







MAIDSTONE BOROUGH COUNCIL FORWARD PLAN FOR THE FOUR MONTH PERIOD 1 JANUARY 2024 TO 30 APRIL 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>Councillor David Burton Leader of the Council DavidBurton@maidstone.gov.uk 07590 229910</p>	 <p>Councillor Paul Cooper Deputy Leader and Cabinet Member for Planning, Infrastructure and Economic Development PaulCooper@Maidstone.gov.uk 01622 244070</p>	 <p>Councillor John Perry Cabinet Member for Corporate Services JohnPerry@Maidstone.gov.uk 07770 734741</p>
 <p>Councillor Claudine Russell Cabinet Member for Communities, Leisure and Arts ClaudineRussell@Maidstone.gov.uk</p>	 <p>Councillor Patrik Garten Cabinet Member for Environmental Services PatrikGarten@Maidstone.gov.uk 01622 807907</p>	 <p>Councillor Lottie Parfitt-Reid Cabinet Member for Housing and Health LottieParfittReid@Maidstone.gov.uk 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

Details of the Decision to be taken	Decision to be taken by	Relevant Cabinet Member	Expected Date of Decision	Key	Exempt	Proposed Consultees / Method of Consultation	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated
Staplehurst Conservation Appraisal and Management Plan	Cabinet Member for Planning, Infrastructure and Economic Development	Cabinet Member for Planning, Infrastructure and Economic Development	Not before 10 Jan 2024	No	No	Planning, Infrastructure and Economic Development Policy Advisory Committee 10 Jan 24	Staplehurst Conservation Appraisal and Management Plan	Janice Gooch 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	William Cornall 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 Overview and Scrutiny Committee 23 Jan 2024	Archbishops palace agreement for lease	Deborah Turner deborahturner@maidstone.gov.uk

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
<p>Council Tax Base 2024/25 and Collection Fund Adjustment.</p> <p>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.</p>	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.	<p>Adrian Lovegrove</p> <p>Head of Finance</p> <p>adrianlovegrove@maidstone.gov.uk</p>
Cobtree Manor Estate Financial Position Report	Cobtree Manor Estate Charity Committee	Cabinet Member for Communities, Leisure and Arts	24 Jan 2024	Yes	No Open	Cobtree Manor Estate Charity Committee 24 Jan 2024	Cobtree Manor Estate Financial Position Report	<p>Paul Holland</p> <p>paulholland@maidstone.gov.uk</p>
<p>Maidstone Leisure Centre - Leisure Services Contract</p> <p>A report on the Leisure Services Contract for the council's leisure facilities</p>	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	<p>Mike Evans</p> <p>MikeEvans@Maidstone.gov.uk</p>

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<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>	Cabinet	Cabinet Member for Corporate Services.	24 Jan 2024	Yes	No Open	<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>Corporate Services Policy Advisory Committee 17 Jan 2024</p> <p>Overview and Scrutiny Committee 23 Jan 2024</p>	<p>Medium Term Financial Strategy 2024 to 2029 - Capital Programme</p>	<p>Paul Holland, Adrian Lovegrove</p> <p>Head of Finance</p> <p>paulholland@maidstone.gov.uk, adrianlovegrove@maidstone.gov.uk</p>

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<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>Jennifer Stevens</p> <p>Head of Environmental Services & Public Realm</p> <p>jenniferstevens@maidstone.gov.uk</p>
<p>River Medway Basin Task Force</p> <p>To provide information to Cabinet about the costs and benefits of setting up a River Medway Basin Task Force for consideration so that Cabinet can decide if they want to set up a Task Force</p>	Cabinet	Cabinet Member for Planning, Infrastructure and Economic Development	24 Jan 2024	No	No Open		River Medway Basin Task Force	<p>Karen Britton</p> <p>karenbritton@maidstone.gov.uk</p>
<p>Maidstone Local Bus Focus Group</p> <p>A report on the options to for the successor to the Maidstone Quality Bus Partnership.</p>	Cabinet Member for Planning, Infrastructure and Economic Development	Cabinet Member for Planning, Infrastructure and Economic Development	30 Jan 2024	Yes	No	Planning, Infrastructure and Economic Development Policy Advisory Committee 29 Jan 2024	Maidstone Local Bus Focus Group	<p>Tom Gilbert</p> <p>tomgilbert@maidstone.gov.uk</p>

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<p>Shared Revenues and Benefits Service - Consideration of expansion</p> <p>Report for the approval of Swale Borough Council joining the Mid Kent Revenues and Benefits Service</p>	Cabinet	Cabinet Member for Corporate Services.	Not before 5 Feb 2024	No	No Part exempt	<p>Corporate Services Policy Advisory Committee 5 Feb 2024</p> <p>Consultation with the Revenues and Benefits staff</p>	<p>Shared Revenues and Benefits Service - Consideration of expansion</p>	<p>Zoe Kent</p> <p>Interim Head of Revenues & Benefits</p> <p>zoekent@swale.gov.uk</p>
1,000 Affordable Homes Programme - Scheme Re-Approvals	Cabinet	Cabinet Member for Housing and Health	7 Feb 2024	No	No Open	Housing, Health and Environment Policy Advisory Committee 30 Jan 2024	1,000 Affordable Homes Programme - Scheme Re-Approvals	<p>William Cornall</p> <p>Director of Regeneration & Place</p> <p>williamcornall@maidstone.gov.uk</p>
Biodiversity and Climate Change Action Plan Update	Cabinet	Cabinet Member for Corporate Services.	7 Feb 2024	No	No Open	Planning, Infrastructure and Economic Development Policy Advisory Committee 29 Jan 2024	Biodiversity and Climate Change Action Plan Update	<p>James Wilderspin</p> <p>Biodiversity and Climate Change Manager</p> <p>jameswilderspin@maidstone.gov.uk</p>

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						<p>Housing, Health and Environment Policy Advisory Committee 30 Jan 2024</p> <p>Corporate Services Policy Advisory Committee 5 Feb 2024</p> <p>Communities, Leisure and Arts Policy Advisory Committee 6 Feb 2024</p>		
<p>Enter into demolition contract</p> <p>Enter into demolition contract following tender to demolish the buildings at the former Royal Mail Sorting office site and Cantium House</p>	Cabinet	Cabinet Member for Housing and Health	7 Feb 2024	Yes	No Open	<p>Housing, Health and Environment Policy Advisory Committee 30 Jan 2024</p> <p>Previously been to PAC on 21st September 2021 to acquire Cantium house and submit planning application.</p>	Enter into demolition contract	<p>Philip Morris</p> <p>philipmorris@maidstone.gov.uk</p>

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<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	7 Feb 2024	Yes	No Open	Corporate Services Policy Advisory Committee 5 Feb 2024	Medium Term Financial Strategy 2024 to 2029 - Funding Settlement and Final Saving Proposals	<p>Mark Green, Adrian Lovegrove Director of Finance, Resources & Business Improvement, Head of Finance</p> <p>markgreen@maidstone.gov.uk</p> <p>adrianlovegrove@maidstone.gov.uk</p>
<p>1000 Homes Programme - Individual Scheme Updates</p> <p>Report seeking approval to enter into works contracts for the 5 sites acquired as part of the 1000 affordable homes programme.</p> <p>(Property Acquisition 1000 affordable Homes Programme)</p>	Cabinet	Cabinet Member for Housing and Health	7 Feb 2024	Yes	No Part exempt	<p>Housing, Health and Environment Policy Advisory Committee 30 Jan 2024</p> <p>Previous reports for site acquisitions have been to HHE committee.</p>	Property Acquisition 1000 affordable Homes Programme	<p>Philip Morris</p> <p>philipmorris@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.</p>	Cabinet Member for Planning, Infrastructure and Economic Development	Cabinet Member for Planning, Infrastructure and Economic Development	Not before 6 Mar 2024	Yes	No	Planning, Infrastructure and Economic Development Policy Advisory Committee 6 Mar 2024	Over-arching Conservation Management Plan	<p>Janice Gooch</p> <p>JaniceGooch@Maidstone.gov.uk</p>
Town Centre Greening and Lighting UK Shared Prosperity Fund	Leader of the Council	Leader of the Council	Before 15 Mar 2024	Yes	No	Planning, Infrastructure and Economic Development Policy Advisory Committee 6 Mar 2024	Town Centre Greening and Lighting UK Shared Prosperity Fund	<p>Katie Exon, Jennifer Stevens</p> <p>Head of Property and Leisure, Head of Environmental Services & Public Realm</p> <p>katieexon@maidstone.gov.uk, jenniferstevens@maidstone.gov.uk</p>

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3rd Quarter Finance, Performance and Risk Monitoring Report	Cabinet	Cabinet Member for Corporate Services.	20 Mar 2024	No	No Open	<p>Planning, Infrastructure and Economic Development Policy Advisory Committee 6 Mar 2024</p> <p>Communities, Leisure and Arts Policy Advisory Committee 5 Mar 2024</p> <p>Housing, Health and Environment Policy Advisory Committee 12 Mar 2024</p> <p>Corporate Services Policy Advisory Committee 13 Mar 2024</p>	3rd Quarter Finance, Performance and Risk Monitoring Report	<p>Paul Holland, Adrian Lovegrove</p> <p>Head of Finance</p> <p>paulholland@maidstone.gov.uk, adrianlovegrove@maidstone.gov.uk</p>
Community Infrastructure Round 1 Process Review and Round 2 Bid Prospectus and Programme	Cabinet	Cabinet Member for Planning, Infrastructure and Economic	20 Mar 2024	Yes	No Open	<p>Planning, Infrastructure and Economic Development Policy Advisory Committee</p>	Community Infrastructure Round 1 Process Review and Round 2 Bid Prospectus	<p>Rob Jarman, Carole Williams</p> <p>Robjarman@maidstone.gov.uk,</p>

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Report on the 1st round of CIL bidding and revised prospectus for the 2nd round of bidding with timetable/programme		Development				6 Mar 2024	and Programme	carolewilliams@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	20 Mar 2024	No	No Part exempt	Cobtree Manor Estate Charity Committee 20 Mar 2024	Elephant House	Mike Evans MikeEvans@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 themes and priorities for the Council.	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	Hannah Gaston hannahgaston@maidstone.gov.uk

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<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>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> <p>Planning, Infrastructure and Economic Development Policy Advisory Committee 6 Mar 2024</p>	Key Performance Indicators	<p>Carly Benville, Anna Collier</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>Orla Sweeney</p> <p>orlasweeney@maidstone.gov.uk</p>

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Preventing Financial Exclusion	Cabinet	Cabinet Member for Communities, Leisure and Arts	20 Mar 2024	No	No Open	Communities, Leisure and Arts Policy Advisory Committee 5 Mar 2024	Preventing Financial Exclusion	Anna Collier, Orla Sweeney annacollier@maidstone.gov.uk, orlasweeney@maidstone.gov.uk