

MAIDSTONE BOROUGH COUNCIL

**FORWARD PLAN OF
KEY DECISIONS**

1 December 2009 –
31 March 2010

Councillor Christopher Garland
Leader of the Council



FORWARD PLAN December 2009 – March 2010

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
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Tel: 07932 830888



Councillor Brian Moss
Cabinet Member for Leisure and Culture
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Tel: 01622 761998



Councillor Malcolm Greer
Cabinet Member for Regeneration
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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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Title:	Consideration of Growth Point Revenue Expenditure
Portfolio:	Cabinet Member for Regeneration
This will be a "Key Decision" because:	
Purpose:	To seek approval for growth point revenue expenditure
Decision Maker:	Cabinet
New Proposed Date of Decision:	9 Dec 2009
Original proposed Date of Decision:	14 Oct 2009
Reason for Delay:	
Consultation and Method:	
Representations should be made to:	John Foster, Economic Development Manager johnfoster@maidstone.gov.uk
Representations should be made by:	20 November 2009
Relevant documents:	None.
Wards affected:	
Other Information:	None
Director:	Alison Broom, Director of Prosperity and Regeneration
Head of Service:	Brian Morgan
Report Author:	John Foster

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Title:	Land Transfers to Parish Councils
Portfolio:	Cabinet Member for Leisure and Culture
This will be a "Key Decision" because:	
Purpose:	To seek authority to consider transferring land currently held by the Borough which would be more suited to management by Parish Councils
Decision Maker:	Cabinet
New Proposed Date of Decision:	9 Dec 2009
Original proposed Date of Decision:	11 Nov 2009
Reason for Delay:	
Consultation and Method:	Discussions with: Corporate Services Overview and Scrutiny Committee Management Team
Representations should be made to:	Alasdair Robertson, Head of Business Improvement Alasdairrobertson@maidstone.gov.uk
Representations should be made by:	27 November 2009
Relevant documents:	None.
Wards affected:	Harrietsham and Lenham Ward; Headcorn Ward; Marden and Yalding Ward; Sutton Valence and Langley Ward;
Other Information:	
Director:	David Edwards, Director of Change and Environmental Services
Head of Service:	Alasdair Robertson
Report Author:	Christopher Finch

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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:	Be significant in terms of its effect on communities living or working in an area comprising one or more wards
Purpose:	To agree the levels of Collection Fund adjustment
Decision Maker:	Cabinet
Proposed Date of Decision:	9 Dec 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:	None.
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:	Draft Strategic Plan 2009-12 - 2010 update
Portfolio:	Cabinet
This will be a "Key Decision" because:	
Purpose:	To seek Cabinet approval for the first draft of the Strategic Plan 2009-12, update for 2010/11, to be distributed for consultation
Decision Maker:	Cabinet
Proposed Date of Decision:	9 Dec 2009
Consultation and Method:	Meetings are being held with managers to draft key objectives and actions. These will then be discussed with Cabinet members and a cross-party working group of Overview & Scrutiny members before going to Cabinet as part of the first draft of the Strategic Plan in December. Once the first draft is agreed, all council staff, members, parish councils and our partners (including community groups) will be consulted on the contents.
Representations should be made to:	Anna Collier, Georgia Hawkes, Policy and Performance Manager annacollier@maidstone.gov.uk, georgiahawkes@maidstone.gov.uk
Representations should be made by:	27 November 2009
Relevant documents:	None.
Wards affected:	All Wards;
Other Information:	
Director:	David Edwards, Director of Change and Environmental Services
Head of Service:	Georgia Hawkes
Report Author:	Georgia Hawkes

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Title:	Review of Budget Strategy 2010/11 Onwards
Portfolio:	Cabinet
This will be a "Key Decision" because:	Be significant in terms of its effect on communities living or working in an area comprising one or more wards
Purpose:	To agree a draft Council Tax and Budget Strategy for 2010/11 onwards.
Decision Maker:	Cabinet
Proposed Date of Decision:	9 Dec 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:	None.
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:	Budget Strategy 2010/11 onwards
Portfolio:	Cabinet
This will be a "Key Decision" because:	Result in the Council incurring expenditure which is, or the making of savings which are, equal to the value of £250,000 or more
Purpose:	Agree proposed General Fund revenue and capital estimates for 2010/11 and revised figures for 2009/10, in accordance with the Budget Strategy and the medium Term Financial and Capital Strategies and Projections, and the consequent level of Council Tax for submission to the Council.
Decision Maker:	Cabinet
Proposed Date of Decision:	10 Feb 2010
Consultation and Method:	Based on Budget Consultation Strategy
Representations should be made to:	Paul Riley, Head of Finance paulriley@maidstone.gov.uk
Representations should be made by:	18 January 2010
Relevant documents:	None.
Wards affected:	
Other Information:	
Director:	Zena Cooke, Director of Resources and Partnerships
Head of Service:	Paul Riley
Report Author:	Paul Riley

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Title:	Treasury Management Strategy 2010/11
Portfolio:	Cabinet
This will be a "Key Decision" because:	
Purpose:	Review Treasury Management for 2009/10 and consider future Treasury Management Strategy for 2010/11. This will include Prudential Borrowing limits and a proposed Approved Investment Strategy. These matters will be submitted to Council.
Decision Maker:	Cabinet
Proposed Date of Decision:	10 Feb 2010
Consultation and Method:	
Representations should be made to:	Paul Riley, Head of Finance paulriley@maidstone.gov.uk
Representations should be made by:	18 January 2010
Relevant documents:	None.
Wards affected:	
Other Information:	
Director:	Zena Cooke, Director of Resources and Partnerships
Head of Service:	Paul Riley
Report Author:	Paul Riley

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Title:	Climate change adaptation
Portfolio:	Cabinet Member for Environment
This will be a "Key Decision" because:	Be significant in terms of its effect on communities living or working in an area comprising one or more wards
Purpose:	The report will report progress on meeting the requirements of NI 188 and set out a forward work programme.
Decision Maker:	Cabinet Member for Environment
New Proposed Date of Decision:	Before 31 Dec 2009
Original proposed Date of Decision:	31 Jul 2009
Reason for Delay:	
Consultation and Method:	NI 188 Adapting to climate change is included in the Kent Agreement adopted by the borough council last year and the Sustainable Community Strategy adopted in April. The latter was subject to extensive consultation with both residents and stakeholders, including the External Overview and Scrutiny Committee.
Representations should be made to:	Jim Boot, Community Planning co-ordinator jimboot@maidstone.gov.uk
Representations should be made by:	8 July 2009
Relevant documents:	None.
Wards affected:	All Wards;
Other Information:	
Director:	Alison Broom, Director of Prosperity and Regeneration
Head of Service:	
Report Author:	

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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:	Be significant in terms of its effect on communities living or working in an area comprising one or more wards
Purpose:	To implement the revised standards recommended to Local authorities by Communities and Local Government.
Decision Maker:	Cabinet Member for Environment
New Proposed Date of Decision:	Before 31 Dec 2009
Original proposed Date of Decision:	30 Oct 2009
Reason for Delay:	To update and include information from the latest consultation from CLG which indicates significant proposed changes to the licensing regime and to allow sufficient time for consultation
Consultation and Method:	Through contact with Parish Councils and Web.
Representations should be made to:	Ron Wallis
Representations should be made by:	End of September 2009
Relevant documents:	None.
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:	
Report Author:	

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Title:	Review of Contaminated Land Strategy
Portfolio:	Cabinet Member for Environment
This will be a "Key Decision" because:	
Purpose:	To update and amend the current Contaminated Land Strategy
Decision Maker:	Cabinet Member for Environment
New Proposed Date of Decision:	Before 29 Jan 2010
Original proposed Date of Decision:	30 Oct 2009
Reason for Delay:	The consultant appointed to update the raw data will not be available until October 2009. This is later than anticipated and delays preparation of the core data for the strategy and associated report
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:	None.
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:	Bereavement Services - Fees and Charges 2010/11
Portfolio:	Cabinet Member for Leisure and Culture
This will be a "Key Decision" because:	
Purpose:	To consider the revised Fees & Charges for the Vinters Park Crematorium and the Maidstone Cemetery
Decision Maker:	Cabinet Member for Leisure and Culture
New Proposed Date of Decision:	Before 31 Dec 2009
Original proposed Date of Decision:	30 Nov 2009
Reason for Delay:	
Consultation and Method:	Review of national fee charges and local market competition
Representations should be made to:	Tim Jefferson, Leisure Management Officer timjefferson@maidstone.gov.uk
Representations should be made by:	24 November 09
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:	Review of Fees and Charges 2010-11
Portfolio:	Cabinet Member for Leisure and Culture
This will be a "Key Decision" because:	
Purpose:	To consider the revised Fees & Charges for leisure activities and recreation facility use
Decision Maker:	Cabinet Member for Leisure and Culture
New Proposed Date of Decision:	Before 31 Dec 2009
Original proposed Date of Decision:	30 Nov 2009
Reason for Delay:	
Consultation and Method:	Discussions with local community hirers; contracted service providers; and general feedback from the public
Representations should be made to:	Jason Taylor, Parks and Open Spaces Officer jason.taylor@maidstone.gov.uk
Representations should be made by:	27 November 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:	Jason Taylor

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