

## AGENDA

### COMMUNITIES OVERVIEW & SCRUTINY COMMITTEE MEETING



Date: Tuesday 15 January 2013  
Time: 6.30 pm  
Venue: Town Hall, High Street, Maidstone

Membership:

Councillors: Mrs Blackmore (Chairman), Brindle, Mrs Joy,  
D Mortimer, McLoughlin, Munford, Mrs Parvin,  
Vizzard and de Wiggondene



Overview and Scrutiny

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- 2. Apologies.**
- 3. Notification of Substitute Members.**
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- 5. Disclosures by Members and Officers.**
- 6. To consider whether any items should be taken in private because of the possible disclosure of exempt information.**
- 7. Minutes of the meetings held on 20 November 2012 and 21 November 2011.** **1 - 21**
- 8. Proposal for Community Halls in Maidstone.** **22 - 59**  
Interviews with John Littlemore, Head of Housing and Community Services, Sarah Robson, Community Partnerships Manager, and Councillor John A Wilson, Cabinet Member for Community and Leisure Services.
- 9. Maidstone Community Safety Partnership Plan 2013-2018.** **60 - 75**  
Interviews with John Littlemore, Head of Housing and Community Services, Sarah Robson, Community Partnerships Manager, and Councillor John A Wilson, Cabinet Member for Community and Leisure Services.
- 10. Future Work Programme.** **76 - 105**

**Continued Over/:**

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**Issued on 7 January 2013**

*Alison Broom*

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

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## MAIDSTONE BOROUGH COUNCIL

### MINUTES OF THE COMMUNITIES OVERVIEW & SCRUTINY COMMITTEE MEETING HELD ON TUESDAY 20 NOVEMBER 2012

**PRESENT:** Councillors Mrs Blackmore (Chairman), Brindle,  
Mrs Grigg, Mrs Joy, McLoughlin, Munford, Mrs Parvin,  
Vizzard and de Wiggondene

**49. The Committee to consider whether all items on the agenda should be web-cast.**

It was resolved that all items be webcast.

**50. Apologies.**

Apologies were received from Councillor Mortimer.

**51. Notification of Substitute Members.**

Councillor Grigg substituted for Councillor Mortimer.

**52. Notification of Visiting Members.**

There were no Visiting Members.

**53. Disclosures by Members and Officers.**

Councillor Grigg made a disclosure of interest by virtue of her appointment as Vice-Chairman of the Housing Consultative Board in relation to item 9 on the agenda, Change to the Allocation Scheme.

**54. To consider whether any items should be taken in private because of the possible disclosure of exempt information.**

It was agreed that all items be taken in public as proposed.

**55. Minutes of the meeting held on 11 September 2012.**

It was resolved that the minutes of the meeting held on 11 September 2012 be agreed as a correct record of the meeting and duly signed.

**56. Update on the West Kent Clinical Commissioning Group**

Dr Bob Bowes and Ian Ayres of the West Kent Clinical Commission Group (CCG) provided an update on the progress of CCGs (**Appendix A**). Members were informed of the following:

- There were 212 CCGs across England;
- £5m in efficiency savings were made this year which would exceed the target for the year but there would still be a gap;
- West Kent had 62 GP practices that have been amalgamated into 12 CCGs;
- Engagement with public and patients was a critical part of the role of CCGs; and
- Despite being an affluent area there were health inequalities and areas of deprivation in West Kent.

It was explained that there was a requirement (as part of plans to modernise the NHS under the Health and Social Care Act 2012) to have a top tier Health and Well Being Board (HWBB). Dr Bowes told the Committee it would be preferential to establish a HWBB for each CCG.

In response to Members questions on the funding inequalities that existed across Kent, it was explained that the formula for the allocation of funding was on the Department of Health's website. The Committee questioned whether the formula was correct and representative of the population's needs. Mr Ayres told the Committee that there were indications of a new 'fair share' approach to funding in the future but could offer no further information on this at present.

The Committee considered the integration of social care with public health. They were informed that this was being done but it could be done better. A positive example was given at Maidstone Hospital where patients moved into the care of the Community Care Trust and out of acute care where an assessment was made on the patient's requirements in order to return home. The move was seamless from the patient's point of view and made more beds available.

The Committee considered the strategy of prevention in health and the way in which this would be reflected in NHS expenditure. It would place an emphasis on community care rather than acute care. Members were advised that the way to move funding was to move the activity i.e. in delivering community care. This would form part of the commissioning priorities of the HWBB and would be driven by the JSNA. The JSNA would go down to ward level, drawing from GP information and Local Government data.

Members considered possible overlaps occurring in public health and how they could become involved in the changes taking place. The Committee were advised of Patient Participation Groups which were set up in all GP surgeries, the Chairs of these groups were invited to regular meetings with the CCG. The importance of organisations working together with local councils to determine local priorities was emphasised and the Committee felt Maidstone Borough Council had an opportunity to take the lead on this by engaging with all GPs as early as possible.

### **It was resolved that:**

- a) Maidstone Borough Council's Public Health Officer engage with all GP's in the borough, providing an early opportunity to feed into the Joint Strategic Needs Assessment (JSNA) and to support the Clinical Commissioning Group (CCG) in its delivery of this; and
- b) The Scrutiny Officer establish how Members can become involved in Patient Participation Groups in their locality.

### **57. Change to the Allocation Scheme**

John Littlemore, Head of Housing and Community Services introduced the draft Allocation Scheme. He explained that the previous points system to measure housing need had become complex and difficult to understand as well as to administrate. It had been in place for 10 years and adapted over that period of time. Mr Littlemore highlighted the following points in his verbal update:

- The new scheme was in line with the Council's priorities;
- The scheme promoted the Council's priorities and was easy to understand;
- The new scheme was categorised by 'bands' as outlined in 1.2.12 of the document;
- Provisos such as a local connection and the definition of a housing need were defined in statute;
- There was an emphasis on making a positive contribution to the community which was promoting the Council's priorities; and
- Band B, Community contribution, would have the largest allocation of vacancies.

Members felt that clarity was required in the document on community contributions and whether these had to be made locally. They Committee questioned what band applicants would be placed in if they had not made a community contribution and were informed this would be the general band for housing need. The Council would have a responsibility to help applicants improve their circumstances to move into another band. It was emphasised that the scheme encouraged people to be more active and positive but it would take time.

A Member aired concerns regarding the inclusion of foster care under community contributions. It was felt that this could encourage applicants to foster for the wrong reasons. The Committee considered the bedroom allocation criteria. It was explained that this was an area that was not defined in law. Members felt that this should be in line with recent Welfare Reform guidelines. It was highlighted that section 42 of the document only mentioned Golding Homes and should refer to all Housing Associations in Maidstone.

Members were supportive of the scheme and the shift towards work but concerns were raised about its effect on troubled households. The Committee asked to be provided with the actual number of troubled

families identified as part of the Troubled Families Programme and if possible, be provided with a breakdown by ward.

It was explained that every applicant on the housing list had been written to and had been engaged with online via Kent Homechoice and in the Gateway. The Committee were informed that its comments would be considered as part of the consultation which would end on 30 November 2012. Members questioned whether the consultation was available in any other format. They were informed that 94% of applicants used the internet, digital TV channels or mobile phones to look for accommodation.

It was felt that the scheme should be reviewed 6 months after implementation in October 2013 by the applicable Scrutiny Committee

**It was resolved that:**

- a) Section 42 of the draft Allocation Scheme makes reference to all Housing Associations in the borough;
- b) The Committee be provided with the actual number of Troubled Families/households identified in the borough and if possible a breakdown of these by ward;
- c) Section 14 of the Allocation Scheme, Bedroom Allocation, be brought into line with the guidance and specifications given under Welfare Reform;
- d) That clarity be given within the document on Community Contributions; whether or not contributions must be made locally;
- e) The Committee be provided with an actual figure for Housing applicants who use the internet to look for accommodation. This figure was estimated at 94% which was higher than expected; and
- f) Officers engage with Councillor Grigg to give proper consideration to her concerns regarding the inclusion of fostering under Community Contributions and the possibility that this could encourage applicants to foster children for the wrong reasons.

**58. Future Work Programme**

The Committee considered its future work programme and the List of Forthcoming Decisions.

It was agreed that the Committee should meet as the Crime and Disorder Overview and Scrutiny Committee at its January meeting to consider the Community Safety Plan refresh.

**It was resolved that** the Committee should meet as the Crime and Disorder Overview and Scrutiny Committee at its January meeting to consider the Community Safety Plan refresh.

**59. Duration of Meeting**

6.30 p.m. to 8.40 p.m.

### Five Giant Evils - Beveridge 1942

#### ■ Squalor:

Beveridge said that the main reason the country was in financial trouble was because those who were poorer could not afford to seek medical attention, and thus could not work, which furthermore created less income, and led to lack of labourers available.

#### ■ Ignorance

#### ■ Want

#### ■ Idleness

#### ■ Disease

### Purchaser provider split

Started in 1991, various approaches have been tried

Designed to bring the benefits of the market (improved quality with reduced costs) to the NHS

#### But....

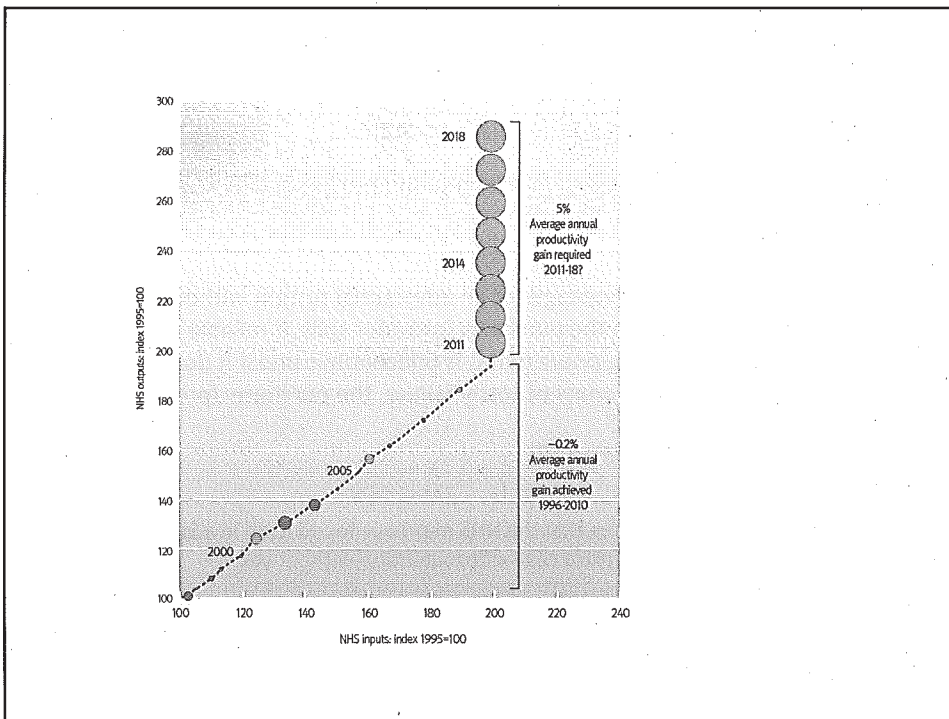
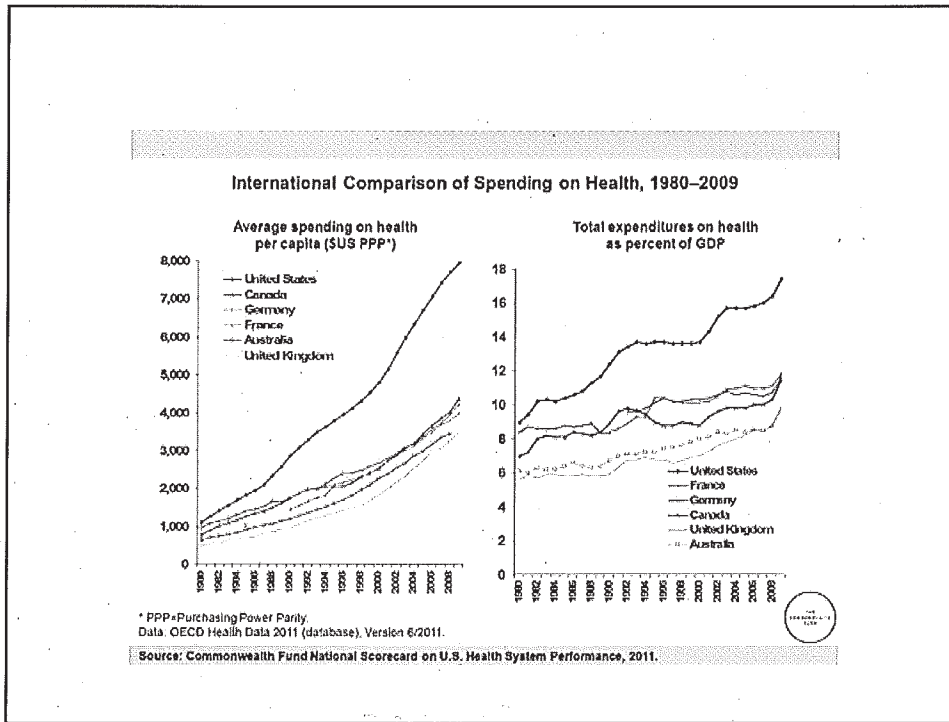
".....we have had the disadvantages of an adversarial system without as yet seeing many benefits from the purchaser/provider split. If reliable figures for the costs of commissioning prove that it is uneconomic and if it does not begin to improve soon, after 20 years of costly failure, the purchaser/provider split may need to be abolished."

Report of Health Committee of House of Commons 2009

#### And...

".....available research indicates that the NHS may have found itself in a lose-lose situation—taking on the extra costs of competition without yet experiencing the benefits. "

[http://www.civitas.org.uk/nhs/download/Civitas\\_LiteratureReview\\_NHS\\_market\\_Feb10.pdf](http://www.civitas.org.uk/nhs/download/Civitas_LiteratureReview_NHS_market_Feb10.pdf)





### Clinical Commissioning Groups

- There are 212 Clinical commissioning groups (CCGs) across England
- The CCG's purpose is to bring a clinical focus to commissioning
- They are responsible for:
  - All acute hospital services, mental health, community services (75% of NHS spending)

#### They are not responsible for:

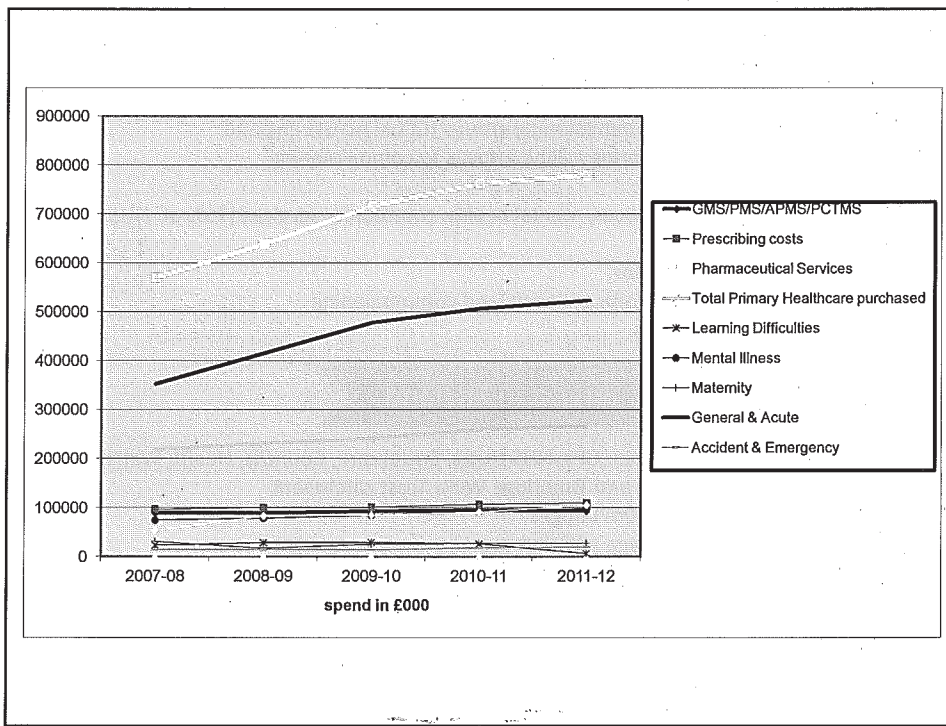
- GP services, Health Visiting, Specialised commissioning
- Prison health services

### West Kent CCG - 10<sup>th</sup> largest in England

- Relationships with Patients, GPs, NHS trusts, Social care, Councils, Health Watch
- Same area as Maidstone and Tunbridge Wells Trust catchment
- 463,000 population, £550m budget
- 71 contracts to set, manage and improve
- 2011-12, £8m savings ; 2012-13 £16m required (presently achieving 62% of that)

### The West Kent CCG Board

- 12 GPs, elected by groups of practices
- Nurse Board member, Specialist clinician, Lay member with finance and audit expertise, Lay member responsible for Patient and Public engagement
- Accountable Officer, Chief Finance Officer
- Supported by committees and a staff of about 50 as well as outside agencies
- A crucial role for Patients, the Public and Councils in helping decide how to meet our challenges



## Commissioning priorities

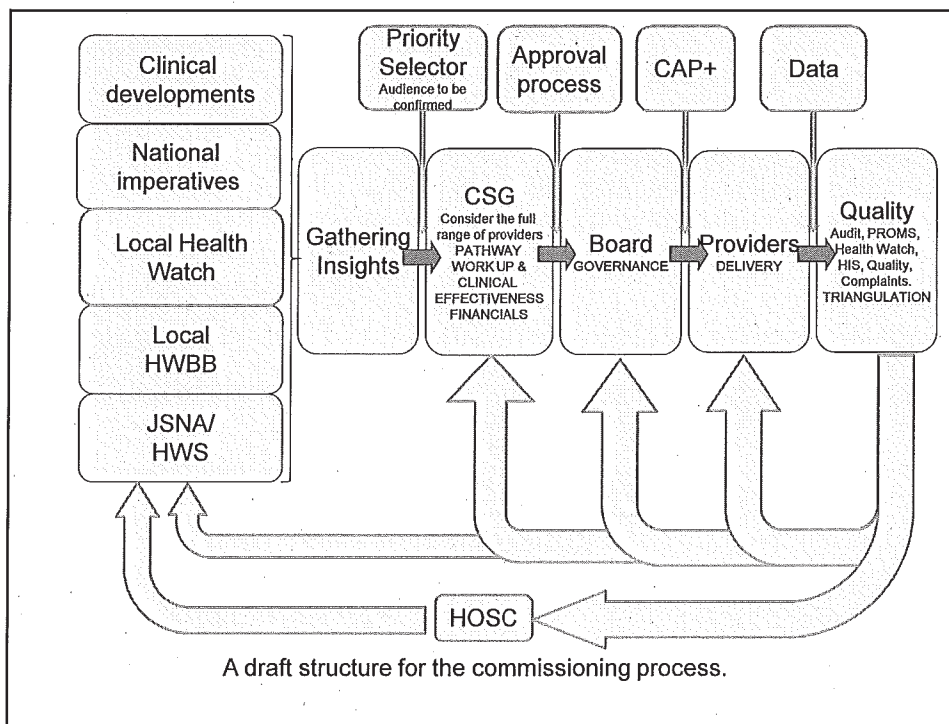
Driven by the West Kent Joint strategic needs assessment (JSNA)

Shaped by local provider landscape (GP practices, Hospitals, Mental Health, Community and Social services), engagement with the Public, Councils, Clinicians and NHS commissioning board

Matching the area's needs to provision

Ensuring good value for money, reducing waste

A new approach is now being used in West Kent, to make the process more rigorous and open



**MAIDSTONE BOROUGH COUNCIL**

**MINUTES OF THE SPECIAL COMMUNITIES OVERVIEW &  
SCRUTINY COMMITTEE MEETING HELD ON WEDNESDAY 21  
NOVEMBER 2012**

**PRESENT:** Councillors Mrs Blackmore (Chairman), Brindle, Mrs Grigg, Mrs Joy, D Mortimer, McLoughlin, Munford and Mrs Parvin

**60. Apologies.**

Apologies were received from Councillor Vizzard and Councillor de Wiggondene.

**61. Notification of Substitute Members.**

Councillor Grigg substituted for Councillor Vizzard.

**62. Notification of Visiting Members.**

Councillor Yates and Councillor Beerling were present as Visiting Members with an interest in item 6 on the agenda, Kent Joint Health and Well-being Strategy consultation.

**63. Disclosures by Members and Officers.**

Councillors Yates and Beerling declared an interest in item 6 on the agenda, Kent Joint Health and Wellbeing Strategy consultation; Councillor Yates by virtue of his involvement with Age Concern and Councillor Beerling as Chairman of Switch cafe.

**64. To consider whether any items should be taken in private because of the possible disclosure of exempt information.**

It was agreed that all items be taken in public as proposed.

**65. Kent Joint Health and Wellbeing Strategy Consultation**

Andrew Scott-Clark, Director of Health Improvement (Public Health) and Malti Vashney, Lead Public Health Consultant for Maidstone District gave a presentation which provided the Committee with a background to the Kent Joint Health and Wellbeing Strategy Consultation. Mr Scott-Clark explained that it would provide a strategic picture and demonstrate how the Joint Health and Being Strategy had been developed.

The following points were made in the presentation:

- The Health and Wellbeing Board (HWBB) were responsible for the production of the strategy under consultation;

- The HWBB will bring NHS, Public Health and most importantly, Social Care together;
- Kent HWBB was a pathfinder, established before April 2012;
- The Joint Strategic Needs Assessment (JSNA) would help identify overlap and through joined up working;
- HWBB membership included representatives from district councils and public representation from Healthwatch (formally Local Involvement Network LINKs);
- HWBB had approved a substructure, local HWBB centred around the CCG configuration. This was being piloted by Dover;
- Legislation allowed County to delegate responsibility to local boards;
- For the first time ever, GPs would be accountable; and
- Long Term Conditions (LTC) were the biggest challenge.

Mr Scott-Clark explained that the strategy reflected the needs of Kent determined by national health profiles and the Department of Health's national outcomes framework. The Strategy set out four priorities and three approaches aimed at delivering five key outcomes.

The Committee was informed that the Kent HWBB would have a strategic influence over commissioning decisions across health, public health and social care and would have a responsibility for joining up services by bringing together the NHS, CCGs and local councils. Members queried how the HWBB would be a driver for this. It was explained that the HWBB was an overseeing body; it would undertake a Joint Strategic Needs Assessment (JSNA) with the involvement of CCGs and local councils to determine how health needs should be addressed and how best to deliver services. It was stressed that the needs in Maidstone could be different to other areas in Kent and there was a necessity to make the JSNA meaningful locally. Mr Scott-Clark informed the Committee of the HWBB's decision to approve local HWBBs which would mirror CCGs, taking on strategic responsibilities and interpreting them locally. CCGs were responsible for achieving better outcomes.

Mr Scott-Clark emphasised the need for joined up working in environmental, housing and community work as large amounts of money were being invested in areas of deprivation. He highlighted an example of how GPs had worked with a local council to address a local health inequality. A link was made by a public health officer between the spend on respiratory illness by GPs and poor housing, namely houses in multiple occupation. The CCG worked with the local authority on selective licensing for landlords to improve housing quality and a new scheme was introduced in Thanet as a result.

Members questioned the non inclusion of care home provision for the aging population in the strategy. Mr Scott-Clark explained that the outlook was for GPs, clinicians and social care providers to put packages of care together to help prevent the elderly from being institutionalised in hospitals or care homes. Instead a package of care would enable them to manage their conditions in their own homes which was part of the national

strategy of prevention and Long Term Conditions (LTC). It was explained that the majority of funding for public health went to acute care (hospitals) despite the majority of assessments being made in the primary care setting. The strategy was to keep people out of hospital and treat them in the community. The Committee felt that clarification should be given within the strategy on this.

Members raised the issue of mental health services and the pressure locally on providers such as MIND. Mr Scott Clark explained that mental health provisions were driven centrally and may not meet the needs of local people. He referenced the Live it Well Strategy for Mental Health commissioned by GPs and local authorities. Members considered who should be lobbied to ensure local needs were met; CCGs either locally or collectively at County level.

The Committee requested that the following information be provided:

- The commissioning factsheet referenced which showed who was responsible for commissioning; and
- The department of Health's diagram from the presentation which was unclear in its current form.

**It was recommended that:**

- a) The following response be submitted in response to the consultation:

On 21st November 2011 the Communities Overview and Scrutiny Committee at Maidstone Borough Council invited Andrew Scott-Clark, Director of Health Improvement (Public Health) and Malti Varshney, Lead Public Health consultant for Maidstone district, to its meeting. The Committee received a presentation and interviewed Mr Scott-Clark and Mrs Varshney in relation to the draft Health and Wellbeing Strategy under consultation.

Members of the Committee agreed to make individual responses via the online questionnaire. In addition the Communities Overview and Scrutiny Committee would like to raise the following points in its open response:



- The draft strategy refers to an aging population but omits those in long term care or in need of long term care. This Committee understands the national strategy of prevention and the desired outcomes which would enable patients to manage long term conditions. It is vital that those in long term care or in need of long term care can continue to be cared for in their own homes. It is vital this is addressed in the final version of the strategy; and
- This Committee's membership, through its ward member and wider experience, feels strongly that there is an obvious gap in mental health provisions. In order for this to be addressed there must be an improved emphasis within this strategy on mental health services. This must be maintained in future versions of this

document to continue to drive the commissioning of ongoing mental health services; and

- b) Maidstone Borough Council lobby the West Kent Clinical Commissioning Group in respect of raising the profile and priority level of mental health issues to ensure essential funding within the borough; and
- c) The following information be provided and circulated electronically to the Committee:
  - The commissioning factsheet referenced which showed who was responsible for commissioning; and
  - The department of Health's diagram from the presentation which was unclear in its current form.

**66. Duration of meeting**

2 p.m. to 4 p.m.



Maidstone Borough Council  
Communities Overview and Scrutiny Committee

**Kent Health and Wellbeing Board  
and JH&WB Strategy**

Andrew Scott-Clark  
Director Health Improvement (H&WB)

Malti Varshney  
Consultant in Public Health, Lead for the Kent and Medway Health Commissioning Group

## Agenda

- Reminder of what H&WBBs are about
- Development of the Kent H&WB Board
- Consultation on Kent Health and Wellbeing Strategy
- Questions

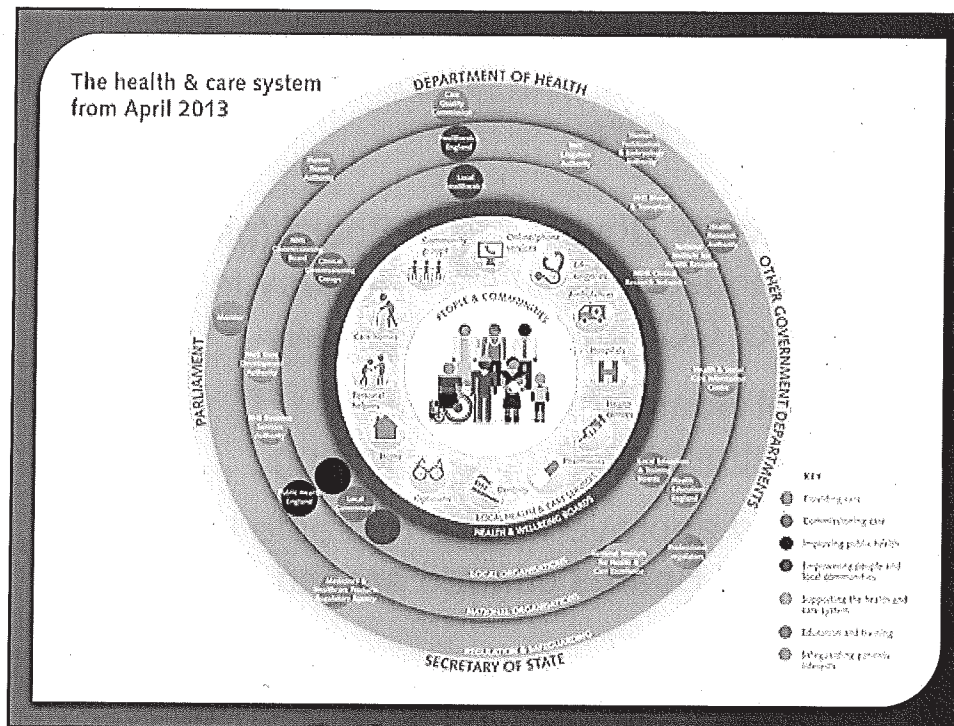


## Health Service Reorganisation

- **Health and Wellbeing Boards**
- Health and wellbeing boards will bring together local commissioners across the NHS, public health and social care, elected representatives and representatives of HealthWatch to deliver integrated health and care services to improve the health and wellbeing of people in their area.
- Shadow health and wellbeing boards will be up and running from April 2012. Fully fledged boards will be operating in April 2013, when clinical commissioning groups will take on responsibility for the NHS budget, subject to Parliamentary approval

## What will they do?

- Health and wellbeing boards will have strategic influence over commissioning decisions across health, public health and social care.
- Boards will strengthen democratic legitimacy by involving democratically elected representatives and patient representatives in commissioning decisions alongside commissioners across health and social care. The boards will also provide a forum for challenge, discussion, and the involvement of local people.
- Boards will bring together clinical commissioning groups and councils to develop a shared understanding of the health and wellbeing needs of the community. They will undertake the Joint Strategic Needs Assessment (JSNA) and develop a joint strategy for how these needs can be best addressed. This will include recommendations for joint commissioning and integrating services across health and care.
- Through undertaking the JSNA, the board will drive local commissioning of health care, social care and public health and create a more effective and responsive local health and care system. Other services that impact on health and wellbeing such as housing and education provision will also be addressed.



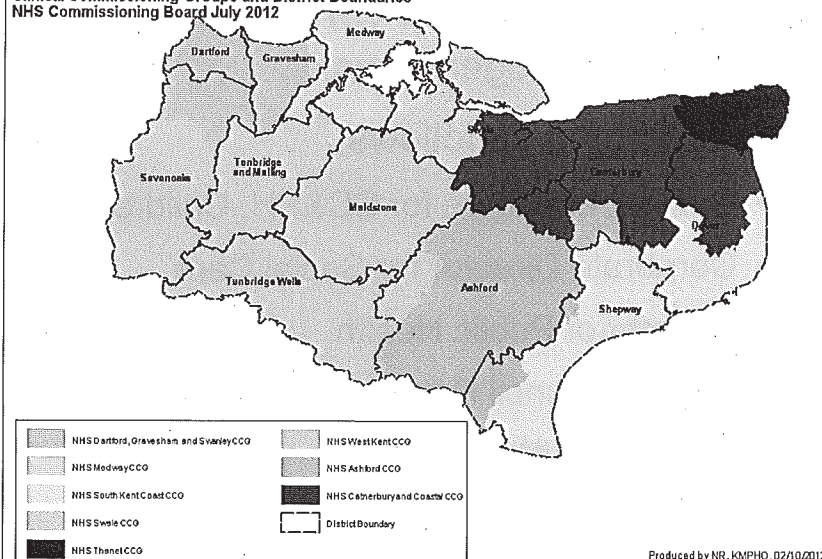
## Kent H&WB Board (shadow)

- Chaired by Roger Gough
- Membership as follows:
  - Cabinet Members for SC&PH, Children
  - Corporate Director for Social Care
  - Director of Public Health
  - District Council Representatives
    - T.Wells, T&M and Swale
  - LINKs representatives
  - CCG leads from the 7 CCGs in Kent.

## Substructure

- Currently Dover H&WB Board (pilot) expanded to include Shepway to mirror CCG architecture locally
- Kent Board worked through substructure at recent meeting
- Board approved move to create local H&WB Boards centred around CCGs

Clinical Commissioning Groups and District Boundaries  
NHS Commissioning Board July 2012



## **Kent JHWB Strategy**

- Developed outline strategy which has had limited engagement of stakeholders
- Next steps are to go to formal consultation through the county processes which will run until mid-November
- Sign off final strategy in January 2013

## **Our Strategy: Kent Outcomes**

- **Four priorities**

*supported by*

- **Three approaches**

*Aimed at delivering*

- **Five key outcomes**

### **Four Priorities**

- Tackle areas where Kent is performing worse than the England average
- Tackle health inequalities
- Tackle the gaps in provision and quality
- Transform services to improve outcomes, patient experience and gain value for money

### **Three approaches**

- Integrated Commissioning
- Integrated Provision
- Person centred

## **Five outcomes**

- Every child has the best start in life
- People are taking greater responsibility for their health and wellbeing
- The quality of life for people with long term conditions is enhanced and they access to good quality care and support
- People with mental ill health issues are supported to live well
- People with dementia are assessed and treated earlier

## **Consultation**

- Consulted informally with Districts
- Formal consultation/engagement until mid-November
- Comments welcome

**Thank you**

Andrew Scott-Clark

[andrew.scott-clark@eastcoastkent.nhs.uk](mailto:andrew.scott-clark@eastcoastkent.nhs.uk)

Malti Varshney

[malti.varshney@wkpct.nhs.uk](mailto:malti.varshney@wkpct.nhs.uk)

# Agenda Item 8

## **MAIDSTONE BOROUGH COUNCIL**

### **CABINET MEMBER FOR COMMUNITY & LEISURE SERVICES**

**TUESDAY 15 JANUARY 2013**

#### **REPORT OF THE HEAD OF HOUSING AND COMMUNITY SERVICES**

**Report prepared by Sarah Robson**

#### **1. PROPOSAL FOR COMMUNITY HALLS IN MAIDSTONE**

##### 1.1 Key Issue for Decision

1.1.1 To consider the recommendations in the Community Halls Audit Report outlining the future use, management and ownership of community halls in the Maidstone borough and approve arrangements for the leasing of Fant Hall and Heather House.

##### 1.2 Recommendation of the Head of Housing and Community Services

1.2.1 As part of the consultation period for Borough Council owned and operated community halls, that the Overview and Scrutiny committee review the audit and recommendations report and where appropriate make recommendations and provide approval.

1.2.2 Provide comment on developing an established strategy and framework for using, managing and delivering community halls provision.

1.2.3 Consider the proposals for the future management and operation of Fant Hall and Heather House and the potential for a Community Asset Transfer process

##### 1.3 Reasons for Recommendation

1.3.1 A long-term strategy is essential for the ongoing use, management, ownership and financing of existing halls and new halls operated by the Borough Council. Agreeing a centralised procedure, incorporating a review of existing service level agreements and leases will enable the Borough Council to set clearly measurable outputs and outcomes and assess the performance of the operating Trusts in complying with Charity Law.



- 1.3.2 There is currently no centralised budget for maintenance or financial liability (e.g. if one of the existing 12 council owned halls is returned to the Borough Council before the lease agreement finishes) incurred by the Borough Council. The recommendations support the creation of a centralised budget for the ongoing maintenance and upkeep of community halls operated by the council in the borough by utilising rental income from community halls currently paid to the Borough Council.
- 1.3.3 A consistent approach to asset transfer needs to be in place to ensure that any requests or recommendations are treated individually by the Borough Council. An Asset Transfer working group will be set up to identify and assess community halls, for example Fant Hall, Beechwood Hall and Heather House, to ascertain whether they are appropriate for community asset transfer to not-for-profit agencies or disposal at market value.
- 1.3.4 Where new development is proposed a mechanism (Section 106 or Community Infrastructure Levy) needs to be put in place for capturing additional funds for helping create new provision or helping improve existing provision. Most importantly, the mechanism should also support the ongoing maintenance and sustainability of any new community facilities.
- 1.3.5 Further consultation with halls operating in the borough to determine ways in which the council can assist independent venues (through the use of the Borough Council's Funding Officer for example) will ensure an appropriate and sustainable network of good quality community facilities are being operated within the borough.
- 1.3.6 To approve a 25 year lease to Fant Hall Trust to manage Fant Community Hall, consistent with the Model B1 lease, in return for a peppercorn rent of £175 per annum. Responsibility for repair and maintenance of the building, utility bills and relevant insurances would become the responsibility of the leases. Usage of the building would be as a "not for profit" community hall. The lease will need to ensure the Fant Hall Trust retains its charitable status for the duration of the lease. The lease must state that the hall is designated as being for community purposes only. The Fant Hall Trust must use the property for the use and benefit of the community local to the property and not for any other purpose.
- 1.3.7 To approve Fusion's Healthy Living Centre lease of Heather House is extended to 31 March 2013.

1.3.8 To approve Heather's House lease is tendered through the Council's procurement process, with both the asset transfer route or long-term lease being explored as options.

#### 1.4 Alternative Action and why not Recommended

1.4.1 Not adopting the Report would hinder the Borough Council's ability to make strategic decisions in respect of the management and development of its community halls and their value for money

1.4.2 The Cabinet Member could decide not to agree to a Model B1 lease or to the proposed terms for Fant Hall. However, as the proposals are based on national standards, this is not recommended.

1.4.3 The Cabinet Member could decide not to recommend entering a lease agreement with the Fant Hall Trust. However, in view of the expressed views of local residents and community groups who use the hall, this is not recommended.

1.4.4 The Cabinet Member could decide not to recommend entering into a long-term lease or community asset transfer for Heather House. However, in view of the expressed views of local residents and community groups who use the hall, this is not recommended.

#### 1.5 Impact on Corporate Objectives

1.5.1 Operation and management of the hall contributes to the Council's Strategic Plan priorities of 'Corporate and Customer Excellence' and 'For Maidstone to be a decent place to live'.

1.5.2 Develops a set of consistent standards towards managing and developing community halls in the Borough.

1.5.3 Ensures community halls benefit the local community.

1.5.4 Establishes a closer link between provision and community need.

#### 1.6 Risk Management

1.6.1 There are a number of risks attached to managing and supporting community halls in the borough. They include:

- Lack of procedures and sustainability in operation and vulnerability to financial risk
- Unexpected hall closures while funding is found to deal with problems, or to pay bills
- Community halls are run or created in areas where there is no identified community need

1.6.2 Should the Council be unable to complete a lease or asset transfer arrangement for Fant Hall and Heather House, the Council would be

obliged to take on day-to-day responsibility for the hall itself and this would be likely to cause capacity issues within the Council. Also, it is unlikely that the Council would be able to run the hall itself more cost effectively than an effective third sector organisation.

1.7 Other Implications

1.7.1

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

1.7.2 Financial and Asset Management – Financial and asset management issues are implicit in the nature of a lease. Costs incurred by the Borough Council generally relate to the upkeep and maintenance of community halls through Property Services and; certain utility and equipment costs supported by Community Partnerships.

1.7.3 Staffing – Consideration will need to be given to the permanent Caretaker role at Heather House, which falls under the remit of the Borough Council – options include redundancy or a TUPE contract.

1.7.4 Legal - There will be legal implications regarding the ongoing lease management of existing community halls, the redevelopment and creation of halls and halls agreed for community asset transfer.

1.7.5 Equality Impact Needs Assessment – Community halls are designed to promote social inclusion and community cohesion. The halls are accessible for disabled people and the leases will be expected to operate in accordance with the core values of the Council.

1.7.6 Sustainable development – The Council’s Strategic Plan contributes towards making Maidstone’s communities more sustainable both from its role in tackling inequalities, but also by ensuring that the solutions worked towards take into account medium and long term environmental impacts and sustainability.

1.7.7 Community safety - Active community halls provide the means for diversionary activities and possibilities for vulnerable people at risk.

1.7.8 Asset Management – See 1.7.2

1.8 Conclusions

1.8.1 The Localism Act is one of the key pieces of legislation introduced by the Government. It is a radical shift of power from central government to local communities. By instigating either long term leases or community asset transfer for Borough Council owned community halls will support Central Government’s aspirations to give power back to people and communities and create the conditions for Big Society.

1.9 Relevant Documents

1.9.1 Appendices

1.9.2 Community Halls Audit

1.9.3 Community Halls Recommendation Report

1.9.4 Community Asset Transfer Expressions of Interest Form

1.9.5 Background Documents

None

**IS THIS A KEY DECISION REPORT?**

Yes

No

If yes, when did it first appear in the Forward Plan?

.....

This is a Key Decision because:

.....

Wards/Parishes affected: All

.....

**How to Comment**

Should you have any comments on the issue that is being considered please contact either the relevant Officer or the Member of the Executive who will be taking the decision.

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# **Maidstone Borough Council Community Halls Audit December 2010**

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## Purpose of the report

This report sets out to identify all community halls within the Borough in order to assess current provision.

## Background

The Council's Community Asset Transfer Strategy and Policy Statement agreed by Cabinet at its meeting in July 2009 set out the Council's overarching policy objectives for the management of its community halls:

The council supports strong and sustainable community and voluntary sector organisations (CVSOs) as key partners in the delivery of services and in providing a link with local communities. Working in partnership with thriving CVSOs can assist the council in achieving the outcomes as enshrined in its Sustainable Community Strategy that will benefit local communities.

The council recognises that the way its physical assets are managed can have a positive impact on the long-term strength of third sector and local communities more generally. Through long-term lease arrangements or asset ownership, CVSOs can grow and become more secure. The council's aim is to ensure that the way assets are managed strongly underpins wider corporate aims and where appropriate, will use long-term leases or asset transfer as a means of enabling third sector organisations to become sustainable. To be successful, long-term leases or asset transfer requires a partnership approach on the part of the council and the CVSO.

This strategy and policy statement applies to all the council's physical assets including land, buildings and other structures used for a variety of different social, community and public purposes. To more effectively exploit these assets, to build stronger and more sustainable communities, the policy will have the following specific aims directly related to community management and ownership. These should be that any solution adopted for a specific building or piece of land should:

- benefit the local community
- benefit the council and other public sector service providers<sup>1</sup>
- benefit the organisation taking ownership<sup>2</sup>
- strengthen the community and voluntary sector as a whole in Maidstone

As part of an ongoing review of community halls and to underpin the community asset transfer (CAT) process, Action for Communities in Kent were commissioned to undertake a high level audit of existing community buildings as a first step in this process. Additionally at its meeting of 22 September 2009 Cabinet received a report on community halls and agreed "that a decision on how to close the funding gap in respect of the council's community halls be deferred until a full audit and review of community halls in the borough has been carried out in order to establish a strategy and framework for delivering community hall provision. The objective is to achieve a balanced budget in respect of the council's funding of community halls and an appropriate and sustainable network of good quality community facilities."

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<sup>1</sup> Benefits to public sector providers can arise from: the creation of a new partner able to tap into additional resources; the ability to engage with a more cohesive local community; new service provision complementing and augmenting statutory services (See Quirk Review section 4)

<sup>2</sup> Benefits to the organisation include: financial security; increased recognition; power; management capacity and organisational development, and through having a secure base opportunities to expand and diversify. (See Quirk Review section 4).

The Borough Council would need to consider a community hall's perpetual use for the benefit of the community if it does follow the asset transfer route. Grassroots organisations can lack the resources to tackle the asset transfer process. Therefore it is essential to consider other transfer models, including long-term leases or peppercorn rent, which promote community empowerment for local organisations, but provide the Borough Council with the benefit of being able to monitor and ensure a community hall's ongoing usage for the community's benefit.

This report is prepared in response to Cabinet's request and as recommended in the initial ACRK report the aim of the full audit was to:

- Collect data relating to all the community halls within the borough;
- Map hall provision against local populations and settlements using the council's Geographical Information System (GIS). Information to include internal facilities and condition, geographical reach, range and breadth of activities and community support, and communities and community subsections served;
- Develop a set of consistent standards in respect of them;
- Use this data to remodel and consolidate provision in order to achieve greater economies of scale, create potential for sustainability and establish a closer link between provision and community need;
- Enable the council to make strategic decisions in respect of the management and development of its community assets and to ensure it is providing value for money.

It should be noted that Officers were invited to attend a meeting of the Environment and Leisure Overview and Scrutiny Committee on 22 September 2009 to discuss the ACRK report. The Committee was asked if it wished to participate in or contribute to the proposed review but declined. It may be appropriate for Overview and Scrutiny to consider the next phase of the Strategy as part of its future work programme.

## **Methodology**

The following methodology was used to carry out the audit:

*Stage 1: Definition of Community Hall Facility* - It was essential to determine exactly what the definition of a Community Hall should be in order to provide clarification for all those interviewed for the purpose of this audit. The agreed definition is set out below:

- 1) A community hall is a building that has as its primary function the provision of a space for general community activities and is available for the public to hire. The facilities should be used primarily by the community and / or the voluntary sector (for example, meeting rooms at Pizza Express Maidstone don't count as the site is primarily used for commercial business). That said, as long as the facility meets this criteria, it doesn't matter whether it is privately or publicly owned.
- 2) The activities that can be supported in the community facilities can include group activities (e.g. wine & wisdom night, birthday parties, Mothers Union), sports activities (e.g. badminton, volleyball), social support (e.g. Play group, coffee mornings), public information, etc. Essentially, it should be there to support local community activity in all its forms.
- 3) There should be no required prerequisite to be a member of a club, company or religious or cultural group in order to hire the facility.



*Stage 2: Scope of Community Hall Audit* - A questionnaire was devised that requested a large amount of information including hall capacity, details of bookings and facilities. It was designed to provide a high level of quantitative data and minimal qualitative data. It is envisioned that a follow-up questionnaire can be designed to determine more qualitative information such as financial position and current building state of repair for each of the community facilities as and when required.

*Stage 3: Initial Data Gathering Exercise (internal)* - The initial data gathering of community halls took information from GIS, Registration Services, Corporate Property, Planning Policy, KCC Corporate Property and work done previously by ACRK. This information was standardised detailing contact details and site addresses and was then updated by GIS with the unique property reference numbers (UPRN) of each site in order to plot them on the GIS mapping system.

*Stage 4: Development of a Database* - This was run concurrently with Stage 2 and Stage 3. The UPRN for each building is used as the unique identifier, enabling GIS to map each site on a map of the Borough.

*Stage 5: Initial Data Gathering Exercise (external verification)* - It was determined that Councillors were likely to have local knowledge and were the most effective route to determine how comprehensive the list of community halls gathered thus far was. The database was used to create letters to each Ward member, detailing the community hall facilities that the council had identified as being in their area, along with the definition of stage 1. Councillors were then asked to comment on the list identifying any inaccuracies or omissions.

*Stage 6: Detailed Questionnaire to Identified Community Facilities* - Following the updates received from Councillors, a telephone survey was carried out with community halls. This was considered to be the best route for collating responses. A review of Village Halls 10 year report from ACRE achieved a response rate to their paper survey was 11% nationwide. The Maidstone survey 99 responses, approximately a 60% response.

It was undertaken that any reports written with regards to the Community Hall audit would be made available to the halls that responded as a matter of course and this has been communicated to all those who have taken part thus far. As such, this report will be distributed accordingly.

*Stage 7: Analysis of Data and Report Writing* - The database was interrogated and provision for each ward has been analysed.

## **Level of Provision**

As well as collecting data in respect of community halls within the borough it has been necessary to assess the level of provision that would be appropriate for a district of Maidstone's size. It should be noted that there are no specific national standards for the provision of community facilities, although best practice has been considered in the form of the guidance outlined in the publication "Neighbourhoods: A Guide for Health, Sustainability and Vitality" a handbook for planners, designers, developers and community groups.

The publication focuses on the physical fabric of neighbourhoods, and has been used by other local authorities, for example by the Borough of Broxbourne in a study of their 'Community Facility' report and by Wycombe Borough Council in a study to determine S106 Community Facility amenities. Critically the guide suggests that the catchment population required to sustain one community centre is around 4,000 people.

Using the above guide the population of 148,000 (Census 2011) would support approximately 35 community halls or centres, this audit has confirmed that there are actually at least 99 dedicated community facilities in the district, though they are not all publicly available for hire.

## Data Quality

Using the figure 1:4,000 as a guide for community hall catchment areas, the available data may be analysed in many different ways; straightforward numerical analysis by ward based on best practice, a combination of numerical analysis and gap analysis by either ward or geographical areas, or a more complex analysis taking into account the three-dimensional landscape together with numerical and/or gap analysis.

The data used was the most up to date available as at 20 June 2010. However, it is acknowledged that the data changes rapidly as facilities close, lettings' policies change or buildings fall into states of disrepair. It has been checked using website information and telephone contacts where possible – however there are gaps in the data as it has not been possible to ascertain key information for a number of facilities.

There are numerical differences between the number of community facilities available and the number available for hire due to some facilities not hiring out to all parties. It should also be noted that not all community facilities are available seven days a week – some are not available at certain times during the day, they may not be suitable for a specific activity, or are in a poor state of repair. Some have restrictions about who may hire them (for example not for teenage parties, nor at weekends) and some facilities are too big, too small or too expensive for use by community groups.

This report has not attempted to define what is meant by **use of community facilities**, as the concept of "community use" is very diverse. People want access to community facilities for a wide range of reasons such as small meetings, indoor sport, arts and craft activities, dances, open public meetings, brownies/guides, conferences, parties etc. The facilities identified in this report are also very varied in terms of size, accessibility, potential uses, cost, permitted uses etc.

This study has only been able to look at provision in a very generic way and when there is the opportunity to develop new community facilities or make improvements to existing ones, there will need to be a more detailed analysis of local provision. From research undertaken, people's reasons for using community facilities varied from a community coffee morning, toddler group, ballet class, swimming lessons for youngsters, older people lunch clubs and social meetings, babies' clinics, badminton, in-door lawn bowls, whist drives, martial arts – often requiring very different types of provision in terms of accessibility, room size, and cost.

Finally there have been no physical checks on the quality of the structure of the available facilities – a secondary survey would be able to ask for building status on each site, but even then professional opinions would need to be sought if this was required.

## Catchment areas

In looking at the most suitable catchment areas for community facilities, the measures that other authorities or planners had used were considered to ascertain whether these calculations fitted with the results.

There is a huge variation in travel time that people are prepared to make – those who were extremely local to the facility (“It’s just over the road, so I pop over for a coffee”) to people prepared to travel over 30 miles to reach a specific class (“We come here for the dance class as the teacher is marvellous”).

The distance people are prepared to travel to reach a suitable community facility varies enormously – the Public Transport Accessibility plan states that “most people are prepared to walk 500m to a bus stop” and the Countryside Agency in determining their catchment areas, recommend that ideally people should be “within 4 km of a bank / cash point, within 4 km of a doctors surgery, within 2 km of a primary school, and within 4 km of secondary school.”

Broxbourne Borough Council’s ‘PPG 17 Technical Study and Sub-strategy Action Plans’ looked at how far respondents were willing to travel to access indoor community facilities. For the two types of provision for which there was an overall preference for walking, (indoor youth clubs and playgroup spaces), the 75% threshold level was a 15-minute walk time. The remaining types of indoor facilities had a 15 minute drive time, with the exceptions of medium and large hire facilities where the expected drive time would be 20 minutes.

The assumptions based on walk time catchment areas were that:

- Average walking speed is 3 miles per hour;
- National guidelines reduce actual distances into straight line distances by 40%. This reflects the fact that routes are not always straight-line distances. The 40% reduction is based on robust research by FIT (Fields in Trust) in numerous areas using a representative sample of pedestrian routes.

A 15 minute walk time translates to a distance of 0.75 miles or 1,200 metres. National guidelines reduce actual distance into straight-line distances by 40%, which gives a distance of 720 metres.

Consultants PMP who produced the Open Space Standard Setting Study for Wycombe District Council (based upon the Scott Wilson Open Spaces Study of 2005) also used a 15 minute walk as a catchment for outdoor facilities. For the sake of consistency and ease of comparison with this study, this distance has also been used as the catchment area for community facilities within the urban areas of Maidstone.

It is recognised that rural facilities will have a larger catchment area as people are prepared to travel further to them (as the consultation highlighted). The Wycombe District Council report showed that 28% of people were prepared to travel up to one mile to visit a community facility, with a further 32% prepared to travel up to two miles – far exceeding the 720 m catchment used in urban areas. It is proposed therefore that 1.5 mile radius (30 minute walk time) would be more appropriate for rural areas. This translates to a 1,440m catchment.

# Findings and Conclusions

## Overall provision

From the study, 99 community halls were identified within the borough of Maidstone. Based on 4,000 people per facility, it can be shown that the council has a suitable level of provision generally across the borough (99 Community halls/centres for 138,948 people working out at a provision level of 1,494 people per community centre).

Using the catchment area sizes identified above of 720m for the urban area and 1440m for rural areas, the table attached at appendix 1 shows the number of properties within the catchment areas of each community facility. There are a total of 80,625 properties in the borough of Maidstone, though it should be noted this is a mix of private dwellings and business properties (especially in the urban area). Note also that the properties within the catchment areas may appear in up to 7 catchment areas each because of overlap of areas.

Even so, only 6,309 properties out of the 80,625 lie outside of the catchment area of any community hall, or 7.8% of the total number of properties. These properties are almost exclusively in rural areas.

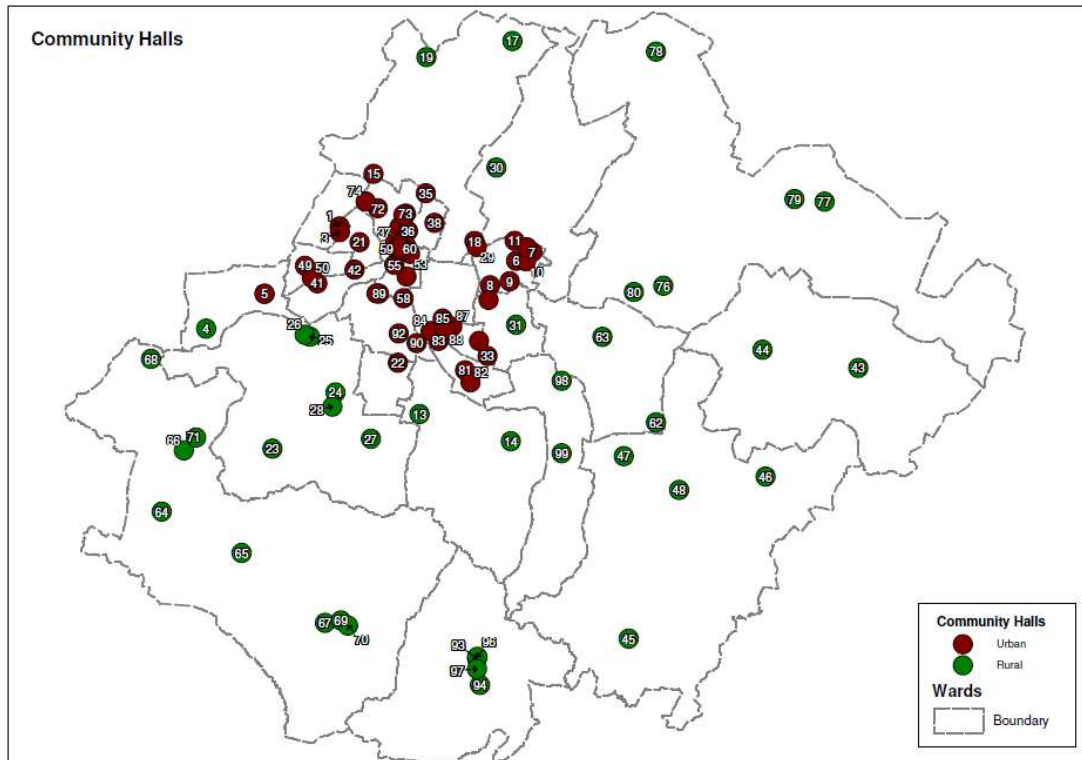
## Distribution

Using GIS the community halls were plotted and analysed on a map. A4 maps included in the appendices show:

- Mapped Halls in Urban and Rural areas (identified with table on pages 5-7);
- Maidstone properties that lie outside of the catchment zone;
- Hall Capacities
- An analysis of individuals living in the borough by socio-economic groupings.

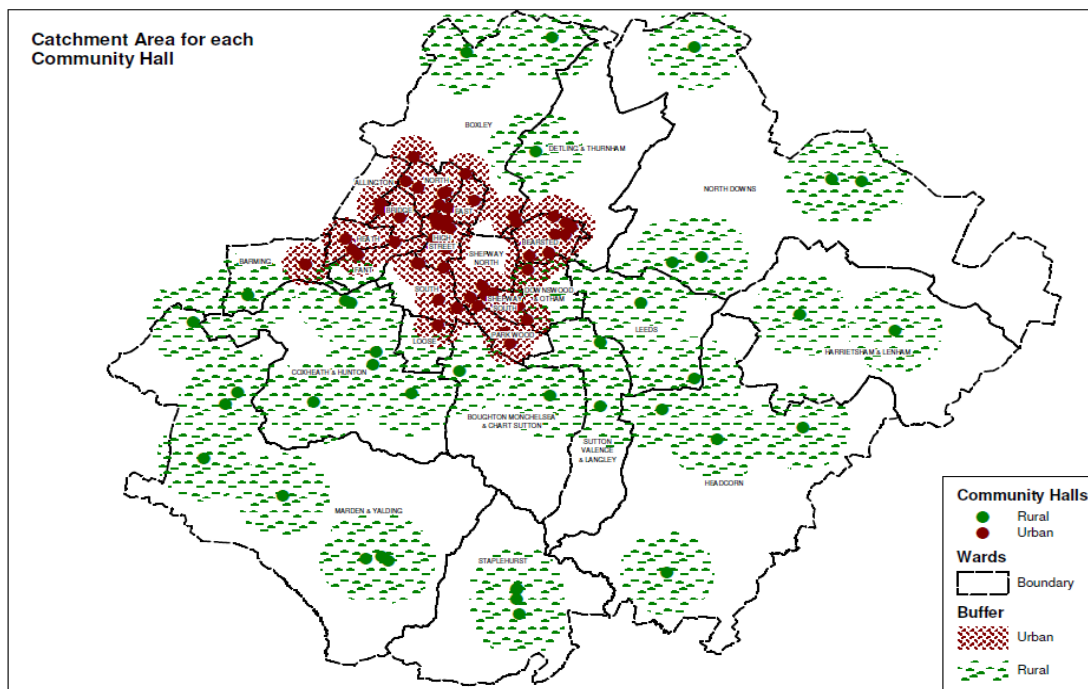
Map 1 below shows the overall distribution of community halls within the borough categorized as urban and rural. Important headlines from this analysis show:

- All wards have at least one community hall
- Some wards have over 5 community halls e.g. Bearsted, Cox Heath & Hunton, Marden & Yalding

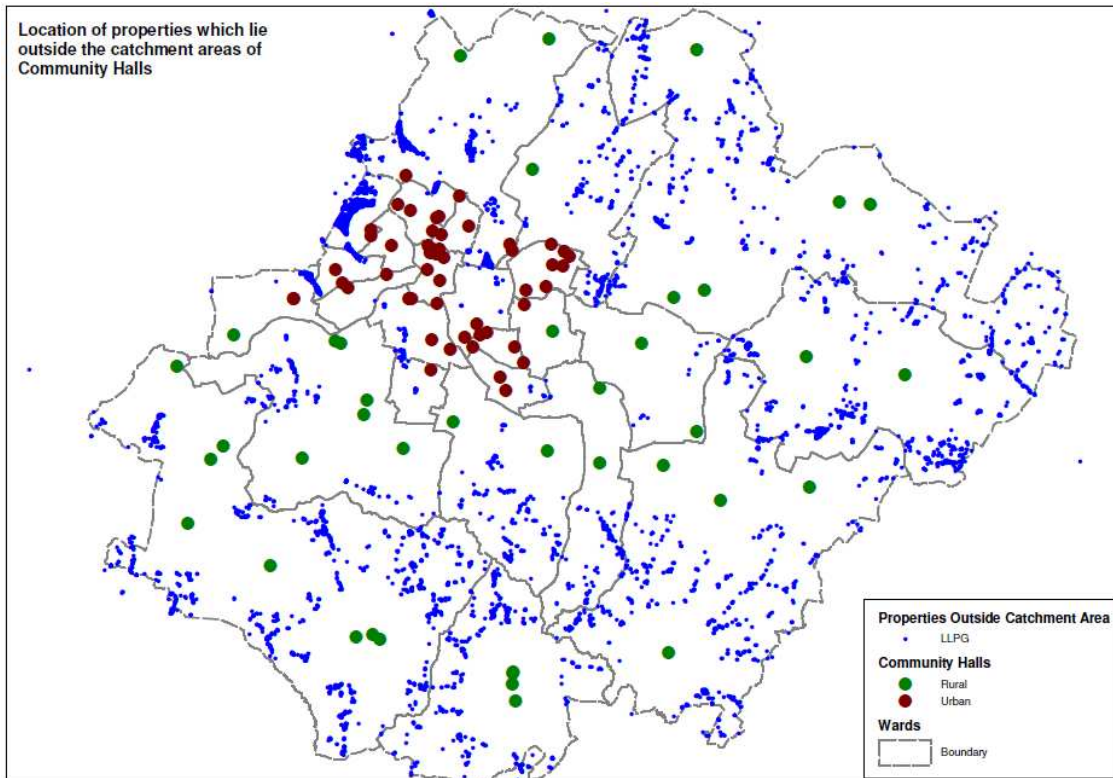


**Map 1** – Community halls urban & rural split

Map 2 below shows halls with catchment areas. It is helpful to consider this analysis alongside map 3 which shows all properties falling outside of the catchment of the halls. As previously stated only 7.8% of the properties in Maidstone are outside of the catchment area of the community hall facilities identified.



**Map 2** – Community halls urban & rural with catchments



**Map 3** – Properties outside of community hall catchments – please note the map depicts the greatest, shortest and average distance above the standard length.

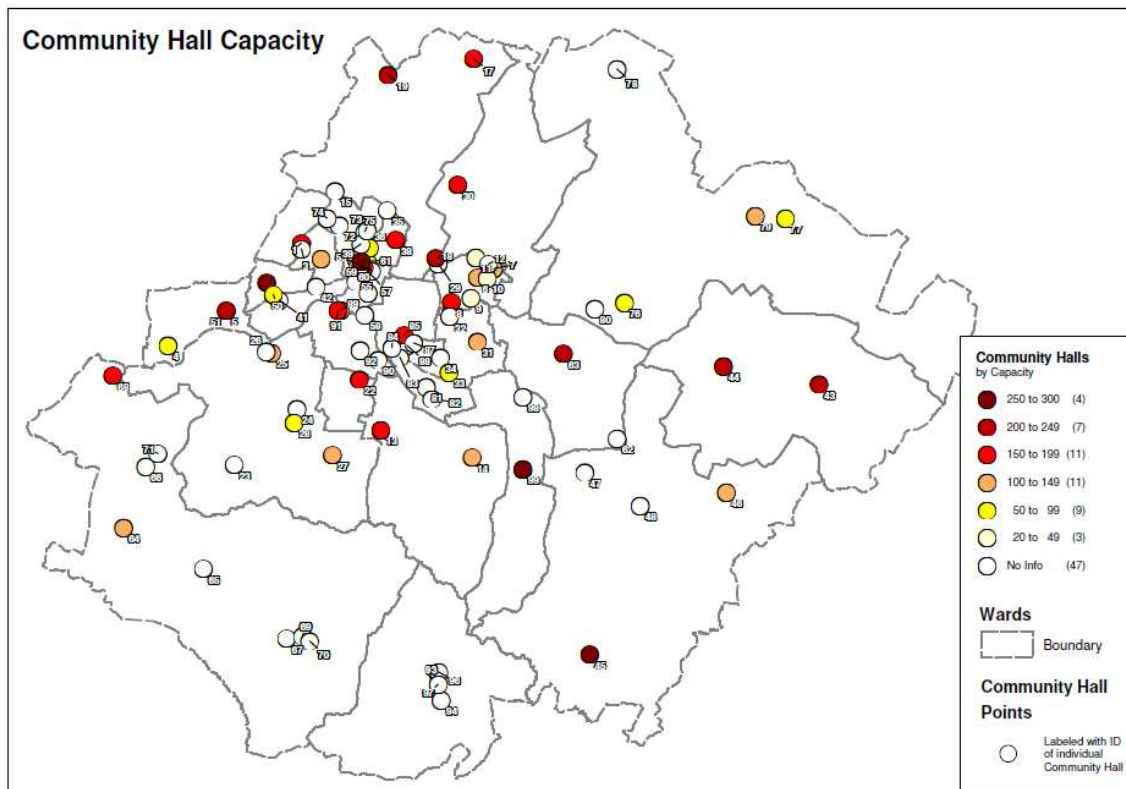
It can also be tentatively concluded that halls in rural areas are generally self well managed and used because of community structure and political structures (parishes); in urban areas these structures are often absent or less well defined. In rural areas, the sense of community is closely aligned to village life – there are many dedicated community facilities that serve village populations, although there may be fewer than 4,000 people in these rural communities.

Looking specifically at the rural area in a number of wards e.g. Staplehurst, Coxheath & Hunton, North Downs there are incidents of clustering where catchments overlap. Whilst this may be a feature of geography and community distribution it is not the most efficient distribution, however it must be remembered that as only a small number of halls are owned by the Council, it can therefore have only limited influence on this phenomenon. Where possible through the application of appropriate planning mechanisms (S106 monies, etc), this should be reduced, although it is not of urgent concern.

Looking at this in more detail, the analysis focused on Bearsted ward that has 7 different community facilities (comprising a mix of large and small facilities that cover most eventualities - see Map 4 below). These facilities are all regularly booked and have very few vacant slots. It is also well below the density of 4,000 people per community facility (there are 9,500 people in Bearsted, meaning there is one facility for every 1,357 people). Despite this, during the survey the author had numerous conversations with owners / managers of the halls in that area telling us they needed additional facilities as there was burgeoning demand within the ward.

It is unclear what this demonstrates. It may be that there is an unusually high usage of community hall facilities in Bearsted. It may also be that the facilities in other wards are considered to be of such low quality that people travel beyond the catchment areas

suggested, visiting the halls in Bearsted? The data collected on capacity is shown in map 4 below:

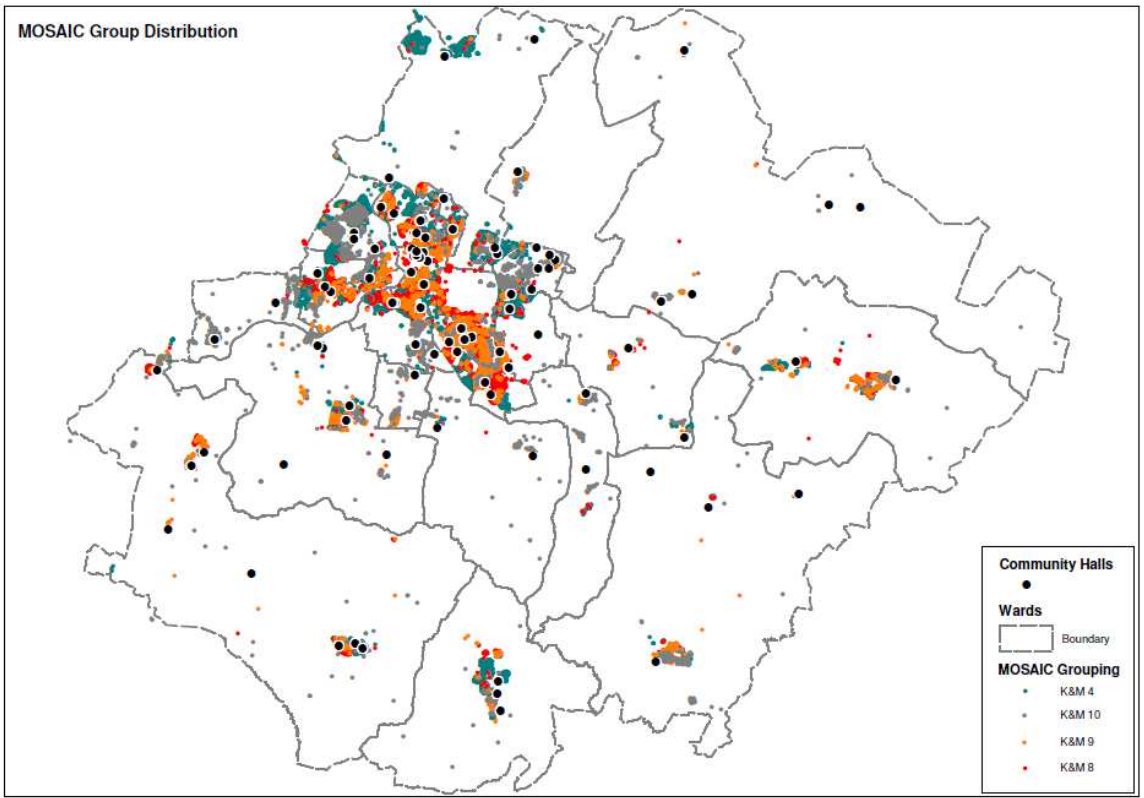


**Map 4** – Community hall capacity

In addition to the geographic data, MOSAIC data (A consumer classification system which is widely used by organisations in the commercial and public sector to analyse the socio-economic composition of UK consumers at household address or postcode) was used to help understand possible usage pattern.

From the MOSAIC information there are potentially correlations with group need for community facilities. For example:

- K&M 4 – Middle income couples with young children. Might use play groups / nurseries and other children’s services more than others.
- K&M 8 – Families with young children living in social housing. Could be heavy users of public services which may include community halls.
- K&M 9 – Low income pensioners. Might be more likely to use halls for social gatherings.
- K&M 10 – Retirees and Active Pensioners. Tends to join a wide range of local services and community groups”. “Social networks of well informed individuals that are aware of events and services that apply to themselves.
- K&M 11 – Rural communities with high number of commuters ...in which many of the population are in their late 40s, 50s and early 60s, but where poor access to local services make life difficult for older and less mobile pensioners.



**Map 5** –MOSAIC groupings 4, 8, 9 and 10

The halls appear clustered around MOSAIC types but there are exceptions where a small number of halls are not located in the proximity of the K&M MOSAIC groupings. Further research is required to establish usage of these halls.



## Halls in Council ownership

The Borough Council owns a number of community hall buildings, but currently only operates 2 halls in the borough, which are;

- Fant Hall
- Heather House

The management of Senacre Hall was transferred to Kent County Council in 2010 and has been redeveloped as a Skills Studio.

The maintenance of the above halls falls within the remit of Maidstone Borough Council. The table below details the maintenance costs associated with each hall between 1 April 2011 to 31 March 2012. It should be noted that whilst the planned maintenance costs are relatively low, the reactive maintenance is significantly higher in most cases.

<b>Community Hall</b>	<b>Reactive Maintenance</b>	<b>Planned Maintenance</b>	<b>Fire Risk Assessment</b>	<b>Fire Extinguisher Servicing</b>
Heather House	£15,086.16	£3,869.72	£150.00	£100.00
Fant Hall	£3,098.13	£2,260.00	£150.00	£50.00

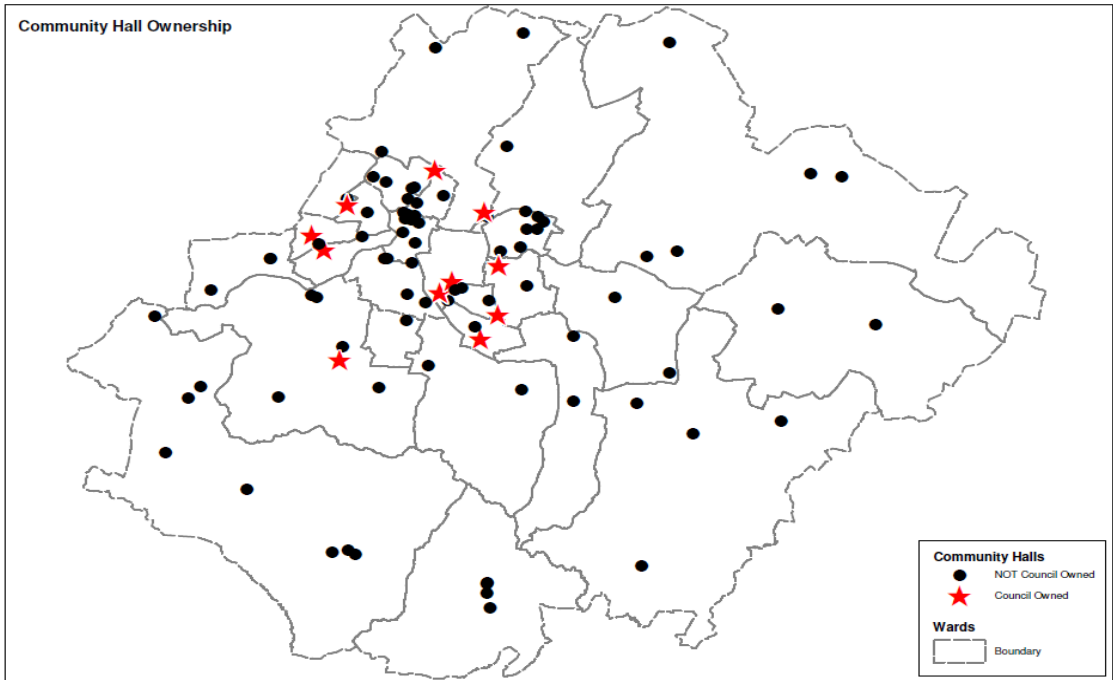
Proposed works for 2012 to 2013, include approximately £44,000 for the external redecoration and the sealing of an asbestos cement sheet roof at Heather House and approximately £28,000 to replace the heating system and sealing the asbestos cement roof at Fant Hall.

The Borough Council does not own any halls in the rural area, which are generally operated through parish councils, trusts or privately.

In relation to the other halls the Borough owns, but are currently leased to community organisations, these are set out below.

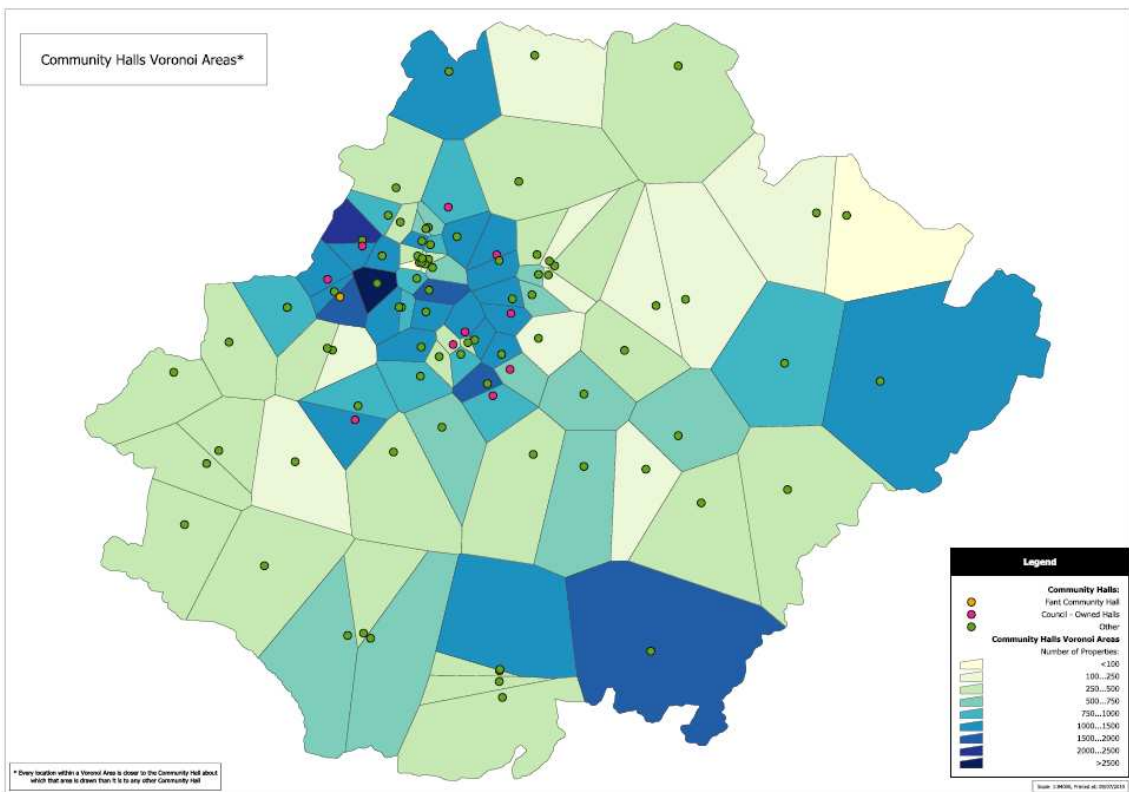
- Beechwood Hall
- Downswood Community Centre
- Dunk Memorial Hall
- Giddyhorn Lane Pavilion
- Grove Green Community Centre
- Penenden Heath Social Hall
- Shepway Youth and Community Centre
- Switch Youth Cafe

The majority of these halls are either leased in perpetuity or have long periods left in their respective leases, apart from Giddyhorn Lane, which has four years left. Council owned community halls are shown on map 6.



**Map 6** – Community Hall ownership

From conversations during the survey there appears to be a high appetite for community hall provision manifested in high and regular usage of all the community facilities within most Wards, and indeed in the main the distribution appears to follow demand and geo-demographic patterns. A Voronoi analysis (which provides a decomposition of a metric space determined by distances to a specified discrete set of objects in the space, e.g., by a discrete set of points) was undertaken to determine the spatial distance between each of the halls in the borough. The results are shown in Map 7 below:



**Map 7** – Voronoi Distribution

The map above is a Voronoi diagram which has been created to associate all properties of the borough of Maidstone to their nearest community halls. Any buildings contained within each polygon are nearest to the community hall within that polygon and not any other. A count of the number of properties within each polygon has been carried out and is shown in the colour coded key to the diagram.

Given that a suggested parameter for hall usage is a population of 4,000 (based on a guide from "Neighbourhoods: A Guide for Health, Sustainability and Vitality"), and working on an average property occupation of 2.3, then we can estimate that this equates to 1,700 properties per community hall. The map demonstrates that the majority of halls have a unique local population that is either considerably more or less than the 1,700 optimum. It should be noted that this does not include any measure of demand for community halls within the area, nor the facilities contained within each one and also is not based on a strict measure of distance.

## **Appendix 1**

Table 1: Number of properties within the catchment areas of each community facility

Prop ID	Ward	Type of Catchment Area (urban / rural)	Building Name	No. Buildings in Catchment	Population (catchment x 2.34av. pop)
1	ALLINGTON	U	St Nicholas Church Hall	2805	6563.7
3	ALLINGTON	U	Giddyhorn Lane Pavilion	2754	6444.36
				5559	13008.06
4	BARMING	U	Teston Village Hall	530	1240.2
5	BARMING	U	Barming Parish Hall	636	1488.24
				1166	2728.44
6	BEARSTED	U	Bearsted & Thurnham King George V Memorial Hall	1868	4371.12
7	BEARSTED	U	Women's Institute at Bearsted	947	2215.98
8	BEARSTED	U	Madginford Community Hall	2863	6699.42
9	BEARSTED	U	St Peter's Catholic Community Church	1734	4057.56
10	BEARSTED	U	Holy Cross Church	1280	2995.2
11	BEARSTED	U	Bearsted Methodist Church	1387	3245.58
12	BEARSTED	U	Bearsted & Thurnham Club	1098	2569.32
				11177	26154.18
13	BOUGHTON MONCHELSEA & CHART SUTTON	R	Boughton Monchelsea Village Hall	1167	2730.78
14	BOUGHTON MONCHELSEA & CHART SUTTON	R	Chart Sutton Village Hall	502	1174.68
				1669	3905.46
15	BOXLEY	R	Sandling Village Hall	594	1389.96
17	BOXLEY	R	Bredhurst Village Hall	251	587.34
18	BOXLEY	R	Grove Green Community Centre	2160	5054.4
19	BOXLEY	R	Beechen Hall (Boxley)	1752	4099.68
				4757	11131.38

Prop ID	Ward	Type of Catchment Area (urban / rural)	Building Name	No. Buildings in Catchment	Population (catchment x 2.34av. pop)
21	BRIDGE WARD	U	Allington Baptist Church	3046	7127.64
22	COXHEATH & HUNTON	U	Loose Parish Pavillion	1486	3477.24
23	COXHEATH & HUNTON	R	Hunton Village Hall	285	666.9
24	COXHEATH & HUNTON	R	Coxheath Village Hall	2695	6306.3
25	COXHEATH & HUNTON	R	East Farleigh Womens Institute	1367	3198.78
26	COXHEATH & HUNTON	R	East Farleigh Church Hall	1650	3861
27	COXHEATH & HUNTON	R	Linton Village Hall	1182	2765.88
28	COXHEATH & HUNTON	R	The Scout Hut	2524	5906.16
				11189	26182.26
29	DETLING & THURNHAM	U	Weaving Village Hall	2435	5697.9
30	DETLING & THURNHAM	R	Detling Village Hall	410	959.4
				2845	6657.3
31	DOWNSWOOD & OTHAM	R	Otham Village Hall	2807	6568.38
32	DOWNSWOOD & OTHAM	U	Downswood Community Centre	2104	4923.36
33	DOWNSWOOD & OTHAM	U	Senacre Community Hall	2096	4904.64
34	DOWNSWOOD & OTHAM	U	Reculver Day Centre	2463	5763.42
				9470	22159.8
35	EAST	U	Penenden Heath Social Hall	1430	3346.2
36	EAST	U	St Lukes Church Hall	5709	13359.06
37	EAST	U	Methodist Community Centre	6643	15544.62
38	EAST	U	Vinters Community Centre	2247	5257.98
39	EAST	U	Howard De Walden Centre	5285	12366.9
				21314	49874.76
41	FANT	U	Fant Community Hall	3782	8849.88
42	FANT	U	Vestry Hall	1519	3554.46
				5301	12404.34
43	HARRIETSHAM & LENHAM	R	Lenham Community Centre	1253	2932.02
44	HARRIETSHAM & LENHAM	R	Harrietsham Village Hall	975	2281.5
				2228	5213.52

Prop ID	Ward	Type of Catchment Area (urban / rural)	Building Name	No. Buildings in Catchment	Population (catchment x 2.34av. pop)
45	HEADCORN	R	Headcorn Village Hall	1536	3594.24
46	HEADCORN	R	Grafty Green Village Hall	231	540.54
47	HEADCORN	R	East Sutton (Filmer) Village Hall	385	900.9
48	HEADCORN	R	Ulcombe Village Hall	298	697.32
				2450	5733
49	HEATH	U	Beechwood Community Hall	2741	6413.94
50	HEATH	U	St Andrews Church Hall	3833	8969.22
51	HEATH	U	Barming Village Hall	636	1488.24
				7210	16871.4
52	HIGH STREET	U	Quaker Meeting House	6277	14688.18
53	HIGH STREET	U	Jubilee Resource Hub	5941	13901.94
55	HIGH STREET	U	The Maidstone Baptist Church	6969	16307.46
56	HIGH STREET	U	St Phillips Church Hall	4532	10604.88
57	HIGH STREET	U	Maidstone Community Support Centre	6186	14475.24
58	HIGH STREET	U	Armstrong Hall	3592	8405.28
59	HIGH STREET	U	Dunk Memorial Hall	6440	15069.6
60	HIGH STREET	U	Trinity Foyer	6490	15186.6
61	HIGH STREET	U	Salvation Army Citadel	6723	15731.82
				53150	124371
62	LEEDS	R	Broomfield & Kingswood Village Hall	819	1916.46
63	LEEDS	R	Leeds and Broomfield Village Hall	420	982.8
				1239	2899.26
64	MARDEN & YALDING	R	Laddingford Church Hall	338	790.92
65	MARDEN & YALDING	R	Collier Street Village Hall	265	620.1
66	MARDEN & YALDING	R	Yalding Village Hall	962	2251.08
67	MARDEN & YALDING	R	Marden Memorial Hall	1513	3540.42
68	MARDEN & YALDING	R	Nettlestead Village Hall	553	1294.02
69	MARDEN & YALDING	R	Vestry Hall	4780	11185.2
70	MARDEN & YALDING	R	Marden Working Mens Club	1516	3547.44
71	MARDEN & YALDING	R	Yalding Youth Centre	868	2031.12
				10795	25260.3

Prop ID	Ward	Type of Catchment Area (urban / rural)	Building Name	No. Buildings in Catchment	Population (catchment x 2.34av. pop)
72	NORTH	U	St Faith's Church Hall	2843	6652.62
73	NORTH	U	St Pauls Church Hall	4492	10511.28
74	NORTH	U	Finch Court Day Centre	1854	4338.36
75	NORTH	U	Territorial Army Centre	4523	10583.82
				13712	32086.08
76	NORTH DOWNS	R	The Cardwell Pavilion	410	959.4
77	NORTH DOWNS	R	Frinted Village Hall	134	313.56
78	NORTH DOWNS	R	Stockbury Village Hall	228	533.52
79	NORTH DOWNS	R	Wormshill Village Hall	142	332.28
80	NORTH DOWNS	R	Hollingbourne Village Hall	454	1062.36
				1368	3201.12
81	PARKWOOD	U	Christchurch Hall	3482	8147.88
82	PARKWOOD	U	Heather House (Parkwood)	2415	5651.1
				5897	13798.98
83	SHEPWAY NORTH	U	Grace Community Church	2680	6271.2
84	SHEPWAY NORTH	U	Hilary / Harmony Hall	2396	5606.64
85	SHEPWAY NORTH	U	Shepway Youth and Community centre	3178	7436.52
87	SHEPWAY SOUTH	U	St Martins Church Hall	3656	8555.04
88	SHEPWAY SOUTH	U	The Beacon Church	3579	8374.86
				15489	36244.26
89	SOUTH	U	YMCA Tovil Children's House	4362	10207.08
90	SOUTH	U	Loose Baptist Church	1967	4602.78
91	SOUTH	U	Maidstone Masonic Centre	4379	10246.86
92	SOUTH	U	YMCA Sports Centre Loose	1792	4193.28
				12500	29250
93	STAPLEHURST	R	Staplehurst Village Centre	2494	5835.96
94	STAPLEHURST	R	Cricket and Tennis Club	2089	4888.26
96	STAPLEHURST	R	Scout Centre	2492	5831.28
97	STAPLEHURST	R	Margaret Howard Hall (Chapel Lane Pre-School)	2473	5786.82
				9548	22342.32

Prop ID	Ward	Type of Catchment Area (urban / rural)	Building Name	No. Buildings in Catchment	Population (catchment x 2.34av. pop)
98	SUTTON VALENCE & LANGLEY	R	Langley Village Hall	991	2318.94
99	SUTTON VALENCE & LANGLEY	R	Sutton Valence Village Hall	956	2237.04
				1947	4555.98



# **Maidstone Borough Council**

## **Community Asset Transfer and Expressions of Interest Form**

### **Section 1: Community Asset Transfer**

#### **1. Introduction**

Community Asset Transfer is about giving local people and community groups greater control in the future of their area and their community. If local groups own or manage community buildings, such as community centres or village halls, it can help promote a sense of belonging in the community and bring people from different backgrounds together to work towards a shared goal.

Community ownership can also play a part in raising people's aspirations, in enhancing the local environment and in helping alleviate poverty. The Council is committed to working with community groups and local people to ensure that community asset transfer in Maidstone borough is successful and sustainable in the long-term.

#### **2. Aims of Asset Transfer**

The Council has buildings and land that are used for a variety of social, community and public purposes. For some Council buildings and land, community management and ownership could bring benefits to the local community, benefits for the community-based group and benefits to the Council and other public service providers.

Asset transfer may mean that public assets get used more frequently and more effectively. It may mean that the use of those buildings or land extends the life of that facility. Community-led ownership may also allow additional opportunities for groups to secure extra funding or resources. Where the Council transfers assets to community based groups it will continue to promote public value, including:

- Community empowerment
- Area-wide benefits
- Building the capacity of, and encouraging a sustainable third sector
- Economic development and economic well-being
- Social enterprise and social well-being
- Environmental improvements and environmental well-being
- Improvements to public services
- Value for money

#### **3. Who can express interest?**

Expressions of interest will be welcomed from community and voluntary sector groups. Appropriate groups may be area-based, based around particular social groups or have some other shared interest. Ideally, applicants should meet the following criteria:

- They must be community-led, with strong links to the local community. Local people must be able to control the organisation's decision making processes
- Their primary purpose must be non-commercial and they must have an understanding of the activities they wish to deliver
- They must demonstrate good governance by operating through open and accountable processes, with clear management and financial systems
- They must be open to and demonstrate an inclusive approach to members of the community

They should also:

- Have the skills and capacity to effectively deliver services and manage the asset to be transferred and/or have access to the necessary skills and capacity or
- Be aware of any need to build capacity within their organisation and demonstrate how they intend to do this, perhaps by working with the Council or other partners.

#### **4. Assessment of Expression of Interest**

The assessment process will require applicants to provide information to enable the Council to assess how they satisfy the criteria. Groups applying will need to provide information about the following as part of their application:

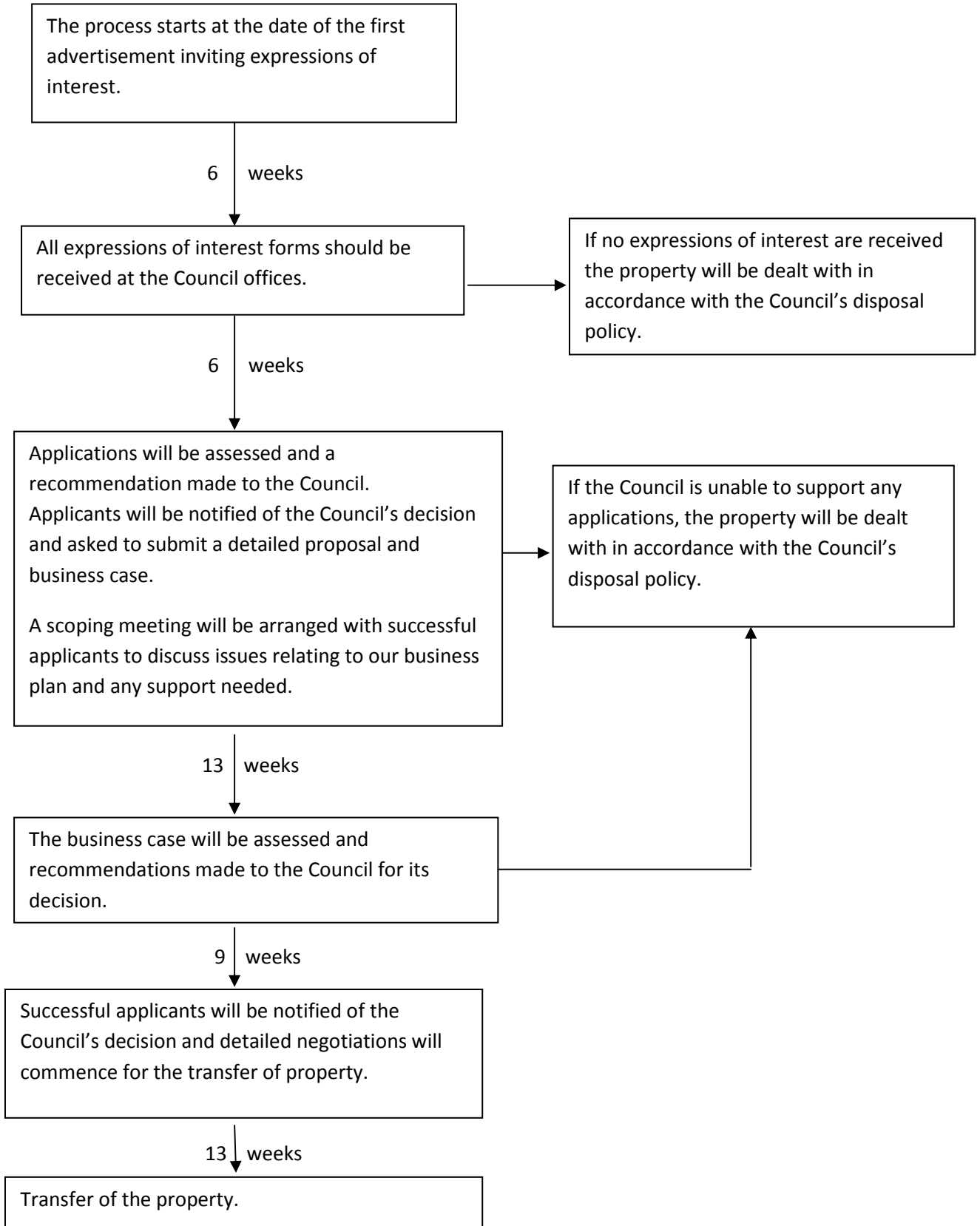
- Proposals for the use and maintenance of the asset
- Benefits - to the Council, the community and to the group applying
- Capacity of the group to manage the asset
- A robust business plan
- Type of key terms of transfer sought
- Capacity-building plan, where appropriate, and how this will be delivered
- Liabilities and how these will be addressed

Any applications received will be evaluated on the basis of the responses given in the expression of interest form.

#### **5. Conclusion**

The Council is determined that the concept of community asset transfer will be successful in the Maidstone borough and is committed to providing guidance and support to help applicants through the transfer process. In addition, the Council accepts that in respect of some buildings, it may need to consider addressing essential repairs ahead of transfer.

**6. Community Asset Transfer process have legal/procurement seen and commented on this?**



## **7. Some things to think about**

This document is intended to be a guide for any voluntary and community organisations that are thinking of seeking a Community Asset Transfer. It is intended to help organisations to think through the implications and responsibilities before making a decision about managing a building or land.

*What is the purpose of your organisation?*

It is important that you are clear about your terms and objectives and the activities you want to deliver, to assess whether your proposal meets the objectives of Community Asset Transfer and that it makes the best use of the space available.

*Do you know what other activities are going on in your area?*

It is important to ensure that there is both a need and demand for the activities you are planning and whether this is currently being addressed by another organisation. If another organisation is delivering similar activities in the area, it doesn't mean that there is not still demand or unmet need, but it is still important to establish this. By finding out about another organisation in your area, you may find useful links and sources of support. You should fully explore opportunities for co-location/shared facilities with other similar minded organisations in considering requests for asset transfer.

*Can you afford to run a building, play area, open space etc.*

Have you thought through the costs of running a building, play area, open space etc.? Please refer to the financial issues for the likely sources of outgoings.

*What are the other options?*

Having considered the points overleaf, it is also worth looking at other options e.g. would it be more practical to share a building with another organisation or rent a room for specific periods.

## **8. Practicalities Checklist**

Once you have decided in principle to pursue Community Asset Transfer you then need to consider some of the practicalities. It is important that you write a business plan outlining your aims and objectives, and demonstrating that your organisation is prepared to take on the responsibilities of buying or renting premises/land. A written plan should include:

*Financial Issues*

The plan should include a financial plan, outlining the funding for your organisation and how you will meet the outgoing costs for the premises or land. These may include:

- Rates
- Utilities - electricity, telephone bills, water etc.
- Insurance - building, contents and public liability.
- Repairs - potentially both major and minor. The condition of the property will be established prior to transfer, the maintenance thereafter will be the responsibility of your organisation.
- Staff e.g. cleaning and caretaking
- Security
- Administration
- Potential alterations and/or adaptations
- Land management
- Maintenance
- Health and Safety

You will need to ensure that you have considered all the various costs and have funding in place to meet them. You will also need to think about costs/charges for advising on the lease documents and the heads of terms mention other documents relating to land.

Further financial considerations include sustainability and forward planning i.e. whether you have the funding to enable you to sustain the project and premises in the future. For example, if you are relying on a source of funding that comes to an end in the next six months, what are your plans/provisions for securing funding after this period.

### *Management Structure*

Acquiring a property or land is a major commitment for community groups, which involves considerable responsibilities and should not be underestimated. One of the key considerations should be whether occupying a building or land will enhance your ability to achieve the aims and objectives of your organisation or in reality mean that you have less time to focus on your core activities.

You need to ensure that you have a clear management structure and have thought out how premises will be managed on a day to day basis, in addition to how the premises or land will be financed, usage and so on. This will include key questions such as:

- Do you have a clear constitution and established management committee?
- Have you got a clear process for making decisions in relation to the building e.g. who will be responsible for room bookings, site problems, compliance with legal issues such as Health and Safety, and so on.
- Have you considered who will be responsible for maintenance? caretaking and cleaning responsibilities?
- Who will take responsibility for managing payments for utility bills, rates and so on?

### *Legal Issues*

You need to ensure that your organisation has the capacity to meet the legal requirements in respect of property management. Examples of some of the legislation that impacts on buildings and premises can be found on the table below.

<b>Statute or Regulation</b>	
Health and Safety at Work Act 1974 and subsequent regulations.	Public Liability Insurance; Health and Safety policy and procedures; Risk Assessment for fire and other risks; Fire Safety Certificate; Employers Liability Insurance
Fire Precautions Act 1971 and subsequent regulations	Public Liability Insurance; Risk Assessment for fire and other risks; Security of Premises
Occupiers Liability Act 1957	Need for clarity for type of tenure and what rights or duties you may have
Landlord and Tenant Act 1954	If buying premises on a mortgage, you will need appropriate financial advice and survey in writing from a suitably qualified person
Charities Act 1993	Need for appropriate planning permission
Town and Country Planning Act 1990 and regulations	Disability Audit; making reasonable adjustments to ensure goods, premises or services accessible in respect of a wide range of disabilities
Disability Discrimination Act 1995 and code of practice on goods, services and premises	Building regulations cover new buildings, extensions and renovations
Building Act 1994 and subsequent regulations	

## Section 2: Expression of Interest Form

All information provided will be treated confidentially.

**1. Name of Asset:** \_\_\_\_\_

**2. Your Details:** \_\_\_\_\_

Name of Organisation/Group: \_\_\_\_\_

Contact details: \_\_\_\_\_

Name of contact: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_

Email address: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Mobile number: \_\_\_\_\_

### 3. WHAT TYPE OF ORGANISATION/GROUP ARE YOU? (please tick all boxes that apply)

Partnership       Constituted Group

Company Limited by Guarantee       Newly formed group for asset transfer

Charity       Voluntary organisation

Community Interest Company       Other (please state \_\_\_\_\_)

Public Sector       \_\_\_\_\_

### 4. WHAT YEAR WERE YOU FORMED? \_\_\_\_\_

(If you have a current business plan, please attach it to this expression of interest form.)

**5. WHAT SKILLS DOES YOUR GROUP/ ORGANISATION HAVE?**

<b>SKILLS</b>	<b>YES/NO</b>	<b>IF'YES', PLEASE GIVE FURTHER DETAILS</b>
<b>Management</b>		
<b>Financial Management</b>		
<b>Marketing</b>		
<b>Community Knowledge</b>		
<b>Partnership Working</b>		
<b>Managing assets</b>		
<b>Human Resources</b>		
<b>Business Planning</b>		
<b>Legal</b>		
<b>Fund Raising</b>		

**6. TO WHAT RESOURCES DOES YOUR GROUP/ORGANISATION HAVE ACCESS?**

<b>RESOURCES</b>	<b>YES/NO</b>	<b>IF'YES', PLEASE GIVE FURTHER DETAILS</b>
<b>Financial (own)</b>		
<b>Financial (Grant sources)</b>		
<b>People</b>		
<b>Time</b>		
<b>Capital</b>		
<b>Revenue</b>		

**7. DESCRIBE IN NO MORE THAN 500 WORDS WHY YOU ARE INTERESTED IN THE ASSET AND WHAT YOUR PROPOSALS ARE FOR IT.**



**8. HOW WILL THE COMMUNITY BENEFIT FROM THE PROPOSAL?**

<b>COMMUNITY BENEFITS</b>	<b>YES/NO</b>	<b>IF 'YES', PLEASE GIVE FURTHER DETAILS</b>
<b>Will your proposal enable access by all members of the community?</b>		
<b>Will your proposal maintain an existing service or activity in the local community?</b>		
<b>Will your proposal create a new service or activity in the local community?</b>		
<b>Will your proposal have wider community benefits?</b>		
<b>Will your proposal create opportunities for local organisations to work together?</b>		
<b>Will your proposal bring additional financial investment into the area (eg through grants unavailable to the Council)?</b>		

SIGNATURE: \_\_\_\_\_

NAME: (PRINT) \_\_\_\_\_

POSITION IN ORGANISATION: \_\_\_\_\_

DATE: \_\_\_\_\_

**PLEASE RETURN TO:**

Robin Harris  
 Corporate Law and Legal  
 Maidstone Borough Council, Maidstone House  
 King Street, Maidstone, Kent ME15 6JQ  
 E-mail: robinharris@maidstone.gov.uk

# Recommendations for remodelling Community Halls in Maidstone Borough Council ownership October 2012

Report prepared by: Sarah Robson

## 1. Purpose of the report

In late 2010, Maidstone Borough Council undertook an audit to assess community hall provision in the Maidstone borough. Based on the audit's findings, this report makes recommendations, where appropriate, to remodel the existing provision of community halls managed by the Borough Council based upon community need.

## 2. Halls in Council ownership

The Borough Council owns a number of community hall buildings, but currently only operates 2 halls in the borough, which are:

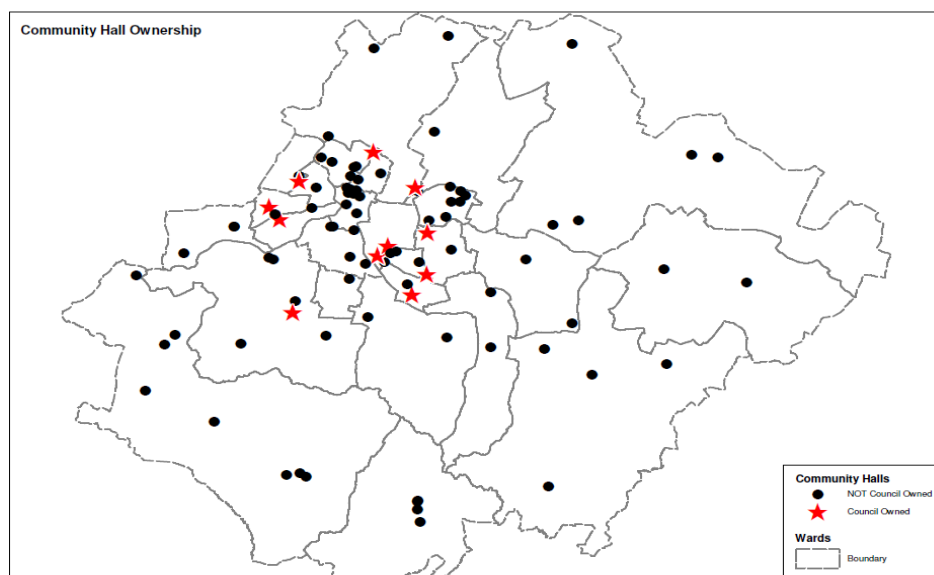
- Fant Hall
- Heather House

The Borough Council does not own any halls in the rural areas, which are generally operated through parish councils, trusts or privately. In relation to the other halls the Borough owns, but are currently leased to community organisations, these are set out below.

- Beechwood Hall
- Downswood Community Centre
- Dunk Memorial Hall
- Giddyhorn Lane Pavilion
- Grove Green Community Centre
- Penenden Heath Social Hall
- Shepway Youth and Community Centre
- Switch Youth Cafe

The majority of these halls are either leased in perpetuity or have long periods left in their respective leases, apart from Giddyhorn Lane, which has four years left. Council owned community halls are shown on map 1 below:

**Map 1 – Community Hall ownership**



### 3. Recommendations for remodelling halls in Council ownership

Asset transfer can help give local people and community groups greater control of their area and their community. However, the Borough Council would need to consider a community hall's perpetual use for the benefit of the community if it does follow the asset transfer route. Grassroots organisations can lack the resources to tackle the asset transfer process. Therefore it is essential to consider other transfer models, including long-term leases or peppercorn rent, which promote community empowerment for local organisations, but provide the Borough Council with the benefit of being able to monitor and ensure a community hall's ongoing usage for the community's benefit.

Long-term leases provide the Council with the opportunity to retain the financial asset of both property and land, whilst ensuring the community facility is utilised and maintained. The Council may then at a later date decide to either dispose of the asset or asset transfer. It is recommended that a long-term lease is offered at a minimum of 25 years, to ensure the leaseholder can apply for both capital and revenue external funding.

#### **Fant Community Hall**

Since February 2008, Fant Community Hall in Barming has been operated by the Fant Hall Trust, a registered charity, with no rental fee.

The hall is open 7 days per week and its primary function is the provision of a space for general community activities and private hires, including meetings, parties, mother and toddler groups, pre-school nursery and crèche, fitness classes, dance classes and NHS baby clinics. It also serves as a dedicated polling station.

The current lease arrangement requires Maidstone Borough Council to maintain, repair and insure the property. Maidstone Borough Council undertakes a Schedule of Condition of the property every five years. The hall was built in the early 1960's to serve the local community. The deeds state the property does not have to remain a community hall facility and can be used or developed for other purposes, However, the limited plot size significantly reduces its development potential and would not serve as an appropriate as a development site. The Trust has made a number of improvements to the property, including new flooring (which the Borough Council contributed 50% of the costs) and kitchen and toilet facilities. The accommodation is currently in a good standard of condition.

The Trust is responsible for the day to day operational management of the hall as a community facility, including bookings, payments, opening and closing and cleaning.

**Recommendation:** The trustees have expressed a wish to extend their lease arrangement on a long-term lease, which would then permit the Trust to apply for local and national funding streams to develop its existing community programme.

The majority of village halls in England have model trust deeds set out in standards documents produced by Action for Communities in Rural England (ACRE). The Model B1 lease which is proposed is a national model devised and recommended by ACRE in respect of village halls leased under a freehold. While the surrounding area of Fant Hall is not a village, it is considered that the hall will fulfil the same purpose within its local community and therefore the Model B1 lease will be the correct model to apply in this case.

Consistent with the Model B1 lease, in return for a peppercorn rent of £175 per annum and a 25 year lease, responsibility for repair and maintenance of the building, utility bills and relevant insurances would become the responsibility of the leases. Usage of the building would be as a "not for profit" community hall. The lease will need to ensure the Fant Hall Trust retains its charitable status for the duration of the lease. The lease must state that the hall is designated as being for

community purposes only. The Fant Hall Trust must use the property for the use and benefit of the community local to the property and not for any other purpose.

It is therefore recommended that the lease is extended from February 2012 for a further 25 years, with the Trust taking full responsibility for the property's utilities, maintenance, repairs and relevant insurance. Maidstone Borough Council will charge a peppercorn rent of £175 per annum to support the Schedule of Condition to be undertaken for the property every five years. The proposed lease agreement will reflect that Fant Hall will remain a designated polling station for the Borough Council.

### **Heather House**

Heather House in Park Wood is currently operated by the Fusion Healthy Living Centre, a registered charity. Maidstone Borough Council currently receives 70% of Heather House's rental income.

The hall is open 7 days per week and used for a variety of regular community and private hires, including meetings, parties, mother and toddler groups, fitness classes, sports clubs and community groups.

The current lease arrangement requires Maidstone Borough Council to maintain, repair and insure the property and pay utilities. Maidstone Borough Council undertakes a Schedule of Condition of the property every five years. The hall was built in the early 1960's to serve the local community. The accommodation is currently in a fair standard of condition. However it should be noted that the existing roof contains asbestos, which is prone to leaks. To replace or over-roof the existing asbestos cement sheeting is expensive, around £75,000 and a specialist contractor would need to be appointed to oversee any work.

The Trust is responsible for the day to day operational management of the hall as a community facility, including bookings and payments. The Trust oversees the caretaker (employed by Maidstone Borough Council) responsible for opening and closing and cleaning.

**Recommendation:** Fusion has expressed a wish for a longer-term lease, which would then allow them to apply for capital and revenue funding through local and national funding streams.

Fusion's main funder is currently the Primary Care Trust, which due to the national changes to the health service, will cease to exist from April 2013. It is therefore currently unclear what arrangements Fusion HLC will have from April 2013, and as such careful consideration needs to be given to the long-term management of Heather House.

It is recommended that Fusion's lease is extended for one further year up to April 2013, whilst their funding arrangements are being finalized and future options can be discussed and agreed. Going forward, Heather House may benefit from the asset transfer route, with the lease being tendered through the Council's procurement process. The asset transfer route can then be explored as an option, as well as a long-term lease extension.

It needs to be noted that the current caretaker for Heather House is under the employment of Maidstone Borough Council. Under any new contract (e.g. long-term lease or asset transfer), the caretaker should become the responsibility of the lease holder or owner. The existing post holder will be eligible for redundancy from Maidstone Borough Council or could be TUPE'd over to the new management.

The table below details the maintenance costs associated with each hall between 1 April 2011 to 31 March 2012. It should be noted that whilst the planned maintenance costs are relatively low, the reactive maintenance is significantly higher in most cases.

<b>Community Hall</b>	<b>Reactive Maintenance</b>	<b>Planned Maintenance</b>	<b>Fire Risk Assessment</b>	<b>Fire Extinguisher Servicing</b>
Heather House	£15,086.16	£3,869.72	£150.00	£100.00
Fant Hall	£3,098.13	£2,260.00	£150.00	£50.00

Proposed works for 2012 to 2013, include approximately £44,000 for the external redecoration and the sealing of an asbestos cement sheet roof at Heather House and approximately £28,000 to replace the heating system and sealing the asbestos cement roof at Fant Hall.

### **Giddyhorn Lane Pavilion**

Giddyhorn Lane Pavilion in Allington was leased to the trustees of Poplar Pre-School, a registered charity, in 2000 on a 15-year lease at an annual rental fee of £6,000, which is collected via the Borough Council's Property Services team.

The pre-school accepts children between the ages of 2½ and starting school into its two halls, running morning and afternoon sessions between Monday to Friday. The school offers an essential benefit to the local community being the only pre-school facility in the Poplar Grove area with places consistently oversubscribed. At its last OFSTED inspection it was graded outstanding in all areas.

The lease arrangement requires the tenant to maintain and repair the property, but there are no obligations to improve. Maidstone Borough Council undertakes a Schedule of Condition of the property every five years. The accommodation is currently in a good standard of condition.

The Poplar Pre-School Trust is responsible for the day to day operational management of the property as a community facility, including bookings, payments, opening and closing and cleaning. Maidstone Borough Council is responsible for the property's insurance.

**Recommendation:** The current lease expires in 2015. The trustees have expressed a wish to extend their current lease arrangement on a long-term lease. It is therefore recommended that the Poplar Pre-School is offered a 25 year lease, maintaining a fixed annual rental fee of £6,000.

# Agenda Item 9

## **MAIDSTONE BOROUGH COUNCIL**

### **COMMUNITIES OVERVIEW AND SCRUTINY COMMITTEE**

**15 JANUARY 2013**

### **REPORT OF THE HEAD OF HOUSING AND COMMUNITY SERVICES**

**Report prepared by Sarah Robson**

#### **1. Maidstone Community Safety Partnership Plan 2013 - 2018**

##### 1.1 Key Issue for Decision

1.1.1 The Cabinet Member is asked to endorse the new Maidstone Community Safety Partnership Plan 2013 – 2018.

##### 1.2 Recommendation of the Head of Housing and Community Services

1.2.1 As part of the consultation period for the Maidstone Community Safety Partnership Plan 2013 – 2018, that the Overview and Scrutiny Committee review the report and where appropriate make recommendations and provide approval.

##### 1.3 Reasons for Recommendation

1.3.1 The Plan is based on robust evidence and places Maidstone in a stronger position as we prepare for the election of a Police and Crime Commissioner in November 2012.

1.3.2 The Maidstone Community Safety Partnership Plan 2013 – 2018 will be delivered by the Community Partnerships unit, which incorporates the Community Safety and Community Development teams, alongside statutory partners, including Kent Police, Kent County Council, Kent Fire and Rescue Service and Kent Probation.

1.3.3 The Maidstone Community Safety Partnership Plan 2013 – 2018 provides a strategic framework to deliver the priorities, which have been reviewed and determined using evidenced based information, including comparative county-wide performance, through the annual Strategic Assessment. The Plan will focus on the following strategic priorities:

- Antisocial behaviour
- Domestic Abuse
- Reducing reoffending

- Road safety (killed or seriously injured)
- Substance misuse

#### 1.4 Alternative Action and why not Recommended

1.4.1 Because the Plan focuses on the role of one unit within the council, there is an argument that consultation with partners or the public isn't strictly necessary. However, as a partnership plan, it will contribute towards the Council's statutory requirement to reduce crime under Section 17 Crime & Disorder Act and will have a high profile. The Plan is an enabling one, co-ordinating the work of a range of partners to benefit residents and as such it is essential that partners have the opportunity to understand and comment on the approach being developed by the Council and its partners. Finally, it is essential that the public has the opportunity to consider and comment on the approach being promoted by the Council as they are the key partners and beneficiaries of the work of the team.

#### 1.5 Impact on Corporate Objectives

1.5.1 The Community Safety Partnership Plan will contribute to the delivery of the Strategic Plan priorities; For Maidstone to be a decent place to live and Corporate and Customer Excellence. In addition, the Community Safety Partnership Plan supports the delivery of two out of three cross cutting objectives within the Borough Council's Community Development Strategy; Tackling Disadvantage and Building Stronger Communities.

#### 1.6 Risk Management

1.6.1 Risks associated with delivery against the strategic priorities within the Plan will be managed by the Safer Maidstone Partnership and the individual agencies that make up the partnership.

#### 1.7 Other Implications

##### 1.7.1

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

- 7. Human Rights Act
- 8. Procurement
- 9. Asset Management


1.7.2 Financial – Maidstone received its last Community Safety Grant allocation directly from the Home Office in early 2012/13, this reduced amount of £45,380, was more than half of its previous allocation, and has been allocated by the Safety Maidstone Partnership to identified areas of need. From 2013/14, all Community Safety Grant funding will be allocated directly to the new Police and Crime Commissioner (PCC) who will be able to use this money to target their identified priorities and support the ongoing delivery of the Crime Plans. Maidstone has prepared for the arrival of the new PCC by evidencing and demonstrating its ongoing successes in order to attract PCC funding and support, it is unknown at this time how successful this will be and the level of funding that will be allocated. However, the plans and strategies detailed within the plan cover a wide range of services provided by the Council and partner agencies with the majority of activity being either mainstream funded or funded via other grants or allocations not directly allocated to community safety. As such even in the uncertain world created by the arrival of the PCC, delivery against the plan can still continue albeit this may be more challenging in the future. It is also important to note that this plan will be refreshed again next year and will reflect any changes following the introduction of the PCC.

1.7.3 Staffing – The priorities within the Plan cross cut the agencies that make up the Safer Maidstone Partnership. Delivery against the priorities will be via mainstream activity and any grant funding that the borough is able to secure, including this year’s Community Safety Grant allocation.

1.7.4 Legal – Sections 5 to 7 of the Crime and Disorder Act 1998 (the 1998 Act), headed “Crime and Disorder Strategies”, require “responsible authorities” to comply with section 6 of the 1998 Act which states that “responsible authorities” shall formulate and implement;

- a) A strategy for the reduction of crime and disorder in the area; and
  - b) A strategy for combating the misuse of drugs, alcohol and other substances in the area; and
  - c) A strategy for the reduction of re-offending in the area.
- By virtue of section 5(1)(a) of the 1998 Act, the Council is the “responsible authority”.



By completing an annually refreshed its Community Safety Plan based on the findings of a comprehensive Strategic Assessment, Maidstone is fulfilling its statutory requirement.

1.7.5 Equality implications – The benefits of delivery against the plan will apply across the Maidstone borough, although by adopting an evidence based approach more benefit should be felt in areas where identified problems are greatest.

1.7.6 Community Safety – The Community Safety team has been brought under the reporting line of the Community Partnerships unit, with reduced number of staff. The focus will be strongly on preventative work while continuing to be co-located and working closely in partnership with the police and other community safety related partners.

## 1.8 Conclusions

1.8.1 The plan has been subject to widespread consultation with the agencies that make up the Safer Maidstone Partnership. The Plan was approved by the Safer Maidstone Partnership in June 2012. Further public consultation will be undertaken in September 2012. The Plan will need to be updated in December 2012 to reflect the arrival of the new PCC, with final endorsement of the Plan by full Cabinet being sought in early 2013.

## 1.9 Relevant Documents

### 1.9.1 Appendices

Appendix A – Community Safety Partnership Plan 2013-18

### 1.9.2 Background Documents

Strategic Assessment 2012-13

**IS THIS A KEY DECISION REPORT?**

Yes

No

If yes, when did it first appear in the Forward Plan?

.....

This is a Key Decision because:

.....

Wards/Parishes affected: ...All wards and parishes.....

.....

**How to Comment**

Should you have any comments on the issue that is being considered please contact either the relevant Officer or the Member of the Executive who will be taking the decision.

Cllr John A Wilson

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# DRAFT

## Safer Maidstone Partnership

### Community Safety Partnership Plan 2013–2018

#### 'Delivering Safer Communities'

### 1. Introduction

1.1 The Maidstone Community Safety Partnership (CSP) was formed as a result of the Crime and Disorder Act 1998, which required local councils, police and other agencies to set up Crime and Disorder Reductions Partnerships (CDRPs) and to work together to tackle local crime problems. The Maidstone CSP is made up of Responsible Authorities (those bodies for whom membership of the CSP is a statutory obligation) and voluntary members.

Responsible Authorities			
Maidstone Borough Council	Kent County Council	Kent Police	Kent Police Authority*
Kent Fire and Rescue Service	Kent Probation Service	West Kent NHS Primary Care Trust	

\*Until November 2012

### 2. Background

2.1 The Maidstone Community Safety Plan 2013-18 is a rolling five year document, which highlights how the CSP plans to tackle community safety issues that matter to the local community. This plan is revised on an annual basis, through reviewing information provided from a wide range of organisations in a strategic assessment, to ensure that current issues can be taken into account into the activities undertaken by the CSP. The Plan will seek to promote a more holistic approach, with a greater emphasis on prevention and harm reduction. For example, the harm done by alcohol has far reaching consequences that go beyond potential disorder and violence in the night-time economy; the implications for health and wellbeing have also to be taken into account; with their longer term implications.

### 3. Priorities

3.1 The strategic assessment document that has been produced for 2011/12 provides a crime overview of Maidstone Borough highlighting the issues that are of most importance to our communities and enables the CSP to identify emerging trends and plan actions to tackle these issues. From the available data and analysis, five key priorities have been agreed and are reflected in the SMP Partnership Plan.

The priorities are:

- **Antisocial behavior**  
To work to reduce incidents of rowdy nuisance behaviour; fly-tipping; and noise; and to reduce the perception of the local community that believe ASB is a large problem in their local area, with emphasis on noisy neighbours.
- **Domestic abuse**  
Work to reduce repeat victimisation of domestic abuse victims and to ensure effective services are in place to support and meet the needs of victims.
- **Reducing reoffending**  
Work to embed the responsibility of reducing re-offending across all agencies for all age groups, including awareness raising of existing services and activities. Work will be targeted around known reasons for people to offend, included education, training and employment as well as addressing housing needs.
- **Road safety**  
To continue multi-agency work promoting road safety awareness to reduce the number of people killed or seriously injured on the roads.
- **Substance misuse**  
To continue multi-agency work to reduce the impact of drug and alcohol misuse on individuals and the local community, including drunken behaviour, binge and underage drinking.

### 3.2 How we are going to tackle these issues

The CSP has created an action plan detailing how each priority will be addressed, which is shown in the action plan (see item 6). These activities range from revising current processes to ensuring that services are delivered as effectively as possible, creating value for money and also commissioning new services and projects in areas of need. The CSP is committed to achieving these priorities and has set targets against what we are planning to achieve, shown in item 7.

### 3.3 Priority leads

Lead officers for each of the priorities have been identified as set out below and have the responsibility for developing and delivering, with partners, the action plans to deliver the Maidstone borough priorities. The leads will also act as a champion for the designated priority and provide regular progress updates for the Safer Maidstone Partnership, the Maidstone Locality Board and the borough council's Overview and Scrutiny Committee as required. They will be supported by secondary lead officers who will be responsible for individual actions within each plan.

<b>Priority</b>	<b>Lead Officer/Agency</b>
<b>Antisocial behaviour</b>	Stefan Martin, Kent Police
<b>Domestic abuse</b>	Ian Park, Maidstone Domestic Violence Forum
<b>Substance misuse</b>	Angela Painter, The Kenward Trust
<b>Reducing re-offending</b>	Inspector Simon Alland, Kent Police
<b>Road safety (killed or seriously injured)</b>	Nick Silvester, Kent Fire and Rescue Service

## **4. Organisational changes – a local overview**

### **4.1 Safer Maidstone Partnership (SMP)**

In 2010, the Improvement and Development Agency for Local Government (IDeA) undertook a peer review of the SMP, the crime and disorder reduction partnership for the Maidstone borough. As a result of the review and its recommendations and to ensure compliance with Section 17 of the Crime and Disorder Act 1998 which directs that we must have community safety embedded into our planning, our policy and our operational day-to-day activity, the SMP structure was revised to ensure that there is a more robust intelligence-led business process.

The SMP brings together people from local government, the NHS, the police, the fire service, probation, local businesses, housing providers and voluntary and community organisations to work as a team to tackle issues such as crime, education, health, housing, unemployment and the environment in Maidstone Borough. SMP membership is made up of the public sector agencies (Kent County Council, Maidstone Borough Council, Kent Police, Kent Police Authority, NHS, Kent Fire and Rescue Service, KDAAT, Kent Probation Service and Maidstone Prison) and also incorporates members from other key partners including Maidstone Mediation, The Kenward Trust, Golding Homes and Town Centre Management. The SMP is chaired by Martin Adams, Area Manager for the Kent Fire and Rescue Service.

### **4.2 Community Safety Unit**

The Maidstone Community Safety Unit (CSU) continues to grow. In recent months, existing Borough Council and Kent Police staff have been joined by partners from Kent Community Wardens, Trading Standards and local Registered Providers, such as Golding Homes. In the coming months other partners including the Integrated Offender Management Unit will also be based with the CSU. Increasing the range of partners working as part of the CSU is a key priority to ensure community safety related issues are tackled holistically.

### **4.3 Kent Police**

As part of the force's modernisation programme, changes have been made to the command of the new policing divisions. Three policing divisions, **East**, **West** and **North**, have replaced the previous six areas. This has seen a shift of some of the current area commanders to new posts within the organisation's new structure, and marks a slimming-down of management posts across the force. Local policing is at the heart of the new model and there has been a significant increase in neighbourhood constables and sergeants across the county.

### **4.4 Police and Crime Commissioner**

In November 2012, Ann Barnes was chosen as the first Police and Crime Commissioner (PCC) for Kent and will be accountable for how crime is tackled in the police force area. The new PCC will aim to cut crime and deliver an effective and efficient police service within Kent. The role provides stronger and more transparent accountability of the police, ensuring community needs are effectively met and local relationships improved through building confidence and restoring trust. The PCC will work in partnership across a range of agencies at local and national level to ensure there is a unified approach to preventing and reducing crime.

## 5. The Kent County Perspective

5.1 The Kent Community Safety Agreement is an amalgamation of the strategic assessments undertaken annually by the local Community Safety Partnerships (CSPs) across Kent. The common issues and priorities from these assessments have been identified and key stakeholders consulted to identify any potential gaps and cross-cutting themes for inclusion in the agreement. The following priorities have been identified for 2011/12 as those with the potential to benefit from being supported at a county level, with the cross-cutting themes to be addressed within each priority:

PRIORITIES	
Anti-social behaviour including environmental	Domestic Abuse
Substance Misuse	Acquisitive crime (i.e. thefts/shoplifting)
Violent Crime	Road Safety
CROSS-CUTTING THEMES	Early Intervention, Prevention & Education
	Priority Neighbourhoods / Geographic Focus
	Vulnerable Households & Individuals
	Safeguarding Children & Young People
	Reducing Re-Offending

## 6. Maidstone Community Safety Partnership Action Plan

The Action Plan sets out a series of actions through which the priorities supporting the CSP Plan will be delivered for the period 2013–2018. The Action Plan makes clear arguments for building stronger and safer communities in Maidstone, with the actions identified against each priority supporting the overarching aim to reduce crime and disorder and its impacts. The plan will be reviewed annually to allow for new projects and priorities to be added.

<b>Priority 1: Antisocial behaviour</b>	<b>Action</b>	<b>Anticipated Outcomes</b>	<b>Lead Agency</b>
<b>To work to reduce incidents of rowdy nuisance behaviour; fly-tipping; and noise; and to reduce the perception of the local community that believe ASB is a large problem in their local area, with emphasis on noisy neighbours.</b>	Identification of ASB hotspots and multi-agency tasking through the weekly CSP Partnership Tasking and Action Group meeting and monthly ASB meeting.	Reduction in reported ASB across the borough. Quicker targeted response to priorities for CSP. Support for at-risk families through Progress Programme referrals process.	Maidstone Community Safety Unit (CSU)
	Work to address high perceptions of ASB in the borough, in particular in relation to noisy neighbours through activities such as Noise Week, Love Where You Live and Fly tipping poster campaign.	Reduced percentage of community who consider there is a high level of ASB. Increased awareness of work undertaken to tackle ASB.	Maidstone CSU
	Review current mobile camera deployment and provision.	Targeted action to tackle ASB issues.	Maidstone CSU
	Ensure Section 106 contributions are secured to ensure appropriate crime prevention measures are considered at the earlier stage of the design process.	More effective service through co-ordination of existing resources.	Maidstone CSU
	Ensure Section 106 contributions are secured to ensure appropriate crime prevention measures are considered at the earlier stage of the design process.	Reduction and prevention of ASB and crime in new developments.	Maidstone CSU and MBC Planning

<b>Priority 2: Domestic abuse</b>	<b>Action</b>	<b>Anticipated Outcomes</b>	<b>Lead Agency</b>
70	Support the development and implementation of a Maidstone Domestic Abuse Action Plan to support the CSP Plan.	Increased access to information for agencies, victims, families and friends; improvement of agency links to DV Forum; improved referral routes; improved awareness and access to services for adults, children and teenage victims.	Maidstone Domestic Violence Forum
	Support the continuation of a One-Stop Shop to increase support to victims.	Improved awareness and access to services for adults, children and teenage victims.	K-dash
	Support the Specialist Domestic Violence Court and the work of the Independent Domestic Violence Advisors.	Increased number of domestic abuse cases seen at Court.	HM Court Services
	Continuation of the Multi-Agency Risk Assessment Conference (MARAC) in Maidstone.	Increased referrals from wider range of agencies. Support to high risk victims of domestic abuse.	Maidstone Domestic Violence Forum

<b>Priority 3: Reducing reoffending</b>	<b>Action</b>	<b>Anticipated Outcomes</b>	<b>Lead Agency</b>
<b>Work to embed the responsibility of reducing re-offending across all agencies for all age groups, including awareness raising of existing services and activities. Work will be targeted around known reasons for people to offend, included education, training and employment as well as addressing housing needs.</b>	Undertake awareness raising activities to highlight statutory agencies responsibilities to tackle reducing re-offending and to raise awareness of existing work to tackle offending.	Reduced re-offending across all groups.  Increased number of project suggestions for unpaid work schemes through Probation, YOS and HMPS.	SMP Reducing Re-offending sub-group  SMP Reducing Re-offending sub-group



<b>Priority 4: Road safety - killed or seriously injured (KSI)</b>	<b>Action</b>	<b>Anticipated Outcomes</b>	<b>Lead Agency</b>
<b>To continue multi-agency work promoting road safety awareness to reduce the number of people killed or seriously injured on the roads.</b>	Deliver road safety education programmes (e.g. RUSH, Car'nage) delivered in schools, colleges and community groups in the borough.	Reduced road fatalities and serious injury caused by young drivers and drivers of two-wheeled vehicles.	Kent Fire and Rescue Service
	Focus campaigns on discouraging drink driving and using mobile phones.	Reduced road fatalities and serious injury caused by drinking drive and mobile phone use.	Kent Council Council
	Engage with the business community (which often includes young drivers) through the Driving Business Safely Campaign	Reduced road fatalities and serious injury caused by speeding and careless driving.	SMP Road Safety (KSI) sub-group

<b>Priority 5: Substance misuse</b>	<b>Action</b>	<b>Anticipated Outcomes</b>	<b>Lead Agency</b>
<b>Continue multi-agency work to reduce the impact of drug and alcohol misuse on individuals and the local community, including drunken behaviour, binge and underage drinking.</b>	Raise awareness and implement activities as part of a 2-year Alcohol Action Plan supporting the Don't Abuse the Booze project.	Reduction in underage drinking across Maidstone. Raised young people's awareness of the dangers of drugs and alcohol.	SMP Substance Misuse sub-group
	Directed operations and supervision to be undertaken to ensure that licensed premises are well run.	Reduced impact on the local community and individuals as a result of alcohol misuse. Reduced underage sales through licensed premises.	MBC Licensing/Trading Standards
	Engage with licensees through the Night-time Economy Forum and call ins to licensed premises.	Reduced impact on the local community and individuals as a result of alcohol misuse.	MBC Licensing
	Provide a reassuring presence in the night-time economy	Improved promotion of responsible drinking messages within licensed premises. Improved perceptions around safety in the night-time economy.	Urban Blue/Street Pastors

	<p>Launch a Directory of Substance Misuse and poster campaign.</p> <p>Increase multi-agency street outreach through CRI and other providers.</p>	<p>Increased access to information for agencies and service users.</p> <p>Increased number of people accessing and completing treatment for substance misuse.</p>	<p>Maidstone CSU</p> <p>CRI</p>
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## 7. Maidstone Community Safety Partnership Targets

Priority	Indicator	Baseline Sept 2011	Kent-wide comparison	Target (by 2017)
<b>Antisocial behaviour</b>	ASB incidents per 1,000 population	22.67%	25.25%	Reduce to 20% in the Kent-wide comparison by 2017
	Perceived high level of ASB	2.2%	4.5%	Maintain under 2.5%
	CSU comment on new planning applications for developments of 15 units and above	Not currently recorded	Not currently recorded	CSU comment on 100% of new planning applications for developments of 15 units and above
<b>Domestic abuse</b>	Number of DA incidents per 1,000 population	15.92	16.88	Maintain below the Kent-wide comparison
	% who are repeat victims	23.3%	23.5%	Reduce to 21%
	% of Police MARAC referrals (West Kent)	39.62%	50.76%	Maintain current levels
<b>Reducing re-offending</b>	First time entrants to the Youth Justice System aged 10 – 17 (YISP/YOS)	13.7%	12.8%	Reduce to 12%
	Proportion of adult and juvenile offenders who re-offend	25.1%	23.7%	Reduce to 23%
<b>Road Safety (killed or seriously injured)</b>	Perception speeding vehicles	27.4%	28.0%	Reduce to 25%
	Delivery of RUSH education programme to Year 11 students	3,000	Not applicable	RUSH delivered to 3,000 Year 11 students annually
	Road users killed or seriously injured (all)	58	N/A	Reduce to 40

<b>Priority</b>	<b>Indicator</b>	<b>Baseline Sept 2011</b>	<b>Kent-wide comparison</b>	<b>Target (by 2017)</b>
<b>Substance Misuse</b>	Perception drunk/rowdy	7.7%	11.4%	Reduce to 7%
	Perception using dealing/drugs	4.3%	11.4%	Reduce to 4%
	Perception overall feelings of safety	95.8%	94.2%	Maintain current levels
	Number of discarded needles picked up	2,400	Not available	Reduce to 1,200

## **7. Plan for and Effectively Police Major Events in Maidstone**

The Maidstone CSP will work in partnership with emergency services, district councils, other police forces, businesses and the community to ensure security planning is consistent across all agencies.

## **8. Metal theft**

A rise in the price of copper, lead and other non-ferrous metals has led to a dramatic increase in the number of metal thefts across the UK due to their scrap value. The CSP will monitor levels of metal theft in the locality devising plans, if necessary, to tackle any further increases. The Partnership is working with scrap metal dealers, recyclers and other agencies to promote the use of SmartWater forensic technology. New laws are expected to come into force in 2012, banning all cash transactions and unlimited fines for people caught trading the metal.

## **9. Consultation on Priorities and Partnership Plan**

Maidstone has some clearly defined urban as well as rural areas, often with competing demands on resources and emphasis on what local priorities should be. Through the annual Strategic Assessment and future consultation events, stakeholders will be informed of progress against the Partnership Plan to ensure there are no other compelling issues that should be included in the Plan.

## **10. Authorisation**

### **Martin Adams**

Area Manager, Kent Fire and Rescue Service

### **Jon Bumpus**

Chief Inspector, Maidstone Police

### **Alison Broom**

Chief Executive, Maidstone Borough Council

# Agenda Item 10

## Maidstone Borough Council

### Communities Overview and Scrutiny Committee

Tuesday 15 January 2013

#### Future Work Programme

**Report of:** Overview & Scrutiny Officer

#### **1. Introduction**

- 1.1 To consider the Committee's future work programme.
- 1.2 To consider the information update given by the Overview and Scrutiny Officer.

#### **2. Recommendation**

- 2.1 That the Committee considers the draft future work programme, attached at **Appendix A**, to ensure that it is appropriate and covers all issues Members currently wish to consider within the Committee's remit. Items on the draft future work programme, highlighted in red, are provisional items for the Committee to approve.

#### **3 Future Work Programme**

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

#### **4 List of Forthcoming Decisions**

- 4.1 The List of Forthcoming Decision is a live document containing all key and non-key decisions. The List of Forthcoming Decisions replaces the Forward Plan of Key Decisions, a tool previously used by all Overview and Scrutiny Committee's to select relevant key decisions for pre-decision scrutiny, relevant to the individual

Committee. The document was included on all Overview and Scrutiny agendas.

- 4.2 The list of forthcoming decisions is included at **Appendix B**, to ensure the information provided to the Committee is up to date; a verbal update will be given at the meeting by the Scrutiny Officer. The Committee can view the live document online at:  
<http://meetings.maidstone.gov.uk/mgListPlans.aspx?RPIId=443&RD=0>

## **5. Impact on Corporate Objectives**

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

**Communities Overview and Scrutiny Committee Work Programme 2012-13**

Meeting Date	Agenda Items	Details and desired outcome
23 May 2012	<ul style="list-style-type: none"> <li>• Appointment of Chairman and Vice-Chairman</li> <li>• Work programming workshop</li> </ul>	<ul style="list-style-type: none"> <li>• Appoint Chairman and Vice-Chairman for 2012-13</li> <li>• Select and develop review topics focusing on achievable outcomes.</li> </ul>
17 July 2012	<ul style="list-style-type: none"> <li>• Local Council Tax Scheme</li> <li>• Appoint of Joint Health Sub Committee</li> </ul>	<ul style="list-style-type: none"> <li>• To consider the update given on the Local Council Tax Scheme and make recommendations ahead of a report being taken to Cabinet</li> <li>• Members to be appointed to the Joint Health Sub Committee with Tunbridge Wells</li> </ul>
11 September 2012	<ul style="list-style-type: none"> <li>• The impact of Welfare Reform on Housing and Housing Associations</li> <li>• Evaluation of Park Wood Neighbourhood Action Planning</li> </ul>	<ul style="list-style-type: none"> <li>• To evaluate the wider impact of Welfare Reform on Housing and Housing Associations and make recommendations to the Executive and Housing Association (if applicable)</li> <li>• To consider the evaluation of Park Wood Neighbourhood Action Planning, making recommendations as appropriate</li> </ul>
09 October 2012	<ul style="list-style-type: none"> <li>• Performing its statutory role acting as the Crime and Disorder Overview and Scrutiny Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Scrutinising the Safer Maidstone Partnership. Review or scrutinise decisions made or other actions taken, in connection with the discharge by the responsible authorities<sup>i</sup> of the crime and disorder functions.</li> </ul>
26 October 2012	<ul style="list-style-type: none"> <li>• Special meeting to consider the Consultation on becoming a Community NHS Foundation Trust</li> </ul>	<ul style="list-style-type: none"> <li>• To make a response to the consultation on behalf of Maidstone Borough Council</li> </ul>
20 November 2012	<ul style="list-style-type: none"> <li>• Housing Allocation Scheme</li> <li>• Update on the West Kent Clinical Commissioning Group</li> </ul>	<ul style="list-style-type: none"> <li>• To consider the Housing Allocation Scheme and make recommendations, if appropriate ahead of the schemes adoption.</li> <li>• To consider the update given to enable to Committee's ability to scrutinise the future commissioning and delivery of health services</li> </ul>
21 November 2012	<ul style="list-style-type: none"> <li>• Draft Kent Health and Wellbeing Strategy - Consultation</li> </ul>	<ul style="list-style-type: none"> <li>• To consider the draft strategy which will inform</li> </ul>



		the commissioning decisions made by local partners, especially GP led Clinical Commissioning Groups.
15 January 2013	<ul style="list-style-type: none"> <li>• Proposal for Community Halls in Maidstone</li> <li>• Maidstone Community Safety Partnership 2013-2018</li> </ul>	<ul style="list-style-type: none"> <li>• To consider the documents, interviewing appropriate officers in order to make recommendations as appropriate.</li> </ul>
12 March 2013	<ul style="list-style-type: none"> <li>• Performing its statutory role acting as the Crime and Disorder Overview and Scrutiny Committee</li> <li>• Interview with the Police Commissioner, Ann Barnes</li> </ul>	<ul style="list-style-type: none"> <li>• Scrutinising the Safer Maidstone Partnership. Review or scrutinise decisions made or other actions taken, in connection with the discharge by the responsible authorities<sup>ii</sup> of the crime and disorder functions.</li> </ul>
	<p><u>Outstanding Work Programme Items:</u></p> <ul style="list-style-type: none"> <li>• Water and Waste Water Review – one off meeting with water companies to feed into KCC Local Flood Risk Management Strategy ending 28<sup>th</sup> February 2013.</li> <li>• Community Buses</li> <li>• Night time economy</li> </ul>	

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<sup>i</sup> “The responsible authorities means the bodies and persons who are responsible authorities within the meaning given by section 5 of the Crime and Disorder Act 1998 (c.37) (authorities responsible for crime and disorder strategies) in relation to local authority’s area.



# LIST OF FORTHCOMING DECISIONS

80

# List of Forthcoming Decisions

## INTRODUCTION

This document sets out the decisions to be taken by the Executive and various Committees of Maidstone Borough Council on a rolling basis. This document will be published as updated with new decisions required to be made.

## KEY DECISIONS

A key decision is an executive decision which is likely to:

- Result in the Maidstone Borough Council incurring expenditure or making savings which is equal to the value of £250,000 or more; or
- Have significant effect on communities living or working in an area comprising one or more wards in Maidstone.

At Maidstone Borough Council, decisions which we regard as “Key Decisions” because they are likely to have a “significant” effect either in financial terms or on the community include:

- (1) Decisions about expenditure or savings which equal or are more than £250,000.
- (2) Budget reports.
- (3) Policy framework reports.
- (4) Adoption of new policies plans, strategies or changes to established policies, plans or strategies.
- (5) Approval of portfolio plans.
- (6) Decisions that involve significant service developments, significant service reductions, or significant changes in the way that services are delivered, whether Borough-wide or in a particular locality.
- (7) Changes in fees and charges.
- (8) Proposals relating to changes in staff structure affecting more than one section.

Each entry identifies, for that “key decision” –

- the decision maker
- the date on which the decision is due to be taken
- the subject matter of the decision and a brief summary
- the reason it is a key decision
- to whom representations (about the decision) can be made

## List of Forthcoming Decisions

- whether the decision will be taken in public or private
- what reports/papers are, or will be, available for public inspection

### EXECUTIVE DECISIONS

The Cabinet collectively makes its decisions at a meeting and individual portfolio holders make decisions independently. In addition, Officers can make key decisions and an entry for each of these will be included in this list.

### DECISIONS WHICH THE CABINET INTENDS TO MAKE IN PRIVATE

The Cabinet hereby gives notice that it intends to meet in private after its public meeting to consider reports and/or appendices which contain exempt information under Part 1 of Schedule 12A to the Local Government Act 1972 (as amended). The private meeting of the Cabinet is open only to Members of the Cabinet, other Councillors and Council officers.

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

### ACCESS TO CABINET REPORTS

Reports to be considered at the Cabinet's public meeting will be available on the Council's website ([www.maidstone.gov.uk](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?



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### List of Forthcoming Decisions

Decision Maker and Date of When Decision is Due to be Made:	Title of Report and Brief Summary:	Key Decision and reason (if applicable):	Contact Officer:	Public or Private (if Private the reason why)	Documents to be submitted (other relevant documents may be submitted)
<p><b>Cabinet Member for Community and Leisure Services</b></p> <p>Due Date: 3 Jan 2013</p> <p style="text-align: center;">84</p>	<p>Report of the Head of Housing and Community Services - Housing Allocation Scheme</p> <p>A new Housing Allocation Scheme to govern the way that social housing is allocated</p>	<p>KEY Reason: Affects more than 1 ward</p>	<p>Andrew Paterson <a href="mailto:andrewpaterson@maidstone.gov.uk">andrewpaterson@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Housing Allocation Scheme Appendix 1 - New Allocation Scheme v2 Appendix 2 - Equalities Impact Assessment Appendix 3 - Consultation Response Analysis Appendix 4 - Allocation Scheme SCRAIP Housing Act 1996 Part vi - <a href="http://www.legislation.gov.uk/ukpga/1996/52/contents">http://www.legislation.gov.uk/ukpga/1996/52/contents</a> Code of Guidance - <a href="http://www.communities.gov.uk/documents/housing/pdf/2171391.pdf">http://www.communities.gov.uk/documents/housing/pdf/2171391.pdf</a> Localism Act - <a href="http://www.legislation.gov.uk/ukpga/2011/20/pdfs/ukpga_20110020_en.pdf">http://www.legislation.gov.uk/ukpga/2011/20/pdfs/ukpga_20110020_en.pdf</a></p>

Forthcoming Decisions  
December 2012 - April 2013

Decision Maker and Date of When Decision is Due to be Made:	Title of Report and Brief Summary	Key Decision and reason (if applicable)	Contact Officer:	Public or Private <i>if Private the reason why</i>	Documents to be submitted <i>(other relevant documents may be submitted)</i>
<p><b>Cabinet Member for Environment</b></p> <p>Due Date: 3 Jan 2013</p> <p style="text-align: right;">85</p>	<p>Report of the Assistant Director of Environment and Regulatory Services - Introduction of Dog Control Orders</p> <p>Following formal consultation, approval is now needed to formally adopt two control orders for Fouling and Exclusion from childrens play areas.</p>	<p>KEY Reason: Affects more than 1 ward</p>	<p>Martyn Jeynes <a href="mailto:martynjeynes@maidstone.gov.uk">martynjeynes@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Introduction of Dog Control Orders Enc. 1 for Introduction of Dog Control Orders</p>

Forthcoming Decisions  
December 2012 - April 2013

Decision Maker and Date of When Decision is Due to be Made:	Title of Report and Brief Summary	Key Decision and reason (if applicable)	Contact Officer:	Public or Private <i>if Private the reason why</i>	Documents to be submitted <i>(other relevant documents may be submitted)</i>
<p><b>Cabinet Member for Environment</b></p> <p>Due Date: 4 Jan 2013</p> <p style="text-align: center;">06</p>	<p>Report of the Assistant Director for Environment and Regulatory Services - Replacement of Refuse Collection Vehicle</p> <p>The refuse collection vehicle used within street cleaning for collecting and bulking up waste is 15 years old and in need of replacement. Maintenance costs are rising and reliability is reducing. Demand on this vehicle is also set to increase if the decision is taken to introduce a commercial waste service to local businesses.</p>		<p>Jonathan Scott <a href="mailto:jonathanscott@maidstone.gov.uk">jonathanscott@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Replacement of Refuse Collection Vehicle APPENDIX A: Options Appraisal for Refuse Collection Vehicle</p>




Forthcoming Decisions  
December 2012 - April 2013

Decision Maker and Date of When Decision is Due to be Made:	Title of Report and Brief Summary	Key Decision and reason (if applicable)	Contact Officer:	Public or Private <i>if Private the reason why</i>	Documents to be submitted <i>(other relevant documents may be submitted)</i>
<p><b>Cabinet Member for Environment</b></p> <p>Due Date: 4 Jan 2013</p> <p style="text-align: center; font-size: 2em;">87</p>	<p>Carbon emissions 2011/2012</p> <p>To consider the Council's carbon footprint for 2011/12 and approve the attached 'Greenhouse Gas Emissions from Local Authority Owned Estate and Operations' report ready for submission to the Department of Energy and Climate Change (DECC).</p>		<p>John Newington <a href="mailto:johnnewington@maidstone.gov.uk">johnnewington@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Carbon emissions 2011/2012</p>
<p><b>Leader of the Council</b></p> <p>Due Date: 7 Jan 2013</p>	<p>Use of 2011 12 Revenue Underspend Revised Proposals</p> <p>This report presents revised proposals for the use of 2011 12 revenue underspend</p>		<p>Paul Riley, Head of Finance &amp; Customer Services <a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Use of 2011 12 Revenue Underspend Revised Proposals</p>

Forthcoming Decisions  
December 2012 - April 2013

Decision Maker and Date of When Decision is Due to be Made:	Title of Report and Brief Summary	Key Decision and reason (if applicable)	Contact Officer:	Public or Private <i>if Private the reason why</i>	Documents to be submitted <i>(other relevant documents may be submitted)</i>
<p><b>Cabinet</b> Due Date: 9 Jan 2013</p>	<p>Hazlitt Art Centre Tender response  Response to tender</p>	<p>KEY Reason: Affects more than 1 ward</p>	<p>Brian Morgan, Assistant Director of Regeneration &amp; Cultural Services <a href="mailto:brianmorgan@maidstone.gov.uk">brianmorgan@maidstone.gov.uk</a></p>	<p>Private – Paragraph 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information)  Reason: because it relates to financial implications in respect of the Council’s dealings and could prejudice the Council’s position in any negotiations</p>	<p>Hazlitt Art Centre Tender response</p>
<p><b>Cabinet</b> Due Date: 9 Jan 2013</p>	<p>Budget Strategy 2013 14 Onwards Cabinet  Agree proposed General Fund revenue and capital estimates for 2013/14 and revised figures for 2012/13 in accordance with the Budget Strategy and the Medium Term Financial and Capital Strategies and Projections, and the consequent level of Council Tax for submission to the Council.</p>	<p>KEY Reason: Budget Reports</p>	<p>Paul Riley, Head of Finance &amp; Customer Services <a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Cabinet, Council or Committee Report for Budget Strategy 2013 14 Onwards Cabinet</p>

Forthcoming Decisions  
December 2012 - April 2013

<b>Decision Maker and Date of When Decision is Due to be Made:</b>	<b>Title of Report and Brief Summary</b>	<b>Key Decision and reason (if applicable)</b>	<b>Contact Officer:</b>	<b>Public or Private <i>if Private the reason why</i></b>	<b>Documents to be submitted (other relevant documents may be submitted)</b>
<b>Cabinet</b>  Due Date: 9 Jan 2013	Regeneration and Economic Development Plan Consultation  To consider the draft Regeneration and Economic Development Plan for the Borough and agree its release for public consultation.	KEY Reason: Affects more than 1 ward	John Foster, Economic Development Manager <a href="mailto:johnfoster@maidstone.gov.uk">johnfoster@maidstone.gov.uk</a>	Public	Regeneration and Economic Development Plan Consultation
 <b>Queen's Own Royal West Kent Regiment Museum Trust Committee</b>  Due Date: 9 Jan 2013	Accounts 2011/12  Annual Accounts of the Queen's Own Royal West Kent Regimental Museum Trust		Simon Lace, Museums and Heritage Manager <a href="mailto:SimonLace@maidstone.gov.uk">SimonLace@maidstone.gov.uk</a>	Public	Accounts 2011/12
<b>Cabinet Member for Community and Leisure Services</b>  Due Date: 11 Jan 2013	CCTV Broadband and Shared System  Review of the current CCTV Broadband service and shared system within the Maidstone borough and recommendations for the future.	KEY Reason: Affects more than 1 ward	John Littlemore, Head of Housing & Community Safety <a href="mailto:johnlittlemore@maidstone.gov.uk">johnlittlemore@maidstone.gov.uk</a>	Public	Cabinet Report: CCTV Broadband and Shared System Attachment 1: Recommendations Report for CCTV Broadband and Shared System Attachment 2: CCTV Map

Forthcoming Decisions  
December 2012 - April 2013

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<p><b>Cabinet Member for Planning, Transport and Development</b></p> <p>Due Date: 11 Jan 2013</p> <p>06</p>	<p>Park and Ride</p> <p>To use the carry forward from the Civil Parking Enforcement fund to reduce the level of subsidy in providing the Park &amp; Ride service in 2012/13.</p> <p>To seek Kent County Council approval to formally agree the use of the carry forward in accordance with the agency agreement and the legal requirements.</p>		<p>Jeff Kitson <a href="mailto:jeffkitson@maidstone.gov.uk">jeffkitson@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Park and Ride Park and Ride</p>

Forthcoming Decisions  
December 2012 - April 2013

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<p><b>Cabinet Member for Community and Leisure Services</b></p> <p>Due Date: 11 Jan 2013</p> <p style="text-align: center; font-size: 2em;">91</p>	<p>PROPOSALS FOR ALLOCATION OF S106 DEVELOPER CONTRIBUTIONS FROM THE LAND AT PARKWOOD TAVERN, WALLIS AVENUE, MAIDSTONE (MA/07/1344)</p> <p>To consider the proposed allocation of funds received as an offsite S106 developer contribution of £40,950 from the above named development.</p>		<p>Steve Goulette, Assistant Director of Environment &amp; Regulatory Services <a href="mailto:Stevegoulette@maidstone.gov.uk">Stevegoulette@maidstone.gov.uk</a></p>	<p>Public</p>	<p>PROPOSALS FOR ALLOCATION OF S106 DEVELOPER CONTRIBUTIONS FROM THE LAND AT PARKWOOD TAVERN, WALLIS AVENUE, MAIDSTONE (MA/07/1344)</p>
<p><b>Audit Committee</b></p> <p>Due Date: 14 Jan 2013</p>	<p>Treasury Management Strategy 2013 14</p> <p>To consider future Treasury Management Strategy for 2013/14</p>		<p>Paul Riley, Head of Finance &amp; Customer Services <a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Cabinet, Council or Committee Report for Treasury Management Strategy 2013 14</p>

Forthcoming Decisions  
December 2012 - April 2013

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>Licensing Committee</b> Due Date: 24 Jan 2013	Licensing Partnership Update  Updating the Committee on the current position in respect of the partnership.		Neil Harris, Head of Democratic Services <a href="mailto:neilharris@maidstone.gov.uk">neilharris@maidstone.gov.uk</a>	Public	Licensing Partnership Update
<b>Licensing Committee</b> Due Date: 24 Jan 2013 26	Street Trading Policy  A full review of the street trading policy		Neil Harris, Head of Democratic Services <a href="mailto:neilharris@maidstone.gov.uk">neilharris@maidstone.gov.uk</a>	Public	Street Trading Policy
<b>Licensing Act 2003 Committee</b> Due Date: 24 Jan 2013	Early Morning Alcohol Restriction Orders and Late Night Levy  To receive an update on the changes to the Licensing Act 2003 relating to Early Morning Alcohol Restriction Orders and the Late Night Levy		Neil Harris, Head of Democratic Services <a href="mailto:neilharris@maidstone.gov.uk">neilharris@maidstone.gov.uk</a>	Public	Early Morning Alcohol Restriction Orders and Late Night Levy

Forthcoming Decisions  
December 2012 - April 2013

Decision Maker and Date of When Decision is Due to be Made:	Title of Report and Brief Summary	Key Decision and reason (if applicable)	Contact Officer:	Public or Private <i>if Private the reason why</i>	Documents to be submitted <i>(other relevant documents may be submitted)</i>
<p><b>Licensing Act 2003 Committee</b></p> <p>Due Date: 24 Jan 2013</p>	<p>Licensing Partnership Update</p> <p>To update the committee on the current position in respect of the licensing partnership.</p>		<p>Neil Harris, Head of Democratic Services <a href="mailto:neilharris@maidstone.gov.uk">neilharris@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Licensing Partnership Update</p>
<p><b>Licensing Committee</b></p> <p>Due Date: 24 Jan 2013</p>	<p>Dress Code for Hackney Carriage and Private Hire Drivers</p> <p>To consider whether it would be possible to introduce a dress code for hackney carriage driver taking into account the hackney carriage byelaws.</p>		<p>Neil Harris, Head of Democratic Services <a href="mailto:neilharris@maidstone.gov.uk">neilharris@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Dress Code for Hackney Carriage Drivers</p>

Forthcoming Decisions  
December 2012 - April 2013

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>Licensing Committee</b> Due Date: 24 Jan 2013	Exempt Appendix - Dress Code for Hackney Carriage and Private Hire Drivers  Sets out the legal implications regarding the introduction of a dress code.		Neil Harris, Head of Democratic Services <a href="mailto:neilharris@maidstone.gov.uk">neilharris@maidstone.gov.uk</a>	Private due to the legal information included in the appendix.	Dress Code for Hackney Carriage and Private Hire Drivers
<b>Licensing Committee</b> Due Date: 24 Jan 2013  <b>94</b>	Sexual Entertainment Venue, 87-88 Bank Street  Information only item on events that have occurred since the meeting.		Neil Harris, Head of Democratic Services <a href="mailto:neilharris@maidstone.gov.uk">neilharris@maidstone.gov.uk</a>	Public	Sexual Entertainment Venue, 87-88 Bank Street
<b>Licensing Committee</b> Due Date: 24 Jan 2013	BIS Consultation Paper on Street Trading and Pedlary Laws  To respond to the Consultation paper issued by BIS on Streetn trading and pedlars		Neil Harris, Head of Democratic Services <a href="mailto:neilharris@maidstone.gov.uk">neilharris@maidstone.gov.uk</a>	Public	BIS Consultation Paper on Street Trading and Pedlary Laws



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<p><b>Cabinet Member for Community and Leisure Services</b></p> <p>Due Date: 25 Jan 2013</p> <p style="text-align: center;">95</p>	<p>Policy for ending the housing duty under s193 of the Housing Act 1996</p> <p>To consider adopting a policy for ending the council's housing duty under s193 of the Housing Act 1996 to enable homeless applicants to be housed in the private rented sector.</p>	<p>KEY Reason: Affects more than 1 ward</p>	<p>Neil Coles <a href="mailto:neilcoles@maidstone.gov.uk">neilcoles@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Policy for ending the housing duty under s193 of the Housing Act 1996</p>
<p><b>Cabinet Member for Community and Leisure Services</b></p> <p>Due Date: 25 Jan 2013</p>	<p>Empty Homes Plan</p> <p>To consider the detail of the Council's intervention in respect of empty homes</p>	<p>KEY Reason: Affects more than 1 ward</p>	<p>John Littlemore, Head of Housing &amp; Community Safety <a href="mailto:johnlittlemore@maidstone.gov.uk">johnlittlemore@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Cabinet Member Report for Empty Homes Plan</p>
<p><b>Cabinet Member for Corporate Services</b></p> <p>Due Date: 1 Feb 2013</p>	<p>Maximising Income from the Meeting Facility at the Town Hall</p> <p>Looking at how the council can maximise its income potential from the use of its meeting facility at the Town Hall</p>		<p>Neil Harris, Head of Democratic Services <a href="mailto:neilharris@maidstone.gov.uk">neilharris@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Maximising Income from the Meeting Facility at the Town Hall</p>

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<p><b>Cabinet Member for Planning, Transport and Development</b></p> <p>Due Date: 8 Feb 2013</p> <p>06</p>	<p>Maidstone Landscape Character Assessment 2012</p> <p>To adopt the Maidstone Landscape Character Assessment 2012 and accompanying supplement for development management purposes. In addition, to approve the methodology for the landscape value pilot study.</p>	<p>KEY Reason: Affects more than 1 ward</p>	<p>Rob Jarman, Head of Development Management, Deanne Cunningham Robjarman@maidstone.gov.uk, <a href="mailto:deannecunningham@maidstone.gov.uk">deannecunningham@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Maidstone Landscape Character Assessment 2012</p>
<p><b>Cabinet Member for Planning, Transport and Development</b></p> <p>Due Date: 8 Feb 2013</p>	<p>Annual Monitoring Report 2011/12</p> <p>The Annual Monitoring Report (AMR) provides a framework with which to monitor and review the effectiveness of local plan policies that address local issues over the monitoring period 1 April 2011 to 31 March 2012.</p>		<p>Sue Whiteside <a href="mailto:suewhiteside@maidstone.gov.uk">suewhiteside@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Annual Monitoring Report 2011/12</p>

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<p><b>Cabinet Member for Community and Leisure Services</b></p> <p>Due Date: 8 Feb 2013</p> <p style="text-align: center; font-size: 2em;">97</p>	<p>PROPOSALS FOR ALLOCATION OF S106 DEVELOPER CONTRIBUTIONS FROM THE LAND AT ST. FAITHS LANE, MAIDSTONE (MA/04/1608)</p> <p>To consider the proposed allocation of funds received as an offsite S106 developer contribution of £7,970.48 from the above named development.</p>		<p>Steve Goulette, Assistant Director of Environment &amp; Regulatory Services <a href="mailto:Stevegoulette@maidstone.gov.uk">Stevegoulette@maidstone.gov.uk</a></p>	<p>Public</p>	<p>PROPOSALS FOR ALLOCATION OF S106 DEVELOPER CONTRIBUTIONS FROM THE LAND AT ST. FAITHS LANE, MAIDSTONE (MA/04/1608)</p>
<p><b>Cabinet Member for Community and Leisure Services</b></p> <p>Due Date: 8 Feb 2013</p>	<p>Community Halls Recommendations Report and Audit</p> <p>Community Halls Recommendations Report and Audit</p>	<p>KEY Reason: Affects more than 1 ward</p>	<p>Sarah Robson <a href="mailto:sarahrobson@maidstone.gov.uk">sarahrobson@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Community Halls Recommendations Report and Audit Appendix 1 Appendix 2 Appendix 3</p>

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<p><b>Cabinet</b></p> <p>Due Date: 13 Feb 2013</p> <p style="text-align: center;">06</p>	<p>Treasury Management Strategy 2013 14 Cabinet</p> <p>Review Treasury Management for 2012/13 and consider future Treasury Management Strategy for 2013/14. This will include Prudential Borrowing limits and aproposed Approved Investment Strategy. These matters will be submitted to Council.</p>	<p>KEY Reason: Expenditure &gt; £250,000</p>	<p>Paul Riley, Head of Finance &amp; Customer Services <a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Cabinet, Council or Committee Report for Treasury Management Strategy 2013 14 Cabinet</p>
<p><b>Cabinet</b></p> <p>Due Date: 13 Feb 2013</p>	<p>Regeneration &amp; Economic Development OSC Review of Visitor Information Centre</p> <p>Report of the Regeneration &amp; Economic Development OSC</p>		<p>Angela Woodhouse, Head of Change and Scrutiny <a href="mailto:angelawoodhouse@maidstone.gov.uk">angelawoodhouse@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Regeneration &amp; Economic Development OSC Review of Visitor Information Centre</p>

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<p><b>Cabinet Member for Community and Leisure Services</b></p> <p>Due Date: 15 Feb 2013</p> <p style="text-align: center; font-size: 2em;">66</p>	<p>PROPOSALS FOR S106 DEVELOPER CONTRIBUTION RECIEVED FROM THE FORMER TOMPKINSON'S DEPOT, MARDEN (MA/05/2272)</p> <p>To consider the proposed listed spend items resulting from money received from an off-site S106 contribution of £31,000 from the named development.</p>		<p>Steve Goulette, Assistant Director of Environment &amp; Regulatory Services <a href="mailto:Stevegoulette@maidstone.gov.uk">Stevegoulette@maidstone.gov.uk</a></p>	<p>Public</p>	<p>PROPOSALS FOR S106 DEVELOPER CONTRIBUTION RECIEVED FROM THE FORMER TOMPKINSON'S DEPOT, MARDEN (MA/05/2272)</p>
<p><b>Council</b></p> <p>Due Date: 27 Feb 2013</p>	<p>Strategic Plan 2011-15, 2013-14 Refresh</p> <p>To consider a refresh of the Strategic Plan.</p>	<p>KEY Reason: Policy Framework Document</p>	<p>Angela Woodhouse, Head of Change and Scrutiny <a href="mailto:angelawoodhouse@maidstone.gov.uk">angelawoodhouse@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Strategic Plan 2011-15, 2013-14 Refresh Strategic Plan 2011-15, 2013-14 Refresh</p>
<p><b>Cabinet Member for Corporate Services</b></p> <p>Due Date: 22 Mar 2013</p>	<p>Procurement Strategy 2013-16</p> <p>To consider the Council's Procurement strategy for 2013-16</p>	<p>KEY Reason: Policies, Plans, Strategies</p>	<p>Steve Trigg <a href="mailto:stephentrigg@maidstone.gov.uk">stephentrigg@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Procurement Strategy 2013-16</p>

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<b>Cabinet</b>  Due Date: 10 Apr 2013	Sustainable Community Strategy  Refresh of the Sustainable Community Strategy 2009-2020.	KEY Reason: Policies, Plans, Strategies	Sarah Robson <a href="mailto:sarahrobson@maidstone.gov.uk">sarahrobson@maidstone.gov.uk</a>	Public	Cabinet, Council or Committee Report for Sustainable Community Strategy
<b>Cabinet Member for Community and Leisure Services</b>  Due Date: 25 Jan 2013  <b>100</b>	Policy for ending the housing duty under s193 of the Housing Act 1996  To consider adopting a policy for ending the council's housing duty under s193 of the Housing Act 1996 to enable homeless applicants to be housed in the private rented sector.	KEY Reason: Affects more than 1 ward	Neil Coles <a href="mailto:neilcoles@maidstone.gov.uk">neilcoles@maidstone.gov.uk</a>	Public	Policy for ending the housing duty under s193 of the Housing Act 1996
<b>Cabinet Member for Community and Leisure Services</b>  Due Date: 25 Jan 2013	Empty Homes Plan  To consider the detail of the Council's intervention in respect of empty homes	KEY Reason: Affects more than 1 ward	John Littlemore, Head of Housing & Community Safety <a href="mailto:johnlittlemore@maidstone.gov.uk">johnlittlemore@maidstone.gov.uk</a>	Public	Cabinet Member Report for Empty Homes Plan

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<p><b>Cabinet Member for Corporate Services</b></p> <p>Due Date: 1 Feb 2013</p>	<p>Maximising Income from the Meeting Facility at the Town Hall</p> <p>Looking at how the council can maximise its income potential from the use of its meeting facility at the Town Hall</p>	<p>Reason:</p>	<p>Neil Harris, Head of Democratic Services <a href="mailto:neilharris@maidstone.gov.uk">neilharris@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Maximising Income from the Meeting Facility at the Town Hall</p>
<p><b>Cabinet Member for Planning, Transport and Development</b></p> <p>Due Date: 8 Feb 2013</p>	<p>Maidstone Landscape Character Assessment 2012</p> <p>To adopt the Maidstone Landscape Character Assessment 2012 and accompanying supplement for development management purposes. In addition, to approve the methodology for the landscape value pilot study.</p>	<p>KEY Reason: Affects more than 1 ward</p>	<p>Rob Jarman, Head of Development Management, Deanne Cunningham <a href="mailto:Robjarman@maidstone.gov.uk">Robjarman@maidstone.gov.uk</a>, <a href="mailto:deannecunningham@maidstone.gov.uk">deannecunningham@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Maidstone Landscape Character Assessment 2012</p>

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<p><b>Cabinet Member for Planning, Transport and Development</b></p> <p>Due Date: 8 Feb 2013</p> <p style="text-align: right;">102</p>	<p>Annual Monitoring Report 2011/12</p> <p>The Annual Monitoring Report (AMR) provides a framework with which to monitor and review the effectiveness of local plan policies that address local issues over the monitoring period 1 April 2011 to 31 March 2012.</p>		<p>Sue Whiteside <a href="mailto:suewhiteside@maidstone.gov.uk">suewhiteside@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Annual Monitoring Report 2011/12</p>
<p><b>Cabinet Member for Community and Leisure Services</b></p> <p>Due Date: 8 Feb 2013</p>	<p>PROPOSALS FOR ALLOCATION OF S106 DEVELOPER CONTRIBUTIONS FROM THE LAND AT ST. FAITHS LANE, MAIDSTONE (MA/04/1608)</p> <p>To consider the proposed allocation of funds received as an offsite S106 developer contribution of £7,970.48 from the above named development.</p>		<p>Steve Goulette, Assistant Director of Environment &amp; Regulatory Services <a href="mailto:Stevegoulette@maidstone.gov.uk">Stevegoulette@maidstone.gov.uk</a></p>	<p>Public</p>	<p>PROPOSALS FOR ALLOCATION OF S106 DEVELOPER CONTRIBUTIONS FROM THE LAND AT ST. FAITHS LANE, MAIDSTONE (MA/04/1608)</p>



Forthcoming Decisions  
December 2012 - April 2013

Decision Maker and Date of When Decision is Due to be Made:	Title of Report and Brief Summary	Key Decision and reason (if applicable)	Contact Officer:	Public or Private <i>if Private the reason why</i>	Documents to be submitted <i>(other relevant documents may be submitted)</i>
<p><b>Cabinet Member for Community and Leisure Services</b></p> <p>Due Date: 8 Feb 2013</p>	<p>Community Halls Recommendations Report and Audit</p> <p>Community Halls Recommendations Report and Audit</p>	<p>KEY Reason: Affects more than 1 ward</p>	<p>Sarah Robson <a href="mailto:sarahrobson@maidstone.gov.uk">sarahrobson@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Community Halls Recommendations Report and Audit Appendix 1 Appendix 2 Appendix 3</p>
<p><b>Cabinet</b></p> <p>Due Date: 13 Feb 2013</p>	<p>Treasury Management Strategy 2013 14 Cabinet</p> <p>Review Treasury Management for 2012/13 and consider future Treasury Management Strategy for 2013/14. This will include Prudential Borrowing limits and aproposed Approved Investment Strategy. These matters will be submitted to Council.</p>	<p>KEY Reason: Expenditure &gt; £250,000</p>	<p>Paul Riley, Head of Finance &amp; Customer Services <a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Cabinet, Council or Committee Report for Treasury Management Strategy 2013 14 Cabinet</p>

Forthcoming Decisions  
December 2012 - April 2013

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: 13 Feb 2013	Regeneration & Economic Development OSC Review of Visitor Information Centre  Report of the Regeneration & Economic Development OSC		Angela Woodhouse, Head of Change and Scrutiny <a href="mailto:angelawoodhouse@maidstone.gov.uk">angelawoodhouse@maidstone.gov.uk</a>	Public	Regeneration & Economic Development OSC Review of Visitor Information Centre
<b>Cabinet Member for Community and Leisure Services</b>  Due Date: 15 Feb 2013	PROPOSALS FOR S106 DEVELOPER CONTRIBUTION RECIEVED FROM THE FORMER TOMPKINSON'S DEPOT, MARDEN (MA/05/2272)  To consider the proposed listed spend items resulting from money received from an off-site S106 contribution of £31,000 from the named development.		Steve Goulette, Assistant Director of Environment & Regulatory Services <a href="mailto:Stevegoulette@maidstone.gov.uk">Stevegoulette@maidstone.gov.uk</a>	Public	PROPOSALS FOR S106 DEVELOPER CONTRIBUTION RECIEVED FROM THE FORMER TOMPKINSON'S DEPOT, MARDEN (MA/05/2272)

Forthcoming Decisions  
December 2012 - April 2013

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>Council</b>  Due Date: 27 Feb 2013	Strategic Plan 2011-15, 2013-14 Refresh  To consider a refresh of the Strategic Plan.	KEY Reason: Policy Framework Document	Angela Woodhouse, Head of Change and Scrutiny <a href="mailto:angelawoodhouse@maidstone.gov.uk">angelawoodhouse@maidstone.gov.uk</a>	Public	Strategic Plan 2011-15, 2013-14 Refresh Strategic Plan 2011-15, 2013-14 Refresh
<b>Cabinet Member for Corporate Services</b>  Due Date: 22 Mar 2013 05	Procurement Strategy 2013-16  To consider the Council's Procurement strategy for 2013-16	KEY Reason: Policies, Plans, Strategies	Steve Trigg <a href="mailto:stephentrigg@maidstone.gov.uk">stephentrigg@maidstone.gov.uk</a>	Public	Procurement Strategy 2013-16
<b>Cabinet</b>  Due Date: 10 Apr 2013	Sustainable Community Strategy  Refresh of the Sustainable Community Strategy 2009-2020.	KEY Reason: Policies, Plans, Strategies	Sarah Robson <a href="mailto:sarahrobson@maidstone.gov.uk">sarahrobson@maidstone.gov.uk</a>	Public	Cabinet, Council or Committee Report for Sustainable Community Strategy