

MAIDSTONE BOROUGH COUNCIL

**FORWARD PLAN OF
KEY DECISIONS**

1 September 2009 –
31 December 2009

Councillor Christopher Garland
Leader of the Council



FORWARD PLAN

September 2009 – December 2009

INTRODUCTION

This is the Forward Plan which the Leader of the Council is required to prepare. Its purpose is to give advance notice of all the "key decisions" which the Executive is likely to take over the next 4 month period. The Plan will be updated monthly.

Each "key decision" is the subject of a separate entry in the Plan. The entries are arranged in date order – i.e. the "key decisions" likely to be taken during the first month of the 4 month period covered by the Plan appear first.

Each entry identifies, for that "key decision" –

- the subject matter of the decision
- a brief explanation of why it will be a "key decision"
- the date on which the decision is due to be taken
- who will be consulted before the decision is taken and the method of the consultation
- how and to whom representations (about the decision) can be made
- what reports/papers are, or will be, available for public inspection
- the wards to be affected by this decision

DEFINITION OF A KEY DECISION

A key decision is an executive decision which is likely to:

- Result in the Maidstone Borough Council incurring expenditure or making savings which is equal to the value of £250,000 or more; or
- Have significant effect on communities living or working in an area comprising one or more wards in Maidstone.

WHO MAKES DECISIONS?

The Cabinet collectively makes some of the decisions at a public meeting and individual portfolio holders make decisions following consultation with every member of the Council. In addition, Officers can make key decisions and an entry for each of these will be included in the Forward Plan.

WHO ARE THE CABINET?



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Councillor Marion Ring
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Councillor Richard Ash
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richardash@maidstone.gov.uk
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Councillor Mark Wooding
Cabinet Member for Environment
markwooding@maidstone.gov.uk
Tel: 07932 830888



Councillor Brian Moss
Cabinet Member for Leisure and Culture
brianmoss@maidstone.gov.uk
Tel: 01622 761998



Councillor Malcolm Greer
Cabinet Member for Regeneration
malcolmgreer@maidstone.gov.uk
Tel: 01634 862876

HOW CAN I CONTRIBUTE TO THE DECISION-MAKING PROCESS?

The Council encourages and welcomes anyone wishing to express his or her views about decisions the Cabinet plans to make. This can be done by writing directly to the appropriate Officer or Cabinet Member (the details of which are shown for each decision to be made).

Alternatively, the Cabinet are contactable via our [website](#) where you can submit a question to the Leader of the Council or any Cabinet Member on-line. There is also the opportunity to invite the Leader of the Council to speak at a function you may be organising.

Cabinet Roadshows are held 3 times a year in different wards. This is an opportunity for you to meet the Cabinet Members direct and discuss any issues that may concern you.

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Maidstone Tourism Strategy 2009-14	Cabinet Member for Leisure and Culture Before 30 October 2009	9
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Title:	Development & Regeneration Delivery Options
Portfolio:	Cabinet Member for Regeneration
This will be a "Key Decision" because:	The decision will define the Council's approach to delivery arrangements in terms of principles, policies and use of resources.
Purpose:	Secure agreement to preferred delivery vehicle.
Decision Maker:	Cabinet
New Proposed Date of Decision:	14 October 2009
Original Proposed Date of Decision:	August 2009
Reason for Delay:	Extending research in to options available
Consultation and Method:	Key stakeholders for delivery of development and regeneration projects.
Representations should be made to:	Alison Broom, Director of Prosperity and Regeneration alisonbroom@maidstone.gov.uk Brian Morgan, Assistant Director of Development and Community Strategy brianmorgan@maidstone.gov.uk
Representations should be made by:	31 August 2009
Relevant documents:	None.
Wards affected:	All Wards;
Other Information:	
Director:	Alison Broom, Director of Prosperity and Regeneration; Zena Cooke, Director of Resources and Partnership's
Head of Service:	Brian Morgan
Report Author:	Alison Broom and Zena Cooke

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Title:	Levels of Collection Fund adjustment to be taken into account in the level of Council Tax for 2010/11
Portfolio:	Cabinet
This will be a "Key Decision" because:	Significant amounts involved and affects Council Tax levels for all Wards.
Purpose:	To agree the levels of Collection Fund adjustment
Decision Maker:	Cabinet
Proposed Date of Decision:	9 December 2009
Consultation and Method:	Internal via internal communication, report to Management Team
Representations should be made to:	Paul Riley, Head of Finance paulriley@maidstone.gov.uk
Representations should be made by:	Beginning of November
Relevant documents:	Summary Collection Fund
Wards affected:	All Wards;
Other Information:	
Director:	Zena Cooke, Director of Resources and Partnerships
Head of Service:	Paul Riley
Report Author:	Paul Riley

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Title:	Review of Budget Strategy 2010/11 Onwards
Portfolio:	Cabinet
This will be a "Key Decision" because:	Covers the whole budget and resources for individual services which are delivered to all Wards.
Purpose:	To agree a draft Council Tax and Budget Strategy for 2010/11 onwards.
Decision Maker:	Cabinet
Proposed Date of Decision:	9 December 2009
Consultation and Method:	Internal – Management Team and Senior Management External – Options as agreed by Cabinet in August 2009
Representations should be made to:	Paul Riley, Head of Finance paulriley@maidstone.gov.uk
Representations should be made by:	Internal - by internal communication by 28 November External - options as agreed by Cabinet in August 2009
Relevant documents:	Projection updated List of proposed growth and savings Information on Government proposals for funding local Government Draft Capital Programme and funding options Draft Medium Term Financial Strategy
Wards affected:	All Wards;
Other Information:	
Director:	Zena Cooke, Director of Resources and Partnerships
Head of Service:	Paul Riley
Report Author:	Paul Riley

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Title:	Procurement of external printing
Portfolio:	Cabinet Member for Corporate Services
This will be a "Key Decision" because:	The total contract spend is in excess of the proscribed limits
Purpose:	Ensure value for money purchasing of external printing and seeking to balance options for local suppliers
Decision Maker:	Cabinet Member for Corporate Services
New Proposed Date of Decision:	Before 30 September 2009
Original Proposed Date of Decision:	August 2009
Reason for Delay:	To allow for the MKIP Management Board to review options and make an 'in-principle' decision
Consultation and Method:	
Representations should be made to:	Alasdair Robertson, Head of Business Improvement Alasdairrobertson@maidstone.gov.uk
Representations should be made by:	31 August 2009
Relevant documents:	None.
Wards affected:	
Other Information:	
Director:	David Edwards, Director of Change and Environmental Services
Head of Service:	Alasdair Robertson
Report Author:	Alasdair Robertson

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Title:	Climate change adaptation
Portfolio:	Cabinet Member for Environment
This will be a "Key Decision" because:	It affects all Wards.
Purpose:	To develop an action plan.
Decision Maker:	Cabinet Member for Environment
New Proposed Date of Decision:	Before 30 October 2009
Original Date of Decision:	August 2009
Reason for Delay:	Requires further detailing
Consultation and Method:	Publication of report
Representations should be made to:	Jim Boot, Community Planning co-ordinator jimboot@maidstone.gov.uk
Representations should be made by:	End of September
Relevant documents:	Nottingham Declaration
Wards affected:	All Wards;
Other Information:	
Director:	Alison Broom, Director of Prosperity and Regeneration
Head of Service:	Brian Morgan
Report Author:	Jim Boot

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Title:	Adoption of Revised Model Standards for Caravan Site Licences
Portfolio:	Cabinet Member for Environment
This will be a "Key Decision" because:	The changes to the model standards used to determine the site licence conditions for caravan sites has the potential to affect any new and exiting sites within the borough which may affect all Wards.
Purpose:	To implement the revised standards recommended to Local authorities by Communities and Local Government.
Decision Maker:	Cabinet Member for Environment
Proposed Date of Decision:	Before 30 October 2009
Consultation and Method:	Through contact with Parish Councils and Web.
Representations should be made to:	Ron Wallis – Environmental Health Project Manager
Representations should be made by:	End of September 2009
Relevant documents:	New Model Standards Issued by CLG
Wards affected:	All Wards;
Other Information:	Changes to legislation under the Regulatory Reform Order also require changes to be made.
Director:	David Edwards, Director of Change and Environmental Services
Head of Service:	Steve Goulette
Report Author:	Ron Wallis

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Title:	Review of Contaminated Land Strategy
Portfolio:	Cabinet Member for Environment
This will be a "Key Decision" because:	It relates to areas and sites across the Borough
Purpose:	To update and amend the current Contaminated Land Strategy
Decision Maker:	Cabinet Member for Environment
Proposed Date of Decision:	Before 30 October 2009
Consultation and Method:	Direct consultation with identified statutory consultees.
Representations should be made to:	John Newington, Steve Wilcock johnnewington@maidstone.gov.uk, stevewilcock@maidstone.gov.uk
Representations should be made by:	30 September 2009
Relevant documents:	Contaminated Land Strategy 2001 Environment Act 1995 Environmental Protection Act 1990 Part IIA
Wards affected:	All Wards;
Other Information:	
Director:	David Edwards, Director of Change and Environmental Services
Head of Service:	Steve Goulette
Report Author:	John Newington

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Title:	Maidstone Tourism Strategy 2009-14
Portfolio:	Cabinet Member for Leisure and Culture
This will be a "Key Decision" because:	This is a new strategy replacing the previous version
Purpose:	To adopt the new Tourism Strategy 2009-14
Decision Maker:	Cabinet Member for Leisure and Culture
New Proposed Date of Decision:	Before 30 October 2009
Original Proposed Date of Decision:	October 2008
Reason for Delay:	Awaiting internal feedback of report on strategy
Consultation and Method:	Directly with stakeholders and on the web
Representations should be made to:	Laura Dickson, Tourism Manager lauradickson@maidstone.gov.uk
Representations should be made by:	September 2009
Relevant documents:	Tourism Strategy
Wards affected:	All Wards;
Other Information:	
Director:	Alison Broom, Director of Prosperity and Regeneration
Head of Service:	Brian Morgan
Report Author:	Laura Dickson

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Title:	Bereavement Services - Fees and Charges 2010/11
Portfolio:	Cabinet Member for Leisure and Culture
This will be a "Key Decision" because:	It will concern all communities within the Borough
Purpose:	To consider the revised Fees & Charges
Decision Maker:	Cabinet Member for Leisure and Culture
Proposed Date of Decision:	Before 30 November 2009
Consultation and Method:	Discussions with local funeral directors and visitors to the site and general feedback from the public.
Representations should be made to:	Tim Jefferson, Leisure Management Officer timjefferson@maidstone.gov.uk
Representations should be made by:	30 September 2009
Relevant documents:	None.
Wards affected:	All Wards;
Other Information:	
Director:	David Edwards, Director of Change and Environmental Services
Head of Service:	Steve Goulette
Report Author:	Tim Jefferson

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Title:	Maidstone Market - Fees & Charges 2010/11
Portfolio:	Cabinet Member for Leisure and Culture
This will be a "Key Decision" because:	The review of Fees & Charges could be significant in terms of its effects on communities living or working in an area comprising one or more wards in the area of the local authority.
Purpose:	To determine the Fees & Charges to apply at Maidstone Market 2010/11
Decision Maker:	Cabinet Member for Leisure and Culture
Proposed Date of Decision:	Before 30 November 2009
Consultation and Method:	Review of trading activity in Maidstone and surrounding areas; discussion with market traders
Representations should be made to:	Robert Holmes, Market Manager robertholmes@maidstone.gov.uk
Representations should be made by:	30 September 2009
Relevant documents:	Fees & Charges 2009/10
Wards affected:	All Wards;
Other Information:	
Director:	David Edwards, Director of Change and Environmental Services
Head of Service:	Steve Goulette
Report Author:	Bob Holmes

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Title:	South East Maidstone Strategic Link Road
Portfolio:	Cabinet Member for Regeneration
This will be a "Key Decision" because:	It will have significant effect on communities living or working in an area comprising one or more wards in Maidstone
Purpose:	To seek approval for expenditure for the design, alignment and estimated costs for the SEMSL in the context of the work being undertaken for the Core Strategy
Decision Maker:	Cabinet Member for Regeneration
New Proposed Date of Decision:	Before 30 October 2009
Original Proposed Date of Decision:	December 2008
Reason for Delay:	Delay receiving a brief for the planned works from Jacobs
Consultation and Method:	Will feed into the Core Strategy consultation process. LDDAG advice.
Representations should be made to:	Michael Thornton, Spatial Planning and Design Manager michaelthornton@maidstone.gov.uk
Representations should be made by:	14 September 2009
Relevant documents:	Cabinet report 10 th September 2008
Wards affected:	All Wards;
Other Information:	The testing of Core Strategy options will commence following an LDDAG workshop on 5 th October 2009
Director:	Alison Broom, Director of Prosperity and Regeneration
Head of Service:	Brian Morgan
Report Author:	Peter Rosevear and Michael Thornton

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