

MAIDSTONE BOROUGH COUNCIL

FORWARD PLAN

**1 October 2010 to
31 January 2011**

**Councillor Christopher Garland
Leader of the Council**



Forward Plan October 2010 - January 2011

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 up-dated 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.

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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?



Councillor Christopher Garland
Leader of the Council
christophergarland@maidstone.gov.uk
Tel: 07766 343024



Councillor Ben Sherreard
Cabinet Member for Environment
bensherreard@maidstone.gov.uk
Tel: 07789 408452



Councillor Marion Ring
Cabinet Member for Corporate Services
marionring@maidstone.gov.uk
Tel: 01622 686492



Councillor John A Wilson
Cabinet Member for Community Services
johnawilson@maidstone.gov.uk
Tel: 01622 720989



Councillor Richard Ash
Cabinet Member for Leisure and Culture
richardash@maidstone.gov.uk
Tel: 01622 730151



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

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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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Decision Maker, Date of Decision/Month in which decision will be made and, if delayed, reason for delay:	Title of Report and Brief Summary of Decision to be made:	Consultees and Method:	Contact Officer and deadline for submission of enquiries:	Relevant Documents:
<p>Cabinet</p> <p>Due Date: 13 Oct 2010</p>	<p>Adoption of the Maidstone Local Bio Diversity Action Plan</p> <p>To adopt the LBAP and its associated actions</p>	<p>As the document is large it will be posted on MBC website for consultees to access. The executive summary will be enclosed with the report.</p>	<p>Jason Taylor, Parks and Open Spaces Officer</p> <p>24th September 2010</p>	<p>Cabinet, Council or Committee Report for Adoption of the Maidstone Local Bio Diversity Action Plan</p>
<p>Cabinet</p> <p>Due Date: 13 Oct 2010</p>	<p>High Street Improvement Project</p> <p>To consider whether to approve the final designs and budget for the High Street Improvement project</p>	<p>Bus operators, taxi representatives, disability groups, retailers and Town Centre Management, Kent County Council. A programme of stakeholder engagement is taking place. A planning application has also been submitted</p>	<p>Brian Morgan, Assistant Director of Regeneration & Cultural Services</p> <p>August 6th 2010</p>	<p>Cabinet, Council or Committee Report for High Street Improvement Project</p>

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<p>Cabinet</p> <p>Due Date: 13 Oct 2010</p>	<p>Amending the Allocation Scheme</p> <p>To amend the statutory scheme for accessing social housing; and to review the framework used to prioritise between applicants.</p>	<p>Applicants Housing Associations Supported housing providers Key stakeholders Stakeholder events Questionnaires</p>	<p>John Littlemore, Head of Housing & Community Safety</p> <p>13 August 2010</p>	<p>Cabinet, Council or Committee Report for Amending the Allocation Scheme</p>

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<p>Cabinet</p> <p>Due Date: 13 Oct 2010</p>	<p>Housing Strategy 2010-15</p> <p>The Housing Strategy 2010-15 will replace the existing Housing Strategy 2005-09. It will set out the vision for housing in Maidstone</p>	<p>Supported housing service users Supported housing service providers Statutory & 3rd sector housing partners - KASS, Kent SP, Porchlight, MDC, Police, Probation, PCT, Prison Service, Maidstone Voluntary Action, WSS etc Housing Needs Survey - 8,000 households House Condition Survey - 6,000 households Stakeholder Event 30 June 2010 Housing Sounding Board Strategic Housing Land Study Gypsy & Travellers Accommodation Assessment</p>	<p>John Littlemore, Head of Housing & Community Safety</p> <p>30 August 2010</p>	<p>Cabinet, Council or Committee Report for Housing Strategy 2010-15</p>

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<p>Cabinet</p> <p>Due Date: 13 Oct 2010</p>	<p>Common Housing Assessment Framework</p> <p>To amend the Council's Allocation Scheme to provide a simpler, more transparent mechanism for assessing applicants who apply for social housing. The new scheme could be adopted by all partners of Kent Homechoice providing a single point of access and assessment across Kent.</p>	<p>Housing Providers; Social Services; Kent Probation; Youth Offenders Service; Service Users Public Meeting; Stakeholder Meeting;</p>	<p>John Littlemore, Head of Housing & Community Safety</p> <p>8 October 2010</p>	<p>Cabinet, Council or Committee Report for Common Housing Assessment Framework</p>

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<p>Cabinet</p> <p>Due Date: 10 Nov 2010</p>	<p>Core Strategy Public Consultation Draft</p> <p>To consider some important potential implications following the Regional Strategy being revoked and significant changes to the plan making system to be introduced to parliament by the new Government in the "Localism Bill"; and steps the Council might take to maximise the opportunities this offers and mitigate the delaying effect of these changes, to ensure the prompt and proper advancement of the Maidstone Core Strategy and other LDF documents to meet the Council's requirements.</p>	<p>All key stakeholders, including parish councils, and the public. Public notice, letters, emails, newsletter to interested parties whose details are held on the LDF database, Limehouse notification, targeted parish council/public meetings and exhibitions, etc., inviting comments on the draft Core Strategy</p>	<p>Michael Thornton, Head of Spatial Planning</p> <p>12th July 2010</p>	<p>Cabinet, Council or Committee Report for Core Strategy Public Consultation Draft</p>

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<p>Cabinet</p> <p>Due Date: 22 Dec 2010</p>	<p>Strategic Planning 2011/12</p> <p>To provide an update on the agreed key priorities for 2011/12 and agree the draft update to the Strategic plan</p>	<p>Public, Members and staff. With the public as part of the budget consultation and with Members and managers as planning meetings</p>	<p>Ellie Kershaw</p> <p>8 December 2010</p>	<p>Cabinet, Council or Committee Report for Strategic Planning 2011/12</p>
<p>Cabinet</p> <p>Due Date: 22 Dec 2010</p>	<p>Council Tax 2011/12 - Collection Fund Adjustments</p> <p>To agree the levels of collection fund adjustments</p>	<p>Management Team, Heads of Service and Members Internal</p>	<p>Paul Riley, Head of Finance & Customer Services</p> <p>23 November 2010</p>	<p>Cabinet, Council or Committee Report for Council Tax 2011/12 - Collection Fund Adjustments</p>
<p>Cabinet</p> <p>Due Date: 22 Dec 2010</p>	<p>Budget Strategy 2011/12 Onwards</p> <p>To agree a draft Council Tax and Budget Strategy for 2011/12 onwards</p>	<p>Management Team, Heads of Service and Members Internal and External (External - options as agreed by Cabinet in August 2010)</p>	<p>Paul Riley, Head of Finance & Customer Services</p> <p>23 November 2010</p>	<p>Cabinet, Council or Committee Report for Budget Strategy 2011/12 Onwards</p>

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<p>Cabinet Member for Community Services</p> <p>Due Date: 8 Oct 2010</p>	<p>Provision of CCTV</p> <p>To detail alternative service options.</p>	<p>Staff, contractor and other stakeholders.</p> <p>Consultation process to be determined following a decision in principal as to the future direction of the service.</p>	<p>Stephen McGinnes</p> <p>28.09.2010</p>	<p>Exempt Cabinet Member Report for Provision of CCTV</p>
<p>Cabinet Member for Environment (post)</p> <p>Due Date: 31 Oct 2010</p>	<p>Approval of finalised Air Quality Action Plan for submission to Defra</p> <p>We have a duty to finalise the Air Quality Action plan and submit to Defra. The draft Air Quality Action plan has been updated through a round of public and community consultation. This report recommends that the presented Air Quality Action Plan be submitted to Defra as the finalised version.</p>	<p>Public, Parishes, members, technical stakeholders in Air Quality and transport steering group, Maidstone Borough Council Online Consultation page, e-mail to Key stakeholders, including community groups, parishes, advert in downs mail, displays in a number of public areas.</p>	<p>John Newington</p> <p>3rd September 2010</p>	<p>Cabinet Member Report for Approval of finalised Air Quality Action Plan for submission to Defra</p>

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<p>Cabinet Member for Leisure and Culture</p> <p>Due Date: 26 Nov 2010</p>	<p>Fees & Charges - Market Services 2011/12</p> <p>To set the fees & charges for Market Services 2011/12</p>	<p>Market traders; site hirers; site users</p> <p>Contacts on site</p>	<p>Steve Goulette, Assistant Director of Environment & Regulatory Services</p> <p>30/09/10</p>	<p>Cabinet Member Report for Fees & Charges - Market Services 2011/12</p>
<p>Cabinet Member for Leisure and Culture</p> <p>Due Date: 26 Nov 2010</p>	<p>Fees & Charges - Bereavement Services 2011/12</p> <p>To set the fees & charges for Bereavement Services 2011/12</p>	<p>Local Funeral Directors; site users; applicants for cremation or burial services</p> <p>Feedback from site users and local Funeral Directors</p>	<p>Steve Goulette, Assistant Director of Environment & Regulatory Services</p> <p>30/09/10</p>	<p>Cabinet Member Report for Fees & Charges - Bereavement Services 2011/12</p>

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<p>Cabinet Member for Leisure and Culture</p> <p>Due Date: 26 Nov 2010</p>	<p>Crematorium - environmental considerations</p> <p>To endorse the operational policy for the holding over of cremations to reduce the impact on the environment by more efficient energy use and minimising the carbon emissions and associated costs.</p>	<p>Feed back from local funeral directors and visitors to the site and general feedback from the community Feed back from the community</p>	<p>Steve Goulette, Assistant Director of Environment & Regulatory Services</p> <p>Contacting Tim Jefferson Environmental Facilities Manager Maidstone Borough Council Depot Bircholt Road Park Wood Trading Estate Maidstone ME15 9XY or, timjefferson@maidstone.gov.uk</p>	<p>Cabinet Member Report for Crematorium - environmental considerations</p>

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<p>Cabinet Member for Leisure and Culture</p> <p>Due Date: 26 Nov 2010</p>	<p>Crematorium - recycling of metal following cremation</p> <p>To adopt a policy for the recycling of metal following cremation.</p>	<p>Local funeral directors and visitors to the site and general feedback from the public General feedback and discussions with Tim Jefferson</p>	<p>Steve Goulette, Assistant Director of Environment & Regulatory Services</p> <p>Contact: Tim Jefferson Environmental Facilities Manager Maidstone Borough Council Depot Bircholt Road Park Wood Trading Estate Maidstone ME15 9XY or timjefferson@maidstone.gov.uk</p> <p>by 30 September 2010</p>	<p>Cabinet Member Report for Crematorium - recycling of metal following cremation</p>
<p>Cabinet Member for Regeneration</p> <p>Due Date: 18 Dec 2010</p>	<p>Private Sector Housing Review of HMO licensing fees, conditions and assistance</p> <p>To review and agree Housing Assistance available from April 2012, to set the licence fees for Houses in Multiple Occupation and conditions from April 2012</p>	<p>Key stakeholders meeting</p>	<p>John Littlemore, Head of Housing & Community Safety</p> <p>6/11/2010</p>	<p>Cabinet Member Report for Private Sector Housing Review of HMO licensing fees, conditions and assistance</p>