

# MAIDSTONE BOROUGH COUNCIL FORWARD PLAN FOR THE FOUR MONTH PERIOD 1 JULY 2024 TO 31 OCTOBER 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:



**Councillor Stuart Jeffery**  
Leader of the Council  
Email [stuartjeffery@maidstone.gov.uk](mailto:stuartjeffery@maidstone.gov.uk)



**Councillor Clive English**  
Deputy Leader and Cabinet Member for  
Environmental Services and Enforcement  
Email [cliveenglish@maidstone.gov.uk](mailto:cliveenglish@maidstone.gov.uk)



**Councillor Kathy Cox**  
Cabinet Member for Corporate Services  
Email [KathyCox@Maidstone.gov.uk](mailto:KathyCox@Maidstone.gov.uk)



**Councillor Tony Harwood**  
Cabinet Member for Planning Policy and  
Management  
Email [tonyharwood@maidstone.gov.uk](mailto:tonyharwood@maidstone.gov.uk)



**Councillor Stephen Thompson**  
Cabinet Member for Healthier Stronger  
Communities  
Email: [StephenThompson@Maidstone.gov.uk](mailto:StephenThompson@Maidstone.gov.uk)



**Councillor Mike Summersgill**  
Cabinet Member for Climate Transition and  
Nature Recovery  
Email [MichaelSummersgill@Maidstone.gov.uk](mailto:MichaelSummersgill@Maidstone.gov.uk)



**Councillor David Naghi**

Cabinet Member for Community Cohesion  
and Safety

Email [Davidnaghi@maidstone.gov.uk](mailto:Davidnaghi@maidstone.gov.uk)



**Councillor Simon Wales**

Cabinet Member for Housing and Homelessness

Email [SimonWales@Maidstone.gov.uk](mailto:SimonWales@Maidstone.gov.uk)

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.

**Councillor Stuart Jeffery**  
**Leader of the Council**

<b>Details of the Decision to be taken</b>	<b>Decision to be taken by</b>	<b>Relevant Cabinet 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>
<p>Productivity Plan</p> <p>Response to Minister for local government re productivity in local government. to provide a summary of the work we have done and plan to do in transforming the services we deliver. Also includes details of the barriers that currently reduce our ability to deliver greater productivity.</p>	Leader of the Council	Leader of the Council	Not before 8th Jul 2024	No	No	Climate Transition, Corporate and Environmental Services Policy Advisory Committee 8 Jul 24	Productivity Plan	<p><b>Adrian Lovegrove, Anna Collier</b></p> <p>Head of Finance, Head of Insight, Communities &amp; Governance Policies, Communities and Engagement</p> <p>adrianlovegrove@maidstone.gov.uk, annacollier@maidstone.gov.uk</p>
Draft Statement of Common Ground with KCC Regarding Review of Kent Minerals and Waste Local Plan 2024-39	Cabinet Member for Planning Policy and Management	Cabinet Member for Planning Policy and Management	12 Jul 2024	Yes	No Part exempt	Planning and Healthier Stronger Communities Policy Advisory Committee 9 Jul 24	Draft Statement of Common Ground with KCC Regarding Review of Kent Minerals and Waste Local Plan 2024-39	<p><b>Thom Hoang, Mark Egerton</b></p> <p>ThomHoang@Maidstone.gov.uk, markegerton@maidstone.gov.uk</p>

<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(s) 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>
<p>Headcorn Neighbourhood Plan Regulation 16</p> <p>To seek approval for Maidstone Borough Council's response to the Headcorn Neighbourhood Plan Regulation 16 consultation.</p>	Cabinet Member for Planning Policy and Management	Cabinet Member for Planning Policy and Management	12 Jul 2024	No	No Open	Planning and Healthier Stronger Communities Policy Advisory Committee 9 Jul 2024	Headcorn Neighbourhood Plan Regulation 16	<p><b>Nicola Stokes, Erik Nilsen</b></p> <p>NicolaStokes@Maidstone.gov.uk, ErikNilsen@Maidstone.gov.uk</p>
<p>Kent Mineral Sites Plan Regulation 18 Updated Response</p> <p>Updated response to KCC's Kent Mineral Sites Plan Regulation 18 consultation.</p>	Cabinet Member for Planning Policy and Management	Cabinet Member for Planning Policy and Management	12 Jul 2024	No	No Open	Planning and Healthier Stronger Communities Policy Advisory Committee 9 Jul 2024	Kent Mineral Sites Plan Regulation 18 Updated Response	<p><b>Thom Hoang, Mark Egerton</b></p> <p>ThomHoang@Maidstone.gov.uk, markegerton@maidstone.gov.uk</p>
<p>Maidstone Local Cycling &amp; Walking Infrastructure Plan</p> <p>Report requesting permission to go to consultation on the Maidstone Local Cycling &amp; Walking Infrastructure</p>	Cabinet Member for Planning Policy and Management	Cabinet Member for Planning Policy and Management	12 Jul 2024	No	No Open	Planning and Healthier Stronger Communities Policy Advisory Committee 9 Jul 24	Maidstone Local Cycling & Walking Infrastructure Plan	<p><b>Tom Gilbert</b></p> <p>tomgilbert@maidstone.gov.uk</p>

<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(s) 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>
Plan.								
4th Quarter Finance, Performance & Risk Monitoring Report	Cabinet	Cabinet Member for Corporate Resources	24 Jul 2024	No	No Open	<p>Climate Transition, Corporate and Environmental Services Policy Advisory Committee 8 Jul 24</p> <p>Planning and Healthier Stronger Communities Policy Advisory Committee 9 Jul 24</p> <p>Housing and Community Cohesion Policy Advisory Committee 23 Jul 2024</p>	4th Quarter Finance, Performance & Risk Monitoring Report	<p><b>Paul Holland</b></p> <p>paulholland@maidstone.gov.uk</p>

<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(s) 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>
Corporate Planning Timetable	Cabinet	Leader of the Council	24 Jul 2024	No	No Open	Climate Transition, Corporate and Environmental Services Policy Advisory Committee 8 Jul 2024	Corporate Planning Timetable	<b>Angela Woodhouse</b>  Director of Strategy, Insight & Governance  angelawoodhouse@maidstone.gov.uk
Cobtree Estate Update  An update report on the Cobtree Estate and its constituent parts	Cabinet	Leader of the Council	24 Jul 2024	No	No Open	Cobtree Manor Estate Charity Committee 24 Jul 24	Cobtree Estate Update	<b>Mike Evans</b>  mikeevans@maidstone.gov.uk
Cobtree Manor Estate Financial Position	Cabinet	Leader of the Council	24 Jul 2024	No	No Open	Cobtree Manor Estate Charity Committee 24 Jul 24	Cobtree Manor Estate Financial Position	<b>Paul Holland</b>  paulholland@maidstone.gov.uk
Council House Building Programme  (Formerly Property Acquisition 1000 Affordable Homes Programme)	Cabinet	Cabinet Member for Housing and Homelessness	24 Jul 2024	Yes	No Fully exempt	Housing and Community Cohesion Policy Advisory Committee 23 Jul 2024	Property Acquisition 1000 affordable Homes Programme	<b>Philip Morris</b>  philipmorris@maidstone.gov.uk

<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(s) 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>
Maidstone House and the Link decarbonisation  Requests approval for funding for project to decarbonise Maidstone House and the Link	Cabinet	Cabinet Member for Climate Transition and Nature Recovery	24 Jul 2024	Yes	No Open	Climate Transition, Corporate and Environmental Services Policy Advisory Committee 8 Jul 24	Maidstone House and the Link decarbonisation	<b>Mark Green</b>  Director of Finance, Resources & Business Improvement  markgreen@maidstone.gov.uk
Medium Term Financial Strategy 2025/26 - 2029/30  Approach and Timetable	Cabinet	Cabinet Member for Corporate Resources	24 Jul 2024	No	No Open	Climate Transition, Corporate and Environmental Services Policy Advisory Committee 8 Jul 2024	Medium Term Financial Strategy 2025/26 - 2029/30	<b>Mark Green</b>  Director of Finance, Resources & Business Improvement  markgreen@maidstone.gov.uk
Natural Flood Management schemes  Approval for funding to develop Natural Flood Management schemes	Cabinet	Cabinet Member for Climate Transition and Nature Recovery	24 Jul 2024	No	No Open	Climate Transition, Corporate and Environmental Services Policy Advisory Committee 8 Jul 24	Natural Flood Management schemes	<b>Mark Green</b>  Director of Finance, Resources & Business Improvement  markgreen@maidstone.gov.uk

<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(s) 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>
Solar Energy Investment Projects	Cabinet	Cabinet Member for Climate Transition and Nature Recovery	24 Jul 2024	No	No Open	Climate Transition, Corporate and Environmental Services Policy Advisory Committee 8 Jul 24	Solar Energy Investment Projects	<b>James Wilderspin</b>  Biodiversity and Climate Change Manager  jameswilderspin@maidstone.gov.uk
CIL Bidding Round 2  To review the next CIL Bidding Round (24-25)	Cabinet	Cabinet Member for Planning Policy and Management	18 Sep 2024	Yes	No Open	Planning and Healthier Stronger Communities Policy Advisory Committee 9 Jul 24	CIL Bidding Round 2	<b>Rob Jarman, Carole Williams</b>  Head of Development Management,  Robjarman@maidstone.gov.uk, carolewilliams@maidstone.gov.uk
Medway Local Plan 2041 Regulation 18 Consultation	Cabinet Member for Planning Policy and Management	Cabinet Member for Planning Policy and Management	5 Sep 2024	Yes	No	Planning and Healthier Stronger Communities Policy Advisory Committee 4 Sep 2024	Medway Local Plan 2041 Regulation 18 Consultation	<b>Mark Egerton, Tom Gilbert</b>  markegerton@maidstone.gov.uk, tomgilbert@maidstone.gov.uk



<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(s) 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>
Allocation of Council Land for Biodiversity Net Gain Off Site Provision	Cabinet	Cabinet Member for Climate Transition and Nature Recovery	18 Sep 2024	No	No Open	Climate Transition, Corporate and Environmental Services Policy Advisory Committee 8 Jul 24	Allocation of Council Land for Biodiversity Net Gain Off Site Provision	<b>James Wilderspin</b>  Biodiversity and Climate Change Manager  jameswilderspin@maidstone.gov.uk
Consideration to administer a CPO on behalf of Golding Homes  Report setting out a request from Golding Homes to administer a Compulsory Purchase order to secure a site for development	Cabinet	Cabinet Member for Housing and Homelessness	18 Sep 2024	No	No Part exempt	Housing and Community Cohesion Policy Advisory Committee 23 Jul 24	Consideration to administer a CPO on behalf of Golding Homes	<b>Katie Exon</b>  Head of Property and Leisure  katieexon@maidstone.gov.uk
The Biodiversity and Climate Change Action Plan Update and Annual Review 2024	Cabinet	Cabinet Member for Climate Transition and Nature Recovery	18 Sep 2024	No	No Open	Climate Transition, Corporate and Environmental Services Policy Advisory Committee 3 Sep 24	The Biodiversity and Climate Change Action Plan Update and Annual Review 2024	<b>James Wilderspin</b>  Biodiversity and Climate Change Manager  jameswilderspin@maidstone.gov.uk

<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(s) 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>
<p>Headcorn Conservation Area Appraisal and Management Plan</p> <p>This item is to consider whether to approve the draft Headcorn Conservation Area Appraisal and Management Plan</p>	Cabinet	Cabinet Member for Planning Policy and Management	18 Sep 2024	No	No Open	Planning and Healthier Stronger Communities Policy Advisory Committee 4 Sep 24	Headcorn Conservation Area Appraisal and Management Plan	<p><b>Janice Gooch</b></p> <p>JaniceGooch@Maidstone.gov.uk</p>
<p>Infrastructure Funding Statement</p> <p>Statement of developer contributions collected and spent from previous financial year (23-24)</p>	Cabinet	Cabinet Member for Planning Policy and Management	18 Sep 2024	No	No Open	Planning and Healthier Stronger Communities Policy Advisory Committee 4 Sep 24	Infrastructure Funding Statement	<p><b>Carole Williams, Rob Jarman</b></p> <p>Head of Development Management</p> <p>carolewilliams@maidstone.gov.uk, Robjarman@maidstone.gov.uk</p>
<p>Marden Conservation Area Appraisal and Management Plan</p> <p>This item is to consider whether to approve the draft Marden</p>	Cabinet	Cabinet Member for Planning Policy and Management	18 Sep 2024	No	No Open	Planning and Healthier Stronger Communities Policy Advisory Committee 4 Sep 24	Marden Conservation Area Appraisal and Management Plan	<p><b>Janice Gooch</b></p> <p>JaniceGooch@Maidstone.gov.uk</p>

<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(s) 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>
Conservation Area Appraisal and Management Plan document for adoption.								
Over Arching Conservation Area Management Plan  This item is to consider whether to approve the draft Over Arching Conservation Area Management Plan document for adoption.	Cabinet	Cabinet Member for Planning Policy and Management	18 Sep 2024	No	No Open	Planning and Healthier Stronger Communities Policy Advisory Committee 4 Sep 24	Over Arching Conservation Area Management Plan	<b>Janice Gooch</b>  JaniceGooch@Maidstone.gov.uk
Parish Charter Review	Cabinet	Cabinet Member for Community Cohesion and Safety	18 Sep 2024	No	No Open	Housing and Community Cohesion Policy Advisory Committee 10 Sep 2024	Parish Charter Review	<b>Orla Sweeney</b>  orlasweeney@maidstone.gov.uk
Staplehurst Conservation Area Appraisal and Management Plan – Adoption  This item is to consider whether to approve the	Cabinet	Cabinet Member for Planning Policy and Management	18 Sep 2024	No	No Open	Planning and Healthier Stronger Communities Policy Advisory Committee 4 Sep 24	Staplehurst Conservation Area Appraisal and Management Plan - Adoption	<b>Janice Gooch</b>  JaniceGooch@Maidstone.gov.uk

<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(s) 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>
Staplehurst Conservation Area Appraisal and Management Plan document to become an Adopted document and to approve the proposed extension to the existing CA boundary.								
Revisions to the Covert Surveillance and Access to Communications Data Policy and Guidance Notes Annual revisions to the Council's policy	Cabinet Member for Community Cohesion and Safety	Cabinet Member for Community Cohesion and Safety	Before 30 Sep 2024	Yes	No	Housing and Community Cohesion Policy Advisory Committee 10 Sep 2024	Revisions to the Covert Surveillance and Access to Communication s Data Policy and Guidance Notes Revisions to the Covert Surveillance and Access to Communication s Data Policy and Guidance Notes	<b>Gary Rowland</b>  Senior Lawyer, Corporate Governance  gary.rowland@midkent.gov.uk

<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(s) 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>
<p>Annualised Garden Waste Subscriptions</p> <p>To consider changing to a fixed annual subscription period for garden waste collections with the introduction of an annual bin permit to be fixed to residents' bins.</p>	Cabinet	Cabinet Member for Environmental Services and Enforcement	23 Oct 2024	No	No Open	Climate Transition, Corporate and Environmental Services Policy Advisory Committee 1 Oct 24	Annualised Garden Waste Subscriptions	<p><b>Jennifer Stevens</b></p> <p>Head of Environmental Services &amp; Public Realm</p> <p>jenniferstevens@maidstone.gov.uk</p>
<p>Landscape Character Assessment review</p> <p>Proposal to review MBC LCA to update the evidence base, reflecting changes in the borough since 2012/13, and to provide a basis for the development of new guidance to provide a policy basis to support the council in planning decisions and at appeal.</p>	Cabinet	Cabinet Member for Planning Policy and Management	23 Oct 2024	Yes	No Open	Planning and Healthier Stronger Communities Policy Advisory Committee 2 Oct 24	Landscape Character Assessment review	<p><b>Anna Stevens, Rob Jarman</b></p> <p>Head of Development Management</p> <p>annastevens@maidstone.gov.uk, Robjarman@maidstone.gov.uk</p>
<p>Demolition &amp; Contamination Update</p> <p>Update on the demolition</p>	Cabinet	Cabinet Member for Housing and	23 Oct 2024	Yes	No Open	Housing and Community Cohesion Policy Advisory	Demolition & Contamination Update	<b>Alison Elliott</b>

<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(s) 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>
contract and grounds contamination surveys.		Homelessness				Committee 8 Oct 2024		alisonelliott@maidstone.gov.uk
PROW Delegation to KCC	Cabinet	Cabinet Member for Planning Policy and Management	23 Oct 2024	No	No Open	Planning and Healthier Stronger Communities Policy Advisory Committee 2 Oct 2024	PROW Delegation to KCC	<b>Marion Geary</b>  mariongeary@maidstone.gov.uk