



LIST OF FORTHCOMING DECISIONS

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List of Forthcoming Decisions

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

List of Forthcoming Decisions

- 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.

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.

List of Forthcoming Decisions

WHO ARE THE CABINET?



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Councillor Christopher Garland
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Councillor Stephen Paine
Cabinet Member for Planning, Transport and
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Councillor Malcolm Greer
Cabinet Member for Economic and
Commercial Development (also Deputy
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Councillor Marion Ring
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Councillor Brian Moss
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Tel: 01622 761998



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

List of Forthcoming Decisions

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)
Cabinet Member for Corporate Services Due Date: 21 Jun 2013	Hayle Place Agreement of trust deed and appointment of trustees		Steve Goulette, Assistant Director of Environment & Regulatory Services Stevegoulette@maidstone.gov.uk	Public	Hayle Place Enc. 1 for Hayle Place Enc. 2 for Hayle Place
Licensing Committee Due Date: 24 Jun 2013	Face to Face collections in Maidstone Town Centre Face to Face new site management agreement		Lorraine Neale lorraineneale@maidstone.gov.uk	Public	Face to Face collections in Maidstone Town Centre
Licensing Committee Due Date: 24 Jun 2013	Street Trading Consent - Mr M Sharp Street Trading Consent - Mr M Sharp		Lorraine Neale lorraineneale@maidstone.gov.uk	Private- Para 3 financial & Business affairs	Street Trading Consent - Mr M Sharp

Forthcoming Decisions
June 2013 - October 2013

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Licensing Committee Due Date: 24 Jun 2013	Hackney Carriage Licence - Unmet Demand Survey To consider the outcomes of the Unmet Demand Survey into the numbers of Hackney Carriage Licenses		Neil Harris, Head of Democratic Services neilharris@maidstone.gov.uk	Public	Hackney Carriage Licence - Unmet Demand Survey
Cabinet Member for Corporate Services Due Date: 28 Jun 2013	Discretionary Housing Payment Future policy for the award of discretionary housing payments.		Stephen McGinnes stephenmcginnes@maidstone.gov.uk	Public	Discretionary Housing Payment

Forthcoming Decisions
June 2013 - October 2013

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<p>Cabinet Member for Community and Leisure Services</p> <p>Due Date: 28 Jun 2013</p>	<p>Rent Deposit Bond Scheme</p> <p>Amendments to the scheme to improve incentives to private sector landlords and allow the council to dispense its duty into the private rented sector</p>	<p>KEY Reason: Affects more than 1 ward</p>	<p>Andrew Paterson andrewpaterson@maidstone.gov.uk</p>	<p>Public</p>	<p>Rent Deposit Bond Scheme Appendix 1 - Maidstone Homefinder Scheme Appendix 2 - Survey of Landlords and Lettings Agencies Appendix 3 - Equality Impact Assessment</p>
<p>Cabinet</p> <p>Due Date: 28 Jun 2013</p>	<p>Commercial Opportunity - Maidstone Culture and Leisure</p> <p>To consider the possible establishment of a new business team to be known as Maidstone Culture and Leisure (MCL).</p>	<p>KEY Reason: Savings > £250,000</p>	<p>Steve Goulette, Assistant Director of Environment & Regulatory Services Stevegoulette@maidstone.gov.uk</p>	<p>public</p>	<p>Commercial Opportunity - Maidstone Culture and Leisure</p>

Forthcoming Decisions
June 2013 - October 2013

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Cabinet Due Date: 28 Jun 2013	Exempt appendix to the report on Commercial Opportunity - venues and events		Steve Goulette, Assistant Director of Environment & Regulatory Services Stevegoulette@maidstone.gov.uk	Private - could impact on industrial relations	Exempt appendix C to the report on Commercial Opportunity - venues and events
Cabinet Due Date: 28 Jun 2013	Case for a new Economic Development Team Structure To determine whether to expand the Economic Development Services unit to deliver the Council's Corporate Objective of having a growing economy		Zena Cooke, Director of Regeneration and Communities zenacooke@maidstone.gov.uk	Private - Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter	Case for a new Economic Development Team Structure

Forthcoming Decisions
June 2013 - October 2013

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Cabinet Member for Corporate Services Due Date: 28 Jun 2013	Commissioning & Procurement Strategy 2013-16 To consider the Council's Commissioning	KEY Reason: Policies, Plans, Strategies	David Tibbit daviddt@maidstone.gov.uk		Commissioning & Procurement Strategy 2013-16 Enc. 1 for Commissioning & Procurement Strategy 2013-16
Cabinet Member for Corporate Services Due Date: Before 30 Jun 2013	Lease of Giddyhorn Lane Tennis Courts Lease renewal to Maidstone Lawn Tennis Club of the tennis courts at Giddyhorn Lane Playign Fields		Lucy Stroud lucystroud@maidstone.gov.uk	Private because of commercially sensitive information.	Heads of Terms Lease of Giddyhorn Lane Tennis Courts

Forthcoming Decisions
June 2013 - October 2013

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Cabinet Member for Planning, Transport and Development Due Date: 5 Jul 2013	Maidstone Landscape Character Assessment 2012 (2013 amended version) To adopt the Maidstone Landscape Character Assessment	KEY Reason: Affects more than 1 ward	Sue Whiteside suewhiteside@maidstone.gov.uk	Public	Maidstone Landscape Character Assessment 2012 (2013 amended version)
Cabinet Due Date: 10 Jul 2013	Budget Strategy 2014 15 Onwards To give initial consideration to a Budget Strategy for 2014 15 and beyond	KEY Reason: Budget Reports	Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk	Public	Budget Strategy 2014 15 Onwards
Cabinet Due Date: 10 Jul 2013	Annual Governance Statement To agree the Annual Governance Statement for 2012-13	KEY Reason: Policy Framework Document	Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk	Public	Annual Governance Statement

Forthcoming Decisions
June 2013 - October 2013

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Cabinet Due Date: 10 Jul 2013	Local Code of Corporate Governance To consider and approve an amended Local Code of Corporate Governance		Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk	Public	Local Code of Corporate Governance
Cabinet Due Date: 10 Jul 2013	Emergency Housing Provision To consider acquiring a purpose built property to provide emergency housing under the homelessness legislation.		John Littlemore, Head of Housing & Community Services johnlittlemore@maidstone.gov.uk	Private: Commercially sensitive information	Emergency Housing Provision
Member and Employment and Development Panel Due Date: 10 Jul 2013	Members' Development Budget To review the programme for Member Development for 2013-14		Janet Barnes, Catherine Harrison janetbarnes@maidstone.gov.uk , catherineharrison@maidstone.gov.uk	Public	Members' Development Budget

Forthcoming Decisions
June 2013 - October 2013

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<p>Audit Committee 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>
<p>Audit Committee Due Date: 15 Jul 2013</p>	<p>Annual Governance Statement</p> <p>To consider the draft Annual Governance Statement for 2012-13</p>		<p>Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk</p>		<p>Annual Governance Statement</p>

Forthcoming Decisions
June 2013 - October 2013

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Audit Committee Due Date: 15 Jul 2013	Local Code of Corporate Governance To consider and approve an amended Local Code of Corporate Governance		Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk		Local Code of Corporate Governance
Audit Committee Due Date: 15 Jul 2013	Treasury Management Annual Review 2012/13 A review of the Treasury Management function for the Council during financial year 2012/13		John Owen johnowen@maidstone.gov.uk		Treasury Management Annual Review 2012/13
Audit Committee Due Date: 15 Jul 2013	Benefit Fraud Annual Report To update committee with achievement of the benefit Fraud team		Stephen McGinnes stephenmcginnes@maidstone.gov.uk	public	Benefit Fraud Annual Report

Forthcoming Decisions
June 2013 - October 2013

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Cabinet Member for Community and Leisure Services Due Date: 18 Jul 2013	Review of the Housing Assistance Policy To review and update the council's Policy for providing housing assistance.	KEY Reason: Affects more than 1 ward	John Littlemore, Head of Housing & Community Services johnlittlemore@maidstone.gov.uk	Public	Review of the Housing Assistance Policy
Council Due Date: 24 Jul 2013	Members' Broadband Allowance To consider increasing the Basic Allowance for Members to incorporate an allowance for broadband		Janet Barnes janetbarnes@maidstone.gov.uk	Public	Members' Broadband Allowance
Cabinet Member for Corporate Services Due Date: Before 26 Jul 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

Forthcoming Decisions
June 2013 - October 2013

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Cabinet Member for Corporate Services Due Date: Before 26 Jul 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
Cabinet Member for Environment Due Date: Before 2 Aug 2013	Review of Fees and Charges - Waste Services Review of garden waste and bulky charges to consolidate charges across the Mid Kent Waste Partnership area.	KEY Reason: Fees & Charges	Steve Goulette, Assistant Director of Environment & Regulatory Services Stevegoulette@maidstone.gov.uk	Public	Review of Fees and Charges - Waste Services
Licensing Act 2003 Committee Due Date: 4 Sep 2013	Delegation of Functions To recommend to Council a minor amendment to the delegations to the Committee	Reason:	Neil Harris, Head of Democratic Services, neilharris@maidstone.gov.uk	Public	Delegation of Functions

Forthcoming Decisions
June 2013 - October 2013

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<p>Cabinet Due Date: 11 Sep 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>Public</p>	<p>Regeneration and Economic Development Plan Consultation</p>
<p>Cabinet Due Date: 11 Sep 2013</p>	<p>Maidstone Enterprise Hub</p> <p>To allocate £500,000 from the Capital Fund as match funding to support the Council's bid to Kent County Council for Regeneration Funding to establish an Enterprise Hub in Maidstone town centre.</p>	<p>KEY Reason: Expenditure > £250,000</p>	<p>Karen Franek, karenfranek@maidstone.gov.uk</p>	<p>Public</p>	<p>Maidstone Enterprise Hub</p>