

# LIST OF FORTHCOMING DECISIONS

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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.

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)
Cabinet Member for Community and Leisure Services  Due Date: 3 Jan 2013	Report of the Head of Housing and Community Services - Housing Allocation Scheme  A new Housing Allocation Scheme to govern the way that social housing is allocated	KEY Reason: Affects more than 1 ward	Andrew Paterson andrewpaterson@m aidstone.gov.uk	Public	Housing Allocation Scheme Appendix 1 - New Allocation Scheme v2 Appendix 2 - Equalities Impact Assessment Appendix 3 - Consultation Response Analysis Appendix 4 - Allocation Scheme SCRAIP Housing Act 1996 Part vi - http://www.legislation .gov.uk/ukpga/1996/ 52/contents Code of Guidance - http://www.communit ies.gov.uk/documents /housing/pdf/217139 1.pdf Localism Act - http://www.legislation .gov.uk/ukpga/2011/ 20/pdfs/ukpga_20110 020_en.pdf

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Cabinet Member for Environment  Due Date: 3 Jan 2013	Report of the Assistant Director of Environment and Regulatory Services - Introduction of Dog Control Orders  Following formal consultation, approval is now needed to formally adopt two control orders for Fouling and Exclusion from childrens play areas.	KEY Reason: Affects more than 1 ward	Martyn Jeynes martynjeynes@maid stone.gov.uk	Public	Introduction of Dog Control Orders Enc. 1 for Introduction of Dog Control Orders

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Cabinet Member for Environment  Due Date: 4 Jan 2013	Report of the Assistant Director for Environment and Regulatory Services - Replacement of Refuse Collection Vehicle  The refuse collection vehcile used within street cleaning for collecting and bulking up waste is 15 years old and in need of replacement. Maintenance costs are rising and reliability is reducing. Demand on this vehicle is also set to increase if the decision is taken to introduce a commercial waste service to local businesses.		Jonathan Scott jonathanscott@maid stone.gov.uk	Public	Replacement of Refuse Collection Vehicle APPENDIX A: Options Appraisal for Refuse Collection Vehicle

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Cabinet Member for Environment  Due Date: 4 Jan 2013	Carbon emissions 2011/2012  To consider the Council's carbon footprint for 2011/12 and approve the attached 'Greenhouse Gas Emissions from Local Authority Owned Estate and Operations' report ready for submission to the Department of Energy and Climate Change (DECC).		John Newington johnnewington@mai dstone.gov.uk	Public	Carbon emissions 2011/2012
Leader of the Council  Due Date: 7 Jan 2013	Use of 2011 12 Revenue Underspend Revised Proposals  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	Use of 2011 12 Revenue Underspend Revised Proposals

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Cabinet  Due Date: 9 Jan 2013	Hazlitt Art Centre Tender response  Response to tender	KEY Reason: Affects more than 1 ward	Brian Morgan, Assistant Director of Regeneration & Cultural Services brianmorgan@maids tone.gov.uk	Private – Paragraph 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information)  Reason: because it relates to financial implications in respect of the Council's dealings and could prejudice the Council's position in any negotiations	Hazlitt Art Centre Tender response
Cabinet  Due Date: 9 Jan 2013	Budget Strategy 2013 14 Onwards Cabinet  Agree proposed General Fund revenue and capital estimates for 2013/14 and revised figures for 2012/13 in accordance with the Budget Strategy and the Medium Term Financial and Capital Strategies and Projections, and the consequent level of Council Tax for submission to the Council.	KEY Reason: Budget Reports	Paul Riley, Head of Finance & Customer Services paulriley@maidstonegov.uk	Public	Cabinet, Council or Committee Report for Budget Strategy 2013 14 Onwards Cabinet

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Cabinet  Due Date: 9 Jan 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
Queen's Own Royal West Kent Regiment Museum Trust Committee Due Date: 9 Jan 2013	Accounts 2011/12  Annual Accounts of the Queen's Own Royal  West Kent Regimental Museum Trust		Simon Lace, Museums and Heritage Manager SimonLace@maidsto ne.gov.uk	Public	Accounts 2011/12
Cabinet Member for Community and Leisure Services Due Date: 11 Jan 2013	CCTV Broadband and Shared System  Review of the current CCTV Broadband service and shared system within the Maidstone borough and recommendations for the future.	KEY Reason: Affects more than 1 ward	John Littlemore, Head of Housing & Community Safety johnlittlemore@maid stone.gov.uk	Public	Cabinet Report: CCTV Broadband and Shared System Attachment 1: Reccomendations Report for CCTV Broadband and Shared System Attachment 2: CCTV Map

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Cabinet Member for Planning, Transport and Development  Due Date: 11 Jan 2013	Park and Ride  To use the carry forward from the Civil Parking Enforcement fund to reduce the level of subsidy in providing the Park & Ride service in 2012/13.  To seek Kent County Council approval to formally agree the use of the carry forward in accordance with the agency agreement and the legal requirements.		Jeff Kitson jeffkitson@maidston e.gov.uk	Public	Park and Ride Park and Ride

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Cabinet Member for Community and Leisure Services  Due Date: 11 Jan 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)
Audit Committee  Due Date: 14 Jan 2013	Treasury Management Strategy 2013 14  To consider future Treasury Management Strategy for 2013/14		Paul Riley, Head of Finance & Customer Services paulriley@maidstone .gov.uk	Public	Cabinet, Council or Committee Report for Treasury Management Strategy 2013 14

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)
Licensing Committee  Due Date: 24 Jan 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 Committee  Due Date: 24 Jan 2013	Street Trading Policy  A full review of the street trading policy		Neil Harris, Head of Democratic Services neilharris@maidston e.gov.uk	Public	Street Trading Policy
Licensing Act 2003 Committee  Due Date: 24 Jan 2013	Early Morning Alcohol Restriction Orders and Late Night Levy  To receive an update on the changes to the Licensing Act 2003 relating to Early Morning Alcohol Restriction Orders and the Late Night Levy		Neil Harris, Head of Democratic Services neilharris@maidston e.gov.uk	Public	Early Morning Alcohol Restriction Orders and Late Night Levy

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Licensing Act 2003 Committee  Due Date: 24 Jan 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
Licensing Committee  Due Date: 24 Jan 2013	Dress Code for Hackney Carriage and Private Hire Drivers  To consider whether it would be possible to introduce a dress code for hackney carriage driver taking into account the hackney carriage byelaws.		Neil Harris, Head of Democratic Services <u>neilharris@maidston</u> <u>e.gov.uk</u>	Public	Dress Code for Hackney Carriage Drivers

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Licensing Committee  Due Date: 24 Jan 2013	Exempt Appendix - Dress Code for Hackney Carriage and Private Hire Drivers  Sets out the legal implications regarding the introduction of a dress code.		Neil Harris, Head of Democratic Services neilharris@maidston e.gov.uk	Private due to the legal information included in the appendix.	Dress Code for Hackney Carriage and Private Hire Drivers
Licensing Committee  Due Date: 24 Jan 2013	Sexual Entertainment Venue, 87-88 Bank Street Information only item on events that have occurred since the meeting.		Neil Harris, Head of Democratic Services neilharris@maidston e.gov.uk	Public	Sexual Entertainment Venue, 87-88 Bank Street
Licensing Committee  Due Date: 24 Jan 2013	BIS Consultation Paper on Street Trading and Pedlary Laws  To respond to the Consultation paper issued by BIS on Streetn trading and pedlars		Neil Harris, Head of Democratic Services neilharris@maidston e.gov.uk	Public	BIS Consultation Paper on Street Trading and Pedlary Laws

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Cabinet Member for Community and Leisure Services Due Date: 25 Jan 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 for ending the housing duty under s193 of the Housing Act 1996
Cabinet Member for Community and Leisure Services Due Date: 25 Jan 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
Cabinet Member for Corporate Services Due Date: 1 Feb 2013	Maximising Income from the Meeting Facility at the Town Hall  Looking at how the council can maximise its income potential from the use of its meeting facility at the Town Hall		Neil Harris, Head of Democratic Services neilharris@maidston e.gov.uk	Public	Maximising Income from the Meeting Facility at the Town Hall

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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
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 S106 DEVELOPER CONTRIBUTIONS FROM THE LAND AT ST. FAITHS LANE, MAIDSTONE (MA/04/1608)  To consider the proposed allocation of funds received as an offsite S106 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	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 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)
Council  Due Date: 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
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

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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 Member for Community and Leisure Services Due Date: 25 Jan 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 for ending the housing duty under s193 of the Housing Act 1996
Cabinet Member for Community and Leisure Services Due Date: 25 Jan 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

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Cabinet Member for Corporate Services  Due Date: 1 Feb 2013	Maximising Income from the Meeting Facility at the Town Hall  Looking at how the council can maximise its income potential from the use of its meeting facility at the Town Hall	Reason:	Neil Harris, Head of Democratic Services neilharris@maidston e.gov.uk	Public	Maximising Income from the Meeting Facility at the Town Hall
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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