



# LIST OF FORTHCOMING DECISIONS

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Publication Date: **6 September 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](mailto: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](http://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](http://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?



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**Councillor Christopher Garland**  
Leader of the Council  
[christophergarland@maidstone.gov.uk](mailto:christophergarland@maidstone.gov.uk)  
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**Councillor Stephen Paine**  
Cabinet Member for Planning, Transport and  
Development  
[stephenpaine@maidstone.gov.uk](mailto:stephenpaine@maidstone.gov.uk)  
Tel: 07906 271325



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



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**Councillor Marion Ring**  
Cabinet Member for Environment  
[marionring@maidstone.gov.uk](mailto:marionring@maidstone.gov.uk)  
Tel: 01622 686492



**Councillor Brian Moss**  
Cabinet Member for Corporate Services  
[brianmoss@maidstone.gov.uk](mailto: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](mailto:johnawilson@maidstone.gov.uk)  
Tel: 01622 720989

### List of Forthcoming Decisions

<b>Decision Maker and Date of When Decision is Due to be Made:</b>	<b>Title of Report and Brief Summary:</b>	<b>Key Decision and reason (if applicable):</b>	<b>Contact Officer:</b>	<b>Public or Private (if Private the reason why)</b>	<b>Documents to be submitted (other relevant documents may be submitted)</b>
<p><b>Cabinet</b></p> <p>Due Date: Wednesday 11 Sep 2013</p>	<p>Budget Strategy 2014 15 Onwards Revenue</p> <p>To give initial consideration to a Budget Strategy for 2014 15 and beyond</p>	<p>KEY Reason: Budget Reports</p>	<p>Paul Riley, Head of Finance &amp; Customer Services  <a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Budget Strategy 2014 15 Onwards</p>
<p><b>Cabinet Member for Planning, Transport and Development</b></p> <p>Due Date: Friday 13 Sep 2013</p>	<p>Report of the Chief Executive - Maidstone Borough Local Plan Public Consultation</p> <p>The report considers the council's approach to public consultation on the draft Maidstone Borough Local Plan.</p>		<p>Sue Whiteside  <a href="mailto:suewhiteside@maidstone.gov.uk">suewhiteside@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Public Consultation Approach for the Maidstone Borough Local Plan  Appendix A - SCRAIP from the Planning, Transport and Development Overview and Scrutiny Committee  Appendix B - MBLP Consultation Plan</p>

Forthcoming Decisions  
September 2013 - May 2014

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<p><b>Audit Committee</b></p> <p>Due Date: Monday 16 Sep 2013</p>	<p>Internal Audit Charter</p> <p>The report seeks the approval of the Committee to the Internal Audit Charter, which is a requirement under the statutory Public Sector Internal Audit Standards. In addition, the report notifies the committee of proposed changes to the employment model for the Internal Audit shared service.</p>		<p>Brian Parsons, Head of Audit Partnership <a href="mailto:Brianparsons@maidstone.gov.uk">Brianparsons@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Internal Audit Charter</p>
<p><b>Audit Committee</b></p> <p>Due Date: Monday 16 Sep 2013</p>	<p>External Auditor's Audit Findings Report 2012/13</p> <p>External Auditor's Audit Findings Report 2012/13</p>		<p>Paul Riley, Head of Finance &amp; Customer Services <a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a></p>	<p>Public</p>	<p>External Auditor's Audit Findings Report 2012/13</p>

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<b>Cabinet Member for Community and Leisure Services</b>  <b>Due Date: Friday 20 Sep 2013</b>	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 <a href="mailto:johnlittlemore@maidstone.gov.uk">johnlittlemore@maidstone.gov.uk</a>	Public	Review of the Housing Assistance Policy
<b>Cabinet Member for Corporate Services</b>  Due Date: Friday 20 Sep 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 <a href="mailto:lucystroud@maidstone.gov.uk">lucystroud@maidstone.gov.uk</a>	Private because of commercially sensitive information.	Lease of Giddyhorn Lane Tennis Courts
<b>Cabinet Member for Corporate Services</b>  Due Date: Friday 27 Sep 2013	Discretionary Housing Payment  Future policy for the award of discretionary housing payments.		Stephen McGinnes <a href="mailto:stephenmcginnes@maidstone.gov.uk">stephenmcginnes@maidstone.gov.uk</a>	Public	Discretionary Housing Payment

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<p><b>Cabinet Member for Community and Leisure Services</b></p> <p>Due Date: Before Friday 27 Sep 2013</p>	<p>ECO Pilot</p> <p>To consider participating in the Kent wide scheme to work with partners to provide a home insulation retrofitting service to householders in all tenures</p>	<p>KEY</p> <p>Reason: Affects more than 1 ward</p>	<p>Neil Coles, <a href="mailto:neilcoles@maidstone.gov.uk">neilcoles@maidstone.gov.uk</a></p>	<p>Public</p>	<p>ECO Pilot Appendix 1 Equality Impact Assessment Appendix 2 Map Appendix 3 Map</p>
<p><b>Cabinet Member for Corporate Services</b></p> <p>Due Date: Before Monday 30 Sep 2013</p>	<p>MKIP - Joint Environmental Health and Planning System Contract</p> <p>To seek approval for Maidstone to enter into a 5 year contract with the successful tenderer of the Joint Environmental Health and Planning System procurement on behalf of Maidstone, Swale and Tunbridge Wells Borough Councils</p>	<p>KEY</p> <p>Reason: Expenditure &gt; £250,000</p>	<p>Ryan O'Connell <a href="mailto:ryanoconnell@maidstone.gov.uk">ryanoconnell@maidstone.gov.uk</a></p>	<p>Public</p>	<p>MKIP - Joint Environmental Health and Planning System Contract</p>



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<b>Licensing Act 2003 Committee</b>  Due Date: Monday 7 Oct 2013	Delegation of Functions  To recommend to Council a minor amendment to the delegations to the Committee		John Littlemore, Head of Housing & Community Services <a href="mailto:johnlittlemore@maidstone.gov.uk">johnlittlemore@maidstone.gov.uk</a>	Public	Delegation of Functions
<b>Licensing Committee</b>  Due Date: Monday 7 Oct 2013	Hackney Carriage Licence - Unmet Demand Survey  To consider the outcomes of the Unmet Demand Survey into the numbers of Hackney Carriage Licenses		John Littlemore, Head of Housing & Community Services <a href="mailto:johnlittlemore@maidstone.gov.uk">johnlittlemore@maidstone.gov.uk</a>	Public	Hackney Carriage Licence - Unmet Demand Survey
<b>Licensing Committee</b>  Due Date: Monday 7 Oct 2013	New Scrap Metal Dealers Act 2013  New Scrap Metal Dealers Act 2013		John Littlemore, Head of Housing & Community Services <a href="mailto:johnlittlemore@maidstone.gov.uk">johnlittlemore@maidstone.gov.uk</a>	Public	New Scrap Metal Dealers Act 2013

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<p><b>Cabinet</b></p> <p>Due Date: Wednesday 9 Oct 2013</p>	<p>Budget Strategy 2014 15 Onwards Capital</p> <p>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).</p>	<p>KEY Reason: Budget Reports</p>	<p>Paul Riley, Head of Finance &amp; Customer Services <a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Budget Strategy 2014 15 Onwards Capital</p>
<p><b>Cabinet Member for Community and Leisure Services</b></p> <p>Due Date: Wednesday 16 Oct 2013</p>	<p>Health Inequalities Action Plan</p> <p>Action plan detailing work on reducing health inequalities in Maidstone</p>	<p>KEY Reason: Affects more than 1 ward</p>	<p>John Littlemore, Head of Housing &amp; Community Services <a href="mailto:johnlittlemore@maidstone.gov.uk">johnlittlemore@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Health Inequalities Action Plan</p>

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<p><b>Cabinet</b></p> <p>Due Date: Tuesday 22 Oct 2013</p>	<p>Maidstone Borough Local Plan Public Consultation Draft</p> <p>Cabinet approval to undertake public consultation on the draft Maidstone Borough Local Plan (under Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012)</p>	<p>KEY Reason: Affects more than 1 ward</p>	<p>Rob Jarman, Head of Development Management <a href="mailto:Robjarman@maidstone.gov.uk">Robjarman@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Maidstone Borough Local Plan Public Consultation Draft</p>
<p><b>Cabinet</b></p> <p>Due Date: Tuesday 22 Oct 2013</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 <a href="mailto:Robjarman@maidstone.gov.uk">Robjarman@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Infrastructure Delivery Plan (IDP)</p>

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<p><b>Cabinet</b></p> <p>Due Date: Tuesday 22 Oct 2013</p>	<p>Integrated Transport Strategy 2011-31</p> <p>To consider the Integrated Transport Strategy 2011-31 for public consultation</p>	<p>KEY</p> <p>Reason: Affects more than 1 ward</p>	<p>Rob Jarman, Head of Development Management</p> <p><a href="mailto:Robjarman@maidstone.gov.uk">Robjarman@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Integrated Transport Strategy 2011-31</p>
<p><b>Cabinet Member for Economic and Commercial Development</b></p> <p>Due Date: October 2013</p>	<p>Maidstone Enterprise Hub</p> <p>To allocate up to £700,000 from Capital Programme to establish an Enterprise Hub in Maidstone Town Centre.</p>	<p>KEY</p> <p>Reason: Expenditure &gt; £250,000</p>	<p>John Foster, Economic Development Manager</p> <p><a href="mailto:johnfoster@maidstone.gov.uk">johnfoster@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Maidstone Enterprise Hub</p>
<p><b>Cabinet</b></p> <p>Due Date: Wednesday 13 Nov 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</p> <p>Reason: Affects more than 1 ward</p>	<p>John Foster, Economic Development Manager,</p> <p><a href="mailto:johnfoster@maidstone.gov.uk">johnfoster@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Regeneration and Economic Development Plan Consultation</p>

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<p><b>Cabinet Member for Corporate Services</b></p> <p>Due Date: Before Saturday 30 Nov 2013</p>	<p>Policy for the use of Bankruptcy Proceedings (Council Tax, Business Rates and Benefits Overpayments)</p> <p>Guidance in the use of bankruptcy proceedings.</p>		<p>Stephen McGinnes <a href="mailto:stephenmcginnes@maidstone.gov.uk">stephenmcginnes@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Policy for the use of Bankruptcy Proceedings (Council Tax, Business Rates and Benefits Overpayments)</p>