



LIST OF FORTHCOMING DECISIONS

Democratic Services Team
E: democraticservices@maidstone.gov.uk

Publication Date: **30 October 2013**

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?



© 2011 Kent Messenger

Councillor Christopher Garland
Leader of the Council
christophergarland@maidstone.gov.uk
Tel: 07903 113571



© 2011 Kent Messenger

Councillor Stephen Paine
Cabinet Member for Planning, Transport and
Development
stephenpaine@maidstone.gov.uk
Tel: 07906 271325



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



© 2011 Kent Messenger

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



Councillor Brian Moss
Cabinet Member for Corporate Services
brianmoss@maidstone.gov.uk
Tel: 01622 761998



© 2011 Kent Messenger

Councillor John A Wilson
Cabinet Member for Community and Leisure
Services
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 Planning, Transport and Development Due Date: Friday 8 Nov 2013	Community Infrastructure Levy Progress report on the Community Infrastructure Levy, including principles for populating the regulation 123 list.		Rob Jarman, Head of Development Management Robjarman@maidstone.gov.uk	Public	Community Infrastructure Levy
Cabinet Due Date: Wednesday 13 Nov 2013	Budget Strategy 2014 15 Onwards Capital To determine the strategy for developing the future Capital Programme, for 2014/15 onwards, as part of the consideration of the Medium Term Financial Strategy (MTFS).	KEY Reason: Budget Reports	Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk	Public	Budget Strategy 2014 15 Onwards Capital
Cabinet Due Date: Wednesday 13 Nov 2013	Budget Monitoring - Second Quarter 2013/14 Revenue and capital budget monitoring report		Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk	Public	Budget Monitoring - Second Quarter 2013/14

Forthcoming Decisions
November 2013 - May 2014

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 (other relevant documents may be submitted)
Cabinet Due Date: Wednesday 13 Nov 2013	Mid-Year Strategic Plan Performance Report 2013/14 quarterly performance monitoring		Clare Wood clarewood@maidstone.gov.uk	Public	Mid-Year Strategic Plan Performance Report 2013/14
Cabinet Due Date: Wednesday 13 Nov 2013	Bringing empty homes back into use as affordable housing To consider purchasing property to help deliver the Empty Homes Programme with the Homes and Communities Agency.	KEY Reason: Expenditure > £250,000	Andrew Connors, Housing Enabling Officer andrewconnors@maidstone.gov.uk	Private - It is in the public interest that this report be taken in private because it discloses information regarding negotiations that have taken place and are continuing with the property owner, including the value of the property. Keeping this information private at this time will enable the council to conclude negotiations and secure the best purchase price possible	Empty Homes back into use report
Cobtree Manor Estate Charity Committee Due Date: Wednesday 13 Nov 2013	Car Parking at Cobtree Manor Park A report into the management of car parking at Cobtree Manor Park		Jason Taylor, Parks and Leisure Manager jason.taylor@maidstone.gov.uk	public	Car Parking at Cobtree Manor Park

Forthcoming Decisions
November 2013 - May 2014

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>
<p>Cobtree Manor Estate Charity Committee</p> <p>Due Date: Wednesday 13 Nov 2013</p>	<p>Estate Progress Annual Report</p> <p>The estate progress report for the last quarter along with a review of work across the estate over the last year</p>		<p>Joanna Joyce joannajoyce@maidstone.gov.uk</p>	<p>public</p>	<p>Estate Progress Annual Report</p>
<p>Cobtree Manor Estate Charity Committee</p> <p>Due Date: Wednesday 13 Nov 2013</p>	<p>Cobtree Manor Park Visitor Center</p> <p>A report into the visitor center at Cobtree Manor Park.</p>		<p>Joanna Joyce joannajoyce@maidstone.gov.uk</p>	<p>public</p>	<p>Cobtree Manor Park Visitor Center</p>
<p>Licensing Committee</p> <p>Due Date: Thursday 14 Nov 2013</p>	<p>Hackney Carriage Licence - Unmet Demand Survey</p> <p>To consider the outcomes of the Unmet Demand Survey into the numbers of Hackney Carriage Licenses</p>		<p>Lorraine Neale lorraineneale@maidstone.gov.uk</p>	<p>Public</p>	<p>Hackney Carriage Licence - Unmet Demand Survey</p>

Forthcoming Decisions
November 2013 - May 2014

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 (other relevant documents may be submitted)
<p>Cabinet Member for Economic and Commercial Development</p> <p>Due Date: Thursday 14 Nov 2013</p>	<p>Maidstone Museums' Collections Development Policy 2013 - 2018</p> <p>To consider the approval of a revised Collections Development Policy for the Council's museums</p>	<p>KEY Reason: Policies, Plans, Strategies</p>	<p>Simon Lace, Museums and Heritage Manager SimonLace@maidstone.gov.uk</p>	<p>Public</p>	<p>Maidstone Museums' Collections Development Policy 2013-2018 Maidstone Museums' Collections Development Policy 2013-2018</p>
<p>Cabinet Member for Corporate Services</p> <p>Due Date: Before Friday 22 Nov 2013</p>	<p>Council Tax, Business Rates and Housing Benefits Overpayments write offs</p> <p>Approval of write offs for irrecoverable debts of Council Tax, Business Rates and Housing Benefit Overpayments</p>		<p>Sheila Coburn sheilacoburn@maidstone.gov.uk</p>	<p>Private - personal details held</p>	<p>Council Tax, Business Rates and Housing Benefits Overpayments write offs</p>

Forthcoming Decisions
November 2013 - May 2014

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>
<p>Cabinet Member for Corporate Services</p> <p>Due Date: Monday 25 Nov 2013</p>	<p>Bankruptcy Policy for Council Tax and Business Rates Debt</p> <p>The approach to be adopted by the council in collecting unpaid council tax and business rates through the use of bankruptcy proceedings.</p>	<p>KEY Reason: Policies, Plans, Strategies</p>	<p>Sheila Coburn sheilacoburn@maidstone.gov.uk</p>	<p>Public</p>	<p>Bankruptcy Policy for Council Tax and Business Rates Debt</p>
<p>Audit Committee</p> <p>Due Date: Monday 25 Nov 2013</p>	<p>Treasury Management Half Yearly Review 2013/14</p> <p>Treasury Management Half Yearly Review 2013/14</p>		<p>Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk</p>	<p>Public</p>	<p>Treasury Management Half Yearly Review 2013/14</p>
<p>Audit Committee</p> <p>Due Date: Monday 25 Nov 2013</p>	<p>Annual Governance Statement Action Plan Update</p> <p>report following the annual governance statement review</p>		<p>Angela Woodhouse, Head of Policy and Communications angelawoodhouse@maidstone.gov.uk</p>	<p>Public</p>	<p>Annual Governance Statement Action Plan Update</p>

Forthcoming Decisions
November 2013 - May 2014

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 (other relevant documents may be submitted)
General Purposes Group Due Date: Tuesday 26 Nov 2013	Nominations to Outside Bodies Report to consider nominations received for Outside Bodies		Angela Woodhouse, Head of Policy and Communications angelawoodhouse@maidstone.gov.uk	Public	Nominations to Outside Bodies
Cabinet Member for Corporate Services Due Date: Before Thursday 28 Nov 2013	Equality Objectives Mid-year Update Equality Objectives Mid-year Update		Clare Wood clarewood@maidstone.gov.uk	Public	Equality Objectives Mid-year Update
Cabinet Member for Economic and Commercial Development Due Date: Before Friday 29 Nov 2013	Maidstone Enterprise Hub To allocate up to £700,000 from Capital Programme to establish an Enterprise Hub in Maidstone Town Centre.	KEY Reason: Expenditure > £250,000	John Foster johnfoster@maidstone.gov.uk	Public	Maidstone Enterprise Hub

Forthcoming Decisions
November 2013 - May 2014

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 (other relevant documents may be submitted)
Cabinet Member for Corporate Services Due Date: Friday 29 Nov 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 Community and Leisure Services Due Date: Friday 29 Nov 2013	Health Inequalities Action Plan Action plan detailing work on reducing health inequalities in Maidstone	KEY Reason: Affects more than 1 ward	Katie Latchford katielatchford@maidstone.gov.uk	Public	Health Inequalities Action Plan

Forthcoming Decisions
November 2013 - May 2014

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>
<p>Cabinet Member for Corporate Services</p> <p>Due Date: Before Friday 29 Nov 2013</p>	<p>Mid Kent Audit Partnership - Evolution to 'One Team - One Employer'</p> <p>The report proposes that staff who are currently employed by the four partnership Councils should in future be employed by one (Maidstone) with charges made to the other Councils in accordance with existing budgets.</p>		<p>Brian Parsons, Head of Audit Partnership Brianparsons@maidstone.gov.uk</p>	<p>Private - Paragraph (4) - Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office-holders under, the authority.</p>	<p>Mid Kent Audit Partnership - Evolution to 'One Team - One Employer'</p>
<p>Cabinet</p> <p>Due Date: Wednesday 4 Dec 2013</p>	<p>Green and Blue Infrastructure Strategy</p> <p>Approval of Green and Blue Infrastructure Strategy for public consultation (to be undertaken at the same time as the Maidstone Borough Local Plan).</p>	<p>KEY Reason: Policies, Plans, Strategies</p>	<p>Darren Bridgett darrenbridgett@maidstone.gov.uk</p>	<p>Public</p>	<p>Green and Blue Infrastructure Strategy</p>

Forthcoming Decisions
November 2013 - May 2014

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 (other relevant documents may be submitted)
Cabinet Due Date: Wednesday 4 Dec 2013	MAIDSTONE BOROUGH LOCAL PLAN PUBLIC CONSULTATION DRAFT – GROUP 2 POLICIES 2nd group of local plan policies for consideration at Scrutiny committee and Cabinet	KEY Reason: Affects more than 1 ward	Michael Murphy michaelmurphy@maidstone.gov.uk	Public	MAIDSTONE BOROUGH LOCAL PLAN PUBLIC CONSULTATION DRAFT – GROUP 2 POLICIES
Council Due Date: Wednesday 11 Dec 2013	Local Council Tax Discount Scheme Decision on the local council tax discount scheme to be applied for 2014/2015.		Stephen McGinnes stephenmcginnes@maidstone.gov.uk	Public	Local Council Tax Discount Scheme
Cabinet Due Date: Wednesday 18 Dec 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 johnfoster@maidstone.gov.uk	Public	Regeneration and Economic Development Plan Consultation

Forthcoming Decisions
November 2013 - May 2014

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>
<p>Cabinet Member for Corporate Services</p> <p>Due Date: Friday 20 Dec 2013</p>	<p>Lease of Giddyhorn Lane Tennis Courts</p> <p>Lease renewal to Maidstone Lawn Tennis Club of the tennis courts at Giddyhorn Lane Playign Fields</p>		<p>Lucy Stroud lucystroud@maidstone.gov.uk</p>	<p>Private because of commercially sensitive information.</p>	<p>Lease of Giddyhorn Lane Tennis Courts</p>
<p>Cabinet Member for Community and Leisure Services</p> <p>Due Date: Friday 20 Dec 2013</p>	<p>Homelessness Strategy 2013-2018</p> <p>Homelessness Strategy 2013-2018; Homelessness Review 2013</p>	<p>Reason: Policies, Plans, Strategies</p>	<p>Neil Coles neilcoles@maidstone.gov.uk</p>		<p>Homelessness Strategy 2013-2018</p>

Forthcoming Decisions
November 2013 - May 2014

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>
<p>Cabinet</p> <p>Due Date: Monday 27 Jan 2014</p>	<p>Infrastructure Delivery Plan (IDP)</p> <p>The purpose of the IDP is to identify the infrastructure required to meet the spatial objectives and growth anticipated in the Local Plan and thus demonstrate that the Plan is both realistic and deliverable.</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>Infrastructure Delivery Plan (IDP)</p>
<p>Cabinet</p> <p>Due Date: Monday 27 Jan 2014</p>	<p>Integrated Transport Strategy 2011-31</p> <p>To consider the Integrated Transport Strategy 2011-31 for public consultation</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>Integrated Transport Strategy 2011-31</p>
<p>Cabinet</p> <p>Due Date: Wednesday 12 Feb 2014</p>	<p>Budget Monitoring - Third Quarter 2013/14</p> <p>Revenue and capital budget monitoring</p>		<p>Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk</p>	<p>Public</p>	<p>Budget Monitoring - Third Quarter 2013/14</p>