



# LIST OF FORTHCOMING DECISIONS

Democratic Services Team

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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](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

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)
<b>Cabinet Member for Planning, Transport and Development</b>  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 <a href="mailto:Robjarman@maidstone.gov.uk">Robjarman@maidstone.gov.uk</a>	Public	Community Infrastructure Levy
<b>Cabinet</b>  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 <a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a>	Public	Budget Strategy 2014 15 Onwards Capital
<b>Cabinet</b>  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 <a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a>	Public	Budget Monitoring - Second Quarter 2013/14

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<b>Cabinet</b>  Due Date: Wednesday 13 Nov 2013	Mid-Year Strategic Plan Performance Report 2013/14  quarterly performance monitoring		Clare Wood <a href="mailto:clarewood@maidstone.gov.uk">clarewood@maidstone.gov.uk</a>	Public	Mid-Year Strategic Plan Performance Report 2013/14
<b>Cabinet</b>  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
<b>Cobtree Manor Estate Charity Committee</b>  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 <a href="mailto:jason.taylor@maidstone.gov.uk">jason.taylor@maidstone.gov.uk</a>	public	Car Parking at Cobtree Manor Park

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

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



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

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<b>General Purposes Group</b>  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 <a href="mailto:angelawoodhouse@maidstone.gov.uk">angelawoodhouse@maidstone.gov.uk</a>	Public	Nominations to Outside Bodies
<b>Cabinet Member for Corporate Services</b>  Due Date: Before Thursday 28 Nov 2013	Equality Objectives Mid-year Update  Equality Objectives Mid-year Update		Clare Wood <a href="mailto:clarewood@maidstone.gov.uk">clarewood@maidstone.gov.uk</a>	Public	Equality Objectives Mid-year Update
<b>Cabinet Member for Economic and Commercial Development</b>  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 <a href="mailto:johnfoster@maidstone.gov.uk">johnfoster@maidstone.gov.uk</a>	Public	Maidstone Enterprise Hub

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<b>Cabinet Member for Corporate Services</b>  Due Date: Friday 29 Nov 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
<b>Cabinet Member for Community and Leisure Services</b>  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 <a href="mailto:katielatchford@maidstone.gov.uk">katielatchford@maidstone.gov.uk</a>	Public	Health Inequalities Action Plan

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<b>Cabinet Member for Corporate Services</b>  Due Date: Before Friday 29 Nov 2013	Mid Kent Audit Partnership - Evolution to 'One Team - One Employer'  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.		Brian Parsons, Head of Audit Partnership <a href="mailto:Brianparsons@maidstone.gov.uk">Brianparsons@maidstone.gov.uk</a>	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.	Mid Kent Audit Partnership - Evolution to 'One Team - One Employer'
<b>Cabinet</b>  Due Date: Wednesday 4 Dec 2013	Green and Blue Infrastructure Strategy  Approval of Green and Blue Infrastructure Strategy for public consultation (to be undertaken at the same time as the Maidstone Borough Local Plan).	KEY Reason: Policies, Plans, Strategies	Darren Bridgett <a href="mailto:darrenbridgett@maidstone.gov.uk">darrenbridgett@maidstone.gov.uk</a>	Public	Green and Blue Infrastructure Strategy

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<b>Cabinet</b>  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 <a href="mailto:michaelmurphy@maidstone.gov.uk">michaelmurphy@maidstone.gov.uk</a>	Public	MAIDSTONE BOROUGH LOCAL PLAN PUBLIC CONSULTATION DRAFT – GROUP 2 POLICIES
<b>Council</b>  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 <a href="mailto:stephenmcginnes@maidstone.gov.uk">stephenmcginnes@maidstone.gov.uk</a>	Public	Local Council Tax Discount Scheme
<b>Cabinet</b>  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 <a href="mailto:johnfoster@maidstone.gov.uk">johnfoster@maidstone.gov.uk</a>	Public	Regeneration and Economic Development Plan Consultation

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<b>Cabinet Member for Corporate Services</b>  Due Date: Friday 20 Dec 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 Community and Leisure Services</b>  Due Date: Friday 20 Dec 2013	Homelessness Strategy 2013-2018  Homelessness Strategy 2013-2018; Homelessness Review 2013	Reason: Policies, Plans, Strategies	Neil Coles <a href="mailto:neilcoles@maidstone.gov.uk">neilcoles@maidstone.gov.uk</a>		Homelessness Strategy 2013-2018

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<b>Cabinet</b>  Due Date: Monday 27 Jan 2014	Infrastructure Delivery Plan (IDP)  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.	KEY Reason: Affects more than 1 ward	Rob Jarman, Head of Development Management <a href="mailto:Robjarman@maidstone.gov.uk">Robjarman@maidstone.gov.uk</a>	Public	Infrastructure Delivery Plan (IDP)
<b>Cabinet</b>  Due Date: Monday 27 Jan 2014	Integrated Transport Strategy 2011-31  To consider the Integrated Transport Strategy 2011-31 for public consultation	KEY Reason: Affects more than 1 ward	Rob Jarman, Head of Development Management <a href="mailto:Robjarman@maidstone.gov.uk">Robjarman@maidstone.gov.uk</a>	Public	Integrated Transport Strategy 2011-31
<b>Cabinet</b>  Due Date: Wednesday 12 Feb 2014	Budget Monitoring - Third Quarter 2013/14  Revenue and capital budget monitoring		Paul Riley, Head of Finance & Customer Services <a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a>	Public	Budget Monitoring - Third Quarter 2013/14