

MAIDSTONE BOROUGH COUNCIL FORWARD PLAN

FOR THE FOUR MONTH PERIOD 1 NOVEMBER 2022 TO 28 FEBRUARY 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:

 <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
Archbishop's Palace Update on plans for the Archbishop's Palace	Executive	Lead Member for Corporate Services	26 Oct 2022	Yes	No Open	Corporate Services Policy Advisory Committee 12 Oct 2022 Consultation with key stakeholders	Archbishop's Palace	Mark Green markgreen@maidstone.gov.uk
Cobtree Café Letting A report on the letting of Cobtree Manor Park Café	Cobtree Manor Estate Charity Committee	Leader of the Council	26 Oct 2022	No	No Open		Cobtree Café letting	Mike Evans mikeevans@maidstone.gov.uk
Cobtree Staff Welfare Facilities A report on the provision of new staff welfare facilities	Cobtree Manor Estate Charity Committee	Leader of the Council	26 Oct 2022	No	No Open		Cobtree staff welfare facilities	Mike Evans mikeevans@maidstone.gov.uk
Proposed Change to Maidstone AQMA and Request to Consult on New Air Quality Action Plan As a result of a continuing trend of improvements in air	Executive	Lead Member for Environmental Services	26 Oct 2022	No	No Open	Communities, Housing and Environment Policy Advisory Committee 11 Oct 2022	Maidstone AQMA Modelling Proposed Change to Maidstone AQMA and Request to	Stuart Maxwell stuart.maxwell@maidstone.kent.gov.uk

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quality in Maidstone in recent years							Consult on New Air Quality Action Plan	
Communication and Engagement Strategy updated strategy and in year action plan	Executive	Lead Member for Communities and Public Engagement	26 Oct 2022	Yes	No Open	Communities, Housing and Environment Policy Advisory Committee 11 Oct 2022 Informal Cabinet, Wider Leadership Team and CHE PAC	Communication and Engagement Strategy	Angela Woodhouse Head of Policy and Communications angelawoodhouse@maidstone.gov.uk
Finance, Performance and Risk Monitoring Report	Executive	Leader of the Council	26 Oct 2022	No	No Open	Corporate Services Policy Advisory Committee 12 Oct 2022	Finance, Performance and Risk Monitoring Report	Paul Holland paulholland@maidstone.gov.uk
Reference from Council - Motion - Water Quality The reference from Council outlines the previous consideration of the Motion on Water Quality, which is due to be considered by the Executive.	Executive		26 Oct 2022	No	No Open	The motion was previously considered by the full Council, and has been referred directly to the Executive in accordance with Part C1, Rule 12.9	Reference from Council - Motion - Water Quality	Debbie Snook, Oliviya Parfitt debbiesnook@maidstone.gov.uk, oliviyparfitt@maidstone.gov.uk

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						of the Borough Council's Constitution.		
Town Centre Strategy - Procurement of Professional Team The aim of this report is to secure agreement to the allocation of funding for a professional team to support the council in the preparation of our Maidstone Town Centre Strategy and authority for the appointment of the preferred supplier.	Executive	Leader of the Council	26 Oct 2022	Yes	No Part exempt	Economic Regeneration and Leisure Policy Advisory Committee 4 Oct 2022	Town Centre Strategy - Procurement of Professional Team	Alison Broom alisonbroom@maidstone.gov.uk
Statements of Common Ground for Local Plan Review To sign off Statements of Common Ground between Maidstone Borough Council and various other authorities as evidence to support the Local Plan Review examination in public.	Lead Member for Planning and Infrastructure	Lead Member for Planning and Infrastructure	3 Nov 2022	No	No Part exempt	Planning and Infrastructure Policy Advisory Committee 3 Nov 2022	Statements of Common Ground for Local Plan Review	Mark Egerton, Erik Nilsen markegerton@maidstone.gov.uk, ErikNilsen@Maidstone.gov.uk
Response to Tonbridge and Malling Borough Council Local Plan	Lead Member for Planning and	Lead Member for Planning	3 Nov 2022	No	No Open	Planning and Infrastructure Policy Advisory	Response to Tonbridge and Malling Borough	Erik Nilsen

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consultation To sign off Maidstone Borough Council's response to the Tonbridge and Malling Local Plan (Regulation 18) consultation	Infrastructure	and Infrastructure				Committee 3 Nov 2022	Council Local Plan consultation	ErikNilsen@Maidstone.gov.uk
Carriage Museum options Future options for the Carriage Museum	Lead Member for Leisure and Arts	Lead Member for Leisure and Arts	18 Nov 2022	Yes	No Open	Economic Regeneration and Leisure Policy Advisory Committee 8 Nov 2022 Consultation with key stakeholders	Carriage Museum options	Mark Green markgreen@maidstone.gov.uk
Museum Opening Hours Review of Museum Opening Hours	Lead Member for Leisure and Arts	Lead Member for Leisure and Arts	18 Nov 2022	No	No Open	Economic Regeneration and Leisure Policy Advisory Committee 8 Nov 2022 Consultation will take place with staff and Museum visitors	Museum Opening Hours	Mark Green markgreen@maidstone.gov.uk
Council Tax Reduction Scheme 2023-24 We are required to	Executive Council	Lead Member for Communities	23 Nov 2022	Yes	No Open	Corporate Services Policy Advisory Committee	Council Tax Reduction Scheme 2023-	Zoe Kent Interim Head of

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review our Council Tax Reduction Scheme on an annual basis and to put a scheme in place by March 2023.		s and Public Engagement Lead Member for Corporate Services	7 Dec 2022			16 Nov 2022	24	Revenues & Benefits zoekent@swale.gov.uk
Finance, Performance and Risk Monitoring Report	Executive	Lead Member for Corporate Services	23 Nov 2022	No	No Open	Corporate Services Policy Advisory Committee 16 Nov 2022	Finance, Performance and Risk Monitoring Report	Adrian Lovegrove Head of Finance adrianlovegrove@maidstone.gov.uk
Fleet Replacement Programme Outline of the replacement programme for the Council's fleet over a 5 year cycle in line with the Council's Green Fleet Strategy and the Capital funding budget.	Executive	Lead Member for Environmental Services	23 Nov 2022	Yes	No Open	Communities, Housing and Environment Policy Advisory Committee 11 Oct 2022	Fleet Replacement Programme	Jennifer Stevens jenniferstevens@maidstone.gov.uk
Granada House Refurbishment	Executive	Lead Member for	23 Nov 2022	Yes	No Part	Communities, Housing and	Granada House Refurbishment	Andrew Connors

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Report on the outcome of the tender process and seeking approval to proceed with the works and the necessary financial commitments		Housing and Health			exempt	Environment Policy Advisory Committee 15 Nov 2022 Update to Cabinet/Lead Member prior to PAC Meeting, once procurement process is complete.		Housing Enabling Officer andrewconnors@maidstone.gov.uk
Council Fire & Building Safety Policy The role and expectations on all Council's following the Grenfell tragedy is changing, and so the creation of a new policy to cover work in this area is very important and timely. The report and policy addresses and responds to changing guidance and legislation, as well as provides clarity in terms of best practice in terms of the Council will work to best effect with other	Executive	Lead Member for Housing and Health	23 Nov 2022	Yes	No Open	Communities, Housing and Environment Policy Advisory Committee 15 Nov 2022	Council Fire & Building Safety Policy	John Littlemore Head of Housing & Community Services johnlittlemore@maidstone.gov.uk

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authorities through partnership working, to manage risk in the community.								
Rural England Prosperity Fund, Investment Plan a new fund has been allocated to the council for investment in our rural areas	Executive	Leader of the Council	23 Nov 2022	Yes	No Open	Economic Regeneration and Leisure Policy Advisory Committee 8 Nov 2022 Informal Exec and Key Stakeholders consulted as part of developing the plan	Rural England Prosperity Fund, Investment Plan	Angela Woodhouse Head of Policy and Communications angelawoodhouse@maidstone.gov.uk
Governance and procedural arrangements for CIL Ward spend	Executive	Lead Member for Planning and Infrastructure	23 Nov 2022	No	No Open	Planning and Infrastructure Policy Advisory Committee 9 Nov 2022	Governance and procedural arrangements for CIL Ward spend	Carole Williams carole.williams@midkent.gov.uk
Cobtree Golf Course A report on Cobtree Manor Park Golf Course	Cobtree Manor Estate Charity Committee	Leader of the Council	23 Nov 2022	Yes	Fully exempt		Cobtree golf course	Mike Evans mikeevans@maidstone.gov.uk

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Medium Term Financial Strategy 2023 - 2028 Update on the Medium Term Financial Strategy	Executive	Lead Member for Corporate Services	23 Nov 2022	No	No Open	Corporate Services Policy Advisory Committee 16 Nov 2022	Medium Term Financial Strategy 2023 - 2028	Adrian Lovegrove Head of Finance adrianlovegrove@maidstone.gov.uk
Review of Housing Assistance Policy (including DFG)	Executive		21 Dec 2022	No	No	Communities, Housing and Environment Policy Advisory Committee 13 Dec 2022		John Littlemore Head of Housing & Community Services johnlittlemore@maidstone.gov.uk
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	Executive		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,

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Buildings.								alisonelliott@maidstone.gov.uk
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 & Community 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 jenniferstevens@maidstone.gov.uk
Equalities Policy and Action Plan - Update Annual Update report -	Lead Member for Communities	Lead Member for Communities	23 Dec 2022	No	No Open	Communities, Housing and Environment Policy	Equalities Policy and Action Plan - Update	Orla Sweeney

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providing an update on actions taken to meet objections, propose any revisions or changes	and Public Engagement	s and Public Engagement				Advisory Committee 15 Nov 2022		orlasweeney@maidstone.gov.uk
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 jenniferstevens@maidstone.gov.uk
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	Rob Jarman, William Cornall, Carole Williams Head of Planning and Development, , Robjarman@maidstone.gov.uk, williamcornall@maidstone.gov.uk, carole.williams@midkent.gov.uk