

MAIDSTONE BOROUGH COUNCIL

FORWARD PLAN

**01 February 2012 to
31 May 2012**

**Councillor Christopher Garland
Leader of the Council**



Forward Plan February 2012 - May 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.

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.

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WHO ARE 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

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.

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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: 8 Feb 2012</p> <p>Original Date: 11 Jan 2012</p>	<p>2012/13 Refresh of the Strategic Plan</p> <p>To agree the approach to the refresh of the Council's Strategic Plan 2011-15 and note the updated action plan.</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</p> <p>30 November 2011</p>	<p>Cabinet, Council or Committee Report for 2012/13 refresh of the Strategic Plan</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.</p> <p>Based on budget consultation strategy</p>	<p>Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk</p> <p>16 January 2012</p>	<p>Cabinet, Council or Committee Report for Budget Strategy 2012/13 Onwards - Cabinet</p>

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<p>Cabinet</p> <p>Due Date: 8 Feb 2012</p>	<p>Improvement Plan 2012-15</p> <p>The Improvement Plan 2012-15 details the priority services and projects for improvement and ensures these are aligned with the Council's strategic objectives and Medium Term Financial Plan.</p>	<p>Corporate Services Overview & Scrutiny Committee. The draft Improvement Plan 2012-15 is being considered by Corporate Services Overview & Scrutiny Committee on 10 January 2012</p>	<p>Georgia Hawkes, Head of Business Improvement georgiahawkes@maidstone.gov.uk</p> <p>Contacting Georgia Hawkes on 01622 602168 or emailing GeorgiaHawkes@maidstone.gov.uk by 30 January 2012</p>	<p>Cabinet, Council or Committee Report for Improvement Plan 2012-15</p>
<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 January 2012</p>	<p>Cabinet, Council or Committee Report for Treasury Management Strategy 2012/13 - Cabinet</p>

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<p>Cabinet</p> <p>Due Date: 14 Mar 2012</p>	<p>Core Strategy: Targets for Gypsy & Traveller pitches and Travelling Showpeople plots</p> <p>Report to consider the targets for Gypsy and Traveller pitches and for Travelling Showpeople plots to be included in the next stage of the Core Strategy (Regulation 27 stage)</p>	<p>Gypsy and Traveller community through the Gypsy & Traveller Accommodation Assessment and with the wider community through the Core Strategy consultation process. through the Core Strategy consultation process</p>	<p>Flo Churchill flochurchill@maidstone.gov.uk</p> <p>15th February 2012</p>	<p>Cabinet, Council or Committee Report for Core Strategy: Targets for Gypsy & Traveller pitches and Travelling Showpeople plots</p>
<p>Cabinet</p> <p>Due Date: 11 Apr 2012</p> <p>Original Date: 3 Oct 2011</p>	<p>ICT Partnership</p> <p>Report detailing the business case for a MKIP ICT shared service/partnership</p>	<p>Staff, Heads of Service, Members Questionnaire</p>	<p>David Lindsay, Head of IT Services DaveLindsay@maidstone.gov.uk</p> <p>31 July 2011</p>	<p>Cabinet, Council or Committee Report for ICT Partnership</p>
<p>Cabinet</p> <p>Due Date: 16 May 2012</p>	<p>Annual Governance Statement</p> <p>To agree the Annual Governance Statement for 2011/12</p>	<p>Corporate Leadership Team Heads of Service Members Internal communication/report to Corporate Leadership Team</p>	<p>Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk</p> <p>27 April 2012</p>	<p>Cabinet, Council or Committee Report for Annual Governance Statement</p>

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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: February 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>13 January 2012</p>	<p>Cabinet Member Report for Community Development Strategy 2011 to 2016</p>

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<p>Cabinet Member for Community and Leisure Services</p> <p>Due Date: February 2012</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, Overview and Scrutiny (Communities and Corporate Services). The review began in January 2011 and has had consultation throughout including with parishes and KALC. The main consultation for the report commenced in August 2011 with a presentation and question and answer session for all parish councils, followed by a formal consultation document on the new scheme which closed in November 2011. The report has been to Overview and Scrutiny and is due to go back in February 2012 prior to a decision being taken by the Cabinet Member.</p>	<p>Ryan O'Connell ryanoconnell@maidstone.gov.uk</p> <p>7 February 2012</p>	<p>Cabinet Member Report for Parish Services Scheme</p>

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<p>Cabinet Member for Community and Leisure Services</p> <p>Due Date: February 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 February 2012</p>	<p>Cabinet Member Report for Private Sector Housing: Review of Housing Assistance</p>
<p>Cabinet Member for Community and Leisure Services</p> <p>Due Date: March 2012</p>	<p>Tenancy Strategy</p> <p>Tenancy Strategy to comply with s150 of the Localism Act</p>		<p>Andrew Paterson andrewpaterson@maidstone.gov.uk</p> <p>End of January</p>	<p>Cabinet Member Report for Tenancy Strategy</p>
<p>Cabinet Member for Corporate Services</p> <p>Due Date: March 2012</p>	<p>Asset Management Plan: 2012-15</p> <p>To consider the Council's Asset Management Plan 2012-15</p>	<p>Corporate Leadership Team, Heads of Service, Discussions with Corporate Leadership Team and Heads of Service</p>	<p>David Tibbit davidtibbit@maidstone.gov.uk</p> <p>29 January 2012</p>	<p>Cabinet Member Report for Asset Management Plan –2012/15</p>
<p>Cabinet Member for Economic Development and Transport</p> <p>Due Date: February 2012</p>	<p>Creative Kent</p> <p>Decision to make grant to a new social enterprise</p>	<p>None Contact Report Author or Lead Officer</p>	<p>Brian Morgan, Assistant Director of Regeneration & Cultural Services brianmorgan@maidstone.gov.uk</p> <p>25 January 2012</p>	<p>Cabinet Member Report for Creative Kent</p>

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<p>Cabinet Member for Environment</p> <p>Due Date: February 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 proposal to introduce Dog Control Orders under Section 55(1) of The Clean Neighbourhoods and Environment Act 2005 in relation to fouling and exclusion of dogs from childrens play areas</p>	<p>Ward Councillor; Parish Council; Service Users; Local Residents; Stakeholders/Partners; Consultation will be through circulation of the report and also through advertisement in local newspapers</p>	<p>Martyn Jeynes martynjeynes@maidstone.gov.uk</p> <p>Ward Councillor; Parish Council; Service Users; Local Residents; Stakeholders/Partners; Section 151 Finance Officer; Chief Executive; Monitoring Officer</p>	<p>Cabinet Member Report for The adoption of Dog Control Orders in Maidstone</p>
<p>Cobtree Manor Estate Charity Committee</p> <p>Due Date: 08 February 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 January 2012</p>	<p>Cabinet, Council or Committee Report for Implementation of Cobtree Master Plan</p>