

# LIST OF FORTHCOMING DECISIONS

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Publication Date: 28 January 2013

#### INTRODUCTION

This document sets out the decisions to be taken by the Executive and various Committees of Maidstone Borough Council on a rolling basis. This document will be published as updated with new decisions required to be made.

#### **KEY DECISIONS**

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.

At Maidstone Borough Council, decisions which we regard as "Key Decisions" because they are likely to have a "significant" effect either in financial terms or on the community include:

- (1) Decisions about expenditure or savings which equal or are more than £250,000.
- (2) Budget reports.
- (3) Policy framework reports.
- (4) Adoption of new policies plans, strategies or changes to established policies, plans or strategies.
- (5) Approval of portfolio plans.
- (6) Decisions that involve significant service developments, significant service reductions, or significant changes in the way that services are delivered, whether Borough-wide or in a particular locality.
- (7) Changes in fees and charges.
- (8) Proposals relating to changes in staff structure affecting more than one section.

Each entry identifies, for that "key decision" -

- the decision maker
- the date on which the decision is due to be taken
- the subject matter of the decision and a brief summary
- the reason it is a key decision
- to whom representations (about the decision) can be made

- whether the decision will be taken in public or private
- what reports/papers are, or will be, available for public inspection

#### **EXECUTIVE DECISIONS**

The Cabinet collectively makes its decisions at a meeting and individual portfolio holders make decisions independently. In addition, Officers can make key decisions and an entry for each of these will be included in this list.

#### **DECISIONS WHICH THE CABINET INTENDS TO MAKE IN PRIVATE**

The Cabinet hereby gives notice that it intends to meet in private after its public meeting to consider reports and/or appendices which contain exempt information under Part 1 of Schedule 12A to the Local Government Act 1972 (as amended). The private meeting of the Cabinet is open only to Members of the Cabinet, other Councillors and Council officers.

Reports and/or appendices to decisions which the Cabinet will take at its private meeting are indicated in the list below, with the reasons for the decision being made in private. Any person is able to make representations to the Cabinet if he/she believes the decision should instead be made in the public Cabinet meeting. If you want to make such representations, please email <a href="mailto:janetbarnes@maidstone.gov.uk">janetbarnes@maidstone.gov.uk</a>. You will then be sent a response in reply to your representations. Both your representations and the Executive's response will be published on the Council's website at least 5 working days before the Cabinet meeting.

#### **ACCESS TO CABINET REPORTS**

Reports to be considered at the Cabinet's public meeting will be available on the Council's website (<a href="www.maidstone.gov.uk">www.maidstone.gov.uk</a>) a minimum of 5 working days before the meeting.

#### **HOW CAN I CONTRIBUTE TO THE DECISION-MAKING PROCESS?**

The Council actively encourages people to express their views on decisions it plans to make. This can be done by writing directly to the appropriate Officer or Cabinet Member (details of whom are shown in the list below).

Alternatively, the Cabinet are contactable via our website (<a href="www.maidstone.gov.uk">www.maidstone.gov.uk</a>) 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.

#### WHO ARE THE CABINET?



Councillor Christopher Garland
Leader of the Council
<a href="mailto:christophergarland@maidstone.gov.uk">christophergarland@maidstone.gov.uk</a>
Tel: 07766 343024



Councillor Stephen Paine
Cabinet Member for Planning, Transport and Development
<a href="mailto:stephenpaine@maidstone.gov.uk">stephenpaine@maidstone.gov.uk</a>
Tel: 07906 271325



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



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



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



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

Decision Maker and Date of When Decision is Due to be Made:	Title of Report and Brief Summary:	Key Decision and reason (if applicable):	Contact Officer:	Public or Private (if Private the reason why)	Documents to be submitted (other relevant documents may be submitted)
General Purposes Group  Due Date: 30 Jan 2013	Calculation of Business Rate Yield 2013 14 NNDR1  This report advises Members of the expected yield from business rates in 2013/14		Paul Riley, Head of Finance & Customer Services paulriley@maidstone .gov.uk	Public	Calculation of Business Rate Yield 2013 14 NNDR1
Leader of the Council  Due Date: 1 Feb 2013	Report of Corporate Leadership Team - Use of 2011 12 Revenue Underspend  This report presents revised proposals for the use of 2011 12 revenue underspend		Paul Riley, Head of Finance & Customer Services paulriley@maidstone .gov.uk	Public	130124_Use of 2011 12 Revenue Underspend Revised Proposals Enc. 1 for Use of 2011 12 Revenue Underspend Revised Proposals 130124_Enc. 2 for Use of 2011 12 Revenue Underspend Revised Proposals

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Cabinet Member for Community and Leisure Services  Due Date: 8 Feb 2013	PROPOSALS FOR ALLOCATION OF S106 DEVELOPER CONTRIBUTIONS FROM THE LAND AT PARKWOOD TAVERN, WALLIS AVENUE, MAIDSTONE (MA/07/1344)  To consider the proposed allocation of funds received as an offsite S106 developer contribution of £40,950 from the above named development.		Steve Goulette, Assistant Director of Environment & Regulatory Services Stevegoulette@maid stone.gov.uk	Public	PROPOSALS FOR ALLOCATION OF S106 DEVELOPER CONTRIBUTIONS FROM THE LAND AT PARKWOOD TAVERN, WALLIS AVENUE, MAIDSTONE (MA/07/1344)

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Cabinet Member for Community and Leisure Services  Due Date: 8 Feb 2013	Policy for ending the housing duty under s193 of the Housing Act 1996  To consider adopting a policy for ending the council's housing duty under s193 of the Housing Act 1996 to enable homeless applicants to be housed in the private rented sector.	KEY Reason: Affects more than 1 ward	Neil Coles neilcoles@maidstone .gov.uk	Public	Policy to govern the discharging of the housing duty to homelessness applicants by offering them private sector accommodation under s193 of the Housing Act 1996 Appendix 2 - Equality Impact Assessment Appendix 1 - Policy to govern the discharging of the housing duty to homelessness applicants by offering them private sector accommodation under s193 of the Housing Act 1996
Cabinet Member for Community and Leisure Services  Due Date: 8 Feb 2013	Empty Homes Plan  To consider the detail of the Council's intervention in respect of empty homes	KEY Reason: Affects more than 1 ward	John Littlemore, Head of Housing & Community Safety johnlittlemore@maid stone.gov.uk	Public	Cabinet Member Report for Empty Homes Plan Appendix 1 - Empty Homes Plan Appendix 2 - Equality Impact Assessment

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Cabinet Member for Planning, Transport and Development  Due Date: 8 Feb 2013	Maidstone Landscape Character Assessment 2012  To adopt the Maidstone Landscape Character Assessment 2012 and accompanying supplement for development management purposes. In addition, to approve the methodology for the landscape value pilot study.	KEY Reason: Affects more than 1 ward	Rob Jarman, Head of Development Management, Deanne Cunningham Robjarman@maidsto ne.gov.uk deannecunningham @maidstone.gov.uk	Public	Maidstone Landscape Character Assessment 2012

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Cabinet Member for Planning, Transport and Development  Due Date: 8 Feb 2013	Annual Monitoring Report 2011/12  The Annual Monitoring Report (AMR) provides a framework with which to monitor and review the effectiveness of local plan policies that address local issues over the monitoring period 1 April 2011 to 31 March 2012.		Sue Whiteside suewhiteside@maids tone.gov.uk	Public	Annual Monitoring Report 2011/12

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Cabinet Member for Community and Leisure Services  Due Date: 8 Feb 2013	PROPOSALS FOR ALLOCATION OF \$106 DEVELOPER CONTRIBUTIONS FROM THE LAND AT ST. FAITHS LANE, MAIDSTONE (MA/04/1608)  To consider the proposed allocation of funds received as an offsite \$106 developer contribution of £7,970.48 from the above named development.		Steve Goulette, Assistant Director of Environment & Regulatory Services Stevegoulette@maid stone.gov.uk	Public	PROPOSALS FOR ALLOCATION OF S106 DEVELOPER CONTRIBUTIONS FROM THE LAND AT ST. FAITHS LANE, MAIDSTONE (MA/04/1608)
Cabinet Member for Community and Leisure Services  Due Date: 8 Feb 2013	Community Halls Recommendations Report and Audit  Community Halls Recommendations Report and Audit	KEY Reason: Affects more than 1 ward	Sarah Robson sarahrobson@maids tone.gov.uk	Public	Community Halls Recommendations Report and Audit Appendix 1 Appendix 2 Appendix 3

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Cabinet  Due Date: 13 Feb 2013	Strategic Risk Register  A draft Strategic Risk Register has been prepared, which has been subject to consultation at an informal meeting of Cabinet (Cabinet 'awayday' 14 Jan). Cabinet is now asked to adopt the Register.		Brian Parsons, Head of Audit Partnership <u>Brianparsons@maid</u> <u>stone.gov.uk</u>	Public	Strategic Risk Register
Cabinet  Due Date: 13 Feb 2013	Budget Monitoring Third Quarter 2012/13 Revenue and Capital Outturn position as at 31st December 2012		Paul Riley, Head of Finance & Customer Services paulriley@maidstone .gov.uk	Public	Budget Monitoring Third Quarter 2012/13
Cabinet Council Due Date: 13 Feb 2013 27 Feb 2013	Strategic Plan 2011-15, 2013-14 Refresh To consider a refresh of the Strategic Plan.	KEY Reason: Policy Framework Document	Angela Woodhouse, Head of Change and Scrutiny angelawoodhouse@ maidstone.gov.uk	Public	Strategic Plan 2011- 15, 2013-14 Refresh Strategic Plan 2011- 15, 2013-14 Refresh

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Council  Due Date: 27 Feb 2013	Members Allowances  To consider changes to the Members' Allowances Scheme.		Janet Barnes janetbarnes@maidst one.gov.uk	Public	Members Allowances
Cabinet Member for Corporate Services Due Date: 1 Mar 2013	King St Multi Storey Car Park  To consider options for the redevelopment of the site.	KEY Reason: Expenditure > £250,000	David Tibbit davidtibbit@maidsto ne.gov.uk	Public	King St Multi Storey Car Park King St Multi Storey Car Park
Cabinet Member for Corporate Services Due Date: 1 Mar 2013	Exempt Appendix - King St Multi Storey Car Park  To consider options for redevelopment of the site		David Tibbit davidtibbit@maidsto ne.gov.uk	Private - It is in the public interest that the information contained within this appendix be taken in private because it contains sensitive commercial information which would prejudice the Council's position if publicly available.	Exempt Appendix - King St Multi Storey Car Park

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Cabinet  Due Date: 13 Feb 2013	Treasury Management Strategy 2013 14 Cabinet  Review Treasury Management for 2012/13 and consider future Treasury Management Strategy for 2013/14. This will include Prudential Borrowing limits and aproposed Approved Investment Strategy. These matters will be submitted to Council.	KEY Reason: Expenditure > £250,000	Paul Riley, Head of Finance & Customer Services paulriley@maidstone .gov.uk	Public	Cabinet, Council or Committee Report for Treasury Management Strategy 2013 14 Cabinet
Cabinet  Due Date: 13 Feb 2013	Regeneration & Economic Development OSC Review of Visitor Information Centre  Report of the Regeneration & Economic Development OSC		Angela Woodhouse, Head of Change and Scrutiny angelawoodhouse@ maidstone.gov.uk	Public	Regeneration & Economic Development OSC Review of Visitor Information Centre

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Cabinet  Due Date: 13 Feb 2013	Quarter 3 Key Performance Indicator Report  Performance monitoring		Angela Woodhouse, Head of Change and Scrutiny angelawoodhouse@ maidstone.gov.uk	Public	Quarter 3 Key Performance Indicator Report
Cabinet  Due Date: 13 Feb 2013	Regeneration and Economic Development Plan Consultation  To consider the draft Regeneration and Economic Development Plan for the Borough and agree its release for public consultation.	KEY Reason: Affects more than 1 ward	John Foster, Economic Development Manager johnfoster@maidsto ne.gov.uk	Public	Regeneration and Economic Development Plan Consultation

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Cabinet Member for Community and Leisure Services  Due Date: 15 Feb 2013	PROPOSALS FOR S106 DEVELOPER CONTRIBUTION RECIEVED FROM THE FORMER TOMPKINSON'S DEPOT, MARDEN (MA/05/2272)  To consider the proposed listed spend items resulting from money received from an off-site S106 contribution of £31,000 from the named development.		Steve Goulette, Assistant Director of Environment & Regulatory Services Stevegoulette@maid stone.gov.uk	Public	PROPOSALS FOR S106 DEVELOPER CONTRIBUTION RECIEVED FROM THE FORMER TOMPKINSON'S DEPOT, MARDEN (MA/05/2272)
Cabinet  Due Date: 13 Mar 2013	Local Development Scheme 2013  A review of the Local Development Scheme following the 21 November 2012 Cabinet decision to re-schedule the Core Strategy programme.	KEY Reason: Affects more than 1 ward	Rob Jarman, Head of Development Management Robjarman@maidsto ne.gov.uk	Public	Local Development Scheme 2013

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Cabinet  Due Date: 13 Mar 2013	Maidstone Borough Local Plan  Update on the progress of the Core Strategy and related documents, including strategic site allocations and core policies.	KEY Reason: Affects more than 1 ward	Rob Jarman, Head of Development Management Robjarman@maidsto ne.gov.uk	Public	Maidstone Borough Local Plan
Licensing Committee  Due Date: 21 Mar 2013	Licensing Partnership Update  Updating the Committee on the current position in respect of the partnership.		Neil Harris, Head of Democratic Services neilharris@maidston e.gov.uk	Public	Licensing Partnership Update
Licensing Act 2003 Committee  Due Date: 21 Mar 2013	Licensing Partnership Update  To update the committee on the current position in respect of the licensing partnership.		Neil Harris, Head of Democratic Services neilharris@maidston e.gov.uk	Public	Licensing Partnership Update

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Cabinet Member for Corporate Services  Due Date: 22 Mar 2013	Procurement Strategy 2013-16  To consider the Council's Procurement strategy for 2013-16	KEY Reason: Policies, Plans, Strategies	Steve Trigg stephentrigg@maids tone.gov.uk	Public	Procurement Strategy 2013-16
Cabinet  Due Date: 10 Apr 2013	Sustainable Community Strategy  Refresh of the Sustainable Community Strategy 2009-2020.	KEY Reason: Policies, Plans, Strategies	Sarah Robson sarahrobson@maids tone.gov.uk	Public	Cabinet, Council or Committee Report for Sustainable Community Strategy
Cabinet  Due Date: 13 Feb 2013	Quarter 3 Key Performance Indicator Report Performance monitoring		Angela Woodhouse, Head of Change and Scrutiny angelawoodhouse@ maidstone.gov.uk	Public	Quarter 3 Key Performance Indicator Report

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Cabinet Member for Community and Leisure Services  Due Date: 15 Feb 2013	PROPOSALS FOR S106 DEVELOPER CONTRIBUTION RECIEVED FROM THE FORMER TOMPKINSON'S DEPOT, MARDEN (MA/05/2272)  To consider the proposed listed spend items resulting from money received from an off-site S106 contribution of £31,000 from the named development.		Steve Goulette, Assistant Director of Environment & Regulatory Services Stevegoulette@maid stone.gov.uk	Public	PROPOSALS FOR S106 DEVELOPER CONTRIBUTION RECIEVED FROM THE FORMER TOMPKINSON'S DEPOT, MARDEN (MA/05/2272)

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Cabinet  Due Date: 13 Mar 2013	Maidstone Borough Local Plan  Update on the progress of the Core Strategy and related documents, including strategic site allocations and core policies.	KEY Reason: Affects more than 1 ward	Rob Jarman, Head of Development Management Robjarman@maidsto ne.gov.uk	Public	Maidstone Borough Local Plan
Licensing Committee  Due Date: 21 Mar 2013	Licensing Partnership Update  Updating the Committee on the current position in respect of the partnership.		Neil Harris, Head of Democratic Services neilharris@maidston e.gov.uk	Public	Licensing Partnership Update

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Licensing Act 2003 Committee  Due Date: 21 Mar 2013	Licensing Partnership Update  To update the committee on the current position in respect of the licensing partnership.		Neil Harris, Head of Democratic Services neilharris@maidston e.gov.uk	Public	Licensing Partnership Update
Cabinet Member for Corporate Services Due Date: 22 Mar 2013	Procurement Strategy 2013-16  To consider the Council's Procurement strategy for 2013-16	KEY Reason: Policies, Plans, Strategies	Steve Trigg stephentrigg@maids tone.gov.uk	Public	Procurement Strategy 2013-16
Cabinet  Due Date: 10 Apr 2013	Sustainable Community Strategy  Refresh of the Sustainable Community Strategy 2009-2020.	KEY Reason: Policies, Plans, Strategies	Sarah Robson sarahrobson@maids tone.gov.uk	Public	Cabinet, Council or Committee Report for Sustainable Community Strategy

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Cabinet Member for Corporate Services Due Date: 22 Mar 2013	Procurement Strategy 2013-16  To consider the Council's Procurement strategy for 2013-16	KEY Reason: Policies, Plans, Strategies	Steve Trigg stephentrigg@maids tone.gov.uk	Public	Procurement Strategy 2013-16
Cabinet  Due Date: 10 Apr 2013	Sustainable Community Strategy  Refresh of the Sustainable Community Strategy 2009-2020.	KEY Reason: Policies, Plans, Strategies	Sarah Robson sarahrobson@maids tone.gov.uk	Public	Cabinet, Council or Committee Report for Sustainable Community Strategy