



# 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

## **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 [committeeservices@maidstone.gov.uk](mailto:committeeservices@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  
May 2014 – August 2014**

<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>Council</b></p> <p>Due Date: Wednesday 23 Apr 2014</p>	<p>Protocols for Crime and Disorder Reduction Partnership Overview and Scrutiny</p> <p>That the proposed revisions be put forward as a recommendation to full Council.</p>		<p>Christian Scade <a href="mailto:christianscade@maidstone.gov.uk">christianscade@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Protocols for Crime and Disorder Reduction Partnership Overview and Scrutiny</p>
<p><b>Council</b></p> <p>Due Date: Wednesday 23 April 2014</p>	<p>Community Safety Partnership Plan Annual Refresh</p>	<p>KEY Reason: Policy Framework Document</p>	<p>Sarah Robson <a href="mailto:sarahrobson@maidstone.gov.uk">sarahrobson@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Community Safety Partnership Plan Annual Refresh</p>
<p><b>Cabinet Member for Community &amp; Leisure Services</b></p> <p>Due Date: Friday 25 Apr 2014</p>	<p>Chillington House</p> <p>Leasehold disposal of Chillington House</p>		<p>David Tibbit <a href="mailto:davidtibbit@maidstone.gov.uk">davidtibbit@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Chillington House Enc. 1 for Chillington House</p>
<p><b>Leader of the Council</b></p> <p>Due Date: Friday 2 May 2014</p>	<p>Data Quality Policy Review 2013</p> <p>Review of council's data quality policy</p>	<p>KEY Reason: Changes to policies</p>	<p>Clare Wood <a href="mailto:clarewood@maidstone.gov.uk">clarewood@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Data Quality Policy Review 2013 Data Quality Policy Review 2013</p>

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<p><b>Cabinet Member for Planning, Transport and Development</b></p> <p>Due Date: Friday 2 May 2014</p>	<p>Coxheath Neighbourhood Plan</p> <p>Coxheath Parish Council's neighbourhood plan has been published by MBC for formal public consultation in accordance with Reg.16 of the Neighbourhood Planning Regulations 2012.</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>Coxheath Neighbourhood Plan</p>
<p><b>Cabinet Member for Community and Leisure Services</b></p> <p>Due Date: Tuesday 6 May 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>Helen Miller <a href="mailto:helenmiller@maidstone.gov.uk">helenmiller@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Warm Homes Eco Pilot Review</p>

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<p><b>Cabinet Member for Corporate Services</b></p> <p>Due Date: Wednesday 7 May 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 <a href="mailto:sheilacoburn@maidstone.gov.uk">sheilacoburn@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Council Tax, Business Rates and Housing Benefits Overpayments write offs</p>
<p><b>Cabinet Member for Corporate Services</b></p> <p>Due Date: Wednesday 7 May 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 <a href="mailto:sheilacoburn@maidstone.gov.uk">sheilacoburn@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Bankruptcy Policy for Council Tax and Business Rates Debt</p>

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<b>Cabinet Member for Corporate Services</b>  Due Date: Wednesday 7 May 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 Planning, Transport and Development</b>  Due Date: Friday 9 May 2014	Kent Downs Area of Outstanding Natural Beauty Management Plan  To agree the second revision to the adopted planning policy advice note for the Kent Downs AONB Management Plan.	KEY Reason: Affects more than 1 ward	Sue Whiteside <a href="mailto:suewhiteside@maidstone.gov.uk">suewhiteside@maidstone.gov.uk</a>	Public	Kent Downs Area of Outstanding Natural Beauty Management Plan
<b>Cabinet Member for Community and Leisure Services</b>  Due Date: Monday 12 May 2014	Maidstone Health Inequalities Action Plan  Action plan detailing work to reduce health inequalities in the Borough	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	Maidstone Health Inequalities Action Plan Maidstone Health Inequalities Action Plan



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<b>Cabinet Member for Corporate Services</b>  Due Date: Tuesday 13 May 2014	Chillington House  Leasehold disposal of Chillington House		David Tibbit <a href="mailto:davidtibbit@maidstone.gov.uk">davidtibbit@maidstone.gov.uk</a>	Public	Chillington House Enc. 1 for Chillington House
<b>Property Investment Cabinet Committee</b>  Due Date: Wednesday 14 May 2014	Property Investment  Purchase of Property for Investment Purposes	KEY Reason: Expenditure > £250,000	David Tibbit <a href="mailto:davidtibbit@maidstone.gov.uk">davidtibbit@maidstone.gov.uk</a>	Private - Financial/Business Affairs	Property Investment
<b>Cabinet</b>  Due Date: Wednesday 14 May 2014	Maidstone Enterprise Hub  Consideration of financing options	KEY Reason: Expenditure > £250,000	Karen Franek <a href="mailto:karenfranek@maidstone.gov.uk">karenfranek@maidstone.gov.uk</a>	Public	Maidstone Enterprise Hub
<b>Cabinet</b>  Due Date: Wednesday 14 May 2014	Business Rates Reoccupation Relief  To seek approval for a local scheme to implement Business Rates reoccupation relief.		Stephen McGinnes <a href="mailto:stephenmcginnes@maidstone.gov.uk">stephenmcginnes@maidstone.gov.uk</a>	Public	Business Rates Reoccupation Relief

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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 <i>if Private the reason why</i>	Documents to be submitted <i>(other relevant documents may be submitted)</i>
<p><b>Cabinet Member for Economic and Commercial Development</b></p> <p>Due Date: Friday 20 Jun 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>
<p><b>Cabinet Member for Community and Leisure Services</b></p> <p>Due Date: Friday 20 Jun 2014</p>	<p>Homelessness Strategy 2014-19</p> <p>Adoption of a new Homelessness Strategy.</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>Homelessness Review - January 2014 Homelessness Strategy 2014-19 Appendix 1: Draft Homelessness Strategy 2014-19</p>
<p><b>Cabinet Member for Corporate Services</b></p> <p>Due Date: Friday 20 Jun 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 Playing Fields</p>		<p>Lucy Stroud <a href="mailto:lucystroud@maidstone.gov.uk">lucystroud@maidstone.gov.uk</a></p>	<p>Private because of commercially sensitive information.</p>	<p>Lease of Giddyhorn Lane Tennis Courts</p>