







MAIDSTONE BOROUGH COUNCIL FORWARD PLAN FOR THE FOUR MONTH PERIOD DECEMBER 2023 TO 31 MARCH 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
<p>Statement of Common Ground - Lower Thames Crossing</p> <p>To seek approval of the draft Statement of Common Ground (SoCG) which summarises the key strategic matters between Maidstone Borough Council and National Highways (Exempt Appendix 1 to the report).</p> <p>This is specifically with respect to the Lower Thames Crossing Development Consent Order proposal, which is currently undergoing independent examination.</p>	Cabinet Member for Planning, Infrastructure and Economic Development	Cabinet Member for Planning, Infrastructure and Economic Development	Not before 7th Dec 2023	Yes	No	Planning, Infrastructure and Economic Development Policy Advisory Committee 7 Dec 2023	Statement of Common Ground - Lower Thames Crossing	<p>Erik Nilsen</p> <p>ErikNilsen@Maidstone.gov.uk</p>

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<p>Marden Conservation Appraisal and Management Plan</p> <p>To seek approval of the Marden Conservation Area Appraisal and Management Plan documents for public consultation purposes.</p>	Cabinet Member for Planning, Infrastructure and Economic Development	Cabinet Member for Planning, Infrastructure and Economic Development	Not before 7 Dec 2023	Yes	No	Planning, Infrastructure and Economic Development Policy Advisory Committee 7 Dec 2023	Marden Conservation Appraisal and Management Plan	<p>Jeremy Fazzaloro</p> <p>Principle Conservation Officer</p> <p>jeremyfazzaloro@maidstone.gov.uk</p>
<p>Cap on Safe and Legal Routes Government Consultation</p> <p>The Government has asked all local authorities in England to respond to a consultation on the figure they consider to be a suitable cap on the number of refugee households that can be accommodated after 2025 in their district.</p>	Leader of the Council	Leader of the Council	Before 15 Dec 2023	No	No	Housing, Health and Environment Policy Advisory Committee 12 Dec 2023	Cap on Safe and Legal Routes Government Consultation	<p>John Littlemore</p> <p>Head of Housing & Regulatory Services</p> <p>johnlittlemore@maidstone.gov.uk</p>

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2nd Quarter Finance, Performance and Risk Monitoring Report	Cabinet	Cabinet Member for Corporate Services.	20 Dec 2023	No	No Open	<p>Planning, Infrastructure and Economic Development Policy Advisory Committee 8 Nov 2023</p> <p>Housing, Health and Environment Policy Advisory Committee 14 Nov 2023</p> <p>Communities, Leisure and Arts Policy Advisory Committee 5 Dec 2023</p> <p>Corporate Services Policy Advisory Committee 13 Dec 2023</p>	2nd 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>
Equality, Diversity and Inclusion - Annual Update	Cabinet	Cabinet Member for Communities, Leisure and Arts	20 Dec 2023	No	No Open	Communities, Leisure and Arts Policy Advisory Committee 5 Dec 2023	Equality, Diversity and Inclusion - Annual Update	<p>Orla Sweeney, Anna Collier</p> <p>orlasweeney@maidstone.gov.uk, annacollier@maidstone.gov.uk</p>

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<p>Fees and Charges 2024/25</p> <p>F&Cs for the PAC that will be used to charge for services in 24/25</p>	Cabinet	Cabinet Member for Corporate Services.	20 Dec 2023	Yes	No Open	<p>Communities, Leisure and Arts Policy Advisory Committee 5 Dec 2023</p> <p>Planning, Infrastructure and Economic Development Policy Advisory Committee 7 Dec 2023</p> <p>Housing, Health and Environment Policy Advisory Committee 12 Dec 2023</p> <p>Corporate Services Policy Advisory Committee 13 Dec 2023</p>	Fees and Charges 2024/25 CS PAC	<p>Adrian Lovegrove</p> <p>Head of Finance</p> <p>adrianlovegrove@m aidstone.gov.uk</p>
<p>Town Centre Strategy Update</p> <p>This report provides an update on the</p>	Cabinet	Leader of the Council	20 Dec 2023	No	No Open	Planning, Infrastructure and Economic Development Policy Advisory	Town Centre Strategy Update	<p>Karen Britton</p> <p>karenbritton@maidst</p>

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preparation of the Maidstone Town Centre Strategy and sets out the proposed next steps.						Committee 7 Dec 2023		one.gov.uk
<p>Kent Cycling and Walking Infrastructure Plan</p> <p>Kent County Council (KCC) is consulting on a Kent Cycling & Walking Infrastructure Plan (KCWIP). The consultation on the KCWIP runs from 1 November 2023 to 10 January 2024.</p>	Cabinet Member for Planning, Infrastructure and Economic Development	Cabinet Member for Planning, Infrastructure and Economic Development	Before 31 Dec 2023	Yes	No	Planning, Infrastructure and Economic Development Policy Advisory Committee 7 Dec 2023	Kent Cycling and Walking Infrastructure Plan	<p>Tom Gilbert</p> <p>tomgilbert@maidstone.gov.uk</p>
<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</p>	Cabinet Member for Planning, Infrastructure and Economic Development	Cabinet Member for Planning, Infrastructure and Economic Development	Not before 10 Jan 2024	Yes	No	Planning, Infrastructure and Economic Development Policy Advisory Committee 10 Jan 2024	Over-arching Conservation Management Plan	<p>Janice Gooch</p> <p>JaniceGooch@Maidstone.gov.uk</p>

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do not have either a conservation area appraisal or management plan.								
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	Yes	No	Planning, Infrastructure and Economic Development Policy Advisory Committee 10 Jan 2024	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	Archbishops palace agreement for lease	Deborah Turner deborahturner@maidstone.gov.uk

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<p>Bearsted Road Improvements Maidstone Borough Council Contribution</p> <p>To recommend and seek approval that the Council uses £500,000 from the North Kent Enterprise Zone (Kent Medical Campus) retained business rates to match investment from the National Productivity Fund secured by Kent Council to ensure the Bearsted Road improvement works are started and completed.</p>	Cabinet	Cabinet Member for Planning, Infrastructure and Economic Development	24 Jan 2024	Yes	No Open	Planning, Infrastructure and Economic Development Policy Advisory Committee 10 Jan 2024	Bearsted Road Improvements Maidstone Borough Council Contribution	<p>Chris Inwood</p> <p>chrisinwood@maidstone.gov.uk</p>
<p>Procurement Strategy and Policy Changes</p> <p>Procurement Strategy for 2023 to 2026 and Policy Changes to amend the approval levels for procurement. The approval levels will need to be amended within the Constitution.</p>	Cabinet	Cabinet Member for Corporate Services	24 Jan 2024	No	No Open	Corporate Services Policy Advisory Committee 17 Jan 2024	Procurement Strategy and Policy Changes	

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Elephant House A report on the Elephant House at Cobtree Manor Park	Cobtree Manor Estate Charity Committee	The Leader of the Council	24 Jan 2024	No	No Part exempt	Cobtree Manor Estate Charity Committee 24 Jan 2024	Elephant House	
Community Infrastructure Round 1 Process Review and Round 2 Bid Prospectus and Programme Report on the 1st round of CIL bidding and revised prospectus for the 2nd round of bidding with timetable/programme	Cabinet	Cabinet Member for Planning, Infrastructure and Economic Development	24 Jan 2024	Yes	No Open	Planning, Infrastructure and Economic Development Policy Advisory Committee 10 Jan 2024	Community Infrastructure Round 1 Process Review and Round 2 Bid Prospectus and Programme	Carole Williams, Rob Jarman Head of Development Management carolewilliams@maidstone.gov.uk, Robjarman@maidstone.gov.uk
Council Tax Base 2024/25 and Collection Fund Adjustment. 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.	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.	Adrian Lovegrove Head of Finance adrianlovegrove@maidstone.gov.uk

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<p>Homelessness and Rough Sleeping Strategy 2024-2029 - Initial priorities and feedback</p> <p>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.</p>	Cabinet	Cabinet Member for Housing and Health	24 Jan 2024	Yes	No Open	Housing, Health and Environment Policy Advisory Committee 16 Jan 2024	Homelessness and Rough Sleeping Strategy 2024-2029 - Initial priorities and feedback	<p>Hannah Gaston</p> <p>hannahgaston@maidstone.gov.uk</p>
<p>Maidstone Leisure Centre - Leisure Services Contract A report on Maidstone Leisure Centre</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>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</p>	Cabinet	Cabinet Member for Corporate Services.	24 Jan 2024	Yes	No Open	Corporate Services Policy Advisory Committee 17 Jan 2024	Medium Term Financial Strategy 2024 to 2029 - Funding Settlement and Final Saving Proposals	<p>Adrian Lovegrove, Mark Green</p> <p>Head of Finance, Director of Finance, Resources & Business Improvement</p> <p>adrianlovegrove@m</p>

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financial settlements and C/Tax increases. Capital programme for 2024/2029								aidstone.gov.uk, markgreen@maidstone.gov.uk
Medium Term Financial Strategy 2024 to 2029 - Capital Programme Detail of the 10 year capital programme for inclusion in the budget for 2024/25 onwards.	Cabinet	Cabinet Member for Corporate Services.	24 Jan 2024	Yes	No Open	Corporate Services Policy Advisory Committee 17 Jan 2024 Communities, Leisure and Arts Policy Advisory Committee 9 Jan 2024 Planning, Infrastructure and Economic Development Policy Advisory Committee 10 Jan 2024 Housing, Health and Environment Policy Advisory Committee 16 Jan 2024 Overview and Scrutiny	Medium Term Financial Strategy 2024 to 2029 - Capital Programme	Adrian Lovegrove, Paul Holland Head of Finance, adrianlovegrove@maidstone.gov.uk, paulholland@maidstone.gov.uk

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						Committee 23 Jan 2024		
Provision of Wheeled Bins Summary of the policy for charging for replacement and new wheeled bins and review of recent developments to the policy.	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	Jennifer Stevens Head of Environmental Services & Public Realm jenniferstevens@maidstone.gov.uk
Parish Charter Review Review of Parish Charter	Cabinet Member for Communities, Leisure and Arts	Cabinet Member for Communities, Leisure and Arts	Not before 6 Feb 2024	Yes	No	Communities, Leisure and Arts Policy Advisory Committee 6 Feb 2024	Parish Charter Review	Orla Sweeney, Anna Collier orlasweeney@maidstone.gov.uk, annacollier@maidstone.gov.uk
3rd Quarter Finance, Performance and Risk Monitoring Report	Cabinet	Cabinet Member for Corporate Services.	7 Feb 2024	No	No Open	Corporate Services Policy Advisory Committee 5 Feb 2024	3rd Quarter Finance, Performance and Risk Monitoring	Adrian Lovegrove, Paul Holland Head of Finance,

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						<p>Communities, Leisure and Arts Policy Advisory Committee 6 Feb 2024</p> <p>Housing, Health and Environment Policy Advisory Committee 30 Jan 2024</p> <p>Planning, Infrastructure and Economic Development Policy Advisory Committee 29 Jan 2024</p>	Report	<p>adrianlovegrove@maidstone.gov.uk, paulholland@maidstone.gov.uk</p>
Biodiversity and Climate Change Action Plan Update	Cabinet	Cabinet Member for Corporate Services.	7 Feb 2024	No	No Open	<p>Corporate Services Policy Advisory Committee 5 Feb 2024</p> <p>Communities, Leisure and Arts Policy Advisory Committee 6 Feb 2024</p>	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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						Housing, Health and Environment Policy Advisory Committee 30 Jan 2024 Planning, Infrastructure and Economic Development Policy Advisory Committee 29 Jan 2024		
<p>Discretionary Rate Relief Policy</p> <p>The Government has changed the backdating of Discretionary Rate Relief giving authorities discretion on backdating claims. This report seeks approval of changes to the policy. This will be a Full Council decision</p>	Cabinet	Cabinet Member for Corporate Services.	7 Feb 2024	No	No Open	Corporate Services Policy Advisory Committee 17 Jan 2024	Discretionary Rate Relief Policy	<p>Zoe Kent</p> <p>Interim Head of Revenues & Benefits</p> <p>zoekent@swale.gov.uk</p>

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<p>Housing Revenue Account</p> <p>The report sets out the options for management and financial accounting of the 1,000 new affordable homes.</p>	Cabinet	Cabinet Member for Corporate Services.	7 Feb 2024	Yes	No Open	Corporate Services Policy Advisory Committee 5 Feb 2024	Housing Revenue Account	<p>John Littlemore</p> <p>Head of Housing & Regulatory Services</p> <p>johnlittlemore@maidstone.gov.uk</p>
<p>Shared Revenues and Benefits Service –</p> <p>Consideration of expansion Report for the approval of Swale Borough Council joining the Mid Kent Revenues and Benefits Service</p>	Cabinet	Cabinet Member for Corporate Services.	7 Feb 2024	No	No Part exempt	Corporate Services Policy Advisory Committee 17 Jan 2024	Shared Revenues and Benefits Service - Consideration of expansion	<p>Zoe Kent</p> <p>Interim Head of Revenues & Benefits</p> <p>zoekent@swale.gov.uk</p>
<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	Planning, Infrastructure and Economic Development Policy Advisory Committee 29 Jan 2024	Key Performance Indicators	<p>Carly Benville, Anna Collier</p> <p>carlybenville@maidstone.gov.uk, annacollier@maidstone.gov.uk</p>

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						<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>		
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	<p>Orla Sweeney, Anna Collier</p> <p>orlasweeney@maidstone.gov.uk, annacollier@maidstone.gov.uk</p>