

# AGENDA

## PLANNING, TRANSPORT AND DEVELOPMENT OVERVIEW & SCRUTINY COMMITTEE MEETING



Overview and Scrutiny

Date: Monday 9 June 2014

Time: **7:30pm**

**Or at the conclusion of the Future Work  
Programme Workshop (whichever is the  
later)**

Venue: Town Hall, High Street, Maidstone

Membership: To be appointed at the Annual Meeting of the  
Council to be held on 7 June 2014

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- 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. Election of Chairman**
- 6. Election of Vice Chairman**
- 7. Disclosures by Members and Officers**
- 8. To consider whether any items should be taken in private because of the possible disclosure of exempt information**
- 9. Minutes of the Meeting held on 18 March 2014**

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**Continued Over/:**

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**Issued on 28 May 2014**

*Alison Broom*

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

<b>10. Minutes of the meeting held on 15 April 2014</b>	<b>8 - 12</b>
<b>11. Interim report on the key issues arising from the Maidstone Borough Local Plan Regulation 18 public consultation</b>	<b>13 - 31</b>
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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 Tessa Mallett on 01622 602524**. To find out more about the work of the Overview and Scrutiny Committees, please visit <http://www.maidstone.gov.uk/osc>

## **MAIDSTONE BOROUGH COUNCIL**

### **Planning, Transport and Development Overview & Scrutiny Committee**

#### **MINUTES OF THE MEETING HELD ON TUESDAY 18 MARCH 2014**

**Present:** Councillor McLoughlin (Chairman), and  
Councillors Chittenden, Munford, Ross, Springett,  
Watson and Mrs Wilson

**Also Present:** Councillors Mrs Gooch

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

**RESOLVED:** that all items on the agenda be webcast.

109. APOLOGIES

No apologies were received.

110. NOTIFICATION OF SUBSTITUTE MEMBERS

There were no Substitute Members.

111. NOTIFICATION OF VISITING MEMBERS/WITNESSES

Councillor Mrs Gooch was present for Agenda Item 8.

Mr Sean Carter, Chairman of South Maidstone Action for Roads and Transport (SMART) was present to speak on Agenda Item 8.

Rob Jarman, Head of Planning and Development was in attendance for items 8 and 9.

Tim Hapgood and John Bunney from JMP Consultants were in attendance for item 8.

112. DISCLOSURES BY MEMBERS AND OFFICERS

There were no disclosures.

113. 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.

114. MINUTES OF THE MEETING HELD ON 18 FEBRUARY 2014

**RESOLVED:** That the minutes of the meeting held on 18 February be approved as a correct record of the meeting and duly signed by the Chairman.

115. MAIDSTONE BOROUGH COUNCIL INTEGRATED TRANSPORT STRATEGY

The Chairman introduced the item for discussion and explained the Draft Integrated Transport Strategy had been presented to the Planning, Transport and Development Overview and Scrutiny Committee in January 2014.

The purpose of revisiting the draft strategy was to clarify the options considered for the park and ride and the cost benefits of each along with the practicalities involved in establishing an effective park and ride service in Maidstone.

The Chairman welcomed Rob Jarman, Tim Hapgood and John Bunney to the meeting.

Mr Hapgood introduced his report and explained the Draft Integrated Transport Strategy presented to the Committee in January set out the direction the strategy was moving and the steps necessary to develop it further.

Mr Hapgood explained the test transport measures used were based on the growth outlined in the Draft Local Plan and was very much work in progress.

Mr Hapgood highlighted the cost/benefit analysis showed Option 3 (a combination of Option 1 plus additional measures) to be the best performing, with park and ride considered to be the most effective tool focussing on 'on demand' measures.

Mr Hapgood reported on his research visit to Chelmsford where the council operated a very successful park and ride scheme. 80% of Chelmsford's park and ride users reported they switched from using their car to using park and ride. The visit highlighted to Mr Hapgood what needed to be in place to create a successful park and ride scheme. This included:

- Inter party cooperation
- A good quality service to the customer
- Location – close to key routes

- Few and large sites
- Pay on the bus – rather than on site
- Cost and convenience
- Supported by a robust town centre parking strategy.

Mr Hapgood stated that park and ride was the right measure for Maidstone but acknowledged more work needed to be carried out. A north/south park and ride spine was proposed and the exclusion of London Road and Willingdon Street park and ride schemes would need to be considered.

Mr Jarman stated he could see the benefits of retaining a park and ride scheme at London Road, Allington and believed it was successful because it used bus priority measures.

The Committee acknowledged receipt of a letter from Mr N Yandle of Gallagher regarding the park and ride site at Eclipse Park.

In response to concerns raised regarding the availability of the proposed park and ride site at Eclipse Park at junction 7 of the M20 motorway Mr Jarman explained the Draft Local Plan referred to two draft locations for park and ride sites; Eclipse Park and Linton cross roads. The Linton cross roads proposals in the policy did not refer to any enabling development.

Mr Jarman reported as with any land at a motorway junction there were issues with the cost of the land at Eclipse Park. The land in question at Eclipse Park was an allocation in the Council's current adopted Local Plan from 2000, and that policy was saved in 2007.

Mr Jarman further reported Newnham Court had a current retail planning application being considered which did not include any proposals for park and ride. The medical campus in the same area had outline planning permission from Autumn 2013, this too did not include any proposals for park and ride.

Mr Jarman considered a site at Linton cross roads would be a good site for park and ride irrespective of any housing scheme.

Mr Jarman reminded the Committee the Draft Local Plan went out for public consultation on 21 March 2014 where landowners and the public could make representation during a six week consultation period. After which the Council considered all representations made.

Mr Jarman confirmed the Council will pursue Government funds for both sites (Junction 7 of M20 and Linton Cross Road) and if deemed necessary the Council could use Compulsory Purchase Orders to acquire land.

It was explained other sites at Junction 7 and Newnham Court had been considered by the Council in past years and developers were aware of this. However, it would be up to developers to include park and ride in their plans as part of the negotiation process.

During their discussions the Committee raised the following concerns:

- Potential difficulty in finding sites in the borough large enough to accommodate a park and ride scheme with 1000-1500 spaces;
- Bus lanes between Willingdon Street and Armstrong Road along Sutton Road and Loose Road. Mr Jarman confirmed no bus lanes proposed were for this area. It was proposed the road would be widened and would include lanes for bus prioritisation between certain hours of the day – for example 7am to 9am. The bus route was considered to be the most direct route to attract users which would reduce car numbers and result in reduced congestion in this area;
- Increased traffic at Brishing Lane as a result of a new park and ride scheme at Linton cross roads;
- Retention of the current park and ride scheme at London Road, Allington as it operated successfully with bus priority measures.

The Chairman invited Mr Carter from the South Maidstone Action for Roads and Transport (SMART) group to address the Committee.

Mr Carter explained SMART was set up by residents because of the traffic situation at the south of the town. He outlined the work SMART had undertaken to monitor traffic at Linton cross roads, Cripple Street and the Wheatsheaf junction and voiced the concerns of the group around the increase in traffic in these areas if planned developments went ahead.

Mr Carter shared with the Committee some of the measures SMART had come up with to reduce the volume and waiting times of traffic at these junctions. He confirmed these had been presented to Kent County Council (KCC) who had confirmed they would be considered when they were able to plan a strategy.

The Committee commended SMART on the work they had carried out and considered the pros and cons of the suggested measures. Mr Hapgood acknowledge air quality was an issue in these areas and would take the comments on board when developing the strategy further.

The Committee discussed at length the follow points and concerns:

- Standing traffic at certain times of the day and the effect on air quality;
- Through traffic and the effect on the bridges gyratory system. Mr Jarman confirmed the modelling work carried out in this area showed the majority of motorist through this area were heading to urban destinations to shop or work rather than beyond the town (ie the M20). Mr Jarman also confirmed another bid for funding from central Government was to improve traffic flows in this area;

- Making park and ride a more attractive solution to parking in the town;
- The need to keep Maidstone vibrant while reducing traffic;
- The lack of representation from KCC at Committee meetings despite regular invitations to attend. It was discussed this was because KCC disagreed with the objectively assessed housing need figure of 19,600 and the widening of the A274.
- Mr Jarman expressed concern regarding KCC objecting to the widening of the A274. Three major applications for developments in this area would have been objected to by KCC if road widening measures were not included.
- The Committee agreed it would be to KCC's and Maidstone Borough Councils (MBC) benefit if traffic modelling was carried out based on the objectively assessed housing need of 19,600 as it could prove Maidstone is unable to take development on that scale and as a result the figure reduced.
- More clarity would be appreciated on the cost of each of the measures outlined for each of the three options.

Mr Jarman explained the objectively assessed housing figure of 19,600 was mainly based on the Government's own population predictions. He told the Committee MBC did not have a housing target figure (at the time of the meeting) but it was predicted it would be less than this figure. Capacity work carried out as part of the Strategic Housing and Land Availability Assessment (SHLAA) showed the target would be below 19,600 due to constraints faced by the borough such as flooding, Areas of Outstanding Natural Beauty to the north and a small amount of Green Belt area.

Mr Jarman said if the Borough was unable to meet the housing need figure, other neighbouring local authorities would be approached to help as part of the Duty to Cooperate meetings and asked to help with supplying the remaining housing. He explained the Council would need to prove why they were unable to meet the provision and the traffic modelling work undertaken would be an important part of any discussions.

**RESOLVED:** That the Planning, Transport and Development Overview and Scrutiny Committee note the points raised in the report on the park and ride proposals in the draft Integrated Transport Strategy and recommended:

1. That staff note the Committee's support for the park and ride proposals in the draft Integrated Transport Strategy provided the following is considered;
2. That Kent County Council and Maidstone Borough Council officers and Councillors urgently work together to:

- a. Provide up to date traffic modelling based on the objectively assessed housing need figure of 19,600 to assess the full impact this volume of housing would have on traffic in the Borough, with a view this might demonstrate it is unsustainable and thereby result in this figure being reduced, and;
  - b. Establish where potential misunderstandings between KCC and MBC have arisen and seek clarification on what KCC are and are not in support of in relation to the draft Local Plan.
3. That the Council works with private car park providers in the town on a pricing strategy to adopt that:
  - a. Discourages long stay parking in the town to support the viability of park and ride, and;
  - b. Promotes short stay parking to support local businesses.
4. That measures be taken to make the park and ride scheme more attractive to bus companies and users by considering costs, timing and frequency of buses, routes, etc.
5. That it is noted the Eclipse Park site is the preferred site of the Committee for a park and ride scheme at junction 7 of the M20 motorway.
6. That the information provided to Cabinet for the three Transport Strategy Options is presented showing for each option:
  - a. Duplicated elements with other options are aligned in the columns;
  - b. The cost of each element;
  - c. Total cost of each option showing at the bottom of the column.
7. That the consequential impact on Brishing Road of a park and ride at Linton cross roads be carefully considered.
8. That consideration is given to retaining in the strategy the existing east/west spine park and ride schemes at Willington Street and London Road, Allington in view of the increased housing allocation in the area including in Tonbridge and Malling.
9. That Mr Hapgood/Mr Jarman provide the Committee Members with the analysis from the traffic modelling of numbers and destinations of traffic passing through Maidstone.

#### 116. FUTURE WORK PROGRAMME

The Committee considered the draft Future Work Programme and a request from the Planning Department to move planned meeting dates in



June and September to provide time for Scrutiny to discuss the following issues:

- The results of a further Call for Sites and proposed additional sites for inclusion in the Local Plan;
- Green and Blue Infrastructure Strategy;
- Open Space Standards and possibly action plan;
- Update on the Integrated Transport Strategy.

**RESOLVED:** That the Planning, Transport and Development Overview and Scrutiny Committee hold two additional meetings on 9 June and 30 September 2014 and the Future Work Programme updated to include the following:

- **15 April 2014**
  - Evaluations of Cabinet Member Priorities for 2013/14 Municipal Year
  - Planning Enforcement and MKIP – invites to be extended to all Councillors
- **May 2014 – no date planned**
  - Possible training session on Planning Enforcement – to be confirmed
- **9 June 2014**
  - Results of further Call for Sites and proposed additional sites for inclusion in the Local Plan
- **24 June 2014**
  - Update on the Integrated Transport Strategy
  - Green and Blue Infrastructure Strategy
  - Open Space Standards and possibly an action plan
- **30 September 2014**
  - Draft Local Plan and other reports.

117. DURATION OF THE MEETING

18:30hrs to 21:25hrs

# Agenda Item 10

## **MAIDSTONE BOROUGH COUNCIL**

### **Planning, Transport and Development Overview & Scrutiny Committee**

#### **MINUTES OF THE MEETING HELD ON TUESDAY 15 APRIL 2014**

**Present:** Councillor McLoughlin (Chairman), and  
Councillors Chittenden, Munford, Ross, Springett,  
de Wiggondene and Mrs Wilson

**Also Present:** Councillors Mrs Gooch

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

**RESOLVED:** that all the items on the agenda be webcast.

118. APOLOGIES

Apologies were received from Cllr Watson.

119. NOTIFICATION OF SUBSTITUTE MEMBERS

There were no Substitute Members.

120. NOTIFICATION OF VISITING MEMBERS/WITNESSES

Councillor Mrs Gooch was present as a visiting member for Agenda Items 8 and 9.

121. DISCLOSURES BY MEMBERS AND OFFICERS

There were no disclosures.

122. 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.

123. MINUTES OF THE MEETING HELD ON 18 MARCH 2014

**RESOLVED:** the minutes of the previous meeting were held over until the next meeting of the Committee so that further clarification could be sought on minute no. 115 Maidstone Borough Council Integrated Transport Strategy.

124. CABINET MEMBER FOR PLANNING, TRANSPORT AND DEVELOPMENT REVIEW OF PRIORITIES FOR 2013-2014

The Chairman welcomed Cllr Paine, Cabinet Member for Planning, Transport and Development to the Committee.

Cllr Paine told the committee that over the last twelve months his workload had been dominated by the Local Plan. He explained that new housing need figures had pushed back the timetable due to the need to review the supporting evidence base. However, it was noted that the Plan was now out for consultation and both the Strategic Housing Land Availability Assessment (SHLAA) and the Strategic Housing Market Assessment (SHMA) had been completed and would be examined in 2015.

Councillor Paine informed the committee that a different approach had been taken for the consultation on the Local Plan as lessons had been learnt from previous consultations. It was explained that this had involved conversing with communities in areas where high levels of housing had been allocated. However, one member raised concerns that the brief given to South East Design, to carry out the consultation work, was different to that described by Cllr Paine, and requested clarification from the Cabinet Member. In addition the Committee heard from one member that they had been contacted by three landowners whose sites had been included in the plan for consultation. However, they had not been told that their land had been included in the plan. The Committee stressed that there was a need moving forward to ensure checks were undertaken to confirm the identity of the landowner and communicate with them accordingly to ensure availability of sites.

The links between the Local Plan and Neighbourhood Plans were debated, and the committee agreed that Neighbourhood Plans and the Local Plan should conform with each other and that this would be mutually beneficial to both parties, as better links could impact on the five year land supply in a positive way. The Committee asked if this could be explored prior to the second call for sites.

The Committee expressed some concerns about the use of agency staff in the planning department. It was explained to them that over the last year there had been some difficulty resourcing the planning department but following a recruitment exercise three officers were due to start at MBC within the month. In response to a question Cllr Paine told the committee that planning officers were currently in high demand but in the latest recruitment drive a market supplement had been offered. The Committee noted that work was already in progress to look at possible sharing arrangements for specialist officers, such as conservation, with other authorities in Kent, and requested further information about which specialisms were being considered.

The Committee noted that the downturn in Park and Ride (P&R) patronage had continued this year but that the re-tender was nearly ready. Cllr Paine explained to the committee that he wanted the new service to be of benefit to commuters and that the buses would be re-branded and have Wi-Fi. In response to a query about why patronage had dropped off in the last three years, Cllr Paine said he thought that the current service was

dated and that people could be put off using the service as the P&R buses got stuck in the same traffic as cars, coupled with plenty of town centre parking. It was noted that priority bus lanes were proposed in the Integrated Transport Strategy (ITS) to combat this.

Concerns were expressed by the committee that the greenfield sites in the Local Plan were likely to be developed first and queried if these could be refused until all the brownfield sites had been used. Cllr Paine clarified that at present there was no method for constraining development to on greenfield sites in order to use the brownfield sites up first. He explained that this was difficult as the council did not have a 5 year land supply however; he expected this would be in place by March 2015 and that it would help restrain development on these sites. In response to a question about phasing development it was confirmed that this could be done but it was dependent on infrastructure but Cllr Paine told the committee that he was not confident this would give the type of control that the committee were seeking.

In a response to a question around the public gypsy and traveller site the Committee were informed that the original site had been found to be unsuitable and that a further site was being sought. Cllr Paine told the Committee that he was not in a position to provide further details due to confidentiality but suggested that the Committee request a briefing if the Committee wanted further information. The Committee agreed to request a briefing from the relevant officer.

**RESOLVED:**

- a) That Councillor Paine provides clarification on the briefing that was given to South East Design in relation to the Local Plan Consultation.
- 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.
- c) That the committee be provided with information about the specialist roles (within planning) that were being considered for sharing with other local authorities.
- 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.
- e) That the committee receive a briefing on the progress of the public gypsy and traveller site at a future meeting.

125. MID KENT PLANNING SUPPORT SERVICE AND PLANNING ENFORCEMENT PROCEDURES UPDATE

The Chairman welcomes Ryan O'Connell, Mid Kent Planning Support Manager and Jon Lawrence, Planning Enforcement Officer to the meeting.

Mr O'Connell gave a brief overview of the new shared service the main points of which were:

- The new service would be based at Maidstone House and officers would be employed by Maidstone Borough Council;
- That the new team were expected to be in place by May 2014;
- That they were in the process of standardising processes but the back office was not changing; and
- That the IT infrastructure was changing and that the deadline for the first stage of implementing the new IT system had been met.

After hearing about the new IT arrangements, including technology that would be introduced for officers undertaking site visits, the Committee expressed concerns over members and customers being able to see actual plans. Mr O'Connell reassured the Committee that although officers would use tablets while on site, in the office planners would have two large screens to view plans and there would be an internal threshold for significant applications, for which the plans would be available in hard copy. In addition although the planning duty desk was going to be removed, gateway staff were to be trained to provide access to planning applications and plans.

It was explained to the Committee that the new operating model for planning support was designed to be paperless. This provoked debate about how this would impact on parishes. Mr O'Connell informed the Committee that they had already surveyed parishes about their ability to cope with the changes and that all of the parishes had email access but that the visual presentation aids available varied between parishes. It was explained to the Committee that a pilot was underway with parishes who were more technology savvy to assess the level of support parishes need to enable this. The Committee requested an update on the pilot once the first stage had been completed.

The Committee noted the new operating model was not operating anywhere else in the country but recognised that, if successful, it could provide the council with a commercial opportunity.

**RESOLVED:** That the committee receives an update on the paperless pilot with parishes for planning support in six months' time

126. FUTURE WORK PROGRAMME

The Committee considered the draft future work programme and forward plan of key decisions. It was noted that the additional dates, requested at the meeting on the 18<sup>th</sup> March 2014, had been added to the future work programme.

The Committee expressed concern that the items scheduled for 9 June 2014 may need to run over two meetings to ensure enough time for scrutiny. The Policy and Performance Officer agreed to raise these concerns with the Overview and Scrutiny Officer on their return.

**RESOLVED:** That the future work programme and the forward plan of decisions be noted.

127. DURATION OF THE MEETING

18:30 to 21:35.

## **Maidstone Borough Council**

### **Planning, Transport and Development Overview & Scrutiny Committee**

**Monday 9 June 2014**

#### **Agenda item 11**

#### **Interim report on the key issues arising from the Maidstone Borough Local Plan Regulation 18 public consultation**

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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**MAIDSTONE BOROUGH COUNCIL**

**PLANNING, TRANSPORT AND DEVELOPMENT OVERVIEW &  
SCRUTINY COMMITTEE**

**MONDAY 9 JUNE 2014**

**REPORT OF THE HEAD OF PLANNING AND DEVELOPMENT**

**Report prepared by Emma Boshell**

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

1.1 Issue for Consideration

- 1.1.1 To note the key issues arising from the Maidstone Borough Local Plan Regulation 18 public consultation events. A report setting out the key issues arising from written representations together with recommendations to amend the local plan will be presented to the Committee in due course.

1.2 Recommendation of the Head of Planning and Development

- 1.2.1 That the Planning, Transport and Development Overview and Scrutiny Committee notes the key issues arising from the Maidstone Borough Local Plan Regulation 18 public consultation events.

1.3 Reasons for Recommendation

1.3.1 Background

- 1.3.2 In February 2014, Cabinet approved the Maidstone Borough Local Plan for public consultation. At this stage in the plan-making process, consultation is carried out under Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012, allowing a reasonably flexible and informal consultation in that the document is still in draft form, and the regulations permit the council to make considerable changes to the local plan following the public consultation. The consultation ran for six and a half weeks to allow for public holidays, from 21 March to 7 May 2014.

- 1.3.3 In accordance with the Member approved consultation plan and stakeholder engagement plan, and the adopted Statement of Community Involvement, the council arranged over 30 events and in



doing so, engaged with an extensive cross section of Maidstone's communities. The consultation events included 15 public exhibitions, 5 duty to co-operate events with neighbouring authorities and infrastructure providers, 4 events with Maidstone's business communities, 4 workshops with the parish councils and with representatives of the non-parished areas, 3 events with the development industry, 2 online 'Twitter' debates and 1 staff event. The full list of events is attached at Appendix A.

1.3.4 The consultation and events were advertised in the Kent Messenger, the Kent and Sussex Courier and in the Downs Mail. In addition, full details of the consultation were published on the council's website including electronic versions of the Maidstone Borough Local Plan and its evidence base. Hard copies of the consultation document, CDs and comment forms were placed in all libraries around the borough and in The Gateway on King Street. At the start of the consultation emails and packs were sent to all councillors and parish councils. The packs included a copy of the Maidstone Borough Local Plan, a CD of the document, A4 posters for display on local notice boards, and a number of comment forms. Further, all consultees on the Local Plan consultation database were sent the latest edition of Planning Viewpoint newsletter and notified of the consultation.

1.3.5 The consultation was undertaken by the Spatial Policy team with support from Communications, Economic Development and Housing.

#### 1.3.6 Representations

1.3.7 Approximately 2,200 representations were received during the consultation, plus an additional 50 that have been received after the consultation closed.

1.3.8 Of the 2,200 representations received within the consultation period, approximately 15% were submitted via the online consultation portal, 30% were submitted by email, and 55% were received by post (i.e. comment form or letter), many of which were submitted towards the end of the consultation.

1.3.9 The process of logging, validating and summarising the representations is now underway. This has to be completed before officers can present further reports that recommend amendments to the policies of the draft Maidstone Borough Local Plan.

#### 1.3.10 Key issues raised at the consultation events

1.3.11 This section of the report summarises the key issues that were raised at the consultation events. Whilst officers will not know the full extent of the issues raised until all consultation responses have been logged,

validated and summarised, the conversations held at the various events around the borough give a good indication of the key issues. The issues have been organised by policy reference.

### 1.3.12 Spatial strategy

<b>Policy</b>	<b>Key issues</b>
SS1	Concerns about the soundness of the objectively assessed need of 19,600 homes and whether this figure should be met. Some consultees argue that the housing target should be determined from the borough's emerging neighbourhood plans. However, also some support for the 19,600 homes, as it was acknowledged that future generations will need somewhere to live.
SS1	Concerns that the housing numbers for the rural service centres and larger villages are too high.
SS1	Concerns about the quantity of development planned in the south east of Maidstone, and the impact on surrounding roads.
SS1	Concerns about the high number of greenfield sites and the need for a 'brownfield first' approach.
SS1	Support for the rejection of a concentrated settlement pattern of development approach e.g. Golding Homes freestanding settlement.
SS1	Concerns about a disconnect between the working age population and jobs created.

### 1.3.13 Spatial policies:

<b>Policy</b>	<b>Key issues</b>
SP1	Maidstone town centre – concerns from local businesses that Maidstone is not seen as a location for new development – the town is in competition with other centres for business and customers.
SP3 SP4	Rural service centres – concerns that the rural service centres and larger villages will lose their character and village setting.
SP4	Larger villages – concerns about Boughton Monchelsea and Coxheath being classified as a larger villages, as residents believe they does not have adequate infrastructure or services.
SP5	Countryside – support for the protection of the countryside, outside of identified settlement boundaries. However, there was a small number of concerns that this policy does not have the same strength as existing policy ENV28.

#### 1.3.14 Development management policies:

<b>Policy</b>	<b>Key issues</b>
DM4	Principles of good design – concerns about the quality of new developments, in particular design and adequacy of garden space.
DM13	Sustainable transport – concerns about parking standards for new developments.
DM14	Public transport – bus services need to be improved in rural areas.
DM17	Economic development – concerns about the expansion of rural employment sites leading to further traffic congestion through the town.
DM23 DM24	Housing mix and affordable housing – residents consider that 40% affordable housing is too high for the rural areas, and call for a mix of house types, not just executive homes. There is a need for smaller homes for young people and the elderly.
DM25	Local needs housing – concerns about the lack of local needs housing in Lenham.

#### 1.3.15 Infrastructure delivery policies:

<b>Policy</b>	<b>Key issues</b>
ID1	Infrastructure delivery – major concerns borough-wide about infrastructure, in particular flooding, waste water, education, health and highways.
ID1	Concerns that the consultation was underway but with so many infrastructure unknowns.
ID1	Concerns about the capacity of the crossroads at Staplehurst and the limited scope for improvements. It was queried at what point transport constraints become so extreme to make development unacceptable.
ID2	Electronic communications – good broadband connections are vital for businesses.

#### 1.3.16 Site allocation policies:

<b>Policy</b>	<b>Key issues</b>
-	Support for the exclusion of Cross Keys, Bearsted, due to regular flooding.
H1(2)	East of Hermitage Lane – support for the protection of ancient woodland, but concerns about the new school being sited on orchard land. Also, objections to the vehicular access proposed along Howard Drive.
H1(39)	Ulcombe Road and Mill Bank, Headcorn – concerns that new development will cause surface water run-off into

	existing adjacent development, but also support for new development due to lack of affordable housing.
H1(46)	Vicarage Road, Yalding – concerns about access.
H1(48)	Heath Road, Boughton Monchelsea – concerns about access.
H3(2)	Invicta Barracks – concerns about the delivery of this site from developers, as it remains in active use.
H3(3)	Lenham – concerns about where the 1,500 homes will go and that they should be supported with new employment, but appreciation of the transparency of the council in consulting on the proposal.
-	Support for the exclusion of employment development at Junction 8 of the M20.
RMX1(1)	Newnham Park – concerns about new retail development and the potential impact on the town centre.
GT1	Criticism that the local plan does not allocate sufficient sites for Gypsies & Travellers and those sites it does allocate are existing unauthorised sites. More sites need to be found to prevent further unauthorised development in locations which already have a greater proportion of Gypsy & Traveller sites such as Headcorn and Staplehurst.
PKR1(1)	Linton crossroads – objections due to the loss of greenfield land and query over demand. Also, concerns about how bus priority measures will be delivered on the A229 from Linton crossroads given lack of carriageway space. A park and ride site would be better located between the A274 and A229 to serve both routes.

### 1.3.17 Work with parish councils in rural areas

1.3.18 The spatial strategy (policy SS1) of the Maidstone Borough Local Plan identifies a settlement hierarchy, where development is to be focused. After the town centre and urban area the hierarchy identifies five rural service centres and five larger villages, namely Harrietsham, Headcorn, Lenham, Marden, Staplehurst, Boughton Monchelsea, Coxheath, Hollingbourne (Eythorne Street), Sutton Valence and Yalding. The level of development proposed at these locations is higher than that proposed in the Core Strategy in 2011. As such, the council sought to engage more fully with the communities most affected by the proposed development.

1.3.19 The approach taken was based on workshops that focused on identifying a consensual vision for the place, the physical characteristics of each area and developing a clear and constructive expression of the community's expectations for the quality of any new development. Design South East, an independent not-for-profit organisation, provides built environment design support for local authorities, the development sector and communities, and help

facilitate these forums. They strongly advocate the importance of talking to, and getting to know each local community, to understand their design requirements to help foster trust between residents, local authorities and developers. In February 2014, Design South East were commissioned by the council to undertake this work with the rural service centres and larger village parishes.

1.3.20 Specifically, the work programme had three aims for the communities:

1. To have a clear understanding of how the settlement is organised and how these principles underpin character and can be used to guide future development that reinforces this character;
2. To be able to assess the locations of housing in the local plan against the core principles of their settlement – is there an opportunity to strengthen character?; and
3. To have the tools to engage constructively with developers and local authorities about the quality of planning applications.

1.3.21 A number of place-making workshops and 'walk arounds' have been held with the parishes. In addition, two collective facilitated sessions were held with council officers and the parishes. These were particularly beneficial. Moving forward, a multi-stakeholder event is planned for September, where parishes will sit around the table with council officers and service providers such as Kent County Council, Southern Water and the Environment Agency. The event will take a place-based approach and discussions will centre on individual sites. This is considered to be the best way to pool knowledge.

1.3.22 Design South East is expected to submit their final report and recommendations to the council towards the end of June 2014.

1.3.23 The Economic Development Strategy

1.3.24 Work has recently begun by the Economic Development team on producing a new Economic Development Strategy, as the previous one was produced in 2008 and is now considerably out of date. Information has been collected from a business survey, where 80 responses were received. Shared Intelligence has been commissioned to write the strategy. The development of the strategy will involve discussion with businesses and other stakeholders, and the team is engaging in a programme of business visits to gather local intelligence on business needs. The survey, visits and Economic Development Strategy will aim to identify the issues and choices that the council can address, and the interventions that may be needed to grow the type of local economy Maidstone wants in order to meet the employment needs of businesses and residents.

1.3.25 The Economic Development Strategy, when complete, will add to the suite of corporate documents which help to inform the Maidstone Borough Local Plan. Such council strategies include the Housing Strategy, the Sustainable Community Strategy and the Strategic Plan. In essence, the role of the local plan is to help deliver the spatial objectives of these wider strategies.

1.3.26 The Spatial Policy team will continue to be involved in the preparation of the Economic Development Strategy, inputting at key stages to ensure alignment between these two council documents.

1.3.27 The timetable for the production of the Economic Development Strategy is set out below.

	May				June					July			
W/C	5	12	19	26	2	9	16	23	30	7	14	21	28
<b>STAGE 1: INCEPTION, S.O.E</b>													
Inception Meeting													
Scoping Report													
Review policies and plans													
State of the Economy report													
<b>STAGE 2: VISION</b>													
Stakeholder interviews													
Key Choices Report													
Workshops x 3 (Dates TBC)													
Interim report													
<b>STAGE 3: STRATEGY DEVELOPMENT</b>													
Stakeholder interviews													
Prepare First Draft EDS													
Comments and feedback													
Draft final EDS													
<b>STAGE 4 ACTION PLANNING</b>													
Action Planning													
Final EDS & Action Plan													

1.3.28 Timetable for the production of the Maidstone Borough Local Plan

1.3.29 The Maidstone Borough Local Plan timetable is currently under review following the significant volume of new sites (approximately 100) received through the additional call for sites, the volume of

representations received on the Regulation 18 public consultation, and the need to commission additional evidence to support the emerging plan and to respond to public challenges.

1.3.30A revised Local Development Scheme outlining the local plan programme will be presented to Overview and Scrutiny Committee in due course.

#### 1.4 Alternative Action and why not Recommended

1.4.1 This is an information report for Overview and Scrutiny, and as such, there is no alternative action.

#### 1.5 Impact on Corporate Objectives

1.5.1 The Maidstone Borough Local Plan consultation impacted on all three corporate objectives as set out in the Strategic Plan 2011-15.

1.5.2 **For Maidstone to have a growing economy** – residents, businesses and stakeholders have had an opportunity to comment on how best to achieve a growing economy in the borough.

1.5.3 **For Maidstone to be a decent place to live** – residents, businesses and stakeholders in the borough have had the best opportunity to comment on the policies that will shape how the borough will grow over the period until 2031.

1.5.4 **Corporate and customer excellence** –this objective deals with delivering cost effective services to the right people in the right places at the right time, and also delivering the information in an understandable format. The Maidstone Borough Local Plan consultation focused on reaching residents, businesses and stakeholders in a cost effective manner but ensured that nobody was disadvantaged because of where they live or who they are, and officers ensured that people were listened to.

#### 1.6 Other Implications

1. Financial
2. Staffing
3. Legal
4. Equality Impact Needs Assessment
5. Environmental/Sustainable Development

X
X

6. Community Safety
7. Human Rights Act
8. Procurement
9. Asset Management


- 1.6.1 Staffing – The Spatial Policy team will dedicate its time to assessing the representations made during the consultation and to making recommendations to amend policies. Other officers in the council will contribute as appropriate. Resources will be kept under review to ensure representations are dealt with in a timely manner.
- 1.6.2 Equality Impact Assessment (EqIA) – there is no longer a statutory duty to prepare an EqIA for local plans but the EqIA attached at Appendix B has been completed in order to meet the best practice requirements of the council. All individuals and communities have been engaged in the consultation process in accordance with the equalities legislation and the council’s Corporate Equality Policy, and consultation has been undertaken in accordance with the council’s adopted Statement of Community Involvement.
- 1.7 Relevant Documents
- 1.8 None.
- 1.8.1 Appendices
- 1.8.2 Appendix A – MBLP Regulation 18 consultation events.
- 1.8.3 Appendix B – Equality Impact Assessment.
- 1.8.4 Background Documents
- 1.8.5 None.



**IS THIS A KEY DECISION REPORT?**

**THIS BOX MUST BE COMPLETED**

Yes

☐

No

☒

If yes, this is a Key Decision because: .....

.....

Wards/Parishes affected: .....

.....

**Maidstone Borough Local Plan  
Regulation 18 public consultation  
21 March – 7 May 2014**

**List of consultation events**

<b>Date</b>	<b>Event and venue</b>	<b>Time</b>	<b>Public/closed /invitation</b>
24 March	Twitter debate – online	6pm-8pm	Public
25 March	Golding Homes presentation on freestanding settlement	-	Closed
29 March	Exhibition – The Mall	10am-4pm	Public
31 March	Presentation to Maidstone Economic Business Partnership	-	Closed
31 March	Duty to cooperate meeting – Tonbridge and Malling Borough Council	-	Closed
1 April	Duty to cooperate meeting – Swale and Tunbridge Wells Borough Councils	-	Closed
2 April	Workshop with non-parished areas – Maidstone town hall	6pm-8pm	Invitation
3 April	Older Persons Forum – Corn Exchange	10am-2pm	Public
3 April	Duty to cooperate meeting – Ashford Borough Council	-	Closed
4 April	Duty to cooperate meeting – Medway Council	-	Closed
7 April	Workshop with development industry – Maidstone town hall	10am-12pm	Invitation
7 April	Presentation to all parishes	6pm-8pm	Invitation
8 April	Exhibition – Headcorn village hall	2pm-8pm	Public
9 April	Presentation to Maidstone businesses – Oakwood House	7.30am-9.30am	Invitation
9 April	Exhibition – Hilton Hotel, Bearsted Road	2pm-8pm	Public
10 April	Exhibition – St Nicholas Church Hall, Allington	2pm-8pm	Public
11 April	Exhibition – Staplehurst village hall	2pm-8pm	Public
14 April	Workshop with infrastructure providers – Maidstone town hall	10am-12pm	Invitation
14 April	Exhibition – Boughton Monchelsea village hall	1.30pm-7.30pm	Public
15 April	Exhibition – John Banks Hall, Marden	2pm-8pm	Public
16 April	Exhibition – Lenham community centre	2pm-8pm	Public
17 April	Exhibition – Coxheath village hall	1.30pm-7.30pm	Public
23 April	Business visit to Lenham Storage	-	Closed
23 April	Exhibition – Cardwell Pavilion,	2pm-8pm	Public

## Appendix A – MBLP Regulation 18 consultation events

	Hollingbourne		
24 April	Exhibition – staff of Maidstone Borough Council	-	Closed
24 April	Workshop with larger village parishes – Maidstone town hall	6pm-8pm	Invitation
25 April	Exhibition – Heather House, Park Wood	2pm-8pm	Public
26 April	Exhibition – Maidstone leisure centre	10am-2pm	Public
28 April	Workshop with rural service centre parishes – Maidstone town hall	6pm-8pm	Invitation
29 April	Exhibition – Yalding village hall	2pm-8pm	Public
30 April	Town Centre Management business briefing	-	Closed
30 April	Developers Forum	-	Closed
2 May	Exhibition – Harrietsham village hall	2pm-8pm	Public
6 May	Twitter debate – online	6pm-8pm	Public

### Stage 1: Equality Impact Assessment

<p><b>1. What are the main aims purpose and outcomes of the Policy and how do these fit with the wider aims of the organization?</b></p>
<p>The Maidstone Borough Local Plan sets the framework to guide the future development of the borough to 2031. The plan includes policies to promote growth and protect the environment, as well as more detailed development management policies that assist in the decision making processes. Site allocations for a range of land uses have been made to make clear to the public, stakeholders and development industry where development will be acceptable. These policies and land allocations will assist in the delivery of the council's strategic aims and corporate objectives. Consideration has been given to the Maidstone Community Strategy, the Strategic Plan, a range of local strategies, the Statement of Community Involvement and the Corporate Equality Policy.</p>
<p><b>2. How do these aims affect our duty to:</b></p> <ul style="list-style-type: none"> <li>• <b>Eliminate unlawful discrimination, harassment and victimization and other conduct prohibited by the act.</b></li> <li>• <b>Advance equality of opportunity between people who share a protected characteristic and those who do not.</b></li> <li>• <b>Foster good relations between people who share a protected characteristic and those who do not.</b></li> </ul>
<p>The council's Corporate Equality Policy has been applied to ensure that there is no unlawful discrimination, harassment and victimisation, or any other conduct that is prohibited under the act. Policies are written, and land allocations made to be inclusive, and to foster positive relationships within and between communities. Public consultations meet the requirements of the duty by following the processes set out in the Statement of Community Involvement.</p>
<p><b>3. What aspects of the policy including how it is delivered or accessed could contribute to inequality?</b></p>
<p>The policies and land allocations contained in the local plan aim to ensure that development occurs in such a way that its delivery contributes to equality. Delivery of the information within the local plan is managed through stakeholder and public consultation, with care given to ensuring that the information is available through multiple channels and in multiple formats to reach the widest possible audience, being mindful of those protected characteristics under the act and of other issues concerning the needs and abilities of the public across the borough.</p>

**4. Will the policy have an impact (positive or negative) upon the lives of people, including particular communities and groups who have protected characteristics? What evidence do you have for this?**

The local plan, its policies and land allocations will have a range of impacts on the lives of those living in, working in and visiting the borough. All of these impacts, positive and negative, have been rigorously assessed through the Sustainability Appraisal carried out on the component parts of the document, and on the local plan in its entirety. The Sustainability Appraisal is required to accompany the local plan by the Town and Country Planning (Local Planning) (England) Regulations 2012 that govern how the local plan is produced. The Statement of Community Involvement has a positive impact on all members of the public, including groups who have protected characteristics, by setting out the plan making (and planning application) stages for stakeholder engagement and public consultations, together with a range of consultation methods to suit all potential respondents.

If the answer to the second question has identified potential impacts and you have answered yes to any of the remaining questions then you should carry out a full EQIA set out as stage 2 below.

## Appendix B - Equality Impact Assessment

### Stage 2: Equality Impact Assessment

<b>Name of Policy/Service/Function</b>
Maidstone Borough Council Local Plan Public Consultation (Regulation 18)
<b>Purpose</b>
<i>What are you trying to achieve with the policy / service / function?</i>
<p>The Maidstone Borough Local Plan is the strategic planning document that sets the framework for development in the borough between 2011 and 2031. It explains the “Why, What, Where, When and How” development will be delivered through a strategy that plans for growth and regeneration whilst at the same time protects and enhances the borough’s environmental and built assets. The local plan:</p> <ul style="list-style-type: none"> <li>• Sets out the scale and distribution of development;</li> <li>• Identifies, by site, where development will be located;</li> <li>• Identifies where development will be restrained; and</li> <li>• Explains how the council and its partners will deliver the plan.</li> </ul>
<i>Who defines and manages it?</i>
<p>The local plan is defined through the democratic process, via a number of stages involving both Members and officers. The plan is considered through Planning, Transport and Development Overview and Scrutiny Committee (including its previous iterations), the Cabinet, and ultimately through full Council. Officers in the Spatial Policy team and other senior officers from other teams input into the work programme. The process is managed through a project team led by the Chief Executive in collaboration with the Head of Planning and Development and the Spatial Policy Team Leader.</p>
<i>Who do you intend to benefit from it and how?</i>
<p>The local plan will benefit those living in, working in and visiting the borough, as well as key stakeholders and developers by giving certainty about the shape and form of development, and by providing a framework to encourage development to occur in a planned and co-ordinated manner. It will address such issues as local needs housing, provision of accommodation for the Gypsy and Traveller community, and providing for economic development growth whilst simultaneously protecting the environmental, historic and built assets within the borough.</p>

## Appendix B - Equality Impact Assessment

<i>What could prevent people from getting the most out of the policy / service / function?</i>
The local plan must be accessible and easy to understand through the use of Plain English and the exclusion of jargon. It is important to make the document available to all, with electronic access available alongside traditional paper versions in public libraries, and other buildings easily accessed by the public. Visual displays and exhibitions across the borough will be used during consultations, as well as media such as Facebook and Twitter, to aid inclusivity.
<i>How will you get your customers involved in the analysis and how will you tell people about it?</i>
The local plan and associated documents will be subject to a full, wide-ranging and thorough consultation process. The procedure for consultation is guided by the planning regulations and will be conducted in accordance with the Statement of Community Involvement and the Member approved consultation plan. The Communication Team will assist with the publicity for public consultation stages. Responses to the consultation will be made through a web-based portal, by email or in writing, to ensure that all those wishing to comment can do so.
<b>Evidence</b>
<i>How will you know if the policy delivers its intended outcome / benefits?</i>
Relevant policies within the local plan will be monitored and their success or otherwise reported annually through the Monitoring Report.
<i>How satisfied are your customers and how do you know?</i>
Customer satisfaction can be ascertained in part through the responses to the consultation. The council will endeavour to gain a comprehensive understanding of overall satisfaction, although the plan will generate very emotive responses in relation to specific local issues and this will make it difficult to gain a broad-scale understanding of satisfaction. It is more likely that comments on individual elements of the plan will be submitted through the consultation process.
<i>What existing data do you have on the people that use the service and the wider population?</i>
Data on people that will use the service are gathered from such sources as Mosaic and other sources of information such as the Office for National Statistics. Use is also made of results from historic and emerging census data. Details of those people and organisations that have shown an interest in the local plan process in the past are maintained in the Objective database.
<i>What other information would it be useful to have? How could you get this?</i>
At present, no further information requirements have been identified.

## Appendix B - Equality Impact Assessment

<i>Are you breaking down data by equality groups where relevant (such as by gender, age, disability, ethnicity, sexual orientation, marital status, religion and belief, pregnancy and maternity)?</i>
Data is broken down by equality groups as appropriate and if relevant.
<i>Are you using partners, stakeholders, and councillors to get information and feedback?</i>
Through the consultation process information and feedback is sought from a variety of partners, stakeholders and ward and parish councillors.
<b>Impact</b>
<i>Are some people benefiting more – or less - than others? If so, why might this be?</i>
It is difficult to assess the impact of the local plan proposals until they are fully adopted. At this stage in the process, public opinion is sought on the content of the draft local plan which will allow modifications to the overall strategy framework and policies as appropriate. All of the identified impacts, positive and negative, have been rigorously assessed through the Sustainability Appraisal carried out on the component parts of the document and on the local plan in its entirety.
<b>Actions</b>
<i>If the evidence suggests that the policy / service / function benefits a particular group – or disadvantages another - is there a justifiable reason for this and if so, what is it?</i>
The local plan must balance the views of all stakeholders, residents and businesses against the borough's objectively assessed needs.
<i>Is it discriminatory in any way?</i>
At this stage in the local plan process it is not considered that any elements are discriminatory.
<i>Is there a possible impact in relationships or perceptions between different parts of the community?</i>
Please refer to the 'Impact' answer for information.
<i>What measures can you put in place to reduce disadvantages?</i>
Until the impact of policies and land allocations in the local plan is fully understood, through implementation and monitoring, it is not possible to prescribe measures to deal with disadvantages to certain groups or individuals. Such matters will be dealt with in the latter stages of the programme and through the ongoing monitoring work that will follow the adoption of the local plan.
<i>Do you need to consult further?</i>



## Appendix B - Equality Impact Assessment

Further focused public consultation (Regulation 18) will be undertaken for additional site allocations/deletions and for open space standards. Under the planning regulations and as part of the ongoing programme, a further public consultation on the whole plan (Regulation 19 known as Publication) will be completed before the plan is submitted to the Secretary of State for examination.
<i>Have you identified any potential improvements to customer service?</i>
No potential improvements have been identified at this stage, but such issues remain under review. A publicity officer has been appointed to liaise with the public and the media in the short to medium term.
<i>Who should you tell about the outcomes of this analysis?</i>
The results of the public consultations will be published in support of recommended revisions to the local plan that are reported to Members for decision, and as part of the evidence base for the examination into the local plan. Anyone who has submitted comments or asked to be informed of local plan progress will be informed when these amendments are made.
<i>Have you built the actions into your Service Plan or Policy Implementation Plan with a clear timescale?</i>
The overarching local plan process is governed by the Local Development Scheme which is a statutory requirement. The work programme is managed by the project team responsible for the delivery of the local plan, and allows for analysis and detailed planning for consultation stages to ensure that matters relating to equality are fully considered. Risks to the programme are identified at an early stage through Project Highlight Reports.
<i>When will this assessment need to be repeated?</i>
This assessment will be reviewed and repeated at each stage of public consultation.

# Agenda Item 12

## **Maidstone Borough Council**

### **Planning, Transport and Development Overview & Scrutiny Committee**

**Monday 9 June 2014**

#### **Agenda item 12**

#### **Future Work Programme**

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**

**2014**

#### **Future Work Programme**

**Report of:** Tessa Mallett, Overview & Scrutiny Officer

#### **1. Introduction**

- 1.1 At their meeting of 23 April 2014 the Scrutiny Coordinating Committee<sup>1</sup> discussed the development of the 2014-15 Overview and Scrutiny Committees' Future Work Programmes (FWP) and review topics.
- 1.2 As a result of these discussions it was agreed to design and run a Future Work Programme Workshop before each Committees' first meeting of the 2014-15 municipal year.
- 1.3 During the workshops committees will discuss and select topics relating to the terms of reference for their committee attached as **Appendix A**.
- 1.4 The results of the Committees' discussions at their workshops are to be used to help develop a draft future work programme and select a review topic for the 2014-15 municipal year.
- 1.5 Committees will also be asked to consider their development requirements for the year relating to their agreed FWP and review topic.

#### **2. Recommendation**

- 2.1 That the Committee uses the results of their discussions from the Future Work Programme Workshop held before this meeting to plan their draft future work programme.
- 2.2 That the Committee also uses the results of their discussions from the Future Work Programme Workshop held before this meeting to plan their review topic for the 2014-15 municipal year.
- 2.3 That the Committee considers their development needs for the coming year to enhance the work of their FWP and review topic.

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<sup>1</sup> The Scrutiny Coordinating Committee, consisting of the Chairman and Vice Chairman of each Overview and Scrutiny committees, is tasked to consider matters relating to the conduct, performance and procedures of the Overview and Scrutiny committees and develops mechanisms for addressing cross cutting issues and preventing duplication in the work of individual committees.

- 2.4 That Committee notes the terms of reference for this Committee, attached as **Appendix A**, when making their decisions.
- 2.5 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 and inclusion on their FWP.

### 3 What is Overview and Scrutiny?

- 3.1 Overview and Scrutiny committees (O&S) were brought into being by the Local Government Act 2000 as a way of holding the executive to account. In Maidstone, there are four committees overseeing six Cabinet portfolios. O&S committees play two main roles with this structure; the bulk of their time is spent examining the policy, administration and expenditure of the council through focused policy reviews similar to select committee inquiries. They also have a role in scrutinising key council documents such as the budget and strategic plan, and have the power to 'call in' decisions of the cabinet once they have been made and suggest alternative courses of action. The breakdown below provides a useful aide memoire:

Role	How
Policy Development	Through carrying out reviews in new areas and aiding the cabinet in its policy work.
Holding the Executive to account	Through pre- and post-cabinet decision scrutiny. Pre-decision - inviting cabinet members to report to the committee on their work and making recommendations to assist policy development, and initiating reviews of services and policy, for example climate change. Post-decision scrutiny: scrutiny committees may call-in a cabinet or cabinet member decision, review that decision and make recommendations.
Policy Review	Keeping an eye on the policies developed by the council and the cabinet and making recommendations where appropriate for improvement.
Performance Management	Reviewing performance management information, identifying services that are not performing and making recommendations for improvement.
External Scrutiny	Looking outside the council at other services provided to the public. This includes the Council's responsibility to scrutinise the Safer Maidstone Partnership under the Police and Justice Act 2006.

Engaging the public	A key role for scrutiny is to engage the public in its work and give the public a voice. This can be achieved through co-option, working with the local media and asking for the public's input into the scrutiny work programme.
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### 3.2 Scrutiny cannot:

- Take decisions, however it can recommend to decision makers;
- Investigate individual complaints. For information on the council's complaint procedure please see <http://selfserve.maidstone.gov.uk/ServicePage.aspx?servicePath=>;
- Change a cabinet decision – it can recommend a decision be changed but it is up to cabinet whether or not it accepts that recommendation;
- Scrutinise individual planning or licensing decisions;
- Investigate the conduct or behaviour of a councillor or officer - this is the responsibility of the Standards Committee.

## 4 Future Work Programme

- 4.1 Each O&S committee is required to approve and co-ordinate an annual work programme, including the programme of any review topics. Members of each O&S committee have an important role to play in ensuring time and resources are effectively and efficiently used.
- 4.2 Careful selection and prioritisation of work is essential if the scrutiny function is to be successful, achieve added value and retain credibility. The work programme should be realistic, relevant to the public, of interest to Members and be adequately resourced. It needs to be flexible to ensure it remains relevant and to retain a degree of flexibility to enable additional issues to be scrutinised urgently.

## 5 Scrutiny Review Topics

- 5.1 Scrutiny reviews are a key aspect of O&S work, and provide opportunities to thoroughly investigate topics and help make improvements. This type of work should enable more robust and effective challenge and lead to better decision making. In depth reviews should also help engage the public, and provide greater transparency and accountability.

5.2 Examples of review topics already undertaken by O&S Committees include:

- Accessing Mental Health Services Before the Point of Crisis – April 2014
- Events Review - April 2014
- Maidstone Visitor Information Centre - 2013
- Review of the Capital Strategy – 2013

## **6 Scrutiny review topic selection criteria**

6.1 The following selection criteria are suggested to committees when deciding on their topic selections for their review topic:

- Accept the topic if it:
  - Affects local people;
  - Will bring improvements for local people and/or for the council;
  - Relates to a poor performing service.
- Reject the topic if it:
  - Has been covered by and O&S committee in the past 12 months;
  - Is an individual complaint.

## **7 Future Work Programme Workshop**

7.1 In March 2014 the O&S team, with the help of the Communications team, implemented a communications plan to help gather suggestions for topics for the committees FWP and reviews.

7.2 Requests for ideas for topic suggestions were sent using:

- Emails direct to parish councils, all Maidstone Borough Councillors (MBC), stakeholders including Kent County Council (KCC), local charities and community groups;
- Press releases in the Downs Mail and Kent Messenger;
- Articles on the MBC intranet and website;
- Twitter and Facebook;
- Internal channels such as Wakey, Wakey and face to face meetings with key staff.

7.3 Since March the O&S team have received more than 50 suggestions from staff, members of the public, community representatives, key stakeholders/partners including parish councils and local press. A list of all the suggestions received is attached as **Appendix C**.

7.4 A number of items identified for 2013-14 were not reviewed or the Committee requested an update after a six month period. These items have been included in Appendix C with a note to indicate they are carried over from 2013-14. The Committee is requested to

consider these items together with the suggestions received for 2014-15.

- 7.5 All the suggestions will be used in an activity during the Future Work Programme Workshop to be held prior to this meeting
- 7.6 The aim of the workshop is for each O&S committee to develop their FWP and decide on a least one review topic for the 2014-15 municipal year.
- 7.7 With the input of the Scrutiny Coordinating Committee the workshop has been designed to be interactive and engaging to encourage discussion and debate to develop a work programme that is realistic and relevant to the committee.
- 7.8 The work programmes will need to be flexible to enable additional issues to be scrutinised urgently throughout the year. With additional work not yet scheduled in, the work programme has the potential to become quite substantial. The Committee should aim to maintain a manageable work programme and regularly consider whether items can be removed.
- 7.9 The importance of input from Cabinet Members and Officers is crucial to the development of the FWP. All Councillors have been invited to all four workshops.
- 7.10 To help promote pre-decision scrutiny key members of staff will also be attending the workshops, and Committee meetings, to respond to any questions on major pieces of work applicable to each Committee's terms of reference for the coming year.
- 7.11 The Committee may wish to interview Cabinet members in July or August to better understand their priorities for the coming year.
- 7.12 Part of the workshop will also focus on members learning and development needs and opportunities to ensure effective scrutiny, work programing and scoping of reviews.
- 7.13 Throughout the course of the municipal year the Committee is asked to review their work programme and to put forward ideas for scrutiny. Members are asked to consider the work programme at each meeting to ensure that it remains appropriate and covers all issues Members wish to consider within the Committee's remit.
- 7.14 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.'

## **8 List of Forthcoming Decisions**

- 8.1 The List of Forthcoming Decisions (**Appendix B**) is a live document containing all key and non-key decisions.
- 8.2 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>

## **9 Alternative Action and why not Recommend**

- 9.1 None

## **10 Impact on Corporate Objectives**

- 10.1 The Committee will consider reports that deliver against the following Council priority:
- 'For Maidstone to be a decent place to live.'
- 10.2 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.

## **11 Financial Implications**

To assist O&S committees in their inquiries, a small budget is available for the purchase of necessary equipment and to cover the costs of training, site visits, meetings in locations other than the Town Hall, witness expenses, specialist advice, books and any other costs that might be legitimately incurred by the committees in the course of their activities.

## **12 Relevant Documents**

Appendix A – Overview and Scrutiny Committees' Terms of Reference  
Appendix B – List for Forthcoming Decisions  
Appendix C – List of O&S suggestions received for 2014-15

## **13 Background Documents**

None



## ARTICLE 6 – OVERVIEW AND SCRUTINY COMMITTEES

### 6.01 Terms of Reference

The Council will appoint the Overview and Scrutiny Committees set out in the left hand column of the table below to discharge the functions conferred by section 21 of the Local Government Act 2000, the Police and Justice Act 2006, or regulations under section 32 of the Local Government Act 2000 in relation to the matters set out in the second column of the same table. Each overview and scrutiny committee will be responsible for scrutinising policy framework documents that fall within their respective terms of reference.

Strategic Leadership and Corporate Service Overview and Scrutiny Committee	Planning, Transport and Development Overview and Scrutiny Committee
Leader; and Cabinet Member for Corporate Services	Cabinet Member for Planning, Transport and Development
<ul style="list-style-type: none"> <li>• Reviewing performance and ensuring appropriate action is identified and executed to remedy performance issues</li> <li>• Asset Management</li> <li>• Communications</li> <li>• Human Resources</li> <li>• Business Transformation and the Corporate Improvement Programme</li> <li>• Equalities</li> <li>• Scrutinising standards of governance and conduct are achieved throughout the business of the Council</li> <li>• Customer service</li> <li>• Corporate finance including regular budget monitoring</li> <li>• Information Technology including scrutiny of the shared service</li> <li>• Council Tax and Housing Benefit including the Revenues and Benefits Shared Service</li> <li>• Mid Kent Improvement Partnership</li> <li>• Democratic Services including electoral services and member services</li> <li>• Procurement, Property Services and Facilities Management</li> </ul>	<ul style="list-style-type: none"> <li>• The Council's contribution to securing sustainable construction with respect to development in the borough.</li> <li>• Spatial planning including the Local Development Framework and other spatial planning documents including Development Plan Documents, Development Management policies and development briefs</li> <li>• Transport and Infrastructure (including Highways, Parking, Park and Ride and Public Transport)</li> <li>• Development Management including planning enforcement and land charges</li> <li>• Landscape and Conservation</li> <li>• Building Control</li> </ul>

<b>Community, Leisure Services and Environment Overview and Scrutiny Committee</b>	<b>Economic and Commercial Development Overview and Scrutiny Committee</b>
Cabinet Member for Community and Leisure Services; & Cabinet Member for Environment	Cabinet Member for Economic and Commercial Development
<ul style="list-style-type: none"> <li>• Housing</li> <li>• Community Development</li> <li>• Community Safety (To act as the Crime and Disorder Reduction Partnership OSC twice a year)</li> <li>• Safety In Action</li> <li>• Voluntary and Community Sectors</li> <li>• Health</li> <li>• Parks, open spaces and allotments including grounds maintenance</li> <li>• Leisure activities including sporting and recreational based activities and including services provided via the Maidstone Leisure Centre</li> <li>• Community engagement</li> <li>• Allocation and monitoring of grants</li> <li>• Air Quality</li> <li>• Contaminated Land</li> <li>• Water</li> <li>• Climate change</li> <li>• Licensing</li> <li>• Carbon Management</li> <li>• Local Biodiversity</li> <li>• Waste minimisation, recycling and collection</li> <li>• Cleansing services</li> <li>• Environmental Health services</li> <li>• Bereavement i.e. services provided from the cemetery and crematorium</li> <li>• Capital projects and programmes relevant to the portfolio</li> <li>• Cobtree Golf Course</li> <li>• Climate Change</li> </ul>	<ul style="list-style-type: none"> <li>• Economic Development and Regeneration</li> <li>• Commercial Services Development</li> <li>• The Visitor Economy including the Hazlitt Arts Centre, Maidstone museums, tourism, the Kent Conference Bureau and Maidstone market.</li> <li>• Capital projects and programmes relevant to the portfolio including regeneration and public realm improvement schemes</li> <li>• Events and venues</li> </ul>

#### Scrutiny Coordinating Committee

A Committee consisting of the Chairmen and Vice Chairmen of the four Overview and Scrutiny Committees, to be called the Scrutiny Coordinating Committee shall meet from time to time to consider matters relating to the conduct, performance and procedures of the Committees; to develop mechanisms for addressing cross cutting issues; and to prevent duplication in the work of the individual committees.

6.02 General role

Within their terms of reference Overview and Scrutiny Committees will:

- (a) Review and/or scrutinise decisions made or actions taken in connection with the discharge of any of the Council's functions. This would include looking at decisions after they have been implemented;
- (b) Make reports and/or recommendations to the full Council and/or the Executive and/or any other Committee in connection with the discharge of any functions (the decision making power remains with the original decision taker);
- (c) Consider any matter affecting the area or its inhabitants; and
- (d) Exercise the right to call in, for reconsideration, executive decisions not yet implemented by the Executive and/or any other Committees or officers.

6.03 Specific functions

- (a) **Policy development and review.** Overview and Scrutiny Committees may:
  - (i) Assist the Council and the Executive in the development of its budget and policy framework by in depth analysis of policy issues;
  - (ii) Conduct research with the community and other consultation in the analysis of policy issues and possible options;
  - (iii) Consider and implement mechanisms to encourage and enhance community participation in the development of policy options;
  - (iv) Question Members of the Executive, Members of Committees and chief officers about their views on issues and proposals affecting the area; and
  - (v) Liaise with other external organisations operating in the area, whether national, regional or local to ensure that the interests of local people are enhanced by collaborative working.
- (b) **Scrutiny.** Overview and Scrutiny Committees may:
  - (i) Review and scrutinise the decisions made by and performance of the Executive, other Committees and Council Officers both in relation to

individual decisions and over time. This would include looking at decisions after they have been implemented;

- (ii) Review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas;
  - (iii) Question Members of the Executive, Members of other appropriate Committees and chief officers about their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or projects;
  - (iv) Make recommendations to the Executive, other appropriate Committees and/or the Council arising from the outcome of the Overview and Scrutiny process;
  - (v) Review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the Overview and Scrutiny Committee and local people about their activities and performance; and
  - (vi) Question and gather evidence from any person (with their consent).
- (c) **Finance.** Overview and Scrutiny Committees may exercise overall responsibility for the finances made available to them within the budget set by Council. This budget to be used to support the policy review work of the Committees.
  - (d) **Annual report.** Overview and Scrutiny Committees may report annually to the full Council on their workings and make recommendations for future work programmes and amended working methods if appropriate.
  - (e) **Officers.** Overview and Scrutiny Committees may exercise overall responsibility for the work programme of any officers employed to support their work.

#### 6.04 Proceedings of Overview and Scrutiny Committees

Overview and Scrutiny Committees will conduct their proceedings in accordance with the Overview and Scrutiny Procedure Rules set out in Part 4 of this Constitution.

#### 6.05 Chairmanship

An Overview and Scrutiny Committee shall not be chaired by the Chairman of the Audit Committee.



# LIST OF FORTHCOMING DECISIONS

Democratic Services Team  
E: [democraticservices@maidstone.gov.uk](mailto:democraticservices@maidstone.gov.uk)

Publication Date: **21 May 2014**

# 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.

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Reports and/or appendices to decisions which the Cabinet will take at its private meeting are indicated in the list below, with the reasons for the decision being made in private. Any person is able to make representations to the Cabinet if he/she believes the decision should instead be made in the public Cabinet meeting. If you want to make such representations, please email [committeeservices@maidstone.gov.uk](mailto:committeeservices@maidstone.gov.uk). You will then be sent a response in reply to your representations. Both your representations and the Executive's response will be published on the Council's website at least 5 working days before the Cabinet meeting.

### ACCESS TO CABINET REPORTS

Reports to be considered at the Cabinet's public meeting will be available on the Council's website ([www.maidstone.gov.uk](http://www.maidstone.gov.uk)) a minimum of 5 working days before the meeting.

### HOW CAN I CONTRIBUTE TO THE DECISION-MAKING PROCESS?

The Council actively encourages people to express their views on decisions it plans to make. This can be done by writing directly to the appropriate Officer or Cabinet Member (details of whom are shown in the list below).

Alternatively, the Cabinet are contactable via our website ([www.maidstone.gov.uk](http://www.maidstone.gov.uk)) where you can submit a question to the Leader of the Council. There is also the opportunity to invite the Leader of the Council to speak at a function you may be organising.

## List of Forthcoming Decisions

### WHO ARE THE CABINET?



© 2011 Kent Messenger

**Councillor Christopher Garland**

Leader of the Council

[christophergarland@maidstone.gov.uk](mailto:christophergarland@maidstone.gov.uk)

Tel: 07903 113571



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**Councillor Stephen Paine**

Cabinet Member for Planning, Transport and Development

[stephenpaine@maidstone.gov.uk](mailto:stephenpaine@maidstone.gov.uk)

Tel: 07906 271325



**Councillor Malcolm Greer**

Cabinet Member for Economic and Commercial Development (also Deputy Leader)

[malcolmgreer@maidstone.gov.uk](mailto:malcolmgreer@maidstone.gov.uk)

Tel: 01634 862876



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**Councillor Marion Ring**

Cabinet Member for Environment

[marionring@maidstone.gov.uk](mailto:marionring@maidstone.gov.uk)

Tel: 01622 686492



**Councillor Brian Moss**

Cabinet Member for Corporate Services

[brianmoss@maidstone.gov.uk](mailto:brianmoss@maidstone.gov.uk)

Tel: 01622 761998



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**Councillor John A Wilson**

Cabinet Member for Community and Leisure Services

[johnawilson@maidstone.gov.uk](mailto:johnawilson@maidstone.gov.uk)

Tel: 01622 720989



### List of Forthcoming Decisions

Decision Maker and Date of When Decision is Due to be Made:	Title of Report and Brief Summary:	Key Decision and reason (if applicable):	Contact Officer:	Public or Private (if Private the reason why)	Documents to be submitted (other relevant documents may be submitted)
<b>Cabinet</b>  Due Date: Wednesday 11 Jun 2014	Annual Performance Report  2013/14 Performance out-turns for KPIs and updates on Strategic Actions		Angela Woodhouse, Head of Policy and Communications <a href="mailto:angelawoodhouse@maidstone.gov.uk">angelawoodhouse@maidstone.gov.uk</a>	Public	Annual Performance Report
<b>Cabinet</b>  Due Date: Wednesday 11 Jun 2014	Accommodation Project (SCRAIP)  Cabinet to consider the recommendations arising from 6 May SLCS OSC meeting.		Christian Scade <a href="mailto:christianscade@maidstone.gov.uk">christianscade@maidstone.gov.uk</a>	Public	Accommodation Project (SCRAIP)
<b>Cabinet</b>  Due Date: Wednesday 11 Jun 2014	Business Rates Reoccupation Relief  To seek approval for a local scheme to implement Business Rates reoccupation relief.		Stephen McGinnes <a href="mailto:stephenmcginnes@maidstone.gov.uk">stephenmcginnes@maidstone.gov.uk</a>	Public	Business Rates Reoccupation Relief

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>
<b>Cabinet Member for Corporate Services</b>  Due Date: Thursday 12 Jun 2014	Discretionary Housing Payment  Future policy for the award of discretionary housing payments.		Stephen McGinnes <a href="mailto:stephenmcginnes@maidstone.gov.uk">stephenmcginnes@maidstone.gov.uk</a>	Public	Discretionary Housing Payment
<b>Cabinet Member for Corporate Services</b>  Due Date: Thursday 12 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 <a href="mailto:sheilacoburn@maidstone.gov.uk">sheilacoburn@maidstone.gov.uk</a>	Public	Council Tax, Business Rates and Housing Benefits Overpayments write offs

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>
<b>Cabinet Member for Corporate Services</b>  Due Date: Thursday 12 Jun 2014  49	Bankruptcy Policy for Council Tax and Business Rates Debt  The approach to be adopted by the council in collecting unpaid council tax and business rates through the use of bankruptcy proceedings.	KEY Reason: Policies, Plans, Strategies	Sheila Coburn <a href="mailto:sheilacoburn@maidstone.gov.uk">sheilacoburn@maidstone.gov.uk</a>	Public	Bankruptcy Policy for Council Tax and Business Rates Debt
<b>Leader of the Council</b>  Due Date: Friday 13 Jun 2014	Data Quality Policy Review 2013  Review of council's data quality policy	KEY Reason: Changes to established policies	Clare Wood <a href="mailto:clarewood@maidstone.gov.uk">clarewood@maidstone.gov.uk</a>	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>
<b>Cabinet Member for Planning, Transport and Development</b>  Due Date: Friday 20 Jun 2014  50	Coxheath Neighbourhood Plan  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.	KEY Reason: Affects more than 1 ward	Rob Jarman, Head of Planning and Development <a href="mailto:Robjarman@maidstone.gov.uk">Robjarman@maidstone.gov.uk</a>	Public	Coxheath Neighbourhood Plan
<b>Cabinet Member for Community and Leisure Services</b>  Due Date: Friday 20 Jun 2014	Maidstone Health Inequalities Action Plan  Action plan detailing work to reduce health inequalities in the Borough	KEY Reason: Affects more than 1 ward	John Littlemore, Head of Housing & Community Services <a href="mailto:johnlittlemore@maidstone.gov.uk">johnlittlemore@maidstone.gov.uk</a>	Public	Maidstone Health Inequalities Action Plan Maidstone Health Inequalities Action Plan Enc. 1 for Maidstone Health Inequalities Action Plan

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>
<b>Cabinet Member for Economic and Commercial Development</b>  Due Date: Friday 20 Jun 2014  51	Maidstone Museums' Collections Development Policy 2013 - 2018  To consider the approval of a revised Collections Development Policy for the Council's museums	KEY Reason: Policies, Plans, Strategies	Dawn Hudd <a href="mailto:dawnhudd@maidstone.gov.uk">dawnhudd@maidstone.gov.uk</a>	Public	Maidstone Museums' Collections Development Policy 2013-2018 Maidstone Museums' Collections Development Policy 2013-2018
<b>Cabinet Member for Community and Leisure Services</b>  Due Date: Friday 20 Jun 2014	Homelessness Strategy 2014-19  Adoption of a new Homelessness Strategy.	KEY Reason: Affects more than 1 ward	John Littlemore, Head of Housing & Community Services <a href="mailto:johnlittlemore@maidstone.gov.uk">johnlittlemore@maidstone.gov.uk</a>	Public	Homelessness Review - January 2014 Homelessness Strategy 2014-19 Appendix 1: Draft Homelessness Strategy 2014-19
<b>Cabinet Member for Corporate Services</b>  Due Date: Friday 20 Jun 2014	Lease of Giddyhorn Lane Tennis Courts  Lease renewal to Maidstone Lawn Tennis Club of the tennis courts at Giddyhorn Lane Playing Fields		Lucy Stroud <a href="mailto:lucystroud@maidstone.gov.uk">lucystroud@maidstone.gov.uk</a>	Private because of commercially sensitive information.	Lease of Giddyhorn Lane Tennis Courts

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>
<b>Cabinet Member for Community and Leisure Services</b>  Due Date: Friday 27 Jun 2014	New Code of Practice on the use of surveillance cameras  Overview of New Code of Practice and the impact on Maidstone CCTV service provided by Medway Council CCTV Partnership.		John Littlemore, Head of Housing & Community Services <a href="mailto:johnlittlemore@maidstone.gov.uk">johnlittlemore@maidstone.gov.uk</a>	Public	Cabinet Report New Code of Practice on the use of surveillance cameras
<b>Cabinet</b> Due Date: Wednesday 9 Jul 2014	Budget Strategy 2015 16 Onwards  To give initial consideration to a Budget Strategy for 2015 16 and beyond.	KEY Reason: Budget Reports	Paul Riley, Head of Finance & Customer Services <a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a>	Public	Budget Strategy 2015 16 Onwards
<b>Cabinet</b> 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 <a href="mailto:angelawoodhouse@maidstone.gov.uk">angelawoodhouse@maidstone.gov.uk</a>	Public	Annual Governance Statement

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>
<b>Cabinet</b> 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 <a href="mailto:angelawoodhouse@maidstone.gov.uk">angelawoodhouse@maidstone.gov.uk</a>	Public	Local Code of Corporate Governance
<b>Cabinet</b> Due Date: Wednesday 9 Jul 2014	Maidstone Enterprise Hub  Consideration of financing options	KEY Reason: Expenditure > £250,000	Karen Franek <a href="mailto:karenfrank@maidstone.gov.uk">karenfrank@maidstone.gov.uk</a>	Public	Maidstone Enterprise Hub
<b>Audit Committee</b> Due Date: Monday 14 Jul 2014	Statement of Accounts 2013/14  Draft Statement 2013/14		Paul Riley, Head of Finance & Customer Services <a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a>	Public	Statement of Accounts 2013/14
<b>Audit Committee</b> Due Date: Monday 14 Jul 2014	External Audit Fee 2014/15  External Audit Fee 2014/15		Paul Riley, Head of Finance & Customer Services <a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a>	Public	External Audit Fee 2014/15

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>
<b>Audit Committee</b>  Due Date: Monday 14 Jul 2014	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 <a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a>	Public	Treasury Management Performance 2014 15
<b>Audit Committee</b>  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 <a href="mailto:angelawoodhouse@maidstone.gov.uk">angelawoodhouse@maidstone.gov.uk</a>	Public	Local Code of Corporate Governance
<b>Audit Committee</b>  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 <a href="mailto:angelawoodhouse@maidstone.gov.uk">angelawoodhouse@maidstone.gov.uk</a>	Public	Annual Governance Statement



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>
<b>Cabinet</b>  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 <a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a>	Public	Budget Monitoring - 1st Quarter 2014/15
<b>Audit Committee</b>  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 <a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a>	Public	External Auditor's Audit Findings Report 2013/14
<b>Cabinet</b>  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 <a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a>	Public	Budget Monitoring 2nd Quarter 2014/15
<b>Cabinet</b>  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 <a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a>	Public	Council Tax 2015 16 Collection Fund Adjustments

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>
<b>Cabinet</b>  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 <a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a>	Public	Council Tax Tax Base 2015 16
<b>Audit Committee</b>  Due Date: Monday 24 Nov 2014	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 <a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a>	Public	Treasury Management Strategy Mid Year Performance 2014 15

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>
<b>Audit Committee</b>  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 <a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a>	Public	Treasury Management Strategy 2015 16
<b>Cabinet</b>  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 <a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a>	Public	Budget Strategy 2015 16 Onwards

## Forthcoming Decisions

### May 2014 - September 2014

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## 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>
<b>Cabinet</b> Due Date: Wednesday 11 Feb 2015  59	Budget Strategy 2015 16 Onwards  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.	KEY Reason: Expenditure > £250,000	Paul Riley, Head of Finance & Customer Services <a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a>	Public	Budget Strategy 2015 16 Onwards
<b>Cabinet</b> Due Date: Wednesday 11 Feb 2015	Budget Monitoring 3rd Quarter 2014/15  Revenue and capital budget monitoring update		Paul Riley, Head of Finance & Customer Services <a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a>	Public	Budget Monitoring 3rd Quarter 2014/15

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>
<b>Cabinet</b>  Due Date: Wednesday 11 Feb 2015          60	Treasury Management Strategy 2015 16  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.	KEY Reason: Expenditure > £250,000	Paul Riley, Head of Finance & Customer Services <a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a>	Public	Treasury Management Strategy 2015 16

### **Overview and Scrutiny Committee Future Work Programme Suggestions**

The following lists are suggestions received from various sources as a result of a communication campaign since March 2014 as well as items rolled over from 2013-14.

The suggestions have been grouped as per the Committee Terms of Reference. However, members may have alternative views on which Committee should lead on a subject.

Some items have potential to cross more than one Committees Terms of Reference. These items will be reviewed by the Scrutiny Coordinating Committee at their meeting in July to decide if these items should be reviewed jointly

## Community, Leisure Services and Environment O&amp;S Committee

Suggestion	Further Details	Source	Suggested Date	Lead Officer
Cabinet Member Priorities			July 2014	Cabinet Member
Review of Allocations Scheme		John Littlemore	July/Aug 2014	Neil Cole
Waste Strategy (Commercial opportunity)	For example: <ul style="list-style-type: none"> <li>Recycling</li> <li>Freighter service</li> </ul>	David Edwards and Gary Stevenson	Summer 2014	Gary Stevenson
Crematorium Business Plan		David Edwards and Gary Stevenson	Summer 2014	Gary Stevenson
Flooding	Reviewing David Edwards' review report before it goes to Cabinet in September 2014	David Edwards	September 2014	David Edwards
Review - Accessing Mental Health Services Before the Point of Crisis	Rolled over	Rolled over	9 September 2014	Sarah Shearsmith
Housing Strategy Review		John Littlemore	February 2015	Neil Cole
Review of MKIP Shared Environmental Housing Service		John Littlemore	February 2015	
Street Population	For the Crime and Disorder Committee – ideally after the summer	Sarah Robson	February 2015	Sarah Robson
Annual Refresh of the Health Inequalities Action Plan	Rolled over	Rolled over	10 March 2015	Sarah Shearsmith
Council's Commercialisation Agenda:	Look at potentials such as: <ul style="list-style-type: none"> <li>Waste</li> <li>Crematorium</li> <li>Parks and Open Spaces</li> </ul>	David Edwards and Gary Stevenson		Gary Stevenson
Addressing the needs of an ageing population	To include: <ul style="list-style-type: none"> <li>Information services</li> <li>Dementia care</li> <li>Care home provision</li> <li>Loneliness</li> <li>Recruiting quality care staff</li> </ul>	Cllr Vizzard		



Suggestion	Further Details	Source	Suggested Date	Lead Officer
Revisit the Community Toilet Scheme	To look at: <ul style="list-style-type: none"> <li>Is information on MBC web site?</li> <li>How many organisations take part?</li> <li>How many new organisations are taking part?</li> <li>Potential of sponsorship</li> <li>RADAR facilities</li> </ul>	Cllr Blackmore		John Edwards
Maternity Services for the Borough	<ul style="list-style-type: none"> <li>Are the new arrangements working for Maidstone?</li> </ul>	Cllr Grigg		
Child and Adolescent Mental Health Services in the Borough		Zena Cooke		
Health Inequalities	<ul style="list-style-type: none"> <li>Update listed for March 2015 – but possibility of looking at a particular area in more detail</li> </ul>	Zena Cooke		Sarah Shearsmith
Welfare Reforms – and the impact on housing		Zena Cooke		
Health and Wellbeing Boards	<ul style="list-style-type: none"> <li>Their effectiveness - What difference have they made to Maidstone?</li> <li>Have they increased democratic input into strategic decisions about health and wellbeing services across Maidstone?</li> </ul>	Zena Cooke		
Air pollution and Noise		Cllr Grigg		
How we assess our environmental standards	<ul style="list-style-type: none"> <li>Fly tipping</li> <li>Dog mess</li> <li>Litter collection – suggestion from Parish Council</li> <li>Informal advertising signs</li> </ul>	David Edwards Gary Stevenson Member of public via Twitter Teston Parish Council		Gary Stevenson
Gypsy and Traveller sites	The Coordinating Committee have suggested that PT&D should take the initial lead on this – further information from members is sought at the workshop.	Cllr Blackmore		Sarah Anderton

Suggestion	Further Details	Source	Suggested Date	Lead Officer
Using the South Maidstone Action for Roads and Transport (SMART) model across the Borough		Cllr Grigg		
Mobile Phone Services	Also included on PT&D and E&CD	Received via Twitter		
The Night Time Economy	Also included on E&CD list	Cllr Vizzard		
Promoting cycling, walking and public transport to ease congestions in the town		Received via Twitter		

## Planning, Transport and Development O&amp;S Committee

Suggestion	Further Details	Source	Suggested Date	Lead Officer
Cabinet Member Priorities			July 2014	
Arriva Bus Service				Jeff Kitson
Advertisement control	To consider the effectiveness across the Borough	Parish Council		
Parking	With the town centre under so much pressure getting this right is crucial to the survival of businesses	Editor of Downs Mail And someone via Twitter		Jeff Kitson
Public Transport	"This is not something the Council is active on – the policy seems laissez-faire"	Editor of Downs Mail		Jeff Kitson
Traffic and Road infrastructure		Via Twitter		
Promoting cycling, walking and public transport to ease congestions in the town		Via Twitter		
Office space	Ensuring prime office space doesn't get converted to residential developments. Also included on E&CD.	Via Twitter		
Gypsy and Traveller sites	The Coordinating Committee have suggested that PT&D should take the initial lead on this – further information from members is sought at the workshop.	Cllr Blackmore Cllr McLoughlin		Sarah Anderton
Using the South Maidstone Action for Roads and Transport (SMART) model across the Borough		Cllr Grigg		
Mobile Phone Services	Also included on C,LS&E and E&CD	Received via Twitter		
Local Plan Issues	Further details will be provided by officers at the 9 June PTD OSC meeting	Rolled over	TBA	Rob Jarman / Sue Whiteside

## Strategic Leadership and Corporate Service O&amp;S Committee

Suggestion	Further Details	Source	Suggested Date	Lead Officer
Use of Revenue Underspend	Rolled over	Rolled over	June 2014	Paul Riley
Annual Performance Report	Standard item		July 2014	Angela Woodhouse
KPI target for 2014-17	Standard item		July 2014	Angela Woodhouse
MKIP Joint Scrutiny with TWBC and SBC	First joint meeting to be confirmed	Rolled over	Likely to be early July	Paul Taylor / Jane Clarke
Corporate Improvement Plan	Standard six monthly item	Georgia Hawkes	July 2014 Dec 2014 / Jan 2015	Georgia Hawkes
Customer Service Improvement Strategy		Georgia Hawkes	July 2014	Georgia Hawkes
Local Council Tax Support Scheme – Options for 2015/16	Options for 2015/16	Steve McGinnes	July 2014 before Full Council in December	Steve McGinnes
Local Council Tax Support Scheme – Options for the Future	Design options for the future. To discuss and look at the initial options	Steve McGinnes	July 2014 onwards	Steve McGinnes
Discretionary Housing Payments	Report going to Cabinet in July 2014	Steve McGinnes	Could come to July meeting before Council	Steve McGinnes
Complaints	Standard item each quarter		Q4 – report and end of year report Jul/Aug 2014 Q1 – report Sept 2014 Q2 – report Dec 2014 Q3 – report Mar 2015	Sam Bailey
Policy for Discretionary Business Rate Relief	Including a suggestion to use as a tool to attract business into the town from Dawn Hudd	Steve McGinnes	August 2014	Steve McGinnes
Capital Programme Update	General update and SCRAIP update	Paul Riley	August 2014	Paul Riley
Cabinet Member Priorities			August 2014	
MKIP Planning Support Shared Service	Rolled over – customer improvement work requested by Committee in March 2014	Rolled over	September 2014	Ryan O'Connell

## Appendix C

Suggestion	Further Details	Source	Suggested Date	Lead Officer
Equality Objectives	Rolled over – possibly a small review workshop session	Rolled over	September 2014 onwards	Clare Wood
Performance Reports	Quarterly Reports – standard agenda item		Quarter 1 – September 2014 Quarter 2 – December 2014 Quarter 3 – March	Clare Wood
Council as a Business	Rolled over - An update in financial terms	Paul Riley	October 2014	Paul Riley
Budget Strategy 2015-16 Onwards – Revenue		Paul Riley	October 2014	Paul Riley
Accommodation Strategy	Rolled over from 2013-14	David Edwards	Before December 2014	David Edwards
Workforce Development Strategy	Pre decision scrutiny before decision making in Feb/Mar 2015  Suggested witnesses: Dena Smart, Head of HR Share Service David Edwards, Director of Environment and Shared Services Alison Broom, Head of Paid Service and Chief Executive	Dena Smart	Dec 2014 / Jan 2015	Dena Smart
Budget Strategy	To include - Capital, Revenue, and Fees & Charges	Paul Riley	January 2015	Paul Riley
Medium Term Financial Strategy (MTFS)	To include both Capital and Revenue	Paul Riley	January 2015	Paul Riley
Strategic Plan	Policy Framework Document	Angela Woodhouse	January 2015	Angela Woodhouse
Policy for the Use of Bankruptcy Proceedings	Rolled over	Rolled over	TBA	Steve McGinnes
New Asset Management Plan		Paul Riley	TBA	David Tibbit
Development of the new Engagement Strategy / Plans for Engaging Local Residents	Agreed by Committee in April 2014, this includes looking at plans to engage local residents in processes such as setting budgets and priorities.	Rolled over		Angela Woodhouse
Budget Monitoring	Do Committee want to receive budget monitoring information each quarter?	Paul Riley		Paul Riley
Budget Scrutiny Proposals	Rolled over – for discussion at workshop			Paul Riley
Improving Relationships with Parish Councils		Cllr Grigg	TBA	TBA

## Economic and Commercial Development O&amp;S Committee

Suggestion	Further Details	Source	Suggested Date	Lead Officer
Draft Economic Development Strategy	Rolled over – to include survey results, possible workshop outside of Committee and interview with Shared Intelligence Consultants	Rolled over	1 July 2014	Dawn Hudd / John Foster
Events and Festival Strategy	Rolled over – date suggested by Officers	Rolled over	29 July 2014	Dawn Hudd
Cabinet Member Priorities			July 2014	
Draft Commercialisation Strategy	Pre decision scrutiny item for consideration before Cabinet – dates to be confirmed but for scrutiny in July or August 2014. Scrutiny Coordinating committee suggested this go to ECD OSC. However in view of the cross cutting nature and links with Medium Term Financial Strategy SL&CD may also want to see this.	Rolled over	July/August 2014	Dawn Hudd / Marcus Lawler
Formation of Maidstone Culture and Leisure	Overview, outline and timeline	Dawn Hudd	July/August 2014	Dawn Hudd
Museum Forward Plan	Rolled over	Rolled over	July/August 2014	Laura Case
IT infrastructure in offices	Via Twitter	Local business		
Skills and Employability Programmes	Rolled over	Rolled over	October 2014	Abi Lewis
Follow up on the proposals for the Enterprise Hub	Rolled over – review before Cabinet Member takes a decision. Date suggested by Officers	Rolled over	Before December	Dawn Hudd
Follow up on SCRAIP for the Events Review	The Events Review / SCRAIP went to Cabinet for consideration in May 2014	Rolled Over	December 2014 / January 2015	Dawn Hudd
The Barriers to Rural Business	For example – weight restrictions on roads and the IT infrastructure	Dawn Hudd		
South East Local Enterprise Partnership	What's in it for Maidstone?	Zena Cooke		
Using the River Medway	Rolled over from 2013-14 – suggestion of charging fees for using the river	Also suggested via Twitter from two sources		
Follow up on SCRAIP for Council as a Business Review	Following discussions at SLCS Committee meeting in March this cross cutting issue was considered by Scrutiny Coordinating Committee in April and agreed ECD take a lead on this moving forward	Rolled over / Scrutiny Coordinating Committee		Paul Riley

## Appendix C

Suggestion	Further Details	Source	Suggested Date	Lead Officer
The Night Time Economy	Also included on E&CD list	Cllr Vizzard		
Mobile Phone Services	Also included on PT&D and C,LS&D	Received via Twitter		
Office Space	Ensuring prime office space doesn't get converted to residential developments. Also included on PT&D.	Via Twitter		