

AGENDA

ECONOMIC AND COMMERCIAL DEVELOPMENT OVERVIEW & SCRUTINY COMMITTEE MEETING



Overview and Scrutiny

Date: Tuesday 26 November 2013
Time: 6.30 pm
Venue: Town Hall, High Street, Maidstone

Membership:

Councillors: Ash, Barned (Chairman), Cox, Cuming, Hogg, Naghi,
Newton, Paterson and Mrs Stockell

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- 1. The Committee to consider whether all items on the agenda should be webcast**
- 2. Apologies**
- 3. Notification of Substitute Members**
- 4. Notification of Visiting Members/Witnesses**
- 5. 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 22 October 2013** **1 - 5**
- 8. Events Review - Maidstone Tourism Association** **6 - 8**
Interview with Alan Reading, Chairman of Maidstone Tourism Association.
- 9. Lease for Town Hall Foyer** **9 - 29**
Interview with Councillor Moss, Cabinet Member for Corporate Services and Zena Cooke, Director of Regeneration & Communities.

Continued Over/:

Issued on 18 November 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

ECONOMIC AND COMMERCIAL DEVELOPMENT OVERVIEW & SCRUTINY COMMITTEE

MINUTES OF THE MEETING HELD ON TUESDAY 22 OCTOBER 2013

Present: Councillor Barned (Chairman), and
Councillors Ash, Butler, Cox, Cuming, Naghi, Newton,
Paterson and Mrs Stockell

Also Present: Councillor Burton

36. THE COMMITTEE TO CONSIDER WHETHER ALL ITEMS ON THE AGENDA
SHOULD BE WEB-CAST

Due to technical problems the meeting was not webcast.

37. APOLOGIES

An apology for absence was received from Councillor Hogg.

38. NOTIFICATION OF SUBSTITUTE MEMBERS

It was noted that Councillor Butler was substituting for Councillor Hogg.

39. NOTIFICATION OF VISITING MEMBERS

Councillor Greer attended as a witness in relation to agenda item 8 and on behalf of Councillor Moss in relation to agenda item 9.

Councillor Burton indicated his wish to speak on agenda items 8, 9 and 10.

40. DISCLOSURES BY MEMBERS AND OFFICERS

There were no disclosures by Members or Officers.

41. EXEMPT ITEMS

RESOLVED: That the items on the Agenda be taken in public as proposed.

42. MINUTES OF THE MEETING HELD ON 24 SEPTEMBER 2013

It was raised by a Member that under Minute Item 30, it was stated that productivity had not risen, however, the productivity charts on pages 9 and 10 of the minutes indicated an increase and that this was confusing.

RESOLVED: That the Minutes of the meeting held on 24 September 2013 be approved as a correct record and signed, subject to clarification on the productivity figures for Minute Item 30 and the Minute Item being amended, if required.

43. MAIDSTONE'S VISION FOR THE VISITOR ECONOMY

The Chairman welcomed Councillor Greer, Cabinet Member for Economic and Commercial Development, to the meeting.

The Cabinet Member outlined to the Committee his vision for the visitor economy in Maidstone. He stated that tourism plays a great part for Great Britain and for Maidstone and his main focus is to improve Maidstone's image as a Market Town and as a Borough by improving the attractiveness of the offer in the town centre and the rural areas and developing more effective partnerships.

The Committee were informed of some of the work done so far, which included:-

- The heritage area – including All Saints Church, the Carriage Museum and the surrounding area for which an Angel Award was won from English Heritage
- The High Street regeneration project which has enhanced the great buildings and provided a Town Square
- Improved signage
- Coach parking and drop off points in St Faith's Street, which is a more central town location

The Cabinet Member informed the Committee of his aims for the future, which included:-

- Destination Boards – replacement of these
- More signage and maps to go in Week Street, High Street as well as QR codes linking to the Visit Maidstone website.
- New tourist information brochures for around town, including at all Park & Ride sites and Maidstone East Station.
- There are three particular areas that need some attention, Gabriels Hill, Earl Street and the upper end of Week Street (from Fremlin Walk to Maidstone East). Artist impressions will be available in January to show how these areas could be improved and consultation will take place. One of these projects will be taken forward by using money from an underspend on the lower end of the High Street and S106 monies.
- To help new ventures that are starting up in the rural areas get into guide books to help maximise their profitability.
- Bring more colour to Maidstone and make it the most attractive place he possibly can

The Cabinet Member also mentioned a number of new restaurants were now opening in Maidstone, a new tea rooms and new bars. The Hazlitt Arts Centre is now being run by Parkwood Leisure and new seating and

refurbishment is planned in Spring 2014. The Visitor Information Centre at the Museum is a Finalist for a Beautiful South Award for "Tourism Information Service of the Year". The Awards will be announced in November. He informed the Committee that the new Head of Commercial and Economic Development, Dawn Hudd, starts early December and they are looking to recruit a new Culture & Leisure Manager.

In response to questions by Members, the Cabinet Member explained that:-

- Figures relating to increase in business or footfall following the regeneration of the High Street are required and the new Head of Commercial and Economic Development will be requested to compile these
- There are over 600 small businesses in Maidstone and he will engage with them to see how the Council can help them
- Kent Conference Bureau is going from strength to strength
- Carriage Museum – we do need a larger space for this and the suggestion of Kent Life is worth exploring. The idea of handing out leaflets about the carriage museum to visitors to the Maidstone Museum is very welcome
- With regard to Eric Pickles advocating free parking, yes it would encourage tourism but it must be balanced against the costs
- Noted that the map at Willington Street Park & Ride was still out of date regarding the location of the Council offices
- All areas where black tarmac has been put down is only temporary and these areas will be replaced properly as soon as possible
- Mill Street – as soon as the cross-over point is finished, Kent County Council ("KCC") will refurbish the footpaths. As part of the lower High Street regeneration, we will replace the first 20 metres of the road in Mill Street and KCC are being requested to do the remainder
- There are plans coming forward with regard to Mote Cricket Club and a further extension of the offer at Mote Park
- The report regarding the Business Hub is due at the end of October
- The King Street Car Park is nearly demolished and a surface car park should be open before Christmas. The plot will be marketed at a later date

The Cabinet Member further mentioned that he was looking to put in place an events calendar covering a 2 year period as he recognises there is an abundance of events taking place in Maidstone but a co-ordinated approach to this is required. This will be taken forward with the new Head of Commercial and Economic Development.

The Committee thanked the Cabinet Member for his update.

44. VISITOR INFORMATION & TOWN HALL FOYER

The Cabinet Member for Economic and Commercial Development, on behalf of the Cabinet Member for Corporate Services, updated the Committee with regard to Visitor Information and the Town Hall Foyer.

The Cabinet Member informed the Committee that the Carousel was now in place and Voluntary Action Maidstone ("VAM") volunteers are being trained. The Visitor Information Centre ("VIC") based at the Museum keep the volunteers up-to-date.

A direct telephone line from the Town Hall to the VIC at the Museum is being looked into and opening times will be displayed outside the Town Hall, together with directions to the VIC at the Museum. A guidance sheet and list of Frequently Asked Questions will be provided to the volunteers at the Town Hall and it is hoped that the Service Level Agreement ("SLA") will be finalised by mid-November and reviewed on a quarterly basis. Once the SLA is signed, VAM will invest their own funds to provide furniture and make the space more usable and amenable to their needs.

Members were keen to express their support of VAM in the Foyer and of the work they do, but expressed concerns with regard to the SLA in relation to the opening hours not including the weekends and the level of rent and felt it was not fit for purpose and should not be signed.

The Committee thanked the Cabinet Member for updating the Committee on behalf of the Cabinet Member for Corporate Services.

RESOLVED: That the Cabinet Member for Corporate Services and the Head of Legal Services be invited to attend the next meeting of the Committee and that the Service Level Agreement is not signed before this date.

45. EVENTS REVIEW SCOPE

The Committee considered the scoping document for the Events Review proposed by the Sub Committee.

Members supported the scoping document and made the following comments:-

- It was proposed that Ken Scott be asked to represent the Town Team as a witness
- It was felt important to know what budgets were available
- Medway Council close their roads under the Town Police Clauses Act
- A blueprint of what makes a good event is required so that good advice can be given and it can be worked into our own events

RESOLVED: That the scoping document be agreed.

46. FUTURE WORK PROGRAMME

The Chairman informed the Committee that Dawn Hudd, the new Head of Commercial and Economic Development, had been invited to attend the January meeting and Victoria Wallace, the Managing Director of Leeds Castle, was also being invited to a future meeting.

It was raised by a Visiting Member, and endorsed by the Committee, that the Regeneration and Economic Development Strategy should be considered by the Committee as soon as possible and certainly before consideration of the Local Plan by Cabinet.

RESOLVED:

- a) That the future work programme be noted; and
- b) That the Regeneration and Economic Development Strategy be considered by the Committee as soon as possible, either in November or to arrange a meeting in December.

47. DURATION OF MEETING

6.30 p.m. to 8.40 p.m.

Agenda Item 8

Maidstone Borough Council

Economic & Commercial Development Overview & Scrutiny Committee

Tuesday 26 November 2013

Events Review

Report of: Policy & Performance Officer

1. Introduction

- 1.1 At the Economic & Commercial Development Overview & Scrutiny meeting on the 22nd October 2013 the Committee agreed the scope for its review on the value of events. This is attached for reference at Appendix A.
- 1.2 In order to understand how events are run and how they link with tourism in the borough in general the Committee agreed that they would invite a representative from Maidstone Tourism Association to provide some contextual information on this topic.

2. Recommendation

- 2.1 That Members interview Alan Reading, Chairman of Maidstone Tourism Association in relation to the review topic.

3. Reasons for Recommendation

- 3.1 The Committee has created a work programme for the 2013/14. At their first meeting held on 25 June 2013 Members agreed that in addition to following up the recommendations from previous review undertaken by the committee that they would also look at events and cultural activities in the borough.
- 3.2 Maidstone Tourism Association was created to promote and develop the interests of Tourism in Maidstone borough and the surrounding area. Association members through their views and advice have the opportunity to help shape the future development and delivery of Tourism in the borough.

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.

Name of Review: Events
<p>What are the objectives and desired outcomes of the review The Economic & Commercial Development Overview and Scrutiny Committee have decided to look at events as a review topic for 2012-2013. They wish to evaluate both the contribution financially they made to the local economy and how valued they are by residents of the borough.</p> <p>Primary Objective To evaluate the value of borough council supported events to residents, visitors and the local economy.</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 Communities • Town Centre Management • Town Team represented (Ken Scott) • Maidstone Tourism Association • Medway Council – Verne Sanderson • Event organisers
<p>Other ways to seek evidence? E.g. site visits, involving members of the public, consultation. *</p> <ul style="list-style-type: none"> • Cambridge Model • Survey of residents and visitors to the borough (in town & online) • Possible site visits to a Christmas market.
<p>What information/training is needed?</p> <ul style="list-style-type: none"> • Background to Cambridge Model • Current Event Guidance/tool-kit • Road closure and Health and Safety Information.
<p>Suggested time for review and report completion date</p> <ul style="list-style-type: none"> • October – Agree Scope • November to January – evidence gathering & witness interviews (possible site visit to a Christmas Market) • February – Agree draft report for submission to Cabinet Member
<p>How does the review link to council priorities?</p> <ul style="list-style-type: none"> • For Maidstone to have a growing economy
<p>How does this item deliver CfPS effective scrutiny principles? <i>(delete all that do not apply)</i></p> <ol style="list-style-type: none"> 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
<p>Any co-optees or expert witnesses?</p>

* What do you know about the equality groups and the make-up of the people using the service or in the area? Qualitative and quantitative information
Think of the wider 'community' including people who possibly do not currently use the service but could or should.

Maidstone Borough Council

Economic & Commercial Development Overview & Scrutiny Committee

Tuesday 26 November 2013

Town Hall Foyer Lease

Report of: Zena Cooke

1. Introduction

- 1.1 In 2012/13 the Economic Development and Regeneration Overview & Scrutiny Committee reviewed the visitor information centre as part of this review several recommendations were made to the Cabinet member for Corporate Services on the leasing of the town Hall Foyer to Volunteer Action Maidstone (VAM).

2. Recommendation

- 2.1 The Committee is recommended to note:
- The draft lease for the Town Hall Foyer
 - The success of the volunteer bureau in increasing the number of volunteers registered by VAM.

3. Update

- 3.1 The Visitor Information Centre Review 2012/13 made a number of recommendations and those relating to the use of the Town Hall Foyer have been incorporated into the lease between the council and Voluntary Action Maidstone.
- 3.2 The following points arising from the recommendations have been included in the lease:
- a methodology for logging visitor numbers and enquiries will be used at the Town Hall that is consistent with that used by the Visitor Information team
- VAM staff and volunteers based at the Town Hall will provide visitor information
- VAM staff and volunteers based at the Town Hall will be supported by the council's customer service advisors to provide visitor information
- 3.3 The primary objective of the lease to VAM is to support the Volunteer Bureau to increase the number of volunteers registered in the borough. This will not only benefit the borough's voluntary

organisations but will also benefit the borough's residents and businesses.

- 3.4 Between April and September 2013, 249 people registered to volunteer at the Volunteer Bureau. The age range of the volunteers was from 15-59, with 65% female and 35% male. Those volunteering included full and part time employed people, those who are retired, in education or training as well as those seeking work.
- 3.5 The reasons given for volunteering included; helping others, gaining work experience, giving something back to the community and trying new things. There were over 20 areas of interest registered by the volunteers ensuring a wide range of voluntary organisations will benefit.
- 3.6 In addition to the core service provided by the Volunteer Bureau, VAM agreed to provide visitor and council information at the town hall. Of the total 1,400 contacts/enquiries for the six month period, 139 related to asking for directions, 55 related to transport, 151 to council services and 295 to visitor information.
- 3.7 The Volunteer Bureau will continue to monitor and review the nature of the enquiries to ensure that the training provided reflects the information they will need to know.

3. Impact on Corporate Objectives

- 3.1 The arrangement with VAM supports the following Council priority:
 - 'For Maidstone to have a growing economy.'
- 3.2 Volunteering is a key component in supporting and promoting employment and the local economy. The presence of VAM in the Town Hall foyer has already increased the number of registered volunteers.

MAIDSTONE BOROUGH COUNCIL (1)

and

VOLUNTARY ACTION MAIDSTONE (2)

LEASE

relating to the Ground Floor Entrance Foyer
forming part of the Town Hall High Street
Maidstone Kent ME14 1TF

Legal Services
Maidstone Borough Council
Maidstone House
King Street
Maidstone
Kent ME15 6JQ

Ref: IT/M001610

THIS LEASE is made the

day of

2013

BETWEEN

- (1) **MAIDSTONE BOROUGH COUNCIL** of Maidstone House King Street Maidstone kent ME15 6JQ ("the Landlord") and
- (2) **VOLUNTARY ACTION MAIDSTONE** (registered charity number 1066911) of 39 to 48 Marsham Street Maidstone Kent ME14 1HH ("the Tenant")

NOW THIS DOCUMENT WITNESSES as follows

1. DEFINITIONS AND INTERPRETATION

1.1 Definitions

- 1.1.1 **"the Interest Rate"** means the rate of 2% a year above the base lending rate of Lloyds Bank plc
- 1.1.2 **"the Property"** means the Ground Floor Entrance Foyer forming part of the Town Hall High Street Maidstone Kent ME14 1TF shown edged in red on Plan 1 attached to this Lease with the rights for the Tenant set out in Schedule 1 The Rights Granted and with the rights for the Landlord set out in Schedule 2 The Rights Retained
- 1.1.3 **"the Property Obligations"** means the obligations set out in Schedule 3 The Property Obligations
- 1.1.4 **"the Rent"** means ten per cent (10%) of the cost per annum incurred by the Landlord in servicing and running the Town Hall to include (but not as an exclusive list) repairing the structure both internal and external gas water sewerage and electricity charges buildings and third party insurance refuse collection and cleaning such rent not to exceed the sum of two thousand five hundred pounds (£2,500.00) per annum
- 1.1.5 **"the Term"** means three years from and including
- 1.1.6 **"the Town Hall"** means the building edged in red on Plan 2 attached to this Lease

1.2 Interpretation

- 1.2.1 Where the Landlord or the Tenant consists of two or more persons obligations expressed or implied to be made by or with

them are deemed to be made by or with those persons jointly and severally (this means that they will each be liable for all sums due under this Lease and not just a proportionate part)

1.2.2 Words that indicate one gender include all other genders and words that indicate the singular include the plural and vice versa and words that indicate persons shall be interpreted as extending to a corporate body or a partnership and vice versa

2. **LETTING**

The Landlord lets the Property to the Tenant with the rights for the Tenant set out in Schedule 1 The Rights Granted and excepting and reserving for the Landlord the rights set out in Schedule 2 The Rights Retained for the Term at the Rent

3. **COMPLIANCE WITH LEASE**

The Tenant and the Landlord agree with each other to observe their respective obligations set out in this Lease

4. **RENT AND INTEREST**

4.1 **Rent**

The Tenant must pay the Rent during the Term by equal quarterly payments of six hundred and twenty five pounds (£625.00) in advance to the Landlord on 1 January 1 April 1 July and 1 October in any year the first payment being made on the date of this Lease duly apportioned to the next quarterly payment date

4.2 **Interest on sums not paid**

The Tenant must pay interest at the Interest Rate on any rent or other payment lawfully due under this Lease that is not received by the Landlord by 14 days after the payment was due This interest is payable from the date on which payment of the rent or other sum was due to the date of actual payment both before and after any court judgment

5. **OUTGOINGS**

The Tenant must pay and protect the Landlord against any loss arising from the Tenant's failure to pay rates payable in respect of the Property and all charges relating to telecommunications and internet services at the Property The Tenant must pay all accounts within a reasonable period of receipt of them If any service or facility is disconnected for non payment

of an account the Tenant must pay the reconnection charges and protect the Landlord against any loss arising from the disconnection

6. STATE AND CONDITION

6.1 The Property

The Tenant must keep the interior of the Property in good repair and condition properly maintained and decorated and reasonably clean and tidy and free from rubbish although this obligation does not extend to keeping the Property in any better state of repair and condition than it is at the date of this Lease

6.2 Refurbishment

Subject to the prior approval of the Landlord as to the design (which shall not be unreasonably withheld) the Tenant shall at its expense refurbish the interior of the Property The Reception desk will remain on the Term being determined for whatever reason but otherwise the Tenant shall have the right to remove all other moveable furniture and equipment belonging to it

6.3 Service Media

The Tenant must keep the service media that are contained in and only serve the Property free from obstruction and in working order

7. ALTERATIONS

The Tenant must not damage or injure the Property or make any alteration to the Property or to the service media in the Property or unite the Property with any adjoining premises

8. APPEARANCE OF THE PROPERTY

The Tenant must not erect any pole or mast or display any sign on the Property other than signs advertising the Landlord's information particulars or install any cable or wire outside it except with the Landlord's consent which is not to be unreasonably withheld or delayed

9. RIGHTS OF ENTRY

The Tenant must allow the Landlord with any necessary contractors and workmen to enter the Property on reasonable notice during normal business hours or in the event of emergency at any time without notice causing as little inconvenience to the Tenant as reasonably practicable and

making good any damage caused to the Property and the Tenant's property for the following purposes:

- 9.1 to view the state and condition of the Property
- 9.2 to carry out any repairs to the Property that are necessary by virtue of the Landlord's responsibilities under this Lease or by law or to any adjoining property that can only be carried out by having access to the Property and
- 9.2 to inspect with interested parties during the three months before the anticipated date of the end of the Term with a view to proposed sale or letting and to fix and retain in a reasonable position on the Property a board advertising the Property for sale or letting

10. **DEALINGS**

This Lease is personal to the Tenant and the Tenant must not assign sublet charge or part with possession of the Property or any part of it and must not hold the Property on trust for another

11. **USE AND NUISANCE**

11.1 **Permitted Use**

The Tenant shall use the Property:

11.1.1 as a community hub for the hosting of local charitable organisations such as HiKent the British Red Cross Maidstone Lions and Kent Air Ambulance and so as to facilitate increased volunteering by the general public for the benefit of all charitable organisations and the borough

11.1.2 as an information point for residents and visitors to the Borough of Maidstone

11.2 **Auctions trades and immoral purposes**

The Tenant must not use the Property for any auction sale or any dangerous noxious noisy or offensive trade business manufacture or occupation or any illegal or immoral act or purpose

11.3 **Residential use/sleeping and animals**

The Tenant must not use the Property for residential purposes or as sleeping accommodation or keep any animal bird or reptile on it

11.4 **Statutory obligations generally**

The Tenant must comply with all the requirements of any legislation and any other obligations imposed by law or by any byelaws applicable to the Property or the trade or business for the time being carried on there

11.5 **Planning**

11.5.1 The Tenant must comply with the provisions and requirements of all planning legislation affecting the Property. If the Tenant breaches any planning controls it must bear all the consequences of doing so whether those breaches arise during the Term or after the end of it

11.5.2 The Tenant must not make any application for planning permission without the consent of the Landlord

11.6 **Nuisance**

The Tenant must not do anything on the Property that may be reasonably considered to be a nuisance or annoyance to other users of the Town Hall or the Landlord or the owners or occupiers of neighbouring properties

12. **COSTS OF ENFORCEMENT**

The Tenant must pay the Landlord's reasonable costs fees charges disbursements and expenses properly incurred in relation to or incidental to the recovery or attempted recovery of arrears of rent or other sums due under this Lease or any other steps taken in contemplation of or in direct connection with enforcement of the obligations on the part of the Tenant under this Lease

13. **NOTICES AND INFORMATION**

The Tenant must give notice to the Landlord as soon as reasonably practicable of

13.1 any disrepair of or damage to the Property

13.2 any notice or order it receives from a local or statutory authority in respect of the Property and

13.3 any act by a tenant or occupant of any neighbouring property or a third party that might adversely affect the Landlord's interest in the Property

14. **SECURITY AND KEYHOLDERS**

The Tenant must keep the Property secure and must ensure that at all times the Landlord and the local police force have written notice of the name home address and home telephone number of at least two keyholders of the Property The Council shall provide two sets of keys to enable the Tenant to comply with this covenant

15. **THE PROPERTY OBLIGATIONS**

The Tenant must observe and perform the Property Obligations

16. **GIVING BACK POSSESSION AT THE END OF THE TERM**

16.1 **Possession and condition**

The Tenant must give vacant possession of the Property back to the Landlord at the end of the Term in the state of repair and condition specified in Clause 6 State and Condition and give up all keys of the Property to the Landlord and remove the Tenant's fixtures and fittings and all signs put up by the Tenant immediately making good any damage caused by their removal

16.2 **Items left**

The Tenant will be responsible for meeting all reasonable removal and storage charges if items of property are left in the Property at the end of the Term The Landlord will remove and store the items for a maximum of one month The Landlord will notify the Tenant that this has been done at the Tenant's last known address If the items are not collected within one month the Landlord may dispose of the items and the Tenant will be liable for the reasonable costs of disposal The costs may be deducted from any sale proceeds and if there are any costs remaining they will remain the Tenant's liability

17. **NON DISTURBANCE**

The Landlord must permit the Tenant peaceably to hold and enjoy the Property during the tenancy created by this Lease without any interruption or disturbance from or by the Landlord or any person claiming under or in trust for it

18. **OPENING HOURS**

The Tenant must keep the Property open for the performance of the Permitted Use and the Property Obligations during the hours of 10am to 4pm Monday to Friday except Bank and other public holidays

19. **INSURANCE**

19.1 **Landlord's obligation to insure**

The Landlord must keep the Property insured against damage or destruction by fire and other usual risks for the full cost of rebuilding and reinstating the Property unless the insurance is rendered void or made invalid by any deliberate act of the Tenant or by anyone under its control

19.2 **Suspension of the Rent**

If the Property or any part of it is damaged by any risk against which it is insured (or by any risk against which cover is not generally available or is only available on terms making it unreasonable to take out cover) so as to be unfit for occupation the Rent or a fair proportion of it shall be suspended until the Property or the affected part is fit for occupation This provision does not apply where payment of any insurance money is wholly or partly refused because of any deliberate act or default of the Tenant or anyone under its control

19.3 **Reinstatement**

The Landlord must if practicable reinstate the Property or any part damaged by any risk against which it is insured (or by any risk against which cover is not generally available or is only available on terms making it unreasonable to take out cover) and if it fails to do so within a reasonable time the Tenant shall be entitled to treat this Lease as at an end This provision does not apply where payment of any insurance money is wholly or partly refused because of any deliberate act or default of the Tenant or anyone under its control

19.4 **Tenant's obligations as to insurance**

The Tenant must not do anything or fail to comply with any requirement as a result of which the policy of insurance taken out by the Landlord in relation to the Property may become void or voidable or invalidated or by which the rate of premium on the policy may be increased

19.5 **Landlord's further insurance obligations**

The Landlord must provide the Tenant with a summary of the risks covered by the policy of insurance and of any requirements of the insurers of which the Tenant needs to be aware and the Landlord must notify the Tenant of any material change in those risks or requirements from time to time

20. **ACCOUNTING**

As soon as reasonably possible after the end of its accounting year (31 March) the Landlord shall account to the Tenant for all payments incurred by the Landlord in respect of the running and operating of the Town Hall for the preceding year. In the event that Rent for that preceding year is less than the quarterly sums paid by the Tenant then:

- 20.1 the Landlord shall either account and pay to the Tenant the excess sum due or
- 20.2 the Landlord shall credit the Tenant with the amount of the excess sum to be applied to the next yearly Rent

21. **REPAIRS**

Other than as set out in Clause 6 State and Condition the Landlord shall keep the Town Hall in good repair and condition and properly maintained and decorated

22. **RECOVERY AND POSSESSION**

If and whenever during the Term:

- 22.1 the Rent is unpaid for 28 days after becoming due whether formally demanded or not or
- 22.2 there is a breach by the Tenant of an obligation or other term of this lease or
- 22.3 the Tenant ceases to operate as a charity or for charitable purposes (registered or otherwise) or
- 22.4 the Tenant becomes insolvent or as a charity goes into the equivalent of a company administration or liquidation or
- 22.5 the Tenant has any distress execution or other similar process levied on its goods

the Landlord may at any time re-enter the Property at which point the tenancy created by this Lease shall cease absolutely but this shall not affect any rights or remedies that may have accrued to the Landlord against the Tenant or to the Tenant against the Landlord in respect of any breach of this Lease

23. **VAT**

All sums due to be paid by the Tenant under this Lease are expressed exclusive of VAT and the Tenant must in addition pay the full amount of any VAT or other similar tax on those sums for which the Landlord or other person entitled to the payments is from time to time accountable (if requested)

24. **EXCLUSION OF THE LANDLORD AND TENANT ACT**

24.1 **Notice and Declaration**

On _____ the Landlord served notice on the Tenant pursuant to the provisions of the Landlord and Tenant Act 1954 Section 38A(3) and on _____ the Tenant made a statutory declaration pursuant to Schedule 2 of the Regulatory Reform (Business Tenancies) (England and Wales) Order 2003

24.2 **Agreement to exclude**

Pursuant to the provisions of the Landlord and Tenant Act 1954 Section 38A(1) the parties agree that the provisions of the Landlord and Tenant Act 1954 Sections 24 to 28 inclusive are to be excluded in relation to the tenancy created by this Lease

25. **NEW LEASE**

This Lease is a new tenancy for the purposes of Section 1 of the Landlord and Tenant (Covenants) Act 1995

26. **CHARITIES ACT 2011**

The Property will as a result of this Lease be held by or in trust for Voluntary Action Maidstone a non exempt charity and the restrictions on disposition imposed by Sections 117 to 121 of the Charities Act 2011 will apply to the Property (subject to Section 117(3) of that Act)

27. **ARBITRATION**

In the event of there being any dispute between the Landlord and the Tenant about the interpretation or construction of this Lease the matter the subject of such dispute shall be referred to an arbitrator of at least ten years post qualification experience as appointed by the President or Vice President of the Royal Institution of Chartered Surveyors The arbitration shall be conducted in accordance with the procedure and principles outlined in the Arbitration Act 1996 or any subsequent amendment of this Act Any decision of the arbitrator shall not be binding on either the

Landlord or the Tenant who shall still have the right to institute legal proceedings The cost of the arbitrator shall be borne equally by the Landlord and the Tenant

28. **BREAK CLAUSE**

At any time during the Term either the Landlord or the Tenant upon the giving of not less than six months' prior written notice shall have the right to determine this Lease and at the expiry of such notice the Term shall absolutely determine without prejudice to the parties' respective antecedent rights and obligations save that in the event of the Tenant having its funding withdrawn then three months notice to the Landlord shall be acceptable.

SCHEDULE 1

THE RIGHTS GRANTED

The Property is let together with the following rights:

1-1 **Passage of Conduits**

The right subject to any temporary interruption for repair alteration replacement or service failure to the free passage and running of all water gas electricity sewerage and telecommunications services through in and under the Town Hall in common with the Landlord and all other persons having a like right

1-2 **Toilets**

The right in common with the Landlord and all others so authorised to use the toilets and washing facilities situated on the ground floor of the Town Hall

1-3 **Support**

A right of protection and support for the Property from the Town Hall

SCHEDULE 2

THE RIGHTS RETAINED

The Property is let subject to the following exceptions and reservations retained for the benefit of the Landlord and the Town Hall:

2-1 Passage of Conduits

The right to the free passage and running of all water gas electricity sewerage and telecommunications services through in and under the Property in common with the Tenant and all other persons having a like right

2-2 Access Way

The right for the Landlord and all others authorised by it at all times of the day or night to pass and repass on foot through the Property to and from the Town Hall over that part of the foyer shown coloured brown on Plan 1 attached to this Lease

2-3 Foyer Use

The right for the Landlord upon giving to the Tenant two weeks' prior written notice to use the Property up to a maximum of six days in any one calendar year and on the basis that the Landlord arranges for the temporary storage of the Tenant's equipment and goods elsewhere within the Town Hall in a convenient area to be agreed with the Tenant

2-4 Support

A right of protection and support for the Town Hall from the Property

SCHEDULE 3

THE PROPERTY OBLIGATIONS

Throughout the Term the Tenant shall:

- 3-1 Arrange for its volunteers to complete the training offered by the Landlord in relation to visitor and council information
- 3.2 Arrange for at least 1 volunteer or staff member on duty at any time to have completed the training offered by the landlord in 3-1.
- 3-3 Allow its volunteers to "shadow" personnel of the Landlord working at the Landlord's Visitor Information Centre based at Maidstone Museum and Art Gallery St Faiths Street Maidstone ("the Museum") and at the Gateway based in King Street
- 3-4 On the basis that the Landlord produces a "Frequently Asked Questions" list with suggested replies ensure that all its volunteers are familiar with its contents
- 3-5 Provide visitor information leaflets stored at the Property on request (the Landlord shall ensure the Tenant has an adequate stock of these leaflets at all times)
- 3-6 Maintain a daily log by spreadsheet of visits to the Property by visitors requesting information and by type of enquiry raised
- 3-7 Ensure its volunteers are familiar with and use the internal telephone link to the Museum and the Gateway King Street Maidstone in the case of the more complex enquiries
- 3-8 Attend quarterly meetings with the Landlord to monitor and review the services set out in this Schedule 3 and with a view to improving the same where relevant
- 3-9 Provide the Landlord with information every quarter on the numbers of volunteers it recruits for local charities and which charities acquire those volunteers

AS WITNESS whereof the hands of the Landlord and the Tenant the day and year first before written

The COMMON SEAL of)
MAIDSTONE BOROUGH COUNCIL)
was hereunto affixed)
in the presence of:

Solicitor – Authorised Signatory

SIGNED as a DEED on behalf of)
VOLUNTARY ACTION MAIDSTONE)
by _____)

.....
Signature

.....
Status in Organisation

in the presence of:

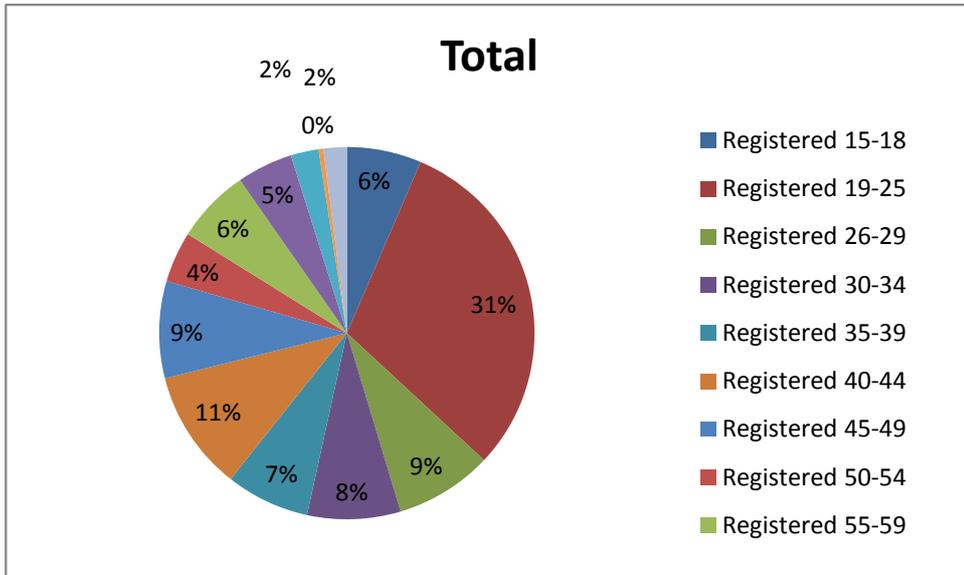
Witness Signature:

Name:

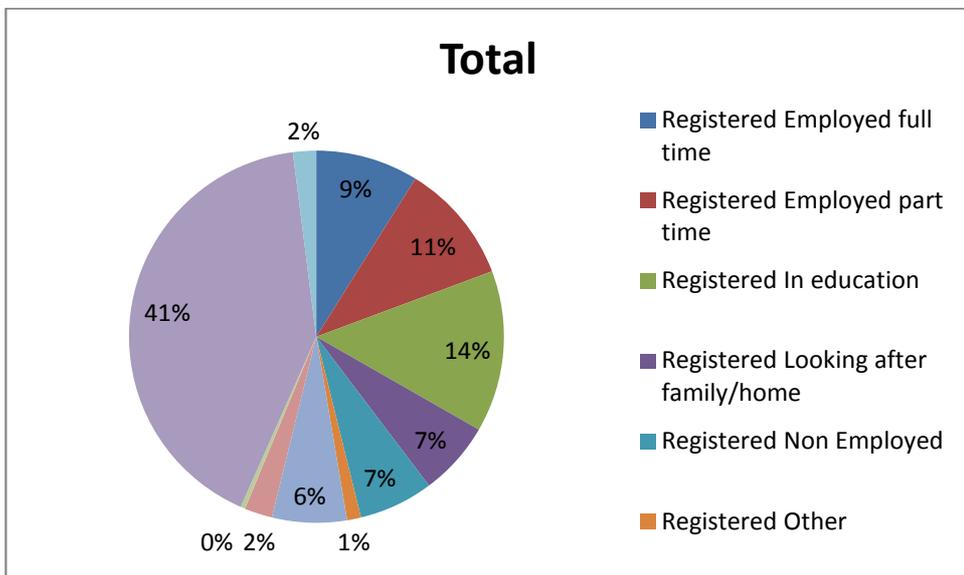
Address:

Report of volunteers coming to the Town Hall from April to September 2013

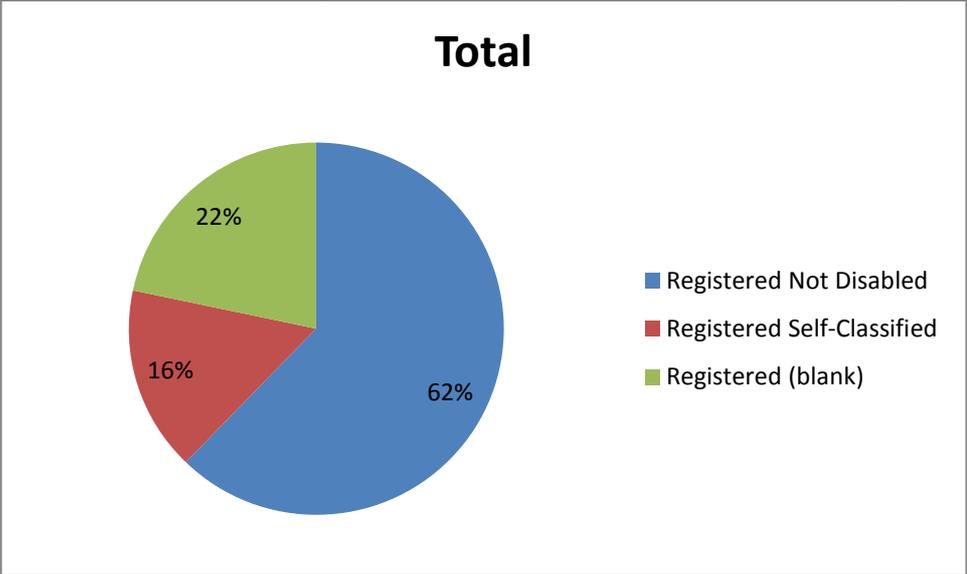
1. Number of would-be volunteers registered: **249 volunteers**
2. Percentage of volunteers successfully placed: **27%**
3. Gender of would be volunteers: **65% Women and 35% Men**
4. Age range:



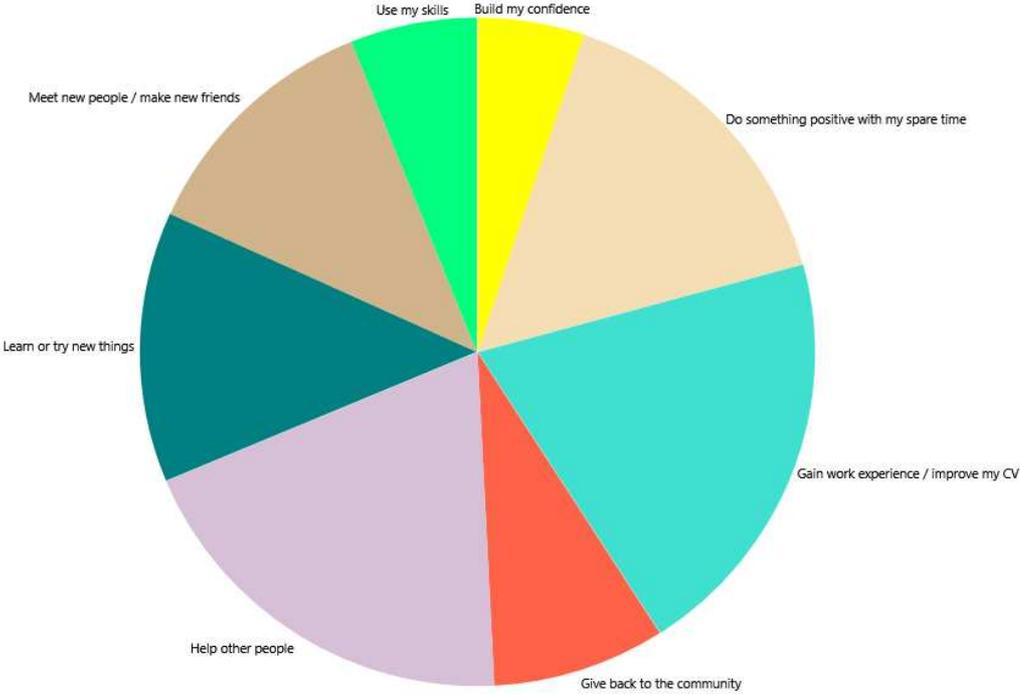
5. Employment status



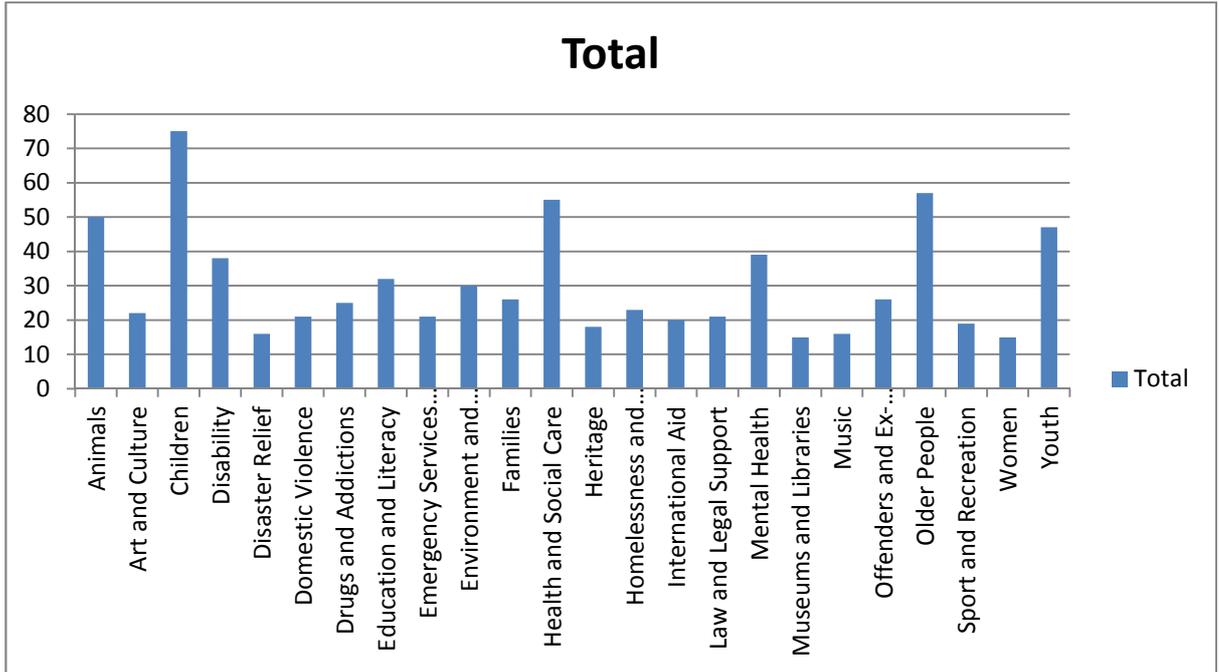
6. Disability status



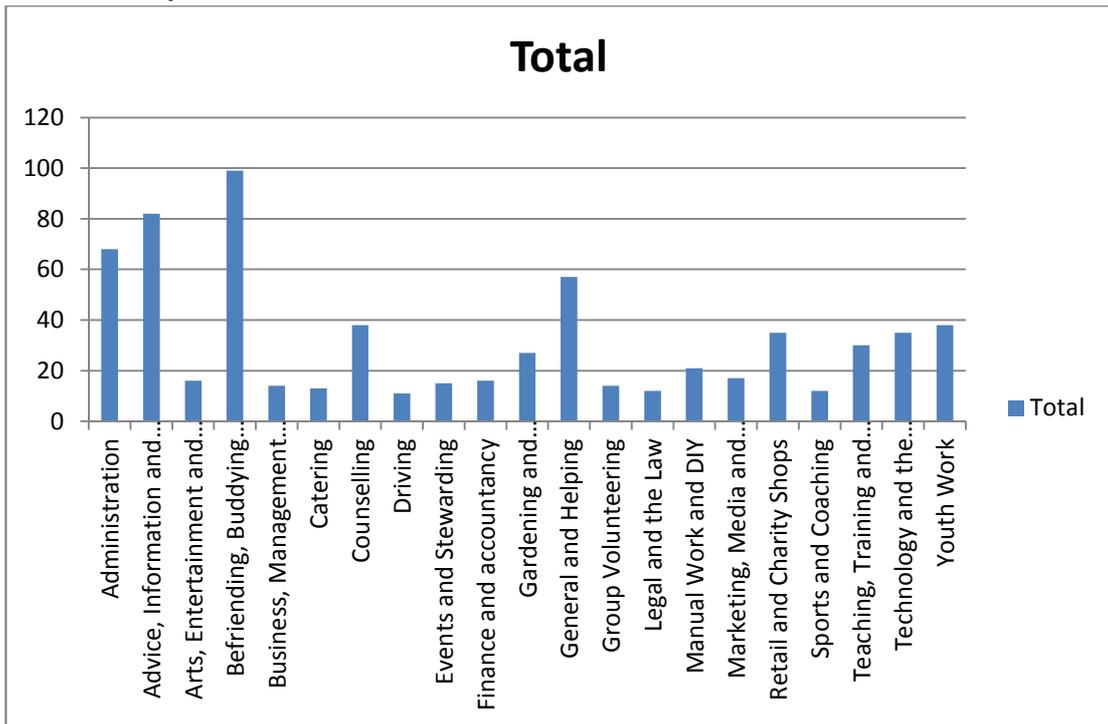
7. Motivations of volunteer



8. Causes they are interested in

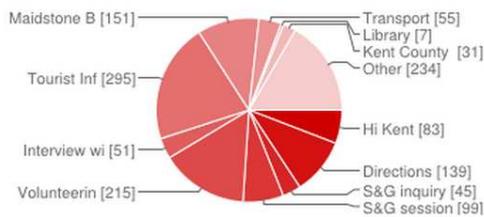


9. Activities they are interested in



10. Town Hall enquiries:

What was the inquiry about?



Hi Kent	83	6%
Directions	139	10%
S&G inquiry	45	3%
S&G session	99	7%
Volunteering	215	15%
Interview with Dan	51	4%
Tourist Information	295	21%
Maidstone Borough Council	151	11%
Transport	55	4%
Library	7	0%
Kent County Council	31	2%
Other	234	17%

11. Volunteer reviews

"I am really pleased with the voluntary placements i have got. i have finished my first part of training to be a gateway assessor for the cab and i do voluntary for foster street doing admin. it is all thanks to the volunteer centre"

"I'm getting very involved with HaMC and I'm very much enjoying it. They say I am making a difference, which is all that matters"

"It is better to give than to receive" - so we are told. In the five years since I retired from the Heart of Kent hospice (and even on occasions before that) I have done volunteer work for various bodies. It is sometimes hard, often challenging, demanding, exhausting even, but unfailingly rewarding - not in terms of monetary reward but those of Joy and Happiness, and the warm glow of a friendly and grateful smile.

"The service was very helpful and the organisation I was volunteering for was a great place to work and I thoroughly enjoyed gaining experience and working with the people at British Wireless For The Blind."

"thank you very much it has been an incredible and delighted experience"

"I love working at Stoneacre. I set out to work as a steward in the house but helped in the garden on the first day and loved it so much that I decided to continue there.

The gardens are beautiful and the other volunteers lovely, as are the tenants.

I really couldn't have found a better place to volunteer at, thank you for introducing me to Stoneacre!"

"This is already making a big difference to my life and thoroughly enjoyable. it is going well and have been accepted as a full member of staff."

"I really feel valued and have gained experience in an office environment. The Manager Lyn has stated she will gladly give me a reference if required. I am still volunteering for age Concern until a full time job becomes available."

"I started to volunteer about 2 years ago because i had the classic symptoms of "empty nest syndrome" - the kids had left home - the dog had just died and no one seemed to need me any more! Volunteering made me feel useful again and I have met some lovely people along the way"

We have started a volunteer Co-ordinator forum, whereby people who manage volunteers are invited to come along and share good practice and discuss common issues. The first one was held in October and 30 people attended. The next one is scheduled for Jan 2014.

Agenda Item 10

Maidstone Borough Council

Economic & Commercial Development Overview & Scrutiny Committee

Tuesday 26 November 2013

Future Work Programme & List of Forthcoming Decisions

Report of: Clare Wood, Policy & Performance 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 Policy & Performance 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 sections of the list of forthcoming decisions relevant to the Committee at **Appendix B** and discuss whether these are items that require further investigation or monitoring by the Committee.

3. Reasons for Recommendation

- 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 List of Forthcoming Decisions

- 4.1 The List of Forthcoming Decisions for October 2013 to December 2014 (**Appendix B**) contains the three decisions relevant to the Regeneration and Economic Development Overview and Scrutiny Committee's current work programme and terms of reference.
- 4.2 The Regeneration and Economic Development Plan Consultation is showing in plan as due to Cabinet for a decision in November. Discussion with the Economic Development Manager indicates that a decision is unlikely to be made in November and that this is now expected early 2014.
- 4.3 The Business Enterprise Hub is showing as due for decision by the Cabinet Member for Regeneration & Commercial Development by 29th November 2013. This item has already been considered by the Committee in September and an update is scheduled in the work programme for February 2014.
- 4.4 Maidstone Museums' Collections Development Policy 2013 – 2018 is due for decision by the Cabinet Member for Economic & Commercial Development by 14th November 2013. Members should consider if they wish to add this item to their work programme.

5. Impact on Corporate Objectives

- 5.1 The Committee will primarily consider reports that deliver against all the 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 throughout the coming year.

Appendices

- Draft work programme – Appendix A
- Forward Plan of Key Decisions – Appendix B

Economic & Commercial Development Overview and Scrutiny Committee Work Programme 2013-14

Meeting Date	Agenda Items	Details and desired outcome
25 June 2013	<ul style="list-style-type: none"> • Appointment of Chairman and Vice-Chairman • Cabinet Member Priorities for 2013/14 Municipal Year • Work Programming Workshop 2013-14 	<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.
30 July 2013	Cancelled	Cancelled
27 August 2013	<ul style="list-style-type: none"> • Market Update • VIC Update • Economic Development Staff Structure 	<ul style="list-style-type: none"> • To review outcomes from previous scrutiny reviews • To understand the new structure for Economic Development
24 September 2013	<ul style="list-style-type: none"> • The State of Maidstone Economy • Regeneration and Economic Development Plan Update • Maidstone Enterprise Hub • Skill and Employability Work Programme update 	<ul style="list-style-type: none"> • Contextual information to aid understanding • Update on Regeneration & Economic Development Plan • To provide the committee with an overview of the project and expected outcomes.
22 October 2013	<ul style="list-style-type: none"> • Interview with Cabinet member for Economic & Commercial development- Vision for visitor economy • Interview with Cabinet member for Corporate Services – leasing of Town Hall Foyer • Agree review Scope 	<ul style="list-style-type: none"> • Follow up from the ViC review 2012 and provide background to events review • Follow up from the ViC review 2012
26 November 2013	<ul style="list-style-type: none"> • Interview with Alan Reading – Maidstone Tourism Association • Interview with Cllr Moss & Zena Cooke – Town hall foyer lease 	<ul style="list-style-type: none"> • Provide background and information about events review • Follow up from the ViC review 2012
24 December 2013	Cancelled	Cancelled
28 January 2014	<ul style="list-style-type: none"> • Events review – Interviews TBC 	<ul style="list-style-type: none"> • Provide background and information about

	<ul style="list-style-type: none"> • Interview with the new Head of Economic & Commercial Services 	<p>events review</p> <ul style="list-style-type: none"> • To inform the committee of strategic direction of the economic and commercial functions
25 February 2014	<ul style="list-style-type: none"> • Maidstone Enterprise Hub Update • Events review – Interviews TBC 	<ul style="list-style-type: none"> • Progress update –requested by cmt • Provide background and information about events review
25 March 2014	<ul style="list-style-type: none"> • Skill and Employability Work Programme Update • Events Review Draft Report 	<ul style="list-style-type: none"> • To provide the committee with an update on the project and outcomes to date. • Agree final amendment prior to submission to Cabinet
22 April 2014	<ul style="list-style-type: none"> • Evaluations of Cabinet Member Priorities for 2013/14 Municipal Year • Review of the year 	<ul style="list-style-type: none"> • Ascertain progress made on Cabinet member Priorities • Ascertain cmts contribution



LIST OF FORTHCOMING DECISIONS

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

Publication Date: **30 October 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

Councillor Christopher Garland
Leader of the Council
christophergarland@maidstone.gov.uk
Tel: 07903 113571



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Councillor Stephen Paine
Cabinet Member for Planning, Transport and
Development
stephenpaine@maidstone.gov.uk
Tel: 07906 271325



Councillor Malcolm Greer
Cabinet Member for Economic and
Commercial Development (also Deputy
Leader)
malcolmgreer@maidstone.gov.uk
Tel: 01634 862876



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Councillor Marion Ring
Cabinet Member for Environment
marionring@maidstone.gov.uk
Tel: 01622 686492



Councillor Brian Moss
Cabinet Member for Corporate Services
brianmoss@maidstone.gov.uk
Tel: 01622 761998



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Councillor John A Wilson
Cabinet Member for Community and Leisure
Services
johnawilson@maidstone.gov.uk
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)
Cabinet Member for Planning, Transport and Development Due Date: Friday 8 Nov 2013	Community Infrastructure Levy Progress report on the Community Infrastructure Levy, including principles for populating the regulation 123 list.		Rob Jarman, Head of Development Management Robjarman@maidstone.gov.uk	Public	Community Infrastructure Levy
Cabinet Due Date: Wednesday 13 Nov 2013	Budget Strategy 2014 15 Onwards Capital To determine the strategy for developing the future Capital Programme, for 2014/15 onwards, as part of the consideration of the Medium Term Financial Strategy (MTFS).	KEY Reason: Budget Reports	Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk	Public	Budget Strategy 2014 15 Onwards Capital
Cabinet Due Date: Wednesday 13 Nov 2013	Budget Monitoring - Second Quarter 2013/14 Revenue and capital budget monitoring report		Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk	Public	Budget Monitoring - Second Quarter 2013/14

Forthcoming Decisions
November 2013 - May 2014

Decision Maker and Date of When Decision is Due to be Made:	Title of Report and Brief Summary	Key Decision and reason (if applicable)	Contact Officer:	Public or Private <i>if Private the reason why</i>	Documents to be submitted (other relevant documents may be submitted)
Cabinet Due Date: Wednesday 13 Nov 2013	Mid-Year Strategic Plan Performance Report 2013/14 quarterly performance monitoring		Clare Wood clarewood@maidstone.gov.uk	Public	Mid-Year Strategic Plan Performance Report 2013/14
Cabinet Due Date: Wednesday 13 Nov 2013	Bringing empty homes back into use as affordable housing To consider purchasing property to help deliver the Empty Homes Programme with the Homes and Communities Agency.	KEY Reason: Expenditure > £250,000	Andrew Connors, Housing Enabling Officer andrewconnors@maidstone.gov.uk	Private - It is in the public interest that this report be taken in private because it discloses information regarding negotiations that have taken place and are continuing with the property owner, including the value of the property. Keeping this information private at this time will enable the council to conclude negotiations and secure the best purchase price possible	Empty Homes back into use report
Cobtree Manor Estate Charity Committee Due Date: Wednesday 13 Nov 2013	Car Parking at Cobtree Manor Park A report into the management of car parking at Cobtree Manor Park		Jason Taylor, Parks and Leisure Manager jason.taylor@maidstone.gov.uk	public	Car Parking at Cobtree Manor Park

Forthcoming Decisions
November 2013 - May 2014

Decision Maker and Date of When Decision is Due to be Made:	Title of Report and Brief Summary	Key Decision and reason (if applicable)	Contact Officer:	Public or Private <i>if Private the reason why</i>	Documents to be submitted <i>(other relevant documents may be submitted)</i>
Cobtree Manor Estate Charity Committee Due Date: Wednesday 13 Nov 2013	Estate Progress Annual Report The estate progress report for the last quarter along with a review of work across the estate over the last year		Joanna Joyce joannajoyce@maidstone.gov.uk	public	Estate Progress Annual Report
Cobtree Manor Estate Charity Committee Due Date: Wednesday 13 Nov 2013	Cobtree Manor Park Visitor Center A report into the visitor center at Cobtree Manor Park.		Joanna Joyce joannajoyce@maidstone.gov.uk	public	Cobtree Manor Park Visitor Center
Licensing Committee Due Date: Thursday 14 Nov 2013	Hackney Carriage Licence - Unmet Demand Survey To consider the outcomes of the Unmet Demand Survey into the numbers of Hackney Carriage Licenses		Lorraine Neale lrraineneale@maidstone.gov.uk	Public	Hackney Carriage Licence - Unmet Demand Survey

Forthcoming Decisions
November 2013 - May 2014

Decision Maker and Date of When Decision is Due to be Made:	Title of Report and Brief Summary	Key Decision and reason (if applicable)	Contact Officer:	Public or Private <i>if Private the reason why</i>	Documents to be submitted <i>(other relevant documents may be submitted)</i>
<p>Cabinet Member for Economic and Commercial Development</p> <p>Due Date: Thursday 14 Nov 2013</p> <p>41</p>	<p>Maidstone Museums' Collections Development Policy 2013 - 2018</p> <p>To consider the approval of a revised Collections Development Policy for the Council's museums</p>	<p>KEY Reason: Policies, Plans, Strategies</p>	<p>Simon Lace, Museums and Heritage Manager SimonLace@maidstone.gov.uk</p>	<p>Public</p>	<p>Maidstone Museums' Collections Development Policy 2013-2018 Maidstone Museums' Collections Development Policy 2013-2018</p>
<p>Cabinet Member for Corporate Services</p> <p>Due Date: Before Friday 22 Nov 2013</p>	<p>Council Tax, Business Rates and Housing Benefits Overpayments write offs</p> <p>Approval of write offs for irrecoverable debts of Council Tax, Business Rates and Housing Benefit Overpayments</p>		<p>Sheila Coburn sheilacoburn@maidstone.gov.uk</p>	<p>Private - personal details held</p>	<p>Council Tax, Business Rates and Housing Benefits Overpayments write offs</p>

Forthcoming Decisions
November 2013 - May 2014

Decision Maker and Date of When Decision is Due to be Made:	Title of Report and Brief Summary	Key Decision and reason (if applicable)	Contact Officer:	Public or Private <i>if Private the reason why</i>	Documents to be submitted <i>(other relevant documents may be submitted)</i>
Cabinet Member for Corporate Services Due Date: Monday 25 Nov 2013	Bankruptcy Policy for Council Tax and Business Rates Debt The approach to be adopted by the council in collecting unpaid council tax and business rates through the use of bankruptcy proceedings.	KEY Reason: Policies, Plans, Strategies	Sheila Coburn sheilacoburn@maidstone.gov.uk	Public	Bankruptcy Policy for Council Tax and Business Rates Debt
⁴ Audit Committee Due Date: Monday 25 Nov 2013	Treasury Management Half Yearly Review 2013/14 Treasury Management Half Yearly Review 2013/14		Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk	Public	Treasury Management Half Yearly Review 2013/14
Audit Committee Due Date: Monday 25 Nov 2013	Annual Governance Statement Action Plan Update report following the annual governance statement review		Angela Woodhouse, Head of Policy and Communications angelawoodhouse@maidstone.gov.uk	Public	Annual Governance Statement Action Plan Update

Forthcoming Decisions
November 2013 - May 2014

Decision Maker and Date of When Decision is Due to be Made:	Title of Report and Brief Summary	Key Decision and reason (if applicable)	Contact Officer:	Public or Private <i>if Private the reason why</i>	Documents to be submitted (other relevant documents may be submitted)
General Purposes Group Due Date: Tuesday 26 Nov 2013	Nominations to Outside Bodies Report to consider nominations received for Outside Bodies		Angela Woodhouse, Head of Policy and Communications angelawoodhouse@maidstone.gov.uk	Public	Nominations to Outside Bodies
Cabinet Member for Corporate Services Due Date: Before Thursday 29 Nov 2013	Equality Objectives Mid-year Update Equality Objectives Mid-year Update		Clare Wood clarewood@maidstone.gov.uk	Public	Equality Objectives Mid-year Update
Cabinet Member for Economic and Commercial Development Due Date: Before Friday 29 Nov 2013	Maidstone Enterprise Hub To allocate up to £700,000 from Capital Programme to establish an Enterprise Hub in Maidstone Town Centre.	KEY Reason: Expenditure > £250,000	John Foster johnfoster@maidstone.gov.uk	Public	Maidstone Enterprise Hub

Forthcoming Decisions
November 2013 - May 2014

Decision Maker and Date of When Decision is Due to be Made:	Title of Report and Brief Summary	Key Decision and reason (if applicable)	Contact Officer:	Public or Private <i>if Private the reason why</i>	Documents to be submitted <i>(other relevant documents may be submitted)</i>
<p>Cabinet Member for Corporate Services</p> <p>Due Date: Friday 29 Nov 2013</p>	<p>Discretionary Housing Payment</p> <p>Future policy for the award of discretionary housing payments.</p>		<p>Stephen McGinnes stephenmcginnes@maidstone.gov.uk</p>	<p>Public</p>	<p>Discretionary Housing Payment</p>
<p>Cabinet Member for Community and Leisure Services</p> <p>Due Date: Friday 29 Nov 2013</p>	<p>Health Inequalities Action Plan</p> <p>Action plan detailing work on reducing health inequalities in Maidstone</p>	<p>KEY Reason: Affects more than 1 ward</p>	<p>Katie Latchford katielatchford@maidstone.gov.uk</p>	<p>Public</p>	<p>Health Inequalities Action Plan</p>

Forthcoming Decisions
November 2013 - May 2014

Decision Maker and Date of When Decision is Due to be Made:	Title of Report and Brief Summary	Key Decision and reason (if applicable)	Contact Officer:	Public or Private <i>if Private the reason why</i>	Documents to be submitted <i>(other relevant documents may be submitted)</i>
<p>Cabinet Member for Corporate Services</p> <p>Due Date: Before Friday 29 Nov 2013</p> <p style="text-align: center;">45</p>	<p>Mid Kent Audit Partnership - Evolution to 'One Team - One Employer'</p> <p>The report proposes that staff who are currently employed by the four partnership Councils should in future be employed by one (Maidstone) with charges made to the other Councils in accordance with existing budgets.</p>		<p>Brian Parsons, Head of Audit Partnership Brianparsons@maidstone.gov.uk</p>	<p>Private - Paragraph (4) - Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office-holders under, the authority.</p>	<p>Mid Kent Audit Partnership - Evolution to 'One Team - One Employer'</p>
<p>Cabinet</p> <p>Due Date: Wednesday 4 Dec 2013</p>	<p>Green and Blue Infrastructure Strategy</p> <p>Approval of Green and Blue Infrastructure Strategy for public consultation (to be undertaken at the same time as the Maidstone Borough Local Plan).</p>	<p>KEY Reason: Policies, Plans, Strategies</p>	<p>Darren Bridgett darrenbridgett@maidstone.gov.uk</p>	<p>Public</p>	<p>Green and Blue Infrastructure Strategy</p>

Forthcoming Decisions
November 2013 - May 2014

Decision Maker and Date of When Decision is Due to be Made:	Title of Report and Brief Summary	Key Decision and reason (if applicable)	Contact Officer:	Public or Private <i>if Private the reason why</i>	Documents to be submitted <i>(other relevant documents may be submitted)</i>
Cabinet Due Date: Wednesday 4 Dec 2013	MAIDSTONE BOROUGH LOCAL PLAN PUBLIC CONSULTATION DRAFT – GROUP 2 POLICIES 2nd group of local plan policies for consideration at Scrutiny committee and Cabinet	KEY Reason: Affects more than 1 ward	Michael Murphy michaelmurphy@maidstone.gov.uk	Public	MAIDSTONE BOROUGH LOCAL PLAN PUBLIC CONSULTATION DRAFT – GROUP 2 POLICIES
Council Due Date: Wednesday 11 Dec 2013	Local Council Tax Discount Scheme Decision on the local council tax discount scheme to be applied for 2014/2015.		Stephen McGinnes stephenmcginnes@maidstone.gov.uk	Public	Local Council Tax Discount Scheme
Cabinet Due Date: Wednesday 18 Dec 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 johnfoster@maidstone.gov.uk	Public	Regeneration and Economic Development Plan Consultation

Forthcoming Decisions
November 2013 - May 2014

Decision Maker and Date of When Decision is Due to be Made:	Title of Report and Brief Summary	Key Decision and reason (if applicable)	Contact Officer:	Public or Private <i>if Private the reason why</i>	Documents to be submitted <i>(other relevant documents may be submitted)</i>
Cabinet Member for Corporate Services Due Date: Friday 20 Dec 2013 47	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.	Lease of Giddyhorn Lane Tennis Courts
Cabinet Member for Community and Leisure Services Due Date: Friday 20 Dec 2013	Homelessness Strategy 2013-2018 Homelessness Strategy 2013-2018; Homelessness Review 2013	Reason: Policies, Plans, Strategies	Neil Coles neilcoles@maidstone.gov.uk		Homelessness Strategy 2013-2018

Forthcoming Decisions
November 2013 - May 2014

Decision Maker and Date of When Decision is Due to be Made:	Title of Report and Brief Summary	Key Decision and reason (if applicable)	Contact Officer:	Public or Private <i>if Private the reason why</i>	Documents to be submitted <i>(other relevant documents may be submitted)</i>
Cabinet Due Date: Monday 27 Jan 2014 48	Infrastructure Delivery Plan (IDP) The purpose of the IDP is to identify the infrastructure required to meet the spatial objectives and growth anticipated in the Local Plan and thus demonstrate that the Plan is both realistic and deliverable.	KEY Reason: Affects more than 1 ward	Rob Jarman, Head of Development Management Robjarman@maidstone.gov.uk	Public	Infrastructure Delivery Plan (IDP)
Cabinet Due Date: Monday 27 Jan 2014	Integrated Transport Strategy 2011-31 To consider the Integrated Transport Strategy 2011-31 for public consultation	KEY Reason: Affects more than 1 ward	Rob Jarman, Head of Development Management Robjarman@maidstone.gov.uk	Public	Integrated Transport Strategy 2011-31
Cabinet Due Date: Wednesday 12 Feb 2014	Budget Monitoring - Third Quarter 2013/14 Revenue and capital budget monitoring		Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk	Public	Budget Monitoring - Third Quarter 2013/14