

MAIDSTONE BOROUGH COUNCIL FORWARD PLAN

FOR THE FOUR MONTH PERIOD 1 DECEMBER 2022 TO 31 MARCH 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:

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|  <p>Councillor David Burton Leader of the Council DavidBurton@maidstone.gov.uk 07590 229910</p> |  <p>Councillor John Perry Deputy Leader and Lead Member for Corporate Services JohnPerry@Maidstone.gov.uk 07770 734741</p> |  <p>Councillor Lottie Parfitt-Reid Lead Member for Communities and Public Engagement LottieParfittReid@Maidstone.gov.uk 07919 360000</p> |  <p>Councillor Martin Round Lead Member for Environmental Services MartinRound@maidstone.gov.uk 07709 263447</p> |
|  <p>Councillor Simon Webb Lead Member for Housing and Health SimonWebb@Maidstone.gov.uk 07878 018997</p> |  <p>Councillor Claudine Russell Lead Member for Leisure and Arts ClaudineRussell@Maidstone.gov.uk</p> |  <p>Councillor Paul Cooper 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

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 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 | Lead 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 |
|--|--------------------------------|---|----------------------------------|------------|---------------|---|---|--|
| Council Tax Reduction Scheme 2023-24 Each year Full Council has to approve the Council Tax Reduction Scheme for the following year. This reference makes a recommendation on the scheme to be implemented for 2023-24. This matter has been considered by the Communities, Housing and Environment Policy Advisory Committee before being passed to the Executive. The final decision on the scheme has to be made by Full Council. | Executive Council | Lead Member for Communities and Public Engagement | 23 Nov 2022 7 Dec 2022 | Yes | No Open | Communities, Housing and Environment Policy Advisory Committee 15 Nov 2022 | Council Tax Reduction Scheme 2023-24 | Zoe Kent Interim Head of Revenues & Benefits zoekent@swale.gov.uk |

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| Maidstone Museum Governance Update report on the governance of Maidstone Museums and associated trusts. | Lead Member for Leisure and Arts | Lead Member for Leisure and Arts | 16 Dec 2022 | No | No Open | Economic Regeneration and Leisure Policy Advisory Committee 6 Dec 2022 | Maidstone Museum Governance | Victoria Barlow victoriabarlow@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 | 21 Dec 2022 | No | No Part exempt | | Cobtree Manor Park Llama House | Mike Evans mikeevans@maidstone.gov.uk |
| Granada House Refurbishment Report on the outcome of the tender process and seeking approval to proceed with the works and the necessary financial commitments | Executive | Lead Member for Housing and Health | 21 Dec 2022 | Yes | No Part exempt | Communities, Housing and Environment Policy Advisory Committee 13 Dec 2022 Update to Cabinet/Lead Member prior to PAC Meeting, once procurement process is complete. | Granada House Refurbishment | Andrew Connors Housing Enabling Officer andrewconnors@maidstone.gov.uk |

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| Maidstone Leisure Centre To decide the future of Maidstone Leisure Centre | Executive | Lead Member for Leisure and Arts | 21 Dec 2022 | Yes | No Part exempt | Economic Regeneration and Leisure Policy Advisory Committee 6 Dec 2022 | Maidstone Leisure Centre | Mike Evans mikeevans@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 | Lead Member for Housing and Health. | 21 Dec 2022 | Yes | No Part exempt | Communities, Housing and Environment Policy Advisory Committee 13 Dec 2022 | Heather House and Royal British Legion site | Andrew Connors, Alison Elliott Housing Enabling Officer, andrewconnors@maidstone.gov.uk, alisonelliott@maidstone.gov.uk |

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| 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 responses, and is now ready for consideration for adoption. | Executive | Lead Member for Housing and Health | 21 Dec 2022 | Yes | No Open | Communities, Housing and Environment Policy Advisory Committee 13 Dec 2022 | Housing Strategy 2022-27 | John Littlemore Head of Housing & Regulatory Services johnlittlemore@maidstone.gov.uk |
| Mid Kent Waste Collection Contract Approval to enter into contract with the successful bidder following a competitive dialogue procurement process. | Executive | Lead Member for Environmental Services | 21 Dec 2022 | Yes | No Part exempt | Communities, Housing and Environment Policy Advisory Committee 13 Dec 2022 | Mid Kent Waste Collection Contract | Jennifer Stevens Head of Environmental Services & Public Realm jenniferstevens@maidstone.gov.uk |

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| <p>Fees and Charges 2023/24</p> <p>This report sets out the proposed fees and charges for 2023/24. Fees and charges determined by the council are reviewed annually, and this forms part of the budget setting process. Changes to fees and charges agreed will come into effect on 1 April 2023 unless otherwise stated in the report.</p> | Executive | Lead Member for Corporate Services | 21 Dec 2022 | Yes | No Open | <p>Economic, Regeneration and Leisure Policy Advisory Committee 6 Dec 2022</p> <p>Planning and Infrastructure Policy Advisory Committee 8 Dec 2022</p> <p>Communities, Housing and Environment Policy Advisory Committee 13 Dec 2022</p> <p>Corporate Services Policy Advisory Committee 14 Dec 2022</p> | Fees and Charges 2023/24 | <p>Adrian Lovegrove</p> <p>Head of Finance</p> <p>adrianlovegrove@m aidstone.gov.uk</p> |

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| <p>Procurement Policy Changes</p> <p>The Council has taken the opportunity to review and develop its policies in a number of areas in regards to the procurement of its goods and services.</p> <p>The review has identified 3 key areas where we should be developing our policies.</p> | Executive | Lead Member for Corporate Services | 21 Dec 2022 | No | No Open | Corporate Services Policy Advisory Committee 14 Dec 2022 | Procurement Policy Changes | <p>Adrian Lovegrove</p> <p>Head of Finance</p> <p>adrianlovegrove@maidstone.gov.uk</p> |
| Property Acquisition for 1,000 Affordable Homes Programme | Executive | Lead Member for Housing and Health | 21 Dec 2022 | Yes | No Part exempt | <p>Communities, Housing and Environment Policy Advisory Committee 13 Dec 2022</p> <p>Notification to ward member. Briefing to Executive and Lead Member for PAC.</p> | Property Acquisition for 1,000 Affordable Homes Programme | <p>Andrew Connors</p> <p>Housing Enabling Officer</p> <p>andrewconnors@maidstone.gov.uk</p> |

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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 | Lead Member for Communities and Public Engagement | Lead Member for Communities and Public Engagement | 23 Dec 2022 | No | No Open | Communities, Housing and Environment Policy Advisory Committee 13 Dec 2022 | Equalities Policy and Action Plan - Update | Orla Sweeney orlasweeney@maidstone.gov.uk |
| Commissioning Support from the VCS | Lead Member for Communities and Public Engagement | Lead Member for Communities and Public Engagement | 3 Jan 2023 | No | No Open | Communities, Housing and Environment Policy Advisory Committee 13 Dec 2022 | Commissioning Support from the VCS | Anna Collier annacollier@maidstone.gov.uk |
| 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 | Carole Williams carolewilliams@maidstone.gov.uk |
| MBC Response to the Kent Minerals and Waste Plan Review Reg.18 response | Lead Member for Planning and Infrastructure | Lead Member for Planning and Infrastructure | 23 Jan 2023 | No | No Open | Planning and Infrastructure Policy Advisory Committee 8 Dec 2022 | MBC Response to the Kent Minerals and Waste Plan Review | Helen Garnett helengarnett@maidstone.gov.uk |

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| 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 | 25 Jan 2023 | No | No Open | Communities, Housing and Environment Policy Advisory Committee 17 Jan 2023 | Charges for Replacement Wheeled Bins | Jennifer Stevens Head of Environmental Services & Public Realm jenniferstevens@maidstone.gov.uk |
| Property Acquisition for 1000 homes programme Report regarding Acquisition of site for 1000 affordable homes programme | Executive | Lead Member for Housing and Health | 25 Jan 2023 | Yes | No Part exempt | Communities, Housing and Environment Policy Advisory Committee 17 Jan 2023 Notification of ward members. Briefing to executive and lead member for PAC | Property Acquisition for 1000 homes programme | Philip Morris philipmorris@maidstone.gov.uk |

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| Strategic CIL Assessments & Spend | Executive | Lead Member for Planning and Infrastructure | 25 Jan 2023 | Yes | No Open | Planning and Infrastructure Policy Advisory Committee 11 Jan 2023 | Strategic CIL Assessments & Spend | William Cornall, Rob Jarman, Carole Williams williamcornall@maidstone.gov.uk, Robjarman@maidstone.gov.uk, carolewilliams@maidstone.gov.uk |
| 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. | Executive | Lead Member for Housing and Health | 25 Jan 2023 | Yes | No Open | Communities, Housing and Environment Policy Advisory Committee 17 Jan 2023 | Review of Housing Assistance Policy (including DFG) | John Littlemore Head of Housing & Regulatory Services johnlittlemore@maidstone.gov.uk |

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| 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 | Andrew Williams andrewwilliams@maidstone.gov.uk |