

# MAIDSTONE BOROUGH COUNCIL FORWARD PLAN

## FOR THE FOUR MONTH PERIOD 1 APRIL 2023 TO 31 MAY 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. This Forward Plan covers the period up to the end of the 2022/23 Municipal Year.

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

<b>Details of the Decision to be taken</b>	<b>Decision to be taken by</b>	<b>Lead 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>
Local Plan Review Statements of Common Ground Update	Lead Member for Planning and Infrastructure	Lead Member for Planning and Infrastructure	13 Apr 2023	No	No Part exempt	Planning and Infrastructure Policy Advisory Committee 5 Apr 2023	Local Plan Review Statements of Common Ground Update	<b>Tom Gilbert</b>  tomgilbert@maidstone.gov.uk
Mote Park kiosk A report on the development of the Mote Park kiosk	Lead Member for Leisure and Arts	Lead Member for Leisure and Arts	14 Apr 2023	Yes	No Open	Economic Regeneration and Leisure Policy Advisory Committee 4 Apr 2023	Mote Park kiosk	<b>Mike Evans</b>  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	18 Apr 2023	Yes	No Part exempt	Communities, Housing and Environment Policy Advisory Committee 11 Apr 2023	Heather House and Royal British Legion site	<b>Andrew Connors, Alison Elliott</b>  Housing Enabling Officer,  andrewconnors@maidstone.gov.uk, alisonelliott@maidstone.gov.uk
Property acquisition for 1,000 affordable homes programme	Executive	Lead Member for Housing	18 Apr 2023	Yes	No Part exempt	Communities, Housing and Environment Policy	Property acquisition for 1,000 affordable	<b>Shanaz Begum</b>

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Site Acquisition		and Health				Advisory Committee 11 Apr 2023  Ward Councillor	homes programme	shanazbegum@maidstone.gov.uk
Property Acquisition for 1000 homes programme Report relating to the acquisition of a site for the 1000 affordable homes programme.	Executive	Lead Member for Housing and Health	18 Apr 2023	Yes	No Part exempt	Communities, Housing and Environment Policy Advisory Committee 11 Apr 2023  Notification to ward members. Briefing to executive and Lead Member for PAC	Property Acquisition for 1000 homes programme	<b>Philip Morris</b>  philipmorris@maidstone.gov.uk
Town Centre Strategy Update	Executive	Leader of the Council	18 Apr 2023	Yes	No Open	Economic Regeneration and Leisure Policy Advisory Committee 4 Apr 2023	Town Centre Strategy Update	<b>Alison Broom</b>  alisonbroom@maidstone.gov.uk
ROUND 2 BID To vote for agreement for the BID round 2 ballot	Executive	Leader of the Council	18 Apr 2023	Yes	No Open	Economic Regeneration and Leisure Policy Advisory Committee	ROUND 2 BID	<b>Chris Inwood</b>  chrisinwood@maidst

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>4 Apr 2023</p> <p>One Maidstone are undertaking a series of business consultations</p>		one.gov.uk
Biodiversity and Climate Change Action Plan Annual Review Report outlining the Committee's safety review and recommended actions	Executive	Leader of the Council	18 Apr 2023	No	No Open	<p>Economic Regeneration and Leisure Policy Advisory Committee 4 Apr 2023</p> <p>Planning and Infrastructure Policy Advisory Committee 5 April 2023</p> <p>Communities, Housing and Environment Policy Advisory Committee 11 Apr 2023</p> <p>Corporate Services Policy Advisory Committee 12 Apr 2023</p>		<p><b>Oliviya Parfitt</b></p> <p>oliviyparfitt@maidstone.gov.uk</p>

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Reference from CHE PAC - Utilisation of Housing A reference from the CHE PAC requesting an Executive Report on the utilisation of unoccupied housing.	Executive	Lead Member for Housing and Health	18 Apr 2023	No	No Open	Communities, Housing and Environment Policy Advisory Committee 11 Apr 2023  Matter referred from the CHE PAC, following consideration of the original reference from the CS PAC.	Reference from CHE PAC - Utilisation of Housing	<b>Oliviya Parfitt</b>  oliviyparfitt@maidstone.gov.uk
Report of the Overview and Scrutiny Committee - Safety in the Town Centre	Executive	Lead Member for Communities and Public Engagement	18 Apr 2023	No	No	Review conducted by the Council's Overview and Scrutiny Committee between October 2022 to February 2023.	Report of the Overview and Scrutiny Committee - Safety in the Town Centre	<b>Oliviya Parfitt</b>  oliviyparfitt@maidstone.gov.uk
Design and Sustainability DPD Regulation 18b Report presenting the Design and	Lead Member for Planning and Infrastructure	Lead Member for Planning and Infrastructure	18 Apr 2023	No	No Open	Planning and Infrastructure Policy Advisory Committee 5 Apr 2023	Design and Sustainability DPD Regulation 18b	<b>Mark Egerton, Helen Garnett</b>

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Sustainability DPD Regulation 18b document in advance of consultation.		e						markegerton@maidstone.gov.uk, helengarnett@maidstone.gov.uk
Declaration of Local Nature Reserves Approval for the final declaration of five Local Nature Reserves following assent from Natural England.	Lead Member for Planning and Infrastructure	Lead Member for Planning and Infrastructure	18 Apr 2023	No	No Open	Planning and Infrastructure Policy Advisory Committee 5 Apr 2023  Previous consultation with Communities, Housing and Environment Committee in 2019 and 2021 and consultation with Natural England.	CHE Report - Local Nature Reserves Feasibility Study CHE Report - Declaration of Local Nature Reserves Declaration of Local Nature Reserves	<b>Jennifer Stevens</b>  Head of Environmental Services & Public Realm  jenniferstevens@maidstone.gov.uk
Shop Fronts Planning Guidance The guidance also provides initial guidance on the other factors that require consideration, such as planning, building control and licensing.	Lead Member for Planning and Infrastructure	Lead Member for Planning and Infrastructure	18 Apr 2023	Yes	No Open	Planning and Infrastructure Policy Advisory Committee 5 Apr 2023  P & I PAC	Shop Fronts Planning Guidance	<b>Janice Gooch</b>  JaniceGooch@Maidstone.gov.uk

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Reference from Planning Committee - Housing Mix Policies A referenced from the planning committee that recommends consideration be given to bringing forward housing mix policies within Development Plan Documents.	Lead Member for Planning and Infrastructure	Lead Member for Planning and Infrastructure	18 Apr 2023	No	No Open	Matter referred from Planning Committee.	Reference from Planning Committee - Housing Mix Policies	<b>Oliviya Parfitt, Debbie Snook</b>  oliviyparfitt@maidstone.gov.uk, debbiesnook@maidstone.gov.uk
Cobtree Cafe A report on Cobtree Cafe	Cobtree Manor Estate Charity Committee	Leader of the Council	18 Apr 2023	No	No Part exempt		Cobtree Cafe	<b>Mike Evans</b>  mikeevans@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	18 Apr 2023	No	No Part exempt		Cobtree Manor Park Llama House	<b>Mike Evans</b>  mikeevans@maidstone.gov.uk