

**You are hereby summoned to attend the  
Annual Meeting of the**

**MAIDSTONE BOROUGH COUNCIL**

Date: Saturday 19 May 2018  
Time: 9.00 a.m.  
Venue: Town Hall, High Street, Maidstone

**Membership:**

Councillors Adkinson, Bartlett, Mrs Blackmore, Boughton, Brice, D Burton, M Burton, Clark, Cox, Cuming, Daley, English, Fermor, Field, Fissenden, Fort, Garland, Garten, Mrs Gooch, Greer (Mayor), Mrs Grigg, Harper, Harvey, Harwood, Hastie, Hinder, Mrs Hinder, Joy, Kimmance, Lewins, McKay, McLoughlin, D Mortimer, Munford, Naghi, Newton, Parfitt-Reid, Perry, Powell, Prendergast, Purle, Mrs Ring, Mrs Robertson, Rose, Round, J Sams, T Sams, Spooner, Springett, Mrs Stockell, Vizzard, Webb, de Wiggondene-Sheppard, Wilby and Mrs Wilson

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**AGENDA**

Page No.

1. Prayers
2. Apologies for Absence
3. Dispensations (if any)
4. Disclosures by Members and Officers
5. Disclosures of Lobbying
6. To elect the Mayor for the ensuing Municipal Year
7. The Mayor will receive congratulations on his election from scholars representing schools in the Borough
8. To consider whether any items should be taken in private because of the possible disclosure of exempt information.
9. To approve the Minutes of the Council Meeting held on 11 April 2018 1 - 7
10. To appoint the Deputy Mayor for the ensuing Municipal Year

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**Issued on Friday 11 May 2018**

**Continued Over/:**

*Alison Broom*

**Alison Broom, Chief Executive**

11. Mayor's Announcements
12. To appoint Mr Mark Brattle, Head of Falconry at Leeds Castle, as the Council's Swan Master
13. Election of the Leader of the Council for the ensuing Municipal Year
14. Appointment of the Deputy Leader of the Council for the ensuing Municipal Year
15. Report of the Head of Legal Partnership and Monitoring Officer - Adoption of the Council's Constitution 8 - 11
16. Report of the Head of Policy, Communications and Governance - Review of Allocation of Seats on Committees 12 - 16
17. Appointment of the following Committees:
  - (a) Policy and Resources Committee
  - (b) Strategic Planning, Sustainability and Transportation Committee
  - (c) Communities, Housing and Environment Committee
  - (d) Heritage, Culture and Leisure Committee
  - (e) Planning Committee
  - (f) Licensing Committee
  - (g) Employment Committee
  - (h) Joint Transportation Board
  - (i) Democracy Committee
  - (j) Audit, Governance and Standards Committee
  - (k) Urgency Committee

**MAIDSTONE BOROUGH COUNCIL ACTING AS CORPORATE TRUSTEE OF THE CHARITY KNOWN AS THE COBTREE MANOR ESTATE**

18. Report of the Head of Policy, Communications and Governance - Review of Allocation of Seats on the Cobtree Manor Estate Charity Committee 17 - 19
19. Appointment of the Cobtree Manor Estate Charity Committee

**MAIDSTONE BOROUGH COUNCIL ACTING AS CORPORATE TRUSTEE OF THE QUEEN'S OWN ROYAL WEST KENT REGIMENT MUSEUM TRUST**

20. Report of the Head of Policy, Communications and Governance - Review of Allocation of Seats on the Queen's Own Royal West Kent Regiment Museum Trust Committee 20 - 22
21. Appointment of the Queen's Own Royal West Kent Regiment Museum Trust Committee

NOTE: IN ACCORDANCE WITH SECTION 17 OF THE LOCAL GOVERNMENT AND HOUSING ACT 1989, ALTERNATIVE ARRANGEMENTS FOR APPOINTMENTS TO COMMITTEES OUTSIDE THE USUAL POLITICAL BALANCE REQUIREMENTS MAY BE CONSIDERED IN RELATION TO AGENDA ITEMS 16, 18 AND 20.

### **ALTERNATIVE FORMATS**

If you require this information in an alternative format please contact us; call **01622 602899** or email [committee@maidstone.gov.uk](mailto:committee@maidstone.gov.uk).

To find out more about the work of the Council, please visit [www.maidstone.gov.uk](http://www.maidstone.gov.uk).

**NOTE: FOLLOWING THE MEETING, THERE WILL BE A BLESSING BY THE REVEREND IAN PARRISH.**

## MAIDSTONE BOROUGH COUNCIL

### MINUTES OF THE MEETING OF MAIDSTONE BOROUGH COUNCIL HELD AT THE TOWN HALL, HIGH STREET, MAIDSTONE ON WEDNESDAY 11 APRIL 2018

**Present:** Councillor Greer (The Mayor) and Councillors Barned, Mrs Blackmore, Boughton, Brice, D Burton, M Burton, Butler, Clark, Cox, Cuming, Daley, English, Fermor, Field, Fissenden, Fort, Garten, Mrs Gooch, Harper, Harvey, Harwood, Hastie, Mrs Hinder, Mrs Joy, B Mortimer, D Mortimer, Munford, Naghi, Newton, Perry, Pickett, Powell, Prendergast, Mrs Ring, Round, Spooner, Springett, Mrs Stockell, Vizzard, Webb, Willis and Mrs Wilson

130. MINUTE'S SILENCE

The Council stood in silence for one minute in memory of John Morrison, a former Member of the Council, and his wife Marina, both of whom died recently.

131. PRAYERS

Prayers were said by the Reverend Ian Parrish.

132. APOLOGIES FOR ABSENCE

It was noted that apologies for absence had been received from Councillors Adkinson, Ells, Garland, Mrs Grigg, Lewins, McLoughlin, Mrs Robertson, J Sams, T Sams, Webster, de Wiggondene-Sheppard and Wilby.

133. DISPENSATIONS

There were no applications for dispensations.

134. DISCLOSURES BY MEMBERS AND OFFICERS

There were no disclosures by Members or Officers.

135. DISCLOSURES OF LOBBYING

There were no disclosures of lobbying.

136. EXEMPT ITEMS

**RESOLVED:** That all items on the agenda be taken in public as proposed.

137. MINUTES OF THE MEETING OF THE BOROUGH COUNCIL HELD ON 7 MARCH 2018

**RESOLVED:** That the Minutes of the meeting of the Borough Council held on 7 March 2018 be approved as a correct record and signed.

138. MAYOR'S ANNOUNCEMENTS

The Mayor updated Members on recent and forthcoming engagements, and thanked them for their support.

The Mayor said that he would like to take the opportunity to wish all the very best to those Members who would be seeking re-election in May and to thank those Councillors who would be standing down for their services over the years. The Mayor specifically thanked Councillor Derek Butler, a fellow Boxley Ward Member, and a former Mayor, for working tirelessly as a Councillor over the years.

The Mayor then called upon Councillor Harper who wished to pay tribute to John Morrison, a former Member of the Borough Council, and his wife Marina, who had devoted their time and energy to public service, and who had passed away recently.

139. PETITIONS

There were no petitions.

140. QUESTION AND ANSWER SESSION FOR MEMBERS OF THE PUBLIC

There were no questions from members of the public.

141. QUESTIONS FROM MEMBERS OF THE COUNCIL TO THE CHAIRMEN OF COMMITTEES

**Question to the Chairman of the Policy and Resources Committee from Councillor D Mortimer**

Councillor D Mortimer asked the following question of the Chairman of the Policy and Resources Committee:

*Can the Chairman of the Policy and Resources Committee update Members on her recent discussions with the Secretary of State for Housing, Communities and Local Government on Permitted Development Rights?*

The Chairman of the Policy and Resources Committee replied that:

A few weeks ago, I went with David Jukes, the Leader of Tunbridge Wells Borough Council, and Councillor Nick Heslop, the Leader of Tonbridge and Malling Borough Council, to see Sajid Javid, the Secretary of State for Housing, Communities and Local Government, specifically to discuss Permitted Development Rights. They are affecting several Boroughs quite

adversely in Kent, and Maidstone is one of the most severely affected at the moment.

We are losing office blocks in large quantities, especially in the town centre, to residential development, and this has a double effect. First of all we are losing the business rates, and increasingly we are having to rely on business rates and the local tax to cover the cost of our services, so we can ill-afford to lose office premises to residential development, and yet we are losing a lot.

The figures are compiled by Ward, and as High Street Ward is probably the worst affected, I have the figures for that. We have had 289 homes completed and we have another 300 under development at the moment in this area.

In addition to the loss of business rates, because it is permitted development, we are not getting the S106 contributions for infrastructure which would have been forthcoming under the normal development process.

I asked the Officers if they could give me a ball park figure for what that actually means, and if you take what has happened and what is in the pipeline, and compare that with a similar development under normal circumstances, the ball park figure for that 589 homes is £710k in S106 monies will have been lost for education, youth services, libraries and health services and that does not take into account contributions that would potentially also be forthcoming for highways, affordable housing and off-site open space.

That is the background as to why we thought it was really important to go to speak to Sajid Javid.

All three Boroughs have applied for the removal of Permitted Development Rights through the placement of an Article 4 Direction, and all three have been refused. We have got an additional issue in Maidstone in that London Boroughs which have been given additional funds to assist with their own homeless situation have managed to outbid Maidstone and are either purchasing or leasing many of these properties themselves without any of these additional monies being pass-ported to us here to assist with the infrastructure necessary to support these incoming families. So, you can imagine the strain that has been put on our already overstretched schools and health facilities such as doctors' surgeries.

Sajid Javid clearly sees Permitted Development Rights as a tool in solving the housing crisis, and he emphasised that in relation to infrastructure he had put in place the Housing Infrastructure Fund which is a capital grant programme totalling £5 billion for the country as a whole. Mr Javid had been well briefed about Maidstone in particular, and he acknowledged that we are one of the worst affected areas in Kent, if not the worst affected. All three Councils are now re-applying for exemption, and while not saying whether we would be successful or not, Mr Javid did say that he would do what he could to simplify and speed up the process.

How did we feel at the end of the meeting? We thought that it was better than we expected. Mr Javid had clearly been well briefed. He is not going to change his mind about the need for Permitted Development Rights, the Government does see it as a primary tool, but I think he was a little bit surprised at how in Tunbridge Wells, for example, it is not just losing the Council business rates, it is actually meaning that the price of office blocks is going up, making them unaffordable and pushing existing businesses out.

For us, we have that too, but the issue primarily is that office blocks are being converted to housing without any commensurate infrastructure to come in.

Mr Javid emphasised the Fund, and said that he would do what he could to speed up the process for exemption. I am keeping my fingers crossed that this time we will be successful because I feel that we have taken our full whack now and can ill-afford to lose many more office blocks under Permitted Development Rights.

Councillor D Mortimer asked the following supplementary question of the Chairman of the Policy and Resources Committee:

*Regarding the planning and infrastructure you mentioned there, could you possibly elaborate on what the consequences will be for Maidstone probably in the fairly near future if we have to go down the line that they are proposing at the moment?*

The Chairman of the Policy and Resources Committee replied that:

The Officers have tried to hook into this wherever they can. So we did make a bid for Maidstone East to the Marginal Viability Fund stream. This funding stream within the Housing Infrastructure Fund is available to all single and lower tier local authorities with the specific purpose of providing a piece of infrastructure funding to get additional sites allocated for housing or unblock existing sites quickly. Unfortunately we were unsuccessful, but it has had one good result in that Homes England have become more engaged with the Maidstone East project.

What is of concern is that it is 100% clear that a bid to the Housing Infrastructure Fund will only be successful if it helps unlock new housing, so any bid attempting to sort out existing infrastructure problems will not satisfy the criteria. I do not think I need to spell out what that means in terms of easing existing pressures on schools, social services, health provision or the transport infrastructure.

All Kent District Leaders with one exception are spelling out the same message. This County is grinding to a standstill and there is a substantial shortfall in the funding needed to provide the necessary infrastructure to support its existing and growing population. The problem allied to this is that there is not joined up thinking. So, just to give you one example, when the consultation came out all Kent District Leaders with one

exception supported the need for the Lower Thames Crossing, but Highways England are only talking about the Crossing, not about how we access it, and it is quite clear that this will affect several Districts and Maidstone quite seriously.

We cannot put money into some of our forward plans for improvements and hope to get the money out of development unless they say there is a need for it, and all the Kent Districts are saying the same thing, so we have a problem in that the funding that is there is to unlock new homes, but we already have a serious situation with needing quite a lot of funding for existing situations, and Kent County Council has done a significant piece of work to say what the total is across Kent, and it is severe. We are grinding to a halt in Kent unless we get some funding. So really, I am saying we will use this Fund as much as we can, but if we are successful in a bid it means we will get more housing growth with it, and that is the issue.

142. CURRENT ISSUES - REPORT OF THE LEADER OF THE COUNCIL, RESPONSE OF THE GROUP LEADERS AND QUESTIONS FROM COUNCIL MEMBERS

Councillor Mrs Wilson, the Leader of the Council, submitted her report on current issues.

In presenting her report, Councillor Mrs Wilson said that she wished to thank the Mayor for his work over the past year and all Members and Officers who had worked hard to find common ground to move the Council forward. She also said that she would like to thank those Members who would not be seeking re-election in May for their contribution, and, in particular, to thank Councillor James Willis for his assiduous approach.

After the Leader of the Council had submitted her report, Councillor Perry, the Leader of the Conservative Group, Councillor Mrs Gooch, the Leader of the Independent Group, Councillor Barned, the Leader of the Independent Maidstone Group, and Councillor Harper, the Leader of the Labour Group, responded to the issues raised. They all wished to thank Councillor Mrs Wilson for her work as Leader of the Council over the last three years.

A Member then asked a question of the Leader of the Council on the issues raised in her speech.

143. REPORT OF THE STRATEGIC PLANNING, SUSTAINABILITY AND TRANSPORTATION COMMITTEE HELD ON 6 FEBRUARY 2018 - PLANNING SERVICE IMPROVEMENT PROJECT (PSIP)

It was moved by Councillor D Burton, seconded by Councillor Mrs Gooch, that the recommendation of the Strategic Planning, Sustainability and Transportation Committee relating to changes to the Constitution arising from the Planning Service Improvement Project be approved. Councillor D Burton said that the changes related to the public speaking arrangements at meetings of the Planning Committee and the revised

wording would be included in the updated version of the Constitution to be reported to the Annual Meeting of the Council for adoption.

**RESOLVED:** That the Monitoring Officer be instructed to amend the Constitution to reflect the changes agreed by the Strategic Planning, Sustainability and Transportation Committee, set out in Appendix 1 to the report of the Committee, effective from the new Municipal Year 2018/19.

144. REPORT OF THE COMMUNITIES, HOUSING AND ENVIRONMENT COMMITTEE ACTING AS THE CRIME AND DISORDER COMMITTEE HELD ON 13 FEBRUARY AND 20 MARCH 2018 - 2013-18 COMMUNITY SAFETY PARTNERSHIP PLAN REFRESH AND 2018-19 STRATEGIC ASSESSMENT

It was moved by Councillor Barned, seconded by Councillor D Mortimer, that the recommendation of the Communities, Housing and Environment Committee acting as the Crime and Disorder Committee relating to the adoption of the 2013-18 Community Safety Partnership Plan refresh and the 2018-19 Strategic Assessment for implementation by the Safer Maidstone Partnership and its priority sub-groups be approved.

**RESOLVED:** That the 2013-18 Community Safety Partnership Plan refresh and the 2018-19 Strategic Assessment, attached as Appendices A and B to the report of the Communities, Housing and Environment Committee acting as the Crime and Disorder Committee, be adopted for implementation by the Safer Maidstone Partnership and its priority sub-groups.

145. ORAL REPORT OF THE STRATEGIC PLANNING, SUSTAINABILITY AND TRANSPORTATION COMMITTEE HELD ON 10 APRIL 2018

There was no report from the Strategic Planning, Sustainability and Transportation Committee on this occasion.

146. NOTICE OF MOTION

The following motion was moved by Councillor B Mortimer, seconded by Councillor D Mortimer:

*In view of the recent press coverage of pot holes within the Borough of Maidstone, I am getting very upset, if not angry, that as a Borough Councillor, and I am sure that I speak on behalf of many other Borough Councillors and Officers, at many times we the Borough Council are blamed for the bad state of our roads, which as we are all aware is the responsibility of Kent County Council.*

*My motion is that we instruct Officers to investigate possible options which will include the Highway Act of 1980 Section 42, which could give us the ability to change the existing dire situation. Once that report is complete, it should be presented at the earliest opportunity to the Strategic Planning, Sustainability and Transportation Committee and their recommendation should go to Full Council.*

In accordance with Council Procedure Rule 17.4, the motion having been moved and seconded, was referred to the Strategic Planning, Sustainability and Transportation Committee. The Mayor said that since the desired outcome at this stage was the preparation of a report, he did not consider that a debate was necessary.

147. DURATION OF MEETING

6.30 p.m. to 7.35 p.m.

# Agenda Item 15

**Annual Council Meeting**

**19 May 2018**

## **Adoption of the Council's Constitution**

<b>Final Decision-Maker</b>	Council
<b>Lead Head of Service/Lead Director</b>	Patricia Narebor, Head of Legal Partnership and Monitoring Officer
<b>Lead Officer and Report Author</b>	Donna Price, Team Leader Corporate Governance
<b>Classification</b>	Public
<b>Wards affected</b>	All

### **Executive Summary**

The report highlights the various amendments agreed by Council or actioned by the Monitoring Officer under delegated powers during the 2017/2018 Municipal Year and asks that Council adopts the Constitution as amended for the Municipal Year 2018/19.

### **This report makes the following recommendations to Council:**

1. That Council notes the amendments to the Constitution, including the scheme of delegations.
2. That Council adopts the Constitution, as amended.

### **Timetable**

<b>Meeting</b>	<b>Date</b>
Annual Council Meeting	19 May 2018

# Adoption of the Council's Constitution

## 1. INTRODUCTION AND BACKGROUND

- 1.1 The Constitution is a living document and as such it is necessary to keep it under continuing review so that amendments can be made as and when necessary to ensure the document is kept up to date.
- 1.2 This report highlights the amendments agreed by Council or actioned by the Monitoring Officer using delegated powers over the Municipal Year 2017/18. The background paper to this report includes the link to the track changed version of the Constitution which shows all amendments agreed during the year.
- 1.3 Under the Monitoring Officer's delegation minor amendments have been made to the Constitution to reflect restructuring of responsibilities. These changes were reported to the Democracy Committee on 14 March 2018. In addition, and to reflect the delegation of responsibilities regarding Assets of Community Value from Policy and Resources Committee to the Director of Finance and Business Improvement, it has been necessary to use the Monitoring Officer's delegation to insert the following into the Director of Finance and Business Improvement's delegations:

"The Responsibility for discharging the functions in Chapter 3 of Part 5 of the Localism Act 2011 (Assets of Community Value) including determining nominations and compensation claims".

- 1.4 The Constitution has been amended in year to reflect the decisions made by Council, these include:
  - 1.4.1 Council on 25 October 2017 agreed to amend the Constitution to clarify the responsibility for declaring open space surplus to requirements rested with Heritage, Culture and Leisure Committee. This has resulted to changes to the functions of both the Heritage, Culture and Leisure and the Policy and Resources Committees.
  - 1.4.2 The recommendations made by the Democracy Committee and agreed by Council on 6 December 2017 to amend the Council Procedure Rules at Part 3.1 of the Constitution to set timescales for the submission of amendments to the budget decision meeting of Council and to introduce a 'six month rule' with regards to motions to rescind a previous decision and motions similar to one previously rejected.
  - 1.4.3 On 6 December 2017 Council also approved the abolition of the Planning Referrals Committee and agreed that where a planning application is referred to a second body for determination that body should be Policy and Resources Committee. This decision has given rise to a number of amendments throughout the Constitution including the changes to the functions of Policy and Resources Committee set out at Part 2, the Council Procedure Rules at Part 3.1 and the Local Code of Conduct for Councillors and Officers dealing with Planning matters at Part 4.4.

1.4.4 The recommendations made by the Democracy Committee and agreed by Council on 7 March 2018 relating to the review of outside bodies has resulted in amendments being made to the list of outside bodies at Part 5, Schedule 2 which now identifies the appointing committee. In addition, an amendment to the functions of those committees to include the appointment to outside bodies has been made to Part 2 of the Constitution.

1.4.5 The recommendation made by the Strategic Planning, Sustainability and Transportation Committee, following the Planning Service Improvement Project, which resulted in amendments to the public speaking arrangements at meetings of the Planning Committee. This was agreed by Council on 11 April 2018 and has resulted in amendments to the Council Procedure Rules at Part 3.1 of the Constitution and the Local Code of Conduct for Councillors and Officers dealing with planning matters at Part 4.4 of the Constitution.

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## **2. AVAILABLE OPTIONS**

2.1 The first option is to “do nothing”. The Council could decide not to adopt the Constitution as amended, however, this is not advised as the amendments have already been agreed by Council.

2.2 The second option – which this report recommends – is to note the amendments and adopt the Constitution for the Municipal Year 2018/19.

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## **3. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS**

3.1 It is recommended that Council accepts the recommendation to adopt the Constitution for the Municipal year 2018/19 as the amendments incorporated have already been through the correct processes and have been agreed by Council.

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## **4. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK**

4.1 The Constitution has been amended in accordance with recommendations made by the relevant Committees and agreed by Council, therefore all members have had input.

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## **5. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION**

5.1 Following adoption of the Constitution the final version will be published on the Council’s website.

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## 6. CROSS-CUTTING ISSUES AND IMPLICATIONS

<b>Issue</b>	<b>Implications</b>	<b>Sign-off</b>
<b>Impact on Corporate Priorities</b>	A clear and effective Constitution supports the corporate priorities. Reviewing the Constitution regularly ensures that it most effectively meets the needs of the Council and the public.	Team Leader Corporate Governance
<b>Risk Management</b>	The changes proposed are to ensure the effective running of the council.	Team Leader Corporate Governance
<b>Financial</b>	None identified in the report	Team Leader Corporate Governance
<b>Staffing</b>	None identified in the report	Team Leader Corporate Governance
<b>Legal</b>	The legal implications are set out in the body of the report.	Team Leader Corporate Governance
<b>Privacy and Data Protection</b>	None identified in the report	Team Leader Corporate Governance
<b>Equalities</b>	None identified in the report	Team Leader Corporate Governance
<b>Crime and Disorder</b>	None identified in the report	Team Leader Corporate Governance
<b>Procurement</b>	None identified in the report	Team Leader Corporate Governance

## 7. REPORT APPENDICES

- None

## 8. BACKGROUND PAPERS

Track changed version of the Constitution showing all amendments for the Municipal Year 2017/18

# Agenda Item 16

## ANNUAL COUNCIL MEETING

19 May 2018

### REVIEW OF ALLOCATION OF SEATS ON COMMITTEES

<b>Final Decision-Maker</b>	Council
<b>Lead Head of Service</b>	Angela Woodhouse, Head of Policy, Communications and Governance
<b>Lead Officer and Report Author</b>	Sam Bailey, Democratic and Administration Services Manager Debbie Snook, Democratic Services Officer
<b>Classification</b>	Public
<b>Wards affected</b>	All

#### Executive Summary

Following the Borough Council elections on 3 May 2018, a review has been undertaken of the allocation of seats on Committees. The Council is asked to agree that the allocation of seats on Committees be as set out in Appendix 1 to this report.

#### This report makes the following recommendation to Council:

1. That the allocation of seats on Committees be as set out in Appendix 1 to this report.

#### Timetable

<b>Meeting</b>	<b>Date</b>
Annual Council Meeting	19 May 2018

# REVIEW OF ALLOCATION OF SEATS ON COMMITTEES

## 1. INTRODUCTION AND BACKGROUND

- 1.1 The Council has a statutory requirement under the Local Government and Housing Act 1989 to ensure political proportionality in the membership of Committees. Following the Borough Council elections on 3 May 2018, the composition of the Council is as follows:

Conservative Party	25
Liberal Democrat	20
The Independent Group	4
Labour Party	3
Independent Maidstone	2
Independent (Cllr R Webb)	1
Total	55

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## 2. AVAILABLE OPTIONS

- 2.1 The allocation of seats on individual Committees which now achieves overall political balance is set out in Appendix 1.
- 2.2 Section 17 of the Local Government and Housing Act 1989 provides for exceptions to the political balance requirements. Essentially, the Council can amend the political balance of a Committee provided that notice of the intention to give such consideration has been given to all Members of the Council and that when the alternative arrangements are put to the vote at the Council meeting, no Member of the Council votes against them.

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## 3. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 3.1 It is proposed that the Employment Committee and the Urgency Committee are not politically balanced, as, in accordance with the Council's Constitution, the membership of these Committees must include the Leaders of the five largest Political Groups represented on the Council, and that the allocation of seats on individual Committees, which achieves overall political balance, be as set out in Appendix 1.

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## 4. RISK

- 4.1 The review of the allocation of seats on Committees will ensure an appropriate political balance in membership of Committees.
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## 5. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

5.1 Group Leaders have been consulted on the allocation of seats on Committees and the adjustments required.

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## 6. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

6.1 Once the allocation of seats has been decided upon, there is a duty to give effect to the allocation by making appointments to them in accordance with the wishes of the Group Leaders on behalf of their respective Political Groups.

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## 7. CROSS-CUTTING ISSUES AND IMPLICATIONS

<b>Issue</b>	<b>Implications</b>	<b>Sign-off</b>
<b>Impact on Corporate Priorities</b>	There are no direct impacts on corporate priorities arising from this, but the Committees when in place discharge the functions delegated to them having regard where appropriate to the Council's strategic objectives.	Head of Policy, Communications and Governance
<b>Risk Management</b>	See section 4 above.	Head of Policy, Communications and Governance
<b>Financial</b>	The Committees appointed having regard to the political balance requirements form part of the original plan for the committee system of governance and as such there are no additional financial implications.	Section 151 Officer
<b>Staffing</b>	There are no staffing implications	Head of Policy, Communications and Governance
<b>Legal</b>	The legal implications are set out in the body of the report.	Legal Team
<b>Privacy and Data Protection</b>	No specific issues arise.	Legal Team
<b>Equalities</b>	The review will ensure an equitable political representation in membership of Committees.	Equalities and Corporate Policy Officer
<b>Crime and Disorder</b>	No specific issues arise.	Head of Policy, Communications and Governance

<b>Procurement</b>	No specific issues arise.	Head of Policy, Communications and Governance
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## **8. REPORT APPENDICES**

- Appendix 1: Review of Allocation of Seats on Committees
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## **9. BACKGROUND PAPERS**

None

**APPENDIX 1**

**ADJUSTED ALLOCATION OF SEATS ON COMMITTEES**

	Service Committees												
	Policy and Resources	Strategic Planning, Sustainability and Transportation	Communities, Housing and Environment	Heritage, Culture and Leisure	Planning Committee	Licensing Committee	Employment Committee	Joint Transportation Board	Democracy Committee	Audit, Governance and Standards Committee	Urgency Committee	Total of entitlement on individual Committees etc.	Overall entitlement
<b>Seats to be Allocated</b>	<b>15</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>13</b>	<b>12</b>	<b>12</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>5</b>	<b>111</b>	<b>111</b>
Conservative Party	7	4	4	4	6	6	6	4	4	5	1	51	51
Liberal Democrat	5	4	3	4	5	4	3	4	4	3	1	40	40
The Independent Group	1	1	0	0	1	1	1	1	1	0	1	8	8
Labour Party	1	0	0	1	1	1	1	0	0	0	1	6	6
Independent Maidstone	1	0	1	0	0	0	1	0	0	0	1	4	4
Independent (Cllr Webb)	0	0	1	0	0	0	0	0	0	1	0	2	2
<b>Total Allocated</b>	<b>15</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>13</b>	<b>12</b>	<b>12</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>5</b>	<b>111</b>	<b>111</b>

**MAIDSTONE BOROUGH COUNCIL ACTING  
AS CORPORATE TRUSTEE OF THE CHARITY  
KNOWN AS THE COBTREE MANOR ESTATE**

**19 May 2018**

## REVIEW OF ALLOCATION OF SEATS ON THE COBTREE MANOR ESTATE CHARITY COMMITTEE

<b>Final Decision-Maker</b>	Maidstone Borough Council acting as Corporate Trustee of the Charity Known as the Cobtree Manor Estate
<b>Lead Head of Service</b>	Angela Woodhouse, Head of Policy, Communications and Governance
<b>Lead Officer and Report Author</b>	Sam Bailey, Democratic and Administration Services Manager Debbie Snook, Democratic Services Officer
<b>Classification</b>	Public
<b>Wards affected</b>	All

### **Executive Summary**

Following the Borough Council elections on 3 May 2018, a review has been undertaken of the allocation of seats on the Cobtree Manor Estate Charity Committee. The Council, acting as Corporate Trustee, is asked to agree the allocation of seats on the Committee.

### **This report makes the following recommendation to Council:**

1. That the allocation of seats on the Cobtree Manor Estate Charity Committee as set out below be approved:

Conservative Party	2
Liberal Democrat	2
The Independent Group	1
Labour Party	0
Independent Maidstone	0
Independent (Cllr R Webb)	0

### **Timetable**

<b>Meeting</b>	<b>Date</b>
Maidstone Borough Council Acting as Corporate Trustee of the Charity Known as the Cobtree Manor Estate	19 May 2018

# REVIEW OF ALLOCATION OF SEATS ON THE COBTREE MANOR ESTATE CHARITY COMMITTEE

## 1. INTRODUCTION AND BACKGROUND

- 1.1 The Council has a statutory requirement under the Local Government and Housing Act 1989 to ensure political proportionality in the membership of Committees. Following the Borough Council elections on 3 May 2018, the composition of the Council has changed, and this necessitates a review of the allocation of seats on Committees, including the Cobtree Manor Estate Charity Committee which comprises five Members.
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## 2. AVAILABLE OPTIONS

- 2.1 To achieve political balance, the allocation of seats on the Cobtree Manor Estate Charity Committee would be as follows:

Conservative Party	2
Liberal Democrat	2
The Independent Group	1
Labour Party	0
Independent Maidstone	0
Independent (Cllr R Webb)	0

- 2.2 Section 17 of the Local Government and Housing Act 1989 provides for exceptions to the political balance requirements. Essentially, the Council can amend the political balance of a Committee provided that notice of the intention to give such consideration has been given to all Members of the Council and that when the alternative arrangements are put to the vote at the Council meeting, no Member of the Council votes against them.
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## 3 PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 3.1 It is proposed, following consultation with Group Leaders, that the Cobtree Manor Estate Charity Committee be politically balanced, and that the allocation of seats on the Committee be as set out in paragraph 2.1 above.
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## 4. RISK

- 4.1 The review of the allocation of seats on the Committee will ensure an appropriate political balance in membership of the Committee.
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## 5. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

5.1 Group Leaders have been consulted on the proposed allocation of seats on the Cobtree Manor Estate Charity Committee.

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## 6. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

6.1 Once the allocation of seats has been decided upon, there is a duty to give effect to the allocation by making appointments to them in accordance with the wishes of the Group Leaders on behalf of their respective Political Groups. The Cobtree Manor Estate Charity Committee has indicated previously that it wishes to retain, as far as possible, the same membership for continuity purposes.

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## 7. CROSS-CUTTING ISSUES AND IMPLICATIONS

<b>Issue</b>	<b>Implications</b>	<b>Sign-off</b>
<b>Impact on Corporate Priorities</b>	N/A	Head of Policy, Communications and Governance
<b>Risk Management</b>	See section 4 above.	Head of Policy, Communications and Governance
<b>Financial</b>	The Committee forms part of the original plan for the committee system of governance and as such there are no additional financial implications.	Section 151 Officer
<b>Staffing</b>	There are no staffing implications	Head of Policy, Communications and Governance
<b>Legal</b>	The legal implications are set out in the body of the report.	Legal Team
<b>Privacy and Data Protection</b>	No specific issues arise.	Legal Team
<b>Equalities</b>	The review will ensure an equitable political representation in membership of Committees.	Equalities and Corporate Policy Officer
<b>Crime and Disorder</b>	No specific issues arise.	Head of Policy, Communications and Governance
<b>Procurement</b>	No specific issues arise.	Head of Policy, Communications and Governance

## 8. BACKGROUND PAPERS - None

# Agenda Item 20

**MAIDSTONE BOROUGH COUNCIL ACTING  
AS CORPORATE TRUSTEE OF THE CHARITY  
KNOWN AS THE QUEEN'S OWN ROYAL  
WEST KENT REGIMENT MUSEUM TRUST**

**19 May 2018**

## **ALLOCATION OF SEATS ON THE QUEEN'S OWN ROYAL WEST KENT REGIMENT MUSEUM TRUST COMMITTEE**

<b>Final Decision-Maker</b>	Maidstone Borough Council acting as Corporate Trustee of the Charity Known as the Queen's Own Royal West Kent Regiment Museum Trust
<b>Lead Head of Service</b>	Angela Woodhouse, Head of Policy, Communications and Governance
<b>Lead Officer and Report Author</b>	Sam Bailey, Democratic and Administration Services Manager Debbie Snook, Democratic Services Officer
<b>Classification</b>	Public
<b>Wards affected</b>	All

### **Executive Summary**

Following the Borough Council elections on 3 May 2018, a review has been undertaken of the allocation of seats on the Queen's Own Royal West Kent Regiment Museum Trust Committee. The Council, acting as Corporate Trustee, is asked to agree the allocation of seats on the Committee.

### **This report makes the following recommendation to Council:**

1. That the allocation of seats on the Queen's Own Royal West Kent Regiment Museum Trust Committee as set out below be approved:

Conservative Party	2
Liberal Democrat	2
The Independent Group	1
Labour Party	0
Independent Maidstone	0
Independent (Cllr R Webb)	0

### **Timetable**

<b>Meeting</b>	<b>Date</b>
Maidstone Borough Council Acting as Corporate Trustee of the Charity Known as the Queen's Own Royal West Kent Regiment Museum Trust	19 May 2018

# ALLOCATION OF SEATS ON THE QUEEN'S OWN ROYAL WEST KENT REGIMENT MUSEUM TRUST COMMITTEE

## 1. INTRODUCTION AND BACKGROUND

1.1 The Council has a statutory requirement under the Local Government and Housing Act 1989 to ensure political proportionality in the membership of Committees. Following the Borough Council elections on 3 May 2018, the composition of the Council has changed, and this necessitates a review of the allocation of seats on Committees, including the Queen's Own Royal West Kent Regiment Museum Trust Committee which comprises five Members.

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## 2. AVAILABLE OPTIONS

2.1 To achieve political balance, the allocation of seats on the Queen's Own Royal West Kent Regiment Museum Trust Committee would be as follows:

Conservative Party	2
Liberal Democrat	2
The Independent Group	1
Labour Party	0
Independent Maidstone	0
Independent (Cllr R Webb)	0

2.2 Section 17 of the Local Government and Housing Act 1989 provides for exceptions to the political balance requirements. Essentially, the Council can amend the political balance of a Committee provided that notice of the intention to give such consideration has been given to all Members of the Council and that when the alternative arrangements are put to the vote at the Council meeting, no Member of the Council votes against them.

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## 3 PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

3.1 It is proposed, following consultation with Group Leaders, that the Queen's Own Royal West Kent Regiment Museum Trust Committee be politically balanced, and that the allocation of seats on the Committee be as set out in paragraph 2.1 above.

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## 4. RISK

4.1 The review of the allocation of seats on the Committee will ensure an appropriate political balance in membership of the Committee.

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## 5. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

- 5.1 Group Leaders have been consulted on the proposed allocation of seats on the Queen's Own Royal West Kent Regiment Museum Trust Committee.
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## 6. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 6.1 Once the allocation of seats has been decided upon, there is a duty to give effect to the allocation by making appointments to them in accordance with the wishes of the Group Leaders on behalf of their respective Political Groups.
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## 7. CROSS-CUTTING ISSUES AND IMPLICATIONS

<b>Issue</b>	<b>Implications</b>	<b>Sign-off</b>
<b>Impact on Corporate Priorities</b>	N/A	Head of Policy, Communications and Governance
<b>Risk Management</b>	See section 4 above.	Head of Policy, Communications and Governance
<b>Financial</b>	The Committee forms part of the original plan for the committee system of governance and as such there are no additional financial implications.	Section 151 Officer
<b>Staffing</b>	There are no staffing implications	Head of Policy, Communications and Governance
<b>Legal</b>	The legal implications are set out in the body of the report.	Legal Team
<b>Privacy and Data Protection</b>	No specific issues arise.	Legal Team
<b>Equalities</b>	The review will ensure an equitable political representation in membership of Committees.	Equalities and Corporate Policy Officer
<b>Crime and Disorder</b>	No specific issues arise.	Head of Policy, Communications and Governance
<b>Procurement</b>	No specific issues arise.	Head of Policy, Communications and Governance

## 8. BACKGROUND PAPERS

None