







# MAIDSTONE BOROUGH COUNCIL FORWARD PLAN FOR THE FOUR MONTH PERIOD 1 DECEMBER 2023 TO 31 MARCH 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>
2nd Quarter Finance, Performance and Risk Monitoring Report	Cabinet	Cabinet Member for Corporate Services.	20 Dec 2023	No	No Open	<p>Planning, Infrastructure and Economic Development Policy Advisory Committee 8 Nov 2023</p> <p>Housing, Health and Environment Policy Advisory Committee 14 Nov 2023</p> <p>Communities, Leisure and Arts Policy Advisory Committee 5 Dec 2023</p> <p>Corporate Services Policy Advisory Committee 13 Dec 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, adrianlovegrove@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</p>

								one.gov.uk, orlasweeney@maidstone.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>Communities, Leisure and Arts Policy Advisory Committee 5 Dec 2023</p> <p>Planning, Infrastructure and Economic Development Policy Advisory Committee 7 Dec 2023</p> <p>Housing, Health and Environment Policy Advisory Committee 12 Dec 2023</p> <p>Corporate Services Policy Advisory Committee 13 Dec 2023</p>	Fees and Charges 2024/25 CS PAC	<p><b>Adrian Lovegrove</b></p> <p>Head of Finance</p> <p>adrianlovegrove@maidstone.gov.uk</p>
<p>Town Centre Strategy Update</p> <p>This report provides an update on the preparation of the Maidstone Town Centre</p>	Cabinet	Leader of the Council	20 Dec 2023	No	No Open	<p>Planning, Infrastructure and Economic Development Policy Advisory Committee 7 Dec 2023</p>	Town Centre Strategy Update	<p><b>Karen Britton</b></p> <p>karenbritton@maidstone.gov.uk</p>

Strategy and sets out the proposed next steps.								
<p>Kent Cycling and Walking Infrastructure Plan</p> <p>To seek approval of the Kent County Council (KCC) Kent Cycling and Walking Infrastructure Plan (KCWIP) consultation response as drafted by officers and appended to the report in Appendix 1.</p>	Cabinet Member for Planning, Infrastructure and Economic Development	Cabinet Member for Planning, Infrastructure and Economic Development	Before 31 Dec 2023	Yes	No	Planning, Infrastructure and Economic Development Policy Advisory Committee 7 Dec 2023	Kent Walking Cycling Infrastructure report Appendix 1: Response to KCWIP Consultation	<p><b>Tom Gilbert</b></p> <p>tomgilbert@maidstone.gov.uk</p>
<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.</p>	Cabinet Member for Planning, Infrastructure and Economic Development	Cabinet Member for Planning, Infrastructure and Economic Development	Not before 10 Jan 2024	Yes	No	Planning, Infrastructure and Economic Development Policy Advisory Committee 10 Jan 2024	Over-arching Conservation Management Plan	<p><b>Janice Gooch</b></p> <p>JaniceGooch@Maidstone.gov.uk</p>
Staplehurst Conservation Appraisal and Management Plan	Cabinet Member for Planning,	Cabinet Member for Planning,	Not before 10 Jan 2024	Yes	No	Planning, Infrastructure and Economic	Staplehurst Conservation Appraisal and	<b>Janice Gooch</b>

	Infrastructure and Economic Development	Infrastructure and Economic Development				Development Policy Advisory Committee 10 Jan 2024	Management Plan	JaniceGooch@Maidstone.gov.uk
1,000 Homes Update  This report provides a review of the progress made towards achieving the delivery of the Council's various housing development programmes	Cabinet	Cabinet Member for Housing and Health	24 Jan 2024	No	No Open	Housing, Health and Environment Policy Advisory Committee 16 Jan 2024	1,000 Homes Update	<b>William Cornall</b>  Director of Regeneration & Place  williamcornall@maidstone.gov.uk
Archbishops palace agreement for lease looking for agreement to move forward with a potential tenant for the palace	Cabinet	Cabinet Member for Corporate Services.	24 Jan 2024	Yes	No Part exempt	Corporate Services Policy Advisory Committee 17 Jan 2024	Archbishops palace agreement for lease	<b>Deborah Turner</b>  deborahturner@maidstone.gov.uk
Elephant House  A report on the Elephant House at Cobtree Manor Park	Cobtree Manor Estate Charity Committee	The Leader of the Council	24 Jan 2024	No	No Part exempt	Cobtree Manor Estate Charity Committee 24 Jan 2024	Elephant House	<b>Mike Evans</b>  MikeEvans@Maidstone.gov.uk
Community Infrastructure Round 1 Process Review and Round 2 Bid Prospectus and Programme	Cabinet	Cabinet Member for Planning, Infrastructure and	24 Jan 2024	Yes	No Open	Planning, Infrastructure and Economic Development Policy Advisory	Community Infrastructure Round 1 Process Review and Round 2	<b>Rob Jarman, Carole Williams</b>  Head of Development

Report on the 1st round of CIL bidding and revised prospectus for the 2nd round of bidding with timetable/programme		Economic Development				Committee 10 Jan 2024	Bid Prospectus and Programme	Management,  Robjarman@maidstone.gov.uk, carolewilliams@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
Maidstone Leisure Centre - Leisure Services Contract A report on the Leisure Services Contract for the council's leisure facilities	Cabinet	Cabinet Member for Communities, Leisure and Arts	24 Jan 2024	Yes	No Part exempt	Communities, Leisure and Arts Policy Advisory Committee 9 Jan 2024	Maidstone Leisure Centre	<b>Mike Evans</b>  MikeEvans@Maidstone.gov.uk
Medium Term Financial Strategy 2024 to 2029 - Funding Settlement and Final Saving Proposals  Details of the proposed budget for 2024/25. Revenue budget including savings and updates on government financial settlements and	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	<b>Mark Green, Adrian Lovegrove</b>  Director of Finance, Resources & Business Improvement, Head of Finance  markgreen@maidstone.gov.uk,

<p>C/Tax increases. Capital programme for 2024/2029</p>								<p>adrianlovegrove@m aidstone.gov.uk</p>
<p>Medium Term Financial Strategy 2024 to 2029 - Capital Programme</p> <p>Detail of the 10 year capital programme for inclusion in the budget for 2024/25 onwards.</p>	<p>Cabinet</p>	<p>Cabinet Member for Corporate Services.</p>	<p>24 Jan 2024</p>	<p>Yes</p>	<p>No Open</p>	<p>Corporate Services Policy Advisory Committee 17 Jan 2024</p> <p>Communities, Leisure and Arts Policy Advisory Committee 9 Jan 2024</p> <p>Planning, Infrastructure and Economic Development Policy Advisory Committee 10 Jan 2024</p> <p>Housing, Health and Environment Policy Advisory Committee 16 Jan 2024</p> <p>Overview and Scrutiny Committee 23 Jan 2024</p>	<p>Medium Term Financial Strategy 2024 to 2029 - Capital Programme</p>	<p><b>Adrian Lovegrove, Paul Holland</b></p> <p>Head of Finance,</p> <p>adrianlovegrove@m aidstone.gov.uk, paulholland@maidst one.gov.uk</p>



<p>Property Acquisition 1000 affordable Homes Programme</p> <p>Report seeking approval to enter into works contracts for the 4 sites acquired as part of the 1000 affordable homes programme.</p>	Cabinet	Cabinet Member for Housing and Health	24 Jan 2024	Yes	No Part exempt	<p>Housing, Health and Environment Policy Advisory Committee 16 Jan 2024</p> <p>Previous reports for site acquisitions have been to HHE committee.</p>	<p>Property Acquisition 1000 affordable Homes Programme Printed minutes 17012023 1830 Communities Housing and Environment Policy Advisory Committee.pdf Printed minutes 18042023 1830 Executive.pdf Printed decision Property</p>	<p><b>Philip Morris</b></p> <p>philipmorris@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	<p>Housing, Health and Environment Policy Advisory Committee 16 Jan 2024</p>	<p>Provision of Wheeled Bins</p>	<p><b>Jennifer Stevens</b></p> <p>Head of Environmental Services &amp; Public Realm</p> <p>jenniferstevens@maidstone.gov.uk</p>
<p>Maidstone Local Bus Focus Group</p> <p>A report on the options to for the successor to</p>	Cabinet Member for Planning, Infrastructure and Economic	Cabinet Member for Planning, Infrastructure and	30 Jan 2024	Yes	No	<p>Planning, Infrastructure and Economic Development Policy Advisory</p>	<p>Maidstone Local Bus Focus Group</p>	<p><b>Tom Gilbert</b></p> <p>tomgilbert@maidstone.gov.uk</p>

the Maidstone Quality Bus Partnership.	Development	Economic Development				Committee 29 Jan 2024		ne.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  Communities, Leisure and Arts Policy Advisory Committee 6 Feb 2024  Housing, Health and Environment Policy Advisory Committee 30 Jan 2024  Planning, Infrastructure and Economic Development Policy Advisory Committee 29 Jan 2024	3rd Quarter Finance, Performance and Risk Monitoring Report	<b>Adrian Lovegrove, Paul Holland</b>  Head of Finance,  adrianlovegrove@maidstone.gov.uk, paulholland@maidstone.gov.uk
Enter into demolition contract  Enter into demolition contract following tender to demolish the buildings	Cabinet	Cabinet Member for Housing and Health	7 Feb 2024	Yes	No Open	Housing, Health and Environment Policy Advisory Committee 30 Jan 2024  Previously been to	Enter into demolition contract	<b>Philip Morris</b>  philipmorris@maidstone.gov.uk

at the former Royal Mail Sorting office site and Cantium House						PAC on 21st September 2021 to acquire Cantium house and submit planning application.		
Biodiversity and Climate Change Action Plan Update	Cabinet		7 Feb 2024	No	No Open	<p>Corporate Services Policy Advisory Committee 5 Feb 2024</p> <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>	Biodiversity and Climate Change Action Plan Update	<p><b>James Wilderspin</b></p> <p>Biodiversity and Climate Change Manager</p> <p>jameswilderspin@m aidstone.gov.uk</p>
<p>Discretionary Rate Relief Policy</p> <p>The Government has changed the backdating of Discretionary Rate</p>	Cabinet	Cabinet Member for Corporate Services.	7 Feb 2024	No	No Open	Corporate Services Policy Advisory Committee 17 Jan 2024	Discretionary Rate Relief Policy	<p><b>Zoe Kent</b></p> <p>Interim Head of Revenues &amp; Benefits</p>

Relief giving authorities discretion on backdating claims. This report seeks approval of changes to the policy. This will be a Full Council decision								zoekent@swale.gov.uk
Housing Revenue Account  The report sets out the options for management and financial accounting of the 1,000 new affordable homes.	Cabinet	Cabinet Member for Corporate Services.	7 Feb 2024	Yes	No Open	Housing, Health and Environment Policy Advisory Committee 7 Sep 2023	Housing Revenue Account	<b>John Littlemore</b>  Head of Housing & Regulatory Services  johnlittlemore@maidstone.gov.uk
Shared Revenues and Benefits Service – Consideration of expansion Report for the approval of Swale Borough Council joining the Mid Kent Revenues and Benefits Service	Cabinet	Cabinet Member for Corporate Services.	Not before 5th Feb 2024	No	No Part exempt	Corporate Services Policy Advisory Committee 17 Jan 2024  Consultation with the Revenues and Benefits staff	Shared Revenues and Benefits Service - Consideration of expansion	<b>Zoe Kent</b>  Interim Head of Revenues & Benefits  zoekent@swale.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 themes and priorities for	Cabinet	Cabinet Member for Housing and Health	20 Mar 2024	Yes	No Open	Housing, Health and Environment Policy Advisory Committee 12 Mar 2024	Homelessness and Rough Sleeping Strategy 2024-2029 - Initial priorities and feedback	<b>Hannah Gaston</b>  hannahgaston@maidstone.gov.uk

the Council.								
<p>Key Performance Indicators</p> <p>Key performance indicators are reviewed annually. This report proposes the KPIs for the period 2024/25.</p>	Cabinet	Leader of the Council	20 Mar 2024	No	No Open	<p>Planning, Infrastructure and Economic Development Policy Advisory Committee 29 Jan 2024</p> <p>Housing, Health and Environment Policy Advisory Committee 30 Jan 2024</p> <p>Communities, Leisure and Arts Policy Advisory Committee 6 Feb 2024</p> <p>Corporate Services Policy Advisory Committee 5 Feb 2024</p>	Key Performance Indicators	<p><b>Carly Benville, Anna Collier</b></p> <p>carlybenville@maidstone.gov.uk, annacollier@maidstone.gov.uk</p>
Parish Charter Review Review of Parish Charter	Cabinet	Cabinet Member for Communities, Leisure and Arts	20 Mar 2024	No	No Open	Communities, Leisure and Arts Policy Advisory Committee 5 Mar 2024	Parish Charter Review	<p><b>Orla Sweeney</b></p> <p>orlasweeney@maidstone.gov.uk</p>
Preventing Financial	Cabinet	Cabinet	20 Mar	No	No	Communities,	Preventing	<b>Orla Sweeney,</b>

Exclusion		Member for Communitie s, Leisure and Arts	2024		Open	Leisure and Arts Policy Advisory Committee 5 Mar 2024	Financial Exclusion	<b>Anna Collier</b>  orlasweeney@maid stone.gov.uk, annacollier@maidst one.gov.uk
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