

AGENDA

REGENERATION & ECONOMIC DEVELOPMENT OVERVIEW & SCRUTINY COMMITTEE MEETING



Date: Thursday 6 December 2012
Time: 6.30 pm
Venue: Town Hall, High Street, Maidstone



Overview and Scrutiny

Membership:

Councillors: Beerling, Black, Burton (Chairman), Cox, Cuming,
Newton, Paterson, Ross and Springett,

Page No.

1. **The Committee to consider whether all items on the agenda should be web-cast.**
2. **Apologies.**
3. **Notification of Substitute Members.**
4. **Notification of Visiting Members.**
5. **Disclosures by Members and Officers:**
6. **To consider whether any items should be taken in private because of the possible disclosure of exempt information.**
7. **Minutes of the meeting held on 27 November 2012**
Minutes to follow.
8. **Visitor Information Centre Review** **1 - 4**
Interview with Malcolm Greer, Cabinet member for Economic & Commercial Development and Brian Morgan, Assistant Director for Regeneration and Cultural Services.
9. **Future Work Programme** **5 - 37**

Continued Over/:

Issued on 29 November 2012

Alison Broom

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

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Agenda Item 8

Maidstone Borough Council

Regeneration & Economic Development

Overview & Scrutiny Committee

Thursday 6 December 2012

Visitor Information Centre Review

Interview with Malcolm Greer Cabinet Member for Economic and Commercial Development & Mr Brian Morgan, Assistant Director of Regeneration & Cultural Services

1. Introduction

- 1.1 At the Regeneration & Economic Development Overview and Scrutiny Meeting on 23 May 2012 the committee considered its work programme for the 2012 municipal year and agreed that its initial review would be on the Visitor Information Centre. The original scope is included for reference at Appendix A.
- 1.2 The Visitor Information Centre was previously located at the Town hall and was moved to the Museum as it was included in the Heritage Lottery Fund bid for the East Wing Extension.
- 1.3 The Committee has already interviewed the Laura Dickson, Tourism Manager, Simon Lace, Museums Manager, Cllr Eric Hotson, Cabinet Member for Corporate Services and Neil Harris Democratic Services Manager. They have also been to see the new arrangement for providing visitor information at the Museum and visited Bexley and Rochester Visitor Centre's to look at different delivery models.

2. Recommendation

- 2.1 Members are recommended to interview Cllr Malcolm Greer and Mr Brian Morgan with regard to the Visitor Information Service that is currently provided through the Museum reception/shop.
- 2.2 Cllr Greer and Mr Morgan have been asked to discuss the current service provided, the direction for the future of this service provision, and any ideas or plans on how the current arrangements services could be improved.

3. Reasons for Recommendation

- 3.1 The Committee created a work programme for the municipal year 2012. At its first meeting held on 28 May 2012 Members resolved that:
 - a) The Committee's first review topic for the year would be Events & Tourism at the Visitor Information Centre and the second topic agreed for review was Empty Properties subject to consideration by the

Scrutiny Coordinating Committee, the Planning Process will be held as a reserve item.

4. Impact on Corporate Objectives

4.1 The Committee will consider reports that deliver against the following Council priority:

- For Maidstone to have a growing economy

4.2 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. Actions to deliver these key objectives may therefore include work that the Committee will consider over the next year.

<p>Name of Review: Visitor Information Centre</p>
<p>What are the objectives and desired outcomes of the review The Regeneration & Economic Development Overview and Scrutiny Committee have decided to look at events and tourism at the Visitor Information Centre as a review topic for 2012-2013. They wish to investigate the current priorities arrangement for providing visitors with help and information with a view to making recommendations to improve the service and take a view on how this service is being delivered elsewhere in Kent.</p> <p>Primary Objective To establish if there is an economically viable and/or beneficial scenario to return the visitor information centre or part of the visitor information centre to the town hall.</p>
<p>What equality issues will need to be considered as part of the review – giving consideration to the 9 protected characteristics:</p> <ul style="list-style-type: none"> • Consideration will need to be made as to whether there are any issues affecting a protected characteristic when identifying recommendations.
<p>Which witnesses are required?</p> <ul style="list-style-type: none"> • Cabinet Member for Economic and Commercial Development • Simon Lace & Laura Dickson – to provide an overview of how the current arrangement work and clarification of the issue around the HLD grant and to understand how the VIC benefits the museum. • Cllr Gordon Newton • Representative from Visit England • Carl Magjity – Medway Council • Website Master – three sites
<p>Other ways to seek evidence? E.g. site visits, involving members of the public, consultation. *</p> <ul style="list-style-type: none"> • Mystery Shopping of current service • Survey other local authorities VIC arrangements • Survey of frontline staff (past and present) dealing with VIC enquires • Best Practice from CFPS and Visitor Information Provider of the Year • Survey of visitors to Maidstone town centre – do they know where the ViC is? • Possible site visits to Bexley & Rochester if required (Guilford).
<p>What information/training is needed?</p> <ul style="list-style-type: none"> • VIC Budget • Minutes from OSC BVR 13 December 2005 • VIC Briefing Note – OSC Customer & External Services 28 February 2006 • OSC Tourism Review 2001 • Minimum staffing requirements for Town Hall and Museum reception /VIC desk • Detail of the numbers of Town hall tours and participants for last three years to gage footfall • Position Paper from Chief Executive
<p>Suggested time for review and report completion date</p> <ul style="list-style-type: none"> • 31 July – Scope to Committee • 17 August deadline for circulating information • w/c 20 August – informal evidence gathering meeting

- w/c 3 September – site visits if required & 2nd meeting report drafting
- October – Site Visits
- November – full report to committee for consideration

How does the review link to council priorities?

- For Maidstone to have a growing economy

How does this item deliver CfPS effective scrutiny principles?

(delete all that do not apply)

- 1 Provides 'critical friend' challenge to executive policy-makers and decision-makers
- 2 Enables the voice and concerns of the public
- 3 Is carried out by 'independent minded governors' who lead and own the scrutiny role
- 4 Drives improvement in public services

Any co-optees or expert witnesses?

Maidstone Borough Council

Regeneration and Economic Development Overview & Scrutiny Committee

Thursday 6 December 2012

Future Work Programme and Forward Plan of Key Decisions

Report of: Performance & Scrutiny Officer

1. Introduction

- 1.1 To consider the Committee's future work programme and the Forward Plan of Key Decisions.
- 1.2 To consider the update on the work programme given by the Performance 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.
- 2.2 That the Committee considers the sections of the List of Forthcoming Decisions relevant to the Committee at **Appendix B** and discuss whether these are items require further investigation or monitoring by the Committee.

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 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 Forward Plan of Key Decisions

4.1 The List of Forthcoming Decisions for October 2012 to May 2012 (**Appendix B**) contains the following decisions relevant to the Regeneration and Economic Development Overview and Scrutiny Committee's current work programme and terms of reference:

- Empty Homes Plan;
- Public Gypsy & Traveller Site: Site Selection;
- Core Strategy Publication;
- Maidstone Integrated Transport Strategy; and
- Infrastructure Delivery Plan: Public Consultation.

5. Impact on Corporate Objectives

5.1 The Committee will consider reports that deliver against the following Council priority:

- 'For Maidstone to have a growing economy.'

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. Actions to deliver these key objectives may therefore include work that the Committee will consider over the next year.

Regeneration & Economic Development Overview and Scrutiny Committee Work Programme 2012-13

Meeting Date	Agenda Items	Details and desired outcome
28 May 2012	<ul style="list-style-type: none"> • Appointment of Chairman and Vice-Chairman • Work programming workshop 	<ul style="list-style-type: none"> • Appoint Chairman and Vice-Chairman for 2012-13 • Select and develop review topics focusing on achievable outcomes.
23 July 2012	<ul style="list-style-type: none"> • Core Strategy – Public Participation • Core Strategy – Strategic Development Sites • Infrastructure Delivery Report • Joint Integrated Transport Strategy 	<ul style="list-style-type: none"> • Policy Framework Documents for pre-decision scrutiny
31 July 2012	<ul style="list-style-type: none"> • Phase II High Street Regeneration Project • Infrastructure Delivery Plan Update • Visitor Information Centre Review Scoping Report 	<ul style="list-style-type: none"> • To consider the report recommending that the High Street regeneration project be progressed and make recommendations accordingly. • Held over from 23rd July. • To set the direction for the OSC Review
25 September 2012	<ul style="list-style-type: none"> • Empty Homes 	<ul style="list-style-type: none"> • To inform the scope for the Committees second review into Empty Homes.
October TBC	<ul style="list-style-type: none"> • Public Gypsy & Traveller Site: site selection – Joint Regeneration & Communities OSC 	<ul style="list-style-type: none"> • To consider the update given on the site selection process and make recommendations to the Cabinet Member ahead of a final decision.
27 November 2012	<ul style="list-style-type: none"> • Core Strategy - Delayed • Integrated Transport Strategy - Delayed • Infrastructure Delivery Plan - Delayed • Visitor Information Centre Review 	<ul style="list-style-type: none"> • Policy Framework Documents for pre-decision Scrutiny • Interview with Cabinet Member for Corporate Services, Democratic Services Manager and Assistant Director of Environment & Regulatory Services in relation to the future use of the town hall to input into the Committee's review.
6 th December 2012	<ul style="list-style-type: none"> • Visitor Information Centre Review 	<ul style="list-style-type: none"> • Interview with Cabinet Member for Economic & Commercial Development and Assistant Director of Regeneration & Cultural Services to input into the Committees review of the Visitor information Centre.
29 January 2012	<ul style="list-style-type: none"> • Economic Development Strategy 	<ul style="list-style-type: none"> • Consultation on new strategy
26 March 2012	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •



LIST OF FORTHCOMING DECISIONS

08

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

Publication Date: 29 October 2012

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
- 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. You will then be sent a response in reply to your representations. Both your representations and the Executive's response will be published on the Council's website at least 5 working days before the Cabinet meeting.

ACCESS TO CABINET REPORTS

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

HOW CAN I CONTRIBUTE TO THE DECISION-MAKING PROCESS?

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

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

WHO ARE THE CABINET?



© 2011 Kent Messenger

Councillor Christopher Garland

Leader of the Council

christophergarland@maidstone.gov.uk

Tel: 07766 343024



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Councillor Stephen Paine

Cabinet Member for Planning, Transport and Development

stephenpaine@maidstone.gov.uk

Tel: 07906 271325



Councillor Malcolm Greer

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

malcolmgreer@maidstone.gov.uk

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Councillor Marion Ring

Cabinet Member for Environment

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Councillor Eric Hotson

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Councillor John A Wilson

Cabinet Member for Community and Leisure Services

johnawilson@maidstone.gov.uk

Tel: 01622 720989

List of Forthcoming Decisions

Decision Maker and Date of When Decision is Due to be Made:	Title of Report and Brief Summary:	Key Decision and reason (if applicable):	Contact Officer:	Public or Private (if Private the reason why)	Documents to be submitted (other relevant documents may be submitted)
<p>Licensing Committee</p> <p>Due Date: 30 Oct 2012</p> <p style="text-align: right; font-size: 2em;">12</p>	<p>Local Government (Miscellaneous Provisions) Act 1982, Schedule 3 – Application For Sex Establishment Licence – For Tantric Blue, 9 Gabriels Hill , Maidstone, Kent, ME15 6HL</p> <p>Application for the grant of a sexual entertainment licence at 9 Gabriels Hill, Maidstone</p>		<p>Neil Harris, Head of Democratic Services neilharris@maidstone.gov.uk</p>	<p>Public</p>	<p>Local Government (Miscellaneous Provisions) Act 1982, Schedule 3 – Application For Sex Establishment Licence – For Tantric Blue, 9 Gabriels Hill, Maidstone, Kent, ME15 6HL</p>

Forthcoming Decisions
October 2012 - May 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>Cabinet Member for Corporate Services</p> <p>Due Date: 9 Nov 2012</p> <p>13</p>	<p>Public Gypsy & Traveller Site Selection</p> <p>To consider and agree the outcome of the further assessment/negotiation of shortlisted sites undertaken by Town and Country Housing Group and to ask the Cabinet Member of Planning, Transport & Development to agree the preferred sites and pursue the necessary consents.</p>	<p>KEY Reason: Affects more than 1 ward</p>	<p>John Littlemore, Head of Housing & Community Safety johnlittlemore@maidstone.gov.uk</p>	<p>Private Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information)</p> <p>Reason: the content is of a commercial nature given it includes the values of the sites that the council would consider purchasing.</p>	<p>Public Gypsy & Traveller Site Selection Appendix 1: Site Feasibility Summary Appendix 2 - Town and Country Report</p>

Forthcoming Decisions
October 2012 - May 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>Cabinet Member for Community and Leisure Services</p> <p>Due Date: 9 Nov 2012</p>	<p>Disposal of Land at Bushy Grove, Kingswood</p> <p>To consider agreeing to declare land at Bushy Grove, Kingswood, surplus to operational requirements.</p>		<p>Steve Goulette, Assistant Director of Environment & Regulatory Services Stevegoulette@maidstone.gov.uk</p>	<p>Public</p>	<p>Disposal of Land at Bushy Grove, Kingswood</p>
<p>Cabinet Member for Community and Leisure Services</p> <p>Due Date: 9 Nov 2012</p>	<p>Disposal of Land at Merton Road, Bearsted</p> <p>To consider agreeing to declare surplus land at Merton Road, Bearsted</p>		<p>Steve Goulette, Assistant Director of Environment & Regulatory Services Stevegoulette@maidstone.gov.uk</p>	<p>Public</p>	<p>Disposal of Land at Merton Road, Bearsted</p>

Forthcoming Decisions
October 2012 - May 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>
Cabinet Member for Community and Leisure Services Due Date: 9 Nov 2012 15	Report of the Head of Housing and Community Services - SMP Community Safety Partnership Plan Refresh Community Safety Plan and Actions for 2012-17.		Sarah Robson sarahrobson@maidstone.gov.uk	Public	Cabinet Report SMP Community Safety Partnership Plan AppendixA SMP Community Safety Partnership Plan AppendixB Maidstone Strategic Assessment
Cabinet Member for Corporate Services Due Date: 9 Nov 2012	26 Tonbridge Road Freehold disposal of 26 Tonbridge Road		David Tibbit davidtibbit@maidstone.gov.uk	Public	26 Tonbridge Road

Forthcoming Decisions
October 2012 - May 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>Cabinet Member for Corporate Services</p> <p>Due Date: 9 Nov 2012</p> <p>16</p>	<p>Exempt Appendix for 26 Tonbridge Road</p> <p>Freehold disposal of 26 Tonbridge Road</p>		<p>David Tibbit davidtibbit@maids.tone.gov.uk</p>	<p>Private. Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information). It is in the public interest that this report be taken in private because the report contains sensitive commercial information which would prejudice the Council's negotiating position if publicly available.</p>	<p>26 Tonbridge Road</p>


Forthcoming Decisions
October 2012 - May 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>Cabinet Member for Planning, Transport and Development</p> <p>Due Date: 9 Nov 2012</p> <p>17</p>	<p>Statement of Community Involvement Consultation Draft 2012</p> <p>The Statement of Community Involvement sets out how and when stakeholders and the local community can participate in the preparation of local planning policy documents and planning applications.</p>	<p>KEY Reason: Affects more than 1 ward</p>	<p>Sue Whiteside suewhiteside@maidstone.gov.uk</p>	<p>Public</p>	<p>Statement of Community Involvement Consultation Draft 2012</p>
<p>Licensing Committee</p> <p>Due Date: 12 Nov 2012</p>	<p>Review of Licensing Fees and Charges</p> <p>Review of fees and charges for Animal licences, street trading, sex establishments and Hackney Carriage and Private Hire.</p>		<p>Neil Harris, Head of Democratic Services neilharris@maidstone.gov.uk</p>	<p>Public</p>	<p>Review of Licensing Fees and Charges</p>

Forthcoming Decisions
October 2012 - May 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>Licensing Act 2003 Committee</p> <p>Due Date: 12 Nov 2012</p>	<p>Review of Licensing Fees and Charges</p> <p>Reviewing the fees and charges for the committee in accordance with the agreed policy</p>		<p>Neil Harris, Head of Democratic Services neilharris@maidstone.gov.uk</p>	<p>Public</p>	<p>Review of Licensing Fees and Charges</p>
<p>Licensing Committee</p> <p>Due Date: 12 Nov 2012</p>	<p>Dress Code for Hackney Carriage 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 neilharris@maidstone.gov.uk</p>	<p>Public</p>	<p>Dress Code for Hackney Carriage Drivers</p>

Forthcoming Decisions
October 2012 - May 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>
Licensing Committee Due Date: 12 Nov 2012	Hackney Carriage Fares Increase To consider a request from the Hackney Carriage Association for an increase in fares.		Neil Harris, Head of Democratic Services neilharris@maidstone.gov.uk	Public	Hackney Carriage Fares Increase
Licensing Committee  Due Date: 12 Nov 2012	Gambling Act 2005 - Draft Statement of Licensing Principles 3 Yearly update to the Gambling Act 2005 policy		Neil Harris, Head of Democratic Services neilharris@maidstone.gov.uk	Public	Gambling Act 2005 - Draft Statement of Licensing Principles
Cobtree Manor Estate Charity Committee Due Date: 14 Nov 2012	Park Rangers Progress Report An update on work in the park in cludign an update on the Cobtree Project		Joanna Joyce joannajoyce@maidstone.gov.uk	Public	Park Rangers Progress Report

Forthcoming Decisions
October 2012 - May 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>Cabinet</p> <p>Due Date: 14 Nov 2012</p>	<p>Council Tax 2013-14 - Collection Fund Adjustments - Cabinet</p> <p>To agree the levels of Collection Fund Adjustment.</p>	<p>KEY Reason: Budget Reports</p>	<p>Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk</p>	<p>Public</p>	<p>Cabinet, Council or Committee Report for Council Tax 2013-14 - Collection Fund Adjustments</p>
<p>Cabinet</p> <p>Due Date: 14 Nov 2012</p>	<p>Local Council Tax Discount Scheme</p> <p>To review the response to the public consultation and endorse the final scheme to be agreed by full council.</p>	<p>KEY Reason: Affects more than 1 ward</p>	<p>Stephen McGinnes stephenmcginnes@maidstone.gov.uk</p>	<p>Public</p>	<p>Local Council Tax Discount Scheme</p>
<p>Cabinet</p> <p>Due Date: 14 Nov 2012</p>	<p>Key Performance Indicators Quarter 2 Report</p> <p>to assess mid-year performance of KPIs against targets</p>		<p>Angela Woodhouse, Head of Change and Scrutiny angelawoodhouse@maidstone.gov.uk</p>	<p>Public</p>	<p>Key Performance Indicators Quarter 2 Report</p>

Forthcoming Decisions
October 2012 - May 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>Cabinet</p> <p>Due Date: 14 Nov 2012</p>	<p>Key Performance Indicator Action Plans</p> <p>as requested by cabinet to address performance issues from quarter 1</p>		<p>Angela Woodhouse, Head of Change and Scrutiny angelawoodhouse@maidstone.gov.uk</p>	<p>Public</p>	<p>Key Performance Indicator Action Plans</p>
<p>Cabinet →</p> <p>Due Date: 14 Nov 2012</p>	<p>Second quarter Revenue & Capital Monitoring</p> <p>This report summarises the financial position of the revenue and capital budgets at the end of each of the first three quarters of the financial year. It also includes a summary of Treasury Management performance as at the end of each quarter.</p>		<p>Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk</p>	<p>Public</p>	<p>Cabinet, Council or Committee Report for Second quarter Revenue & Capital Monitoring</p>

Forthcoming Decisions
October 2012 - May 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>Cabinet</p> <p>Due Date: 14 Nov 2012</p>	<p>Council Tax Tax Base 2013-14 - Cabinet</p> <p>To advise Members of the information currently available on the Tax Base for 2013/14 for Council Tax purposes.</p>		<p>Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk</p>	<p>Public</p>	<p>Cabinet, Council or Committee Report for Council Tax Tax Base 2013-14 - Cabinet</p>

Forthcoming Decisions
October 2012 - May 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>Cabinet</p> <p>Due Date: 14 Nov 2012</p> <p>23</p>	<p>Investment Opportunity</p> <p>Review prudential borrowing limit of £6m in current financial year etc.</p>	<p>KEY Reason: Expenditure > £250,000 <u>General Exception:</u> The required 28 day public notice was not given to this key decision because a decision is required so that investment opportunities are not missed and an exception to this rule has been applied in accordance with Part 3, Para 10 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012</p>	<p>Steve Goulette, Assistant Director of Environment & Regulatory Services Stevegoulette@maidstone.gov.uk</p>	<p>Public</p>	<p>Investment Opportunity Investment opportunity, 12/09/2012 Cabinet</p>

Forthcoming Decisions
October 2012 - May 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>Cabinet</p> <p>Due Date: 14 Nov 2012</p>	<p>Core Strategy Programme</p> <p>A progress report on the Core Strategy programme, and the results of further evidence base work.</p>	<p>KEY Reason: Affects more than 1 ward</p> <p><u>General Exception</u>: The required 28 day public notice was not given to this key decision because on 24 October 2012 officers agreed that it was required to expand the report to include a section on the Council's duty to demonstrate a 5-year housing land supply. This has resulted in the recommendation to be made becoming a key decision for referral to full Council on 12th December. The next Cabinet meeting is not until 19th December and therefore the 28 day notice period cannot be met and an exception to this rule has been applied in accordance with Part 3, Para 10 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.</p>	<p>Rob Jarman, Head of Development Management</p> <p>Robjarman@maidstone.gov.uk</p>	<p>Public</p>	<p>Core Strategy Programme</p>

Forthcoming Decisions
October 2012 - May 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>Cabinet Member for Community and Leisure Services</p> <p>Due Date: 16 Nov 2012</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 & Community Safety johnlittlemore@maidstone.gov.uk</p>	<p>Public</p>	<p>Cabinet Member Report for Empty Homes Plan</p>
<p>Cabinet Member for Environment</p> <p>Due Date: 16 Nov 2012</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 johnnewington@maidstone.gov.uk</p>	<p>Public</p>	<p>Carbon emissions 2011/2012</p>

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<p>Cabinet</p> <p>Due Date: 21 Nov 2012</p> <p>26</p>	<p>Infrastructure Delivery Plan: Public Consultation</p> <p>To agree the IDP, which lists the infrastructure schemes (and estimated costs) required to support the spatial distribution of development proposed in the Core Strategy</p>	<p>KEY Reason: Policy Framework Document</p>	<p>Michael Murphy michaelmurphy@maidstone.gov.uk</p>	<p>Public</p>	<p>Cabinet, Council or Committee Report for Infrastructure Delivery Plan: Public Consultation</p>
<p>Cabinet</p> <p>Due Date: 21 Nov 2012</p>	<p>Core Strategy Publication</p> <p>Publication of the Core Strategy for formal public consultation (regulation 19)</p>	<p>KEY Reason: Policies, Plans, Strategies</p>	<p>Rob Jarman, Head of Development Management Robjarman@maidstone.gov.uk</p>	<p>Public</p>	<p>Core Strategy Publication</p>

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<p>Cabinet</p> <p>Due Date: 21 Nov 2012</p>	<p>Maidstone Integrated Transport Strategy</p> <p>Adoption of the Maidstone Integrated Transport Strategy, prepared jointly with Kent County Council</p>	<p>KEY Reason: Affects more than 1 ward</p>	<p>Rob Jarman, Head of Development Management Robjarman@maidstone.gov.uk</p>	<p>Public</p>	<p>Maidstone Integrated Transport Strategy</p>
<p>Audit Committee</p> <p>Due Date: 26 Nov 2012</p>	<p>Treasury Management Mid Year Performance 2012-13 - Audit Committee</p> <p>This report sets out the activities of the Treasury Management function for 2012/13 financial year in accordance with CIPFA's Code of Practice on Treasury Management issued in November 2009.</p>		<p>Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk</p>	<p>Public</p>	<p>Cabinet, Council or Committee Report for Treasury Management Mid Year Performance 2012-13 - Audit Committee</p>

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<p>Cabinet Member for Environment</p> <p>Due Date: 30 Nov 2012</p> <p>28</p>	<p>Kent Joint Municipal Waste Management Strategy - Policy Refresh</p> <p>Outline the Kent Waste Partnership's refreshed policies and identify Maidstone Borough Council's support of these policies and any impact on the council's existing Waste Strategy.</p>		<p>Steve Goulette, Assistant Director of Environment & Regulatory Services Stevegoulette@maidstone.gov.uk</p>	<p>Public</p>	<p>Kent Joint Municipal Waste Management Strategy - Policy Refresh</p>
<p>Cabinet Member for Environment</p> <p>Due Date: 30 Nov 2012</p>	<p>Introduction of Commercial Waste and Recycling Collections</p> <p>Proposal to introduce commercial waste and recycling collections to Small and Medium sized Enterprises (SMEs) within the Maidstone Borough.</p>	<p>KEY Reason: Service Development/Reduction</p>	<p>Steve Goulette, Assistant Director of Environment & Regulatory Services Stevegoulette@maidstone.gov.uk</p>	<p>Public</p>	<p>Introduction of Commercial Waste and Recycling Collections</p>

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<p>Cabinet Member for Environment</p> <p>Due Date: 7 Dec 2012</p> <p>29</p>	<p>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 martynjeynes@maidstone.gov.uk</p>	<p>Public</p>	<p>Introduction of Dog Control Orders Introduction of Dog Control Orders</p>
<p>Cabinet Member for Community and Leisure Services</p> <p>Due Date: 14 Dec 2012</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 sarahrobson@maidstone.gov.uk</p>	<p>Public</p>	<p>Community Halls Recommendations Report and Audit</p>
<p>Cabinet</p> <p>Due Date: 19 Dec 2012</p>	<p>Budget Strategy 2013-14 Onwards - Cabinet</p> <p>To agree a draft Council Tax and Budget Strategy for 2013/14 onwards.</p>	<p>KEY Reason: Budget Reports</p>	<p>Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk</p>	<p>Public</p>	<p>Cabinet, Council or Committee Report for Budget Strategy 2013/14 Onwards</p>

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<p>Cabinet</p> <p>Due Date: 19 Dec 2012</p>	<p>Budget Strategy 2013 14 Onwards - Cabinet</p> <p>To agree a draft Council Tax and Budget Strategy for 2013/14 onwards</p>	<p>KEY Reason: Budget Reports</p>	<p>Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk</p>	<p>Public</p>	<p>Cabinet, Council or Committee Report for Budget Strategy 2013 14 Onwards - Cabinet</p>

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<p>Cabinet</p> <p>Due Date: 19 Dec 2012</p> <p>31</p>	<p>Budget Strategy 2013-14 - Fees & Charges - Cabinet</p> <p>To consider the appropriate level of fees and charges for 2013/14 for services where the Council raises income by charging the user of a service and where the setting of the fee to be charged is discretionary. The Council has adopted a policy on the setting of fees and charges to ensure that a rational approach is used that takes account of all factors and creates a result that supports the priorities set out in the strategic plan.</p>	<p>KEY Reason: Fees & Charges</p>	<p>Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk</p>	<p>Public</p>	<p>Cabinet, Council or Committee Report for Budget Strategy 2013-14 - Fees & Charges - Cabinet</p>

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Cabinet Due Date: 19 Dec 2012	Community Right to Bid To consider the Council's strategy for implementing the legislation regarding the Community Right to Bid.	KEY Reason: Affects more than 1 ward	David Tibbit davidtibbit@maidstone.gov.uk	Public	Community Right to Bid
Cabinet Due Date: 19 Dec 2012	Regeneration & economic Development OSC Visitor Information Centre Review report of RED OSC	Reason:	Angela Woodhouse, Head of Change and Scrutiny angelawoodhouse@maidstone.gov.uk	Public	Regeneration & economic Development OSC Visitor Information Centre Review
Cabinet Member for Community and Leisure Services Due Date: 20 Dec 2012	Housing Allocation Scheme A new Housing Allocation Scheme to govern the way that social housing is allocated	KEY Reason: Affects more than 1 ward	Andrew Paterson andrewpaterson@maidstone.gov.uk	Public	Housing Allocation Scheme

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<p>Cabinet Member for Community and Leisure Services</p> <p>Due Date: 21 Dec 2012</p>	<p>Empty Homes Plan Scoping Report</p> <p>To consider the options available to update the Council's interventions relating to empty homes.</p>	<p>KEY Reason: Affects more than 1 ward</p>	<p>John Littlemore, Head of Housing & Community Safety johnlittlemore@maidstone.gov.uk</p>	<p>Public</p>	<p>Cabinet Member Report for Empty Homes Plan Scoping Report</p>
<p>Cabinet</p> <p>Due Date: 9 Jan 2013</p>	<p>Budget Strategy 2013 14 Onwards Cabinet</p> <p>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 & Customer Services paulriley@maidstone.gov.uk</p>	<p>Public</p>	<p>Cabinet, Council or Committee Report for Budget Strategy 2013 14 Onwards Cabinet</p>

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Audit Committee Due Date: 14 Jan 2013	Treasury Management Strategy 2013 14 To consider future Treasury Management Strategy for 2013/14		Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk	Public	Cabinet, Council or Committee Report for Treasury Management Strategy 2013 14
Licensing Committee Due Date: 24 Jan 2013 34	Licensing Partnership Update Updating the Committee on the current position in respect of the partnership.		Neil Harris, Head of Democratic Services neilharris@maidstone.gov.uk	Public	Licensing Partnership Update
Licensing Committee Due Date: 24 Jan 2013	Street Trading Policy A full review of the street trading policy		Neil Harris, Head of Democratic Services neilharris@maidstone.gov.uk	Public	Street Trading Policy


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<p>Licensing Act 2003 Committee</p> <p>Due Date: 24 Jan 2013</p> <p>35</p>	<p>Early Morning Alcohol Restriction Orders and Late Night Levy</p> <p>To receive an update on the changes to the Licensing Act 2003 relating to Early Morning Alcohol Restriction Orders and the Late Night Levy</p>		<p>Neil Harris, Head of Democratic Services neilharris@maidstone.gov.uk</p>	<p>Public</p>	<p>Early Morning Alcohol Restriction Orders and Late Night Levy</p>
<p>Licensing Act 2003 Committee</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 neilharris@maidstone.gov.uk</p>	<p>Public</p>	<p>Licensing Partnership Update</p>

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<p>Cabinet</p> <p>Due Date: 13 Feb 2013</p> <p>36</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 > £250,000</p>	<p>Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk</p>	<p>Public</p>	<p>Cabinet, Council or Committee Report for Treasury Management Strategy 2013 14 Cabinet</p>
<p>Cabinet Member for Corporate Services</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 stephentrigg@maidstone.gov.uk</p>	<p>Public</p>	<p>Procurement Strategy 2013-16</p>

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Cabinet Member for Corporate Services Due Date: 22 Mar 2013	Procurement Strategy 2013-16 To consider the Council's Procurement strategy for 2013-16	KEY Reason: Policies, Plans, Strategies	Steve Trigg stephentrigg@maidstone.gov.uk	Public	Procurement Strategy 2013-16
Cabinet  Due Date: 10 Apr 2013	Sustainable Community Strategy Refresh of the Sustainable Community Strategy 2009-2020.	KEY Reason: Policies, Plans, Strategies	Sarah Robson sarahrobson@maidstone.gov.uk	Public	Cabinet, Council or Committee Report for Sustainable Community Strategy
Cabinet Due Date: 10 Apr 2013	Sustainable Community Strategy Refresh of the Sustainable Community Strategy 2009-2020.	KEY Reason: Policies, Plans, Strategies	Sarah Robson sarahrobson@maidstone.gov.uk	Public	Cabinet, Council or Committee Report for Sustainable Community Strategy