

MAIDSTONE BOROUGH COUNCIL

FORWARD PLAN

**1 December 2010 to
31 March 2011**

**Councillor Christopher Garland
Leader of the Council**



Forward Plan December 2010 - March 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: 2 Dec 2010</p>	<p>Mote Park Improvement Project</p> <p>Approval of financing and all related issues regarding the above project</p>		<p>Jason Taylor, Parks and Open Spaces Officer</p> <p>1st November 2010</p>	<p>Cabinet, Council or Committee Report for Mote Park Improvement Project</p>
<p>Cabinet</p> <p>Due Date: 2 Dec 2010</p>	<p>Core Strategy Progress</p> <p>To set a housing target for the borough and agree a spatial pattern of development for inclusion in the draft Core Strategy for public consultation, and to approve the revised Core Strategy programme.</p>	<p>All Members Members workshop on 25 October 2010 to apply weighting to the elements that assist in testing 5 development scenarios.</p>	<p>Michael Thornton, Head of Spatial Planning</p> <p>17 November 2010</p>	<p>Cabinet, Council or Committee Report for Core Strategy Progress</p>

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<p>Cabinet</p> <p>Due Date: 22 Dec 2010</p> <p>Original Date: 15 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 consultee to access. The executive summary will be enclosed with the report.</p>	<p>Jason Taylor, Parks and Open Spaces Officer</p> <p>1st November 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: 22 Dec 2010</p>	<p>Strategic Plan 2011/12</p> <p>To provide an update on the agreed key priorities for 2011/12 and agree the new draft 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>Angela Woodhouse, Head of Change and Scrutiny</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>

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<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>
<p>Cabinet</p> <p>Due Date: 22 Dec 2010</p>	<p>Housing Strategy 2010-15</p> <p>The Housing Strategy is part of the Council's Policy Framework. It will decide how housing is developed in Maidstone for the next 5 years</p>	<p>All partners & stakeholders & general public Website and public consultation</p>	<p>John Littlemore, Head of Housing & Community Safety</p> <p>30 November 2010</p>	<p>Cabinet, Council or Committee Report for Housing Strategy 2010-15</p>

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<p>Cabinet</p> <p>Due Date: 9 Feb 2011</p>	<p>Treasury Management Strategy 2011/12</p> <p>Review Treasury Management for 2010/11 and consider future Treasury Management Strategy for 2011/12. This will include Prudential Borrowing limits and a proposed Approved Investment Strategy. These matters will be submitted to Council.</p>	<p>Management Team, Heads of Service and Members Internal</p>	<p>Paul Riley, Head of Finance & Customer Services</p> <p>17 January 2011</p>	<p>Cabinet, Council or Committee Report for Treasury Management Strategy 2011/12</p>
<p>Cabinet</p> <p>Due Date: 9 Feb 2011</p>	<p>Budget Strategy 2011/12 Onwards</p> <p>Agree proposed General Fund revenue and capital estimates for 2011/12 and revised figures for 2010/11 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.</p>	<p>Management Team, Heads of Service and Members Internal</p>	<p>Paul Riley, Head of Finance & Customer Services</p> <p>17 January 2011</p>	<p>Cabinet, Council or Committee Report for Budget Strategy 2011/12 Onwards</p>

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<p>Cabinet</p> <p>Due Date: 9 Feb 2011</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>
<p>Cabinet Member for Community Services</p> <p>Due Date: 17 Dec 2010</p> <p>Original Date: 14 Oct 2010</p>	<p>Provision of CCTV</p> <p>To detail alternative service options.</p>	<p>Staff, contractor and other stakeholders. Consultation process to determined</p>	<p>Stephen McGinnes</p> <p>30.11.2010</p>	<p>Exempt Cabinet Member Report for Provision of CCTV</p>

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<p>Cabinet Member for Environment</p> <p>Due Date: 3 Dec 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>
<p>Cabinet Member for Environment</p> <p>Due Date: 10 Dec 2010</p>	<p>Fees report for Pest Control Service</p> <p>To agree VAT increase to Pest Control price structure.</p>	<p>Peter Curtis Jonathan Scott</p>	<p>Jonathan Scott</p> <p>Jonathan Scott</p>	<p>Cabinet Member Report for Fees report for Pest Control Service</p>

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<p>Cabinet Member for Leisure and Culture</p> <p>Due Date: 17 Dec 2010</p>	<p>Bereavement Services - Fees & Charges 2011/12</p> <p>To consider the recommended charges for the crematorium and cemetery for 2011/12</p>	<p>Site visitors and users Feedback from site users and general community</p>	<p>Tim Jefferson, Leisure Management Officer</p> <p>Contact: Tim Jefferson Environmental Facilities Manager t 01622 602121 e timjefferson@maidstone.gov.uk</p>	<p>Cabinet Member Report for Bereavement Services - Fees & Charges 2011/12</p>
<p>Cabinet Member for Leisure and Culture</p> <p>Due Date: 31 Dec 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 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>

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<p>Cabinet Member for Leisure and Culture</p> <p>Due Date: 31 Jan 2011</p>	<p>Review of Fees and Charges for Parks and Leisure 2011-12</p> <p>To set the level of fees and charges for Parks and Leisure Services within the remit of the Cabinet Member for Leisure</p>	<p>Existing users Discussions with existing users</p>	<p>Steve Goulette, Assistant Director of Environment & Regulatory Services</p> <p>December 6th 2010</p>	<p>Cabinet Member Report for Review of Fees and Charges for Parks and Leisure 2011-12</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 stakeholder 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>

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Cabinet Member for Regeneration Due Date: 28 Jan 2011	Building Surveying Charges To agree Building Surveying Charges from 1st January 2011	Customers/public Website	David Harrison 1st December 2010	Cabinet Member Report for Building Surveying Charges
Cabinet Member for Regeneration Due Date: 25 Mar 2011	Building Surveying Charges To agree changes to the Building Surveying charges from 1st April 2011	Assistant Director, Director, Corporate Finance, Cabinet Member email, meetings	David Harrison 18/02/2011	Cabinet Member Report for Building Surveying Charges