



# 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)  
Tel: 07903 113571



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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)
<p><b>Chief Executive</b></p> <p>Due Date: Friday 7 Feb 2014</p>	<p>Planning Support - Shared Service - Choice of Employer</p> <p>To determine the employer for the planning support shared service.</p>	<p>KEY Reason: Expenditure &gt; £250,000</p>	<p>Alison Broom <a href="mailto:alisonbroom@maidstone.gov.uk">alisonbroom@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Planning Support - Shared Service - Choice of Employer</p>
<p><b>Cabinet Member for Corporate Services</b></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 <a href="mailto:stephenmcginnes@maidstone.gov.uk">stephenmcginnes@maidstone.gov.uk</a></p>	<p>Public</p>	<p>MKIP – Shared Fraud Service Appendix A - MKIP Business Case Appendix B – Structure Chart</p>

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<b>Cabinet Member for Corporate Services</b>  Due Date: Friday 7 Feb 2014	Transfer of Oakwood Cemetery  To consider the freehold transfer of Oakwood Cemetery to the Council for the purchase price of £1.00		Lucy Stroud <a href="mailto:lucystroud@maidstone.gov.uk">lucystroud@maidstone.gov.uk</a>	Public	Transfer of Oakwood Cemetery Enc. 1 for Transfer of Oakwood Cemetery Enc. 2 for Transfer of Oakwood Cemetery Enc. 3 for Transfer of Oakwood Cemetery
<b>Audit Committee</b>  Due Date: Monday 10 Feb 2014	RECONCILIATION OF THE COLLECTION FUND 2012/13  Report in response to the committee's request, at its meeting on 25th November 2013, to be updated on the actions taken to complete the reconciliation following its consideration of the Audit Opinion Letter.		Paul Riley, Head of Finance & Customer Services <a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a>	Public	RECONCILIATION OF THE COLLECTION FUND 2012/13

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<b>Audit Committee</b>  Due Date: Monday 10 Feb 2014	Budget Strategy 2014-15 Onwards - Risk Assessment  To enable the Audit Committee to consider the risk assessment of the Budget Strategy 2014-15 and make comments to Cabinet for consideration.		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 - Risk Assessment
<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

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<p><b>Cabinet</b></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 <a href="mailto:georgiahawkes@maidstone.gov.uk">georgiahawkes@maidstone.gov.uk</a></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><b>Cabinet</b></p> <p>Due Date: Wednesday 12 Feb 2014</p>	<p>Quarter 3 KPI Performance Report</p> <p>quarterly performance report</p>		<p>Clare Wood <a href="mailto:clarewood@maidstone.gov.uk">clarewood@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Quarter 3 KPI Performance Report</p>



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<b>Cabinet</b>  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 <a href="mailto:stephenmcginnes@maidstone.gov.uk">stephenmcginnes@maidstone.gov.uk</a>	Public	Council Tax Premium for Long Term Empty Properties
<b>Cabinet</b>  Due Date: Wednesday 12 Feb 2014	Licensing Peer Challenge  Findings and Next Steps		John Littlemore, Head of Housing & Community Services <a href="mailto:johnlittlemore@maidstone.gov.uk">johnlittlemore@maidstone.gov.uk</a>	Public	Licensing Peer Challenge
<b>Cabinet</b>  Due Date: Wednesday 12 Feb 2014	Budget Strategy 2014 15  To consider the budget strategy for 2014/15 onwards.	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

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<b>Cabinet</b>  Due Date: Wednesday 12 Feb 2014	Treasury Management Strategy 2014/15  Treasury Management Strategy 2014/15		Paul Riley, Head of Finance & Customer Services <a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a>	Public	Treasury Management Strategy 2014/15
<b>Cabinet Member for Community and Leisure Services</b>  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 <a href="mailto:amandascott@maidstone.gov.uk">amandascott@maidstone.gov.uk</a>	Public	Play Area Improvements Programme 2013/14
<b>Cabinet Member for Community and Leisure Services</b>  Due Date: Friday 14 Feb 2014	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	Neil Coles <a href="mailto:neilcoles@maidstone.gov.uk">neilcoles@maidstone.gov.uk</a>	Public	Warm Homes Eco Pilot Review

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<p><b>Cabinet Member for Planning, Transport and Development</b></p> <p>Due Date: Friday 14 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 <a href="mailto:suewhiteside@maidstone.gov.uk">suewhiteside@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Annual Monitoring Report 2012/13 Appendix A - Annual Monitoring Report 31 March 2012 to 1 April 2013</p>

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<p><b>Cabinet Member for Planning, Transport and Development</b></p> <p>Due Date: Friday 14 Feb 2014</p>	<p>Park and Ride Tender</p> <p>To consider awarding the Park &amp; 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 &amp; Ride contract to provide Park &amp; Ride services from Sittingbourne Road, Willington Street and London Road (option 1)</p>	<p>KEY Reason: Expenditure &gt; £250,000</p>	<p>Jeff Kitson <a href="mailto:jeffkitson@maidstone.gov.uk">jeffkitson@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Park and Ride Tender</p>
<p><b>Cabinet Member for Planning, Transport and Development</b></p> <p>Due Date: Friday 14 Feb 2014</p>	<p>Exempt Appendix to Park and Ride Tender</p> <p>Dealing the procurement process, tender submissions and the preferred supplier.</p>	<p>KEY Reason: Expenditure &gt; £250,000</p>	<p>Jeff Kitson <a href="mailto:jeffkitson@maidstone.gov.uk">jeffkitson@maidstone.gov.uk</a></p>	<p>Private due to commercial sensitivity</p>	<p>Park and Ride Tender</p>

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<b>Cabinet Member for Community and Leisure Services</b>  Due Date: February 2014	MKIP Environment Shared Service Model  Proposed operational model for the shared service		John Littlemore, Head of Housing & Community Services <a href="mailto:johnlittlemore@maidstone.gov.uk">johnlittlemore@maidstone.gov.uk</a>	Public	MKIP Environment Shared Service Model
<b>Leader of the Council</b>  Due Date: Before Friday 21 Feb 2014	Unrecoverable Business Rates  Authorisation to write off unrecoverable Business Rates.		Stephen McGinnes <a href="mailto:stephenmcginnes@maidstone.gov.uk">stephenmcginnes@maidstone.gov.uk</a>	Public	Unrecoverable Business Rates
<b>Leader of the Council</b>  Due Date: Friday 21 Feb 2014	Exempt Appendix - Unrecoverable Business Rates  To support report seeking authorisation to write off unrecoverable business rates		Stephen McGinnes <a href="mailto:stephenmcginnes@maidstone.gov.uk">stephenmcginnes@maidstone.gov.uk</a>	Private - Contains personal data covered by Data Protection.	Unrecoverable Business Rates

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<p><b>Cabinet Member for Corporate Services</b></p> <p>Due Date: Friday 21 Feb 2014</p>	<p>Local council Tax Discount Scheme (Amendment)</p> <p>Technical change and uprating to the scheme approved by Full Council for implementation in April 2014.</p>	<p>KEY Reason: Affects more than 1 ward</p>	<p>Stephen McGinnes <a href="mailto:stephenmcginnes@maidstone.gov.uk">stephenmcginnes@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Local council Tax Discount Scheme (Amendment) Appendix A - Table of Changes</p>
<p><b>Cabinet</b></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 <a href="mailto:suewhiteside@maidstone.gov.uk">suewhiteside@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Maidstone Borough Local Plan Public Consultation Draft (Regulation 18)</p>

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<p><b>Cabinet Member for Environment</b></p> <p>Due Date: Before Friday 28 Feb 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, Head of Environment &amp; Public Realm, <a href="mailto:stevegoulette@maidstone.gov.uk">stevegoulette@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Review and Progress Update of Waste Strategy</p>
<p><b>Cabinet</b></p> <p>Due Date: Wednesday 9 Apr 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, Head of Environment &amp; Public Realm, <a href="mailto:stevegoulette@maidstone.gov.uk">stevegoulette@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Waste Strategy 2014-2019</p>

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<p><b>Cabinet</b></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 <a href="mailto:Robjarman@maidstone.gov.uk">Robjarman@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Community Infrastructure Levy - Preliminary Draft Charging Schedule</p>
<p><b>Cabinet</b></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 <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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<b>Cabinet Member for Corporate Services</b>  Due Date: Friday 28 Feb 2014	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 Corporate Services</b>  Due Date: Friday 28 Feb 2014	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

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<b>Cabinet Member for Corporate Services</b>  Due Date: Friday 28 Feb 2014	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>	Public	Council Tax, Business Rates and Housing Benefits Overpayments write offs
<b>Cabinet Member for Corporate Services</b>  Due Date: Friday 28 Feb 2014	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>Audit Committee</b>  Due Date: Monday 3 Mar 2014	Internal Audit Operational Plan for 2014/15  To agree the 2014/15 Internal Audit Operational Plan		Russell Heppleston <a href="mailto:russellheppleston@maidstone.gov.uk">russellheppleston@maidstone.gov.uk</a>	Public	Internal Audit Operational Plan for 2014/15

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<b>Cabinet Member for Corporate Services</b>  Due Date: Friday 7 Mar 2014	Disposal of Land at White Horse Lane, Otham  To consider the disposal of an area of open space at White Horse Lane, Otham to a resident		Lucy Stroud <a href="mailto:lucystroud@maidstone.gov.uk">lucystroud@maidstone.gov.uk</a>	Private Contains commercially sensitive financial information	Disposal of Land at White Horse Lane, Otham
<b>Cabinet Member for Corporate Services</b>  Due Date: Friday 7 Mar 2014	Disposal of Land at White Horse Lane, Otham  Heads of Terms for disposal of land		Lucy Stroud <a href="mailto:lucystroud@maidstone.gov.uk">lucystroud@maidstone.gov.uk</a>	Private because it contains financial details of the disposal	Disposal of Land at White Horse Lane, Otham
<b>Cabinet Member for Planning, Transport and Development</b>  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 <a href="mailto:Robjarman@maidstone.gov.uk">Robjarman@maidstone.gov.uk</a>	Public	Green and Blue Infrastructure

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<p><b>Council</b></p> <p>Due Date: Wednesday 23 Apr 2014</p>	<p>Community Safety Partnership Plan annual refresh</p> <p>Annual Community Safety Partnership Plan and Strategic Assessment</p>	<p>KEY Reason: Policy Framework Document</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>Community Safety Partnership Plan annual refresh</p>
<p><b>Cabinet Member for Economic and Commercial Development</b></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 <a href="mailto:dawnhudd@maidstone.gov.uk">dawnhudd@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Maidstone Museums' Collections Development Policy 2013-2018 Maidstone Museums' Collections Development Policy 2013-2018</p>