

ECONOMIC REGENERATION AND LEISURE POLICY ADVISORY COMMITTEE MEETING

Date: Tuesday 4 October 2022
Time: 6.30 p.m.
Venue: Town Hall, High Street, Maidstone

Membership:

Councillors Garten (Chairman), Hastie (Vice-Chairman), Bryant, Forecast, Fort, Mrs Gooch, Harper, Hinder and Naghi

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

Page No.

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 need to be taken in private due to the possible disclosure of exempt information
8. Minutes of the meeting held on 5 July 2022 1 - 5
9. Presentation of Petitions (if any)
10. Question and Answer Session for Local Residents (if any)
11. Questions from Members to the Chairman (if any)
12. Forward Plan relating to the Committee's Terms of Reference 6 - 9
The Forward Plan for the period 1 September 2022 to 31 December 2022 can be accessed here:

[Your Councillors - Maidstone Borough Council](#)

Issued on 26 September 2022

Continued Over/:



Alison Broom, Chief Executive

- | | | |
|-----|---|---------|
| 13. | 1st Quarter Financial Update & Performance Monitoring Report
2022/23 | 10 - 29 |
| 14. | Town Centre Strategy - Procurement of Professional Team | 30 - 40 |

PART II

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

	Head of Schedule 12A and Brief Description	
15. Exempt Appendix B to Item 14 – Town Centre Strategy - Procurement of Professional Team	Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information)	41

INFORMATION FOR THE PUBLIC

In order to ask a question at this meeting, please call **01622 602899** or email committee@maidstone.gov.uk by 5 p.m. one clear working day before the meeting (i.e. by 5 p.m. on Friday 30 September 2022). You will need to provide the full text in writing.

If your question is accepted, you will be provided with instructions as to how you can access the meeting.

In order to make a statement in relation to an item on the agenda, please call **01622 602899** or email committee@maidstone.gov.uk by 5 p.m. one clear working day before the meeting (i.e. by 5 p.m. on Friday 30 September 2022). You will need to tell us which agenda item you wish to speak on.

If you require this information in an alternative format please contact us, call **01622 602899** or email committee@maidstone.gov.uk.

To find out more about the work of the Committee, please visit www.maidstone.gov.uk.

MAIDSTONE BOROUGH COUNCIL

ECONOMIC REGENERATION AND LEISURE POLICY ADVISORY COMMITTEE

MINUTES OF THE MEETING HELD ON 5 JULY 2022

Present: Councillor Garten (Chairman) and
Councillors Bryant, Fort, Mrs Gooch, Harper, Hastie,
Hinder and Naghi

Also Present: Councillor Jeffery (Visiting Member)
Councillor Burton (Leader of the Council)
Councillor Russell (Lead Member for Leisure and
Arts)

18. **APOLOGIES FOR ABSENCE**

It was noted that apologies for absence had been received from Councillor Forecast.

19. **NOTIFICATION OF SUBSTITUTE MEMBERS**

There were no Substitute Members.

20. **URGENT ITEMS**

There were no urgent items. However, having been informed that Mr John Foster had left the employment of the Council, the Committee:

RESOLVED: That Mr John Foster (former Head of Regeneration and Economic Development) be thanked for his services to the Council over the years.

21. **NOTIFICATION OF VISITING MEMBERS**

Councillor Jeffery indicated his wish to speak on agenda item 13 (UK Shared Prosperity Fund – Local Investment Plan).

22. **DISCLOSURES BY MEMBERS AND OFFICERS**

With regard to agenda item 14 (Maidstone Museums Forward Plan 2022-2027):

Councillor Harper said that he was a member of the Maidstone Museums' Foundation.

Councillor Mrs Gooch said that she was a Friend of the Maidstone Museums' Foundation.

23. DISCLOSURES OF LOBBYING

There were no disclosures of lobbying.

24. EXEMPT ITEMS

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

25. MINUTES OF THE MEETING HELD ON 7 JUNE 2022

RESOLVED: That the Minutes of the meeting held on 7 June 2022 be approved as a correct record and signed.

26. PRESENTATION OF PETITIONS

There were no petitions.

27. QUESTION AND ANSWER SESSION FOR LOCAL RESIDENTS

There were no questions from local residents.

28. QUESTIONS FROM MEMBERS TO THE CHAIRMAN

There were no questions from Members to the Chairman.

29. FORWARD PLAN RELATING TO THE COMMITTEE'S TERMS OF REFERENCE

It was noted that, currently, there were no items in the Forward Plan relating to this Committee's terms of reference.

30. UK SHARED PROSPERITY FUND, LOCAL INVESTMENT PLAN

The Leader of the Council introduced a report setting out a proposed list of priority projects for inclusion in the Local Investment Plan to be submitted to the Department of Levelling Up Housing and Communities for approval prior to release of the funding allocated to the Council from the UK Shared Prosperity Fund (£1,199,253). The Leader of the Council advised the Committee that:

- The deadline for submission of Local Investment Plans was 1 August 2022 and failure to meet the deadline might result in the loss of the funding.
- It was important to choose projects carefully to maximise the impact and benefits for residents. It was proposed that the Local Investment Plan should focus on Maidstone Town Centre with an emphasis on:
 - A. Building Pride in Place through promotion of the Town Centre and Events.
 - B. A Safe and Attractive Town Centre achieved through Greening and Lighting.

- C. A Community Arts Hub and Maker Space.
- D. Links from the Town Centre to Lockmeadow – Activity/Outdoor Gym - Callisthenics

- The funding had been profiled to be spent over the next three years.
- Meetings had been held with Helen Grant MP and Helen Whatley MP who had both indicated support for the Local Investment Plan and the ideas put forward.

Councillor Jeffery (Visiting Member) addressed the Committee identifying (a) other issues that the Council could help mitigate (the cost-of-living crisis, fuel resources, pollution, waste, climate change and biodiversity etc.) and (b) other areas that might be addressed including safety and the night-time economy with a move potentially to an evening economy, promotion of fifteen-minute neighbourhoods, greening initiatives at Lockmeadow, promoting locally owned businesses and access to the town centre from west Maidstone for pedestrians and cyclists.

The Leader of the Council wished to emphasise that delivery of the projects would run alongside bids for Safer Streets funding and Town Centre Strategy work.

The Committee supported the proposed list of priority projects for inclusion in the Local Investment Plan and identified issues that it would like the Executive to consider taking forward in future.

RESOLVED TO RECOMMEND TO THE LEADER OF THE COUNCIL:

1. That the planned projects and actions set out in Appendix 4 to the report be approved as the Local Investment Plan for Maidstone.
2. That the Head of Policy, Communications and Governance be delegated responsibility to submit the Local Investment Plan to Government by 1 August 2022.

FURTHER RESOLVED: That the Executive be requested to consider taking forward the following issues in future:

Enhancement/improvement of the night-time/evening economies
Town centre access from the west
Recognition of the riverside as part of the town centre
Riverside lighting including maintenance of existing
Promotion of events
Involving local people in town centre arts and events

31. **MAIDSTONE MUSEUMS FORWARD PLAN 2022-2027**

The Lead Member for Leisure and Arts introduced a report setting out the Maidstone Museums Forward Plan 2022-2027 and seeking approval for the release of capital funds for initial work on the new archaeology gallery.

The Lead Member advised the Committee that:

- The Museums' team had worked with the Chairman and Vice-Chair of the former Economic Regeneration and Leisure Committee on a Plan setting out priorities over the next five years. The Plan was based on a review of the opportunities and discussions with a wide group of people and interested parties. The team was now ready to implement the Plan.
- Under the new Executive arrangements, she was responsible for this work. Having visited the Museum and reviewed the Plan with the Museums' Director she was now happy to present it to the Policy Advisory Committee.

- The key priorities for the Museums' Service were:

To create a new archaeology gallery telling the story of Maidstone's earliest history using items from the collections in a fresh and innovative way.

To complete a review of the Carriage Museum and its operation with a short-term goal to open the Museum using volunteer staff.

To undertake a review of Museum governance and the role of external trusts.

To provide better access for all residents to the collections and decision-making.

- The next steps included:

Engaging with the Maidstone Museums' Foundation and other key stakeholders. It was understood that the Foundation supported the concept of the new archaeology gallery and was willing to help raise funds for it to complement the Council's capital investment.

Commencing work on the design of the gallery and the report recommended that she approve the release of capital funding for the initial work.

To assist Members in their discussion on the Maidstone Museums Forward Plan and the proposed creation of a new archaeology gallery, the Chairman agreed to take floor plans of the Museum and Art Gallery as urgent items.

In response to questions:

- The Lead Member confirmed that she had asked the Officers to consider the option of housing the new archaeology gallery in the former café area on the ground floor at the Museum.

- In terms of developing the Carriage Museum as a Transport Museum to include the display of historic cycles possibly on loan from a private collection, the Museums' Director said that she did think that there was potential in the long-term for the Carriage Museum to reflect more generally the science and technology of vehicles and present a more STEM-based alternative to the main Museum which was largely arts based. However, the Museums had a carefully defined collecting policy, and it would be necessary to consider how the cycles would meet the criteria of the policy.
- The Museums' Director explained that the feasibility of relocating the Tyrwhitt-Drake collection of carriages to Headcorn was considered in 2015, but the project was not progressed.
- It was noted that an options report would be submitted to Members later in the year addressing the issues of the Carriage Museum and its collections.

The Committee supported the recommendations set out in the report.

RESOLVED TO RECOMMEND TO THE LEAD MEMBER FOR LEISURE AND ARTS:

1. That the Maidstone Museums Forward Plan 2022-2027, attached as Appendix 1 to the report, be approved for consultation with external stakeholders.
2. That the release of funds of up to £50,000 from the Museum's capital programme for initial work on the new archaeology gallery be approved.

32. DURATION OF MEETING

6.30 p.m. to 7.30 p.m.

MAIDSTONE BOROUGH COUNCIL FORWARD PLAN FOR THE FOUR MONTH PERIOD 1 SEPTEMBER 2022 TO 31 DECEMBER 2022

This Forward Plan sets out the details of the key decisions which the Executive or Lead Members expect to take and the non-Key decisions that the Executive or Lead Members expect to take during the next four-month period. The plan will be updated weekly for the relevant period and a new plan for a new four-month period, published monthly on the last Friday of the month.

A Key Decision is defined as one which:

1. Results in the Council incurring expenditure, or making savings, of more than £250,000; or
2. Is significant in terms of its effects on communities living or working in an area comprising two or more Wards in the Borough

The current members of the Executive are:

 <p>Councillor David Burton Leader of the Council DavidBurton@maidstone.gov.uk 07590 229910</p>	 <p>Councillor John Perry Deputy Leader and Lead Member for Corporate Services JohnPerry@Maidstone.gov.uk 07770 734741</p>	 <p>Councillor Lottie Parfitt-Reid Lead Member for Communities and Public Engagement LottieParfittReid@Maidstone.gov.uk 07919 360000</p>	 <p>Councillor Martin Round Lead Member for Environmental Services MartinRound@maidstone.gov.uk 07709 263447</p>
 <p>Councillor Simon Webb Lead Member for Housing and Health SimonWebb@Maidstone.gov.uk 07878 018997</p>	 <p>Councillor Claudine Russell Lead Member for Leisure and Arts ClaudineRussell@Maidstone.gov.uk</p>	 <p>Councillor Paul Cooper Lead Member for Planning and Infrastructure PaulCooper@Maidstone.gov.uk 01622 244070</p>	

Anyone wishing to make representations about any of the matters listed below may do so by contacting the relevant officer listed against each decision, within the time period indicated.

Under the Access to Information Procedure Rules set out in the Council's Constitution, a Key Decision or a Part II decision may not be taken, unless it has been published on the forward plan for 28 days or it is classified as urgent:

The law and the Council's Constitution provide for urgent key and part II decisions to be made, even though they have not been included in the Forward Plan.

Copies of the Council's constitution, forward plan, reports and decisions may be inspected at the Maidstone House, King Street, Maidstone, ME15 6JQ or accessed from the Council's website: www.maidstone.gov.uk

Members of the public are welcome to attend meetings of the Executive which are normally held at the Town Hall, High St, Maidstone, ME14 1SY. The dates and times of the meetings are published on www.maidstone.gov.uk or you may contact the Democratic Services Team on telephone number 01622 602899 for further details.

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David Burton
Leader of the Council

Details of the Decision to be taken	Decision to be taken by	Lead Member	Expected Date of Decision	Key	Exempt	Proposed Consultees / Method of Consultation	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated
Town Centre Strategy - Procurement of Professional Team The aim of this report is to secure agreement to the allocation of funding for a professional team to support the council in the preparation of our Maidstone Town Centre Strategy and authority for the appointment of the preferred supplier. ∞	Executive	Leader of the Council	26 Oct 2022	Yes	No Part exempt	Economic Regeneration and Leisure Policy Advisory Committee 4 Oct 2022	Town Centre Strategy - Procurement of Professional Team	Alison Broom alisonbroom@maidstone.gov.uk
Rural England Prosperity Fund, Investment Plan a new fund has been allocated to the council for investment in our rural areas	Executive	Leader of the Council	23 Nov 2022	Yes	No Open	Economic Regeneration and Leisure Policy Advisory Committee 8 Nov 2022 Informal Exec and Key Stakeholders consulted as part of developing the plan	Rural England Prosperity Fund, Investment Plan	Angela Woodhouse Head of Policy and Communications angelawoodhouse@maidstone.gov.uk

Details of the Decision to be taken	Decision to be taken by	Lead Member	Expected Date of Decision	Key	Exempt	Proposed Consultees / Method(s) of Consultation	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated
Maidstone Leisure Centre 6	Executive	Lead Member for Leisure and Arts	23 Nov 2022	Yes	No Part exempt	Economic Regeneration and Leisure Policy Advisory Committee Communities, Housing and Environment Policy Advisory Committee Corporate Services Policy Advisory Committee TBA	Maidstone Leisure Centre	Mike Evans mikeevans@maidstone.gov.uk
Carriage Museum options	Lead Member for Leisure and Arts	Lead Member for Leisure and Arts	18 Nov 2022	Yes	No Open	Economic Regeneration and Leisure Policy Advisory Committee 8 Nov 2022 Consultation with key stakeholders	Carriage Museum options	Mark Green markgreen@maidstone.gov.uk

Agenda Item 13

ECONOMIC REGENERATION & LEISURE POLICY ADVISORY COMMITTEE

4 October 2022

1st Quarter Financial Update & Performance Monitoring Report 2022/23

Timetable	
Meeting	Date
Economic Regeneration & Leisure Policy Advisory Committee	4 October 2022

Will this be a Key Decision?	No
Urgency	Not Applicable
Final Decision-Maker	Not Applicable – report for noting by the Economic Regeneration & Leisure Policy Advisory Committee
Lead Head of Service	Mark Green, Director of Finance & Business Improvement
Lead Officer and Report Author	Paul Holland, Senior Finance Manager Georgia Harvey, Senior Information Governance Officer
Classification	Public
Wards affected	All

Executive Summary

This report sets out the 2022/23 financial and performance position for the services reporting into the Economic Regeneration & Leisure Policy Advisory Committee (ERL PAC) as at 30th June 2022 (Quarter 1). The primary focus is on:

- The 2022/23 Revenue and Capital budgets; and
- The 2022/23 Key Performance Indicators (KPIs) that relate to the delivery of the Strategic Plan 2019-2045.

The combined reporting of the financial and performance position enables the Committee to consider and comment on the issues raised and actions being taken to address both budget pressures and performance issues in their proper context,

reflecting the fact that the financial and performance-related fortunes of the Council are inextricably linked.

Budget Monitoring

Overall net expenditure at the end of Quarter 1 for the services reporting to ERL PAC is -£0.506m, compared to the approved profiled budget of -£0.518m, representing an overspend of £0.012m.

Capital expenditure at the end of Quarter 1 was £0.698m against a total budget of £2.556m.

Performance Monitoring

0% (0 of 4) targetable quarterly key performance indicators reportable to the Economic Regeneration & Leisure Policy Advisory Committee achieved their Quarter 1 target.

Purpose of Report

The report enables the Committee to consider and comment on the issues raised and actions being taken to address both budget pressures and performance issues as at 30th June 2022.

This report makes the following recommendations to the Economic Regeneration & Leisure Policy Advisory Committee:

1. That the Revenue position as at the end of Quarter 1 for 2022/23, including the actions being taken or proposed to improve the position, where significant variances have been identified, be noted;
2. That the Capital position at the end of Quarter 1 be noted; and
3. That the Performance position as at Quarter 1 for 2022/23, including the actions being taken or proposed to improve the position, where significant issues have been identified, be noted.

1st Quarter Financial Update & Performance Monitoring Report 2022/23

1. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Impact on Corporate Priorities	<p>This report monitors actual activity against the revenue budget and other financial matters set by Council for the financial year. The budget is set in accordance with the Council’s Medium-Term Financial Strategy which is linked to the Strategic Plan and corporate priorities.</p> <p>The Key Performance Indicators and strategic actions are part of the Council’s overarching Strategic Plan 2019-45 and play an important role in the achievement of corporate objectives. They also cover a wide range of services and priority areas.</p>	Director of Finance and Business Improvement (Section 151 Officer)
Cross Cutting Objectives	This report enables any links between performance and financial matters to be identified and addressed at an early stage, thereby reducing the risk of compromising the delivery of the Strategic Plan 2019-2045, including its cross-cutting objectives.	Director of Finance and Business Improvement (Section 151 Officer)
Risk Management	This is addressed in Section 5 of this report.	Director of Finance and Business Improvement (Section 151 Officer)
Financial	<p>Financial implications are the focus of this report through high level budget monitoring. Budget monitoring ensures that services can react quickly enough to potential resource problems. The process ensures that the Council is not faced by corporate financial problems that may prejudice the delivery of strategic priorities.</p> <p>Performance indicators and targets are closely linked to the allocation of resources and determining good value for money. The financial implications of any proposed changes are also identified and taken into account in the Council’s Medium-Term Financial Strategy and</p>	Senior Finance Manager (Client)

	associated annual budget setting process. Performance issues are highlighted as part of the budget monitoring reporting process.	
Staffing	<p>The budget for staffing represents a significant proportion of the direct spend of the Council and is carefully monitored. Any issues in relation to employee costs will be raised in this and future monitoring reports.</p> <p>Having a clear set of performance targets enables staff outcomes/objectives to be set and effective action plans to be put in place.</p>	Director of Finance and Business Improvement (Section 151 Officer)
Legal	<p>The Council has a statutory obligation to maintain a balanced budget and the monitoring process enables the Committee to remain aware of issues and the process to be taken to maintain a balanced budget.</p> <p>There is no statutory duty to report regularly on the Council's performance. However, under Section 3 of the Local Government Act 1999 (as amended) a best value authority has a statutory duty to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness. One of the purposes of the Key Performance Indicators is to facilitate the improvement of the economy, efficiency and effectiveness of Council services. Regular reports on Council performance help to demonstrate best value and compliance with the statutory duty.</p>	Senior Lawyer (Corporate Governance), MKLS
Information Governance	The performance data is held and processed in accordance with the data protection principles contained in the Data Protection Act 2018 and in line with the Data Quality Policy, which sets out the requirement for ensuring data quality. There is a program for undertaking data quality audits of performance indicators.	Policy and Information Team
Equalities	There is no impact on Equalities as a result of the recommendations in this report. An EqIA would be carried out as part of a policy or service change, should one be identified.	Equalities and Communities Officer

Public Health	The performance recommendations will not negatively impact on population health or that of individuals.	Public Health Officer
Crime and Disorder	There are no specific issues arising.	Director of Finance and Business Improvement (Section 151 Officer)
Procurement	Performance Indicators and Strategic Milestones monitor any procurement needed to achieve the outcomes of the Strategic Plan.	Director of Finance and Business Improvement (Section 151 Officer)
Biodiversity and Climate Change	The implications of this report on biodiversity and climate change have been considered and there are no direct implications on biodiversity and climate change.	Biodiversity and Climate Change Manager

2. INTRODUCTION AND BACKGROUND

- 2.1 The Medium-Term Financial Strategy for 2022/23 to 2026/27 - including the budget for 2022/23 - was approved by full Council on 23rd February 2022. This report updates the Committee on how services have performed over the last quarter with regard to revenue and capital expenditure against approved budgets.
- 2.2 This report also includes an update to the Committee on progress against Key Performance Indicators (KPIs).
- 2.3 Attached at Appendix 1 is a report setting out the revenue and capital spending position at the Quarter 1 stage. Attached at Appendix 2 is a report setting out the position for the KPIs for the corresponding period.

3. AVAILABLE OPTIONS

- 3.1 There are no matters for decision in this report. The Committee is asked to note the contents but may choose to comment.
-

4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 4.1 In considering the current position on the Revenue budget, the Capital Programme, and the KPIs at the end of June 2022, the Committee can choose to note this information or could choose to comment.
 - 4.2 The Committee is requested to note the content of the report.
-

5. RISK

- 5.1 This report is presented for information only and has no direct risk management implications.
 - 5.2 The Council produced a balanced budget for both revenue and capital income and expenditure for 2022/23. The budget was set against a continuing backdrop of limited resources and a difficult economic climate, even before the final impact of the Covid-19 pandemic became clear. Regular and comprehensive monitoring of the type included in this report ensures early warning of significant issues that may place the Council at financial risk. This gives the Executive the best opportunity to take actions to mitigate such risks.
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6. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

- 6.1 The KPIs update ("Performance Monitoring") have been reported to the Policy Advisory Committees (PAC) quarterly: Communities, Housing & Environment PAC; Economic Regeneration & Leisure PAC; and the Planning & Infrastructure PAC. Each committee also received a report on the relevant priority action areas. The report was also presented to the Corporate Services PAC reporting on the priority areas of "A Thriving Place", "Safe, Clean and Green", "Homes and Communities" and "Embracing Growth and Enabling Infrastructure".
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7. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 7.1 The Quarter 1 Budget & Performance Monitoring reports are being reported to the relevant Policy Advisory Committees during September 2022.
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8. REPORT APPENDICES

- Appendix 1: First Quarter Budget Monitoring 2022/23
- Appendix 2: First Quarter Performance Monitoring 2022/23

9. BACKGROUND PAPERS

None.

First Quarter Financial Update 2022/23

Economic Regeneration & Leisure – Policy Advisory Committee
4th October 2022

Lead Officer: Mark Green
Report Author: Paul Holland

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Part A

Executive Summary & Overview



This report provides members with the financial position as at 30th June 2022, covering activity for the Economic Regeneration & Leisure Policy Advisory Committee's (ERL PAC) revenue and capital accounts for the first quarter of 2022/23.

In 2021/22, income recovered more strongly than expected from the pandemic and the Council generated a modest surplus compared with budget. For 2022/23, there is no more direct government funding to cover the costs of Covid, but the Council has been able to set a balanced budget. Additional provision of £1.3 million was made within the 2022/23 budget for the expected impact of higher inflation on the Council's input costs. The projected peak level of inflation has continued to increase since the budget was set and this is likely to have an impact in particular on contract and energy costs, so the requirement for this provision will be monitored carefully to assess whether it will be adequate. If at any stage it appears that an overspend is likely, measures will need to be taken in-year to bring the budget back into balance.

The headlines for Quarter 4 are as follows:

Part B: Revenue budget – Q1 2022/23

- Overall net expenditure at the end of Quarter 1 for the services reporting to this committee is -£0.506m, compared to the approved profiled budget of -£0.518m, representing an overspend of £0.012m.

Part C: Capital budget – Q1 2022/23

- Capital expenditure at the end of Quarter 1 was £0.698m against a total budget of £2.556m.

Part B

First Quarter Revenue Budget 2022/23

B2) Revenue Budget

B1.1 The table below provides a detailed summary on the budgeted net income position for ERL PAC services at the end of Quarter 1. The financial figures are presented on an accruals basis (e.g., expenditure for goods and services received, but not yet paid for, is included). An analysis by the relevant Lead Members for this Committee is also shown.

ERL Revenue Budget & Outturn – Quarter 1

(a)	(b)	(c)	(d)	(e)	(f)	(g)
Cost Centre	Approved Budget for Year £000	Budget to 30 June 2022 £000	Actual £000	Variance £000	Forecast 31 March 2022 £000	Forecast Variance 31 March 2022 £000
Cultural Development Arts	69	4	3	1	69	0
Museum	29	-20	-27	7	29	0
Carriage Museum	4	1	1	-1	4	0
Museum-Grant Funded Activities	0	2	-20	22	0	0
Hazlitt Arts Centre	299	87	81	6	299	0
Leisure Centre	-178	-45	-41	-4	-178	0
Mote Park Adventure Zone	-72	-18	-20	2	-72	0
Cobtree Golf Course	-35	0	0	0	-35	0
Mote Park Cafe	-32	-8	5	-13	-32	0
Parks & Open Spaces Leisure Activities	-2	-0	-3	2	-2	0
Mote Park Leisure Activities	-19	-16	-13	-3	-19	0
Tourism	19	5	-4	8	19	0
Museum Shop	-21	-5	-0	-5	-21	0
Climate change	24	6	13	-7	24	0
Innovation Centre	-176	-44	53	-97	44	-220
Lockmeadow	167	42	68	-27	317	-150
Lockmeadow Complex	-1380	-871	-1002	131	-1380	0
Business Terrace	84	27	28	-1	84	0
Business Terrace Expansion (Phase 3)	-9	-2	5	-8	-9	0
Market	-24	20	29	-9	-24	0
Economic Dev - Promotion & Marketing	13	11	11	1	13	0
Leisure Services Section	58	27	25	1	58	0
Cultural Services Section	424	106	102	4	424	0
Economic Development Section	220	60	54	6	220	0
Market Section	90	22	20	2	90	0
Head of Regeneration and Economic Development	99	25	23	2	99	0
Innovation Centre Section	197	49	85	-36	197	0
Biodiversity & Climate Change	98	25	16	9	98	0
Salary Slippage	-27	-7	0	-7	-27	0
Total	-81	-518	-506	-12	288	-370

ERL Revenue Budget & Outturn – Quarter 1 (By Lead Member)

(a)	(b)	(c)	(d)	(e)	(f)	(g)
Cost Centre	Approved Budget for Year £000	Budget to 30 June 2022 £000	Actual £000	Variance £000	Forecast 31 March 2022 £000	Forecast Variance 31 March 2022 £000
Climate change	24	6	13	-7	24	0
Innovation Centre	-176	-44	53	-97	44	-220
Business Terrace	84	27	28	-1	84	0
Business Terrace Expansion (Phase 3)	-9	-2	5	-8	-9	0
Economic Dev - Promotion & Marketing	13	11	11	1	13	0
Economic Development Section	220	60	54	6	220	0
Head of Regeneration and Economic Development	99	25	23	2	99	0
Innovation Centre Section	197	49	85	-36	197	0
Biodiversity & Climate Change	98	25	16	9	98	0
Sub-Total: Lead Member - Leader of the Council	550	157	288	-131	770	-220
(a)	(b)	(c)	(d)	(e)	(f)	(g)
Cost Centre	Approved Budget for Year £000	Budget to 30 June 2022 £000	Actual £000	Variance £000	Forecast 31 March 2022 £000	Forecast Variance 31 March 2022 £000
Cultural Development Arts	69	4	3	1	69	0
Museum	29	-20	-27	7	29	0
Carriage Museum	4	1	1	-1	4	0
Museum-Grant Funded Activities	0	2	-20	22	0	0
Hazlitt Arts Centre	299	87	81	6	299	0
Leisure Centre	-178	-45	-41	-4	-178	0
Mote Park Adventure Zone	-72	-18	-20	2	-72	0
Cobtree Golf Course	-35	0	0	0	-35	0
Mote Park Cafe	-32	-8	5	-13	-32	0
Parks & Open Spaces Leisure Activities	-2	-0	-3	2	-2	0
Mote Park Leisure Activities	-19	-16	-13	-3	-19	0
Tourism	19	5	-4	8	19	0
Museum Shop	-21	-5	-0	-5	-21	0
Lockmeadow	167	42	68	-27	317	-150
Lockmeadow Complex	-1,380	-871	-1,002	131	-1,380	0
Market	-24	20	29	-9	-24	0
Leisure Services Section	58	27	25	1	58	0
Cultural Services Section	424	106	102	4	424	0
Market Section	90	22	20	2	90	0
Salary Slippage	-27	-7	0	-7	-27	0
Sub-Total: Lead Member - Leisure & Arts	-631	-675	-794	119	-481	-150
Total	-81	-518	-506	-12	288	-370

B1.2 The table shows that at the end of the first quarter overall net expenditure for the services reporting to ERL PAC is -£0.506m, compared to the approved profiled budget of -£0.518m, representing an overspend of £0.012m.

B1.3 The table indicates that in certain areas, significant variances to the budgeted income levels have emerged during the first quarter of the year. The reasons for the more significant variances are explored in section B2 below.

B2) Variances

B2.1 The most significant variances for this Committee are as follows:

	Positive Variance Q1	Adverse Variance Q1	Year End Forecast Variance
Economic Regeneration & Leisure Committee	£000		
Innovation Centre – When the budget for the centre was established no allowance was made for empty business rates as it had been assumed that funding from retained business rates from the other businesses on the site would cover these costs. At this stage it is not clear if there is sufficient funding available, but officers will continue to review the position and see if further funding can be identified.		-97	-220
Lockmeadow – At present the Council are paying the service charges for the food hall tenants. Due to increased utility costs the charges are now higher than had originally been anticipated.		-26	-150

Part C

First Quarter Capital Budget 2022/23

B1) Capital Budget: Economic Regeneration & Leisure Committee (ERL)

B1.1 The position of the 2022/23 ERL element of the Capital Programme at the Quarter 1 stage is presented in Table 3 below. The budget for 2022/23 includes resources brought forward from 2021/22.

ERL Capital Programme 2022/23 (@ Quarter 1)

Capital Programme Heading	Adjusted			Q2 Profile £000	Q3 Profile £000	Q4 Profile £000	Projected Total Expenditure £000	Projected Slippage to 2023/24 £000
	Estimate 2022/23 £000	Actual to June 2022 £000	Budget Remaining £000					
Economic Regeneration & Leisure								
Mote Park Visitor Centre	1,307	694	613	500	263		1,457	-150
Mote Park Lake - Dam Works	486	4	482	50	50	40	144	342
Museum Development Plan	389		389	50	50	100	200	189
Leisure Provision	100		100	20	40	40	100	
Cobtree Golf Course New Clubhouse	4		4			4	4	0
Tennis Courts Upgrade	20		20	20			20	
Riverside Walk Works	250		250					250
Total	2,556	698	1,859	640	403	184	1,925	632

B1.2 Comments on the variances in the table above are as follows:





Mote Park Visitor Centre – There have been some unanticipated costs that mean the project will cost around £150,000 more than initially budgeted for. Funding has been identified for this overspend.




Mote Park Lake Dam Works – This project is substantially complete with the only costs remaining being the retention payment due next year of £13,000.

Riverside Walk Works – Proposals are still being developed and there will be no spend this year.

ERL: Quarter 1 Performance Report

Key to performance ratings

RAG Rating	
	Target not achieved
	Target slightly missed (within 10%)
	Target met
	Data Only




Direction	
	Performance has improved
	Performance has been sustained
	Performance has declined
N/A	No previous data to compare

Performance Summary

RAG Rating	Green	Amber	Red	N/A ¹	Total
KPIs	0	0	3	3	6
Direction	Up	No Change	Down	N/A	Total
Last Quarter	3	0	1	2	6
Last Year	3	0	1	2	6

- None of the targetable quarterly key performance indicators (KPIs) reportable to this Committee achieved their Quarter 1 (Q1) target¹.
- Compared to last quarter (Q4 2021/22), performance for 75% (3 of 4) KPIs has improved and 25% (1 of 4) has declined¹.
- Compared to last year (Q1 2021/22), performance for 75% (3 of 4) KPIs have improved and 25% (1 of 4) of the targetable quarterly key performance indicators has declined¹.

Economy

Performance Indicator	Q1 2022/23				
	Value	Target	Status	Short Trend	Long Trend
Footfall in the Town Centre	2,417,464	2,722,375			
Percentage of vacant retail units in the town centre	Annual KPI				

The “**Footfall in Town Centre**” KPI achieved an outcome of 2,417,464 against a target of 2,722,375, missing its target by more than 10%. When comparing it to last quarter, the footfall has increased by 6.8%.

When comparing it to the same quarter last year, the footfall count has a decrease of 6.6%, and still slightly falls behind pre-pandemic year (2019) and is 13% lower.

Percentage of unemployed people in Maidstone (out-of-work benefits) [NOMIS]

¹ PIs rated N/A are not included in the summary calculations

	Value	Target	Status	Short Trend (Last Month)	Long Trend (Last Year)
April 2022	3.2%	1.6%			
May 2022	3.0%	1.6%			
June 2022	2.9%	1.7%			

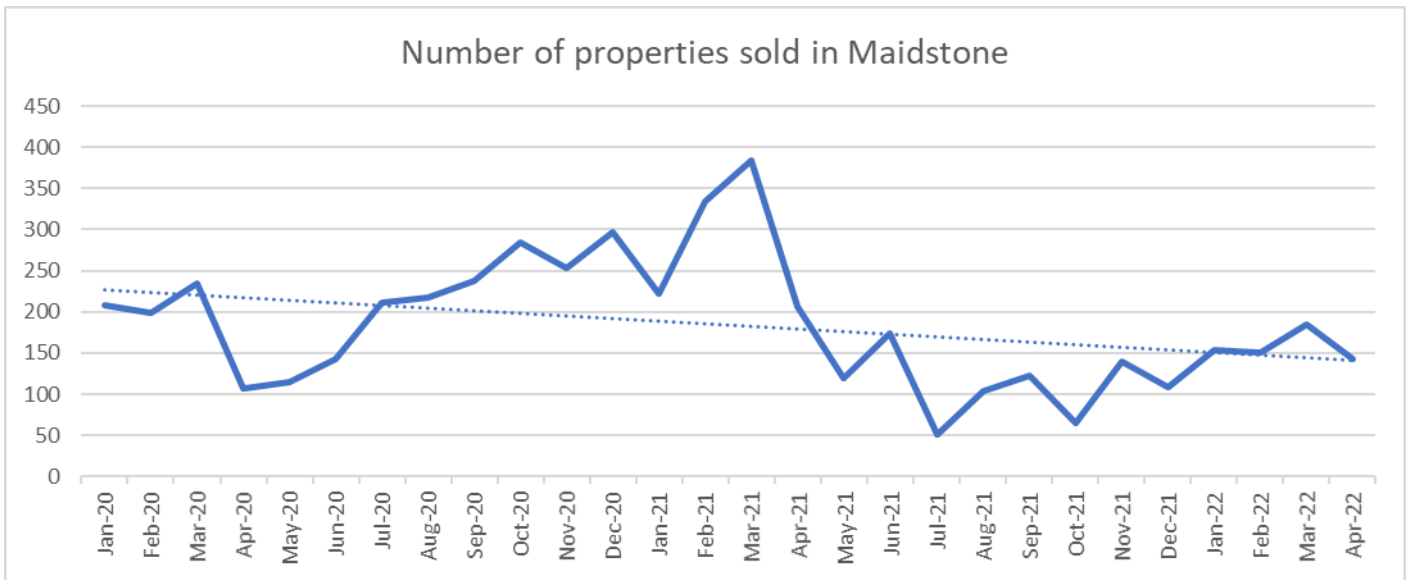
Unemployment rates in Maidstone have continued to fall in Q1 and are lower than the rates for the same period last year. Performance for this indicator continues to improve and moves more towards its pre-pandemic levels. For comparison, April, May and June 2021 rates were 5.2%, 4.8% and 4.5% respectively.

Number of youths unemployed (18-24)					
	Value	Target	Status	Short Trend (Last Month)	Long Trend (Last Year)
April 2022	605	373			
May 2022	510	373			
June 2022	515	373			

Unemployment among youth continues to fall every month. The number of youths unemployed in April 2022 is 42.1% lower than the number of youths unemployed in April 2021. However, it is still significantly higher than the pre-pandemic figure of 320 (April 2019).

House Prices in Maidstone – April 2022				
House Type	Average price	Target	Short Trend (Last Month)	Long Trend (Last Year)
All properties	£344,695.00			
Detached Houses	£596,717.00			
Semi-detached Houses	£375,041.00			
Terraced Houses	£287,488.00			
Flats & Maisonettes	£188,449.00			

Prices for all properties saw a decline of 1.4% in April 2022 against March 2022, however all properties saw a growth of 12% against April 2021. Prices of detached houses declined in April 2022 by 2.2% against March 2022 and increased by 12.4% against April 2021. Semi-detached houses declined by 1.3% against March 2021 and increased by 10.7% against April 2021. Terraced Houses declined by 1.03% and saw a growth of 9% against April 2021. Flats & Maisonettes saw a decline of 0.9% against March 2022 and saw a growth of 7.1% against April 2021.



At the time of writing this report, volumes have not yet been published by HM Land Registry for quarter one of 2022, so figures are provided up until April 2022. In April 2022, the number of properties sold in Maidstone saw a decline of (29.4%) when compared with March 2022 (143, down from 185). In March however, houses sold increased by 23.3% to February 2022 (185, up from 150). When compared to April pre-pandemic (2019), the sales of properties decreased by 18.8% (143, down from 170).

Agenda Item 14

Economic Regeneration and Leisure Policy Advisory Committee

4th October 2022

Town Centre Strategy – Procurement of Professional Team

Timetable	
Meeting	Date
Economic Regeneration and Leisure Policy Advisory Committee	4 th October 2022
Executive	26 th October 2022

Will this be a Key Decision?	Yes
Urgency	Not Applicable
Final Decision-Maker	Executive
Lead Head of Service	Chief Executive
Lead Officer and Report Author	Alison Broom
Classification	Public with Private appendix Appendix B Private – The information contained within the report has been considered exempt under the following paragraph of Part 1 of schedule 12A to the Local Government Act 1972: 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information)
Wards affected	All with particular impact for High Street, East, Fant and North wards

Executive Summary

The aim of this report is to secure agreement to the allocation of funding for a professional team to support the council in the preparation of our Maidstone Town Centre Strategy and authority for the appointment of the preferred supplier. It sets out the background to the decision that a town centre strategy should be produced, summarises decisions made by the former Policy and Resources Committee and the scope of expertise to be secured to complement that of the council's policy and engagement, economic development, spatial planning, development management and property teams.

The issue is to be considered by the Economic Regeneration and Leisure Committee before the Executive consider the matter and make a decision.

Purpose of Report

Discussion

This report asks the Committee to consider the following recommendation to the Executive:

1. That the existing resources contained in the Exempt Appendix B be allocated for funding professional expertise needed for development of the Maidstone Town Centre Strategy;
2. That, following the procurement evaluation process, delegated authority be given to the Chief Executive for appointment of the professional team in consultation with the Leader (who is the lead member with responsibility for Economic Development); and
3. That delegated authority is given to the Head of the Mid Kent Shared Legal Service to enter into a contract with the preferred supplier.

Town Centre Strategy – Procurement of Professional Team

1. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Impact on Corporate Priorities	Accepting the recommendations will materially improve the Council's ability to achieve corporate priorities for embracing growth and enabling infrastructure, Maidstone being a thriving place, safe clean and green and homes and communities.	Chief Executive
Cross Cutting Objectives	<p>The four cross-cutting objectives are:</p> <ul style="list-style-type: none"> • Heritage is Respected • Health Inequalities are Addressed and Reduced • Deprivation and Social Mobility is Improved • Biodiversity and Environmental Sustainability is respected <p>The report recommendations support the achievement of cross cutting objectives heritage is respected and biodiversity and environmental sustainability is respected.</p>	Chief Executive
Risk Management	Already covered in the risk section at paragraph 5.	Chief Executive
Financial	The proposals set out in the recommendation are all within already approved budgetary headings and so need no new funding for implementation.	Section 151 Officer & Finance Team
Staffing	The purpose of this report is to allocate funding from an already agreed budget to secure extra expertise to deliver the Maidstone Town Centre Strategy.	Chief Executive
Legal	The Council must follow its internal procurement rules and the Public Contract Regulations 2015. When the consultant is selected, Legal can draft a suitable contract that protects the Council's interests.	Team Leader, Contracts and Commissioning, MKLS
Information Governance	The recommendations do not impact personal information (as defined in UK GDPR and Data Protection Act 2018) the Council Processes.	Information Governance Team

Equalities	The recommendations do not propose a change in service therefore will not require an equalities impact assessment. The town centre strategy once produced may impact on service delivery and a judgement will be made about the need for an Equalities Impact Assessment when consideration is given to adopting the strategy	Equalities & Communities Officer
Public Health	We recognise that the recommendations may ultimately have a positive impact on population health or that of individuals as the council endeavours to incorporate health improvement in all its strategies and policies.	Public Health Officer
Crime and Disorder	We recognise that the recommendations may ultimately have a positive impact on community safety as the council endeavours to incorporate a reduction in crime and disorder in all relevant strategies and policies.	Head of Service or Manager
Procurement	The council is undertaking a procurement exercise to put a professional team in place to complement internal expertise and capacity and thereby enable the Town Centre Strategy to be produced. The recommendations in this report would enable resources to be allocated from an already agreed budget and delegations for appointment to be made within agreed parameters.	Head of Service & Section 151 Officer
Biodiversity and Climate Change	The implications of this report on biodiversity and climate change have been considered; there are no direct implications on biodiversity and climate change however the Town Centre Strategy will ultimately address these issues.	Biodiversity and Climate Change Officer

2. INTRODUCTION AND BACKGROUND

- 2.1 Reports concerning the Town Centre Strategy were presented to the Policy and Resources Committee in September and October 2021 and March 2022. These led to discussions around the principle and scope of an ambitious Town Centre Strategy for Maidstone designed to establish and provide clarity on the Council's long-term vision for the town centre to 2050, complemented by a comprehensive delivery plan to achieve this. Following engagement with the service committees in the late part of 2021, the scope and workstreams of the proposed strategy were amended. In March 2022, the Policy and Resources Committee agreed the scope and workstreams for the town centre strategy, the governance structure, and principles for engagement with the public and key stakeholders.
- 2.2 Delivery of the strategy needs a wide range of expertise and significant capacity. To put this in place the council has established a project team with expertise from policy and engagement, economic development, spatial planning, development management and property teams. Our experience with other projects has demonstrated the benefits of complementing the internal team with external professional expertise to provide specialist knowledge, skills and capacity.
- 2.3 Informal engagement with the Executive and market engagement has taken place to inform, amongst other things, the scope of the brief for external professional advice and strategy production and information requirements. The brief has been established and is set out in Appendix A. The brief includes greening and lighting as identified in the UK Shared Prosperity Fund Local Investment Plan with a financial contribution from this source of £20,000. It is envisaged that this work will take approximately 12-14 months commencing in December 2022 and spanning the financial years 2022/3 and 2023/4.
- 2.4 Market engagement has provided a range in the cost of expertise and capacity to produce the strategy and a delivery plan which varies quite widely dependent on a number of factors including the extent of public and stakeholder engagement, the amount of additional information (beyond that already held by the council) needed and the range/depth of options appraisals e.g. for opportunity sites and elements of the spatial framework that is needed – with all these dependent on feedback including from members generally and decision makers. The former Policy and Resources Committee made financial provision for the Town Centre Strategy on two occasions. In October 2021 the Committee agreed to allocate £175, 680 from the Covid Recovery and Renewal Fund for year 1 costs to develop the Town Centre Strategy. In February 2022 the Committee and subsequently Full Council agreed that the first £1 million of 2022/23 New Homes Bonus be allocated for strategic policy and plan making. This includes work on the Town Centre Strategy.
- 2.5 As part of this process, the ERL PAC is asked to consider and recommend the allocation of funding as set out in Exempt Appendix B for the engagement of an external professional team.

- 2.6 Procurement services at this scale requires the council to apply the “Find a Tender Service” methodology; this has replaced the OJEU/TED methodology from 31 December 2020 as a result of Brexit. The cost quality ratio of this process is key to securing a professional team of the best calibre that the council can achieve within its allocated budget. It is requested that, following the procurement evaluation process, delegated authority be given to the Chief Executive for appointment of the professional team in consultation with the Leader (who is the lead member with responsibility for Economic Development) and that delegated authority is given to the Head of the Mid Kent Shared Legal Service to enter into a contract with the preferred supplier
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3. AVAILABLE OPTIONS

- 3.1 Option 1 – that the Committee considers the recommendations set out in this report and supports them; the merit of this option is that the Town centre Strategy can be progressed quickly, drawing on expertise and capacity that the council would otherwise not have access to, whilst equally ensuring a good quality strategy.
- 3.2 Option 2 – that the Committee considers the recommendations set out in the report and suggests alternatives.
- 3.3 Option 3 – that the Committee considers the recommendations set out in the report and advises the Executive not to continue with the process of securing external expertise to support the creation of a Town Centre Strategy; the impact of this would be the opposite of Option 1 including potential adverse consequences for the quality of the work and pace at which the strategy is progressed.
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4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 4.1 Option 1. The allocation of funding and engagement of a professional team to support delivery of the Town Centre Strategy will positively contribute to the Council’s aspiration to create a town centre which responds to current and future challenges. This is a key pillar in the council’s Economic Development Strategy, to delivering the policies in the Local Plan and for the quality of life for the town centre community.
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5. RISK

- 5.1 The risks associated with this proposal, including the risks if the Council does not act as recommended, have been considered in line with the Council’s Risk Management Framework – see below. We are satisfied that the risks associated are within the Council’s risk appetite and will be managed as per the Policy.

- 5.2 The creation of a Town Centre Strategy is a key mitigation action for several corporate risks relating to restructuring of the economy and particularly changes to town centres and high street retail, as well as to the delivery of housing in the town centre particularly at opportunity sites and in articulating how further housing can be accommodated in this broad location.
- 5.3 The risks in terms of the procurement of a professional team relate to ensuring the quality of expertise and value for money of the tendered offers. These risks have been mitigated by undertaking a market engagement stage in the procurement process. This produced a significant response, from 15 consultancy companies with a range of useful feedback which has been considered in preparing the brief and as background to this report in terms of factors such as financial provision. Subject to decisions on allocating funding, the subsequent procurement process evaluations will emphasise quality as part of the value for money assessment.
- 5.4 There are risks to the council of not having sufficient expertise in all areas and capacity to develop the town centre strategy. In addition to compromising the mitigation to corporate risks for the economy and housing supply, there would also be a reputational risk, should the Council be perceived as not investing sufficiently or strategically enough to mitigate these.

6. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

- 6.1 The former Policy and Resources Committee has considered and agreed both the need for, and scope of and the workstreams of a Town Centre Strategy, and in doing so considered the input from the three service committees in place until May 2022.
- 6.2 Engagement with stakeholders and anchor institutions to inform the strategy took place on 26 September 2022, engagement and consultation is a key element of the production of the strategy.
- 6.3 Market engagement has been undertaken as part of the preparation for procurement of a professional team.

7. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 7.1 The views of the Economic Regeneration and Leisure Policy Advisory Committee will be included in the subsequent report to the Executive when a decision will be invited based on the recommendations set out in this report.

8. REPORT APPENDICES

Appendix A: Brief – Town Centre Strategy Professional Team Procurement

9. BACKGROUND PAPERS

None

Appendix A

Brief – Town Centre Strategy Professional Team Procurement

Maidstone Council is producing a town centre strategy the purpose of which is to establish and provide clarity on the long-term vision for the town centre, complemented by a comprehensive delivery plan to achieve this and an inward investment plan to enable the council to engage with current land and property owners and potential new investors.

This work will be underpinned by a set of core principles which reflect

- the vision for the county town at the heart of Kent
- a borough with vibrant and prosperous urban and rural communities
- the appetite of the council's decision makers and stakeholders for change

The aim is for the strategy to

- Strengthen the economic base of the town centre
- Bring about the re-invention and renaissance of Maidstone town centre as an exemplar of sustainability and design
- Have a strong focus around heritage, arts, culture, leisure, and the visitor economy including the evening economy
- Create a place where people want to live and feel safe including in the public realm
- Have an equal emphasis upon the town centre as the County Town including as a district/regional destination for those visiting it from within the borough and beyond and its role as a local centre for those who live in the town centre or in the surrounding area.

It will

- Guide regeneration, investment (including directly by MBC) and development
- Guide infrastructure provision
- In the short / medium term enable the provision of support to town centre communities and businesses in continuing to recover from, and respond to, the impacts of the Covid-19 pandemic and a post-Brexit economy
- Enable proactive management of potential change resulting from the relaxation of planning rules
- Be complemented in the short term by investment of resources via the UK Shared Prosperity Fund (around £1m) and Safer Streets Fund (£.56m)

The strategy will be used to

- Complement the current Local Plan (at examination in September 2022) and inform the next plan potentially being developed into a Development Plan Document
- Deliver actions of the Economic Development strategy (adopted 2021) particularly Priority 5 “Destination Maidstone Town Centre”.
- Inform actions and projects undertaken to achieve the future vision
- Inform future bids for funding including through Levelling Up
- Promote inward investment into the town centre

Infrastructure that will need to be assessed and tested includes

- Improved access to Lockmeadow area
- Improved access to Archbishop’s Palace and the associated heritage quarter
- Simplification of transport circulation arrangements on the north side of the town centre to enable opportunity site at Haynes garage to be achieved
- Improvements for public transport interchange at Maidstone East
- Improved connectivity to riverside activities
- Public realm improvements including at Earl Street, in the vicinity of Sessions House/Maidstone East
- Smart technology throughout the town centre
- Improvements to lighting
- Improvements to open space and green infrastructure

To achieve this MBC is looking to engage a professional team which will work collaboratively with the council’s project team and assist in producing

- A “masterplan” of what goes where, connectivity within the town centre and of the town centre to surrounding residential areas and transport systems
- Urban design principles for the town centre including for exemplar quality public realm, environmental sustainability and smart connectivity
- An infrastructure plan to include identification and assessment of transport and public realm improvements
- A community infrastructure plan to include identification of facilities for the residential community in consultation with providers including health, education, and community leaders
- Review of current development guidelines for 3 opportunity sites (nb the council produced guidelines for 5 opportunity sites of which 2 have progressed to planning application/development stages)

- Production of development policy guidelines for additional opportunity sites identified through the vision and master plan work
- Specific proposals relating to lighting including short- and longer-term improvements
- Specific proposals with respect to green and blue infrastructure including short- and longer-term improvements

How the spaces in the town centre are used and business support are outside the scope of the commission.

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

Document is Restricted