

## **Appendix A: SCRAIP Report for Scrutiny Coordinating Committee (24 November 2014)**

As of 12 November 2014



<b>Meeting, Date &amp; Minute</b>	<b>Recommendation</b>	<b>Executive Decision Maker</b>	<b>Action Expected Outcome</b>	<b>Response</b>	<b>Lead Officer</b>
<b>Community, Environment and Housing</b>					
CEH.140715.20b	<p>Cabinet Member for Community and Leisure Services report back to the Committee, in terms of performance against priorities for Parish Liaison, on:</p> <ul style="list-style-type: none"> <li>o Partnerships formed</li> <li>o Outcomes achieved</li> <li>o Results for residents</li> </ul>	Cabinet Member for Community and Leisure Services		<p>The Cabinet Member for Community and Leisure Services will support Parish Liaison through improved locality and place shaping. The Cabinet Member has programmed a series of introductory meetings between himself, parish councils and the Community Partnerships team, which aim to;</p> <ul style="list-style-type: none"> <li>. Strengthen the Parish Council relationships with the Borough Council.</li> <li>. Help the Parish Council (and its community) enhance its status.</li> <li>. Harness and encourage parish councils to share and provide its expertise and knowledge on local issues.</li> <li>. Encourage and support partnership working, involvement from other agencies and increased local voluntary action.</li> </ul> <p>Progress:</p> <ul style="list-style-type: none"> <li>. Cabinet Member introductory meetings held with all Parish Councils in Maidstone - Sarah Robson has diarised a programme of meetings for September to December 2014. The meetings will provide an overview of the Cabinet Member's role and remit, the role of the Community Partnerships team and key priorities supported by the Community Safety Plan, Community Development Plan and Health Inequalities Action Plan.</li> </ul>	Sarah Robson

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				<ul style="list-style-type: none"> <li>. Quarterly Parish Liaison meetings hosted by Zena Cooke and attended by Cllr Perry, Cllr Peter Colling, Cllr Geraldine Brown, Paul Riley, John Littlemore, Sarah Robson and Abi Jessop (KCC Community Engagement Officer).</li> <li>. Local Plan - D:SE facilitated an LP infrastructure day for the Parish Council.</li> <li>. Annual Parish Conference held in March 2015. John Littlemore has requested Affordable Housing is added to the Agenda.</li> <li>. Parish Charter to be refreshed for Maidstone. It will aim to set a standard for the Borough and Parish Councils to work together, respecting a vision for partnership working and acknowledging the borough's rich and diverse character. A working group has been established (chaired by Cllrs Brown and Perry) and MBC HoS have been engaged and commented on the draft.</li> </ul>	
CEH.140715.20c	Cabinet Member for Community and Leisure services investigate ownership of allotments along with fairness of allocation of sites	Cabinet Member for Community and Leisure Services			Jason Taylor
CEH.140909.21a	<p>That the following question be send to the Head of Housing and Community Services:</p> <p>. Would funding beyond 2015 be available to staff the Empty Homes initiative?</p>	Cabinet Member for Environment and Housing		As part of the Budget Review Housing has requested continued funding for this post.	John Littlemore
CEH.140909.21b	That the following questions be send to the Head of Planning and Development regarding the Empty Homes Strategy:			Empty homes are already part of the borough's housing stock, which has been taken into account in the methodology used to calculate the borough's objectively assessed housing need. So bringing empty homes back into occupation would not reduce	Rob Jarman; Sue Whiteside

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	. Would the empty homes bought back into use be used as 'windfall' figures to reduce the objectively assessed housing need figure for the Local Plan?			the housing need figure. Only new dwellings created through new build or conversions will count towards need.	
CEH.140909.22.1	That the Private Rented Sector Update report be presented to the 13 January meeting of the Community, environment and Housing OSC.			The report has been delayed by structural changes within the Housing Service, the lead officer for this report has left the service and this piece of work has yet to be reassigned.	John Littlemore
CEH.140909.22.2	That an update report on the second collective switching campaign be presented to the committee at their 10 February 2015 meeting by Programme Manager (Financial Inclusion and Maidstone Families Matter);	Cabinet Member for Community and Leisure Services; Cabinet Member for Environment and Housing	Agreed	Date noted, agreed.	Ellie Kershaw
CEH.141014.32.3	The Chair of the committee write a letter to Kent County Councils' Cabinet Member for Community Services to express the committee's deep concern should the Community Warden service cease and to appeal to him to find the funding to ensure its continuation.	Cabinet Member for Community and Leisure Services			Tessa Mallett
CEH141014.32.4	That the Head of Housing and Community Service and the Chair of the Safer Maidstone Partnership formulate and submit a response to Kent County Councils consultation on the review of the Community Warden service.	Cabinet Member for Community and Leisure Services			John Littlemore

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CEH.141014.34.1	The Head of Housing and Community Services provide the committee with an analysis of the costs of policing and clearing up after the Night Time Economy and the financial benefits it provided.	Cabinet Member for Community and Leisure Services			John Littlemore
CEH.141014.35.1	The Cabinet Member for Environment and Housing be recommended to explore funding opportunities to ensure the important work of the street population project continues.	Cabinet Member for Community and Leisure Services			John Littlemore

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<b>Economic and Commercial Development</b>					
ECD.140729.20b	That the Commercial Projects Manager be recommended to give priority to carry out a commissioning exercise for the planning and planning enforcement services.		Rejected	<p>The inclusion of 'Commissioning' in the draft Commercialisation Strategy is for two reasons:</p> <ul style="list-style-type: none"> <li>-To ensure that a unit or service is delivering outcomes that are required by statute and that the Council wishes those organisations to deliver; and to ensure that services and outputs in support of those outcomes are being delivered at the standard the Council requires.</li> <li>-To analyse commercial options in response to the definition of those outcomes as part of a STOP, MAKE, BUY, DIVEST decision process.</li> </ul> <p>Planning services are a statutory service and are being delivered in a model which Council already approves. The recommendation is therefore rejected. The committee's concerns about the standards of delivery are noted and are referred to the Planning, Transport and Development OSC.</p>	Dawn Hudd
ECD.140826.30a	The Cabinet Member for Economic and Commercial Development be recommended to adopt the Festivals and Events Policy, subject to: <ul style="list-style-type: none"> <li>i. Due consideration being given to rural communities in the final policy;</li> <li>ii. Advanced warning about traffic management being given to residents before events, specifically in the form of mobile road signs on the highway system, as well as traffic management advice being given on the day of an event;</li> <li>iii. Work being undertaken to develop a signature event for Maidstone.</li> </ul>	Cabinet Member for Economic & Commercial Development		<ul style="list-style-type: none"> <li>i. Agreed the policy will be adapted to reflect this.</li> <li>ii. Partially agreed. Event organisers will be required to provide appropriate warnings relative to the size of the event. Traffic Management is a major part of the any event plan and is assessed as part of the SAG process if appropriate.</li> <li>iii. Agreed</li> </ul>	Laura Case; Dawn Hudd

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ECD.140826.30b	Consideration be given by officers on how to feed back good news stories from events to the committee		Agreed	We will feed back via email through performance officer on large scale or council run events.	Laura Case; Dawn Hudd
ECD.140826.30c	Further information be provided, by the Cabinet Member for Economic and Commercial Development, to explain why recommendation k in the Events Review SCRAIP was rejected	Cabinet Member for Economic & Commercial Development		For most events the timescale for inclusion in Council Tax mail outs would be too tight and the cost too high. For larger and in advance events this will be taken into consideration and assessed as part of the possible marketing mix.	Laura Case; Dawn Hudd
ECD.140929.42.1	The Cabinet Member for Economic and Commercial Development be recommended to consider the Maidstone East site as a possible location for the Enterprise Hub, prior to the decision being taken, as this may help to encourage development in this area.	Cabinet Member for Economic & Commercial Development	Rejected		Karen Franek
ECD.140929.42.2	The Cabinet Member for Economic and Commercial Development be recommended to consider the following options: a. starting off with a smaller scale Enterprise Hub located on council premises; and b. a short term leasehold property for the Enterprise Hub; As the committee recognises the urgent need for such a facility to support business start-ups in the borough.	Cabinet Member for Economic & Commercial Development	Agreed in principle - further work required		Karen Franek
ECD.140929.42.3	The Cabinet Member for Economic and Commercial Development bring the full Cabinet Member Decision to the Committee before the decision is taken.	Cabinet Member for Economic & Commercial Development	Agreed	It is planned to take the report to the 12th November meeting. As agreed by the Chairman of O&S the report will be circulated to members of O&S for them to ask questions either prior to the Cabinet meeting on 12th November and/or to attend the meeting.	Karen Franek

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ECD.141021.53.1	The committee supports development for employment use at Junction 8 of the M20 subject to the development of a planning policy by the Cabinet Member for Planning, Transport and Development to mitigate damage and to ensure appropriate constraints. This policy should be considered by the Planning, Transport and Development Overview and Scrutiny Committee in January 2015.	Cabinet Member for Planning, Transport and Development			Sue Whiteside
ECD.141021.53.2	The Cabinet Member for Planning, Transport and Development be recommended to acknowledge the importance of retaining the employment sites outside of the town centre detailed in Appendix B of the report (list of existing industrial sites/estates for inclusion in Policy DM18).	Cabinet Member for Planning, Transport and Development			Sue Whiteside
ECD.141021.54.1	That subject to point XII regarding the Draft Economic Development Strategy, under minute number 51, being considered by the Cabinet Member for Economic and Commercial Development, the Committee recommend the Draft Economic Development Strategy be approved by Cabinet for consultation.	Cabinet Member for Economic and Commercial Development			Dawn Hudd

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<b>Planning, Transport and Development</b>					
PTD.140609.11.b	That ward members of the parishes Design South East are working with are invited to attend the multi-stakeholder meeting to be held in September.	Cabinet Member for Planning Transport and Development	Agreed	The stakeholder workshop for the parish councils that Design South East are working with has been arranged for 17 September 2014. Local ward members and a range of infrastructure providers have been invited to the event.	Sue Whiteside
PTD.140609.11a	That the Design South East report is reviewed by the Planning, Transport and Development Overview and Scrutiny Committee prior to the planned multi-stakeholder meeting.	Cabinet Member for Planning Transport and Development	Agreed	It is anticipated that the report on the outcomes of the Design South East work will go to PTD Overview and Scrutiny committee on 19 August.	Rob Jarman
PTD.140609.11c	That before a final decision is made on the draft Local Plan site allocations Parish Councils be informed and discussions take place on the right to build as part of the neighbourhood planning with a view to facilitating a convergence of the two (ie the Neighbourhood Plans and the Local Plan site allocations).	Cabinet Member for Planning Transport and Development	Agreed	Further engagement with the parishes is planned.	
PTD.140609.11d	That feedback be sought from Parish Councils on the consultation with Design South East and Parish Councils be informed of how their feedback had been used to develop the Local Plan.	Cabinet Member for Planning Transport and Development	Agreed	A short survey has been sent to each of the parishes involved in the Design South East work in order to obtain feedback.	Rob Jarman
PTD.140609.11e	The Head of Commercial and Economic Development provide the Committee with a detailed report for the meeting on 21 October 2014 on the quality of existing and proposed employment sites being used for the development of the Economic Development Strategy and the Local Plan.	Cabinet Member for Economic & Commercial Development	Agreed in principle - further work required	Referred to Sarah Anderton in Planning to produce report for 21 October 2014.  Completed.	Sarah Anderton



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PTD.140609.11f	That a joint meeting with the Planning, Transport and Development and Economic and Commercial Development Overview and Scrutiny Committees is arranged to look at the qualitative data for the employment review to be used for the Economic Development Strategy and the Local Plan, possibly in early November 2014.	Cabinet Member for Planning Transport and Development	Agreed	Joint meeting arranged for 21 October 2014.	Sam Bailey; Tessa Mallett
PTD.140624.21a	Air quality modelling be undertaken and recommendations included in the Maidstone transport modelling process. Information on the effect of the transport model on air quality be brought to the Committee after the transport modelling is completed.	Cabinet Member for Planning Transport and Development	Agreed	Data derived from the Maidstone transport modelling exercise will feed into the air quality modelling that will be undertaken by MBC environmental health. The results of the air quality modelling will be reported to the committee once received from environmental health.	Sue Whiteside
PTD.140624.21b	With regard to a parking standards policy for Maidstone officers ensure:  i Any planned parking standards policy is cross referenced in the Integrated Transport Strategy, and; ii The Local Plan and the Integrated Transport Strategy appropriately facilitate a Spatial Policy on parking standards in Maidstone.	Cabinet Member for Planning Transport and Development	Agreed	A Supplementary Planning Document (SPD) will be produced for parking standards in the borough. The Integrated Transport Strategy will include reference to the SPD to ensure the policies are linked. The draft Maidstone Borough Local Plan 2014 includes a reference to the need for a Parking Standards SPD to provide greater detail in support of policy DM13 which seeks to facilitate the delivery of sustainable transport.	Sue Whiteside
PTD.140624.21c	Mechanisms be put in place for Councillors to be included in discussion with transport providers. This will also be included as an objective for the 'Transport in Maidstone Borough - Alternatives to using a car' review for 2014-15.	Cabinet Member for Planning Transport and Development	Agreed	Cabinet Member currently attend the quarterly Quality Bus Partnership (QBP) meetings, which are attended by bus operators. It is recommended that members seek to re-establish the Passenger Transport User Group in order to engage with transport providers across all modes in the borough and beyond.	Sue Whiteside
PTD.140624.22a	The proposal to hold a joint meeting with the Economic and Commercial	Cabinet Member for	Agreed	Joint meeting arranged for 21 October 2014	Christian Scade

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	Development OSC to look at the Qualitative date be referred to the Scrutiny Coordinating Committee at their meeting on 10 July 2014.	Planning Transport and Development			
PTD.140624.22b	Planning policy officer to meet with Ward Members, Parish Councils and Neighbourhood Forums to go through the proposed site allocations in the draft Local Plan in addition to the multi-agency event.	Cabinet Member for Planning Transport and Development	Agreed	Noted	Sue Whiteside
PTD.140624.22c	The Cabinet Member for PTD promotes appropriate progress going forward with neighbourhood plans by including PTD OSC to appropriately scrutinise and comment on the Borough's response to the consultation stage of neighbourhood plans.	Cabinet Member for Planning Transport and Development	Agreed	The council's response when formally consulted on a draft neighbourhood plan should in particular focus on the plan's consistency with the existing and emerging strategic policies of the local plan, the sufficiency of the evidence which supports the proposals in the neighbourhood plan, and conformity with neighbourhood plan making regulations. Local ward members are involved in the development of neighbourhood plans so, given the timing of neighbourhood plan consultations which may not coincide with regular Committee meetings, the Committee could consider only scrutinising plans where conflict arises. The Committee will be made aware of Cabinet Member reports on neighbourhood plans, so will be able to call a meeting within the consultation period if required.	Sue Whiteside
PTD.140624.22d	PTD OSC as part of the review of the Parish Charter scrutinise the planning policy processes to be included in the Parish Charter.	Cabinet Member for Planning Transport and Development	Agreed in principle - further work required	Noted	Sue Whiteside
PTD.140722.31a	That the Cabinet Member for Planning, Transport and Development be recommended to lobby Kent County Council on the reconfiguration of the gyratory system in Maidstone to ensure	Cabinet Member for Planning Transport and Development	Agreed in principle - further work required	MBC will work with KCC to ensure the bridge gyratory scheme incorporates suitable cycling infrastructure and provides safe access in and out of the town centre.	Sarah Anderton; Rob Jarman; Sue Whiteside

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	safe cycle passages. The design of the gyratory system to incorporate surface cycle passages (not subways) for cyclist heading in and out of the town from west Maidstone using the A20 and A26.				
PTD.140722.31b	That the Head of Planning and Development be recommended to urgently refresh and update the draft Maidstone Borough Council Draft Cycle Strategy, dated June 2012, for further scrutiny by the Committee with a view to consulting upon and formally adopting the refreshed Strategy. The Committee would aim to have the principal proposals relating to cycling used to inform the emerging Integrated Transport Strategy	Cabinet Member for Planning Transport and Development	Agreed in principle - further work required	MBC will work with KCC to refresh and update the draft Maidstone Cycling Strategy as part of the development of the Integrated Transport Strategy to help ensure a comprehensive and holistic approach to transport matters.	Sarah Anderton; Rob Jarman; Sue Whiteside
PTD.140722.31c	That the Head of Planning and Development be asked to report back to the Committee on the costs and possible sites for the provision of cycle ways from rural locations (Villages and Hamlets) with poor bus services, to bus stops on major routes with a more frequent bus service. In addition provide cycle parking at the end of these routes. The short term aim should be to firstly identify the routes and provide the cycle parking with the longer term aim of developing the cycle route to the cycle parking.	Cabinet Member for Planning Transport and Development	Agreed in principle - further work required	MBC will work with KCC to refresh and update the draft Maidstone Cycling Strategy as part of the development of the Integrated Transport Strategy. As part of this process, consideration can be given to the inclusion of rural routes and cycle parking provision in the cycling strategy as appropriate.	Sarah Anderton; Rob Jarman; Sue Whiteside
PTD.140722.31d	That the Head of Planning and Development be recommended to request from Kent County Council a	Cabinet Member for Planning	Agreed	Noted. This information has been supplied to the Committee by Cllr Chittenden.	Sarah Anderton; Rob Jarman; Sue Whiteside

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	copy of the results of their trials of 20 mile per hour speed limits around schools in the borough and a copy of their policy for 20mph zones around schools in the borough.	Transport and Development			
PTD.140722.31e	That the Head of Planning and Development be recommended to reintroduce the Maidstone Cycling Forum and ensure it is supported by an officer with responsibility for cycling in their job description. Additionally a lead member should be identified to act as a cycling champion within the authority.	Cabinet Member for Planning Transport and Development	Agreed	A new dedicated transport planning resource for MBC is currently being appointed. The transport planning job remit will include the need to consider cycling as integral part of the development of the Integrated Transport Strategy and can extend to include re-establishment of the Cycling Forum.	Sarah Anderton; Rob Jarman; Sue Whiteside
PTD.140722.31f	That the Head of Planning and Development be asked to report back to the Committee the reason why Maidstone Borough Council has not signed up to the Kent County Council service standards for Public Rights of Way.	Cabinet Member for Planning Transport and Development	Agreed	It was determined that this service could be delivered and charged for by the MKIP Legal Services rather than being out-sourced to KCC.	Sarah Anderton; Rob Jarman; Sue Whiteside
PTD.140819.43a	That it be noted the Committee remained very concerned at the high value housing need figure but reluctantly recommended it be accepted by the Cabinet as the current bench mark need figure from which to do the work to arrive at the housing target figure.	Cabinet Member for Planning Transport and Development	Agreed	Cabinet noted the concerns of the Committee around the high value housing need figure. It was noted that the revised figure was helpful in that it had taken the figure downwards.	Sarah Anderton; Sue Whiteside
PTD.140819.43b	That it be recommended officers be fully supported, including if necessary the provision of additional resources, to ensure all aspects are fully investigated to allow Maidstone Borough Council to achieve the minimum target figure	Cabinet Member for Planning Transport and Development	Agreed	This was referred to the Cabinet Member for Planning, Transport and Development who agreed with the Committee's recommendation.	Sarah Anderton; Sue Whiteside

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	possible.				
PTD.140819.43c	That it be recommended assistance be given to the Cabinet Member for Planning, Transport and Development to produce interim policies, to include parking, gardens and open space, and housing standards, to protect the borough and ensure development is only carried out where and how the Borough wanted it.	Cabinet Member for Planning Transport and Development	Agreed	This was referred to the Cabinet Member for Planning, Transport and Development who advised that this work was already ongoing but any assistance would be most welcome.	Sarah Anderton; Sue Whiteside
PTD.140819.43d	That it be recommended any evidence provided by the public, to assist in reducing the housing need figure, be taken into account.	Cabinet Member for Planning Transport and Development	Agreed	Cabinet noted the recommendation and advised that any evidence provided by the public that had already come forward had been sent on for consideration by Spatial Policy officers.	Sarah Anderton; Sue Whiteside
PTD.140819.43e	That Cabinet be recommended to accept the figure of 960 for additional care home places in the Borough.	Cabinet Member for Planning Transport and Development	Agreed	Cabinet agreed with the recommendation and advised that they would be adopting the figure of 960 for additional care home places in the Borough.	Sarah Anderton; Sue Whiteside
PTD.140819.43f	That the Head of Planning and Development be asked to present a report at a meeting date, to be agreed, providing details on Affordable Housing; what it is; the impact of the percentages outlined in the draft Local Plan, etc. in order to better understand the detail and make informed decisions regarding the Local Plan.	Cabinet Member for Planning Transport and Development	Agreed	Cabinet advised that the Head of Planning and Development, in conjunction with the Cabinet Member for Planning, Transport and Development would be undertaking a workshop to give Members an understanding on affordable housing provision and this would include information on the viability work which lead to the differentials in percentage terms for the affordable housing.	Sarah Anderton; Rob Jarman; Sue Whiteside
PTD.140819.44b	That it be recommended when representations to the Local Plan are collated, each representation to be provided with a response explaining why the representation had been / not	Cabinet Member for Planning Transport and Development	Agreed in principle - further work required	The template report format will be followed to respond to the separate issues raised in the representations. Similar responses will be grouped and responded to together.	Sarah Anderton; Rob Jarman; Sue Whiteside

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	been taken forward and included in the Local Plan using the template report attached to the agenda for the meeting.				
PTD.140916.56.1	Cabinet Member for Community and Leisure Services be recommended to involve the Kent Association of Local Councils and Area Committee Officers in the preparatory work for the review of the Parish Charter, before consulting fully with all parish councils, to ensure a process of two way communication in the development of Neighbourhood Plans and the Local Plan is included.	Cabinet Member for Community and Leisure Services		Meetings have taken place with representatives from the Parish Councils, CALC and members of MBC's senior management team. A draft new Charter is under review and should be adopted by March 2015.	John Littlemore
PTD.140916.57.1	The Head of Planning and Development be recommended to ensure representatives from parish councils and Area Committee Officers are involved in the design of the process for administering the distribution of the Community Infrastructure Levy (CIL), before consulting fully with all parish councils, before the Local Plan is adopted, so parish councils are assured Maidstone Borough Council fulfils its' duty to pass the appropriate level of CIL receipts to local councils.	Cabinet Member for Planning Transport and Development		The Cabinet Member will ensure the progression of the CIL process continues to pass through Overview and Scrutiny and suggests that Overview and Scrutiny invite parish and KALC members to participate in their meetings whilst reviewing this subject.	Rob Jarman; Sue Whiteside
PTD.140916.59.2	The Head of Housing and Community Services be asked to email to members of the committee an overview of the different categories and classifications of affordable housing and eligibility criteria for each.	Cabinet Member for Environment and Housing		Information provided to PTD OSC and training event on affordable organised for 20 October 2014.	John Littlemore
PTD.140930.69.1	The evidence submitted to Committee, on 30 September 2014, be used by the			Noted	Tessa Mallett

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	Review of Transport in Maidstone Working Group to develop draft recommendations for consideration by Committee on 18 November 2014 as part of the draft report for stages one (Walking and Cycling) and two (Buses) of the review.				
PTD.140930.69.2	The Cabinet Member for Planning, Transport and Development be asked to provide the Review Working Group with further information about the re-tendering exercise for the provision and maintenance of bus shelters, and the selling of advertising at bus shelters, to enable consideration of how information about buses, including real time information and contact numbers for buses, could be displayed at bus shelters across the borough.	Cabinet Member for Planning Transport and Development		The Cabinet Member has asked for a copy of the tender document and proposed to share this with Overview and Scrutiny. there is an early suggestion that KCC no longer support interactive information signage due to reliability and communication issues. This is being investigated and findings will be shared. Overview and Scrutiny may wish to contact Toby Butler at KCC. The Cabinet Member also suggest that commercial organisations also be involved.	David Tibbit
PTD.140930.70.1	The Cabinet Member for Planning, Transport and Development be recommended, through emerging local plan policies and the Green and Blue Infrastructure Strategy, to acknowledge the importance of migratory transport corridors to preserve wildlife population viability.	Cabinet Member for Planning Transport and Development		<p>The Cabinet Member acknowledges the importance of migratory transport corridors to preserve wildlife population viability.</p> <p>the draft local plan countryside policy states "Natural assets, including characteristic landscape features, wildlife and water resources, will be protected from damage with any unavoidable impacts mitigates."</p> <p>Ecological surveys will be required in order for planning applications to be considered.</p> <p>The draft Green and Blue Infrastructure Strategy contains an objective that states, " To maintain, enhance and extend the rich tapestry of distinctive wildlife habitats and improve water quality" and proposes to, " Continue Stewardship Schemes with farmers and landowners to</p>	Darren Bridgett

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				<p>create new or improved wildlife corridors in the rural area".</p> <p>Through further consultation on both documents the views of the public will continue to be sought on such issues and integrated into emerging policy where appropriate.</p>	
PTD.140930.71.1	The Cabinet Member for Planning, Transport and Development be asked to circulate a briefing note to update Committee on Southern Water's position on flooding, drainage and sewage issues affecting the borough.	Cabinet Member for Planning Transport and Development		The attached statement from Southern Water provides information on Southern Water's position relating to strategic planning for flooding, drainage and sewage issues. Further meetings with Southern Water at all levels are being progressed.	Rob Jarman; Sue Whiteside
PTD.141021.82.1	<p>The Cabinet Member for Planning, Transport and Development be recommended to develop a planning policy to mitigate damage and to ensure appropriate constraints for any employment land allocation at Junction 8 of the M20. This policy should be considered by the Planning, Transport and Development Overview and Scrutiny Committee in January 2015.</p> <p>If the thresholds contained in the policy in recommendation 1 are met, the Planning, Transport and Development Overview and Scrutiny Committee would, in principle, support development for employment land at Junction 8.</p>	Cabinet Member for Planning Transport and Development			Sue Whiteside
PTD.141021.82.3	The Cabinet Member for Planning, Transport and Development be recommended to acknowledge the importance of retaining the	Cabinet Member for Planning Transport and			Sue Whiteside



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	employment sites outside of the town centre detailed in Appendix B of the report (list of existing industrial sites/estates for inclusion in Policy DM18).	Development			
PTD.141021.83.1	That subject to point XII (Some concern was raised regarding the wording and strength of the delivery mechanisms for the action plan for the draft Economic Development Strategy. It was agreed there was a need for a higher priority and profile for tourism, leisure and the visitor economy and renewable and green energy in the strategy and it was felt the action plan needed to be written in more positive language) regarding the Draft Economic Development Strategy, under minute 80, being considered by the Cabinet Member for Economic and Commercial Development, the Committee recommend the Draft Economic Development Strategy be approved by Cabinet for consultation.	Cabinet Member for Economic & Commercial Development			John Foster; Dawn Hudd
PTD.141103.92.2	That the Cabinet Member for Community and Leisure Services be recommended to present the final draft of the Parish Charter to the Planning, Transport and Development Overview and Scrutiny Committee at a meeting early in 2015.	Cabinet Member for Community and Leisure Services			Sarah Robson
PTD.141103.92.3	That the Cabinet Member of Community and Leisure Services be recommended to include in the new Parish Charter:	Cabinet Member for Community and Leisure			Sarah Robson

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	<p>a. Consultation procedures for planning policy, and;</p> <p>b. A mechanism for disbursing Community Infrastructure Levy funds.</p>	Services			
PTD.141103.93.1	<p>That Cabinet be recommended to agree the following paragraph for inclusion in the Neighbourhood Plan decision making framework:</p> <p>3a Stage - MBC consulted on submission version of the neighbourhood plan (Ref 16) Decision method - Internal consultation with ward members/adjoining ward members/Cabinet Member Decision take - Cabinet Member Report* to consider MBC comments on submission of draft plan.</p>	Cabinet Member for Planning Transport and Development			Rachel Elliott; Sue Whiteside
PTD.141103.93.2	<p>That Coxheath Parish Council be recommended to:</p> <p>a. Make a request to Locate to put the verbal advice the parish council had received from them regarding their Neighbourhood Plan in writing, and;</p> <p>b. Share the advice given to them in writing with Maidstone Borough Council's Spatial Policy Team to assist with progressing the parish's Neighbourhood Plan.</p>	Cabinet Member for Planning Transport and Development			Rachel Elliott; Sue Whiteside
PTD.141103.93.3	That the Head of Planning and Development be recommended to	Cabinet Member for			Rachel Elliott; Sue Whiteside

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	recognise Neighbourhood Forums and Residents' Associations and other similar groups, who are developing a Neighbourhood Plan and include them in all communications on planning policy and consultation on planning applications in their areas of the borough.	Planning Transport and Development			

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<b>Scrutiny Coordinating Committee</b>					
SCC.140710.8a	That subject to the footnote on page 9 being moved to page 2 and a number of typos being corrected, the Overview and Scrutiny Annual Report 2013-14 be approved for submission to full Council.		Agreed	The changes suggested by committee were included in the final report. The final report was considered by Full Council on 23 July 2014 and is now available on the MBC website.	Tessa Mallett
SCC.140710.8b	That Democratic Services be asked to look at the possibility of developing a Pocket Guide to the MBC Constitution to summarise the roles and responsibilities of all Councillors.			Democratic Services can look into producing a short guide but further information on what exactly is required is sought. In previous years new Members have been given A Councillors Guide but this is so out of date and there wasn't time to update it prior to handing out to new Members but this is a lengthy document and not a pocket guide. The Local Government Association has recently issued the Councillors Guide for new councillors for 2014/2015 and this has been forwarded to new Members. We will look at what could go in a pocket guide and fit this around other democratic work.	Sandra Marchant
SCC.140710.9	That subject to the inclusion of the Local Plan in relation to Planning, Transport and Development OSC and review by the Monitoring Officer, the Committee recommended the revisions to Article 6 of the Council's Constitution, as set out in Appendix A to the report of the Senior Corporate Policy Officer, be agreed by full Council.	Full Council	Agreed	The proposed revisions were approved by Full Council on 23 July 2014.	Christian Scade
SCC.141003.19.1	That the Overview and Scrutiny Officer be asked to liaise with Officers and Members to ensure comments made by Committee in relation to PTD.140624.22c; PTD.140722.31;			These outstanding SCRAIPs have been chased. An update will be provided to committee at the next meeting.	Tessa Mallett

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	SLCS.140805.43.1; SLCS.140805.44.4; CEH.140715.20.b be addressed.				
SCC.141003.21.3	That the workshops for the questioning and challenging skills event, scheduled for 3 December 2014, take place in the afternoon and also be repeated during the evening.			Workshops have been programmed to take place on 3 December 2014 - two sessions 1pm until 4pm and 6pm until 9pm. Refreshments will be provided in between each session.	Tessa Mallett
SCC.141003.21.4	That group leaders be asked to promote the questioning and challenging skills workshop, scheduled for 3 December 2014, to ensure maximum attendance.			An advertising flyer has been designed and will be distributed the week commencing 3 November with follow up emails during the weeks leading up to the event. Group leaders will be asked to encourage their members to attend.	Tessa Mallett

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<b>Strategic Leadership and Corporate Services</b>					
SL&CS.140707.17d	The Mid Kent Services Director report back to a December joint meeting of the Tunbridge Wells Borough Council's Overview and Scrutiny Committee, Maidstone Borough Council's Strategic Leadership and Corporate Services Overview and Scrutiny Committee and Swale Borough Council's Scrutiny Committee, on an interim update on the progress of MKIP that should include the independent appraisal of the Director's post which was being undertaken by a cross authority project team.		Agreed in principle - further work required	This has been included as an item (date TBC) on the Committee's future work programme.	Christian Scade
SL&CS.140707.17a	A Task and Finish Group comprising of two representatives from each of the Tunbridge Wells Borough Council's Overview and Scrutiny Committee, Maidstone Borough Council's Strategic Leadership and Corporate Services Overview and Scrutiny Committee and Swale Borough council's Scrutiny Committee, be established to consider how MKIPs governance arrangements should be taken forward and how a MKIP communications plan should be developed.		Agreed	A task group has been set up and will meet for the first time on 10 September 2014. The task group includes two reps from Tunbridge Wells BC's O&S Committee, Maidstone BC's SLCS OSC and Swale BC's Scrutiny Committee.	Christian Scade
SL&CS.140707.17b	The Task and Finish Group for MKIP to report back to a December Joint meeting of the Tunbridge Wells Borough Council's Overview and Scrutiny Committee, Maidstone Borough Council's Strategic Leadership		Agreed in principle - further work required	This will be picked up as part of the scoping/planning for the Joint MKIP Task Group.	Christian Scade

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	and Corporate Service Overview and Scrutiny Committee and Swale Borough Council's Scrutiny Committee				
SL&CS.140707.17 c	A contact list be circulated to staff and elected members of the three authorities for key contacts for shared service enquiries.		Agreed	Paul Taylor, Mid Kent Services Director. has confirmed this information has been produced and circulated.	Christian Scade
SL&CS.140708.26 c	An update on complaints received and action taken in relation to the Planning Service Shared Service be reported to the next meeting of the Committee, and that the following witnesses be invited to attend and speak on the item: Ryan O'Connell, Mid Kent Planning Support Manager, a representative of IT and the Leader of the Council.		Agreed in principle - further work required	Unfortunately, Ryan O'Connell, Mid Kent Planning Support Manager, was unable to attend Committee on the 5 August 2014. However, following discussion with the Chairman, a short briefing paper on the current position was prepared for the meeting . This was noted by Committee.	Christian Scade
SL&CS.140708.27 b	That the issues highlighted by the Committee each quarter be recorded and highlighted in next year's Annual Review of Complaints report.		Agreed	Issues raised will be tracked and a summary of action taken will be included in the annual review of complaints for 2014/2015	Sam Bailey
SL&CS.140708.28	That the Cabinet Member be recommended to approve the proposed policy for the award of Discretionary Housing Payments	Cabinet Member for Corporate Services		Included within the report to Cabinet.	Steve McGinnes
SL&CS.140708.29 b	That the Committee be involved in the development of the Local Council Tax Discount Scheme, and the development of options fo Council Tax Support in 2015, through a meeting of a working group arranged to take place on Thursday 17 July with a view to report back to the August Committee meeting of the Committee.	Cabinet Member for Corporate Services	Agreed	Both actions have been completed. A workshop was held on 17 July 2014 which was attended by Cllr Gooch, Cllr Grigg, Cllr Edwards-Daem and Cllr McKay. The findings and recommendations of the sub group were considered by Committee on 5 August 2014.	Christian Scade

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SL&CS.140708.30 b	That future reports to the Overview and Scrutiny Committee on the use of revenue underspend be grouped by subject matter.		Agreed	The Head of Finance and Resources has agreed future reports to Committee, on the use of revenue underspend, will be grouped by subject matter.	Paul Riley
SL&CS.140708.30 c	That in view of the financial calendar an update be provided to the January meeting of the Committee.		Agreed	The Future Work Programme for the Committee has been updated and an update will be provided to the January 2015 meeting.	Paul Riley; Christian Scade
SLCS.140805.42. 1	That the Cabinet be recommended to consider the following options when making the recommendation to Full Council as to the Local Council Tax Discount Scheme to be implemented in 2015/16: a) Maintaining the current 13% reduction for working age households; b) reducing the level of reduction for working age households to 9.5% with the additional cost met through the removal of the discount available for 2nd adult rebate, provision for backdated awards and reduction in the capital limit to £6000.	Cabinet Member for Corporate Services		Recommendation included within the report to Cabinet on 7th October 2014.	Steve McGinnes
SLCS.140805.42. 2	That an update on how best to approach the wider review of the Local Council Tax Discount Scheme at the end of the current three year agreement be considered at Committee during November.	Cabinet Member for Corporate Services		Update to be provided to the committee in November 2014.	Steve McGinnes
SLCS.140805.43. 1	That the details of the next vacancy for district members on the Kent County Council Superannuation Committee and the procedures for substitution be circulated to the Committee by Councillor Blackmore.	Leader of the Council			Paul Riley



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SLCS.140805.43.3	That the previous SCRAIPs regarding Asset Management be circulated to Councillor McLoughlin.		Agreed	The following information has been sent to the Cabinet Member for Corporate Services via email: (a) The Capital Programme Review Report (Cabinet, June 2013); (b) Capital Programme Review - Follow Up – (SLCS OSC, March 2014); and (c) the SCRAIP (with response) from July 2012 in relation to the Asset Management Item (Corporate Services OSC).	
SLCS.140805.44.2	That any changes made to the bus timetables of the Park and Ride service be reported back to the Committee.	Cabinet Member for Planning, Transport and Development		Any changes to the Park & Ride bus timetables will be published on the Councils WebPages under: <a href="http://www.maidstone.gov.uk/residents/parking-and-streets/park-and-ride">http://www.maidstone.gov.uk/residents/parking-and-streets/park-and-ride</a> to enable the Committee to be kept informed.	Jeff Kitson
SLCS.140805.44.3	That the Corporate Improvement Plan be considered in 6 months as a stand-alone report.		Agreed	The update on the Corporate Improvement Plan will come to Cabinet and Overview and Scrutiny as a separate report from now on.	Georgia Hawkes
SLCS.140805.44.4	That the Waste Section's programme of public information, including the implementation of symbols or languages on bins, be reported back to the Committee.	Cabinet Member for Environment and Housing		Officers have provided a copy of the updated plan to Christian Scade for distribution to the Overview & Scrutiny Committee. The plan outlines the activities planned for the remainder of the year including distribution of recycling stickers, door stepping and school workshops.	Jennifer Shepherd
SLCS.140805.45.2	That the Capital projects review be included within the terms of reference of the Budget Working Group.		Agreed	As agreed, this information was included in the (draft) terms of reference for the Budget Working Group. These will be considered by Committee in September 2014 as part of the future work programme item	Christian Scade
SLCS.140902.55.4	That the Head of Commercial and Economic Development be asked to consider distributing event notices for the attention of ward members, to ensure members are informed, and able to offer advice on events/festivals planned for their wards.	Cabinet Member for Economic & Commercial Development	Agreed in principle - further work required	The council's new Festivals and Events Policy aims to increase the number and quality of events held across the borough. The vast majority of these will be delivered by others and they will be given a toolkit and set of guidance to use where permission is required from us to put on the event – such as in one of our parks. We will be clear about the parameters for the event and will use our own experience to guide the event organiser in relation to planning the event. It would be impractical to issue	Dawn Hudd

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				individual notices to ward members, we could however issue a regular email to all members listing forthcoming events that we have given permission for and will investigate further how this can be done.	
SLCS.140902.55.5	That the presentation of the complaints report, with particular reference to the communication of numerical data and use of percentages, be reconsidered by report authors for future reports.		Agreed	Work will be carried out on changing the format and content of the complaints report for the quarter 2 report, particularly around the presentation of statistical data.	Sam Bailey
SLCS.140902.55.6	That the Shared Head of Environment and Public Realm be asked to ensure Medway Council's out of hours Contact Centre are aware of events/festivals taking place across Maidstone borough to ensure if complaints are received out of hours, these are passed on to the appropriate MBC staff to deal with in a timely fashion.			The Environmental Enforcement Team will notify the Medway Contact Centre of any events that they are monitoring to enable any calls to be routed to them.	Gary Stevenson
SLCS.140902.55.7	That the communication process between Medway Contact Centre and Maidstone BC be clarified and reported back to the Committee via a SCRAIP update.			The Out of Hours process is as follows:  Callers ringing 01622 602000 out of hours hear a long message giving details of what to do. If it is a matter of public safety, callers are asked to press 2 and the call is automatically diverted to pedway. We try to direct callers to the website for other nonurgent matters. If a caller goes through to Medway then the Contact Centre staff will follow our A-Z of Actions to be taken out of hours. There is an entry for Event Safety for what to do if there is a health and safety issue at an event other than that it would be treated as a noise issue and in most cases the caller asked to report it on-line or call back the following day. If it is an event or case that Environmental enforcement is aware of and monitoring the Environmental Enforcement team is contacted. .	Gary Stevenson
SLCS.140902.55.	That clarification be provided by the		Agreed	The figures for this quarter for complaints and	Sam Bailey

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8	report author on sections 1.11.1 and 1.11.5 of the report with regard to the levels of complaints and compliments received per service.			compliments were correct, however what was stated in paragraph 1.11.5 was incorrect for this quarter. What was stated in this paragraph is generally true, however it was not the case this quarter due to the higher than usual number of complaints against Parks and Leisure and the high number of compliments received by various teams this quarter.	
SLCS.140915.64.2	That a cross-party workshop, open to all Members, be set up to help with the planned review of the Council's Equality Objectives to ensure Objectives for 2015-18 meet the needs of the local community and complement the new Strategic Plan.	Leader of the Council	Agreed	Agreed this will take place in January so that the results of the peer review of the Equality Duty for Local Government can feed into the objective review.	Clare Wood
SLCS.140915.64.3	That findings from the cross-party (Equalities Objectives) workshop be reported back to the Strategic Leadership and Corporate Services Overview and Scrutiny Committee to ensure formal recommendations can be made.		Agreed	Workshop is due to take place in January with finding reporting back to cmt in February/March.	Clare Wood
SLCS.141007.75.4	That a detailed briefing note on performance indicators HSG 005 and HSG 009 (homelessness) be prepared by the Financial Inclusion and Maidstone Families Matter Programme Manager for inclusion in the Mid Year Performance Report, for consideration by Committee on 2 December 2014.	Cabinet Member for Corporate Services; Cabinet Member for Environment and Housing	Agreed	Agreed	Ellie Kershaw; Clare Wood
SLCS.141007.75.5	That the figures with regard to the four year decline in reported instances of fly tipping be provided to the Committee.	Cabinet Member for Environment and Housing	Agreed	Data provided to the committee clerk to circulate.	Clare Wood