

AGENDA

PLANNING, TRANSPORT AND DEVELOPMENT OVERVIEW & SCRUTINY COMMITTEE MEETING



Overview and Scrutiny

Date: Tuesday 24 June 2014
Time: 6.30 pm
Venue: Town Hall, High Street, Maidstone

Membership:

Councillors: Chittenden, English (Vice-Chairman), Munford,
Powell, Ross, Round, Springett (Chairman),
de Wiggondene and Willis

Page No.

1. **The Committee to consider whether all items on the agenda should be webcast**
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 9 June 2014** 1 - 6
8. **Maidstone Integrated Transport Strategy** 7 - 21
An update on the progress with the Integrated Transport Strategy.

Interviews with Rob Jarman, Head of Planning and Development and Tim Hapgood, Transport Consultant, Spatial Policy.

Continued Over/:

Issued on 12 June 2014

Alison Broom

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

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MAIDSTONE BOROUGH COUNCIL

Planning, Transport and Development Overview & Scrutiny Committee

MINUTES OF THE MEETING HELD ON MONDAY 9 JUNE 2014

Present: Councillor Springett (Chairman), and Councillors Chittenden, English, Munford, Powell, Ross, Round, de Wiggondene and Willis

Also Present: Councillors Ells and Sargeant

1. THE COMMITTEE TO CONSIDER WHETHER ALL ITEMS ON THE AGENDA SHOULD BE WEBCAST

RESOLVED: that all items on the agenda be webcast.

2. APOLOGIES

No apologies were received.

3. NOTIFICATION OF SUBSTITUTE MEMBERS

There were no Substitute Members.

4. NOTIFICATION OF VISITING MEMBERS/WITNESSES

Councillors Ells and Sargeant were present.

Rob Jarman, Head of Planning and Development and Emma Boshell, Planning Officer, Spatial Policy were in attendance for item 11, Interim Report on the key issues arising from the Maidstone Borough Local Plan Regulation 18 Public Consultation events.

5. ELECTION OF CHAIRMAN

RESOLVED: that Councillor Springett be elected Chairman for the 2014-15 Municipal year.

Councillor Springett, having been elected Chairman of the Committee, took the Chair.

6. ELECTION OF VICE CHAIRMAN

RESOLVED: that Councillor English be elected as Vice Chairman for the 2014-15 Municipal year.

7. DISCLOSURES BY MEMBERS AND OFFICERS

There were no disclosures.

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

RESOLVED: that all items on the agenda be taken in public as proposed.

9. MINUTES OF THE MEETING HELD ON 18 MARCH 2014

RESOLVED: that the minutes of the meeting held on 18 March 2014 be approved as a correct record and duly signed by the Chairman.

10. MINUTES OF THE MEETING HELD ON 15 APRIL 2014

RESOLVED: that the minutes of the meeting held on 15 April be approved as a correct record and duly signed by the Chairman.

11. INTERIM REPORT ON THE KEY ISSUES ARISING FROM THE MAIDSTONE BOROUGH LOCAL PLAN REGULATION 18 PUBLIC CONSULTATION

Emma Boshell, Planning Officer, Spatial Policy gave the Committee an overview of her report and the interim results of the Draft Local Plan consultation events.

During lengthy discussions the following points were raised:

- The amended policies under Regulation 18 would be seen by the parish councils that had worked with Design South East. It would then come to Committee in December 2014 together with the representations. The new and deleted site allocations would come to Committee in January 2015.
- The Design South East report would come to Committee before being made public.
- Ms Boshell confirmed, as a result of the further call for sites 160 sites were received. This figure included 60 sites rejected from the previous call for sites.
- Traffic modelling work was underway with Kent County Council (KCC) based on the objectively assessed housing need figure of 19,600 as well as other scenarios. Mr Jarman confirmed Maidstone Borough Council (MBC) needed to show it had tried to meet the assessed housing need by going through the process of looking at road junctions and infrastructure to establish if they can be improved. MBC would need to robustly evidence a reduction in the 19, 600 figure otherwise the inspector would reject the final plan. The traffic modelling may support a reduction in this figure.

- Questions were raised regarding the criteria used for the designation of Rural Service Centres (RSC), in particular Harrietsham. Mr Jarman explained Harrietsham was designated a RSC in the draft Local Plan partly because of the road and rail links in the area. Mr Jarman confirmed the RSC criteria would be looked at again and a report brought to this Committee.
- Mr Jarman went on to explain why RSCs were included in the plan. A sustainability appraisal of the whole Local Plan was carried out and a hierarchy developed of the most sustainable places to build the 19,600 houses. The hierarchy developed was:
 1. Town Centre
 2. Edge of urban area
 3. RSCs
 4. Larger Villages
- After larger villages, Mr Jarman explained Policy SP5 would be used so no development is permitted as villages at this level did not have sustainable facilities.
- Mr Jarman confirmed brownfield sites in within village boundaries had precedence for development over green field sites.
- Ms Boshell confirmed consultation with KCC (as the education provider) had shown that education did not show as a concern in Harrietsham, but the consultation would be ongoing and future comments from KCC would be taken in to account.
- Ms Boshell confirmed that representations made on the Local Plan after the consultation period would be considered after all the representations made within the consultation period. It was noted that this was a legal requirement.
- Consultation work with Parish Councils would help to identify the Parishes who wanted further developments in their areas.
- Ms Boshell confirmed Councillors will be invited to a multi stakeholder event being held in September 2014.
- Mr Jarman confirmed the timetable for the Economic Development Strategy shown on page 20 of the agenda pack would be put back. The reason being there was more work to be done on the Local Plan in relation to the quality of existing and proposed employment sites behind the two strategies.
- It was agreed a joint meeting between the Planning, Transport and Development and Economic and Commercial Development committees be arranged when the full qualitative assessment was completed as it was important to both the Local Plan and the Economic Development Strategy. Also, a detailed interim report from the Head of Economic

Development on the qualitative assessment would come to this committee before the joint meeting.

- Mr Jarman explained Maidstone did not have many brownfield sites left to build on. Broad locations in urban areas such as Invicta Barracks, North Ward and Lenham were identified and proposed in the plan to come forward between 2026 and 2031.
- Concern was raised regarding the proposed number of 2700 units for development in North Ward as it represented a huge increase in this area of the borough.
- Concern was raised that the inclusion of the Invicta Barracks site in the Local Plan undermined the possibility of reducing the 19,600 figure as it was understood the site would not be available in the Ministry of Defence (MoD) plans for ten years. Mr Jaman explained the inclusion of the site was not objected to by the MoD and excluding the site from the plan would mean having to find another site in the borough to provide 1,300 houses.
- The Committee agreed to revisit the decision to include the Invicta Barracks site at a later date where more consideration could be given to the evidence for including this site.
- Concern was raised about the objectively assessed housing need figure of 19,600. Mr Jarman explained the figure was arrived at using the Government's own trend based population figures, which had to be used. Some authorities had tried to avoid using these figures for the development of their local plans and failed. The figure of 19,600 was not MBC's housing target figure for the borough it was the objectively assessed demand figure for housing up to 2031 based on projected population figures. The housing target figure could be lower but it would need to be based on robustly evidenced constraints that the infrastructure was unable to cope with this increase in housing, for example: road; sewage; schools; landscape. Mr Jarman explained the purpose of the Regulation 18 consultation on the Local Plan was to come up with a housing target figure.
- The Committee noted some housing had already been built or had planning permission (approximately 6000 units) since 2011 (within the term of the Local Plan of 2011 to 2013). It was explained that this figure could be included as part of the housing provision for meeting the 19,600 figure.
- Mr Jarman explained the Duty to Cooperate between local authorities and the importance of authorities consulting each other on their local plans and show evidence as to why any housing target figures were lower than the objectively assessed housing need figure. The National Planning Policy Framework (NPPF) highlighted the need for local authorities to be constructive and open.

- Ms Boshell informed the Committee the draft five year rolling housing land supply did not include any windfall sites. The first five years supply had to show 100% certainty of the location of the sites. Care home provision and student accommodation could be included in the figure. Mr Jarman told the Committee this was being explored.
- The point was made that the draft Local Plan created considerable uncertainty, but the end result would create certainty where developments could and could not be built.
- Mr Jarman told the committee the trend based population figures were published every two years. Up to date data could result in a reduction in the figure of 19,600. The Local Plan once adopted would be reviewed in 2020. The NPPF stressed local authorities needed to be thorough with their information and evidence for projections for employment, population and retail growth. At the examination stage of the plan the inspector could tell MBC the housing target was too low. This would result in the whole local plan process being started again.

RESOLVED: The Planning, Transport and Development Overview and Scrutiny Committee noted the report and recommended:

- a. That the Design South East report is reviewed by the Planning, Transport and Development Overview and Scrutiny Committee prior to the planned multi-stakeholder meeting.
- b. That ward members of the parishes Design South East are working with are invited to attend the multi-stakeholder meeting to be held in September.
- c. That before a final decision is made on the draft Local Plan site allocations Parish Councils be informed and discussions take place on the right to build as part of the neighbourhood planning with a view to facilitating a convergence of the two (ie the Neighbourhood Plans and the Local Plan site allocations).
- d. That feedback be sought from Parish Councils on the consultation with Design South East and Parish Councils be informed of how their feedback had been used to develop the Local Plan.
- e. The Head of Commercial and Economic Development provide the Committee with a detailed report for the meeting on 21 October 2014 on the quality of existing and proposed employment sites being used for the development of the Economic Development Strategy and the Local Plan.
- f. That the Spatial Policy Team arrange a joint meeting with the Planning, Transport and Development and Economic and Commercial Development Overview and Scrutiny Committees to look at the qualitative data for the employment review to be used

for the Economic Development Strategy and the Local Plan, possibly in early November 2014.

- g. That Committee revisit the evidence to include Invicta Barracks as a site in the draft Local Plan at the meeting of 20 January 2015.
- h. That new Councillors spend time with key Planning staff between August and September 2014 to gain a greater insight into local planning.

12. FUTURE WORK PROGRAMME

RESOLVED: The Planning, Transport and Development Overview and Scrutiny Committee note the results of the Future Work Programme Workshop and agreed:

- 1. That the Future Work Programme (FWP) should be drafted with suggested dates for each agreed item and presented to the Committee at their meeting on 24 June 2014.
- 2. That suggestions made for the Future Work Programme not taken forward be included at the bottom of the draft FWP for future consideration.
- 3. That an initial meeting for the review working group be set up in to scope the agreed review of Transport in the Borough and brought to the Committee at their meeting on 22 July. The working group to include Councillors Springett, English, Munford, Powell and Ross. Once the scope had been agreed the Committee would agree who to invite as witnesses and the proposals circulated to all Councillors.

13. DURATION OF MEETING

20:08 – 22:19

Agenda Item 8

Maidstone Borough Council

Planning, Transport and Development Overview & Scrutiny Committee

Tuesday 24 June 2014

Agenda item 8

MAIDSTONE INTEGRATED TRANSPORT STRATEGY

In preparation for the meeting, while reading the following report you may want to think about:

- What you want to know from the report;
- What questions you would like answered.

Make a note of your questions in the box below.

As you read the report you may think of other questions .

Questions I would like to ask regarding this report:

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-
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MAIDSTONE BOROUGH COUNCIL

PLANNING, TRANSPORT AND DEVELOPMENT OVERVIEW AND SCRUTINY COMMITTEE

TUESDAY 24 JUNE 2014

REPORT OF HEAD OF PLANNING AND DEVELOPMENT

Report prepared by Tim Hapgood

1. MAIDSTONE INTEGRATED TRANSPORT STRATEGY

1.1 Issue for Consideration

1.1.1 To consider the points raised in relation to the development of the Integrated Transport Strategy (ITS) and the strategic transport modelling exercise being progressed by Maidstone Borough Council (MBC) and Kent County Council (KCC).

1.2 Recommendation of Head of Planning and Development

1.2.1 That the Planning, Transport and Development Overview and Scrutiny committee note the points raised in the report for discussion.

1.3 Reasons for Recommendation

1.3.1 This report has been requested by the Planning, Transport and Development Overview and Scrutiny Committee for discussion at the meeting on Tuesday 24th June 2014.

1.3.2 The report provides an update on the current status of the ITS, focusing on the strategic transport modelling exercise being progressed by MBC and KCC.

1.3.3 Transport Strategy Development

1.3.4 In January 2014 a report regarding the ITS was approved by MBC cabinet. The report provided a refined vision and objectives for the ITS and a work programme for developing the ITS in to a full draft document. The report also provided background and context to show how the ITS had developed since the previous draft went out for public consultation in August 2012.

1.3.5 The cabinet report from January has been included as a background document for ease of reference (Appendix A). However the key elements that form the transport strategy framework as stated in the cabinet report are outlined below.

1.3.6 The essential transport strategy elements include:-

- A more targeted park and ride service, with new and / or improved sites in the vicinity of M20 junction 7 and at Linton Crossroads on the A229 corridor to the south of the town, aimed at long-stay commuters into the town centre;
- Bus priority measures in tandem with the enhanced park and ride service;
- Highway capacity improvements at the bridges gyratory and at other key junctions in and around the strategic development areas of north west Maidstone, south east Maidstone and M20 junction 7, to improve journey time reliability and air quality;
- Increased bus service frequencies (to at least every 7 minutes) on radial routes serving Maidstone town centre;
- Walking and cycling infrastructure, focusing on improved wayfinding, safer crossing points at the town centre gyratory, and improvements to the River Medway towpath;
- A car sharing initiative in partnership with local employers; and
- A refreshed town centre parking strategy, which will look to increase long-stay car parking charges and reduce car parking supply to promote the use of park and ride, whilst retaining short-stay car parking to prioritise shoppers and visitors.

1.3.7 The cabinet report also acknowledged that the previous transport modelling exercise was now out of date. It was therefore agreed that new transport modelling was required based on the growth projections in the local plan in order to ensure the local plan is supported by a robust and sound transport evidence base.

1.3.8 **Maidstone Transport Modelling**

1.3.9 MBC and KCC have subsequently been working together to progress with the strategic transport modelling. The modelling work has been split in to a number of stages as set out below. The first stage is currently underway and set to be completed by the end of June 2014. All of the modelling work is being carried out to be Department for Transport (DfT) compliant and using the VISUM software package. The

transport model is owned by KCC and their framework consultants Amey are responsible for undertaking the modelling work with input from MBC.

1.3.10 **Stage 1: Refresh Base Model**

- Refresh the base model to 2014 with up to date highways, land use, infrastructure, public transport and parking information.
- Calibrate and validate the base model to ensure it represents the existing highway network and conditions.

1.3.11 **Stage 2: Produce Do Nothing Forecast Model**

- Build on the 2014 base model to produce a 2031 forecast model.
- Produce 2031 forecast base model with background growth to represent the impact of background growth on the highway network;
- Produce 2031 base modal plus local plan growth to represent a 'Do Nothing' transport scenario to show the impact of local plan growth on the network.

1.3.12 **Stage 3: Produce Do Something Forecast Model**

- Produce 2031 base model plus local plan growth plus transport strategy improvements to represent the 'Do Something' scenario.

1.3.13 **KCC Modelling Requirements**

1.3.14 Following agreement by MBC cabinet in February 2014 the draft Maidstone Borough Local Plan was approved for consultation. As part of the consultation process KCC made a representation on the local plan. The representation set out KCCs own growth projections for the borough over the plan period (2011 – 2031). Following on from this KCC now wish to test their own growth projections and transport improvements within the model.

1.3.15 MBC and KCC are currently working together to understand the number of forecast model runs that will be needed and the order in which they will take place. This will in turn affect the timetable for producing outputs from the model, carrying out appraisal work and developing the draft ITS for consultation with members.

1.3.16 Appendix A

Maidstone Integrated Strategy, Cabinet report 27 January 2014

MAIDSTONE BOROUGH COUNCIL

CABINET

MONDAY 27 JANUARY 2014

REPORT OF HEAD OF PLANNING AND DEVELOPMENT

Report prepared by Tim Hapgood

1. MAIDSTONE INTEGRATED TRANSPORT STRATEGY

1.1 Issue for Decision

1.1.1 To approve the refined vision and objectives of the Integrated Transport Strategy (ITS) and consider the work programme for developing the ITS in to a full draft document.

1.2 Recommendation of Head of Planning and Development

1.2.1 That Cabinet approves the refined vision and objectives for the ITS.

1.2.2 That Cabinet approves the work programme for developing the ITS in to a full draft document.

1.3 Reasons for Recommendation

1.3.1 This section provides the background and context to show how the ITS has developed since the previous draft ITS went out for public consultation in August 2012. Information is provided on the actions taken to review the ITS and refine the direction of the transport strategy and produce a new vision and objectives. It also identifies a programme of further work now required to develop a full draft ITS.

The ITS is a joint document, prepared by both Maidstone Borough Council and Kent County Council. The existing traffic situation in Maidstone is one of significant congestion on our roads. It is accepted that traffic congestion will increase as the borough grows, so the ITS is designed to minimise this increase and to mitigate the associated impacts on the local economy and air quality. The ITS is also directed towards improving road user safety and education.

1.3.2 **Transport Strategy Development**

1.3.3 The previous draft ITS was based on the results of multi-modal transport modelling commissioned by Kent County Council (KCC) and

Maidstone Borough Council (MBC). The model was used in 2011 and early 2012 to test the impact of planned housing and employment growth, together with background traffic growth, on the local transport network. The previous local plan housing target of 10,080 (to 2026) was used. The baseline data that informed the model was collected in 2007 at inner and outer cordon points around the Maidstone urban area. The data showed that the vast majority of vehicular traffic crossing the outer cordon in the morning peak hour was heading to destinations within the town itself, usually passing through the town centre to destinations including the secondary schools and the hospital. On this basis, the modelling strongly indicated that the provision of strategic highway capacity around the town (for example, the South East Maidstone Strategic Link scheme) would not represent a cost-effective solution to existing and forecast traffic congestion in and around the town centre.

1.3.4 These considerations, together with the significant peak period congestion and poor air quality across the urban area, require the ITS to complement one of the core principles in the NPPF, which is to make the fullest possible use of public transport, walking and cycling. The ITS therefore focuses primarily on demand management measures (such as park and ride services, bus priority measures and enhanced walking and cycling infrastructure), combined with targeted highway capacity improvements at strategic junctions. This will enable people to make informed choices about how and when they travel to and from the town centre and other destinations in the borough.

1.3.5 KCC and MBC jointly identified three transport strategy options to address the impact of forecast trip growth over the local plan period; namely, Option 1: 'Do Minimum', Option 2: 'Radial P&R Sites' and Option 3: 'North / South P&R Spine'.

Transport Strategy Options		
Option 1	Option 2	Option 3
<ul style="list-style-type: none"> • Thameslink rail services to London; • M20 traffic signals; • Increased bus frequencies on all main radial routes into the town centre to at least every 10 minutes; • Romney Place bus lane; 	Option 1 plus: <ul style="list-style-type: none"> • A229 and A274 inbound bus / high occupancy vehicle lane; • Bus priority measures; • Bluebell Hill park and ride site; • Sutton Road park and ride site; • Linton Corner 	Option 1 plus: <ul style="list-style-type: none"> • Park and ride facilities and services along a north / south spine corridor; • Inbound bus / high occupancy vehicle lanes to support park and ride; • Bus priority measures; • New north west

<ul style="list-style-type: none"> • Bus priority measures; • Upgrade existing park and ride site facilities; • Walking and cycling infrastructure; and • Travel plans for new development sites. 	<ul style="list-style-type: none"> • park and ride site; • Newnham Court park and ride site; • Improved through bus services to key destinations; • Reduction in town centre car parking supply; and • Increase in long-stay parking charges. 	<ul style="list-style-type: none"> • express loop bus service; • Improved through bus services to key destinations; • Reduction in town centre car parking supply; and • Increase in long-stay parking charges.
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1.3.6 Each of the options was modelled and subject to cost benefit analysis. Option 3 was found to have the most beneficial impact on traffic flows and to represent the greatest value for money. However, concerns over the existing subsidy requirement for park and ride and the capital cost of options 2 and 3 resulted in a modified option 1 being selected for public consultation in the summer of 2012.

1.3.7 Responses to the public consultation exercise on the ITS were collated to help inform its development. Responses ranged from those related to specific development sites and areas linked to the local plan, which will be considered through the planning process, to general comments regarding the overall strategy and specific comments regarding particular measures and actions. In terms of the issues raised, these varied from the need to tackle traffic congestion (approximately 12% of respondents), whilst not forgetting the needs of motorists, improving public transport provision including park and ride (approximately 23% of respondents), carefully considering town centre parking and enhancing walking and cycling infrastructure (approximately 12% of respondents). The need to ensure the strategy is deliverable and funding sources are identified was also raised.

1.3.8 In October 2012, the Joint Transportation Board (JTB) resolved that the level of forecast journey time increase on arterial routes associated with option 1 was not acceptable. In order to progress the ITS, it has therefore been necessary for officers to review and redefine the available options. At the meeting of the JTB in January 2013, an Informal Member Group (IMG) was established to progress the ITS and address the JTB's concerns.

1.3.9 **Transport Strategy Review**

1.3.10 The technical studies completed to date, together with the outcome of the public consultation exercise and the resolution of the JTB, demonstrate that any 'Do Minimum' option would not satisfactorily address existing or forecast congestion. They also provide a strong indication that deliverable and cost-effective demand management measures, such as a north/south park and ride spine with bus priority measures on routes serving the sites, should continue to form the basis of the ITS.

1.3.11 These principles were accepted by the IMG, which agreed to recommend that new and /or enhanced park and ride services should feature in the revised ITS, alongside measures to increase highway capacity at strategic junctions in and around Maidstone. The IMG also expressed a clear view that any measures to increase the attractiveness of non-car modes should not disadvantage car or freight traffic.

1.3.12 On the advice of the IMG, KCC and MBC officers visited colleagues at Essex County Council and Chelmsford City Council to view the city's new park and ride service and associated bus priority measures, and to discuss the critical success factors which could be applied in Maidstone. The meeting strengthened the findings of the earlier modelling exercise that a small number of large, purpose-built park and ride sites serving distinct catchment areas offer the strongest prospect of becoming commercially viable in the medium term. The park and ride service would also need to include bus priority measures along the route to provide journey time savings.

1.3.13 Alongside the enhanced park and ride facilities, highway capacity and pedestrian accessibility improvements at the Maidstone bridges gyratory are also proposed. The preferred option, which was endorsed by the JTB in October 2013, is to progress the previous 'A229 Through Link' scheme, involving the provision of two northbound lanes on the eastern side of the River Medway.

1.3.14 **Defining the Transport Strategy Framework**

1.3.15 It is considered that the ITS review exercise provides a sound basis on which to progress and develop a transport strategy framework. There are a number of essential elements to the strategy, which are then supported by discretionary elements.

1.3.16 The essential elements include:-

- A more targeted park and ride service, with new and / or improved sites in the vicinity of M20 junction 7 and at Linton Crossroads on

the A229 corridor to the south of the town, aimed at long-stay commuters into the town centre;

- Bus priority measures in tandem with the enhanced park and ride service;
- Highway capacity improvements at the bridges gyratory and at other key junctions in and around the strategic development areas of north west Maidstone, south east Maidstone and M20 junction 7, to improve journey time reliability and air quality;
- Increased bus service frequencies (to at least every 7 minutes) on radial routes serving Maidstone town centre;
- Walking and cycling infrastructure, focusing on improved wayfinding, safer crossing points at the town centre gyratory, and improvements to the River Medway towpath;
- A car sharing initiative in partnership with local employers; and
- A refreshed town centre parking strategy, which will look to increase long-stay car parking charges and reduce car parking supply to promote the use of park and ride, and a reduction in short-stay car parking to prioritise shoppers and visitors.

1.3.17 The discretionary elements include:-

- A reduced town centre long-stay parking supply;
- A Maidstone public transport smartcard, similar to London's oyster card;
- A new park and ride service on the A229 corridor linked to the route 101 bus service, in partnership with Medway Council;
- Inbound bus and / or High Occupancy Vehicle (HOV) lanes on the A229 Royal Engineers Road and / or A229 Loose Road corridors; and
- Greater use of the River Medway as a transport corridor.

1.3.18 The development of the transport strategy framework as shown above allowed the vision and objectives for the ITS to be redefined with the aim of making them more concise and targeted.

1.3.19 **A Transport Vision for Maidstone**

1.3.20 The transport vision for Maidstone set out in the draft local plan states that "by 2031, Maidstone will have a transport network that supports a prosperous economy and provides genuine transport choices to help people make more journeys by sustainable modes such as public transport, walking and cycling. The transport network will promote Maidstone town centre as a regionally important transport hub and will

have sufficient people and goods-moving capacity to support the growth projected by the local plan to 2031. The borough will have a safe environment for pedestrians, cyclists and motorists and its air quality will be better with more low carbon vehicles travelling on our roads. Both the rural service centres and Maidstone town centre will be better connected to facilities and employment within the borough. Strategic links to locations outside of the borough will be improved, and destinations such as London will be more accessible. Overall, Maidstone will be a better place to live with an enhanced quality of life supported by an improved transport network”.

1.3.21 **Transport Objectives**

1.3.22 The transport objectives for the borough and how these will be achieved are as follows:

1.3.23 **Ensure the transport system supports the growth projected by Maidstone’s local plan and facilitates economic prosperity**

1.3.24 This will be achieved by:

- Integrating transport and land use planning to support sustainable development, particularly in the growth areas identified in the local plan;
- Securing travel plans and appropriate developer contributions to ensure that the impacts of new development are adequately mitigated;
- Securing construction environmental management plans to minimise the impacts from new developments during construction;
- Investing in better public transport provision, in partnership with commercial bus and rail operators;
- Improving walking and cycling infrastructure, focusing on routes across the River Medway and the town centre gyratory;
- Enhancing the accessibility and safety of the borough’s transport network;
- Highway capacity improvements at the Maidstone bridges gyratory and at other key junctions in and around the strategic development areas of north west Maidstone, south east Maidstone and M20 junction 7; and
- Facilitating the safe and efficient movement of goods and servicing trips across the borough.

1.3.25 **Manage demand on the transport network through enhanced public transport and park and ride services and walking and cycling improvements**

1.3.26 This will be achieved by:

- An enhanced park and ride service, with new and / or improved sites in the vicinity of M20 junction 7 and on the A229 corridor to the south of the town, aimed at long-stay commuters into the town centre;
- Bus priority measures on park and ride routes in tandem with the enhanced service;
- Increased bus service frequencies (to at least every 7 minutes) on radial routes serving Maidstone town centre;
- Inbound bus and / or High Occupancy Vehicle (HOV) lanes on the A229 Royal Engineers Road and / or A229 Loose Road corridors;
- Improved walking and cycling infrastructure, focusing on routes across the River Medway and the town centre gyratory; and
- Securing travel plans and appropriate developer contributions to ensure that the impacts of new development are adequately mitigated.

1.3.27 Improve highway network capacity and function at key locations and junctions across the borough

1.3.28 This will be achieved by:

- Highway capacity improvements at the Maidstone bridges gyratory and at other key junctions in and around the strategic development areas of north west Maidstone, south east Maidstone and M20 junction 7.

1.3.29 Manage parking provision in the town centre and the wider borough to ensure it is fair and proportionate and supports demand management

1.3.30 This will be achieved by:

- A refreshed town centre parking strategy, prioritising shoppers and visitors;
- Giving consideration to a reduction in town centre long-stay parking supply;
- Utilising town centre parking tariffs to encourage a shift to sustainable modes of transport such as park and ride; and
- Reviewing the residents' parking zones to ensure they are fair, simple and meet the needs of all road users.

1.3.31 Improve transport choice across the borough and seek to influence travel behaviour

1.3.32 This will be achieved by:

- Implementing an Influencing Travel Behaviour (ITB) programme;
- Securing travel plans for new development in order to influence their associated travel behaviour patterns;
- Improved walking and cycling infrastructure, focusing on routes across the River Medway and the town centre gyratory;
- A high-profile car sharing initiative in partnership with local employers;
- Introducing a Maidstone public transport smartcard, similar to London's oyster card; and
- Greater use of the River Medway as a transport corridor.

1.3.33 Improving strategic links to Maidstone across the county and to wider destinations such as London

1.3.34 This will be achieved by:

- Investigating the feasibility of a new park and ride service on the A229 corridor linked to the route 101 bus service, in partnership with Medway Council;
- Improved train service frequency and capacity to London through working with central government and the train operating companies; and
- Working with the Highways Agency to continue to enhance Maidstone's strategic road network connections.

1.3.35 Ensure the transport network provides inclusive access for all users

1.3.36 This will be achieved by:

- Reducing traffic dominance and severance;
- Improving road safety across all modes;
- Encouraging modes of transport that are affordable and easily available to everyone, such as walking, cycling and public transport;
- Improving the provision of transport information; and
- Removing physical barriers and ensuring transport modes are accessible to all users.

1.3.37 **Address the air quality impact of transport**

1.3.38 This will be achieved by:

- Implementing the Maidstone Air Quality Action Plan and Low Emission Strategy;
- Encouraging the take up of low carbon vehicle technology; and
- Providing the necessary supporting infrastructure to enable the use of low carbon vehicle technology.

1.3.39 **Next Steps and Timetable**

1.3.40 It is considered that the data derived from existing strategic transport modelling is now out of date. The previous modeling work was based on a housing figure of 10,080 and a future year of 2026. The housing figure is set to change significantly and in order to ensure the local plan is supported by a robust and sound transport evidence base it is considered necessary to undertake a new strategic transport modeling exercise once a new housing target and distribution strategy has been agreed.

1.3.41 The new modeling will factor in the trips generated by any housing and employment sites allocates in the draft local plan, and will cover the plan period 2011-2031. However, notwithstanding the fact that new modeling will be undertaken, the results of the previous modeling exercise combined with recent data obtained from transport modeling undertaken for the strategic sites in the south east and north west of the urban area, is considered robust enough.

1.3.42 On this basis, a number of steps need to be taken to develop the ITS further and to gain agreement to undertake a new public consultation exercise. The actions to be taken and approximate timings are as follows:

- **Action:** Agree a brief for carrying out the strategic transport modeling work based on a new agreed housing target, distribution strategy and package of transport mitigation measures.
- **When:** Spring 2014.
- **Action:** Undertake strategic transport modeling work to understand the transport impact of the proposed local plan growth. Test the package of transport mitigation measures in order to identify the measures required to manage the identified transport impact.
- **When:** Spring 2014.

- **Action:** Based on the outcomes of the modeling work, refine the ITS and develop an action plan. Produce a full draft ITS document and bring it to Scrutiny and Cabinet for agreement to go out to public consultation.
- **When:** Spring / Summer 2014.
- **Action:** Carry out public consultation of the draft ITS.
- **When:** Summer 2014.

1.4 Alternative Action and why not Recommended

1.4.1 Not progressing the ITS would undermine the robustness and soundness of the evidence base of the emerging local plan.

1.5 Impact on Corporate Objectives

1.5.1 **For Maidstone to have a growing economy** – the ITS, in support of the local plan, will allow the council to have more certainty over the transport network and its function and capability to support growth. This in turn will foster confidence that the borough is a more attractive place to locate for residents and business.

1.5.2 **For Maidstone to be a decent place to live** – the ITS and local plan are in essence tools to allow Maidstone borough to continue to be a decent place to live.

1.6 Other Implications

1.6.1

1.	Financial	X
2.	Staffing	
3.	Legal	
4.	Equality Impact Needs Assessment	
5.	Environmental/Sustainable Development	X
6.	Community Safety	
7.	Human Rights Act	
8.	Procurement	
9.	Asset Management	

1.6.2 Financial – progressing the ITS will have financial implications. The transport modelling work proposed will be accommodated by the local plan budget.

1.6.3 Environmental / sustainable development – the ITS will support the delivery of the Maidstone Borough Local Plan aims and objectives. The plan is written to deliver environmental / sustainable development as a key aspect.

1.7 Relevant Documents

1.8 None

1.8.1 Appendices

1.8.2 None

1.8.3 Background Documents

1.8.4 None

<u>IS THIS A KEY DECISION REPORT?</u>		<u>THIS BOX MUST BE COMPLETED</u>	
Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
If yes, this is a Key Decision because: It affects all wards and parishes.			
Wards/Parishes affected: All wards and parishes.			

Agenda Item 9

Maidstone Borough Council

Planning, Transport and Development Overview & Scrutiny Committee

Tuesday 24 June 2014

Agenda item 9

Draft Future Work Programme and SCRAIP Update Report

In preparation for the meeting, while reading the following report you may want to think about:

- What you want to know from the report;
- What questions you would like answered.

Make a note of your questions in the box below.

As you read the report you may think of other questions .

Questions I would like to ask regarding this report:

-
-
-
-
-

Maidstone Borough Council

Planning, Transport and Development Overview and Scrutiny Committee

Tuesday 24 June 2014

Draft Future Work Programme and SCRAIP update

Report of: Tessa Mallett, Overview and Scrutiny Officer

1. Introduction

- 1.1 To consider the Committee's future work programme (FWP).
- 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**. Items on the draft programme were agreed at the FWP Workshop held on 9 June. As agreed with Committee at the workshop, items have been timetabled according to dates suggested by officers and are 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 requiring 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 At the FWP Workshop on 9 June members agreed the topics they wanted programmed in for the 2014-15 Municipal Year. The topic suggestions were made by members of the public, Parish Councils, officers and local press. Committee agreed suggestions not programmed into the FWP be noted and kept for possible future consideration throughout the year. The topics can be found on the last page of the draft Future Work Programme at **Appendix A**.
- 3.2 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?RPId=443&RD=0>

5 SCRAIP update

- 5.1 An update on the recommendations from the meeting of 15 April is attached as **Appendix C**.

6. Impact on Corporate Objectives

- 6.1 The Committee will consider reports that deliver against the following Council priorities:
- 'For Maidstone to have a growing economy' and 'For Maidstone to be a decent place to live'.
- 6.2 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.

Planning, Transport and Development Overview and Scrutiny Committee Work Programme 2014-15**2014**

Meeting Date	Agenda Items	Details and desired outcome	Notes
9 June	Election of Chair and Vice Chair Forward Work Planning Draft results of Local Plan public consultation		
24 June	Update on the state of play with the ITS		Peter Rosevear and Tim Read from KCC possibly attending
22 July			
19 August	Spatial Policy team to bring the Design South East report on the Local Plan consultation to this Committee before the multi-stakeholder workshops are held		
16 September	Cabinet Member priorities for 2014-15		
30 September	Green and Blue Infrastructure Strategy Open Space Standards (possibly including the Action Plan)		
21 October	Employment - Implications arising from a review of the Economic Development Strategy, Qualitative Study on Employment Sites and key employment issues arising from local plan representations		Spatial Strategy team to arrange a joint meeting with E&CD OSC to look at the Qualitative Employment Review and the Economic Development Strategy early November 2014
18 November			

Meeting Date	Agenda Items	Details and desired outcome	Notes
16 December	Maidstone Borough Local Plan representations - Development Management Policies		
2015			
20 January	Local plan site allocations (new and deleted) for further public consultation (regulation 18) including Gypsy and Traveller site allocation		
17 February			
17 March			
21 April	Infrastructure Delivery Plan for Local Plan		

Review Topic – Transport in the Borough	Keep open for discussion re adding to FWP
<ul style="list-style-type: none"> • Arriva Bus services (Staplehurst PC and Editor of Downs Mail) • Traffic and Road Infrastructure (@rapoffice via Twitter) • Promoting cycling, walking and public transport to ease congestion in the town (James Gower via Twitter) • Using the SMART model across the borough (Cllr Grigg) 	<ul style="list-style-type: none"> • Update on the paperless pilot with parishes for planning support (see minutes of 15/4/14) • Office space – ensuring prime office space doesn't get converted to residential developments • Mobile phone services – eradicate dead zones in the town. Motorways and main trunk roads • Improving the Borough's sewerage provision and infrastructure (relations with Southern Water) • Planning permissions – recommending Planning Committee review the impact of contentious developments • Revisit the discussion on the removal of the Invicta Barracks from the Local Plan



LIST OF FORTHCOMING DECISIONS

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.

20 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. 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?

Leader of the Council
(To be appointed)

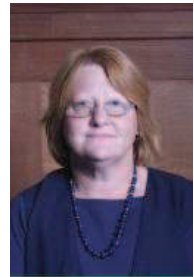


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Councillor Stephen Paine
Cabinet Member for Planning, Transport and
Development
stephenpaine@maidstone.gov.uk
Tel: 07906 271325



Councillor Malcolm Greer
Cabinet Member for Economic and
Commercial Development (also Acting
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

Cabinet Member for Corporate Services
(To be appointed)



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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)
<p>Cabinet</p> <p>Due Date: Wednesday 11 Jun 2014</p>	<p>Accommodation Project (SCRAIP)</p> <p>Cabinet to consider the recommendations arising from 6 May SLCS OSC meeting.</p>		<p>Christian Scade christianscade@maidstone.gov.uk</p>	<p>Public</p>	<p>Accommodation Project (SCRAIP)</p>
<p>Cabinet</p> <p>Due Date: Wednesday 11 Jun 2014</p>	<p>Business Rates Reoccupation Relief</p> <p>To seek approval for a local scheme to implement Business Rates reoccupation relief.</p>		<p>Stephen McGinnes stephenmcginnes@maidstone.gov.uk</p>	<p>Public</p>	<p>Business Rates Reoccupation Relief</p>
<p>Cabinet Member for Corporate Services</p> <p>Due Date: Friday 27 Jun 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>

Forthcoming Decisions
May 2014 - September 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 Member for Corporate Services Due Date: Friday 27 Jun 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 sheilacoburn@maidstone.gov.uk	Public	Council Tax, Business Rates and Housing Benefits Overpayments write offs
Cabinet Member for Corporate Services Due Date: Friday 27 Jun 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
Leader of the Council Due Date: Friday 27 Jun 2014	Data Quality Policy Review 2013 Review of council's data quality policy	KEY Reason: changes to policy	Clare Wood clarewood@maidstone.gov.uk	Public	Data Quality Policy Review 2013 Data Quality Policy Review 2013

Forthcoming Decisions
May 2014 - September 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 Planning, Transport and Development</p> <p>Due Date: Friday 4 Jul 2014</p> <p>33</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 Robjarman@maidstone.gov.uk</p>	<p>Public</p>	<p>Coxheath Neighbourhood Plan</p>
<p>Cabinet Member for Community and Leisure Services</p> <p>Due Date: Friday 4 Jul 2014</p>	<p>Maidstone Health Inequalities Action Plan</p> <p>Action plan detailing work to reduce health inequalities in the Borough</p>	<p>KEY Reason: Affects more than 1 ward</p>	<p>John Littlemore, Head of Housing & Community Services johnlittlemore@maidstone.gov.uk</p>	<p>Public</p>	<p>Maidstone Health Inequalities Action Plan Maidstone Health Inequalities Action Plan Enc. 1 for Maidstone Health Inequalities Action Plan</p>


Forthcoming Decisions
May 2014 - September 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 Economic and Commercial Development</p> <p>Due Date: Friday 4 Jul 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>
<p>Cabinet Member for Community and Leisure Services</p> <p>Due Date: Friday 4 Jul 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 & Community Services johnlittlemore@maidstone.gov.uk</p>	<p>Public</p>	<p>Homelessness Review - January 2014 Homelessness Strategy 2014-19 Appendix 1: Draft Homelessness Strategy 2014-19</p>
<p>Cabinet Member for Corporate Services</p> <p>Due Date: Friday 4 Jul 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 lucystroud@maidstone.gov.uk</p>	<p>Private because of commercially sensitive information.</p>	<p>Lease of Giddyhorn Lane Tennis Courts</p>

Forthcoming Decisions
May 2014 - September 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 4 Jul 2014</p> <p style="text-align: center; font-size: 2em;">35</p>	<p>New Code of Practice on the use of surveillance cameras</p> <p>Overview of New Code of Practice and the impact on Maidstone CCTV service provided by Medway Council CCTV Partnership.</p>		<p>John Littlemore, Head of Housing & Community Services johnlittlemore@maidstone.gov.uk</p>	<p>Public</p>	<p>Cabinet Report New Code of Practice on the use of surveillance cameras Att 1 New Code of Practice on the use of surveillance cameras Att 2 CCTV Maidstone CCTV Inventory and Proposed CCTV Upgrade Programme Att 3 CCTV Camera inventory for Maidstone BC Jan 2014</p>
<p>Cabinet</p> <p>Due Date: Wednesday 9 Jul 2014</p>	<p>Budget Strategy 2015 16 Onwards</p> <p>To give initial consideration to a Budget Strategy for 2015 16 and beyond.</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 2015 16 Onwards</p>
<p>Cabinet</p> <p>Due Date: Wednesday 9 Jul 2014</p>	<p>Annual Performance Report</p> <p>2013/14 Performance out-turns for KPIs and updates on Strategic Actions</p>		<p>Angela Woodhouse, Head of Policy and Communications angelawoodhouse@maidstone.gov.uk</p>	<p>Public</p>	<p>Annual Performance Report</p>


Forthcoming Decisions
May 2014 - September 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 9 Jul 2014	Annual Governance Statement To agree the Annual Governance Statement for 2013/14	KEY Reason: Policy Framework Document	Angela Woodhouse, Head of Policy and Communications angelawoodhouse@maidstone.gov.uk	Public	Annual Governance Statement
Cabinet Due Date: Wednesday 9 Jul 2014 	Local Code of Corporate Governance To consider and approve an amended Local Code of Corporate Governance.		Angela Woodhouse, Head of Policy and Communications angelawoodhouse@maidstone.gov.uk	Public	Local Code of Corporate Governance
Cabinet Due Date: Wednesday 9 Jul 2014	Maidstone Enterprise Hub Consideration of financing options	KEY Reason: Expenditure > £250,000	Karen Franek karenfrank@maidstone.gov.uk	Public	Maidstone Enterprise Hub
Audit Committee Due Date: Monday 14 Jul 2014	Statement of Accounts 2013/14 Draft Statement 2013/14		Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk	Public	Statement of Accounts 2013/14

Forthcoming Decisions
May 2014 - September 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 14 Jul 2014	External Audit Fee 2014/15 External Audit Fee 2014/15		Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk	Public	External Audit Fee 2014/15
Audit Committee Due Date: Monday 14 Jul 2014 37	Treasury Management Performance 2014 15 This report sets out the activities of the Treasury Management function for the 2014 15 financial year.		Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk	Public	Treasury Management Performance 2014 15
Audit Committee Due Date: Monday 14 Jul 2014	Local Code of Corporate Governance To consider and approve an amended Local Code of Corporate Governance.		Angela Woodhouse, Head of Policy and Communications angelawoodhouse@maidstone.gov.uk	Public	Local Code of Corporate Governance

Forthcoming Decisions
May 2014 - September 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 14 Jul 2014	Annual Governance Statement To consider the draft Annual Governance Statement for 2013/14		Angela Woodhouse, Head of Policy and Communications angelawoodhouse@maidstone.gov.uk	Public	Annual Governance Statement
Council Due Date: Wednesday 23 Jul 2014 	Overview and Scrutiny Annual Report 2013-14 2013-14 Annual Report for the Overview and Scrutiny Committees		Tessa Mallett tessamallett@maidstone.gov.uk	Public	Overview and Scrutiny Annual Report 2013-14
Cabinet Due Date: Wednesday 13 Aug 2014	Budget Monitoring - 1st Quarter 2014/15 Revenue and Capital budget monitoring update		Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk	Public	Budget Monitoring - 1st Quarter 2014/15
Audit Committee Due Date: Monday 15 Sep 2014	External Auditor's Audit Findings Report 2013/14 External Auditor's Audit Findings Report 2013/14		Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk	Public	External Auditor's Audit Findings Report 2013/14

Forthcoming Decisions
May 2014 - September 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 (other relevant documents may be submitted)
Cabinet Due Date: Wednesday 12 Nov 2014	Budget Monitoring 2nd Quarter 2014/15 Revenue and Capital budget monitoring update		Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk	Public	Budget Monitoring 2nd Quarter 2014/15
Cabinet Due Date: Wednesday 12 Nov 2014	Council Tax 2015 16 Collection Fund Adjustments To agree the levels of Collection Fund adjustment	KEY Reason: Budget Reports	Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk	Public	Council Tax 2015 16 Collection Fund Adjustments
Cabinet Due Date: Wednesday 12 Nov 2014	Council Tax Tax Base 2015 16 To advise Members of the information currently available on the Tax Base for 2015 16 for Council Tax purposes.		Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk	Public	Council Tax Tax Base 2015 16

Forthcoming Decisions
May 2014 - September 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 24 Nov 2014 40	Treasury Management Strategy Mid Year Performance 2014 15 This report sets out the activities of the Treasury Management Function for 2014 15 financial year in accordance with CIPFA's Code of Practice on Treasury Management issued in November 2009.		Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk	Public	Treasury Management Strategy Mid Year Performance 2014 15
Audit Committee Due Date: Monday 24 Nov 2014	Treasury Management Strategy 2015 16 To consider future Treasury Management Strategy for 2015 16		Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk	Public	Treasury Management Strategy 2015 16

Forthcoming Decisions
May 2014 - September 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 17 Dec 2014	Budget Strategy 2015 16 Onwards To agree a draft Council Tax and Budget Strategy for 2015 16 Onwards	KEY Reason: Budget Reports	Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk	Public	Budget Strategy 2015 16 Onwards

Forthcoming Decisions
May 2014 - September 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</p> <p>Due Date: Wednesday 17 Dec 2014</p> <p style="text-align: center; font-size: 2em;">42</p>	<p>Budget Strategy 2015 16 Fees & Charges</p> <p>To consider the appropriate level of fees and charges for 2015 16 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 2015 16 Fees & Charges</p>

Forthcoming Decisions
May 2014 - September 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</p> <p>Due Date: Wednesday 11 Feb 2015</p> <p style="text-align: center; font-size: 2em;">43</p>	<p>Budget Strategy 2015 16 Onwards</p> <p>Agree proposed General Fund revenue and capital estimates for 2015 16 and revised figures for 2014 15 in accordance with the Budget Strategy and Medium Term Financial and Capital Strategies and Projections, and the consequent level of Council Tax for submission to Council.</p>	<p>KEY Reason: Expenditure > £250,000</p>	<p>Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk</p>	<p>Public</p>	<p>Budget Strategy 2015 16 Onwards</p>
<p>Cabinet</p> <p>Due Date: Wednesday 11 Feb 2015</p>	<p>Budget Monitoring 3rd Quarter 2014/15</p> <p>Revenue and capital budget monitoring update</p>		<p>Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk</p>	<p>Public</p>	<p>Budget Monitoring 3rd Quarter 2014/15</p>

Forthcoming Decisions
May 2014 - September 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</p> <p>Due Date: Wednesday 11 Feb 2015</p> <p style="text-align: center;">44</p>	<p>Treasury Management Strategy 2015 16</p> <p>Review Treasury Management for 2014 15 and consider future Treasury Management Strategy for 2015 16. This will include Prudential Borrowing limits and a proposed Approved Investment Strategy. These matters will be submitted to Council.</p>	<p>KEY Reason: Expenditure > £250,000</p>	<p>Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk</p>	<p>Public</p>	<p>Treasury Management Strategy 2015 16</p>

SCRUTINY COMMITTEE RECOMMENDATION ACTION AND IMPLEMENTATION PLAN (SCRAIP)

Committee: Planning, Transport and Development Overview and Scrutiny Committee

Meeting Date: 15 April 2014

Minute No: 124

Topic: Cabinet Member Review of Priorities for 2013-14

Recommendationⁱ	Cabinet Memberⁱⁱ	Responseⁱⁱⁱ	Timetable^{iv}	Lead Officer^v
a) That Councillor Paine provides clarification on the briefing that was given to South East Design in relation to the Local Plan Consultation.	Cllr Paine	a) Accepted. Clarification of the role of Design South East is set out in the "Interim Report on the Key Issues arising from the Maidstone Borough Local Plan Regulation 18 Public Consultation Events", which will be presented to the Committee at its meeting on 9 June 2014.	9 June 2014	Rob Jarman
b) That, at the next call for sites, the Committee recommended that landownership be carefully checked and landowners be communicated with accordingly to ensure the availability of sites.		b) Accepted.	N/A	Rob Jarman
c) That the committee be provided with information about the specialist roles (within planning) that were being considered for sharing with other local authorities.		c) We have undertaken joint specialist projects (e. SHMA) with neighbouring authorities and temporary sharing arrangements but due to differing resource levels and pressures, we have not agreed permanent arrangements for sharing specialist staff but continue to explore this on an ongoing basis as a potential option		Rob Jarman

<p>d) That at the next call for sites for development, outcomes from discussions with parishes and officers are linked to the work undertaken on neighbourhood action plans to ensure the council's land supply figures are as complete as possible subject to further investigation.</p> <p>e) That the committee receive a briefing on the progress of the public gypsy and traveller site at a future meeting.</p>		<p>d) Accepted. A multi-stakeholder event is planned for September, facilitated by Design South East, at which parish council representatives, ward members, council officers and service providers (such as Kent County Council, Southern Water and the Environment Agency) will meet. The event will take a place-based approach and discussions will centre on individual sites.</p> <p>Update to be provided at the meeting.</p>	<p>September 2014</p>	<p>Rob Jarman</p>
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Notes on the completion of SCRAIP

ⁱ Report recommendations are listed as found in the report.

ⁱⁱ Insert in this box the Cabinet Member whose portfolio the recommendation falls within.

ⁱⁱⁱ The Officer/Cabinet Member responsible for responding to the recommendation should indicate in this box either the acceptance or rejection of the recommendation.

If the recommendation is rejected an explanation for its rejection should be provided. The 'timetable' and 'lead officer' boxes can be left blank

If the recommendation is accepted an explanation of the action to be taken to implement the recommendation should be recorded in this box. Please also complete the 'timetable' and 'lead officer' boxes.

^{iv} The Officer/Cabinet Member responsible for responding to the recommendation should indicate in this box when the action in indicated in the previous box will be implemented.

^v The Officer/Cabinet Member responsible for responding to the recommendation should indicate in this box the Officer responsible for the implementation of the action highlighted in the 'response' box.