







# MAIDSTONE BOROUGH COUNCIL FORWARD PLAN FOR THE FOUR MONTH PERIOD 1 SEPTEMBER 2023 TO 31 DECEMBER 2023

This Forward Plan sets out the details of the key and non-key decisions which the Cabinet or Cabinet Members expect to take during the next four-month period.

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 Cabinet Members are:

|   |  |  |
|---|--|--|
|  <p><b>Councillor David Burton</b><br/>Leader of the Council<br/><a href="mailto:DavidBurton@maidstone.gov.uk">DavidBurton@maidstone.gov.uk</a><br/>07590 229910</p>                             |  <p><b>Councillor Paul Cooper</b><br/>Deputy Leader and Cabinet Member for Planning,<br/>Infrastructure and Economic Development<br/><a href="mailto:PaulCooper@Maidstone.gov.uk">PaulCooper@Maidstone.gov.uk</a><br/>01622 244070</p> |  <p><b>Councillor John Perry</b><br/>Cabinet Member for Corporate Services<br/><a href="mailto:JohnPerry@Maidstone.gov.uk">JohnPerry@Maidstone.gov.uk</a><br/>07770 734741</p>                            |
|  <p><b>Councillor Claudine Russell</b><br/>Cabinet Member for Communities, Leisure<br/>and Arts<br/><a href="mailto:ClaudineRussell@Maidstone.gov.uk">ClaudineRussell@Maidstone.gov.uk</a></p> |  <p><b>Councillor Patrik Garten</b><br/>Cabinet Member for Environmental Services<br/><a href="mailto:PatrikGarten@Maidstone.gov.uk">PatrikGarten@Maidstone.gov.uk</a><br/>01622 807907</p>  |  <p><b>Councillor Lottie Parfitt-Reid</b><br/>Cabinet Member for Housing and Health<br/><a href="mailto:LottieParfittReid@Maidstone.gov.uk">LottieParfittReid@Maidstone.gov.uk</a><br/>07919 360000</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 Maidstone House, King Street, Maidstone, ME15 6JQ or accessed from the [Council's website](#).

Members of the public are welcome to attend meetings of the Cabinet which are normally held at the Town Hall, High St, Maidstone, ME14 1SY. The dates and times of the meetings are published on the [Council's Website](#), 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>Relevant Cabinet 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>                               |
|--|--------------------------------|--|----------------------------------|------------|---------------|--|--|--|
| <p>Maidstone Local Plan Review: Proposed Main Modifications and Minor Changes</p> <p>Report seeking authority from Cabinet via PIED PAC to consult on the Local Plan Review Inspector's 'Main Modifications' as part of the ongoing Independent Examination. Various other matters to be published at same time and report sets these out too.</p> | Cabinet                        | Cabinet Member for Planning, Infrastructure and Economic Development | 20 Sep 2023                      | No         | No Open       | Planning, Infrastructure and Economic Development Policy Advisory Committee<br>18 Sep 2023 | Maidstone Local Plan Review: Proposed Main Modifications and Minor Changes | <p><b>Mark Egerton, Erik Nilsen</b></p> <p>markegerton@maidstone.gov.uk,<br/>ErikNilsen@Maidstone.gov.uk</p> |
| 1st Quarter Finance, Performance and Risk Monitoring Report  | Cabinet                        | Cabinet Member for Corporate Services.                               | 20 Sep 2023                      | No         | No Open       | Corporate Services Policy Advisory Committee<br>11 Sep 2023                                | 1st Quarter Finance, Performance and Risk Monitoring Report                | <p><b>Paul Holland</b></p> <p>paulholland@maidstone.gov.uk</p>   |

| <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(s) 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>   |
|--|--------------------------------|---|----------------------------------|------------|---------------|---|---|--|
| <p>Waste Crime Fixed Penalty Notices</p> <p>Review of the value of the FPNs for waste crime offences following the Government's increase in the maximum value.</p> | Cabinet                        | Cabinet Member for Environmental Services | 20 Sep 2023                      | No         | No Open       | Housing, Health and Environment Policy Advisory Committee<br>7 Sep 2023   | Waste Crime Fixed Penalty Notices   | <p><b>Jennifer Stevens</b></p> <p>Head of Environmental Services &amp; Public Realm</p> <p>jenniferstevens@maidstone.gov.uk</p>  |
| <p>Medium Term Financial Strategy 2024 to 2029 - Saving Proposals</p> <p>Proposals and Fees and Charges</p>  | Cabinet                        | Cabinet Member for Corporate Services.    | 20 Sep 2023                      | Yes        | No Open       | <p>Communities, Leisure and Arts Policy Advisory Committee<br/>5 Sep 2023</p> <p>Planning, Infrastructure and Economic Development Policy Advisory Committee<br/>6 Sep 2023</p> <p>Housing, Health and Environment Policy Advisory Committee<br/>7 Sep 2023</p> | Medium Term Financial Strategy 2024 to 2029 - Saving Proposals and Fees and Charges for CS PAC. | <p><b>Mark Green, Adrian Lovegrove</b></p> <p>Director of Finance, Resources &amp; Business Improvement, Head of Finance</p> <p>markgreen@maidstone.gov.uk,<br/>adrianlovegrove@maidstone.gov.uk</p> |

| Details of the Decision to be taken   | Decision to be taken by               | Lead Member                           | Expected Date of Decision | Key | Exempt | Proposed Consultees / Method(s) of Consultation   | Documents to be considered by Decision taker                               | Representations may be made to the following officer by the date stated   |
|---|---------------------------------------|---------------------------------------|---------------------------|-----|--------|---|--|---|
|   |                                       |                                       |                           |     |        | Corporate Services Policy Advisory Committee<br>11 Sep 2023<br><br>Overview & Scrutiny Committee<br>19 Sep 2023             |  |   |
| <p>Public consultation in relation to the Kent Community Warden Scheme (KCWS)</p> <p>Kent County Council are currently undertaking a public consultation on the provision of Kent Community Wardens. In order to meet financial pressures there is a proposal to significantly reduce the wardens. This is likely to significantly impact on vulnerable residents who are supported by this well established service.</p> | Cabinet Member for Housing and Health | Cabinet Member for Housing and Health | Before 29 Sep 2023        | Yes | No     | Housing, Health and Environment Policy Advisory Committee<br>7 Sep 2023<br><br>Overview & Scrutiny Committee<br>19 Sep 2023 | Public consultation in relation to the Kent Community Warden Scheme (KCWS) | <p><b>Martyn Jeynes</b></p> <p><a href="mailto:martynjeynes@maidstone.gov.uk">martynjeynes@maidstone.gov.uk</a></p> |

| <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(s) 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>                             |
|--|---------------------------------------|---|----------------------------------|------------|---------------|--|---|--|
| MBC Housing Management Policies<br><br>Views are sought on a range of housing management policies that will inform officers and tenants of the Council's new affordable housing portfolio. | Cabinet Member for Housing and Health | Cabinet Member for Housing and Health     | 2 Oct 2023                       | No         | No Open       | Housing, Health and Environment Policy Advisory Committee<br>7 Sep 2023                    | MBC Housing Management Policies                     | <b>John Littlemore</b><br><br>Head of Housing & Regulatory Services<br><br>johnlittlemore@maidstone.gov.uk |
| Air Quality Action Plan<br><br>Air quality action plan developed as a result of revised air quality management area  | Cabinet                               | Cabinet Member for Environmental Services | 25 Oct 2023                      | No         | No Open       | Housing, Health and Environment Policy Advisory Committee<br>10 Oct 2023                   | Air Quality Action Plan                             | <b>Duncan Haynes, Stuart Maxwell</b><br><br>duncan.haynes@midkent.gov.uk,<br>stuart.maxwell@midkent.gov.uk |
| Town Centre Strategy – Consultation Report<br><br>A report on the next stage of the Town Centre Strategy   | Cabinet                               | Leader of the Council                     | 25 Oct 2023                      | No         | No Open       | Planning, Infrastructure and Economic Development Policy Advisory Committee<br>18 Sep 2023 | Town Centre Strategy - Consultation Report          | <b>Karen Britton, Alison Broom</b><br><br>karenbritton@maidstone.gov.uk,<br>alisonbroom@maidstone.gov.uk   |

| <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(s) 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>          |
|--|--------------------------------|--|----------------------------------|------------|----------------|---|--|---|
| Maidstone Leisure Centre - Operator Contract<br><br>A report on Maidstone Leisure Centre   | Cabinet                        | Cabinet Member for Communities, Leisure and Arts | 25 Oct 2023                      | Yes        | No Part exempt | Communities, Leisure and Arts Policy Advisory Committee<br>3 Oct 2023 | Maidstone Leisure Centre   | <b>Mike Evans</b><br><br>mikeevans@maidstone.gov.uk                                     |
| Consideration of a proposal to extend and improvement works to Medway street carpark   | Cabinet                        | Cabinet Member for Corporate Services.           | 25 Oct 2023                      | No         | No Open        | Corporate Services Policy Advisory Committee<br>11 Oct 2023           | Consideration of a proposal to extend and improvement works to Medway street carpark | <b>Katie Exon</b><br><br>Head of Property and Leisure<br><br>katieexon@maidstone.gov.uk |
| Council Tax Reduction Scheme 2024/25<br><br>Each year the Council is required to review it's annual localised Council Tax Reduction scheme. The report is required to go to Cabinet with a final approval by Full Council prior to 11 March. | Cabinet                        | Cabinet Member for Corporate Services.           | 25 Oct 2023                      | Yes        | No Open        | Corporate Services Policy Advisory Committee<br>11 Oct 2023           | Council Tax Reduction Scheme 2024/25   | <b>Zoe Kent</b><br><br>Interim Head of Revenues & Benefits<br><br>zoekent@swale.gov.uk  |

| <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(s) 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>   |
|--|--------------------------------|--|----------------------------------|------------|----------------|---|--|--|
| <p>Levelling-up and Regeneration Bill:</p> <p>Consultation on implementation of plan-making reforms</p>  | Cabinet                        | Cabinet Member for Planning, Infrastructure and Economic Development | 25 Oct 2023                      | No         | No Open        | <p>Planning, Infrastructure and Economic Development Policy Advisory Committee<br/>4 Oct 2023</p>   | <p>Levelling-up and Regeneration Bill:<br/>Consultation on implementation of plan-making reforms</p> | <p><b>Jennie Cullern, Tom Gilbert</b></p> <p>JennieCullern@Maidstone.gov.uk,<br/>tomgilbert@maidstone.gov.uk</p>       |
| Property Acquisition for 1000 Affordable homes programme   | Cabinet                        | Cabinet Member for Housing and Health                                | 25 Oct 2023                      | Yes        | No Part exempt | <p>Housing, Health and Environment Policy Advisory Committee<br/>10 Oct 2023</p> <p>Notification to ward members and briefing Cabinet and Lead member for HHE PAC</p> | Property Acquisition for 1000 Affordable homes programme   | <p><b>Chris Nixon</b></p> <p>ChrisNixon@Maidstone.gov.uk</p>   |
| <p>Property Acquisition</p> <p>The Council has an ambitious housebuilding programme that is funded via the Council's adopted Capital Programme. The development strategy for</p> | Cabinet                        | Cabinet Member for Housing and Health                                | 25 Oct 2023                      | Yes        | No Part exempt | <p>Housing, Health and Environment Policy Advisory Committee<br/>10 Oct 2023</p>  | Property Acquisition   | <p><b>Rachael Bennett, Philip Morris</b></p> <p>RachaelBennett@Maidstone.gov.uk,<br/>philipmorris@maidstone.gov.uk</p> |



| <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(s) 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>                                      |
|---|---------------------------------------|---------------------------------------|----------------------------------|------------|---------------|---|---|---|
| the programme was approved by the Policy & Resources Committee in January 2022, and the proposal is consistent with delivering that strategy.   |                                       |                                       |                                  |            |               | Notification to Ward members and briefing to Executive and Lead Member to PAC |   |   |
| <p>Tackling Anti-Social Behaviour relating to dogs Updating our enforcement tools</p> <p>The current Dog Control PSPO expires on 20th October. PSPOs have to be renewed every 3 years. A public consultation has been undertaken on a number of updated measures to tackle a range of issues, including fouling, dogs out of control and areas where dogs should be excluded or kept on a lead.</p> | Cabinet Member for Housing and Health | Cabinet Member for Housing and Health | Before 28 Oct 2023               | Yes        | No            | Housing, Health and Environment Policy Advisory Committee<br>7 Sep 2023       | Tackling Anti-Social Behaviour relating to dogs<br>Updating our enforcement tools | <p><b>Martyn Jeynes</b></p> <p><a href="mailto:martynjeynes@maidstone.gov.uk">martynjeynes@maidstone.gov.uk</a></p> |

| <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(s) 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>  |
|---|--------------------------------|--|----------------------------------|------------|---------------|--|---|---|
| 2nd Quarter Finance, Performance and Risk Monitoring Report | Cabinet                        | Cabinet Member for Corporate Services. | 22 Nov 2023                      | No         | No Open       | <p>Communities, Leisure and Arts Policy Advisory Committee<br/>7 Nov 2023</p> <p>Planning Infrastructure and Economic Development Policy Advisory Committee<br/>8 Nov 2023</p> <p>Housing Health and Environment Policy Advisory Committee<br/>14 Nov 2023</p> <p>Corporate Services Policy Advisory Committee<br/>15 Nov 2023</p> | 2nd Quarter Finance, Performance and Risk Monitoring Report | <p><b>Paul Holland, Adrian Lovegrove</b></p> <p>Head of Finance</p> <p>paulholland@maidstone.gov.uk,<br/>adrianlovegrove@maidstone.gov.uk</p> |

| <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(s) 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>                             |
|---|--------------------------------|--|----------------------------------|------------|---------------|---|---|--|
| Equality, Diversity and Inclusion - Annual Update   | Cabinet                        | Cabinet Member for Communities, Leisure and Arts | 22 Nov 2023                      | No         | No Open       | Communities, Leisure and Arts Policy Advisory Committee<br>7 Nov 2023 | Equality, Diversity and Inclusion - Annual Update   | <b>Anna Collier, Orla Sweeney</b><br><br>annacollier@maidstone.gov.uk,<br>orlasweeney@maidstone.gov.uk     |
| Housing Revenue Account<br><br>The report sets out the options for management and financial accounting of the 1,000 new affordable homes. | Cabinet                        | Cabinet Member for Corporate Services.           | 22 Nov 2023                      | Yes        | No Open       | Corporate Services Policy Advisory Committee<br>15 Nov 2023           | Housing Revenue Account                             | <b>John Littlemore</b><br><br>Head of Housing & Regulatory Services<br><br>johnlittlemore@maidstone.gov.uk |