

MAIDSTONE BOROUGH COUNCIL FORWARD PLAN FOR THE FOUR MONTH PERIOD 1 OCTOBER 2024 TO 31 JANUARY 2025

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



Councillor Clive English
Deputy Leader and Cabinet Member for
Environmental Services and Enforcement
Email cliveenglish@maidstone.gov.uk



Councillor Kathy Cox
Cabinet Member for Corporate Services
Email KathyCox@Maidstone.gov.uk



Councillor Tony Harwood
Cabinet Member for Planning Policy and
Management
Email tonyharwood@maidstone.gov.uk



Councillor Stephen Thompson
Cabinet Member for Healthier Stronger
Communities
Email: StephenThompson@Maidstone.gov.uk



Councillor Mike Summersgill
Cabinet Member for Climate Transition and
Nature Recovery
Email MichaelSummersgill@Maidstone.gov.uk



Councillor David Naghi

Cabinet Member for Community Cohesion
and Safety

Email Davidnaghi@maidstone.gov.uk



Councillor Simon Wales

Cabinet Member for Housing and Homelessness

Email 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

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>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	30 Oct 2024	No	No Open	Climate Transition, Corporate and Environmental Services Policy Advisory Committee 1 Oct 2024	Annualised Garden Waste Subscriptions	<p>Jennifer Stevens</p> <p>Head of Environmental Services & Public Realm</p> <p>jenniferstevens@maidstone.gov.uk</p>
The Biodiversity and Climate Change Action Plan Update	Cabinet	Cabinet Member for Climate Transition and Nature Recovery	30 Oct 2024	No	No Open	Climate Transition, Corporate and Environmental Services Policy Advisory Committee 1 Oct 2024	The Biodiversity and Climate Change Action Plan Update and Annual Review 2024	<p>Anna Collier</p> <p>annacollier@maidstone.gov.uk</p>
Cobtree Manor Estate Financial Position	Cobtree Manor Estate Charity Committee	Leader of the Council	30 Oct 2024	No	No Open	Cobtree Manor Estate Charity Committee 30 Oct 2024	Cobtree Manor Estate Financial Position	<p>Paul Holland</p> <p>paulholland@maidstone.gov.uk</p>
<p>Cobtree Estate Update</p> <p>An update report on the venues that comprise the Cobtree Estate</p>	Cobtree Manor Estate Charity Committee	Leader of the Council	30 Oct 2024	No	No Open	Cobtree Manor Estate Charity Committee 30 Oct 2024	Cobtree Estate Update	<p>Mike Evans</p> <p>mikeevans@maidstone.gov.uk</p>

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
Council Actions in Response to the Israel Palestine Conflict Israel Palestine Conflict actions.	Cabinet	Leader of the Council	30 Oct 2024	No	No Open		Council Actions in Response to the Israel Palestine Conflict	Ryan O'Connell Ryan.OConnell@MiddKent.gov.uk
Kent Life GiftAid Investment (formerly Kent Life contract extension)	Cobtree Manor Estate Charity Committee	Leader of the Council	30 Oct 2024	No	No Open	Cobtree Manor Estate Charity Committee 30 Oct 2024	Kent Life contract extension	Mike Evans mikeevans@maidstone.gov.uk
Strategic Development Site Supplementary Planning Documents - Providing Flexibility to Stakeholder Governance Group Terms of Reference The report seeks to provide a mechanism allowing flexibility to the Strategic Development Site Supplementary Planning Document Stakeholder Governance Groups Terms of Reference	Cabinet	Cabinet Member for Planning Policy and Management	30 Oct 2024	No	No Open		Strategic Development Site Supplementary Planning Documents - Providing Flexibility to Stakeholder Governance Group Terms of Reference	Mark Egerton markegerton@maidstone.gov.uk

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<p>Housing Allocation Scheme – Review</p> <p>A review of the Allocation Scheme that details who is eligible for Social Housing within the borough and how vacant units are allocated.</p>	Cabinet Member for Housing and Homelessness	Cabinet Member for Housing and Homelessness	Not before 12th Nov 2024	Yes	No	Housing and Community Cohesion Policy Advisory Committee 12 Nov 2024	Housing Allocation Scheme - Review	<p>Tony Stewart, John Littlemore</p> <p>Head of Housing & Regulatory Services</p> <p>tonystewart@maidstone.gov.uk, johnlittlemore@maidstone.gov.uk</p>
<p>Homelessness and Rough Sleeping Strategy Action Plan</p> <p>The Homelessness and Rough Sleeping Strategy was endorsed in March 2024. The Action Plan will sit alongside the strategy, and support our strategic ambitions.</p>	Cabinet Member for Housing and Homelessness	Cabinet Member for Housing and Homelessness	14 Nov 2024	Yes	No	Housing and Community Cohesion Policy Advisory Committee 12 Nov 2024	Homelessness and Rough Sleeping Strategy Action Plan	<p>Hannah Gaston</p> <p>hannahgaston@maidstone.gov.uk</p>
<p>Bearsted Conservation Area Review & Boundary Extension</p>	Cabinet Member for Planning Policy and Management	Cabinet Member for Planning Policy and Management	Not before 6th Nov 2024	No	No Open	Planning and Healthier Stronger Communities Policy Advisory Committee 6 Nov 2024	Bearsted Conservation Area Review & Boundary Extension	<p>Janice Gooch</p> <p>JaniceGooch@Maidstone.gov.uk</p>

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Detling Conservation Area Review and	Cabinet Member for Planning Policy and Management	Cabinet Member for Planning Policy and Management	Not before 6th Nov 2024	No	No Open	Planning and Healthier Stronger Communities Policy Advisory Committee 6 Nov 2024	Detling Conservation Area Review and Proposed Extension	Janice Gooch JaniceGooch@Maidstone.gov.uk
Marden Conservation Area Appraisal and Management Plan	Cabinet Member for Planning Policy and Management	Cabinet Member for Planning Policy and Management	Not before 6th Nov 2024	No	No Open	Planning and Healthier Stronger Communities Policy Advisory Committee 6 Nov 2024	Marden Conservation Area Appraisal and Management Plan	Janice Gooch JaniceGooch@Maidstone.gov.uk
Otham Conservation Area Review and Proposed Boundary Extension	Cabinet Member for Planning Policy and Management	Cabinet Member for Planning Policy and Management	Not before 6th Nov 2024	No	No Open	Planning and Healthier Stronger Communities Policy Advisory Committee 6 Nov 2024	Otham Conservation Area Review and Proposed Boundary Extension	Janice Gooch JaniceGooch@Maidstone.gov.uk
Over Arching Conservation Area Management Plan	Cabinet Member for Planning Policy and Management	Cabinet Member for Planning Policy and Management	Not before 6th Nov 2024	No	No Open	Planning and Healthier Stronger Communities Policy Advisory Committee 6 Nov 2024	Over Arching Conservation Area Management Plan	Janice Gooch JaniceGooch@Maidstone.gov.uk

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<p>Industrial Strategy Consultation Proposed Response</p> <p>On the 14th October 2024 the Department for Business and Trade launched a public consultation on Invest 2035: the UK's modern industrial strategy green paper. Consultation closes 24th November 2024</p>	Cabinet Member for Healthier Stronger Communities	Cabinet Member for Healthier Stronger Communities	6 Nov 2024	No	No	Planning and Healthier Stronger Communities Policy Advisory Committee 6 Nov 2024	Industrial Strategy Consultation Proposed Response	<p>Chris Inwood</p> <p>chrisinwood@maidstone.gov.uk</p>
<p>Council Tax Reduction Scheme</p> <p>The Council Tax Reduction Scheme is required to be reviewed on an annual basis before March. This scheme provides help to those on a low income to reduce the amount of Council Tax they pay. The scheme is required to go to Council after Cabinet</p>	Cabinet	Cabinet Member for Corporate Resources	20 Nov 2024	Yes	No Open	<p>Climate Transition, Corporate and Environmental Services Policy Advisory Committee 5 Nov 2024</p> <p>A consultation is only required if changes are proposed to the scheme</p>	Council Tax Reduction Scheme	<p>Zoe Kent</p> <p>Interim Head of Revenues & Benefits</p> <p>zoekent@swale.gov.uk</p>

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Financial Update Report	Cabinet	Cabinet Member for Corporate Resources	20 Nov 2024	No	No Open	<p>Climate Transition, Corporate and Environmental Services Policy Advisory Committee 5 Nov 2024</p> <p>Planning and Healthier Stronger Communities Policy Advisory Committee 6 Nov 2024</p> <p>Housing and Community Cohesion Policy Advisory Committee 12 Nov 2024</p>	Financial Update Report	<p>Adrian Lovegrove</p> <p>Head of Finance</p> <p>adrianlovegrove@m aidstone.gov.uk</p>
Greensand Ridge – National Landscape Designation	Cabinet	Cabinet Member for Planning Policy and Management	20 Nov 2024	No	No Open	<p>Planning and Healthier Stronger Communities Policy Advisory Committee 6 Nov 2024</p>	Greensand Ridge – National Landscape Designation	<p>Ryan O'Connell</p> <p>Ryan.OConnell@Mi dkent.gov.uk</p>

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Kent Farmers, Growers and the Wider Maidstone Food and Drink Industry	Cabinet	Cabinet Member for Planning Policy and Management	20 Nov 2024	No	No Open	Planning and Healthier Stronger Communities Policy Advisory Committee 6 Nov 2024	Kent Farmers, Growers and the Wider Maidstone Food and Drink Industry	Ryan O'Connell, Ryan.OConnell@Mikent.gov.uk,
Infrastructure Funding Statement Statement of developer contributions collected and spent from previous financial year (23-24)	Cabinet	Cabinet Member for Planning Policy and Management	20 Nov 2024	No	No Open	Planning and Healthier Stronger Communities Policy Advisory Committee 6 Nov 2024	Infrastructure Funding Statement	Carole Williams, Rob Jarman Head of Development Management carolewilliams@maidstone.gov.uk, Robjarman@maidstone.gov.uk
Maidstone House and the Link decarbonisation Maidstone House and the Link decarbonisation project decision update	Cabinet	Cabinet Member for Climate Transition and Nature Recovery	20 Nov 2024	Yes	No Open	Climate Transition, Corporate and Environmental Services Policy Advisory Committee 5 Nov 2024 Project has previously been scrutinised by PAC, Cabinet and O & S Committee	Maidstone House and the Link decarbonisation	Mark Green Director of Finance, Resources & Business Improvement markgreen@maidstone.gov.uk

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Revised Southern Water Water Resource Management Plan Consultation	Cabinet	Cabinet Member for Planning Policy and Management	20 Nov 2024	No	No Open	Planning and Healthier Stronger Communities Policy Advisory Committee 6 Nov 2024	Revised Southern Water Water Resource Management Plan Consultation	Tom Gilbert tomgilbert@maidstone.gov.uk
Equality, Diversity and Inclusion - Annual Update	Cabinet Member for Community Cohesion and Safety	Cabinet Member for Community Cohesion and Safety	Not before 10th Dec 2024	No	No Open	Housing and Community Cohesion Policy Advisory Committee 10 Dec 2024	Equality, Diversity and Inclusion - Annual Update	Anna Collier, Orla Sweeney Head of Insight, Communities & Governance Policies, Communities and Engagement, annacollier@maidstone.gov.uk, orlasweeney@maidstone.gov.uk
Community Ladders	Cabinet Member for Community Cohesion and Safety	Cabinet Member for Community Cohesion and Safety	11 Dec 2024	Yes	No	Housing and Community Cohesion Policy Advisory Committee 10 Dec 2024	Community Ladders	Anna Collier, Orla Sweeney Head of Insight, Communities & Governance Policies, Communities and

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								Engagement, annacollier@maidstone.gov.uk, orlasweeney@maidstone.gov.uk
Discretionary Rate Relief Policy	Cabinet	Cabinet Member for Corporate Resources	18 Dec 2024	No	No Open	Climate Transition, Corporate and Environmental Services Policy Advisory Committee 3 Dec 2024 Consultation for 8 weeks	Discretionary Rate Relief Policy	Zoe Kent Interim Head of Revenues & Benefits zoekent@swale.gov.uk
Half-yearly Performance Update A half-yearly update on key performance indicators.	Cabinet	Cabinet Member for Corporate Resources	18 Dec 2024	No	No Open	Climate Transition, Corporate and Environmental Services Policy Advisory Committee 3 Dec 2024 Planning and Healthier Stronger Communities Policy Advisory Committee	Half-yearly Performance Update	Carly Benville carlybenville@maidstone.gov.uk

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						5 Dec 2024 Housing and Community Cohesion Policy Advisory Committee 10 Dec 2024		
Fees and Charges 2025/26 Setting Fees and Charge for 2025/25 that form part of the budget setting process.	Cabinet	Cabinet Member for Housing and Homelessness	18 Dec 2024	Yes	No Open	Climate Transition, Corporate and Environmental Services Policy Advisory Committee 3 Dec 2024 Planning and Healthier Stronger Communities Policy Advisory Committee 5 Dec 2024 Housing and Community Cohesion Policy Advisory Committee 10 Dec 2024	Fees and Charges 2025/26 HHC PAC	Adrian Lovegrove Head of Finance adrianlovegrove@maidstone.gov.uk

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Heathland Garden Community update	Cabinet	Cabinet Member for Corporate Resources	18 Dec 2024	Yes	No Part exempt	Climate Transition, Corporate and Environmental Services Policy Advisory Committee 3 Dec 2024	Heathland Garden Community update	Helen Garnett helengarnett@maidstone.gov.uk
Landscape Character Assessment review	Cabinet	Cabinet Member for Planning Policy and Management	18 Dec 2024	Yes	No Open	Planning and Healthier Stronger Communities Policy Advisory Committee 5 Dec 2024	Landscape Character Assessment review	Anna Stevens, Rob Jarman Head of Development Management annastevens@maidstone.gov.uk, Robjarman@maidstone.gov.uk
Maidstone East, Sandling Road Procurement Process formerly the Demolition & Contamination Update Update on the demolition contract and grounds contamination surveys.	Cabinet	Cabinet Member for Housing and Homelessness	18 Dec 2024	Yes	No Open	Housing and Community Cohesion Policy Advisory Committee 10 Dec 2024	Demolition & Contamination Update	Alison Elliott alisonelliott@maidstone.gov.uk

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Maidstone Local Cycling & Walking Infrastructure Plan	Cabinet	Cabinet Member for Planning Policy and Management	18 Dec 2024	No	No Open	Planning and Healthier Stronger Communities Policy Advisory Committee 5 Dec 2024	Maidstone Local Cycling & Walking Infrastructure Plan	Mark Egerton, Tom Gilbert markegerton@maidstone.gov.uk, tomgilbert@maidstone.gov.uk
Parish Charter Review	Cabinet	Cabinet Member for Community Cohesion and Safety	18 Dec 2024	No	No Open	Housing and Community Cohesion Policy Advisory Committee 10 Dec 2024	Parish Charter Review	Orla Sweeney orlasweeney@maidstone.gov.uk
Allocation of Council Land for Biodiversity Net Gain Off Site Provision	Cabinet	Cabinet Member for Climate Transition and Nature Recovery	22 Jan 2025	No	No	Climate Transition, Corporate and Environmental Services Policy Advisory Committee 7 Jan 2025		Anna Collier annacollier@maidstone.gov.uk
Council Tax Base 2025/26 and Collection Fund Adjustment This report advises members on the estimated tax base for	Cabinet	Cabinet Member for Corporate Resources	22 Jan 2025	Yes	No Open	Climate Transition, Corporate and Environmental Services Policy Advisory Committee 7 Jan 2025	Council Tax Base 2025/26 and Collection Fund Adjustment	Adrian Lovegrove Head of Finance adrianlovegrove@maidstone.gov.uk

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Council Tax purposes. It identifies potential changes to the tax base expected in the forthcoming year and recommends the tax base for 2025/26 for the council and parish areas.								