

List of Forthcoming Decisions



LIST OF FORTHCOMING DECISIONS

Democratic Services Team
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Forthcoming Decisions
March 2013 - June 2013

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 <i>if Private the reason why</i>	Documents to be submitted <i>(other relevant documents may be submitted)</i>
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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.

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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 janetbarnes@maidstone.gov.uk. 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.

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ACCESS TO CABINET REPORTS

Reports to be considered at the Cabinet's public meeting will be available on the Council's website (www.maidstone.gov.uk) 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 (www.maidstone.gov.uk) 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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Cabinet Member for Corporate Services Due Date: 4 Apr 2013	Report of the Director of Regeneration and Communities - Future Use of the Town Hall Setting out the future plans for the Town Hall		Neil Harris, Head of Democratic Services neilharris@maidstone.gov.uk	Public	Future Use of the Town Hall Report

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<p>Cabinet Member for Corporate Services</p> <p>Due Date: 4 Apr 2013</p>	<p>Exempt Appendix to the Report of the Director of Regeneration and Communities - Future Use of Town Hall</p> <p>Exempt appendix for HoT for Future Use of Town Hall</p>		<p>Zena Cooke, Director of Regeneration and Communities zenacooke@maidstone.gov.uk</p>	<p>Private – Paragraph 3 – Financial/ Business Affairs</p> <p>Information contained within this appendix should be taken in private because it contains sensitive commercial information which would prejudice the Council’s negotiating position if publicly available.</p>	<p>Exempt Appendix - Future Use of the Town Hall Enc. 1 for Heads of Terms for Future Use of Town Hall</p>
<p>Cabinet Member for Community and Leisure Services</p> <p>Due Date: 8 Apr 2013</p>	<p>Community Development Strategy 2012 to 2016 - Action Plan</p> <p>1.1.1The Cabinet Member is asked to endorse the new Community Development Strategy Action Plan for the period 2013 - 2016.</p>	<p>KEY Reason: Affects more than 1 ward</p>	<p>Sarah Robson sarahrobson@maidstone.gov.uk</p>	<p>Public</p>	<p>Community Development Strategy 2012 to 2016 - Action Plan</p>

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Cabinet Due Date: 10 Apr 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
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@maidstone.gov.uk	Public	Cabinet, Council or Committee Report for Sustainable Community Strategy
Cabinet Due Date: 10 Apr 2013	Customer Service Improvement Strategy This strategy sets out the Council's vision and objectives for delivering sustainable and more customer focussed services for the future. It also details the work that will be undertaken to deliver the new model of customer service delivery.	KEY Reason: Policies, Plans, Strategies	Georgia Hawkes, Head of Business Improvement georgiahawkes@maidstone.gov.uk	Public	Customer Service Improvement Strategy

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Cabinet Due Date: 10 Apr 2013	Workforce Strategy This strategy sets out the key work force issues that will need to be addressed in the future to enable the Council to deliver the organisations priorities.	KEY Reason: Policies, Plans, Strategies	Dena Smart, Head of Human Resources Denasmart@maidstone.gov.uk	Public	Workforce Strategy
Cabinet Member for Corporate Services Due Date: 12 Apr 2013	Discretionary Housing Payment Future policy for the award of discretionary housing payments.		Stephen McGinnes stephenmcginnes@maidstone.gov.uk	Public	Discretionary Housing Payment
Cabinet Member for Corporate Services Due Date: 12 Apr 2013	Hazlitt Art Centre Tender Response Hazlitt Art Centre - response to tender	KEY Reason: Expenditure > £250,000	Brian Morgan, Assistant Director of Regeneration & Cultural Services brianmorgan@maidstone.gov.uk	Private - commercially sensitive information following a tender process	Hazlitt Art Centre Tender Response

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<p>Cabinet Member for Community and Leisure Services</p> <p>Due Date: April 2013</p>	<p>Maidstone Leisure Centre Free Lets 2013-14</p> <p>To decide which applicants should be awarded a Free Let of the Mote Hall and its ancillary facilities at Maidstone Leisure Centre</p>		<p>Steve Goulette, Assistant Director of Environment & Regulatory Services Stevegoulette@maidstone.gov.uk</p>	<p>Public</p>	<p>Appendix B - Previous Free Lets.doc Appendix A - Free Lets Scoring.doc Maidstone leisure Free Lets</p>
<p>Cabinet Member for Economic and Commercial Development</p> <p>Due Date: 12 Apr 2013</p>	<p>Proposed Maidstone Enterprise Centre</p> <p>To consider the attached brief Business Case for expenditure of £25,000 to carry out structural and condition surveys; feasibility and concept designs for the proposed Enterprise Hub at 1 King Street (former post office building).</p>		<p>John Foster, Economic Development Manager johnfoster@maidstone.gov.uk</p>	<p>Public</p>	<p>Proposed Maidstone Enterprise Centre</p>

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Cabinet Member for Corporate Services Due Date: 25 Apr 2013	Lease of Open Space at Penenden Heath, Maidstone To consider the leasing of public open space at Penenden Heath to Penenden Heath Bowls Club		Lucy Stroud lucystroud@maidstone.gov.uk	Public	Lease of Open Space at Penenden Heath, Maidstone
Cabinet Member for Corporate Services Due Date: 26 Apr 2013	King St Multi Storey Car Park To consider options for the redevelopment of the site.	KEY Reason: Expenditure > £250,000	David Tibbit davidtibbit@maidstone.gov.uk	Public	King St Multi Storey Car Park
Cabinet Member for Corporate Services Due Date: 26 Apr 2013	Exempt Appendix - King St Multi Storey Car Park To consider options for redevelopment of the site		David Tibbit davidtibbit@maidstone.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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<p>Cabinet Member for Corporate Services</p> <p>Due Date: Before 30 Apr 2013</p>	<p>Sub-lease for Apcoa</p> <p>To consider a sub-lease of part of the first floor within Maidstone House to ApcoaParking UK Ltd</p>		<p>David Tibbit davidtibbit@maidstone.gov.uk</p>	<p>Public</p>	<p>Sub-lease for Apcoa</p>

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<p>Cabinet Member for Planning, Transport and Development</p> <p>Due Date: 3 May 2013</p>	<p>Statement of Community Involvement 2013</p> <p>The Statement of Community Involvement (SCI) sets out how and when stakeholders and the local community can participate in the preparation of local planning policy documents and planning applications. Following public consultation on the draft SCI last December, approval is sought for the adoption of the document.</p>	<p>KEY Reason: Affects more than 1 ward</p>	<p>Sue Whiteside suewhiteside@maids-tone.gov.uk</p>	<p>Public</p>	<p>Statement of Community Involvement 2013</p>

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<p>Cabinet Member for Planning, Transport and Development</p> <p>Due Date: 3 May 2013</p>	<p>Maidstone Landscape Character Assessment 2012</p> <p>To consider the Maidstone Landscape Character Assessment 2012 amended in light of recommendations made by a cross party discussion with Officers following the SPSAG meeting on 22 January 2013.</p>	<p>KEY Reason: Affects more than 1 ward</p>	<p>Rob Jarman, Head of Development Management Robjarman@maidstone.gov.uk</p>	<p>Public</p>	<p>Maidstone Landscape Character Assessment 2012</p>

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<p>Cabinet Due Date: 15 May 2013</p>	<p>Regeneration and Economic Development Plan Consultation</p> <p>To consider the draft Regeneration and Economic Development Plan for the Borough and agree its release for public consultation.</p>	<p>KEY Reason: Affects more than 1 ward</p>	<p>John Foster, Economic Development Manager johnfoster@maidstone.gov.uk</p>	<p>Public</p>	<p>Regeneration and Economic Development Plan Consultation</p>
<p>Cabinet Due Date: 12 Jun 2013</p>	<p>MKIP - Planning Support Shared Service</p> <p>The report puts forward the business case and proposals for forming a planning support shared service and seeks approval from Cabinet to enter into a shared planning support service with Tunbridge Wells and Swale Borough Councils.</p>	<p>KEY Reason: Service Development/Reduction</p>	<p>Ryan O'Connell ryanoconnell@maidstone.gov.uk</p>	<p>Report is public - separate exempt issue for exempt appendices</p>	<p>MKIP - Planning Support Shared Service</p>

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Cabinet Due Date: 12 Jun 2013	MKIP Planning Support Shared Service Exempt appendices containing costs splits, investments and detailing proposed staff structures and changes that have not yet been through formal consultation processes.		Ryan O'Connell ryanoconnell@maidstone.gov.uk	Private 3 = Financial/Business Affairs and 4 = Labour Relations	MKIP Planning Support Shared Service
Licensing Committee Due Date: 20 Jun 2013	Licensing Partnership Update Updating the Committee on the current position in respect of the partnership.		Neil Harris, Head of Democratic Services neilharris@maidstone.gov.uk	Public	Licensing Partnership Update
Licensing Act 2003 Committee Due Date: 20 Jun 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@maidstone.gov.uk	Public	Licensing Partnership Update

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<p>Audit Committee</p> <p>Due Date: 15 Jul 2013</p>	<p>Audit Committee - Member Skills</p> <p>Members have previously discussed the skills that are needed in order to make a full and informed contribution to the work of the Audit Committee. The report sets out a range of skills and incorporates a self-assessment questionnaire, which will help to identify future training needs.</p>		<p>Brian Parsons, Head of Audit Partnership Brianparsons@maidstone.gov.uk</p>	<p>Public</p>	<p>Audit Committee - Member Skills</p>