



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. 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?



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Councillor Stephen Paine
Cabinet Member for Planning, Transport and
Development
stephenpaine@maidstone.gov.uk
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Councillor Malcolm Greer
Cabinet Member for Economic and
Commercial Development (also Deputy
Leader)
malcolmgreer@maidstone.gov.uk
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Councillor Marion Ring
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Councillor Brian Moss
Cabinet Member for Corporate Services
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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)
Property Investment Cabinet Committee Due Date: Wednesday 20 Nov 2013	Emergency Housing Provision To consider opportunities for emergency housing provision.	KEY Reason: Expenditure > £250,000	John Littlemore, Head of Housing & Community Services johnlittlemore@maidstone.gov.uk	Private due to: Information relating to the financial or business affairs of any particular person (including the authority holding that information)	Emergency Housing Provision
Audit Committee 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 paulriley@maidstone.gov.uk	Public	Treasury Management Half Yearly Review 2013/14
Audit Committee 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 angelawoodhouse@maidstone.gov.uk	Public	Annual Governance Statement Action Plan Update
Audit Committee Due Date: Monday 25 Nov 2013	External Auditor's Letter to the Chairman External Auditor's Letter to the Chairman		Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk	Public	External Auditor's Letter to the Chairman

Forthcoming Decisions
November 2013 - May 2014

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Audit Committee Due Date: Monday 25 Nov 2013	External Auditor's Annual Audit Letter 2012/13 External Auditor's Annual Audit Letter 2012/13		Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk	Public	External Auditor's Annual Audit Letter 2012/13
Audit Committee Due Date: Monday 25 Nov 2013	Internal Audit - Interim Report The report provides details of the work of the Internal Audit team between April and September 2013. The Audit Committee is asked to agree that the work shows evidence of an adequate and effective audit service		Brian Parsons, Head of Audit Partnership Brianparsons@maidstone.gov.uk	Public	Internal Audit - Interim Report
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 Enc. 1 for Equality Objectives Mid-year Update

Forthcoming Decisions
November 2013 - May 2014

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<p>Cabinet Member for Community and Leisure Services</p> <p>Due Date: Friday 29 Nov 2013</p>	<p>Bringing empty homes back into use as affordable housing</p> <p>To consider purchasing property to help deliver the Empty Homes Programme with the Homes and Communities Agency.</p>	<p>KEY Reason: Expenditure > £250,000</p>	<p>Andrew Connors, Housing Enabling Officer andrewconnors@maidstone.gov.uk</p>	<p>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</p>	<p>Bringing empty homes back into use as affordable housing Appendix A - Site Plan Appendix B - Ground Floor Plan Appendix B - First Floor Plan</p>
<p>Cabinet Member for Corporate Services</p> <p>Due Date: Friday 29 Nov 2013</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>
<p>Cabinet Member for Community and Leisure Services</p> <p>Due Date: Friday 29 Nov 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>Katie Latchford katielatchford@maidstone.gov.uk</p>	<p>Public</p>	<p>Health Inequalities Action Plan</p>

Forthcoming Decisions
November 2013 - May 2014

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<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</p> <p>Reason: Policies, Plans, Strategies</p>	<p>Rob Jarman, Head of Development Management</p> <p>Robjarman@maidstone.gov.uk</p>	<p>Public</p>	<p>Green spaces for Maidstone strategy, 2005.</p> <p>Maidstone Open Space DPD, 2006.</p> <p>Green and Blue Infrastructure Strategy</p>
<p>Cabinet</p> <p>Due Date: Wednesday 4 Dec 2013</p>	<p>MAIDSTONE BOROUGH LOCAL PLAN PUBLIC CONSULTATION DRAFT – GROUP 2 POLICIES</p> <p>2nd group of local plan policies for consideration at Scrutiny committee and Cabinet</p>	<p>KEY</p> <p>Reason: Affects more than 1 ward</p>	<p>Michael Murphy</p> <p>michaelmurphy@maidstone.gov.uk</p>	<p>Public</p>	<p>MAIDSTONE BOROUGH LOCAL PLAN PUBLIC CONSULTATION DRAFT – GROUP 2 POLICIES</p>

Forthcoming Decisions
November 2013 - May 2014

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<p>Cabinet</p> <p>Due Date: Wednesday 4 Dec 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 & Customer Services paulriley@maidstone.gov.uk</p>	<p>Public</p>	<p>Budget Strategy 2014 15 Onwards Capital</p>
<p>Cabinet Member for Corporate Services</p> <p>Due Date: Friday 6 Dec 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>Public</p>	<p>Council Tax, Business Rates and Housing Benefits Overpayments write offs</p>

Forthcoming Decisions
November 2013 - May 2014

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<p>General Purposes Group</p> <p>Due Date: Wednesday 11 Dec 2013</p>	<p>Nominations to Outside Bodies</p> <p>To consider nominations received for Outside Bodies.</p>		<p>Caroline Matthews carolinematthews@maidstone.gov.uk</p>	<p>Public</p>	<p>Nominations to Outside Bodies</p>
<p>General Purposes Group</p> <p>Due Date: Wednesday 11 Dec 2013</p>	<p>Council Tax Tax Base 2014 15</p> <p>This report advises Members of the information currently available on the Tax Base for 2014/15 for Council Tax purposes. It identifies potential changes to that Tax Base, particularly those that are brought about by the Localisation of Council Tax Support Scheme for 2014/15. It also recommends the Tax Base for 2014/15.</p>		<p>Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk</p>	<p>Public</p>	<p>Council Tax Tax Base 2014 15</p>

Forthcoming Decisions
November 2013 - May 2014

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<p>Council</p> <p>Due Date: Wednesday 11 Dec 2013</p>	<p>Local Council Tax Discount Scheme</p> <p>Decision on the local council tax discount scheme to be applied for 2014/2015.</p>		<p>Stephen McGinnes stephenmcginnes@maidstone.gov.uk</p>	<p>Public</p>	<p>Local Council Tax Discount Scheme</p>
<p>Council</p> <p>Due Date: Wednesday 11 Dec 2013</p>	<p>Calendar of Meetings</p> <p>To consider an amendment to the Calendar of Meetings for 2013/14 and the new calendar of Meetings for 2014/15.</p>		<p>Janet Barnes janetbarnes@maidstone.gov.uk</p>	<p>Public</p>	<p>Calendar of Meetings</p>
<p>Council</p> <p>Due Date: Wednesday 11 Dec 2013</p>	<p>Urgent Decisions Taken by the Executive</p> <p>To note the urgent decisions taken by the Executive.</p>		<p>Janet Barnes janetbarnes@maidstone.gov.uk</p>	<p>Public</p>	<p>Urgent Decisions Taken by the Executive Urgent Decisions Taken by the Executive</p>

Forthcoming Decisions
November 2013 - May 2014

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Cabinet Member for Corporate Services Due Date: Thursday 12 Dec 2013	Corporation Pews report on options for the Corporation Pews in Allsaints Church		Angela Woodhouse, Head of Policy and Communications angelawoodhouse@maidstone.gov.uk	private reason 3, information relating to the financial affairs of the organisation	Corporation Pews
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

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<p>Cabinet</p> <p>Due Date: Wednesday 18 Dec 2013</p>	<p>Refresh of the Corporate Improvement Plan for 2014-17</p> <p>To consider the draft Corporate Improvement Plan 2014-17 before consultation with Corporate Services Overview & Scrutiny in January 2014 and adoption of the plan by Cabinet in February 2014. The Corporate Improvement Plan details the Council's improvement journey in terms of the key improvement workstreams and the priority services and projects for improvement.</p>	<p>KEY Reason: Policies, Plans, Strategies</p>	<p>Georgia Hawkes, Head of Business Improvement georgiahawkes@maidstone.gov.uk</p>	<p>Public</p>	<p>Refresh of the Improvement Plan for 2014-17 AppA_RefreshofImprovementPlan.pdf Refresh of the Corporate Improvement Plan for 2014-17</p>

Forthcoming Decisions
November 2013 - May 2014

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Cabinet Due Date: Wednesday 18 Dec 2013	Budget Strategy 2014/15 Onwards To agree a draft Council Tax and Budget Strategy for 2014/15 onwards.	KEY Reason: Budget Reports	Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk	Public	Budget Strategy 2014/15 Onwards

Forthcoming Decisions
November 2013 - May 2014

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<p>Cabinet</p> <p>Due Date: Wednesday 18 Dec 2013</p>	<p>Budget Strategy 2014 15 Fees & Charges</p> <p>To consider the appropriate level of fees and charges for 2014/15 for services where the Council raises income by charging the user of a service and where the setting of the fee to be charged is discretionary. The Council has adopted a policy on the setting of fees and charges to ensure that a rational approach is used that takes account of all factors and creates a result that supports the priorities set out in the strategic plan.</p>	<p>KEY Reason: Fees & Charges</p>	<p>Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk</p>	<p>Public</p>	<p>Budget Strategy 2014 15 Fees & Charges</p>

Forthcoming Decisions
November 2013 - May 2014

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<p>Cabinet</p> <p>Due Date: Wednesday 18 Dec 2013</p>	<p>Maidstone Partnership Board</p> <p>Changes to the Maidstone Locality Board and proposals for the establishment of a Maidstone Partnership Board</p>	<p>KEY Reason: Policies, Plans, Strategies</p>	<p>John Littlemore, Head of Housing & Community Services johnlittlemore@maidstone.gov.uk</p>	<p>Public</p>	<p>Maidstone Partnership Board</p>
<p>Cabinet</p> <p>Due Date: Wednesday 18 Dec 2013</p>	<p>Maidstone Enterprise Hub</p> <p>To consider allocating £700,000 to progress the project at the former Crown Post Office, King Street.</p>	<p>KEY Reason: Expenditure > £250,000</p>	<p>Karen Franek karenfranek@maidstone.gov.uk</p>		<p>Maidstone Enterprise Hub</p>
<p>Cabinet</p> <p>Due Date: Wednesday 18 Dec 2013</p>	<p>Maidstone Enterprise Hub</p> <p>Consider proposal to allocate £700,000 to progress the Enterprise Hub Project at the former Post Office building, King Street</p>		<p>Karen Franek karenfranek@maidstone.gov.uk</p>	<p>Private - contains commercially sensitive information</p>	<p>Maidstone Enterprise Hub</p>

Forthcoming Decisions
November 2013 - May 2014

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Cabinet Due Date: Wednesday 18 Dec 2013	Transfer of former Oakwood Cemetery, Oakapple Lane, Maidstone To consider agreeing to the freehold transfer to the Council of the land known as the former Oakwood Cemetery site, Oakapple Lane, Maidstone		Jason Taylor, Parks and Leisure Manager jason.taylor@maidstone.gov.uk	Public	Transfer of former Oakwood Cemetery, Oakapple Lane, Maidstone
Cabinet Member for Community and Leisure Services Due Date: Tuesday 31 Dec 2013	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	Helen Miller helen.miller@maidstone.gov.uk	public	Warm Homes Eco Pilot Review
Cabinet Due Date: Wednesday 15 Jan 2014	Licensing Peer Challenge Findings and Next Steps		John Littlemore, Head of Housing & Community Services john.littlemore@maidstone.gov.uk	Public	Licensing Peer Challenge

Forthcoming Decisions
November 2013 - May 2014

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<p>Cabinet Member for Corporate Services</p> <p>Due Date: Friday 24 Jan 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@maidstone.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 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>

Forthcoming Decisions
November 2013 - May 2014

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<p>Cabinet Member for Economic and Commercial Development</p> <p>Due Date: Friday 24 Jan 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>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</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>

Forthcoming Decisions
November 2013 - May 2014

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Cabinet 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 Robjarman@maidstone.gov.uk	Public	Integrated Transport Strategy 2011-31
Cabinet Member for Corporate Services 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 Playing Fields		Lucy Stroud lucystroud@maidstone.gov.uk	Private because of commercially sensitive information.	Lease of Giddyhorn Lane Tennis Courts

Forthcoming Decisions
November 2013 - May 2014

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<p>Cabinet Member for Environment</p> <p>Due Date: Before Friday 31 Jan 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>Steve Goulette Stevegoulette@maidstone.gov.uk</p>	<p>Public</p>	<p>Waste Strategy 2010-2015 Review and Progress Update of Waste Strategy</p>
<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>

Forthcoming Decisions
November 2013 - May 2014

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<p>Cabinet</p> <p>Due Date: Wednesday 12 Feb 2014</p>	<p>Refresh of the Corporate Improvement Plan 2014-17</p> <p>To consider the refreshed Corporate Improvement Plan for 2014-17, which details the Council's improvement journey in terms of the key improvement workstreams and the priority services and projects for improvement.</p>	<p>KEY Reason: Policies, Plans, Strategies</p>	<p>Georgia Hawkes, Head of Business Improvement georgiahawkes@maidstone.gov.uk</p>	<p>Public</p>	<p>Refresh of the Corporate Improvement Plan 2014-17 AppA_RefreshofImprovementPlan.pdf Refresh of the Corporate Improvement Plan 2014-17</p>
<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>

Forthcoming Decisions
November 2013 - May 2014

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<p>Council</p> <p>Due Date: Wednesday 26 Feb 2014</p>	<p>Strategic Plan Refresh 2014-15</p> <p>update for the final year of the strategic plan</p>	<p>KEY Reason: Policy Framework Document</p>	<p>Angela Woodhouse, Head of Policy and Communications angelawoodhouse@maidstone.gov.uk</p>	<p>public</p>	<p>Strategic Plan Refresh 2014-15</p>
<p>Cabinet</p> <p>Due Date: Wednesday 12 Feb 2014</p>	<p>Refresh of the Corporate Improvement Plan 2014-17</p> <p>To consider the refreshed Corporate Improvement Plan for 2014-17, which details the Council's improvement journey in terms of the key improvement workstreams and the priority services and projects for improvement.</p>	<p>KEY Reason: Policies, Plans, Strategies</p>	<p>Georgia Hawkes, Head of Business Improvement georgiahawkes@maidstone.gov.uk</p>	<p>Public</p>	<p>Refresh of the Corporate Improvement Plan 2014-17 AppA_RefreshofImprovementPlan.pdf Refresh of the Corporate Improvement Plan 2014-17</p>
<p>Council</p> <p>Due Date: Wednesday 26 Feb 2014</p>	<p>Strategic Plan Refresh 2014-15</p> <p>update for the final year of the strategic plan</p>	<p>KEY Reason: Policy Framework Document</p>	<p>Angela Woodhouse, Head of Policy and Communications angelawoodhouse@maidstone.gov.uk</p>	<p>Public</p>	<p>Strategic Plan Refresh 2014-15</p>

Forthcoming Decisions
November 2013 - May 2014

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<p>Cabinet</p> <p>Due Date: Monday 27 Jan 2014</p>	<p>Maidstone Borough Local Plan Draft Spatial Strategy</p> <p>The report will consider the borough's objectively assessed needs arising from the Strategic Housing Market Assessment. It will seek Member approval of the draft local plan spatial strategy for public consultation, including the targets for new dwellings and employment/retail floorspace.</p>	<p>KEY Reason: Policies, Plans, Strategies</p>	<p>Sue Whiteside suewhiteside@maidstone.gov.uk</p>	<p>Public</p>	<p>Maidstone Borough Local Plan Draft Spatial Strategy</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>