

MAIDSTONE BOROUGH COUNCIL

FORWARD PLAN

**1 December 2011 to
31 March 2012**

**Councillor Christopher Garland
Leader of the Council**



Forward Plan December 2011 - March 2012

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.

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. There is also the opportunity to invite the Leader of the Council to speak at a function you may be organising.

**Forward Plan
December 2011 - March 2012**

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.

THE CABINET



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



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



Councillor Malcolm Greer
Cabinet Member for Economic Development and Transport (also Deputy Leader)
malcolmgreer@maidstone.gov.uk
Tel: 01634 862876



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



Councillor Eric Hotson
Cabinet Member for Corporate Services
erichotson@maidstone.gov.uk
Tel: 01580 892312

**Forward Plan
December 2011 - March 2012**

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: 21 Dec 2011</p>	<p>Budget Strategy 2012/13 - Fees and Charges</p> <p>To consider the level of fees and charges to be set for 2012/13 in all service areas as part of the budget strategy for 2012/13 onwards</p>		<p>Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk</p> <p>30/10/2011</p>	<p>Cabinet, Council or Committee Report for Budget Strategy 2012-13 - Fees and Charges</p>
<p>Cabinet</p> <p>Due Date: 21 Dec 2011</p>	<p>Budget Strategy 2012/13 Onwards</p> <p>To agree a draft Council Tax and Budget Strategy for 2012/13 onwards.</p>	<p>Management Team Heads of Service Members Internal - Management Team External - Options as agreed by Cabinet in August 2010</p>	<p>Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk</p> <p>25/11/11</p>	<p>Cabinet, Council or Committee Report for Budget Strategy 2012/13 Onwards - Cabinet</p>

**Forward Plan
December 2011 - March 2012**

Decision Maker and Date of Decision/Month in which decision will be made:	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 Due Date: 21 Dec 2011</p>	<p>Council Tax 2012/13 - Collection Fund Adjustments To agree the levels of Collection Fund Adjustment</p>	<p>Management Team Heads of Service Members Internal communication/report to Management Team</p>	<p>Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk 25/11/11</p>	<p>Cabinet, Council or Committee Report for Council Tax 2012/13 - Collection Fund Adjustments - Cabinet</p>
<p>Cabinet Due Date: 21 Dec 2011</p>	<p>2012/13 Refresh of the Strategic Plan To update the Strategic Plan in line with work carried out in 2011/12</p>	<p>Management Team, Cabinet Members, Service Managers, Committee Draft copies of the plan will be available for comment back to Ellie Kershaw</p>	<p>Ellie Kershaw elliekershaw@maidstone.gov.uk 30/11/11</p>	<p>Cabinet, Council or Committee Report for 2012/13 refresh of the Strategic Plan</p>
<p>Cabinet Due Date: 21 Dec 2011</p>	<p>The Bigger Society in Maidstone To agree the Council's approach to supporting the Bigger Society in Maidstone</p>	<p>CLT, Communities O&S Committee. Discussed with Managers, taken to committee.</p>	<p>Ellie Kershaw elliekershaw@maidstone.gov.uk 09/12/11</p>	<p>Cabinet, Council or Committee Report for The Bigger Society in Maidstone</p>

**Forward Plan
December 2011 - March 2012**

Decision Maker and Date of Decision/Month in which decision will be made:	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: 11 Jan 2012</p>	<p>Building Surveying Charges</p> <p>Review of Building Surveying Charges for 2012</p>		<p>David Harrison davidharrison@maidstone.gov.uk</p> <p>21/11/2011</p>	<p>Cabinet, Council or Committee Report for Building Surveying Charges</p>
<p>Cabinet</p> <p>Due Date: 8 Feb 2012</p>	<p>Budget Strategy 2012/13 Onwards</p> <p>Agree proposed General Fund revenue and capital estimates for 2012/13 and revised figures for 2011/12, 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 Members Based on budget consultation strategy</p>	<p>Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk</p> <p>16/01/2012</p>	<p>Cabinet, Council or Committee Report for Budget Strategy 2012/13 Onwards - Cabinet</p>

**Forward Plan
December 2011 - March 2012**

Decision Maker and Date of Decision/Month in which decision will be made:	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: 8 Feb 2012</p>	<p>Treasury Management Strategy 2012/13</p> <p>Review Treasury Management for 2011/12 and consider future Treasury Management Strategy for 2012/13. 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 Members Internal communication/report to Management Team</p>	<p>Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk</p> <p>16/1/2012</p>	<p>Cabinet, Council or Committee Report for Treasury Management Strategy 2012/13 - Cabinet</p>

**Forward Plan
December 2011 - March 2012**

Decision Maker and Date of Decision/Month in which decision will be made:	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 Member for Community and Leisure Services</p> <p>Due Date: Dec 2011</p>	<p>Parish Services Scheme</p> <p>To consider the outcome of the concurrent functions review and agree the new Parish Services Scheme</p>	<p>All Parish Councils. The review began in January 2011 and has had consultation throughout including with parishes and KALC. The main consultation for the report will commence in August with a presentation and question and answer session for all parish councils, followed by a formal consultation document on the new scheme which is planned to close in November 2011</p>	<p>Ryan O'Connell ryanoconnell@maidstone.gov.uk</p> <p>01/12/11</p>	<p>Cabinet Member Report for Parish Services Scheme</p>
<p>Cabinet Member for Community and Leisure Services</p> <p>Due Date: Jan 2012</p>	<p>Kent Common Housing Assessment Framework</p> <p>To consider adopting a revised scheme for the assessment of applicants for social rented housing.</p>	<p>Stakeholders and service users' representations to John Littlemore. Stakeholder and service user consultation to commence in January 2012 via meetings and internet.</p>	<p>John Littlemore, Head of Housing & Community Safety johnlittlemore@maidstone.gov.uk</p> <p>28/12/11</p>	<p>Cabinet Member Report for Kent Common Housing Assessment Framework</p>

**Forward Plan
December 2011 - March 2012**

Decision Maker and Date of Decision/Month in which decision will be made:	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 Member for Community and Leisure Services</p> <p>Due Date: Feb 2012</p> <p>Original Date: Nov 2011</p>	<p>Community Development Strategy 2011 to 2016</p> <p>The Community Development Strategy for Maidstone Borough is a key strategic planning and delivery document for the Maidstone borough as set out in the council's new Strategic Plan 2011-2015.</p>	<p>Maidstone Local Strategic Partnership Voluntary Action Maidstone Kent County Council Kent Youth Service Kent Children's Service Arts Council England NHS West Kent Kent Children's Fund Local Network Urban and rural communities within Maidstone Borough Colleagues in other district councils within Kent Maidstone Youth Forum Switch Youth Café. Draft report will be made available to councillors and key partners to give their views.</p>	<p>Sarah Robson sarahrobson@maidstone.gov.uk</p> <p>15/04/12</p>	<p>Cabinet Member Report for Community Development Strategy 2011 to 2016</p>

**Forward Plan
December 2011 - March 2012**

Decision Maker and Date of Decision/Month in which decision will be made:	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 Member for Community and Leisure Services</p> <p>Due Date: Feb 2012</p>	<p>Private Sector Housing: Review of Housing Assistance</p> <p>To seek agreement for proposals for the Council's private sector Housing Assistance programme for 2012/13</p>	<p>Cabinet Member and key stakeholders Email</p>	<p>Neil Coles neilcoles@maidstone.gov.uk</p> <p>08/02/12</p>	<p>Cabinet Member Report for Private Sector Housing: Review of Housing Assistance</p>
<p>Cabinet Member for Corporate Services</p> <p>Due Date: Dec 2011</p>	<p>Democratic Engagement Strategy</p> <p>Adoption of Democratic Engagement Strategy</p>	<p>Councillors and Stakeholders</p>	<p>Neil Harris, Head of Democratic Services neilharris@maidstone.gov.uk Tel: 01622 602020</p> <p>25/11/11</p>	<p>Cabinet Member Report for Democratic Engagement Strategy</p>
<p>Cabinet Member for Economic Development and Transport</p> <p>Due Date: Dec 2011</p>	<p>Growth Point Revenue Expenditure</p> <p>To consider uncommitted Growth Point revenue funding and propose project expenditure to meet corporate objectives.</p>	<p>Consultees will vary depending upon each project. Where appropriate a consultation plan will be produced for each project</p>	<p>John Foster, Economic Development Manager johnfoster@maidstone.gov.uk</p> <p>25/11/11</p>	<p>Cabinet Member Report for To consider Growth Point revenue expenditure</p>

**Forward Plan
December 2011 - March 2012**

Decision Maker and Date of Decision/Month in which decision will be made:	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 Member for Economic Development and Transport</p> <p>Due Date: Dec 2011</p>	<p>High Level Bridge Improvements and Western Tow Path Accessibility</p> <p>To agree to the use of £300,000 of Section 106 money for improvements to the high level bridge and the work on the accessibility of the western tow path.</p>	<p>Cabinet Member and Management Team Internal reporting and communications</p>	<p>Jennifer Hunt jenniferhunt@maidstone.gov.uk</p> <p>01/12/11</p>	<p>Cabinet Member Report for High Level Bridge Improvements and Western Tow Path Accessibility</p>
<p>Cabinet Member for Environment</p> <p>Due Date: Jan 2012</p>	<p>Adoption of Dog Control Orders in Maidstone</p> <p>The Cabinet member will be asked to decide whether to proceed with a public consultation on the proposal to introduce up to 5 Dog Control Orders under Section 55(1) of The Clean Neighbourhoods and Environment Act 2005</p>	<p>Ward Councillor; Parish Council; Service Users; Local Residents; Stakeholders/Partners; Consultation will be through circulation of the report and also through parish meetings and individual meetings with residents and other stakeholders and through the circulation of consultation documentation.</p>	<p>Martyn Jeynes martynjeynes@maidstone.gov.uk</p> <p>21/12/11</p>	<p>Cabinet Member Report for The adoption of Dog Control Orders in Maidstone</p>

**Forward Plan
December 2011 - March 2012**

Decision Maker and Date of Decision/Month in which decision will be made:	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>Cobtree Manor Estate Charity Committee</p> <p>Due Date: 8 Feb 2012</p> <p>Original Date: 7 Nov 2011</p>	<p>Implementation of Cobtree Master Plan</p> <p>To consider proceeding with and the allocation of funds towards the Cobtree Master Plan.</p>		<p>Jason Taylor, Parks and Leisure Manager jasontaylor@maidstone.gov.uk</p> <p>04/01/12</p>	