

# MAIDSTONE BOROUGH COUNCIL FORWARD PLAN







## FOR THE FOUR MONTH PERIOD 1 NOVEMBER 2023 TO 29 FEBRUARY 2024

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> Leader of the Council <a href="mailto:DavidBurton@maidstone.gov.uk">DavidBurton@maidstone.gov.uk</a> 07590 229910</p>	 <p><b>Councillor Paul Cooper</b> Deputy Leader and Cabinet Member for Planning, Infrastructure and Economic Development <a href="mailto:PaulCooper@Maidstone.gov.uk">PaulCooper@Maidstone.gov.uk</a> 01622 244070</p>	 <p><b>Councillor John Perry</b> Cabinet Member for Corporate Services <a href="mailto:JohnPerry@Maidstone.gov.uk">JohnPerry@Maidstone.gov.uk</a> 07770 734741</p>
 <p><b>Councillor Claudine Russell</b> Cabinet Member for Communities, Leisure and Arts <a href="mailto:ClaudineRussell@Maidstone.gov.uk">ClaudineRussell@Maidstone.gov.uk</a></p>	 <p><b>Councillor Patrik Garten</b> Cabinet Member for Environmental Services <a href="mailto:PatrikGarten@Maidstone.gov.uk">PatrikGarten@Maidstone.gov.uk</a> 01622 807907</p>	 <p><b>Councillor Lottie Parfitt-Reid</b> Cabinet Member for Housing and Health <a href="mailto:LottieParfittReid@Maidstone.gov.uk">LottieParfittReid@Maidstone.gov.uk</a> 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>
Consideration of a proposal to extend and improvement works to Medway street carpark	Cabinet Member for Planning, Infrastructure and Economic Development	Cabinet Member for Planning, Infrastructure and Economic Development	9 Nov 2023	Yes	No Open	Planning, Infrastructure and Economic Development Policy Advisory Committee 8 Nov 2023	Consideration of a proposal to extend and improvement works to Medway street carpark	<b>Katie Exon</b>  Head of Property and Leisure  katieexon@maidstone.gov.uk
Sutton Valence Conservation Area - Proposed Extension	Cabinet Member for Planning, Infrastructure and Economic Development	Cabinet Member for Planning, Infrastructure and Economic Development	9 Nov 2023	No	No	Planning, Infrastructure and Economic Development Policy Advisory Committee 8 Nov 2023	Sutton Valence Conservation Area – Proposed Extension	<b>Janice Gooch</b>  JaniceGooch@Maidstone.gov.uk
2nd Quarter Finance, Performance and Risk Monitoring Report	Cabinet	Cabinet Member for Corporate Services.	22 Nov 2023	No	No Open	Corporate Services Policy Advisory Committee 15 Nov 2023	2nd Quarter Finance, Performance and Risk Monitoring Report	<b>Paul Holland, Adrian Lovegrove</b>  Head of Finance  paulholland@maidstone.gov.uk, adrianlovegrove@maidstone.gov.uk

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Maidstone Leisure Centre - Leisure Services Contract A report on Maidstone Leisure Centre	Cabinet	Cabinet Member for Communities, Leisure and Arts	22 Nov 2023	Yes	No Part exempt	Communities, Leisure and Arts Policy Advisory Committee 3 Oct 2023	Maidstone Leisure Centre	
Property Acquisition	Cabinet	Cabinet Member for Housing and Health	22 Nov 2023	Yes	No Part exempt	Housing, Health and Environment Policy Advisory Committee 14 Nov 2023  Notification to Ward members and briefing to Executive and Lead Member to PAC	Property Acquisition	<b>Rachael Bennett, Philip Morris</b>  RachaelBennett@Maidstone.gov.uk, philipmorris@maidstone.gov.uk
Proposed Private Sector Leasing Scheme (PSL) and changes to the current Landlord Incentive Scheme (LIS).	Cabinet	Cabinet Member for Housing and Health	22 Nov 2023	No	No Open	Housing, Health and Environment Policy Advisory Committee 14 Nov 2023	Proposed Private Sector Leasing Scheme (PSL) and changes to the current Landlord Incentive Scheme (LIS).	<b>William Cornall</b>  Director of Regeneration & Place  williamcornall@maidstone.gov.uk

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<p>LGPS Pension Guarantee for Waste Contract</p> <p>Approval for providing a Guarantee to the pension fund as part of the Mid Kent Waste Contract to enable four eligible transferring employees to remain within the LGPS</p>	Cabinet Member for Environmental Services	Cabinet Member for Environmental Services	Before 30 Nov 2023	Yes	No	Housing, Health and Environment Policy Advisory Committee 14 Nov 2023	LGPS Pension Guarantee for Waste Contract	<p><b>Jennifer Stevens</b></p> <p>Head of Environmental Services &amp; Public Realm</p> <p>jenniferstevens@maidstone.gov.uk</p>
<p>Statement of Common Ground - Lower Thames Crossing</p> <p>To formally agree a draft Statement of Common Ground between Maidstone Borough Council and National Highways regarding the Lower Thames Crossing</p>	Cabinet Member for Planning, Infrastructure and Economic Development	Cabinet Member for Planning, Infrastructure and Economic Development	Not before 7th Dec 2023	Yes	No	Planning, Infrastructure and Economic Development Policy Advisory Committee 7 Dec 2023	Statement of Common Ground - Lower Thames Crossing	<p><b>Erik Nilsen</b></p> <p>ErikNilsen@Maidstone.gov.uk</p>

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<p>Cap on Safe and Legal Routes Government Consultation</p> <p>The Secretary of State for the Home Department is required consult local authorities on the introduction of an annual cap on the number of entrants using safe and legal routes to enter the UK. The cap is intended to provide a considered approach to the way the UK's safe and legal routes will function in the coming years for refugees and asylum seekers entering the UK. The deadline for responses is 15th December 2023.</p>	Leader of the Council	Leader of the Council	Before 15 Dec 2023	Yes	No	Housing, Health and Environment Policy Advisory Committee 12 Dec 2023	Cap on Safe and Legal Routes Government Consultation	<p><b>John Littlemore</b></p> <p>Head of Housing &amp; Regulatory Services</p> <p>johnlittlemore@maidstone.gov.uk</p>
Equality, Diversity and Inclusion - Annual Update	Cabinet	Cabinet Member for Communities, Leisure and Arts	20 Dec 2023	No	No Open	Communities, Leisure and Arts Policy Advisory Committee 5 Dec 2023	Equality, Diversity and Inclusion - Annual Update	<p><b>Anna Collier, Orla Sweeney</b></p> <p>annacollier@maidstone.gov.uk, orlasweeney@maid</p>

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								stone.gov.uk
<p>Fees and Charges 2024/25</p> <p>F&amp;Cs for the PAC that will be used to charge for services in 24/25</p>	Cabinet	Cabinet Member for Corporate Services.	20 Dec 2023	Yes	No Open	<p>Corporate Services Policy Advisory Committee 13 Dec 2023</p> <p>Communities, Leisure and Arts Policy Advisory Committee 5 Dec 2023</p> <p>Housing, Health and Environment Policy Advisory Committee 12 Dec 2023</p> <p>Planning, Infrastructure and Economic Development Policy Advisory Committee 7 Dec 2023</p>	<p>Fees and Charges 2024/25 CS PAC</p>	<p><b>Adrian Lovegrove</b></p> <p>Head of Finance</p> <p>adrianlovegrove@m aidstone.gov.uk</p>

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<p>Procurement Strategy and Policy Changes</p> <p>Procurement Strategy for 2023 to 2026 and Policy Changes to amend the approval levels for procurement. The approval levels will need to be amended within the Constitution.</p>	Cabinet	Cabinet Member for Corporate Services.	20 Dec 2023	No	No Open	Corporate Services Policy Advisory Committee 13 Dec 2023	Procurement Strategy and Policy Changes	<p><b>Adrian Lovegrove</b></p> <p>Head of Finance</p> <p>adrianlovegrove@maidstone.gov.uk</p>
Property Acquisition	Cabinet	Cabinet Member for Housing and Health	20 Dec 2023	Yes	No Part exempt	<p>Housing, Health and Environment Policy Advisory Committee 12 Dec 2023</p> <p>Notification of ward members . Briefing to executive and lead member for PAC</p>	Property Acquisition	<p><b>Rachael Bennett, Philip Morris</b></p> <p>RachaelBennett@Maidstone.gov.uk, philipmorris@maidstone.gov.uk</p>
<p>Town Centre Strategy - Update Report</p> <p>A report on the next stage of the Town Centre Strategy</p>	Cabinet	Leader of the Council	20 Dec 2023	No	No Open		Town Centre Strategy - Consultation Report	<p><b>Karen Britton, Alison Broom</b></p> <p>karenbritton@maidstone.gov.uk, alisonbroom@maidstone.gov.uk</p>



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<p>Over-arching Conservation Management Plan</p> <p>The over-arching Conservation Area Management Plan has been drafted to address concerns that there was limited guidance on conservation areas that do not have either a conservation area appraisal or management plan. area.</p>	Cabinet Member for Planning, Infrastructure and Economic Development	Cabinet Member for Planning, Infrastructure and Economic Development	Not before 7 Dec 2023	Yes	No	Planning, Infrastructure and Economic Development Policy Advisory Committee 7 Dec 2023	Over-arching Conservation Management Plan	<p><b>Janice Gooch</b></p> <p>JaniceGooch@Maidstone.gov.uk</p>
Marden Conservation Appraisal and Management Plan	Cabinet Member for Planning, Infrastructure and Economic Development	Cabinet Member for Planning, Infrastructure and Economic Development	Not before 7 Dec 2023	Yes	No	Planning, Infrastructure and Economic Development Policy Advisory Committee 7 Dec 2023	Marden Conservation Appraisal and Management Plan	<p><b>Jeremy Fazzalero</b></p> <p>Principle Conservation Officer</p> <p>jeremyfazzalero@m Maidstone.gov.uk</p>

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Staplehurst Conservation Appraisal and Management Plan	Cabinet Member for Planning, Infrastructure and Economic Development	Cabinet Member for Planning, Infrastructure and Economic Development	Not before 7 Dec 2023	Yes	No	Planning, Infrastructure and Economic Development Policy Advisory Committee 7 Dec 2023	Staplehurst Conservation Appraisal and Management Plan	<b>Janice Gooch</b>  JaniceGooch@Maidstone.gov.uk
Council Tax Base 2024/25 and Collection Fund Adjustment.  Report setting what the 24/25 C/tax base and collection fund. Used to set the amount of Council Tax and is a statutory requirement.	Cabinet	Cabinet Member for Corporate Services.	24 Jan 2024	Yes	No Open	Corporate Services Policy Advisory Committee 17 Jan 2024	Council Tax Base 2024/25 and Collection Fund Adjustment.	<b>Adrian Lovegrove</b>  Head of Finance  adrianlovegrove@maidstone.gov.uk
Homelessness and Rough Sleeping Strategy 2024-2029 - Initial priorities and feedback  Delivering the new strategic priorities for the Council in relation to homelessness and rough sleeping. A review of the	Cabinet	Cabinet Member for Housing and Health	24 Jan 2024	Yes	No Open	Housing, Health and Environment Policy Advisory Committee 16 Jan 2024  Strategic process and needs assessment undertaken,	Homelessness and Rough Sleeping Strategy 2024-2029 - Initial priorities and feedback	<b>Hannah Gaston</b>  hannahgaston@maidstone.gov.uk

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themes and priorities for the Council.						including consultation opportunities across the district for a wide range feedback. Feedback sought through formal consultation survey, local meetings and cost of living events.		
<p>Medium Term Financial Strategy 2024 to 2029 - Funding Settlement and Final Saving Proposals</p> <p>Details of the proposed budget for 2024/25. Revenue budget including savings and updates on government financial settlements and C/Tax increases. Capital programme for 2024/2029</p>	Cabinet	Cabinet Member for Corporate Services.	24 Jan 2024	Yes	No Open	Corporate Services Policy Advisory Committee 17 Jan 2024	Medium Term Financial Strategy 2024 to 2029 - Funding Settlement and Final Saving Proposals	<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, adrianlovegrove@maidstone.gov.uk</p>

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<p>Medium Term Financial Strategy 2024 to 2029 - Capital Programme</p> <p>Medium Term Financial Strategy 2024 to 2029 - Capital Programme. Detail of the 10 year capital programme for inclusion in the budget for 2024/25 onwards.</p>	Cabinet	Cabinet Member for Corporate Services.	24 Jan 2024	Yes	No Open	<p>Corporate Services Policy Advisory Committee 17 Jan 2024</p> <p>Overview and Scrutiny Committee 23 Jan 2024</p>	Medium Term Financial Strategy 2024 to 2029 - Capital Programme	<p><b>Paul Holland, Adrian Lovegrove</b></p> <p>Head of Finance</p> <p>paulholland@maidstone.gov.uk, adrianlovegrove@maidstone.gov.uk</p>
<p>Provision of Wheeled Bins</p> <p>Summary of the policy for charging for replacement and new wheeled bins and review of recent developments to the policy.</p>	Cabinet	Cabinet Member for Environmental Services	24 Jan 2024	No	No Open	Housing, Health and Environment Policy Advisory Committee 16 Jan 2024	Provision of Wheeled Bins	<p><b>Jennifer Stevens</b></p> <p>Head of Environmental Services &amp; Public Realm</p> <p>jenniferstevens@maidstone.gov.uk</p>
<p>Shared Revenues and Benefits Service - Consideration of expansion</p> <p>Report for the approval of Swale Borough Council joining the Mid</p>	Cabinet	Cabinet Member for Corporate Services.	24 Jan 2024	No	No Part exempt	<p>Corporate Services Policy Advisory Committee 17 Jan 2024</p> <p>Consultation with the Revenues and Benefits staff</p>	Shared Revenues and Benefits Service - Consideration of expansion	<p><b>Zoe Kent</b></p> <p>Interim Head of Revenues &amp; Benefits</p> <p>zoekent@swale.gov.uk</p>

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Kent Revenues and Benefits Service								
Parish Charter Review Review of Parish Charter	Cabinet Member for Communities, Leisure and Arts	Cabinet Member for Communities, Leisure and Arts	Not before 6 Feb 2024	Yes	No	Communities, Leisure and Arts Policy Advisory Committee 6 Feb 2024	Parish Charter Review	<b>Anna Collier, Orla Sweeney</b>  annacollier@maidstone.gov.uk, orlasweeney@maidstone.gov.uk
3rd Quarter Finance, Performance and Risk Monitoring Report	Cabinet	Cabinet Member for Corporate Services.	7 Feb 2024	No	No Open	Corporate Services Policy Advisory Committee 5 Feb 2024	3rd Quarter Finance, Performance and Risk Monitoring Report	<b>Paul Holland, Adrian Lovegrove</b>  Head of Finance  paulholland@maidstone.gov.uk, adrianlovegrove@maidstone.gov.uk
Biodiversity and Climate Change Action Plan Update	Cabinet	Cabinet Member for Corporate Services.	7 Feb 2024	No	No Open	Corporate Services Policy Advisory Committee 5 Feb 2024	Biodiversity and Climate Change Action Plan Update	<b>James Wilderspin</b>  Biodiversity and Climate Change Manager  jameswilderspin@maidstone.gov.uk

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						<p>Communities, Leisure and Arts Policy Advisory Committee 6 Feb 2024</p> <p>Housing, Health and Environment Policy Advisory Committee 30 Jan 2024</p> <p>Planning, Infrastructure and Economic Development Policy Advisory Committee 29 Jan 2024</p>		
<p>Housing Revenue Account</p> <p>The report sets out the options for management and financial accounting of the 1,000 new affordable homes.</p>	Cabinet	Cabinet Member for Corporate Services.	7 Feb 2024	Yes	No Open	Housing, Health and Environment Policy Advisory Committee 30 Jan 2024	Housing Revenue Account	<p><b>John Littlemore</b></p> <p>Head of Housing &amp; Regulatory Services</p> <p>johnlittlemore@maidstone.gov.uk</p>

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Public Sector Led Garden Community Update  To provide an update.	Cabinet	Leader of the Council	7 Feb 2024	Yes	No Open	Corporate Services Policy Advisory Committee 5 Feb 2024	Public Sector Led Garden Community Update	<b>William Cornall</b>  Director of Regeneration & Place  williamcornall@maidstone.gov.uk