

AGENDA

COMMUNITY, LEISURE SERVICES AND ENVIRONMENT OVERVIEW & SCRUTINY COMMITTEE MEETING



Overview and Scrutiny

Date: Tuesday 10 December 2013
Time: 6.30 pm
Venue: Town Hall, High Street, Maidstone

Membership:

Councillors: Mrs Blackmore (Chairman), Brindle, Mrs Gibson,
Mrs Joy (Vice-Chairman), Mrs Mannering, Munford,
Mrs Parvin, Vizzard and Yates

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1. **The Committee to consider whether all items on the agenda should be web-cast**
2. **Apologies**
3. **Notification of Substitute Members**
4. **Notification of Visiting Members/Witnesses**
5. **Disclosures by Members and Officers**
6. **To consider whether any items should be taken in private because of the possible disclosure of exempt information**
7. **Minutes of the meeting held on 12 November 2013** 1 - 6
8. **Warm Homes ECO Pilot Review** 7 - 9
Interview with Neil Coles, Housing Services Manager
9. **Future Work Programme** 10 - 37

The reports included in Part I of this agenda can be made available in **alternative formats**. For further information about this service, or to arrange for special facilities to be provided at the meeting, **please contact Orla Sweeney on 01622 602524**. To find out more about the work of the Overview and Scrutiny Committees, please visit www.maidstone.gov.uk/osc

Continued Over/:

Issued on 2 December 2013

Alison Broom

**Alison Broom, Chief Executive, Maidstone Borough Council,
Maidstone House, King Street, Maidstone Kent ME15 6JQ**

Agenda Item 7

MAIDSTONE BOROUGH COUNCIL

Community, Leisure Services and Environment Overview & Scrutiny Committee

MINUTES OF THE MEETING HELD ON TUESDAY 12 NOVEMBER 2013

Present: Councillor Mrs Blackmore (Chairman), and Councillors Brindle, Mrs Gibson, Mrs Joy, Mrs Mannering, Vizzard and Yates

Also Present: Councillors Newton

56. THE COMMITTEE TO CONSIDER WHETHER ALL ITEMS ON THE AGENDA SHOULD BE WEB-CAST

RESOLVED: That all items on the agenda be web-cast

57. APOLOGIES

It was noted that apologies for absence were received from Councillors Munford and Mrs Parvin.

58. NOTIFICATION OF SUBSTITUTE MEMBERS

There were no Substitute Members.

59. NOTIFICATION OF VISITING MEMBERS/WITNESSES

The Cabinet Member for Community and Leisure Services, Councillor JA Wilson and Councillor Newton were noted as Visiting Members.

60. DISCLOSURES BY MEMBERS AND OFFICERS

There were no disclosures.

61. TO CONSIDER WHETHER ANY ITEMS SHOULD BE TAKEN IN PRIVATE BECAUSE OF THE POSSIBLE DISCLOSURE OF EXEMPT INFORMATION

RESOLVED: That all items be taken in public as proposed.

62. MINUTES OF THE MEETING HELD ON 10 SEPTEMBER 2013.

RESOLVED: That the minutes of the meeting held on 10 September be approved as a correct record and duly signed.

63. EVIDENCE FROM THE HOMELESSNESS REVIEW; GUIDING THE HOMELESSNESS STRATEGY

The Chairman welcomed to the meeting:

- Paul Howarth, Director of the Welfare Reform Club;
- Paul Easterbrook, Housing Services Manager, Porchlight;
- Mike FitzGerald, Chairman, Homeless Care;
- Neil Coles, Housing Services Manager; and
- Sam Bailey, Research and Performance Officer.

Neil Coles, Housing Service Manager provided the Committee with an overview to the draft Homelessness Review evidence.

He explained that the Council was required to publish a Homelessness Strategy every five years. The previous strategy had been adopted in 2008 and was therefore due for renewal in 2013. A key element of the Strategy was undertaking a review.

Mr Coles informed the Committee that the review had highlighted five key themes:

1. The emerging importance of Private Sector Renting which had overtaken Social Housing;
2. Landlord possessions –the primary cause of homelessness;
3. A reduction in preventions work - which was linked to the new housing allocation scheme;
4. The reduction in the number of referrals to Kent County Council's Supporting People Programmes
5. Increasing number of mortgage repossessions which were not being enforced – potential spike hidden at present.

Mr Howarth, Director of the Welfare Reform Club was invited to update the Committee on national policy and its impact on Homelessness. He outlined how the impact of Welfare Reform policy was measured. In order to measure impact of a policy, the objectives needed to be known. In terms of Welfare Reform policies the objectives included reducing the budget deficit, lessening dependency on benefits and making 'work pay'. He informed the Committee that for every new policy written Her Majesty's Revenues and Customs (HMRC) would write an impact assessment. However the impact assessment would consider the financial impact only and not the social impact.

Mr Howarth informed the Committee that there had been a larger increase in Maidstone of those claiming Housing Benefit than compared with the national picture. From November 2008 until 2013 that had been a 24-25% increase in those claiming Housing Benefit. The biggest increase in Housing Benefit claimants known had come from those already in work. Mr Howarth questioned whether this pointed to lower incomes in Maidstone. He told the Committee that the government had been reluctant to undertake research in this area, however it had been pressurised into doing so and there would be a series of reports emerging in this area that would add further scope to the Homeless Review and Strategy providing the evidence base to adjust its objectives over time.

The Committee was informed that Sheffield Hallam University, in conjunction with the Financial Times, had undertaken research on the impact of Welfare Reform. This had resulted in the 'Austerity Index' which provided the ability to work out the proportional impact of each reform by area and therefore the loss of money coming into Maidstone.

The Committee was advised that so far the direct impact of Welfare Reform was negligible with approximately 100 households affected in Maidstone. The transition of Disability Living allowance to Personal Independence Payment was yet to come however and could have a significant impact on Maidstone.

Mr Howarth also highlighted Mental Health and the changes to incapacity benefit as a possible area of focus for the Committee. He explained that shared accommodation was a hidden part of the Welfare Reform agenda and could provide a solution to the 'bedroom tax' (otherwise known as 'size criteria' within Welfare Reform policy). He suggested taking in a lodger and encouragement to share accommodation as options to consider. With regards to shared accommodation Mr Coles informed the Committee that Maidstone did not have a large stock of shared accommodation as it did not have a large student population.

Paul Easterbrook from Porchlight commented on the increased importance of the Private Rented Sector in the current climate. This coupled with the benefits cuts would leave a significant gap which meant it was difficult for people to sustain the accommodation they were already in. He informed the Committee that assistance in providing a deposit was a way providing sustainability for their future. Porchlight were working with Crisis who had accommodation in the private rented sector in Kent. Maidstone Borough Council also provided a rent deposit scheme.

Mr FitzGerald from Homeless Care updated the Committee on the recent merger with local charities including the Day Centre, all of which were now known as Homeless Care.

He aired his concerns with regards to the findings of the Homelessness review, outlined his concerns as follows:

- Private Sector landlords freeing up housing stock for higher rents;
- The impact of Domestic Abuse;
- The Council's Housing Allocation Scheme;
- The instant loss of benefits when claimant cannot keep an appointment;
- 16-18 year olds who are NEET; and
- Gaps in provisions which including temporary/emergency accommodation and the elderly.

A further challenge to the homeless highlighted was the online application process for Universal Credit. He informed the Committee that that Day Centre was able to provide a homeless person with its address to use.

Mr FitzGerald referenced Maidstone's current Health profile which showed Maidstone to be 'significantly worse' than the national average in relation to statutory homelessness.

The Committee raised concerns about crisis situations such as family breakdowns and the impact this had on provisions for homelessness. Mr Coles responded by explaining that early intervention and prevention of homelessness was an important area of focus for the Homelessness Strategy. The risks of returning someone to a household were highlighted to the Committee. It was emphasised that there had to be certainty that they were not being returned to risk, for example, Domestic Violence.

The Committee felt that intervention and prevention should be a priority of the Homelessness Strategy. Robust interventions from the Borough Council and Housing Providers were required to prevent homelessness and appropriate measures should be identified and set out in the Homelessness Strategy.

Members considered ways in which to encourage residents to come forward for help and advice at an early, preventative stage. It was felt that the Council needed to improve its signposting to other services, working more closely with stakeholders and partners.

The Committee raised concerns about Mental Health and well-being and the impact this would have on the homeless. Mr Coles told the Committee that Mental Health was an issue and was common in households facing homelessness; the evidence gathered as part of the Homelessness review in relation to Mental Health would be subject to further investigation.

Members considered the Housing Allocations Scheme. Prior to the Housing Allocations Scheme a 'points' scheme had been in place. This had awarded a higher number of points to the homeless. The new scheme was assessed on the date of application. There was one band for homeless applications and a percentage of available social housing was allocated to each band. This was set at 5% for the homelessness band. The bands were as follows:

- A – Community Contribution
- B - Assistance
- C – Reasonable Preference
- D – Homeless

The Committee were informed that the 5% homeless allocation had been used. There was the ability to adjust the quota but the result would be to reduce the allocation in another band. Members felt that the allocation of each band should be reviewed.

The Committee considered whether or not Maidstone was a victim of its own success i.e. in its ability to cope in the economic down turn to such an extent that it was now drawing people to it. Members were concerned about the lack of funding now available and the impact this could have.

Mr Coles confirmed that in line with policy the only exception to those coming to Maidstone, other than those with a local connection, were those fleeing Domestic Violence. With regards to inward migration Members were informed that claims that people moved to other areas because of changes to Benefits were greatly exaggerated.

The inclusion of the armed forces who were found to be particularly vulnerable to becoming homeless as part of the review was discussed. Mr Coles informed the Committee that the armed forces along with ex offenders were often institutionalised which limited their life skills as everything had been done or provided for them.

Members considered the evidence presented in the Homelessness Review and the gaps in provisions that had been identified. The Committee felt that a further area of investigation and analysis required was to look at initiatives used in other areas to address similar gaps in provisions and determine whether or not they could be utilised in Maidstone.

A member recommended that in taking the draft review evidence forward, the presentation of the diagrams used should be improved as they were difficult to interpret in their current form.

The Committee recommended that the contact details of the groups and organisations that had been involved in the review's consultation be collated and made available to Councillors to enable signposting of services to residents.

RESOLVED: That

- a) Intervention and Prevention should be a priority of the Homelessness Strategy. There should be more robust interventions from the Borough Councils and Housing Providers to prevent homelessness with appropriate measures identified and set out in the Homelessness Strategy.
- b) Maidstone Borough Council should work closely with its stakeholders and partner organisations (particularly Maidstone Families Matter, the Community Safety Unit and Community Wardens and Maidstone Mind) to improve its signposting to services and to encourage residents to come forward for help and advice on homelessness at an early, preventative stage.
- c) The Housing Services Manager should ensure that further research is undertaken as part of the homelessness review in areas where there are gaps in provisions and look for established, innovative schemes in other areas that could be adopted in Maidstone;
- d) In taking the draft review evidence forward, the presentation of the diagrams used should be improved as they are difficult to interpret in their current form; and

- e) The contact details of the groups and organisations that had responded to the Homelessness Review consultation be collated and made available to Councillors to enable improved signposting to residents.

64. FUTURE WORK PROGRAMME

The Committee considered its future work programme.

The Scrutiny officer updated the Committee on items to be included:

- 10 December 2013 – interviews with the Mental Health Nurse and Police Officers involved in the Pilot Street Triage Scheme as part of the Mental Health Review;
- The draft Homelessness Strategy would be returning to the Committee in the New Year, date to be confirmed; and
- The March meeting could be utilised for a follow up on the Waste Review and to evaluate the Waste Contract thus far.

RESOLVED: That the future work programme be noted.

65. DURATION OF MEETING

6.30pm to 8.05pm

Agenda Item 8

Maidstone Borough Council

Community, Leisure Services and Environment Overview & Scrutiny Committee

Tuesday 10th December 2013

Warm Homes ECO Pilot Review

Report of: Helen Miller, Home Energy Efficiency Project Officer

1. Introduction

- 1.1 Energy Company Obligation (ECO) funding was introduced nationally in January 2013 to reduce the UK's energy consumption and support people living in fuel poverty. It does this by requiring large energy companies to provide significant funding for home energy efficiency improvements every year. ECO funding can be used to retrofit existing homes with loft insulation, draught proofing, cavity wall insulation, solid wall insulation and in some cases replace boilers beyond economic repair.
- 1.2 The Community, Leisure Services and Environment Overview and Scrutiny Committee received a report on 13th August 2013 and recommended that the Cabinet Member for Community and Leisure Services support the introduction of the Warm Homes Scheme.
- 1.3 Following the report of the Head of Housing and Community Service dated 19th September 2013, the Leader of the Council (on behalf of the Cabinet Member for Community and Leisure Services) approved the following decision:
 - 1) That the Council implements and borough wide Warm Homes ECO pilot, initially targeting the wards of High Street, Park Wood, Shepway North and Shepway South.
 - 2) That the Council enters into a service level agreement with Enterprise plc to deliver the Warm Homes ECO pilot.
- 1.4 The Warm Homes scheme started in the borough on 21st October 2013 but lost momentum when it became clear a government announcement was due in December which would alter the funding and emphasis of the Energy Company Obligation.
- 1.5 On the 5th December the Chancellor of the Exchequer is expected to announce significant changes in the level of funding and targeting. The main changes are expected to be;
 - The timescale; originally until March 2015 but now until March 2017.

- The level of funding; the funding can now be spend over a longer period, effectively reducing the amount spent each year. This would reduce the amount that energy firms have to spend each year.
- The emphasis; the most severely deprived areas and those of certain means tested benefits will still have some support but support for insulating hard to insulate homes, particularly homes with solid walls, has been significantly reduced.
- The level of funding; many works are not fully funded and schemes do not progress due to incomplete funding

1.6 Npower are no longer going to fund the affordable warmth strand of the project designed to help people on certain means tested benefits. Kent County Council has negotiated with Enterprise's supply chain and the affordable warmth element can now be provided by a new service provider.

2. Recommendation

- 2.1 That the Community, Leisure Services and Environment Overview and Scrutiny Committee recommend that the Council continues to support the Warm Homes scheme.
- 2.2 That the Overview and Scrutiny Committee recommend that the Cabinet Member for Community and Leisure Services receives a report recommending an amendment to the Housing Assistance Policy to allow assistance to be given to households in receipt of means tested benefits to top up shortfalls in ECO funding to enable measures to be installed.

3. Making Recommendations and achieving outcomes

- 3.1 Although the new scheme will be able to help a smaller number of residents it still has the potential to help some residents gain free insulation and replacement boilers.
- 3.2 Accurate marketing messages can be created which can inform residents of the scheme so those most likely to benefit can self-refer and those who are unlikely to be eligible are informed.
- 3.3 The Council could help more residents live in a well insulated home if amendments were made to the Housing Assistance Policy allowing assistance to be given by the Council that topped up the ECO funding where needed.

4. Impact on Corporate Objectives

- 4.1 The Committee will consider reports that deliver against the following Council priority:
- For Maidstone to be a decent place to live.
- 4.2 Living in a well-insulated home is likely to help residents spend less on fuel, live in a warmer and so potentially drier home and help them feel Maidstone is a decent place to live.

Maidstone Borough Council

Community, Leisure Services and Environment Overview and Scrutiny Committee

Tuesday 10 December 2013

Future Work Programme

Report of: Orla Sweeney, Overview & Scrutiny Officer

1. Introduction

- 1.1 To consider the Committee's future work programme.
- 1.2 To consider the information update given by the Chairman.

2. Recommendation

- 2.1 That the Committee considers the draft future work programme, attached at **Appendix A**, to ensure that it is appropriate and covers all issues Members currently wish to consider within the Committee's remit. Any items on the draft future work programme, highlighted in bold, are provisional items for the Committee to approve.
- 2.2 That the Committee considers the sections of the List of Forthcoming Decisions relevant to the Committee at **Appendix B** and whether these are items that require further investigation or monitoring.
- 2.3 That the Committee considers its continuous professional development needs and recommends possible training or development sessions it would like to undertake.

3 Future Work Programme

- 3.1 Throughout the course of the municipal year the Committee is asked to put forward work programme suggestions. These suggestions are planned into its annual work programme. Members are asked to consider the work programme at each meeting to ensure that it remains appropriate and covers all issues Members currently wish to consider within the Committee's remit.
- 3.2 The Committee is reminded that the Constitution states under Overview and Scrutiny Procedure Rules number 9: Agenda items that 'Any Member shall be entitled to give notice to the proper officer that he wishes an item relevant to the functions of the Committee or Sub-Committee to be included on the agenda for the next available meeting of the Committee or Sub-Committee. On receipt of such a request the proper officer will ensure that it

is included on the next available agenda, the Member must attend the meeting and speak on the item put forward.'

4 List of Forthcoming Decisions

- 4.1 The List of Forthcoming Decisions (**Appendix B**) is a live document containing all key and non-key decisions.
- 4.2 Due to the nature of the List of Forthcoming Decisions, and to ensure the information provided to the Committee is up to date, a verbal update will be given at the meeting by the Chairman. The Committee can view the live document online at:
<http://meetings.maidstone.gov.uk/mgListPlans.aspx?RPIId=443&RD=0>

5. Impact on Corporate Objectives

- 5.1 The Committee will consider reports that deliver against the following Council priority:
- 'For Maidstone to be a decent place to live.'
- 5.2 The Strategic Plan sets the Council's key objectives for the medium term and has a range of objectives which support the delivery of the Council's priorities.

Community, Leisure Services & Environment Overview and Scrutiny Committee Work Programme 2013-14

Meeting Date	Agenda Items	Details and desired outcome
11 June 2013	<ul style="list-style-type: none"> • Appointment of Chairman and Vice-Chairman • Work programming workshop • Leader & Cabinet Member Priorities for 2013/14 Municipal Year 	<ul style="list-style-type: none"> • Appoint Chairman and Vice-Chairman for 2013-14 • Ascertain work plan for the year and strategic direction for the Council & Select and develop review topics focusing on achievable outcomes.
16 July 2013	<ul style="list-style-type: none"> • Cabinet Member Priorities for 2013/14 Municipal Year • Draft report: Approval of a new Play Area Strategic Standard 	<ul style="list-style-type: none"> • To consider the Cabinet Update and make recommendations as appropriate • To consider the report and make recommendations as appropriate
13 August 2013	<ul style="list-style-type: none"> • CCTV Protocol • Collective Switching of Energy Supplier Service for Householders • Eco Pilot • Draft Health Inequalities Action Plan 	<ul style="list-style-type: none"> • To consider the report and make recommendations as appropriate
10 September 2013	<ul style="list-style-type: none"> • Health Inequalities (Mental Health) Review 	<ul style="list-style-type: none"> • To interview the witness invited to the meeting and participate in a 'act finding' discussion as part of evidence gathering for the review topic.
8 October 2013	CANCELLED	CANCELLED
29 October 2013	<p><i>Acting as the Crime & Disorder Overview and Scrutiny Committee</i></p> <ul style="list-style-type: none"> • Mental Health and the Police and frontline services 	<ul style="list-style-type: none"> • The Committee will be acting as the Crime and Disorder Overview and Scrutiny Committee interviewing the witness invited to the meeting and participate in a 'fact finding' discussion as part of evidence gathering its review topic (Mental Health). Witnesses will include the Safer Maidstone Partnership.
12 November 2013	<ul style="list-style-type: none"> • Homelessness Strategy Review 	<ul style="list-style-type: none"> • The Committee to consider the findings of the Homelessness Strategy Review, interviewing witnesses from a national and local level to

Appendix A

		establish the needs of Maidstone. The Committee will need to consider when the Homelessness Strategy will return to it, pre-decision, before its adoption.
10 December 2013	<ul style="list-style-type: none"> • POSTPONED Pilot Street Triage Scheme – Health Inequalities (Mental Health) Review • UPDATE Eco Homes Pilot 	<ul style="list-style-type: none"> • To interview the Mental Health nursing staff and Police Officers involved in the pilot scheme. To establish the positive outcomes of the scheme and any gaps that have been identified. • To consider the update from officers, making recommendations as appropriate.
14 January 2014	<ul style="list-style-type: none"> • Air Quality Action Plan • Play Areas • Draft Homelessness Strategy (TBC) • Health Inequalities (Mental Health) Review – follow up interviews with the Clinical Commissioning Group 	
11 February 2014	<p><i>Acting as the Crime & Disorder Overview and Scrutiny Committee</i></p> <p><i>(Possible topic: Road Safety)</i></p>	
11 March 2014	<ul style="list-style-type: none"> • Follow up on Scrutiny Waste Review and the new Waste Contract. 	
8 April 2014	<ul style="list-style-type: none"> • Evaluations of Cabinet Member Priorities for 2013/14 Municipal Year 	



LIST OF FORTHCOMING DECISIONS

14

Democratic Services Team
E: democraticservices@maidstone.gov.uk

Publication Date: **19 November 2013**

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.

10 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 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

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

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>
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 19	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

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>Cabinet Member for Community and Leisure Services</p> <p>Due Date: Friday 29 Nov 2013</p> <p style="text-align: center; font-size: 2em;">20</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

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>
Cabinet 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	Rob Jarman, Head of Development Management Robjarman@maidstone.gov.uk	Public	Green spaces for Maidstone strategy, 2005. Maidstone Open Space DPD, 2006. Green and Blue Infrastructure Strategy
 Cabinet 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 michaelmurphy@maidstone.gov.uk	Public	MAIDSTONE BOROUGH LOCAL PLAN PUBLIC CONSULTATION DRAFT – GROUP 2 POLICIES

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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>Cabinet</p> <p>Due Date: Wednesday 4 Dec 2013</p> <p style="text-align: center; font-size: 2em;">22</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>

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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 (other relevant documents may be submitted)
<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>23</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>

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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>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>

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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>
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 25	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

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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>Cabinet</p> <p>Due Date: Wednesday 18 Dec 2013</p> <p style="text-align: center; font-size: 2em;">26</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>

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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 (other relevant documents may be submitted)
<p>Cabinet</p> <p>Due Date: Wednesday 18 Dec 2013</p>	<p>Budget Strategy 2014/15 Onwards</p> <p>To agree a draft Council Tax and Budget Strategy for 2014/15 onwards.</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</p>

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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>Cabinet</p> <p>Due Date: Wednesday 18 Dec 2013</p> <p style="text-align: center; font-size: 2em;">28</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>


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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>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>

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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>
Cabinet Due Date: Wednesday 18 Dec 2013 <div style="text-align: center; font-size: 2em;">30</div>	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


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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>
Cabinet Member for Corporate Services Due Date: Friday 24 Jan 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 sheilacoburn@maidstone.gov.uk	Public	Bankruptcy Policy for Council Tax and Business Rates Debt
 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 Playign Fields		Lucy Stroud lucystroud@maidstone.gov.uk	Private because of commercially sensitive information.	Lease of Giddyhorn Lane Tennis Courts

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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>Cabinet Member for Economic and Commercial Development</p> <p>Due Date: Friday 24 Jan 2014</p> <p>32</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>

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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 (other relevant documents may be submitted)
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

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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>Cabinet Member for Environment</p> <p>Due Date: Before Friday 31 Jan 2014</p> <p style="text-align: center;">34</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>

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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>Cabinet</p> <p>Due Date: Wednesday 12 Feb 2014</p> <p style="text-align: center; font-size: 2em;">35</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>

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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>
Council Due Date: Wednesday 26 Feb 2014	Strategic Plan Refresh 2014-15 update for the final year of the strategic plan	KEY Reason: Policy Framework Document	Angela Woodhouse, Head of Policy and Communications angelawoodhouse@maidstone.gov.uk	public	Strategic Plan Refresh 2014-15
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
Council Due Date: Wednesday 26 Feb 2014	Strategic Plan Refresh 2014-15 update for the final year of the strategic plan	KEY Reason: Policy Framework Document	Angela Woodhouse, Head of Policy and Communications angelawoodhouse@maidstone.gov.uk	Public	Strategic Plan Refresh 2014-15

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<p>Cabinet</p> <p>Due Date: Monday 27 Jan 2014</p> <p style="text-align: center; font-size: 2em;">37</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>