

POLICY AND RESOURCES COMMITTEE MEETING

Date: Wednesday 23 October 2019
Time: 6.30 pm
Venue: Town Hall, High Street, Maidstone

Membership:

Councillors Mrs Blackmore, M Burton, Chappell-Tay, Clark, Cox (Chairman), English, Mrs Gooch, Harvey, McKay, Mortimer, Newton, Perry (Vice-Chairman), Purle, Round and Springett

The Chairman will assume that all Members will read the reports before attending the meeting. Officers are asked to assume the same when introducing reports.

AGENDA

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| 1. Apologies for Absence | |
| 2. Notification of Substitute Members | |
| 3. Urgent Items | |
| 4. Notification of Visiting Members | |
| 5. Disclosures by Members and Officers | |
| 6. Disclosures of Lobbying | |
| 7. To consider whether any items should be taken in private because of the possible disclosure of exempt information. | |
| 8. Minutes of the Meeting Held on 18 September 2019 | 1 - 6 |
| 9. Presentation of Petitions (if any) | |
| 10. Questions and answer session for members of the public (if any) | |
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Issued on Tuesday 15 October 2019

Continued Over/:

Alison Broom

Alison Broom, Chief Executive

PART II

To move that the public be excluded for the items set out in Part II of the Agenda because of the likely disclosure of exempt information for the reasons specified having applied the Public Interest Test.

Head of Schedule 12 A and Brief Description

15. Granada House	Paragraph 3 – Information relating to financial or business affairs	39 - 53
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PUBLIC SPEAKING AND ALTERNATIVE FORMATS

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In order to speak at this meeting, please contact Democratic Services using the contact details above, by 5 p.m. one clear working day before the meeting (i.e. Wednesday 21 October 2019). If asking a question, you will need to provide the full text in writing. If making a statement, you will need to tell us which agenda item you wish to speak on. Please note that slots will be allocated on a first come, first served basis.

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MAIDSTONE BOROUGH COUNCIL

POLICY AND RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 18 SEPTEMBER 2019

Present: Councillors Mrs Blackmore, M Burton, Chappell-Tay, Clark, Cox (Chairman), English, Garten, Mrs Gooch, Harvey, McKay, Newton, Perry, Round and Wilby

55. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Mortimer, Purle and Springett.

56. NOTIFICATION OF SUBSTITUTE MEMBERS

The following Substitute Members were noted:

Councillor Garten for Councillor Springett; and

Councillor Wilby for Councillor Mortimer

57. URGENT ITEMS

The Chairman informed the Committee that, as they related to items under consideration, he had decided to accept the Part II Minutes of the meeting held on 23 July 2019 under item 8 'Minutes of the Meeting held on 23 July 2019', and an updated Committee Work Programme for item 11. 'Committee Work Programme' as urgent items.

58. NOTIFICATION OF VISITING MEMBERS

There were no Visiting Members.

Note – Councillor Blackmore arrived during consideration of this item.

59. DISCLOSURES BY MEMBERS AND OFFICERS

There were no disclosures by Members or Officers.

60. DISCLOSURES OF LOBBYING

Councillors Cox, English, Harvey and Newton declared that they had been lobbied on item 18. 'Council Led Garden Community'.

61. EXEMPT ITEMS

RESOLVED: That all items be taken in public, as proposed, but it was noted that as there were Private Appendices to items 17. 'Innovation Centre' and 18. 'Council Led Garden Community' it might be necessary to enter into private session.

62. MINUTES OF THE MEETING HELD ON 23 JULY 2019

RESOLVED: That the Minutes (Part I and Part II) of the meeting held on 23 July 2019 be agreed as an accurate record of the meeting and signed.

63. PRESENTATION OF PETITIONS (IF ANY)

There were no petitions.

64. QUESTIONS AND ANSWER SESSION FOR MEMBERS OF THE PUBLIC (IF ANY)

There were no questions from members of the public.

65. COMMITTEE WORK PROGRAMME

RESOLVED: That the Committee Work Programme is noted.

66. DIGITAL STRATEGY UPDATE

The Transformation and Digital Services Manager presented the Digital Strategy Update 2019, setting out the six key themes of Digital Customer, Place, Design, Workforce, Infrastructure and Data. The report set out the Actions that were due for completion in 2018/19, of the nineteen projects undertaken in the year, four were still in progress, two had been rescheduled for 2019/20 with the rest completed. The report also set out the actions planned for 2019 to 2021.

The Committee raised question on digital inclusion, accessibility and the use of bots on webchat and for robotic process automation. In response officers informed the committee that they were working on delivering a joined up network in Kent to tackle digital exclusion, that they consider accessibility extensively in providing online services, with the digital team accredited in accessible design. A full accessibility audit was also due next month which could be shared with Members. With regard to bots the Committee were told that they were being piloted to look at automating high volume but simple tasks that staff currently undertook, and to help with webchat, an area where other local authorities were increasingly using bots.

The Committee also highlighted the importance of testing, and sought and received assurances around the proposed Local Plan microsite.

RESOLVED: That

1. Progress made in the first year of delivering the Digital Strategy be noted; and
2. The revised action plan for 2019-21 be agreed.

67. COUNCIL TAX REDUCTION SCHEME 2020-21

The Head of Mid Kent Revenues and Benefits Partnership presented the report on the Council tax Reduction Scheme 2020-2021. The report proposed no change to the scheme at this time.

RESOLVED: That

1. Council be recommended to carry forward the 2019-2020 Council Tax Reduction scheme to 2020-2021 with no changes to the scheme; and
2. In the absence of any proposed change, it be noted that no public consultation will be undertaken.

68. COMMUNICATION AND ENGAGEMENT STRATEGY 2019-24

The Head of Policy, Communication and Governance presented the Communications and Engagement Strategy 2019-2024. The purpose of the strategy was to support the delivery of the Council's priorities through communicating and engaging with the Council's key stakeholders. The Strategy set out the key messages, the channels used to deliver them and a high level action plan.

The Committee asked questions of the Kantar Precise media service which measured the impact of communications activity and the Council's audience reach. The information was updated daily and could identify any media coverage for the Borough Council. Members felt that being provided quarterly by email would be sufficient for them.

Feedback was also given from the Communities, Housing and Environment Committee on the need to demystify some of the terms used in the Homelessness and Roughsleeping Policy and it was felt that the principle could be applied to all policies.

It was noted that the Communication Strategy group for Members still existed.

RESOLVED: That the Communications and Engagement Strategy 2019-2024 be approved.

69. 1ST QUARTER PERFORMANCE AND BUDGET MONITORING REPORT

The Interim Head of Finance and the Head of Policy, Communication and Governance presented the report on first quarter performance and budget monitoring. The Head of Finance set out that the Council forecast came in on budget and outlined the Committee variances in the report. The main

items to note were an income shortfall at the adventure zone that meant that Economic, Regeneration and Leisure Committee budgets had overspent by £54k, and that the main area of budget pressure was in Strategic Planning and Infrastructure Committee which had an overspend of £108k, predicted to be £459k by year end. This was due to underperformance on major planning application income and pay and display income.

The Capital programme expenditure was set out in the report and had started slowly but was expected to pick up over the course of the year.

The Head of Policy, Communication and Governance set out the performance element of the report. No indicators were 'red' so there were no exceptions to report to the committee and all indicators had been provided.

In response to questions it was noted that underspends were not always positive and by presenting finances and performance together it was hoped that linkages between underspends and impacts on performance (if any) would be highlighted.

RESOLVED: That

1. The revenue position at the end of the Quarter 1 and the actions being taken or proposed to improve the position, where significant variances have been identified be noted;
2. The Capital position at the end of Quarter 1 be noted; and
3. The Summary of Performance for Quarter 1 for Key Performance Indicators is noted.

70. MEDWAY (FLOOD RELIEF) ACT CONSULTATION

The Corporate Property Manager presented the report on the Medway (Flood Relief) Act Consultation. The Environment Agency were consulting the Council as they were named as a specified interest in the Medway (Flood Relief) Act 1976. The Environment Agency were leading a project to increase the capacity of the Leigh Flood Storage Area by raising the maximum impoundment level.

The Committee supported the proposal but raised concerns about potential unintended consequences of increasing the capacity. Previous floods in 2002 had in some part been attributed to the management of the barrier and the release of water from it. There was concern that an increased volume may exacerbate that risk.

In order to manage that risk the Committee requested that the Environment Agency provide the Committee with their management plan for the barrier and kept the Council up to date with any changes to it.

RESOLVED: That

1. The proposed change to the stored water level within the Leigh Flood Storage Area be supported;
2. A letter be written to Defra supporting the new scheme; and
3. The Environment Agency be requested to provide the Council with a copy of their management plan for the barrier and provide any future updates to it when they arise.

71. INNOVATION CENTRE PROJECT

The Interim Innovation Centre Manager presented the report on the proposals for the Council's investment in the construction of the Innovation Centre at the Kent Medical Campus. Since the last report officers had worked to commence delivery of the project through obtaining planning permission and working on leases. European Economic Development Fund grant approval had been received and the Council needed to enter into a funding agreement.

The additional borrowing requirement set out in the exempt appendix was the difference between the predicted costs presented in 2018 and the actual costs of delivery that would be secured once a contract had been entered into.

The Committee supported the proposal and requested more information on the contingencies that were in place due to the uncertainty caused by matters such as Brexit. In response the Committee were informed that as the contract to be signed was a design and build contract it was the actual cost of delivery. A 10% performance bond was in place in case the need arose to change contractor midway through delivery. Officers were also taking specialist legal construction advice on how to manage the unknown of Brexit.

RESOLVED: That

1. The revised total scheme cost as set out in the Exempt Appendix to the report for the development of the innovation centre be approved;
2. Delegated authority be granted to the Director of Finance and Business Improvement to sign the Funding Agreement with the Ministry of Housing, Communities and Local Government; and
3. Delegated authority be granted to the Director of Finance and Business improvement to approve additional borrowing for Capital expenditure for the project budget.

72. COUNCIL LED GARDEN COMMUNITY

The Director of Regeneration and Place introduced the report on a Council-Led Garden Community. The report followed on from

consideration of a Garden Community at the Committee meeting on 22 May 2019. The Director set out that it was important to note that the Council would have 'two hats' for the development – one as the planning authority and another as the master-developer for the site.

Officers had commissioned specialist advice on possible locations for the community and all areas had been explored. The target location had not been the only one considered and the proposal was for the Council to act as a master-developer – to take a control in the land, develop proposals, and oversee the community.

The committee questioned whether additional homes above the 5,000 figure could be built on the site and it was noted that as master-developer the Council would look at what was deliverable on the site whilst setting a standard the Council would want to achieve. The major consultees would be consulted and discussions would take place as with all developments of this size and nature, but with the Council leading on them.

It was felt that the Local Plan process should consider all options and it would be remiss to not put this proposal forward too without prejudicing the Council's planning position. Questions were raised about the timing of the decision and it was noted that the timing meant that the proposal could feed into the Local Plan process with more details on the location to be set out in a press statement once approved for submission. The Strategic Planning and Infrastructure Committee would then be able to consider the proposal in full along with other sites.

RESOLVED: That

1. The business case for a Council-Led Garden Community to the East of Lenham be noted;
2. A Council-Led Garden Community to the East of Lenham be pursued with a view to acting as master-developer;
3. The Council should issue a media statement concerning a Council-Led Garden Community which amongst other things, identifies the location; and
4. The Council should explore potential partners for its role as master developer as set out in paragraph 2.9 of the Council-Led Garden Community report.

73. DURATION OF MEETING

6.30 p.m. to 8.15 p.m.

2019/20 WORK PROGRAMME

	Committee	Month	Lead	Report Author
Asset Management Strategy	P&R	20-Nov-19	Mark Green	Georgia Hawkes
Risk Management Update	P&R	20-Nov-19	Rich Clarke	Rich Clarke
Whole Council Elections - Reference from D&GP	P&R	20-Nov-19	Angela Woodhouse	Ryan O'Connell
Q2 Budget and Performance Monitoring 2019/20	P&R	20-Nov-19	Ellie Dunnet	Paul Holland
Letter to the Ministry of Housing, Communities & Local Government – Housing Numbers	P&R	20-Nov-19	Mark Green	TBC
Debt Recovery Policy	P&R	20-Nov-19	Alison Broom	Sheila Coburn
Medium Term Financial Strategy 2020/21 - 2024/25	P&R	20-Nov-19	Mark Green	Mark Green
Collection Fund adjustment 2018/19 and Council Tax base 2019/20	P&R	04-Dec-19	Mark Green	Chris Hartgrove
Draft Budget Proposals 2020/21	P&R	01-Dec-19	Mark Green	Chris Hartgrove
Business Rates Retention Projects - quarterly update	P&R	22-Jan-20	Mark Green	Chris Hartgrove
Fees & Charges 2019/20	P&R	22-Jan-20	Mark Green	Chris Hartgrove
Medium Term Financial Strategy - Capital Programme 2020/21 -	P&R	22-Jan-20	Mark Green	Chris Hartgrove
Property Asset Review - quarterly update	P&R	22-Jan-20	Mark Green	Deborah Turner
Final Budget Proposals 2020/21	P&R	12-Feb-20	Mark Green	Chris Hartgrove

2019/20 WORK PROGRAMME

	Committee	Month	Lead	Report Author
Q3 Budget and Performance Monitoring 2019/20	P&R	12-Feb-20	Mark Green	Chris Hartgrove
Annual Reports of Outside Bodies and Consideration of Outside Bodies for the Next Municipal Year	P&R	12-Feb-20	Angela Woodhouse	Mike Nash
KPIs for 2020-21	P&R	25-Mar-20	Angela Woodhouse	Angela Woodhouse
Risk Management Update	P&R	25-Mar-20	Rich Clarke	Rich Clarke
Business Rates Retention Projects - quarterly update	P&R	22-Apr-20	Mark Green	Chris Hartgrove
Property Asset Review - quarterly update	P&R	22-Apr-20	Mark Green	Deborah Turner
Biodiversity and Climate Change Action Plan	P&R	22-Apr-20	Biodiversity and Climate Change Working Group	Angela Woodhouse
Commissioning and Procurement Strategy	P&R	TBC	Mark Green	Georgia Hawkes
Kent Medical Campus Innovation Centre	P&R	TBC	John Foster	Abi Lewis

Business Rates Retention (Pilot) – Update

Final Decision-Maker	Policy & Resources Committee
Lead Head of Service	Mark Green, Director of Finance and Business Improvement
Lead Officer and Report Author	Chris Hartgrove, Interim Head of Finance
Classification	Public
Wards affected	All

Executive Summary

Income generated from Business Rates growth and retained locally as part of the Business Rates Retention (BRR) pilot in 2018/19 exceeded original expectations with the “Financial Sustainability Fund” (FSF) eventually accumulating total funding of £1,130,000 compared to the £640,000 initially anticipated.

The Policy and Resources Committee (the Committee) opted to fund 13 (one-off) projects aimed at enhancing the Council’s strategic objectives from the originally assumed FSF funding of £640,000.

The surplus in the FSF – supplemented by a 2018/19 budget surplus – has subsequently allowed the Committee (at its June 2019 meeting) to approve an additional 16 (one-off) projects aimed at further enhancing the Council’s strategic objectives.

The Committee has received a series of updates on the original 13 projects and the purpose of this report is to provide a further update on the original (“2018/19”) projects as well as informing the Committee of early progress in the additional (“2019/20”) projects.

Paragraph 2.5 shows that positive progress continues with the 2018/19 projects. As at 30th September 2019, spending of £398,000 had been incurred against the original budget of £640,000. Final expenditure of £621,000 is forecast, resulting in a surplus of £19,000 (anticipated in funding the 2019/20 projects). Updated detail is included at **Appendix 1**.

Paragraph 2.14 shows that – as expected (with projects receiving approval 26th June 2019) – as at 30th September 2019, spending on the 2019/20 projects has been limited (at £22,000). Nevertheless positive early progress has been made across all 16 projects (which is summarised in **Appendix 2**).

This report makes the following recommendations to this Committee:

1. That the Committee notes the further progress with the 2018/19 BRR pilot projects (Paragraph 2.5, including **Appendix 1**).
2. That the Committee notes the early progress with the 2019/20 BRR pilot projects (Paragraph 2.14, including **Appendix 2**).

Timetable	
Meeting	Date
Policy & Resources Committee	24 January 2018
Policy & Resources Committee	28 March 2018 (approval of 2018/19 projects)
Policy & Resources Committee	24 July 2018 (update)
Policy & Resources Committee	23 January 2019 (update)
Policy & Resources Committee	24 April 2019 (update)
Member Briefing	13 June 2019
Policy & Resources Committee	26 June 2019 (approval of 2019/20 additional projects)
Policy & Resources Committee	23 July 2019 (update)
Policy & Resources Committee	23 October 2019

Business Rates Retention (Pilot) - Update

1. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Impact on Corporate Priorities	Accepting the recommendations will continue to improve the Council's ability to achieve its corporate priorities (with each individual project tailored and focussed on a minimum of at least one of the Strategic Plan's four objectives).	Director of Finance & Business Improvement
Cross Cutting Objectives	The projects in the report support the achievement of the Council's cross-cutting objectives (e.g. the "Go Green, Go Wild" project will help to ensure that "Biodiversity and Environmental Sustainability is respected").	Director of Finance & Business Improvement
Risk Management	See Section 5 below.	Director of Finance & Business Improvement
Financial	The subject of the report.	Director of Finance & Business Improvement
Staffing	The delivery of some of the projects in the report requires the recruitment or procurement of additional staff resources. In recognising that the funding source does not form part of the Council's core funding and is 'one-off' in nature, the financial risk is being balanced through the recruitment of temporary posts and/or alternative ways of procuring additional staff resources (e.g. through flexible working by existing members of staff).	Director of Finance & Business Improvement
Legal	The Council has a statutory obligation to set a balanced budget. Allocation of resources in the way set out in this report supports achievement of a balanced budget.	Director of Finance & Business Improvement

Issue	Implications	Sign-off
Privacy and Data Protection	None.	Director of Finance & Business Improvement
Equalities	Where appropriate, Equalities Impact Assessments (EIAs) have been carried out.	Director of Finance & Business Improvement
Public Health	A number of Business Rates Retention Pilot projects are having a positive impact on the population's health or that of individuals.	Director of Finance & Business Improvement
Crime and Disorder	A range of projects could have an indirect impact on crime and disorder (e.g. community and development-related initiatives often include 'in-built' positive crime and disorder 'spin offs'). More directly, the Domestic Abuse Awareness project is directly aimed at reducing a specific area of crime.	Director of Finance & Business Improvement
Procurement	The procurement of services in the course of delivering the projects will continue to be undertaken in accordance with the Council's Procurement Procedure Rules.	Director of Finance & Business Improvement

2. BACKGROUND AND INTRODUCTION

2.1 Members of the Committee will recall that the Kent Business Rates Pool (joined by Medway, Dover and Sevenoaks) was successful in a bid to become a 100% Business Rate Retention (BRR) pilot for 2018/19, meaning that 100% of Business Rates growth could be retained in the area, with the Government Levy requirement removed completely.

2.2 Locally it was decided that additional income generated from Business Rates growth was to be split 70:30 between a "Financial Sustainability Fund" (FSF) and a "Housing and Commercial Growth Fund" (HCGF). This report covers the FSF.

Financial Sustainability Fund (FSF): Original Allocation

2.3 The overall FSF is shared between Pool/Pilot members (to spend as they wish) comprising a basic allocation, enhanced by relative population and historic Business Rates growth.

- 2.4 The original Maidstone Borough Council (MBC) share of the FSF assumed for 2018/19 was £640,000. Consequently – in March 2018 – the Policy and Resources Committee agreed to fund 13 (one-off) projects aimed at enhancing the Council’s strategic objectives.
- 2.5 The projects were divided into tranches and funding for each tranche was released as soon as it was considered prudent to do so (as the level of Business Rates retained met or exceeded original forecasts) with regular updates provided to this Committee throughout 2018/19. The table below summarises the latest (financial) position (as at 30th September 2019) on those original projects (further detail is provided at Appendix 1).

MBC Business Rates Retention/FSF Projects 2018/19 (@ 30 September 2019)					
Ref.	Project	Budget	Spend	Forecast	Variance
		£000's	£000's	£000's	£000's
1	Housing First and Rough Sleepers	80	10	80	0
2	Regeneration Opportunity Areas	80	78.4	80	0
3	Property Asset Review	55	43	55	0
4	Members' Community Grant	60	46	46	14
5	Predictive Analytics and Preventing Homelessness	80	80	80	0
6	Housing Delivery Partnership	40	23.5	40	0
7	Go Green, Go Wild	90	29.8	90	0
8	Maidstone Business Capital of Kent – marketing strategy	35	35	35	0
9	Staplehurst Village Centre Masterplan	15	0.4	15	0
10	Maidstone Housing Design Guide	40	18	40	0
11	Electric Vehicle Charging Points	20	20	20	0
12	Bus Station Improvement – feasibility study	10	10	10	0
13	Data analytics for Inclusive Growth	35	3.6	30	5
Totals		640	397.7	621	19

- 2.6 The table shows continued progress in delivering the initial (2018/19) projects, with a projected saving of £19,000 against the original budget of £640,000. Further detail on progress is summarised in **Appendix 1**.

Financial Sustainability Fund (FSF): Additional Projects

- 2.7 As previously reported to this Committee, the level of Business Rates retained in 2018/19 consistently exceeded expectations throughout the year, with the MBC share of the FSF eventually reaching £1,130,000 by year end, rather than the original assumption of £640,000. The FSF shares for all Pool members was bolstered by the savings realised as a consequence of the 'nil Levy' requirement for 100% Pilot schemes.

- 2.8 The enhanced FSF allocation for MBC provided an opportunity to fund additional (one-off) projects in further support of the Council's strategic priorities, including potentially new priorities contained within the updated Strategic Plan (2019-2045) adopted in February 2019.
- 2.9 Based on April 2019 projections, net additional resources of £509,000 were made available from the FSF to fund additional projects and senior officers considered up to 30 different projects, with a shortlist of 15 projects (total value of circa £700,000) eventually drawn up by the Corporate Leadership Team (CLT) and considered by councillors at a Briefing held on 13th June 2019.
- 2.10 A positive consensus emerged from the Briefing with all projects receiving at least some support from councillors. Consequently it was agreed that officers would further develop and prioritise the short-listed proposals, including giving consideration as to how the potential funding gap (due to a resource requirement in excess of £509,000) might be bridged.
- 2.11 The project list was reviewed and re-prioritised as requested by councillors with 'inward facing' projects removed from the FSF proposals and funded from other sources.
- 2.12 The Policy and Resources Committee – at its meeting on 26th June 2019 – subsequently considered proposals to fund up to 13 projects (total value £667,950), including the option to draw on additional funds to meet any potential shortfall in resources in the FSF (e.g. from the anticipated budget surplus for 2018/19). The Committee approved funding for all 13 projects (subject to reduced funding for one project – "Arterial Route Improvements/A20"), along with three further projects, that were proposed and debated during the meeting.
- 2.13 The 16 finally approved projects entailed a total budget requirement of £676,700 (£167,700 in excess of the FSF surplus); as reported to the Policy and Resources Committee on 23rd July 2019, the necessary additional funding was identified by the Director of Finance and Business Improvement from the 2018/19 Budget Surplus and the unused Business Rates Pool Safety Net.

2.14 The table below summarises the latest (financial) position (as at 30th September 2019) on the additional (2019/20) projects.

MBC Business Rates Retention/FSF Projects 2019/20 (@ 30 September 2019)					
Ref.	Project	Budget	Spend	Forecast	Variance
		£000's	£000's	£000's	£000's
1	Arterial Route Improvements (A20)	74	22	74	0
2	CCTV Live Monitoring (Waste Collection)	30	0	30	0
3	Go Green Go Wild (Community Fund)	20	0	20	0
4	Lower High Street Master Plan	80	0	80	0
5	Archbishop's Palace Options Appraisal	60	0	60	0
6	Phoenix Park Regeneration	75	0	75	0
7	Invicta Park Planning Guidance	15	0	15	0
8	Inclusion Through Enterprise	67.5		67.5	0
9	Cycle Parking Infrastructure	60	0	60	0
10	Floodlighting for Jubilee Field, Staplehurst	36	0	36	0
11	Domestic Abuse Awareness	6.2	0	6.2	0
12	Climate Change Commission	40	0	40	0
13	Urban Trees	50	0	50	0
14	St Philips Community Centre	17	0	17	0
15	Conservation Area Plans	24	0	24	0
16	'A Sense of Place'	22	0	22	0
Totals		676.7	22	676.7	0

2.15 The table above shows that project expenditure to date has been limited, which reflects that approval to proceed was given by the Policy and Resources on 26th June 2019. Nevertheless there has been significant progress in developing the approved projects, which is summarised in **Appendix 2**.

3. AVAILABLE OPTIONS

3.1 This report is for noting only.

4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

4.1 This report is for noting only.

5. RISK

5.1 As with any projects, those described in this report could fail to be delivered, or could be delivered but exceed their budget allocations. This risk is mitigated in several ways:

- There is a strong project management culture in the Council
- Monitoring arrangements will be put in place for all the projects, to ensure that they deliver within budget and to the agreed timetable; and
- Post project reviews will be carried out to evaluate the outcomes and to derive any lessons learned from the projects.

6. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

6.1 Following the conclusion of a member consultation exercise – on 28th March 2018 – the Policy and Resources Committee approved the original funding of 13 (one-off) BRR projects with a total value of £640,000 from the Financial Sustainability Fund.

6.2 The Policy and Resources Committee received an update report on progress on the BRR initiative on 24th April 2019, which indicated that Business Rates growth had exceeded expectations and that additional resources would be available to fund additional projects in 2019/20.

6.3 All councillors were invited to attend a Briefing on 13th June 2019 to consider a short-list of project bids for additional resources of £509,000. Feedback from that Briefing was used to inform the content of a further report (recommending a further 13 projects) to the Policy and Resources Committee on 26th June 2019.

6.4 The Policy & Resources Committee held on 26th June 2019, approved funding for all 13 projects (subject to reduced funding for one project – “Arterial Route Improvements/A20”), along with three further projects, that were proposed and debated during the meeting.

7. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

7.1 The projects described in this report will continue to be delivered during 2019/20 with regular reports back to the Committee on progress.

8. REPORT APPENDICES

8.1 The following documents are to be published with this report and form part of the report:

- **Appendix 1:** *Business Rates Retention (BRR) Pilot Projects 2018/19: Progress Commentary (@ 30th September 2019)*
 - **Appendix 2:** *Business Rates Retention (BRR) Pilot Projects 2019/20: Early Progress (projects approved 26th June 2019)*
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9. BACKGROUND PAPERS

9.1 There are no background papers.

**Business Rates Retention (BRR) Pilot Projects 2018/19
Progress Commentary (@ 30th September 2019)**

Ref.	Project	Commentary
1	Housing First and Rough Sleepers	<p>The project successfully delivered 6 tenancies providing a Housing First approach during 2019/20 with Golding Homes.</p> <p>The project has been shortlisted for this year's 'Excellence in Partnership Award' by Kent Housing Group.</p> <p>Building on the success of the initial project, the scheme has been enlarged and now includes Medway Housing Society.</p> <p>Project effectively completed (residual funding available to cover potential landlord losses at the end of current tenancies).</p>
2	Regeneration Opportunity Areas	<p>Draft planning briefs have been drawn up for the five opportunity area sites identified as having potential for regeneration. The briefs were considered by the Strategic Planning and Infrastructure Committee (SPI) at its meeting in September 2019 and a further report will be brought to SPI in November 2019, addressing points raised.</p>
3	Property Asset Review	<p>The Gen2 Property Asset Review was carried out last year, with progress regularly reported to members on the implementation of the recommendations. The balance of the funding will now be used to prepare an Asset Management Strategy (AMS) that will guide the management of the Council's asset portfolio going forwards, and to implement a new Property Management system.</p>
4	Members' Community Grant	<p>2018/19 initiative concluded. Underspend (£14,000) utilised to fund additional FSF projects.</p> <p>2019/20 allocation (£60,000) funded from base budget.</p>
5	Predictive Analytics and Preventing Homelessness	<p>The project delivered on the targets, with the predictive analytics module becoming live during 2019/20.</p> <p>The toolkit is now providing information to the Housing Team to enhance their ability to assist homeless clients and to enable contact to be made with those most at risk of becoming homeless.</p> <p>Project completed.</p>

Ref.	Project	Commentary
6	Housing Delivery Partnership	<p>The proposal to fund the Housing Delivery Partnership (HDP) was approved by the Policy and Resources Committee on 12th February 2019.</p> <p>Soft market consultation with Registered Providers (RPs) has since been carried out and the feedback reported to the Communities, Housing and Environment (CHE) Committee on 17th September 2019. CHE opted to stall the creation of the HDP for the time being until such time as a garden community becomes a firmer proposition, but instead seek a Secretary of State direction to acquire up to 200 new social rented homes on smaller developments (at a value of not more than £30m over the 5-year MTFS period), whilst utilising the services of an RP as a managing agent.</p> <p>The draft Affordable Housing Supplementary Planning Document has been completed. The proposal to agree the draft document and accompanying consultation statement for public consultation was agreed by the Strategic Planning and Infrastructure (SPI) Committee on 10th September 2019.</p> <p>The current (5-year) Capital Programme was approved by the Council in February 2019. It includes provision of £15 million for the delivery of Affordable Housing. A further £15 million will be required to fully fund the new proposal to deliver social rented housing. This will be the subject of a bid within the (2020/21) Budget preparation and (2020/21 to 2024/25) Medium-Term Financial Strategy process, which is now commencing.</p>
7	Go Green, Go Wild	<p>Wide ranging activity has already taken place across the borough at sites including Mangravet Recreation Ground, Senacre Wood and Weaving Heath, in partnership with a number of community groups.</p> <p>The proactive work of the Community Partnership Officer (CPO) is set to continue in 2019/20, in particular making links between groups and understanding the potential for developing partnerships with regional partners in the voluntary and third sector.</p> <p>Notably, opportunities with Kent Reptile and Amphibian Group, Kent Wildlife Trust, Wild About Gardens & Medway Valley Countryside Partnership are being promoted.</p> <p>The website is now available in BETA form and is being tested. It has been shared with Members to gain feedback.</p>

Ref.	Project	Commentary
8	Maidstone Business Capital of Kent – marketing strategy	A series of initiatives are scheduled for September, October and November 2019, including the production of an Inward Investment video by October 2019, presentations to be delivered at Construction Expo on the 4th October and MIPIM 13th-14th October, as well as Expo stand presence. The team is also hosting a Business Forum on 28 th November 2019.
9	Staplehurst Village Centre Masterplan	<p>Economic Development Officer (EDO) met with councillors Brice and Perry. Understanding of action needed confirmed:</p> <ol style="list-style-type: none"> 1) Priority to get supermarket into village 2) Station improvements not acceptable as not in line with local community needs 3) Increase in housing in the local area has stimulated need for increased commercial space to generate jobs. <p>To achieve this, the EDO will be progressing dialogue with:</p> <ol style="list-style-type: none"> 1) Sainsburys to gain clarification of intentions on identified site going forward. 2) Network Rail regarding amendments to station improvements and surrounding land 3) Land owners of potential commercial space to understand situation 4) Chancery Gate to draft commercial proposals. <p>The EDO is to keep councillors Brice and Perry updated on situation.</p>
10	Maidstone Housing Design Guide	The Maidstone Design Guide is a collection of documents. The first (“Maidstone Building for Life 12”) was completed and adopted in 2018/19. Work is now set to commence on the other design documents and a member design tour (along with Medway Council) of developments in south London and Ebbsfleet has recently taken place.
11	Electric Vehicle Charging Points	<p>Survey work by UK Power Networks was completed following procurement where PodPoint were identified as the preferred supplier.</p> <p>Electric Vehicle (EV) unit installations commenced in July 2019 and all EV units have now been installed.</p>

Ref.	Project	Commentary
12	Bus Station Improvement – feasibility study	<p>RIBA Stage 1 report (Project Brief) prepared for stakeholder sign-off. Due to move into concept design stage during August and detailed design during Q3 2019.</p> <p>Topographic, site and drainage surveys completed.</p> <p>Permission from Capital and Regional carry out Asbestos, M&E and Structural surveys still awaited (originally due July 2019); this could potentially lead to project delay.</p> <p>Stage 2 Stakeholder Design review due end of October 2019, with Planning Application expected to be submitted by the end of November 2019 (estimated on site date June 2020).</p>
13	Data analytics for Inclusive Growth	<p>This project is part of the “Borough that works for Everyone” initiative which has a Project Plan and Project Board in place.</p> <p>A Data Analytics Officer (DAO) was originally appointed and created a Central Data Repository, as well as compiling detailed thematic reports and case studies to identify particular themes/problems to be addressed in the borough relating to inclusive growth. Findings have been presented to the Project Board and Wider Leadership Team (WLT)</p> <p>The DAO also completed a data mapping exercise as well and has begun the development of metrics to measure project progress.</p> <p>The original DAO has now been recruited to a permanent role within the Council and will share future project responsibilities with a newly recruited (interim) DAO.</p>

Business Rates Retention (BRR) Pilot Projects 2019/20

Early Progress (projects approved 26th June 2019)

Ref.	Project	Early Progress
1	Arterial Route Improvements (A20) (renamed "Maidstone Approach Improvements" project).	The project is now called the "Maidstone Approach Improvements". Work has commenced with the removal of detritus along Mote Park wall and the footpath opposite Turkey Mill. Traffic management is scheduled to take place during the week commencing 21st October 2019 to enable the installation of a new bus shelter, along with other street furniture including bollards and signage. A presentation on the proposals is scheduled for the Communities, Housing and Environment Committee (CHE) on 15th October 2019, followed by a report seeking final approval to CHE in November 2019.
2	CCTV Live Monitoring (Waste Collection)	The commitment has been given to Biffa and they have placed the order for the equipment. There is a 6-8 week lead time on the cameras so it is expected that they will be installed in the New Year (i.e. January 2020).
3	Go Green Go Wild (Community Fund)	The launch of this funding source is scheduled to take place at an event held at Maidstone Museum in November 2019. Invitations are being sent to all community groups.
4	Lower High Street Master Plan	Initial discussions held about linking up with work on Town Centre Opportunity Sites and Lockmeadow acquisition.
5	Archbishop's Palace Options Appraisal	Specification drawn up for options appraisal. Work due to be commissioned Autumn 2019.
6	Phoenix Park Regeneration	Works is underway to prepare a specification to tender for the external works.
7	Invicta Park Planning Guidance	Initial meeting with Ministry of Defence consultants due to take place October/November 2019.
8	Inclusion Through Enterprise	Negotiations are progressing well to identify a suitable venue for the project. Discussions are taking place with the client group to explore options for the scheme. An officer has been appointed to lead the project and is now in post. This will help to stimulate the initiative and provide the capacity to rapidly make progress.

Ref.	Project	Early Progress
9	Cycle Infrastructure Parking	<p>A scoping has been arranged “Sustrans” (a sustainable transport charity) to identify the appropriate elements to include within the survey of locations.</p> <p>Alongside this, initial meetings have been held with bike hire companies to understand costs and different approaches, as well as employers such as Maidstone Hospital, to understand the potential uptake of bike hire at these locations.</p>
10	Floodlighting for Jubilee Field, Staplehurst	<p>The funding is being used as match funding for a larger bid to the Football Foundation. The Football Club and Parish Council are scheduled to submit the finished bid by Friday 18th October. All relevant contractor quotes for the work have been received and support from the Kent FA has been given.</p> <p>If the bid is not successful there are other rounds of funding in early 2020 that can be applied for.</p>
11	Domestic Awareness Abuse	<p>The first conference to raise awareness amongst keyworkers is set for the evening of 28th October 2019, along with a daytime meeting in November. Local businesses are being engaged to help promote the events and the initiative is being well received by those establishments.</p> <p>The outreach One Stop Shop is due to commence on 24th November 2019, with the first venue being in Headcorn. This marks an important development in delivering domestic abuse services by providing a range of services directly into rural areas.</p>
12	Climate Commission Change	<p>A Councillor Working Group has been set up to lead the project and work is underway. A newly appointed officer (on a one-year fixed-term contract) to support the initiative is scheduled to start on 4th November 2019.</p>
13	Urban Trees	<p>The Urban Tree Challenge Fund (UTCf) is available for two years (2019/20 and 2020/21). Year 1 funding is only available for ‘block bids’ for which Maidstone does not qualify. Year 2 applications are aimed at local authority and community group applications.</p> <p>An expression of Interest form was submitted to the Forestry Commission on 25th July 2019. Confirmation of receipt has been received. The Council is now waiting for further clarification on the fund for individual bids.</p>
14	St Philips Community Centre	<p>Initial meeting held with Vicar and Cllr Joy, who are now preparing match funding bid from Church of England.</p>
15	Conservation Area Plans	<p>Work on the project commenced early October 2019 and is being resourced through extending the working hours of a (temporary) Conservation Officer.</p>

Ref.	Project	Early Progress
16	'A Sense of Place'	<p>The project is a key action in the updated Arts and Cultural Strategy, which is scheduled to be presented to the Economic Regeneration and Leisure Committee (ERL) in October 2019.</p> <p>A Culture & Arts Officer has been allocated lead responsibility for project delivery and the ('Sense of Place') report is expected to be commissioned circa January 2020.</p>

**POLICY AND RESOURCES
COMMITTEE**

23 October 2019

Property Asset Review Update

Final Decision-Maker	Policy and Resources Committee
Lead Head of Service	Mark Green, Director of Finance and Business Improvement
Lead Officer and Report Author	Lucy Stroud, Corporate Property Manager
Classification	Public
Wards affected	All

Executive Summary

This report provides a further update on the progress of the 'Next Steps' work stream of the Property Asset Review that was resolved to be progressed at Policy and Resources Committee on 23 January 2019.

This report makes the following recommendations to this Committee:

1. That the progress made on the effective use of the Council's property assets over the last three months and in response to the Property Asset Review report be noted.

Timetable

Meeting	Date
Policy and Resources Committee	23 October 2019

Property Asset Review Update

1. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Impact on Corporate Priorities	The Property Asset Review will help the Council deliver its corporate priorities by giving a clearer understanding of its existing property assets.	Corporate Property Manager
Cross Cutting Objectives	The Property Asset Review supports the achievement of the four cross-cutting objectives by ensuring that they are taken into account in any initiatives relating to the Council's own property portfolio.	Corporate Property Manager
Risk Management	This has been addressed in the report.	Corporate Property Manager
Financial	The availability of resources to address specific projects arising from the Property Asset Review will be addressed as part of the budget process.	Section 151 Officer & Finance Team
Staffing	Strategic property management is handled by the existing in-house team. Staffing requirements arising from any recommendations of the Property Asset Review will be identified on a project by project basis.	Head of Commissioning & Business Improvement
Legal	<p>Section 151 of the Local Government Act 1972 requires councils to put in place proper processes for the management of their finances, including their assets. The Property Asset Review demonstrates the Council's commitment to fulfilling its duties under the Act.</p> <p>The Local Government Act 1972, section 111(1) empowers a local authority to do anything (whether or not involving the expenditure, borrowing or lending of money or the acquisition or disposal of any property or rights) which is calculated to facilitate, or is conducive or incidental to, the discharge of any of their functions. This enables the Council as part of its asset management strategy to acquire and/or dispose of assets in compliance with the statutory requirements.</p> <p>In particular, section 120(1)(2) of the 1972 Act enables the Council to acquire land to be used for the benefit, improvement or</p>	Team Leader (Corporate Governance), MKLS

	<p>development of their area; or for the purpose of discharging the Council's functions.</p> <p>Section 123(2) of the 1972 of the 1972 Act enables the Council to dispose of land or property for the best consideration reasonably obtainable, otherwise the consent of the Secretary of State will be required subject to certain conditions.</p> <p>Acting on the recommendations is within the Council's powers as set out in the above statutory provisions.</p> <p>Specific legal implications arising from any recommendations of the Property Asset Review will be identified on a project by project basis.</p>	
Privacy and Data Protection	Individual property projects may have privacy and data protection implications, which are considered as part of the project planning process.	Policy and Information Team
Equalities	There are no equalities implications as a result of this update report, however an impact assessment may be required for individual projects going forward.	Equalities and Corporate Policy Officer
Public Health	We recognise dependant on the recommendations agreed, each project will have varying impacts on the health of the population or individuals within Maidstone.	Public Health Officer
Crime and Disorder	Not applicable	Corporate Property Manager
Procurement	Procurement implications arising from any recommendations of the Property Asset Review will be identified on a project by project basis.	Head of Commissioning & Business Improvement & Section 151 Officer

2. INTRODUCTION AND BACKGROUND

2.1 The Property Asset Review was completed by external consultants Gen2 in January 2019. The Asset Review examined all significant property holdings across the Council's portfolio and Gen2 made recommendations about each property under the following broad headings:

- Hold
- More estates work needed to maximise value
- Management intervention required
- Dispose

- Develop
- 2.2 The Gen2 Report recommendations were summarised in a report to this Committee on 23 January 2019. It was resolved that officers would consider the recommendations in the light of the Council's own corporate priorities and assess whether to adopt any of the recommendations.
- 2.3 The Report identified some short, medium and long term opportunities in the portfolio and this update focuses mainly on the shorter term recommendations. An extensive programme of work by the Corporate Property team to address the recommendations about more estates work and management intervention is under way.
- 2.4 Alongside the specific Property Asset Review recommendations, several property transactions are due to complete in fulfilment of other Council corporate strategies. These transactions include:
- Lease to Boxley Parish Council of open space at Franklin Drive
 - Lease extension to Maidstone Hockey Club of South Park hockey pitch
 - Lease of yard at 485 Loose Road

The above is not an exhaustive list and is simply intended to give an indication of how property transactions support the Council's work.

- 2.5 Progress to date on the Property Asset Review recommendations is set out below.

More estates work needed to maximise value

- 2.6 Heather House and Parkwood Pavilion – Heather House is operating as normal and essential electrical works are being carried out. Parkwood Pavilion is now occupied by Weaving Warriors Rugby Club as their changing facilities and clubhouse. FFT have been appointed as Employers Agent for the proposed full refurbishment of Heather House and new-build residential development of the pavilion site, and Calfordseaden have been appointed as the architects. These two firms will undertake the design and planning work before a final decision is brought to this Committee.
- 2.7 High Street Properties – A viability assessment is to be prepared of the retail properties on the High Street, funded by the Business Rates Retention pilot. This will identify options for the site as a whole but also for individual properties.
- 2.8 Archbishop's Palace – Initial discussions have taken place with consultants who have a background in heritage properties. Options that could be worthy of assessment include use as a wedding and corporate event venue, conference venue, or boutique hotel/restaurant and offices. Architectural work to investigate the potential for possible conversion for these uses is now required to progress any future proposals together with cost consultancy to provide guidance on capital cost and allocation of risk. This will allow an assessment of viability of the different options. The

assessment will pay attention to the overall spatial context of the Archbishop's Palace, including the Carriage Museum and All Saints Church.

- 2.9 The Business Rates Retention pilot is also funding improvement works to the Phoenix Park Estate at Parkwood. These commercial units will be improved externally in order to enhance their rental value.
- 2.10 One building at Mill Meadow has been vacated and a new lease is being agreed with the neighbouring canoe club. This ensures the building is tenanted and maintained, and allows time to consider the opportunities for the site in the future.

Management Intervention required

2.11 Asset Management Plan

Preparation of the Asset Management Strategy is well under way and will identify how property assets support the delivery of the Council's priorities and the recommended actions to ensure the assets are used and managed as efficiently and effectively as possible. It is proposed that the Asset Management Strategy be brought to this Committee later this year.

2.12 Parkwood Estate

Work continues to explore the possibility to review and update rent review provisions within the leases. Requests for lease extensions are also being progressed, bringing in capital receipts but ensuring future opportunities for redevelopment are protected. In the longer term, we are considering what steps to take to generate a positive return from all our holdings at Parkwood and to support the Council's economic development strategy by making this an attractive place for businesses to locate.

2.13 Property Management Systems

Work is under way to identify possible systems that could be used for property management, repairs management and reporting, Health and Safety compliance and rent collection. The work on the Asset Management Strategy has provided a good database that will form the basis of a new property management system.

2.14 Lease of Mooring

Unfortunately legal action has had to be taken against the tenant leasing the mooring on the River Medway. The tenant will be given an opportunity to remedy the breaches of the lease under a Consent Order granted by the Court before forfeiture of the lease is sought.

Dispose/Develop

- 2.15 Land at Redhill Stables, Headcorn – Discussions have taken place with the Natural Burial Ground Association as to the requirements and possible demand for a site in this location with particular regard to a new Natural Burial Ground site which has recently opened in Kent in Sittingbourne. The Council's Bereavement Team have been consulted and it is considered that

the facility could possibly jeopardise some of the business they provide at the crematorium. However, the site could provide an opportunity for the Council to provide this service in the Borough and more work needs to be undertaken to consider the viability of the Bereavement Team offering the service in the medium term. In conjunction with the Bereavement Team, work will continue to assess the suitability of the site for a Natural Burial Ground.

- 2.16 Mid Kent Shopping Centre Public Conveniences – Work is under way to explore the possibility of transferring the toilets to the owner of the shopping centre. The Legal Team are confident that they could draft a restrictive covenant to protect the use as public conveniences. Negotiations with the management company continue.

Conclusion

- 2.17 The focus of the asset management work will be informed by the recommendations in the Asset Management Strategy and the feedback from this Committee. Asset management work will continue with the same day to day focus, improving the return from individual properties and general improvements in the area of property management.

3. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 3.1 It is recommended that Committee note the progress made on delivering the recommendations of the Property Asset Review, as well as other actions being taken to ensure the effective use of the Council's property portfolio. In the interests of good stewardship, it is appropriate for the Council to obtain the best possible financial and community value from its property portfolio. To enable that value to be realised, review, monitoring and feasibility work should continue.

4. RISK

- 4.1 There are a range of risks associated with adopting some or all of the recommendations in the Property Asset Review – including political, financial, environmental and operational risks. These need to be balanced against the risks (opportunity costs) of doing nothing.
- 4.2 Risk assessments will be carried out in relation to all specific projects arising from the review, in keeping with the Council's usual policy. Risk assessments will be provided with any specific property recommendation presented to Committee.

5. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

- 5.1 The Property Asset Review report was submitted to Policy and Resources Committee on 23 January 2019. Members resolved that officers should

proceed with the recommended next steps and provide regular updates. However, any sites that had been identified as having potential for redevelopment or disposal would require further engagement with members before decisions were taken.

- 5.2 Consultation with all relevant stakeholders will take place in relation to any specific recommendations that are taken forward, in addition to the public engagement that would take place in any case with respect to any site identified for change of use, in accordance with the Council's normal practice.
- 5.3 Quarterly Property Asset Review Updates have been provided since the 23 January 2019 report, the last being July 2019.

6. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 6.1 The next significant step for the Property Asset Review will be the completion of the Property Asset Strategy, for Property & Resources Committee later this year. The Strategy will set out the Council's own preferred actions to actively manage the portfolio. In the meantime, work will continue on the existing ongoing projects that have been reported on to date in the quarterly review reports.

7. REPORT APPENDICES

The following documents are to be published with this report and form part of the report:

None.

8. BACKGROUND PAPERS

Property Asset Review Report 23rd January 2019
Property Asset Review Update Report 24th April 2019
Property Asset Review Update Report 23rd July 2019

Agenda Item 14

POLICY AND RESOURCES COMMITTEE

23 OCTOBER 2019

NOMINATIONS TO OUTSIDE BODIES

Final Decision-Maker	Policy and Resources Committee
Lead Head of Service	Angela Woodhouse, Head of Policy, Communications and Governance
Lead Officer and Report Author	Mike Nash, Democratic Services Officer
Classification	Public
Wards affected	All

Executive Summary

Nominations have been received for Council Representative positions on the One Maidstone BID Advisory Board and Upper Medway Internal Drainage Board. These nominations are to be considered by the Policy and Resources (P&R) Committee.

Purpose of Report

Decision

This report makes the following recommendations to this Committee:

That the Committee consider the nominations received for positions on the One Maidstone BID Advisory Board and Upper Medway Internal Drainage Board and makes an appointment if appropriate.

Timetable

Meeting	Date
Policy and Resources Committee	23 October 2019

NOMINATIONS TO OUTSIDE BODIES

1. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Impact on Corporate Priorities	We do not expect the recommendations will by themselves materially affect achievement of corporate priorities.	Democratic Services Officer
Cross Cutting Objectives	Each organisation has a different remit and will contribute to the cross-cutting objectives in various ways.	Democratic Services Officer
Risk Management	There are no significant risks associated with the appointment of Council Representatives.	Democratic Services Officer
Financial	The proposals set out in the recommendation are all within already approved budgetary headings and so need no new funding for implementation.	Senior Finance Manager (Client)
Staffing	We will deliver the recommendations with our current staffing.	Democratic Services Officer
Legal	Under the Council's Constitution it is a function of the Policy and Resources Committee to appoint Members to the outside bodies assigned to the Committee. The outside bodies identified in the report are so assigned.	Keith Trowell, Team Leader (Corporate Governance), MKLS
Privacy and Data Protection	There are no specific privacy or data protection issues to address.	Keith Trowell, Team Leader (Corporate Governance), MKLS
Equalities	The recommendations do not propose a change in service and therefore will not require an equalities impact assessment.	Equalities and Corporate Policy Officer
Public Health	No implications.	Senior Public Health Officer
Crime and Disorder	No implications.	Democratic Services Officer
Procurement	No implications.	Democratic Services Officer

2. INTRODUCTION AND BACKGROUND

- 2.1 Following the advertisement of Council Representative vacancies, nominations have been received for the One Maidstone BID Advisory Board and Upper Medway Internal Drainage Board.

One Maidstone BID Advisory Board

- 2.2 At its meeting on 23 July 2019, Policy and Resources Committee resolved that One Maidstone be contacted and asked if a second Maidstone Borough Councillor representative could participate on the One Maidstone BID Advisory Board.
- 2.3 The One Maidstone BID Advisory Board have confirmed that a second Maidstone Borough Councillor representative can be appointed.
- 2.4 This vacancy was advertised to all Councillors, and a nomination was received from Councillor Joy. This form has been attached as an appendix to this report.
- 2.5 If an appointment is made, the term of office for this position will be from 24 October 2019 to 23 October 2020.

Upper Medway Internal Drainage Board

- 2.6 There are upcoming vacancies on the Upper Medway Internal Drainage Board, as the positions currently held by Councillor Martin Round and Councillor Paul Harper are due to expire on 9 January 2020.
- 2.7 These upcoming vacancies were advertised to all Councillors, and nominations were received from Councillor Round and Councillor Harper. The forms have been attached as appendices to this report.
- 2.8 If an appointment is made, the term of office for these positions will be from 10 January 2020 to 9 January 2022.

3. AVAILABLE OPTIONS

- 2.9 The Committee could do nothing. This is not recommended as it would mean that no additional Council Representatives are appointed to Outside Bodies. This could damage the relationships that the Council fosters with these organisations.
- 2.10 The Committee could appoint to the various Outside Bodies as appropriate.

4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

2.11 Option 3.2 is recommended as there is a need to ensure that these vacancies are filled as soon as possible.

5. RISK

2.12 There are no significant risks associated with the appointment of Council Representatives.

6. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

2.13 All Committees responsible for appointing Council Representatives to Outside Bodies considered a report in July 2019. These reports summarised the current status of Outside Bodies including appointments, nominations and outstanding vacancies.

2.14 All Councillors have been emailed to advertise the vacancies on Outside Bodies.

7. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

2.15 Relevant Outside Bodies will be contacted to inform them of any appointments made by the Committee.

8. REPORT APPENDICES

The following documents are to be published with this report and form part of the report:

- Appendix 1: Nomination Form – Cllr Joy – One Maidstone BID Advisory Board
 - Appendix 2: Nomination Form – Cllr Round – Upper Medway Internal Drainage Board
 - Appendix 3: Nomination Form – Cllr Harper – Upper Medway Internal Drainage Board
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9. BACKGROUND PAPERS

None.

NOMINATION FORM TO OUTSIDE BODY

Date ...10th October 2019

NAME:	Cllr Denise Joy
ADDRESS:	32 Lower Rd Maidstone Kent ME157RG
TELEPHONE NO:	01622 674063 / 07788634047
NAME OF ORGANISATION APPLYING FOR:	One Maidstone BID
ROLE APPLYING FOR:	B.I.D. Advisory Board
REASON FOR APPLYING:	This is a good structure to address the needs of businesses in Maidstone to enhance the town. Very interested in improving the town centre during the day and night time economy.
WHAT SKILLS AND EXPERIENCE COULD YOU BRING TO THE ORGANISATION?:	High Street ward member for 20 + years, good knowledge of the town centre businesses residents and police. Chairman of Licensing.

NOMINATION FORM TO OUTSIDE BODY

Date 9th OCTOBER 2019

NAME:	MARTIN RAND (Cllr)
ADDRESS:	TIMBERDEN 60 OAK LANE HEADCORN KENT TN27 9TB
TELEPHONE NO:	01622 890276
NAME OF ORGANISATION APPLYING FOR:	UPPER MEDWAY INTERNAL DRAINAGE BOARD
ROLE APPLYING FOR:	MEMBER - BOROUGH COUNCIL APPIONTEE
REASON FOR APPLYING:	I am a resident of Headcorn which is in the Low Weald. I am very familiar with the complex drainage and flooding issues.
WHAT SKILLS AND EXPERIENCE COULD YOU BRING TO THE ORGANISATION?:	I believe I can make a very useful contribution. I have been a Member for the past 4 years and I have had experience of the key issues and problems. I am currently a Borough Councillor and I believe I can continue to make a very useful contribution to this important organisation.

NOMINATION FORM TO OUTSIDE BODY

Date 10 October 2019

NAME:	Paul Harper
ADDRESS:	68 Oakwood road
TELEPHONE NO:	07834845154
NAME OF ORGANISATION APPLYING FOR:	Upper Medway drainage board
ROLE APPLYING FOR:	Member
REASON FOR APPLYING: .	Currently on it, I think it is important for a riverside Cllr to be on it. Decisions made by the board can affect Fant, south ward's etc. I have experience of joint boards
WHAT SKILLS AND EXPERIENCE COULD YOU BRING TO THE ORGANISATION?:	21 years experience as a Cllr and former member of joint boards. Currently a member of the board. Knowledge of finance and interest in geography of the region.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

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of the Local Government Act 1972.

Document is Restricted