



LIST OF FORTHCOMING DECISIONS

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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

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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?



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Councillor Christopher Garland
Leader of the Council
christophergarland@maidstone.gov.uk
Tel: 07903 113571



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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>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</p> <p>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: Monday 27 Jan 2014</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 Planning and Development Robjarman@maidstone.gov.uk</p>	<p>Public</p>	<p>Integrated Transport Strategy 2011-31</p>

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January 2014 - May 2014

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<p>Cabinet</p> <p>Due Date: Monday 27 Jan 2014</p>	<p>Maidstone Borough Local Plan Public Consultation Draft - Group 3 Policies</p> <p>This final group of local plan policies will comprise the housing target and spatial distribution of development for the borough, and a number of transport based policies.</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>Maidstone Borough Local Plan Public Consultation Draft - Group 3 Policies</p>
<p>Cabinet</p> <p>Due Date: Monday 27 Jan 2014</p>	<p>Maidstone Integrated Transport Strategy</p> <p>The report sets out how the Integrated Transport Strategy (ITS) has developed and the direction the strategy is taking. It also sets out the next steps for the developing the ITS further.</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>Maidstone Integrated Transport Strategy</p>

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Chief Executive Due Date: Monday 27 Jan 2014	Planning Support - Shared Service - Choice of Employer To determine the employer for the planning support shared service.	KEY Reason: Expenditure > £250,000	Alison Broom alisonbroom@maidstone.gov.uk	Public	Planning Support - Shared Service - Choice of Employer
Licensing Committee Due Date: Thursday 30 Jan 2014	Street Trading Consent - Mr Ronald Munn Street Trading Consent - Mr Ronald Munn		Lorraine Neale lorraine.neale@maidstone.gov.uk	Public	Street Trading Consent - Mr Ronald Munn

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<p>Cabinet Member for Planning, Transport and Development</p> <p>Due Date: Friday 31 Jan 2014</p>	<p>Report of the Head of Planning and Development - Solar Energy Planning Policy Advice Notes</p> <p>To consider two planning policy advice notes to be used as guidance in determining solar energy applications.</p>	<p>KEY Reason: Policies, Plans, Strategies</p>	<p>Darren Bridgett darrenbridgett@maidstone.gov.uk</p>	<p>Public</p>	<p>Solar energy advice notes Appendix A: Planning policy advice note: Domestic and medium scale solar PV arrays (up to 50kW) and solar thermal Appendix B: Planning policy advice note: Large scale (more than 50kW) solar PV arrays Appendix C: SCRAIP - Planning, Transport and Development OSC 17 December 2013</p>
<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>

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<p>Cabinet Member for Planning, Transport and Development</p> <p>Due Date: Friday 7 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</p>
<p>Cabinet Member for Community and Leisure Services</p> <p>Due Date: Friday 7 Feb 2014</p>	<p>Warm Homes Eco Pilot Review</p> <p>Describes progress, upcoming issues and seeks decision on next steps for the Warm Homes scheme in Maidstone</p>	<p>KEY Reason: Affects more than 1 ward</p>	<p>Neil Coles neilcoles@maidstone.gov.uk</p>	<p>public</p>	<p>Warm Homes Eco Pilot Review</p>

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<p>Cabinet Member for Planning, Transport and Development</p> <p>Due Date: Friday 7 Feb 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 Report</p>	<p>Park and Ride Tender</p>
<p>Cabinet Member for Planning, Transport and Development</p> <p>Due Date: Friday 7 Feb 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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<p>Cabinet Member for Corporate Services</p> <p>Due Date: Friday 7 Feb 2014</p>	<p>MKIP – Shared Fraud Service</p> <p>To consider the proposal for entering into shared fraud investigation service between Maidstone, Tunbridge Wells and Swale Borough Councils as set out in the attached business case.</p>		<p>Stephen McGinnes stephenmcginnes@maidstone.gov.uk</p>	<p>Public</p>	<p>MKIP – Shared Fraud Service</p>
<p>Cabinet Member for Corporate Services</p> <p>Due Date: Friday 7 Feb 2014</p>	<p>Transfer of Oakwood Cemetery</p> <p>To consider the freehold transfer of Oakwood Cemetery to the Council for the purchase price of £1.00</p>		<p>Lucy Stroud lucystroud@maidstone.gov.uk</p>	<p>Public</p>	<p>Transfer of Oakwood Cemetery Oakwood Cemetery report Appendix A.doc.docx Oakwood Cemetery report Appendix B.doc.docx.doc Oakwood Cemetery report Appendix C.doc Transfer of Oakwood Cemetery</p>

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Cabinet Due Date: Wednesday 12 Feb 2014	Budget Monitoring - Third Quarter 2013/14 Revenue and capital budget monitoring		Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk	Public	Budget Monitoring - Third Quarter 2013/14
Cabinet Due Date: Wednesday 12 Feb 2014	Refresh of the Corporate Improvement Plan 2014-17 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.	KEY Reason: Policies, Plans, Strategies	Georgia Hawkes, Head of Business Improvement georgiahawkes@maidstone.gov.uk	Public	Refresh of the Corporate Improvement Plan 2014-17 AppA_RefreshofImprovementPlan.pdf Refresh of the Corporate Improvement Plan 2014-17
Cabinet Due Date: Wednesday 12 Feb 2014	Quarter 3 KPI Performance Report quarterly performance report		Clare Wood clarewood@maidstone.gov.uk	Public	Quarter 3 KPI Performance Report

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Cabinet Due Date: Wednesday 12 Feb 2014	Council Tax Premium for Long Term Empty Properties A policy decision on whether to charge a premium on the council tax payable for properties that have been empty for 2 years or more.	KEY Reason: Affects more than 1 ward	Stephen McGinnes stephenmcginnes@maidstone.gov.uk	Public	Council Tax Premium for Long Term Empty Properties
Cabinet Due Date: Wednesday 12 Feb 2014	Licensing Peer Challenge Findings and Next Steps		John Littlemore, Head of Housing & Community Services johnlittlemore@maidstone.gov.uk	Public	Licensing Peer Challenge
Cabinet Member for Community and Leisure Services Due Date: Friday 14 Feb 2014	Play Area Improvements Programme 2013/14 A report to consider the allocation for the Play Area Improvements Programme for 2013/14		Amanda Scott amandascott@maidstone.gov.uk	Public	Play Area Improvements Programme 2013/14

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Leader of the Council Due Date: Before Friday 21 Feb 2014	Unrecoverable Business Rates Authorisation to write off unrecoverable Business Rates.		Stephen McGinnes stephenmcginnes@maidstone.gov.uk	Public	Unrecoverable Business Rates
Leader of the Council Due Date: Friday 21 Feb 2014	Exempt Appendix - Unrecoverable Business Rates To support report seeking authorisation to write off unrecoverable business rates		Stephen McGinnes stephenmcginnes@maidstone.gov.uk	Private - Contains personal data covered by Data Protection.	Unrecoverable Business Rates
Cabinet Member for Corporate Services Due Date: Friday 21 Feb 2014	Local Council Tax Discount Scheme (Amendment) Technical change and uprating to the scheme approved by Full Council for implementation in April 2014.	Reason: Affects more than 1 Ward	Stephen McGinnes stephenmcginnes@maidstone.gov.uk	Public	Local Council Tax Discount Scheme (Amendment)

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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>Local Council Tax Discount Scheme (Amendment)</p>
<p>Cabinet</p> <p>Due Date: Monday 24 Feb 2014</p>	<p>Waste Strategy 2014-2019</p> <p>New Waste Strategy to outline the key objectives for the next 5 years.</p>	<p>KEY Reason: Policies, Plans, Strategies</p>	<p>Steve Goulette Stevegoulette@maidstone.gov.uk</p>	<p>Public</p>	<p>Waste Strategy 2010-2015 Waste Strategy 2014-2019</p>

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<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>
<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>

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<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>
<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@maidstone.gov.uk</p>	<p>Public</p>	<p>Bankruptcy Policy for Council Tax and Business Rates Debt</p>

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<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@maidstone.gov.uk</p>	<p>Public</p>	<p>Council Tax, Business Rates and Housing Benefits Overpayments write offs</p>
<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>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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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 Economic and Commercial Development Due Date: Friday 30 May 2014	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	Dawn Hudd dawnhudd@maidstone.gov.uk	Public	Maidstone Museums' Collections Development Policy 2013-2018 Maidstone Museums' Collections Development Policy 2013-2018
Cabinet Due Date: Monday 24 Feb 2014	Waste Strategy 2014-2019 New Waste Strategy to outline the key objectives for the next 5 years.	KEY Reason: Policies, Plans, Strategies	Steve Goulette Stevegoulette@maidstone.gov.uk	Public	Waste Strategy 2010-2015 Waste Strategy 2014-2019

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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>