

AMENDED AGENDA

COMMUNITY, LEISURE SERVICES AND ENVIRONMENT OVERVIEW & SCRUTINY COMMITTEE MEETING



Date: Tuesday 16 July 2013
Time: 6.30 pm
Venue: Town Hall, High Street, Maidstone



Overview and Scrutiny

Membership:

Councillors: Ash, Beerling, Mrs Blackmore (Chairman), Brindle, Mrs Gibson, Mrs Joy (Vice-Chairman), Mrs Mannering, Munford and Yates

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- 1. The Committee to consider whether all items on the agenda should be web-cast.**
- 2. Apologies.**
- 3. Notification of Visiting Members.**
- 4. Notification of Substitute Members.**
- 5. Disclosures by Members and Officers.**
- 6. To consider whether items on the agenda should be taken in private because of the possible disclosure of exempt information,**
- 7. Minutes of the meeting held on 11 June 2013. 1 - 4**
- 8. Cabinet Member for Community and Leisure Services - Priorities for the Municipal Year 2013/14 5 - 8**
Interview with Cabinet Member for Community and Leisure Services, Councillor John Wilson.
- 9. Draft Report: Approval of a new Play Area Strategic Standard 9 - 13**
Interviews with Councillor John Wilson, Cabinet Member for Community and Leisure Services and Jason Taylor, Parks and Leisure Manager.
- 10. Future Work Programme. 14 - 33**

Continued Over/:

Issued on 10 July 2013

Alison Broom

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

The reports included in Part I of this agenda can be made available in **alternative formats**. For further information about this service, or to arrange for special facilities to be provided at the meeting, **please contact Orla Sweeney on 01622 602524**. To find out more about the work of the Overview and Scrutiny Committees, please visit www.maidstone.gov.uk/osc

MAIDSTONE BOROUGH COUNCIL

MINUTES OF THE COMMUNITY, LEISURE SERVICES AND ENVIRONMENT OVERVIEW & SCRUTINY COMMITTEE MEETING HELD ON TUESDAY 11 JUNE 2013

PRESENT: Councillors Barned, Mrs Blackmore (Chairman), Mrs Gibson, Mrs Grigg, Mrs Joy, Mrs Mannering, Munford, Mrs Parvin and Yates

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

It was resolved that all items be web-cast.

2. Apologies.

Apologies were received from Councillor Ash, Beerling and Brindle.

3. Notification of Substitute Members.

Councillors Mrs Parvin, Councillor Mrs Grigg and Councillor Barned substituted for Councillor Ash, Beerling and Brindle respectively.

4. Notification of Visiting Members.

Councillor Mrs Ring attended as a Visiting Member, present as a witness for item 8 on the agenda, Cabinet Member for Environment - Priorities for the Municipal Year 2013-14.

5. Election of Chairman and Vice-Chairman.

It was resolved that:

- a) Councillor Mrs Blackmore be appointed as Chairman for the municipal year 2013-14; and
- b) Councillor Mrs Joy be appointed as Vice-Chairman for the municipal year 2013-14.

6. Disclosures by Members and Officers.

There were no disclosures.

7. 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.

8. Cabinet Member for Community and Leisure Services and Cabinet Member for Environment - Priorities for the Municipal Year 2013-14.

Councillor Mrs Ring, Cabinet Member for Environment took questions on her priorities which included:

- Littering;
- Air Quality Management Plan;
- A new dog fouling scheme, 'Dog Watch';
- The Waste Contract with Swale and Ashford; and
- The Commercial Waste Contract.

Members raised questions on littering problems on grass verges and pieces of land where the ownership was unclear. The Committee was informed that a map had been created to identify individual pieces of land.

The Cabinet Member informed the Committee on the Air Quality Management Plan which was a Kent County Council directive. It was explained that Maidstone Borough Council would have a supporting role.

Members considered issues with dog fouling and were informed that a new campaign was to be launched. In the past incentives had been offered to encourage dog owners; under the new scheme owners could receive a £75 fixed penalty notice.

The Committee felt that some dog owners were unaware that dog waste bags could be placed in **any** bin. The Committee suggested that information could be provided to residents via the Council's website in a Frequently Asked Question and in an advert on the carousel of news images on the website front page. An information update could also be included in the Borough Update.

Members queried the take up of the new Commercial Waste Service. They were informed that approximately 70 customers had taken up the service and if successful it would be able to provide the Council with an income. The Committee felt it was important to record what types of business were taking up the service and recommended that this information was recorded going forward as it could prove useful when developing the service in the future.

It was recommended that:

- a) The Air Quality Management Plan be noted as a work programme suggestion to be discussed under Item 9, Work Programming, 2013-14;
- b) Business type be recorded going forward as part of the information collected about customers using the Commercial Waste Service;

- c) That the use of all bins for residents disposing of dog waste be communicated via:
- The Borough Update;
 - In a frequently Asked Question on the Council's Website; and
 - In an advert on the carousel of news images on the website front page;

9. Work Programming 2013-14.

Prior to the meeting the Committee had visited a Council department 'marketplace' and spoken to officers from Council departments relevant to it remit about important areas of work to be undertaken over the coming year.

The Committee considered all the suggestions put forward and selected the following topics for its 2013/14 Work Programme:

- **Parish Services** - a joint meeting later in the year with the Strategic Leadership and Corporate Services Overview and scrutiny Committee;
- **Homelessness Review** – Including Homelessness Strategy and working with church, voluntary and charitable organisations
- **Gypsy and Traveller Sites** - Joint meeting with Planning, Transport and Development Overview and Scrutiny Committee
- **Health Inequalities Review** – main focus on Mental Health and Dementia Care Services. To include the Health Inequalities Action Plan, main focus on Mental Health and Dementia Care Services.
- **Play Areas** – July Meeting

Members also made the following request for information:

- Further details on what the Community Partnerships Department's role and responsibilities are.

The Chairman informed the Committees of its responsibility to act as the Crime and Disorder Overview and Scrutiny Committee, meeting twice in this capacity during the next Municipal Year.

The Committee decided that the focus of these two meetings should be:

- The appointment of the Youth Crime Commissioner and Anti Social Behaviour; and
- CCTV Protocols.

Members felt that it was important to include and represent young people at the meeting on Anti Social Behaviour.

The Committee agreed that Health Inequalities should be its first review topic and a Working Group established. Members discussed a previous scrutiny review on Adult Mental Health Services undertaken by the Joint Health Overview and Scrutiny Committee in 2010. It was agreed that this should be the Working Group's starting point with progress reported back to the Committee at its August meeting.

It was recommended that:

- a) The following topics be included in the Committee's work Programme for 2013-14:
 - **Parish Services** - a joint meeting later in the year with the Strategic Leadership and Corporate Services Overview and scrutiny Committee;
 - **Homelessness Review** – Including Homelessness Strategy and working with church, voluntary and charitable organisations
 - **Gypsy and Traveller Sites** - Joint meeting with Planning, Transport and Development Overview and Scrutiny Committee
 - **Health Inequalities Review** – main focus on Mental Health and Dementia Care Services. To include the Health Inequalities Action Plan, main focus on Mental Health and Dementia Care Services.
 - **Play Areas** – July Meeting
 - The appointment of the Youth Crime Commissioner and Anti Social Behaviour (Crime and Disorder OSC);
 - CCTV Protocols (Crime and Disorder OSC).
- b) The Scrutiny Officer fulfil the following information request for the Committee and circulate in due course:
 - Further details on what the Community Partnerships Department's role and responsibilities are.
- c) That the Scrutiny Officer contact the Committee via email to request volunteers for the Health Inequalities Review Working Group.

10. Duration of meeting

7.00 p.m. to 8.40 p.m.

Maidstone Borough Council

Community, Leisure Services & Environment Overview & Scrutiny Committee

Tuesday 16 July 2013

Cabinet Member for Community and Leisure Services Priorities for the Municipal Year 2013-14

Report of: Orla Sweeney, Overview & Scrutiny Officer

1. Introduction

- 1.1 A review of corporate governance was undertaken by Overview and Scrutiny during the 2012/13 municipal year. The report was considered by Council on 4 February 2013 and it was agreed that option C, Retain Cabinet System with enhanced Scrutiny be taken forward.
- 1.2 Council requested that the Scrutiny Coordinating Committee develop the model and proposals for implementation to be considered at the April Council meeting. The Scrutiny Coordinating Committee considered a number of options for the scrutiny model, opting for Option B – Align the Committees to Cabinet Portfolios.
- 1.3 As a result the Cabinet Member for Community and Leisure Services and Cabinet Member for Environment's portfolios have been aligned to this Committee's terms of reference.

2. Recommendation

- 2.1 The Committee are advised to consider the verbal update from the Cabinet Member for Community and Leisure Services on his priorities for the 2013-14 Municipal Year.
- 2.2 The Committee should focus its questioning on the following areas to help ensure that its future work programme and review topics are reflective of, and can be aligned to, key decisions and priority pieces of work being undertaken during the year ahead. Many of these will feature in the list of forthcoming decisions:
 - Major pieces of work being undertaken by departments within the Cabinet Member's portfolio areas (see Appendix A);
 - Their personal priorities for the year;
 - Key decisions; and
 - Pre-Decision scrutiny.

3. Reasons for Recommendation

- 3.1 The Community and Leisure Services Overview and Scrutiny Committee are responsible for holding the Cabinet Member for Community and Leisure Services and the Cabinet Member for Environment to account.
- 3.2 The areas of responsibility for the Cabinet Member for Community and Leisure Services are detailed at **Appendix A**.
- 3.4 The Committee may find that there is some cross over with their responsibilities and other Scrutiny Committees. The Committee should focus primarily focus on its terms of reference but can make recommendations to the appropriate Overview and Scrutiny Committee or the Co-ordinating should a piece of work be highlighted that falls outside its jurisdiction.

4. Impact on Corporate Objectives

- 4.1 The Committee will primarily consider reports that deliver against all the Council priority: 'For Maidstone to be a decent place to live.'
- 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 throughout the coming year.

COMMUNITY AND LEISURE SERVICES PORTFOLIO PRIORITIES 2013-2014

To take the lead within the Cabinet for ensuring that the Council delivers its strategic objectives with respect to Maidstone as a decent place to live and customer excellence particularly that residents are not disadvantaged because of where they live or who they are, vulnerable people are assisted and the level of deprivation is reduced.

Strategic Planning - to oversee the development, review and implementation of the Council's:

- Housing Strategy
- Community Development Strategy
- Community Safety Strategy
- Safety In Action
- Parks and Open Spaces Strategy
- Compact with the Voluntary and Community Sectors
- Contribution to relevant Community Health strategies and plans

Performance Management - to ensure excellent standards of performance and improvement with respect to the Council's services for:

- Strategic housing management in consultation with the Strategic Housing Board
- Community Safety in consultation with the Safer Maidstone Partnership
- Community development including oversight of neighbourhood planning
- Parks, open spaces and allotments including grounds maintenance
- Leisure activities including sporting and recreational based activities and including services provided via the Maidstone Leisure Centre
- Community engagement
- Allocation and monitoring of grants
- Capital projects and programmes relevant to the portfolio including environmental improvement schemes

External Affairs and Partnerships

Appendix A

- To represent the Council on all relevant partnerships including the Local Children's Trust
- To take responsibility for external relationships with parish councils including the parish services scheme
- To take responsibility for relationships with funders including the Homes and Community Agency, service delivery partners including housing providers, voluntary and community groups and trusts including the Maidstone Leisure Trust
- To be responsible for all aspects of Community Engagement

MAIDSTONE BOROUGH COUNCIL

CABINET MEMBER FOR COMMUNITY AND LEISURE SERVICES

REPORT OF THE DIRECTOR OF REGENERATION AND COMMUNITIES

Report prepared by Jason Taylor

Date Issued: July 2013

1. APPROVAL OF A NEW PLAY AREA STRATEGIC STANDARD

1.1 Issue for Decision

1.2 To consider a new strategic standard for play area provision across the borough of Maidstone

2 Recommendation of the Director of Regeneration and Communities

2.1 That the Cabinet Member agrees to:

2.2 A new borough wide standard of play provision being "that most residents across the borough will live within 12 minutes walk of a good standard play area".

2.3 Available funding in future is targeted at these Strategically Important Play Areas.

2.4 That any non Strategically Important Play Areas be offered to the community.

2.5 After one year any Non Strategically Important Play Areas that are not taken on by the public will have the equipment removed, but will be retained as open space.

3 Reasons for Recommendation

3.1 There are currently 119 play areas in Maidstone Borough, 69 of these belong to Maidstone Borough Council (MBC) and 40 to Parish Councils.

3.2 The Parks and Leisure Team visit all of the play areas in the borough every 2 years and score them against accessibility, quality and usage. These results are recorded in a table and categorised as red amber and green play areas, red being the lowest scoring. The MBC Play Area Improvement Budget which is currently £100,000 per year is then used on the lowest scoring MBC play

areas.

- 3.3 Following the scoring of the play areas in 2011 it was identified that, with the average cost of installing a new play area being around £75,000, it could take up to forty years to replace all of MBC's play area. Taking into account that play areas last about 15 years on average it became obvious that the current situation was not sustainable and that the standard of play areas would continue to deteriorate.
- 3.4 With this in mind it was decided to be proactive and to carry out a complete review of all of the play areas in the borough. This play review, carried out in 2012, looked not only at the standard of all play areas but also their distribution.
- 3.5 The objectives of this review were to come up with recommendation for future standards for play provision, identify the cost to implement these standards and identify potential funding sources.
- 3.6 A summary of the findings of this review is as follows:
 - 3.6.1 51 out of 69 MBC Play Areas need, or will need, work within 5 years to reach/maintain green or amber standard.
 - 3.6.2 There is currently no set standard for play provision
 - 3.6.3 There are some areas of potential over provision.
- 3.7 Prior to any decision being made, the Cabinet Member for Communities and Leisure decided to take the findings of the Play Area Review and potential future management options to Overview and Scrutiny to get their input.
- 3.8 At the meeting of the Communities Overview and Scrutiny on 22nd April 2013 future options were presented to the committee. The option chosen was as follows:
 - 3.8.1 Adopt the standard that "most residents across the borough will live within 12 minutes walk of a good standard play area".
 - 3.8.2 £1.8 million would be needed to get all MBC Strategically Important Play Areas to Green Standard.
 - 3.8.3 20 MBC Non Strategically Important Play Areas would not be invested in.
 - 3.8.4 Non Strategically Important Play Areas would be offered to Community Groups or Parish Councils.

- 3.8.5 MBC would offer support to these groups.
- 3.8.6 If these play areas are not taken on, equipment would be removed when it needs repair and all equipment removed within 5 years, and the area left as open space.
- 3.9 At this meeting of 22nd April 2013, the committee asked officers to come back to them with answers to a number of questions in the form of a Scrap report.
- 3.10 This Scrap report was brought back to the newly formed Leisure Services and Environment Overview and Scrutiny Committee on July 16th 2013, where the committee agreed ...
- 3.11 It has been indicated that potentially the level of resources could be available to implement this new play standard. The maximum economies of scale are achieved through carrying out this work in one year.

4 Alternative Action and why not Recommended

- 4.1 Alternative action would be to continue with the current system of managing play across the borough. This is not recommended as it will result in the continued reduction in play area standards, which will ultimately result in much larger capital investment in the future. Research carried out as part of the play review has indicated that this amount is likely to be in the region of £5million required in the next 5-10 years.

5 Impact on Corporate Objectives

- 5.1 The priorities and objectives in the Strategic Plan 2011 – 15 that the decision contained in this report will affect are:
- 5.2 For Maidstone to be a decent place to live;

6 Risk Management

- 6.1 There is a risk that if these changes are not made to how the play areas are managed across the borough then there will be no adequate play facilities in the borough

7 Other Implications

7.1

1. Financial



2.	Staffing	X
3.	Legal	
4.	Social Inclusion	X
5.	Environmental/Sustainable Development	
6.	Community Safety	
7.	Human Rights Act	
8.	Procurement	X
9.	Asset Management	X

7.2 Financial – Resources would need to be made available to carry out these recommendations.

7.3 Staffing – If the work is to be carried out in one year then an additional member of staff would be required for this period.

7.4 Legal - A lease agreement would have to be written by the Legal Section

7.5 Social Inclusion – The introduction of the 12 minute standards would ensure that the same standard of play is provided to all residents in the borough.

7.6 Procurement – Any additional play equipment would be purchased in line with current MBC procurement guidelines.

8 Background Documents

8.1 Borough Wide Play scoring table

8.2

NO REPORT WILL BE ACCEPTED WITHOUT THIS BOX BEING COMPLETED

Is this a Key Decision? Yes No

Is this an Urgent Key Decision? Yes No

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2013

Agenda Item 10

Maidstone Borough Council

Community, Leisure Services and Environment Overview and Scrutiny Committee

Tuesday 16 July 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 **bold**, are provisional items for the Committee to approve.
- 2.2 That the Committee considers its continuous professional development needs and recommends possible training or development sessions it would like to undertake.

3 Future Work Programme

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

4 List of Forthcoming Decisions

- 4.1 The List of Forthcoming Decisions (**Appendix B**) is a live document containing all key and non-key decisions.
- 4.2 Due to the nature of the List of Forthcoming Decisions, and to ensure the information provided to the Committee is up to date, a verbal update will be given at the meeting by the Scrutiny Officer. The Committee can view the live document online at:
<http://meetings.maidstone.gov.uk/mgListPlans.aspx?RPId=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.

Community, Leisure Services & Environment Overview and Scrutiny Committee Work Programme 2013-14

Meeting Date	Agenda Items	Details and desired outcome
11 June 2013	<ul style="list-style-type: none"> • Appointment of Chairman and Vice-Chairman • Work programming workshop • Leader & Cabinet Member Priorities for 2013/14 Municipal Year 	<ul style="list-style-type: none"> • Appoint Chairman and Vice-Chairman for 2013-14 • Ascertain work plan for the year and strategic direction for the Council & Select and develop review topics focusing on achievable outcomes.
16 July 2013	<ul style="list-style-type: none"> • Cabinet Member Priorities for 2013/14 Municipal Year • Draft report: Approval of a new Play Area Strategic Standard 	
13 August 2013	<ul style="list-style-type: none"> • Draft Health Inequalities Action Plan 	
10 September 2013	<ul style="list-style-type: none"> • Health Inequalities (Mental Health) Review 	
8 October 2013	<ul style="list-style-type: none"> • Acting as the Crime & Disorder Overview and Scrutiny Committee (Ann Barnes scheduled to attend on 28 October, meeting date to be revised). 	
12 November 2013		
10 December 2013		
14 January 2014		
11 February 2014	<ul style="list-style-type: none"> • Acting as the Crime & Disorder Overview and Scrutiny Committee 	
11 March 2014		
8 April 2014	<ul style="list-style-type: none"> • Evaluations of Cabinet Member Priorities for 2013/14 Municipal Year 	



LIST OF FORTHCOMING DECISIONS

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

Publication Date: **13 June 2013**

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

ACCESS TO CABINET REPORTS

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

HOW CAN I CONTRIBUTE TO THE DECISION-MAKING PROCESS?

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

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

List of Forthcoming Decisions

WHO ARE THE CABINET?



© 2011 Kent Messenger

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Councillor Malcolm Greer
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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)
Cabinet Member for Corporate Services Due Date: 21 Jun 2013	Hayle Place Agreement of trust deed and appointment of trustees		Steve Goulette, Assistant Director of Environment & Regulatory Services Stevegoulette@maidstone.gov.uk	Public	Hayle Place Enc. 1 for Hayle Place Enc. 2 for Hayle Place
Licensing Committee Due Date: 24 Jun 2013 22	Face to Face collections in Maidstone Town Centre Face to Face new site management agreement		Lorraine Neale lorraineneale@maidstone.gov.uk	Public	Face to Face collections in Maidstone Town Centre
Licensing Committee Due Date: 24 Jun 2013	Street Trading Consent - Mr M Sharp Street Trading Consent - Mr M Sharp		Lorraine Neale lorraineneale@maidstone.gov.uk	Private- Para 3 financial & Business affairs	Street Trading Consent - Mr M Sharp

Forthcoming Decisions
June 2013 - October 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: 24 Jun 2013	Hackney Carriage Licence - Unmet Demand Survey To consider the outcomes of the Unmet Demand Survey into the numbers of Hackney Carriage Licenses		Neil Harris, Head of Democratic Services neilharris@maidstone.gov.uk	Public	Hackney Carriage Licence - Unmet Demand Survey
Cabinet Member for Corporate Services Due Date: 28 Jun 2013	Discretionary Housing Payment Future policy for the award of discretionary housing payments.		Stephen McGinnes stephenmcginnes@maidstone.gov.uk	Public	Discretionary Housing Payment

Forthcoming Decisions
June 2013 - October 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: 28 Jun 2013</p>	<p>Rent Deposit Bond Scheme</p> <p>Amendments to the scheme to improve incentives to private sector landlords and allow the council to dispense its duty into the private rented sector</p>	<p>KEY Reason: Affects more than 1 ward</p>	<p>Andrew Paterson andrewpaterson@maidstone.gov.uk</p>	<p>Public</p>	<p>Rent Deposit Bond Scheme Appendix 1 - Maidstone Homefinder Scheme Appendix 2 - Survey of Landlords and Lettings Agencies Appendix 3 - Equality Impact Assessment</p>
<p>Cabinet</p> <p>Due Date: 28 Jun 2013</p>	<p>Commercial Opportunity - Maidstone Culture and Leisure</p> <p>To consider the possible establishment of a new business team to be known as Maidstone Culture and Leisure (MCL).</p>	<p>KEY Reason: Savings > £250,000</p>	<p>Steve Goulette, Assistant Director of Environment & Regulatory Services Stevegoulette@maidstone.gov.uk</p>	<p>public</p>	<p>Commercial Opportunity - Maidstone Culture and Leisure</p>

Forthcoming Decisions
June 2013 - October 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 Due Date: 28 Jun 2013	Exempt appendix to the report on Commercial Opportunity - venues and events		Steve Goulette, Assistant Director of Environment & Regulatory Services Stevegoulette@maidstone.gov.uk	Private - could impact on industrial relations	Exempt appendix C to the report on Commercial Opportunity - venues and events
Cabinet Due Date: 28 Jun 2013 25	Case for a new Economic Development Team Structure To determine whether to expand the Economic Development Services unit to deliver the Council's Corporate Objective of having a growing economy		Zena Cooke, Director of Regeneration and Communities zenacooke@maidstone.gov.uk	Private - Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter	Case for a new Economic Development Team Structure

Forthcoming Decisions
June 2013 - October 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 Corporate Services Due Date: 28 Jun 2013	Commissioning & Procurement Strategy 2013-16 To consider the Council's Commissioning	KEY Reason: Policies, Plans, Strategies	David Tibbit daviddt@maidstone.gov.uk		Commissioning & Procurement Strategy 2013-16 Enc. 1 for Commissioning & Procurement Strategy 2013-16
Cabinet Member for Corporate Services Due Date: Before 30 Jun 2013	Lease of Giddyhorn Lane Tennis Courts Lease renewal to Maidstone Lawn Tennis Club of the tennis courts at Giddyhorn Lane Playign Fields		Lucy Stroud lucystroud@maidstone.gov.uk	Private because of commercially sensitive information.	Heads of Terms Lease of Giddyhorn Lane Tennis Courts

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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 Planning, Transport and Development Due Date: 5 Jul 2013 27	Maidstone Landscape Character Assessment 2012 (2013 amended version) To adopt the Maidstone Landscape Character Assessment	KEY Reason: Affects more than 1 ward	Sue Whiteside suewhiteside@maidstone.gov.uk	Public	Maidstone Landscape Character Assessment 2012 (2013 amended version)
Cabinet Due Date: 10 Jul 2013	Budget Strategy 2014 15 Onwards To give initial consideration to a Budget Strategy for 2014 15 and beyond	KEY Reason: Budget Reports	Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk	Public	Budget Strategy 2014 15 Onwards
Cabinet Due Date: 10 Jul 2013	Annual Governance Statement To agree the Annual Governance Statement for 2012-13	KEY Reason: Policy Framework Document	Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk	Public	Annual Governance Statement

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Decision Maker and Date of When Decision is Due to be Made:	Title of Report and Brief Summary	Key Decision and reason (if applicable)	Contact Officer:	Public or Private <i>if Private the reason why</i>	Documents to be submitted <i>(other relevant documents may be submitted)</i>
Cabinet Due Date: 10 Jul 2013	Local Code of Corporate Governance To consider and approve an amended Local Code of Corporate Governance		Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk	Public	Local Code of Corporate Governance
Cabinet Due Date: 10 Jul 2013	Emergency Housing Provision To consider acquiring a purpose built property to provide emergency housing under the homelessness legislation.		John Littlemore, Head of Housing & Community Services johnlittlemore@maidstone.gov.uk	Private: Commercially sensitive information	Emergency Housing Provision
Member and Employment and Development Panel Due Date: 10 Jul 2013	Members' Development Budget To review the programme for Member Development for 2013-14		Janet Barnes, Catherine Harrison janetbarnes@maidstone.gov.uk , catherineharrison@maidstone.gov.uk	Public	Members' Development Budget


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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>Audit Committee Due Date: 15 Jul 2013</p> <p style="text-align: center; font-size: 2em;">29</p>	<p>Audit Committee - Member Skills</p> <p>Members have previously discussed the skills that are needed in order to make a full and informed contribution to the work of the Audit Committee. The report sets out a range of skills and incorporates a self-assessment questionnaire, which will help to identify future training needs.</p>		<p>Brian Parsons, Head of Audit Partnership Brianparsons@maidstone.gov.uk</p>	<p>Public</p>	<p>Audit Committee - Member Skills</p>
<p>Audit Committee Due Date: 15 Jul 2013</p>	<p>Annual Governance Statement</p> <p>To consider the draft Annual Governance Statement for 2012-13</p>		<p>Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk</p>		<p>Annual Governance Statement</p>


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Decision Maker and Date of When Decision is Due to be Made:	Title of Report and Brief Summary	Key Decision and reason (if applicable)	Contact Officer:	Public or Private <i>if Private the reason why</i>	Documents to be submitted <i>(other relevant documents may be submitted)</i>
Audit Committee Due Date: 15 Jul 2013	Local Code of Corporate Governance To consider and approve an amended Local Code of Corporate Governance		Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk		Local Code of Corporate Governance
Audit Committee Due Date: 15 Jul 2013	Treasury Management Annual Review 2012/13 A review of the Treasury Management function for the Council during financial year 2012/13		John Owen johnowen@maidstone.gov.uk		Treasury Management Annual Review 2012/13
Audit Committee Due Date: 15 Jul 2013	Benefit Fraud Annual Report To update committee with achievement of the benefit Fraud team		Stephen McGinnes stephenmcginnes@maidstone.gov.uk	public	Benefit Fraud Annual Report

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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: 18 Jul 2013	Review of the Housing Assistance Policy To review and update the council's Policy for providing housing assistance.	KEY Reason: Affects more than 1 ward	John Littlemore, Head of Housing & Community Services johnlittlemore@maidstone.gov.uk	Public	Review of the Housing Assistance Policy
Council  Due Date: 24 Jul 2013	Members' Broadband Allowance To consider increasing the Basic Allowance for Members to incorporate an allowance for broadband		Janet Barnes janetbarnes@maidstone.gov.uk	Public	Members' Broadband Allowance
Cabinet Member for Corporate Services Due Date: Before 26 Jul 2013	King St Multi Storey Car Park To consider options for the redevelopment of the site.	KEY Reason: Expenditure > £250,000	David Tibbit, davidtibbit@maidstone.gov.uk	Public	King St Multi Storey Car Park

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Decision Maker and Date of When Decision is Due to be Made:	Title of Report and Brief Summary	Key Decision and reason (if applicable)	Contact Officer:	Public or Private <i>if Private the reason why</i>	Documents to be submitted <i>(other relevant documents may be submitted)</i>
Cabinet Member for Corporate Services Due Date: Before 26 Jul 2013	Exempt Appendix - King St Multi Storey Car Park To consider options for redevelopment of the site		David Tibbit, davidtibbit@maidstone.gov.uk	Private - It is in the public interest that the information contained within this appendix be taken in private because it contains sensitive commercial information which would prejudice the Council's position if publicly available.	Exempt Appendix - King St Multi Storey Car Park
Cabinet Member for Environment Due Date: Before 2 Aug 2013 	Review of Fees and Charges - Waste Services Review of garden waste and bulky charges to consolidate charges across the Mid Kent Waste Partnership area.	KEY Reason: Fees & Charges	Steve Goulette, Assistant Director of Environment & Regulatory Services Stevegoulette@maidstone.gov.uk	Public	Review of Fees and Charges - Waste Services
Licensing Act 2003 Committee Due Date: 4 Sep 2013	Delegation of Functions To recommend to Council a minor amendment to the delegations to the Committee	Reason:	Neil Harris, Head of Democratic Services, neilharris@maidstone.gov.uk	Public	Delegation of Functions

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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: 11 Sep 2013</p> <p>33</p>	<p>Regeneration and Economic Development Plan Consultation</p> <p>To consider the draft Regeneration and Economic Development Plan for the Borough and agree its release for public consultation.</p>	<p>KEY Reason: Affects more than 1 ward</p>		<p>Public</p>	<p>Regeneration and Economic Development Plan Consultation</p>
<p>Cabinet</p> <p>Due Date: 11 Sep 2013</p>	<p>Maidstone Enterprise Hub</p> <p>To allocate £500,000 from the Capital Fund as match funding to support the Council's bid to Kent County Council for Regeneration Funding to establish an Enterprise Hub in Maidstone town centre.</p>	<p>KEY Reason: Expenditure > £250,000</p>	<p>Karen Franek, karenfrank@maidstone.gov.uk</p>	<p>Public</p>	<p>Maidstone Enterprise Hub</p>