



LIST OF FORTHCOMING DECISIONS

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Publication Date: **18 February 2014**

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

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- 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.

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WHO ARE THE CABINET?



© 2011 Kent Messenger

Councillor Christopher Garland
Leader of the Council
christophergarland@maidstone.gov.uk
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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



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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



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

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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)
<p>Chief Executive</p> <p>Due Date: Friday 21 Feb 2014</p>	<p>Planning Support - Shared Service - Choice of Employer</p> <p>To determine the employer for the planning support shared service.</p>	<p>KEY Reason: Expenditure > £250,000</p>	<p>Alison Broom alisonbroom@maidstone.gov.uk</p>	<p>Public</p>	<p>Planning Support - Shared Service - Choice of Employer</p>
<p>Cabinet Member for Environment</p> <p>Due Date: Monday 24 Feb 2014</p>	<p>MKIP Environment Shared Service Model</p> <p>Proposed operational model for the shared service</p>		<p>John Littlemore, Head of Housing & Community Services johnlittlemore@maidstone.gov.uk</p>	<p>Public</p>	<p>MKIP Environment Shared Service Model Enc. 1 for MKIP Environment Shared Service Model Enc. 2 for MKIP Environment Shared Service Model Enc. 3 for MKIP Environment Shared Service Model Enc. 4 for MKIP Environment Shared Service Model Enc. 5 for MKIP Environment Shared Service Model Enc. 6 for MKIP Environment Shared Service Model</p>

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<p>Cabinet</p> <p>Due Date: Monday 24 Feb 2014</p>	<p>Maidstone Borough Local Plan Public Consultation Draft (Regulation 18)</p> <p>Report seeking approval to undertake public consultation (Regulation 18) on the draft Maidstone Borough Local Plan</p>	<p>KEY Reason: Policies, Plans, Strategies</p>	<p>Sue Whiteside suewhiteside@maidstone.gov.uk</p>	<p>Public</p>	<p>Maidstone Borough Local Plan Public Consultation Draft (Regulation 18)</p>
<p>Cabinet</p> <p>Due Date: Monday 24 Feb 2014</p>	<p>Community Infrastructure Levy - Preliminary Draft Charging Schedule</p> <p>Preliminary draft charging schedule document approval for consultation alongside the Maidstone Borough Local Plan.</p>	<p>KEY Reason: Policies, Plans, Strategies</p>	<p>Rob Jarman, Head of Planning and Development Robjarman@maidstone.gov.uk</p>	<p>Public</p>	<p>Community Infrastructure Levy - Preliminary Draft Charging Schedule</p>

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<p>Cabinet</p> <p>Due Date: Monday 24 Feb 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 Planning and Development Robjarman@maidstone.gov.uk</p>	<p>Public</p>	<p>Infrastructure Delivery Plan (IDP)</p>
<p>Cabinet</p> <p>Due Date: Monday 24 Feb 2014</p>	<p>Business Rates - Retail Relief</p> <p>To consider the award of additional rate relief following announcement in the autumn statement.</p>		<p>Stephen McGinnes stephenmcginnes@maidstone.gov.uk</p>	<p>Public</p>	<p>Business Rates - Retail Relief</p>

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Cabinet Member for Corporate Services Due Date: Friday 28 Feb 2014	Transfer of Oakwood Cemetery To consider the freehold transfer of Oakwood Cemetery to the Council for the purchase price of £1.00		Lucy Stroud lucystroud@maidstone.gov.uk	Public	Transfer of Oakwood Cemetery Enc. 1 for Transfer of Oakwood Cemetery Enc. 2 for Transfer of Oakwood Cemetery Enc. 3 for Transfer of Oakwood Cemetery
Cabinet Member for Community and Leisure Services Due Date: Friday 28 Feb 2014	Warm Homes Eco Pilot Review Describes progress, upcoming issues and seeks decision on next steps for the Warm Homes scheme in Maidstone	KEY Reason: Affects more than 1 ward	Neil Coles neilcoles@maidstone.gov.uk	public	Warm Homes Eco Pilot Review

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<p>Cabinet Member for Planning, Transport and Development</p> <p>Due Date: Friday 28 Feb 2014</p>	<p>Annual Monitoring Report 2012/13</p> <p>Maidstone's 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 1st April 2012 to 31st March 2013. This is Maidstone's 9th AMR.</p>		<p>Sue Whiteside suewhiteside@maidstone.gov.uk</p>	<p>Public</p>	<p>Annual Monitoring Report 2012/13 Appendix A - Annual Monitoring Report 31 March 2012 to 1 April 2013</p>

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<p>Cabinet Member for Environment</p> <p>Due Date: Before Friday 28 Feb 2014</p>	<p>Review and Progress Update of Waste Strategy</p> <p>To review the progress which has been made towards the objectives of the Council's 5 year Waste Strategy in preparation for a new Waste Strategy for 2015-2020.</p>		<p>Jennifer Shepherd jennifershepherd@maidstone.gov.uk</p>	<p>Public</p>	<p>Review and Progress Update of Waste Strategy Appendix A: Waste Strategy 2010-2015</p>
<p>Cabinet Member for Corporate Services</p> <p>Due Date: Friday 28 Feb 2014</p>	<p>Discretionary Housing Payment</p> <p>Future policy for the award of discretionary housing payments.</p>		<p>Stephen McGinnes stephenmcginnes@maidstone.gov.uk</p>	<p>Public</p>	<p>Discretionary Housing Payment</p>

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<p>Cabinet Member for Corporate Services</p> <p>Due Date: Friday 28 Feb 2014</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@maids.tone.gov.uk</p>	<p>Public</p>	<p>Bankruptcy Policy for Council Tax and Business Rates Debt</p>
<p>Cabinet Member for Corporate Services</p> <p>Due Date: Friday 28 Feb 2014</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@maids.tone.gov.uk</p>	<p>Public</p>	<p>Council Tax, Business Rates and Housing Benefits Overpayments write offs</p>

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<p>Cabinet Member for Corporate Services</p> <p>Due Date: Friday 28 Feb 2014</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 28 Feb 2014</p>	<p>Play Area Improvements Programme 2013/14</p> <p>A report to consider the allocation for the Play Area Improvements Programme for 2013/14</p>		<p>Jason Taylor, Parks and Leisure Manager jason.taylor@maidstone.gov.uk</p>	<p>Public</p>	<p>Play Area Improvements Programme 2013/14</p>
<p>Audit Committee</p> <p>Due Date: Monday 3 Mar 2014</p>	<p>Internal Audit Operational Plan for 2014/15</p> <p>To agree the 2014/15 Internal Audit Operational Plan</p>		<p>Russell Heppleston russellheppleston@maidstone.gov.uk</p>	<p>Public</p>	<p>Internal Audit Operational Plan for 2014/15</p>

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Council Due Date: Wednesday 5 Mar 2014	Non-Attendance at Council Meetings report to approve reason for non-attendance on ill health grounds		Angela Woodhouse, Head of Policy and Communications angelawoodhouse@maidstone.gov.uk	public	Non-Attendance at Council Meetings
Cabinet Member for Corporate Services Due Date: Friday 7 Mar 2014	Disposal of Land at White Horse Lane, Otham To consider the disposal of an area of open space at White Horse Lane, Otham to a resident		Lucy Stroud lucystroud@maidstone.gov.uk	Private Contains commercially sensitive financial information	Disposal of Land at White Horse Lane, Otham
Cabinet Member for Corporate Services Due Date: Friday 7 Mar 2014	Disposal of Land at White Horse Lane, Otham Heads of Terms for disposal of land		Lucy Stroud lucystroud@maidstone.gov.uk	Private because it contains financial details of the disposal	Disposal of Land at White Horse Lane, Otham
Cabinet Due Date: Wednesday 12 Mar 2014	Maidstone Enterprise Hub Consideration of financing options	KEY Reason: Expenditure > £250,000	Karen Franek karenfranek@maidstone.gov.uk	Public	Maidstone Enterprise Hub

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<p>Cabinet Member for Planning, Transport and Development</p> <p>Due Date: Friday 14 Mar 2014</p>	<p>Park and Ride Tender</p> <p>To consider awarding the Park & Ride contract for a three year period following the procurement process identifying supplier A as the preferred supplier.</p> <p>To consider awarding the Park & Ride contract to provide Park & Ride services from Sittingbourne Road, Willington Street and London Road (option 1)</p>	<p>KEY Reason: Expenditure > £250,000</p>	<p>Jeff Kitson jeffkitson@maidstone.gov.uk</p>	<p>Public</p>	<p>Park and Ride Tender</p>
<p>Cabinet Member for Planning, Transport and Development</p> <p>Due Date: Friday 14 Mar 2014</p>	<p>Exempt Appendix to Park and Ride Tender</p> <p>Detailing the procurement process, tender submissions and the preferred supplier.</p>	<p>KEY Reason: Expenditure > £250,000</p>	<p>Jeff Kitson jeffkitson@maidstone.gov.uk</p>	<p>Private due to commercial sensitivity</p>	<p>Park and Ride Tender</p>

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Cabinet Member for Planning, Transport and Development Due Date: Friday 21 Mar 2014	Green and Blue Infrastructure Responses and recommendations from Green and Blue Infrastructure stakeholder engagement.		Rob Jarman, Head of Planning and Development Robjarman@maidstone.gov.uk	Public	Green and Blue Infrastructure
Cabinet Member for Community and Leisure Services Due Date: Friday 28 Mar 2014	Free Lets 2014/15 A report to allocate the 5 Free Lets available for Mote Hall at Maidstone Leisure Centre for 2014/15		Amanda Scott amandascott@maidstone.gov.uk	Public	Free Lets 2014/15
Cabinet Due Date: Wednesday 9 Apr 2014	Waste Strategy 2014-2019 New Waste Strategy to outline the key objectives for the next 5 years.	KEY Reason: Policies, Plans, Strategies	Jennifer Shepherd jennifershepherd@maidstone.gov.uk	Public	Waste Strategy 2014-2019

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<p>Council Due Date: Wednesday 23 Apr 2014</p>	<p>Community Safety Partnership Plan annual refresh</p> <p>Annual Community Safety Partnership Plan and Strategic Assessment</p>	<p>KEY Reason: Policy Framework Document</p>	<p>Sarah Robson sarahrobson@maids-tone.gov.uk</p>	<p>Public</p>	<p>Community Safety Partnership Plan annual refresh</p>
<p>Council Due Date: Wednesday 23 Apr 2014</p>	<p>Protocols for Crime and Disorder Reduction Partnership Overview and Scrutiny</p> <p>That the proposed revisions be put forward as a recommendation to full Council.</p>		<p>Christian Scade christianscade@maids-tone.gov.uk</p>	<p>Public</p>	<p>Protocols for Crime and Disorder Reduction Partnership Overview and Scrutiny</p>

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<p>Cabinet Member for Economic and Commercial Development</p> <p>Due Date: Friday 30 May 2014</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>Dawn Hudd dawnhudd@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</p> <p>Due Date: Wednesday 12 Mar 2014</p>	<p>Maidstone Enterprise Hub</p> <p>Consideration of financing options</p>	<p>KEY Reason: Expenditure > £250,000</p>	<p>Karen Franek karenfranek@maidstone.gov.uk</p>	<p>Public</p>	<p>Maidstone Enterprise Hub</p>
<p>Cabinet Member for Planning, Transport and Development</p> <p>Due Date: Friday 21 Mar 2014</p>	<p>Green and Blue Infrastructure</p> <p>Responses and recommendations from Green and Blue Infrastructure stakeholder engagement.</p>		<p>Rob Jarman, Head of Planning and Development Robjarman@maidstone.gov.uk</p>	<p>Public</p>	<p>Green and Blue Infrastructure</p>

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Cabinet Member for Community and Leisure Services Due Date: Friday 28 Mar 2014	Free Lets 2014/15 A report to allocate the 5 Free Lets available for Mote Hall at Maidstone Leisure Centre for 2014/15		Amanda Scott amandascott@maidstone.gov.uk	Public	Free Lets 2014/15
Cabinet Due Date: Wednesday 9 Apr 2014	Waste Strategy 2014-2019 New Waste Strategy to outline the key objectives for the next 5 years.	KEY Reason: Policies, Plans, Strategies	Jennifer Shepherd jennifershepherd@maidstone.gov.uk	Public	Waste Strategy 2014-2019
Council Due Date: Wednesday 23 Apr 2014	Community Safety Partnership Plan annual refresh Annual Community Safety Partnership Plan and Strategic Assessment	KEY Reason: Policy Framework Document	Sarah Robson sarahrobson@maidstone.gov.uk	Public	Community Safety Partnership Plan annual refresh

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