

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:

 <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
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	25 Jan 2023	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 19 Dec 2022	Granada House Refurbishment	Andrew Connors Housing Enabling Officer andrewconnors@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 19 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 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 22</p> <p>Planning and Infrastructure Policy Advisory Committee 8 Dec 22</p> <p>Corporate Services Policy Advisory Committee 14 Dec 2022</p> <p>Communities, Housing and Environment Policy Advisory Committee 19 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 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. These key areas are :</p> <ul style="list-style-type: none"> • MBC Biodiversity and Climate Change Action Plan – including Sustainable Procurement Policy. • Public Services (Social Value) Act 2012 – Social Value • Modern Slavery Statement 	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 Head of Finance adrianlovegrove@m aidstone.gov.uk</p>

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Governance and procedural arrangements for CIL Ward spend 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
Equalities Policy and Action Plan - Update Annual Update report - providing an update on actions taken to meet objections, propose any revisions or changes	Executive	Lead Member for Communities and Public Engagement	25 Jan 2023	No	No Open	Communities, Housing and Environment Policy Advisory Committee 19 Dec 2022	Equalities Policy and Action Plan - Update	Orla Sweeney orlasweeney@maidstone.gov.uk
Cobtree Manor Estate Financial Position Report	Cobtree Manor Estate Charity Committee	Lead Member for Leisure and Arts	25 Jan 2023	Yes	No Open		Cobtree Manor Estate Financial Position Report	Paul Holland paulholland@maidstone.gov.uk
Cobtree Manor Estate Annual Accounts 2021/22	Cobtree Manor Estate Charity Committee	Lead Member for Leisure and Arts	25 Jan 2023	No	No Open		Cobtree Manor Estate Annual Accounts 2021/22	Paul Holland paulholland@maidstone.gov.uk

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<p>Housing Strategy 2022-27</p> <p>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.</p>	Executive	Lead Member for Housing and Health	25 Jan 2023	Yes	No Open	Communities, Housing and Environment Policy Advisory Committee 17 Jan 2023	Housing Strategy 2022-27	<p>John Littlemore</p> <p>Head of Housing & Regulatory Services</p> <p>johnlittlemore@maidstone.gov.uk</p>
<p>Charges for Replacement Wheeled Bins</p> <p>Proposal to introduce charges for the replacement of damaged refuse and recycling wheeled bins, in line with the Mid Kent Waste Partnership.</p>	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	<p>Jennifer Stevens</p> <p>Head of Environmental Services & Public Realm</p> <p>jenniferstevens@maidstone.gov.uk</p>

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Property Acquisition for 1000 homes programme Bridge Ward	Executive	Lead Member for Housing and Health	25 Jan 2023	Yes	No Part exempt	Communities, Housing and Environment Policy Advisory Committee 17 Jan 2023	Property Acquisition for 1000 homes programme	Philip Morris philipmorris@maistone.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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Provision of Cycle Ramp Off Church Road Otham	Executive	Lead Member for Corporate Services	25 Jan 2023	No	No Open	Corporate Services Policy Advisory Committee 18 Jan 2023	Provision of Cycle Ramp Off Church Road Otham	Victoria Kellett, Jacqueline Tolhurst Interim Estates Surveyor, victoriakellett@maidstone.gov.uk, jacquelinetolhurst@maidstone.gov.uk
Council Tax Base 2023/24 and Collection Fund Adjustment. Update on the Council tax base figures and Collection fund adjustment - for decision by Executive as they are needed to set Council Tax levels.	Executive	Lead Member for Corporate Services	25 Jan 2023	Yes	No Open	Corporate Services Policy Advisory Committee 18 Jan 2023	Council Tax Base 2023/24 and Collection Fund Adjustment.	Adrian Lovegrove Head of Finance adrianlovegrove@maidstone.gov.uk
Medium Term Financial Strategy 2023 - 2028 - Capital Programme Details of the draft Capital Programme.	Executive	Lead Member for Corporate Services	25 Jan 2023	Yes	No Open	Corporate Services Policy Advisory Committee 18 Jan 2023	Medium Term Financial Strategy 2023 - 2028 - Capital Programme	Mark Green Director of Finance, Resources & Business Improvement markgreen@maidstone.gov.uk

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<p>Medium Term Financial Strategy and Saving Proposals 2023/24 (CS PAC)</p> <p>Medium Term Financial Strategy and Saving Proposals 2023/24 (CS PAC)</p> <p>Report will have CS savings for recommendation to Exec and other PAC savings for information.</p>	Executive	Lead Member for Corporate Services	25 Jan 2023	Yes	No Open	<p>Economic Regeneration and Leisure Policy Advisory Committee 10 Jan 23</p> <p>Planning and Infrastructure Policy Advisory Committee 11 Jan 23</p> <p>Communities, Housing and Environment Policy Advisory Committee 17 Jan 23</p> <p>Corporate Services Policy Advisory Committee 18 Jan 2023</p>	Medium Term Financial Strategy and Saving Proposals 2023/24 (CS PAC)	<p>Mark Green</p> <p>Director of Finance, Resources & Business Improvement</p> <p>markgreen@maidstone.gov.uk</p>

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Property acquisition for 1,000 affordable homes programme Staplehurst Ward	Executive	Lead Member for Housing and Health	25 Jan 2023	Yes	No Part exempt	Communities, Housing and Environment Policy Advisory Committee 17 Jan 2023	Property acquisition for 1,000 affordable homes programme	Shanaz Begum shanazbegum@maidstone.gov.uk
Strategic Plan refresh 2023-28 This report proposes refreshed areas of focus for the Council's Strategic Plan for the period 2023-2028.	Executive	Leader of the Council	8 Feb 2023	Yes	No Open	Corporate Services Policy Advisory Committee 18 Jan 2023	Strategic Plan refresh 2023-28	Anna Collier annacollier@maidstone.gov.uk
Maidstone Leisure Centre To decide the future of Maidstone Leisure Centre	Executive	Lead Member for Leisure and Arts	8 Feb 2023	Yes	No Part exempt	Economic Regeneration and Leisure Policy Advisory Committee 7 Feb 2023	Maidstone Leisure Centre	Mike Evans mikeevans@maidstone.gov.uk

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<p>Medium Term Financial Strategy and Budget Proposals 2023/24 Update of the MTFs, budget proposals including C/tax levels, budget book and capital programme. Key decision as setting the budget for 23/24 to go to Executive on 8th Feb then Council on 22nd Feb.</p>	Executive	Lead Member for Corporate Services	8 Feb 2023	Yes	No Open	Corporate Services Policy Advisory Committee 6 Feb 2023	Medium Term Financial Strategy and Budget Proposals 2023/24	<p>Adrian Lovegrove, Mark Green</p> <p>Head of Finance, Director of Finance, Resources & Business Improvement</p> <p>adrianlovegrove@maidstone.gov.uk, markgreen@maidstone.gov.uk</p>
<p>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.</p>	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	<p>Andrew Williams</p> <p>andrewwilliams@maidstone.gov.uk</p>

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Commissioning Support from the VCS Support services delivered by VCS	Lead Member for Communities and Public Engagement	Lead Member for Communities and Public Engagement	27 Feb 2023	No	No Open	Communities, Housing and Environment Policy Advisory Committee 14 Feb 2023	Commissioning Support from the VCS	Anna Collier annacollier@maidstone.gov.uk
Property Acquisition for 1,000 Affordable Homes Programme Report regarding acquisition of site for 1,000 Affordable Homes Programme	Executive	Lead Member for Housing and Health	22 Mar 2023	Yes	No Part exempt	Communities, Housing and Environment Policy Advisory Committee 14 Feb 2023	Property Acquisition for 1,000 Affordable Homes Programme	Andrew Connors Housing Enabling Officer andrewconnors@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		22 Mar 2023	Yes	No Part exempt	Communities, Housing and Environment Policy Advisory Committee 14 Feb 2023	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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Strategic CIL Assessments & Spend	Executive	Lead Member for Planning and Infrastructure	22 Mar 2023	Yes	No Open	Planning and Infrastructure Policy Advisory Committee 8 Mar 2023	Strategic CIL Assessments & Spend	Carole Williams, William Cornall, Rob Jarman Director of Regeneration & Place, Head of Development Management carolewilliams@maidstone.gov.uk, williamcornall@maidstone.gov.uk, Robjarman@maidstone.gov.uk
Update on Motion - Water Quality Update on the Motion moved at Council on 20 July 2022, with reference also the Wealden working group.	Executive	Lead Member for Planning and Infrastructure	June 2023	No	No Open	Planning and Infrastructure Policy Advisory Committee TBA	Update on Motion - Water Quality	Helen Garnett, Tracey Beattie helengarnett@maidstone.gov.uk, tracey.beattie@midkent.gov.uk