend	Lead Member for Planning and Infrastructure	Lead Member for Planning and Infrastructure	23 Jan 2023	No	No Open	Planning and Infrastructure Policy Advisory Committee 9 Nov 2022	Governance and procedural arrangements for CIL Ward spend	<b>Carole Williams</b> carolewilliams@maidstone.gov.uk
Cobtree Manor Estate Financial Position Report	Cobtree Manor Estate Charity Committee	Leader of the Council	25 Jan 2023	Yes	No Open		Cobtree Manor Estate Financial Position Report	<b>Paul Holland</b> paulholland@maidstone.gov.uk
Cobtree Manor Estate Annual Accounts 2021/22	Cobtree Manor Estate Charity Committee	Leader of the Council	25 Jan 2023	No	No Open		Cobtree Manor Estate Annual Accounts 2021/22	<b>Paul Holland</b> paulholland@maidstone.gov.uk
Cobtree Estate Annual Management A report setting out the parameters for the management of the Cobtree Estate in 2023/24	Cobtree Manor Estate Charity Committee	Leader of the Council	25 Jan 2023	No	No Open		Cobtree Estate Annual Management	<b>Mike Evans</b> mikeevans@maidstone.gov.uk
Cobtree Estate Update An update report on the Cobtree Estate and its constituent parts	Cobtree Manor Estate Charity Committee	Leader of the Council	25 Jan 2023	No	No Open		Cobtree Estate Update	<b>Mike Evans</b> mikeevans@maidstone.gov.uk

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Maidstone Local Development Scheme (LDS) Update Update to the adopted Local Development Scheme. The report is also tentatively scheduled to go to Council on 22 February 2023.	Executive	Lead Member for Planning and Infrastructure	25 Jan 2023	Yes	No Open	Planning and Infrastructure Policy Advisory Committee 11 Jan 2023	Maidstone Local Development Scheme (LDS) Update	<b>Mark Egerton, Nicola Stokes</b>  markegerton@maidstone.gov.uk, NicolaStokes@Maidstone.gov.uk
Report of the Overview and Scrutiny Committee - The Council's Performance against the Waste and Recycling Strategy The presentation of the report produced by the O&S Committee following its review into the council's performance against the waste strategy. The report includes an outline of the review and the recommended actions produced as a result.	Executive		25 Jan 2023	No	No Open	In accordance with the Council's Constitution (Part A2, 7.6.2 b) the matter has been reviewed by the Overview and Scrutiny Committee and will be presented to the Executive as the relevant decision maker.	Report of the Overview and Scrutiny Committee - The Council's Performance against the Waste and Recycling Strategy	<b>Oliviya Parfitt</b>  oliviyparfitt@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	Executive	Lead Member for Communities and Public Engagement	25 Jan 2023	No	No Open	Communities, Housing and Environment Policy Advisory Committee 17 Jan 2023	Equalities Policy and Action Plan - Update	<b>Orla Sweeney</b>  orlasweeney@maidstone.gov.uk
Property Acquisition for 1000 homes programme Bridge Ward	Executive	Lead Member for Housing and Health	25 Jan 2023	Yes	No Part exempt	Communities, Housing and Environment Policy Advisory Committee 17 Jan 2023	Property Acquisition for 1000 homes programme	<b>Philip Morris</b>  philipmorris@maidstone.gov.uk
Provision of Cycle Ramp Off Church Road Otham	Executive	Lead Member for Corporate Services	25 Jan 2023	No	No Open	Corporate Services Policy Advisory Committee 18 Jan 2023	Provision of Cycle Ramp Off Church Road Otham	<b>Victoria Kellett, Jacqueline Tolhurst</b>  Interim Estates Surveyor,  victoriakellett@maidstone.gov.uk, jacquelinetolhurst@maidstone.gov.uk

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Council Tax Base 2023/24 and Collection Fund Adjustment. Update on the Council tax base figures and Collection fund adjustment - for decision by Executive as they are needed to set Council Tax levels.	Executive	Lead Member for Corporate Services	25 Jan 2023	Yes	No Open	Corporate Services Policy Advisory Committee 18 Jan 2023	Council Tax Base 2023/24 and Collection Fund Adjustment.	<b>Adrian Lovegrove</b>  Head of Finance  adrianlovegrove@maidstone.gov.uk
Medium Term Financial Strategy 2023 - 2028 - Capital Programme Details of the draft Capital Programme.	Executive	Lead Member for Corporate Services	25 Jan 2023	Yes	No Open	Corporate Services Policy Advisory Committee 18 Jan 2023	Medium Term Financial Strategy 2023 - 2028 - Capital Programme	<b>Mark Green</b>  markgreen@maidstone.gov.uk
Property acquisition for 1,000 affordable homes programme  Staplehurst Ward	Executive	Lead Member for Housing and Health	25 Jan 2023	Yes	No Part exempt	Communities, Housing and Environment Policy Advisory Committee 17 Jan 2023	Property acquisition for 1,000 affordable homes programme	<b>Shanaz Begum</b>  shanazbegum@maidstone.gov.uk
Medium Term Financial Strategy and Saving Proposals 2023/24	Executive	Lead Member for Environmental Services	25 Jan 2023	Yes	No Open	Communities, Housing and Environment Policy Advisory Committee 17 Jan 2023	Medium Term Financial Strategy and Saving Proposals 2023/24	<b>Mark Green</b>  markgreen@maidstone.gov.uk

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Strategic Plan refresh 2023-28 This report proposes refreshed areas of focus for the Council's Strategic Plan for the period 2023-2028.	Executive	Leader of the Council	8 Feb 2023	Yes	No Open	Corporate Services Policy Advisory Committee 18 Jan 2023	Strategic Plan refresh 2023-28	<b>Anna Collier</b>  annacollier@maidstone.gov.uk
Maidstone Leisure Centre To decide the future of Maidstone Leisure Centre	Executive	Lead Member for Leisure and Arts	8 Feb 2023	Yes	No Part exempt	Economic Regeneration and Leisure Policy Advisory Committee 7 Feb 2023	Maidstone Leisure Centre	<b>Mike Evans</b>  mikeevans@maidstone.gov.uk
Medium Term Financial Strategy and Budget Proposals 2023 - 2024 budget report detailing the budget for 23/24 and associated financials for capital, council tax and NDR To allow sign off of balanced budget by council on 22nd Feb 23	Executive	Lead Member for Corporate Services	8 Feb 2023	Yes	No Open	Corporate Services Policy Advisory Committee 6 Feb 2023	Medium Term Financial Strategy and Budget Proposals 2023 - 2024	<b>Adrian Lovegrove</b>  Head of Finance  adrianlovegrove@maidstone.gov.uk

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Water Supply Consultations A report on three consultations regarding water supply. Two by utility companies operating in the borough and one from a regional alliance of water companies.	Lead Member for Planning and Infrastructure	Lead Member for Planning and Infrastructure	20 Feb 2023	No	No Open	Planning and Infrastructure Policy Advisory Committee 9 Feb 2023	Water Supply Consultations	<b>Mark Egerton, Tom Gilbert</b>  markegerton@maidstone.gov.uk, tomgilbert@maidstone.gov.uk
Award of Arboricultural Services Contract Report to advise committee on the scope of the contract to provide tree pruning, tree safety works, planting and emergency call out service relating to Maidstone Borough Council owned land and tree stock. Committee are asked to endorse the award of contract to the selected company.	Lead Member for Environmental Services	Lead Member for Environmental Services	23 Feb 2023	Yes	No Open	Communities, Housing and Environment Policy Advisory Committee 14 Feb 2023	Award of Arboricultural Services Contract	<b>Andrew Williams</b>  andrewwilliams@maidstone.gov.uk



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Commissioning Support from the VCS Support services delivered by VCS	Lead Member for Communities and Public Engagement	Lead Member for Communities and Public Engagement	27 Feb 2023	No	No Open	Communities, Housing and Environment Policy Advisory Committee 14 Feb 2023	Commissioning Support from the VCS	<b>Anna Collier</b>  annacollier@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	22 Mar 2023	No	No Open	Communities, Housing and Environment Policy Advisory Committee 14 Feb 2023	Charges for Replacement Wheeled Bins	<b>Jennifer Stevens</b>  Head of Environmental Services & Public Realm  jenniferstevens@maidstone.gov.uk

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<p>Review of Housing Assistance Policy (including DFG) This policy addresses a number of services and funding streams delivered from within the Housing and Community Services department, to include the Disabled Facilities Grant and the Help You Home scheme too. The document sets out how these funding streams are utilised to deliver the desired community benefits.</p>	Executive	Lead Member for Housing and Health	22 Mar 2023	Yes	No Open	Communities, Housing and Environment Policy Advisory Committee 14 Feb 2023	Review of Housing Assistance Policy (including DFG)	<p><b>John Littlemore</b> Head of Housing &amp; Regulatory Services johnlittlemore@maidstone.gov.uk</p>
<p>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</p>	Executive	Lead Member for Housing and Health	22 Mar 2023	Yes	No Open	Communities, Housing and Environment Policy Advisory Committee 14 Feb 2023	Housing Strategy 2022-27	<p><b>John Littlemore</b> Head of Housing &amp; Regulatory Services johnlittlemore@maidstone.gov.uk</p>

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responses, and is now ready for consideration for adoption.								
Property Acquisition for 1,000 Affordable Homes Programme	Executive	Lead Member for Housing and Health	22 Mar 2023	Yes	No Part exempt	Communities, Housing and Environment Policy Advisory Committee 14 Feb 2023	Property Acquisition for 1,000 Affordable Homes Programme	<b>Andrew Connors</b>  andrewconnors@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 Royal British Legion Buildings.	Executive		22 Mar 2023	Yes	No Part exempt	Communities, Housing and Environment Policy Advisory Committee 14 Feb 2023	Heather House and Royal British Legion site	<b>Andrew Connors, Alison Elliott</b>  Housing Enabling Officer,  andrewconnors@maidstone.gov.uk, alisonelliott@maidstone.gov.uk
Strategic CIL Assessments & Spend	Executive	Lead Member for Planning and Infrastructure	22 Mar 2023	Yes	No Open	Planning and Infrastructure Policy Advisory Committee 8 Mar 2023	Strategic CIL Assessments & Spend	<b>Rob Jarman, Carole Williams</b>  Robjarman@maidstone.gov.uk, carolewilliams@maidstone.gov.uk

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1000 Homes Update To update on progress made.	Executive	Lead Member for Housing and Health	22 Mar 2023	No	No Open	Communities, Housing and Environment Policy Advisory Committee 14 Feb 2023	1000 Homes Update	<b>William Cornall</b>  Director of Regeneration & Place  williamcornall@maidstone.gov.uk
Temporary Closure Of The Kent Homechoice Housing Register Notify of a temporary closure of the housing register for one month from 1st June 2023 until 1st July 2023 or dates close to those so that the new IT system can be implemented	Communities, Housing and Environment Policy Advisory Committee		11 Apr 2023	No	No Open		Temporary Closure Of The Kent Homechoice Housing Register	<b>Tony Stewart</b>  tonystewart@maidstone.gov.uk
Cobtree Manor Park Llama House A report to agree repairs to the llama house at Cobtree Manor Park	Cobtree Manor Estate Charity Committee	Leader of the Council	18 Apr 2023	No	No Part exempt		Cobtree Manor Park Llama House	<b>Mike Evans</b>  mikeevans@maidstone.gov.uk