

AGENDA

ECONOMIC AND COMMERCIAL DEVELOPMENT OVERVIEW & SCRUTINY COMMITTEE MEETING



Overview and Scrutiny

Date: Monday 29 September 2014
Time: 6.30 pm
Venue: Town Hall, High Street, Maidstone

Membership:

Councillors: Butler (Vice-Chairman), Cuming, Fissenden, Harper,
Mrs Hinder, Hogg, Paterson (Chairman), Powell
and Vizzard

Page No.

1. **The Committee to consider whether all items on the agenda should be webcast**
2. **Apologies**
3. **Notification of Substitute Members**
4. **Notification of Visiting Members**
5. **Disclosures by Members and Officers**
6. **To consider whether any items should be taken in private because of the possible disclosure of exempt information**
7. **Minutes of the Meeting held on 29th July 2014** 1 - 5
8. **Minutes of the meeting held on 26th August 2014** 6 - 9
9. **Enterprise Hub** 10 - 13
Interview with Karen Franek, Principal Economic Development Officer
10. **Future Work Programme and SCRAIP Update** 14 - 26

Continued Over/:

Issued on 19 September 2014

Alison Broom

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

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MAIDSTONE BOROUGH COUNCIL

Economic and Commercial Development Overview & Scrutiny Committee

MINUTES OF THE MEETING HELD ON TUESDAY 29 JULY 2014

Present: Councillor Paterson (Chairman), and Councillors Butler, Cuming, Fissenden, Mrs Hinder, Hogg, McKay, Powell and Vizzard

Also Present: Councillors Mrs Gooch, Greer and Round

12. THE COMMITTEE TO CONSIDER WHETHER ALL ITEMS ON THE AGENDA SHOULD BE WEBCAST

RESOLVED: That all items on the agenda be webcast.

13. APOLOGIES

No apologies for absence were received.

14. NOTIFICATION OF SUBSTITUTE MEMBERS

The Chairman provided an update on committee membership, following the full council meeting held on the 23rd July. Councillor Paul Harper had replaced Councillor Fay Gooch on the committee.

It was noted that Councillor Malcolm McKay was substituting for Councillor Paul Harper.

15. NOTIFICATION OF VISITING MEMBERS/WITNESSES

Councillor Malcolm Greer, Cabinet Member for Economic and Commercial Development, was in attendance as a witness for item 8 on the agenda- Cabinet Member Priorities for 2014/2015.

Marcus Lawler, Commercial Projects Manager, was in attendance as a witness for item 9 on the agenda- Draft Commercialisation Strategy.

Councillors Martin Round and Fay Gooch were in attendance as visiting members.

16. DISCLOSURES BY MEMBERS AND OFFICERS

There were no disclosures by Members and Officers.

17. TO CONSIDER WHETHER ANY ITEMS SHOULD BE TAKEN IN PRIVATE BECAUSE OF THE POSSIBLE DISCLOSURE OF EXEMPT INFORMATION

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

18. MINUTES OF THE MEETING HELD ON 1ST JULY 2014

RESOLVED: That the minutes of the meeting held on 1 July 2014 be approved as a correct record and signed.

19. CABINET MEMBER PRIORITIES FOR 2014/2015

Councillor Malcolm Greer, the Cabinet Member for Economic and Commercial Development, was invited to speak on item 8: Cabinet Member Priorities for 2014/2015.

The committee enquired about the relationship between the proposed developments at Maidstone East, The Mall, Springfield and the Powerhub.

Councillor Greer responded that all of these developments were privately owned and were independent of each other. Councillor Greer emphasised that the developments would only be accepted if they were right for Maidstone, and that most of these developments required an enabler in the form of a supermarket.

A member of the committee asked Councillor Greer for a more in depth update on phase 3 of the regeneration of the Town Centre.

Councillor Greer updated the committee on the following areas:

- Board 3 had been set up, in a similar way to which boards 1 and 2 were set up for phase 1 and 2 of the High Street regeneration. The aim of Project Board 3 was to ascertain the financial benefits and construction costs of the proposed projects;
- Consultation had taken place with stakeholders and the general public; and
- No funding was in place, however these schemes needed to be analysed to ascertain their business case and cost to implement. Funding would be from contributions of future developments.

The committee asked Councillor Greer whether there had been any progress in speeding up of the time taken for utility companies to replace the granite paving on the high street, following repairs and maintenance.

Councillor Greer informed the committee that an agreement had been reached between Kent County Council and the utility companies. It was noted that the granite paving would be replaced within 2 weeks of commencement of works. Within this agreement it was specifically stated that there was a ready supply of granite blocks in Maidstone Borough Council's possession that utility companies could use to re-surface areas that had been worked on.

The committee was interested to hear whether Councillor Greer had any plans for introducing a supermarket tax.

In response, Councillor Greer stated that there were no plans for a supermarket tax. Councillor Greer also stated that whilst many of the proposals for redevelopment in the town centre required a supermarket as an enabler, it remained to be seen how many supermarkets would actually decide to invest in these schemes.

In response to a question about any plans for the river area, Councillor Greer explained that this was not currently in his plans. This was because regenerating the river area would require a large funding commitment; not just to design and implement but also to maintain; and that funding wasn't available.

A member of the committee asked Councillor Greer what his priorities for rural areas were for the coming year. Councillor Greer explained that the main barrier in rural areas was transport, particularly for young people, and that he would be working to address this in the coming year.

A visiting member pointed out to Councillor Greer that there were no timescales listed against his priorities, and that some of the pieces of work had implications for other pieces of work (e.g. the local plan).

RESOLVED:

- a) That, where appropriate, timescales be added to the list of cabinet member priorities and circulated to members of the committee; and
- b) That Councillor Greer be invited to report back to the committee at the end of the municipal year on his achievements against his priorities. This should be added to the Future Work Programme.

20. DRAFT COMMERCIALISATION STRATEGY

Marcus Lawler, Commercial Projects Manager, was invited to speak on item 9:- Draft Commercialisation Strategy.

Mr Lawler made a presentation to the committee, which covered the following points:

- The Draft Commercialisation Strategy would enable the council to continue to provide services to its residents in the face of continued funding reductions;
- As such, the Draft Commercialisation Strategy was part of the Medium Term Financial Strategy;
- The strategy outlined four activities to be undertaken:
 - Commissioning;
 - Business Improvement;
 - Fees and Charging Reviews; and
 - Trading Activities.
- None of these activities in themselves were new to the council, however this strategy rationalised the council's approach to these activities.

Mr Lawler outlined the following funds that would be available to pursue the strategy:

- £500,000 from the Invest to Save Fund. Any successful projects that used this funding would have a mechanism to claw back some of this money to replenish the fund;
- A £500,000 fund to extricate the council from failed projects; and
- £6 million of prudential borrowing to invest in trading and investment activities.

A member of the committee asked Mr Lawler whether the purpose of this strategy was to turn Maidstone Borough Council into Maidstone PLC. Mr Lawler responded that this strategy was not an end in itself, but a means to deliver savings and profits so that the council could maintain and enhance services for local residents in the face of funding cuts.

Mr Lawler was asked by the committee whether there was any risk in setting up a holding company for the council's commercial activities. Mr Lawler explained that in every business case there was a risk, however these risks would be made clear in any business case that was submitted to Cabinet. Ultimately it would be for Cabinet to decide whether it was worth taking that risk.

The committee enquired whether the result of the commissioning exercise would be that everything would be brought back to in house service delivery. Mr Lawler answered that each service would be treated on its own merits, and that all methods of service delivery would be judged fairly. However it would be for Cabinet to take the final decision on service delivery.

The committee suggested that it may be beneficial to prioritise carrying out a commissioning exercise on the planning and planning enforcement service.

RESOLVED:

- a) That Cabinet be recommended to adopt the Commercialisation Strategy, as part of the medium term financial strategy, on 13 August 2014; and
- b) That the Commercial Projects Manager be recommended to give priority to carry out a commissioning exercise for the planning and planning enforcement services.

21. **FUTURE WORK PROGRAMME**

Sam Bailey, Research and Performance Officer, introduced the draft future work programme of the committee.

Sam Bailey suggested that a scoping meeting be set up in order to draft a scoping document for the proposed night time economy review.

Sam Bailey corrected the future work programme, stating that under the meeting of the 29th July, the Economic Development Strategy should not have been on as an agenda item.

The Chairman informed the committee that neither herself, nor the Vice Chairman, would be available for the meeting of the 23rd September therefore it was proposed that this meeting be cancelled.

The Chairman reminded the committee that there would be two meetings in October due to the joint meeting with the Planning Transport and Development Overview and Scrutiny Committee to consider the Employment Land Qualitative Report and the Economic Development Strategy.

A visiting member suggested the topic suggestion of 'barriers to rural business' be changed to 'barriers and opportunities for rural businesses'.

RESOLVED:

- a) That a meeting be set up to scope the proposed night time economy review and that a draft scoping document be considered by the committee on the 26th August for comment and approval;
- b) The suggested topic of 'barriers to rural businesses' be changed to 'barriers and opportunities for rural business'; and
- c) That, subject to discussion with the proper officer, the meeting of the 23rd September be cancelled.

22. DURATION OF MEETING

19:30hrs to 21:09hrs

Agenda Item 8

MAIDSTONE BOROUGH COUNCIL

Economic and Commercial Development Overview & Scrutiny Committee

MINUTES OF THE MEETING HELD ON TUESDAY 26 AUGUST 2014

Present: Councillor Paterson (Chairman), and
Councillors Butler, Cuming, Mrs Hinder, Hogg, Powell,
Mrs Robertson and Vizzard

Also Present: Councillors Cox, Ells, Naghi and Newton

23. THE COMMITTEE TO CONSIDER WHETHER ALL ITEMS ON THE AGENDA SHOULD BE WEBCAST

RESOLVED: That all items on the agenda be webcast.

24. APOLOGIES

Apologies were received from Councillor Nikki Fissenden.

25. NOTIFICATION OF SUBSTITUTE MEMBERS

It was noted that Councillor Cynthia Robertson was substituting for Councillor Nikki Fissenden.

26. NOTIFICATION OF VISITING MEMBERS/WITNESSES

Laura Case, Cultural Services Manager, was present for item 8: Events and Festivals Policy; Events Review SCRAIP update.

Councillors Martin Cox, Gordon Newton and David Naghi were present as visiting members for item 8: Events and Festivals Policy; Events Review SCRAIP update.

Councillor Simon Ells was in attendance as a visiting member for all items.

27. DISCLOSURES BY MEMBERS AND OFFICERS

There were no disclosures by Members or Officers.

28. TO CONSIDER WHETHER ANY ITEMS SHOULD BE TAKEN IN PRIVATE BECAUSE OF THE POSSIBLE DISCLOSURE OF EXEMPT INFORMATION

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

29. MINUTES OF THE MEETING HELD ON 29TH JULY 2014

Councillor Mike Hogg notified the committee that he could not agree the minutes of the previous meeting as he had not received an agenda. Therefore it was concluded that this item would be deferred to the next meeting.

30. EVENTS AND FESTIVALS POLICY; EVENTS REVIEW SCRAIP UPDATE

Laura Case, Cultural Services Manager, was invited to speak on item 8: Events and Festivals Policy; Events Review SCRAIP update.

Mrs Case made a presentation to the committee about the Events and Festivals Policy. Mrs Case explained to the committee that:

- The policy was developed in order to provide a consistent approach to events and festivals across the borough;
- The policy sought to utilise the Council's parks and open spaces to run events and to generate a profit for the authority;
- The policy proposed ways to measure the social, economic and cultural impacts that events may have on the borough;
- A separate evaluation questionnaire for smaller events was also being worked on as part of the policy;
- A toolkit for events would be included as part of the final policy, however this was currently in development. This toolkit had two purposes:
 - To set out expectations for event organisers; and
 - To assist smaller community and voluntary groups in moving through the event planning process.
- The policy sought to balance negative effects of festivals with benefits for residents and visitors to the borough;
- Further work was planned to develop a framework for major events. This work would be carried out in partnership with Licensing and Environmental Health.

Mrs Case summarised her approach to the Festivals and Events Policy by highlighting the opportunities in terms of revenue streams that festivals and events presented; but at the same time recognising, and mitigating, the negative effects that festivals and events can have on the borough's residents.

The committee enquired why rural areas were not explicitly mentioned, as they often held large scale and successful events. Mrs Case responded that the primary focus of the Events and Festivals Policy was those events and festivals that took place in council owned public spaces. Most of these were situated in the urban area of Maidstone Town, explaining why rural areas were not explicitly mentioned.

The committee enquired whether a debriefing session, mentioned in appendix f) in the SCRAIP response, happened after every event that took place in the borough. Mrs Case informed the committee that a debrief session happened for every event, whether it had received funding from the council or not. However it was sometimes problematic to arrange these meetings for smaller events.

The committee highlighted to Mrs Case the traffic congestion that could be caused by successful events. The committee suggested that prior warning for residents, as well as warnings on the day of the event, about potential traffic problems caused by events would be beneficial.

Mrs Case was asked whether there were any new budgets for festivals and events to go alongside the policy. Mrs Case replied that there was no new funding available however there was pre-existing funding from previous events. Mrs Case also explained to the committee that there would be a renewed focus on seeking funding from external sources, for example from public health funds, heritage lottery fund or from the voluntary and community sector. Mrs Case also gave the example of Joint Ventures with private sector event organisers that could make a profit for the council.

The committee considered the SCRAIP response that was attached at Appendix B to the report of the Cultural Services Manager. The committee suggested that the Cabinet Member for Economic and Commercial Development should reconsider his rejection of the idea of enclosing an events pamphlet with the annual Council Tax bill. The reason for this was that the committee felt this was a valuable opportunity for some free publicity that was not being capitalised on.

It was suggested that Maidstone needed a signature festival, which Maidstone could become well known for. The committee was in agreement that this was a good idea.

RESOLVED: That

- a) The Cabinet Member for Economic and Commercial Development be recommended to adopt the Festivals and Events Policy, subject to:
 - i. Due consideration being given to rural communities in the final policy;
 - ii. Advanced warning about traffic management being given to residents before events, specifically in the form of mobile road signs on the highway system, as well as traffic management advice being given on the day of an event;
 - iii. Work being undertaken to develop a signature event for Maidstone.
- b) Consideration be given by officers on how to feed back good news stories from events to the committee; and
- c) Further information be provided, by the Cabinet Member for Economic and Commercial Development, to explain why recommendation k in the Events Review SCRAIP was rejected.

31. TWILIGHT ECONOMY REVIEW DRAFT SCOPING DOCUMENT

Sam Bailey, Research and Performance Officer, introduced item 9 on the agenda: Twilight Economy Review Scoping Document.

In terms of possible site visits for the review, the committee suggested that the following were aspirational areas in terms of the twilight economy:

- Croydon;
- Ashford; and
- Canterbury.

The committee asked Mr Bailey to carry out further research before the next meeting to identify suitable locations for site visits.

The committee agreed that they were satisfied with the following definition of the night time economy:

Economic activity that occurs in the town centre after ordinary shop and workplace closing times (around 5.30pm) but before the usual pub closing times (around 11.30 pm)

RESOLVED: That

- a) The definition for the 'Twilight Economy', set out in the report of the Research and Performance Officer, be agreed;
- b) Further suggestions for site visits for the Twilight Economy Review be brought to the committee for consideration at the meeting in September 2014; and
- c) The scoping document, set out in Appendix A to the report of the Research and Performance Officer, be endorsed.

32. FUTURE WORK PROGRAMME

RESOLVED: That

- a) The meeting of the 23rd September 2014 be moved to the 29th September 2014; and
- b) Following the development of the Council's Commercialisation Strategy it was agreed that a SCRAIP update on the Council as a Business? Review was no longer required and it should be removed from the committee's Future Work Programme.

33. DURATION OF MEETING

18:31 to 20:31

Agenda Item 9

Maidstone Borough Council

Economic and Commercial Development Overview & Scrutiny Committee

29th September 2014

Enterprise Hub Update

While reading the following report you may want to think about:

- What you want to know from the report;
- What questions you would like answered.

Make a note of your questions in the box below.

As you read the report you may think of other questions.

Questions I would like to ask regarding this report:

-
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-
-
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MAIDSTONE BOROUGH COUNCIL

**ECONOMIC AND COMMERCIAL DEVELOPMENT OVERVIEW &
SCRUTINY COMMITTEE**

MONDAY 29 SEPTEMBER 2014

**REPORT OF DIRECTOR OF ENVIRONMENTAL AND SHARED
SERVICES**

Report prepared by Karen Franek

1. MAIDSTONE ENTERPRISE HUB

1.1 Issue for Consideration

1.1.1 To note the progress on establishing an Enterprise Hub in Maidstone and outline the current position and discuss the options being considered.

1.2 Background

1.3.1 There is a continuing need for a project to emphasise and action the Council's commitment to stimulating indigenous growth and job creation by increasing start up and survival rates, safeguarding existing jobs and helping improve the skills, innovation and competitiveness of businesses across the Borough.

1.3.2 To achieve this, the strategic need and demand for an Enterprise Hub has long been established being first included in the 2008 Economic Development Strategy.

1.3.3 This is reinforced strongly by evidence under pinning the emerging Economic Development Strategy 2012-2031 and new Local Plan: *The Health of the Maidstone Economy* points again to the impact of the recession having been particularly severe in Maidstone with business growth below the Kent and national averages. Business deaths have outnumbered business births between 2008 and 2011; with 2012 seeing a reversal of this trend.

1.3.4 It was not until 2013 that an opportunity to finance the hub project arose through Kent County Council's Flexible Workspaces Programme Fund which offered both loan and grant. A successful first-phase bid was made and as a result up to £700,000 match funding towards total

project costs of £1.4m was allocated in the Capital Programme following a report to Cabinet 18 December 2013. The bid was not followed through to final approval after KCC withdrew the grant element from the Programme.

1.3.5 Maidstone Council then looked at both financing the grant shortfall and proceeding with the KCC bid and funding the project in full through the Capital Loans Board: this process necessitated a review of the business plan by the new Commercial Projects Manager in line with the Council's tightened investment strategy. It was acknowledged there is a need for an Enterprise Hub, but the perceived level of risk was too significant due to high capital start up costs and potential ongoing revenue liability if the hub was not successful. It was agreed that the project should be underpinned by a freehold asset to mitigate risk. A bid was also made to the Heritage Lottery Fund but was unsuccessful as the building is not listed and English Heritage prioritised buildings with greater heritage value for the fund. It was therefore decided not to pursue the former Post Office site in King Street (leasehold) which had been the basis of both the KCC and Heritage Lottery bids

1.3.6 In the above context a report was subsequently presented to Corporate Leadership Team in July 2014 with short, medium and long term options for establishing an Enterprise Hub and how they could achieve borough-wide Economic Development outcomes The report evidenced and concluded that establishing an Enterprise Hub should remain the strategic goal, but there is no immediate prospect of achieving this because:

- No Maidstone or KCC asset was immediately suitable; would take at least two years to realise and/or could prove financially prohibitive to overcome development constraints, and
- No suitable freehold properties were available currently.

1.3.7 As a result officers are now looking into possible solutions including revisiting previous plans for an Enterprise Hub within the Council's own property portfolio. This work is being undertaken in tandem with the proposed strategy for future office accommodation as reported to Cabinet 13 August 2014.

1.3.8 It is planned to take a report to Cabinet before the end of the year with options for consideration.

1.3.5 In the meantime work is underway to:

- Redesign the *locateinmaidstone* website with a sectoral approach and enhanced emphasis on support for start-ups and indigenous business
- Implement the new Economic Development Business Relationship CRM

- Improve access to, and content of Start-Up on-line resources
- Complete mapping of rural businesses and their needs
- Implement an enhanced property search & matching module linked to both the new Business Relationship CRM and new website and capitalize on the income generating opportunities this affords
- Complete a comprehensive audit of all support and training currently available to Maidstone businesses to be incorporated into the new website as a searchable module, and
- Complete development of the skills support and training database that will be available on-line to Maidstone residents including an enhancement to provide for business-to-business and business-to-customer apprenticeship; work experience and skills matching module.

Agenda Item 10

Maidstone Borough Council

Economic and Commercial Development Overview & Scrutiny Committee

29th September 2014

Future Work Programme and SCRAIP Update

While reading the following report you may want to think about:

- What you want to know from the report;
- What questions you would like answered.

Make a note of your questions in the box below.

As you read the report you may think of other questions.

Questions I would like to ask regarding this report:

-
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Maidstone Borough Council

Economic and Commercial Development Overview and Scrutiny Committee

Monday 29 September 2014

Future Work Programme and SCRAIP update

Report of: Sam Bailey, Research and Performance Officer

1. Introduction

- 1.1 To consider the Committee's future work programme (FWP).
- 1.2 To consider the information update given by the Chairman.

2. Recommendation

- 2.1 That the Committee considers the draft future work programme, attached at **Appendix A**. Items on the draft programme were agreed at the meeting of 26 August 2014.
- 2.2 That the Committee considers the sections of the List of Forthcoming Decisions relevant to the Committee at **Appendix B** and whether these are items require further investigation or monitoring.
- 2.3 That the Committee notes the update in the SCRAIP from 29 July 2014 attached as **Appendix C**.
- 2.4 That the Committee considers its continuous professional development needs and recommends possible training or development sessions it would like to undertake.

3 Future Work Programme

- 3.1 Throughout the course of the municipal year the Committee is asked to put forward work programme suggestions. These suggestions are planned into its annual work programme. Members are asked to consider the work programme at each meeting to ensure that it remains appropriate and covers all issues Members currently wish to consider within the Committee's remit.
- 3.2 Following agreement from the committee at the meeting of 26 August, the possible item on 'The Council as a Business? Review SCRAIP Update' has been removed from the FWP as the Committee felt it had been superseded by the Commercialisation Strategy.
- 3.3 The Scrutiny Co-ordinating Committee has agreed that 'Using the River Medway' can be considered by this Committee. The Committee needs to decide whether they wish to take this as an

item.

- 3.4 In consultation with Officers and the Chairman, the following items have been changed on the Future Work Programme subject to the Committee's approval:
- Formation of Maidstone Culture and Leisure and Museum Forward Plan have been moved from the September meeting to the October meeting; and
 - Skills and Employability Update has been moved from the October meeting to the November meeting.
- 3.5 The Committee is reminded that the Constitution states under Overview and Scrutiny Procedure Rules number 9: Agenda items that 'Any Member shall be entitled to give notice to the proper officer that he wishes an item relevant to the functions of the Committee or Sub-Committee to be included on the agenda for the next available meeting of the Committee or Sub-Committee. On receipt of such a request the proper officer will ensure that it is included on the next available agenda, the Member must attend the meeting and speak on the item put forward.'

4 List of Forthcoming Decisions

- 4.1 The List of Forthcoming Decisions (**Appendix B**) is a live document containing all key and non-key decisions.
- 4.2 Due to the nature of the List of Forthcoming Decisions, and to ensure the information provided to the Committee is up to date, a verbal update will be given at the meeting by the Chairman. The Committee can view the live document online at:
<http://meetings.maidstone.gov.uk/mgListPlans.aspx?RPId=443&RD=0>

5 SCRAIP update

- 5.1 An update on the recommendations from the meeting of 29 July 2014 is attached as **Appendix C**.

6. Impact on Corporate Objectives

- 6.1 The Committee will consider reports that deliver against the following Council priorities:
- 'For Maidstone to have a growing economy' and 'For Maidstone to be a decent place to live'.
- 6.2 The Strategic Plan sets the Council's key objectives for the medium term and has a range of objectives which support the delivery of the Council's priorities.

Appendix A: Economic and Commercial Development Overview and Scrutiny Committee Draft Future Work Programme

Meeting Date	Agenda Deadline	Agenda Items	Details and Desired Outcomes	Witnesses and Report Authors
29 th July	16 th July	<ul style="list-style-type: none"> • Cabinet member priorities-written report • Draft Commercialisation Strategy 	<p>Members would like cabinet member to provide a report highlighting priorities, and then to question him on this report.</p> <p>Meeting will begin at 7.30pm.</p>	<ul style="list-style-type: none"> • Cabinet member • Marcus Lawler
26 th August	13 th August	<ul style="list-style-type: none"> • Events and festivals strategy • Events review SCRAIP follow up • Draft Scoping Document for Twilight Economy Review 	<p>These items will come together as requested by the committee during the work programming workshop at the meeting of 1st July because it was felt they were related.</p> <p>Scoping document for Twilight Economy review for members to comment on.</p>	<ul style="list-style-type: none"> • Laura Case
29 th September (re-arranged from the meeting of the 23 rd September)	17 th September	<ul style="list-style-type: none"> • Enterprise Hub proposals • Formation of Maidstone Culture and Leisure • Museum Forward Plan 	<p>Special meeting called, as Enterprise Hub proposals and Museum Forward Plan need to come to the committee before Cabinet Member decision in October. Formation of Maidstone Culture and Leisure will be taken as an item as Dawn was not available for August meeting.</p>	<ul style="list-style-type: none"> • Dawn Hudd • Karen Franek • Laura Case
21 st October	8 th October	Joint Meeting with Planning, Transport and Development Overview and Scrutiny	Implications for the local plan, hence the joint meeting. Needs to take place before	

Appendix A: Economic and Commercial Development Overview and Scrutiny Committee Draft Future Work Programme

Meeting Date	Agenda Deadline	Agenda Items	Details and Desired Outcomes	Witnesses and Report Authors
		Committee to consider the Employment Land Qualitative Report and the Economic Development Strategy.	the Economic Development Strategy cabinet member decision is taken.	
28 th October	15 th October	<ul style="list-style-type: none"> Skills and Employability Update First set of Witnesses for Twilight Economy review 	<p>Following the update on skills and employability projects the committee will consider whether it wishes to conduct a review on skills and employability.</p> <p>First set of witnesses for Twilight Economy Review.</p>	<ul style="list-style-type: none"> Karen Franek Abi Lewis First witnesses for Twilight Economy Review, as specified in scoping document
25 th November	12 th November	Second set of witnesses for Twilight Economy Review		Second set of witnesses for Twilight Economy Review
23 rd December	10 th December	Draft Twilight Economy Report ready for sign off by the Committee		
27 th January	14 th January			
24 th February	11 th February			
24 th March	11 th March			
28 th April	15 th April			

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Suggestions TBC

Suggestion	Reason
Using the River Medway	This item has been considered by the Scrutiny Coordinating Committee and has been assigned this Committee. The Committee needs to decide whether to take this as an item.

Appendix A: Economic and Commercial Development Overview and Scrutiny Committee Draft Future Work Programme

Policy for Discretionary Business Rates Relief	Only if MBC can have an influence on business rates. Meeting with Chair/Vice Chair and relevant Officers will determine whether this is the case. Due in August/September.
South East Local Enterprise Partnership	Only if MBC can have an influence on any of this. Meeting with Chair/Vice Chair and relevant Officers will determine whether this is the case.
Barriers and opportunities for rural business/IT infrastructure in offices (broadband)	These will be considered following scrutiny of the employment implications of the local plan in October.



LIST OF FORTHCOMING DECISIONS

20

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

Publication Date: 8 September 2014

List of Forthcoming Decisions

INTRODUCTION

This document sets out the decisions to be taken by the Executive and various Committees of Maidstone Borough Council on a rolling basis. This document will be published as updated with new decisions required to be made.

KEY DECISIONS

A key decision is an executive decision which is likely to:

- Result in the Maidstone Borough Council incurring expenditure or making savings which is equal to the value of £250,000 or more; or
- Have significant effect on communities living or working in an area comprising one or more wards in Maidstone.

At Maidstone Borough Council, decisions which we regard as "Key Decisions" because they are likely to have a "significant" effect either in financial terms or on the community include:

- (1) Decisions about expenditure or savings which equal or are more than £250,000.
- (2) Budget reports.
- (3) Policy framework reports.
- (4) Adoption of new policies plans, strategies or changes to established policies, plans or strategies.
- (5) Approval of portfolio plans.
- (6) Decisions that involve significant service developments, significant service reductions, or significant changes in the way that services are delivered, whether Borough-wide or in a particular locality.
- (7) Changes in fees and charges.
- (8) Proposals relating to changes in staff structure affecting more than one section.

Each entry identifies, for that "key decision" –

- the decision maker
- the date on which the decision is due to be taken
- the subject matter of the decision and a brief summary
- the reason it is a key decision
- to whom representations (about the decision) can be made

List of Forthcoming Decisions

- whether the decision will be taken in public or private
- what reports/papers are, or will be, available for public inspection

EXECUTIVE DECISIONS

The Cabinet collectively makes its decisions at a meeting and individual portfolio holders make decisions independently. In addition, Officers can make key decisions and an entry for each of these will be included in this list.

DECISIONS WHICH THE CABINET INTENDS TO MAKE IN PRIVATE

The Cabinet hereby gives notice that it intends to meet in private after its public meeting to consider reports and/or appendices which contain exempt information under Part 1 of Schedule 12A to the Local Government Act 1972 (as amended). The private meeting of the Cabinet is open only to Members of the Cabinet, other Councillors and Council officers.

Reports and/or appendices to decisions which the Cabinet will take at its private meeting are indicated in the list below, with the reasons for the decision being made in private. Any person is able to make representations to the Cabinet if he/she believes the decision should instead be made in the public Cabinet meeting. If you want to make such representations, please email committeeservices@maidstone.gov.uk. You will then be sent a response in reply to your representations. Both your representations and the Executive's response will be published on the Council's website at least 5 working days before the Cabinet meeting.

ACCESS TO CABINET REPORTS

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

HOW CAN I CONTRIBUTE TO THE DECISION-MAKING PROCESS?

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

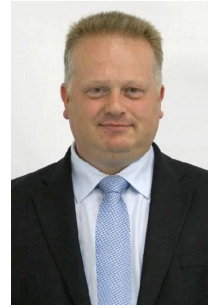
Alternatively, the Cabinet are contactable via our website (www.maidstone.gov.uk) where you can submit a question to the Leader of the Council. There is also the opportunity to invite the Leader of the Council to speak at a function you may be organising.

List of Forthcoming Decisions

WHO ARE THE CABINET?



Councillor Annabelle Blackmore
Leader of the Council
annabelleblackmore@maidstone.gov.uk
Tel: 01622 833299



Councillor David Burton
Cabinet Member for Planning, Transport and
Development
davidburton@maidstone.gov.uk
Tel: 07590 229910



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



Councillor Marion Ring
Cabinet Member for Environment
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Tel: 01622 686492



Councillor Steve McLoughlin
Cabinet Member for Corporate Services
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Tel: 07711 565489



Councillor John Perry
Cabinet Member for Community and Leisure
Services
johnperry@maidstone.gov.uk
Tel: 07770 734741

List of Forthcoming Decisions

Decision Maker and Date of When Decision is Due to be Made:	Title of Report and Brief Summary:	Key Decision and reason (if applicable):	Contact Officer:	Public or Private (if Private the reason why)	Documents to be submitted (other relevant documents may be submitted)
<p>Licensing Committee</p> <p>Due Date: Thursday 18 Sep 2014</p> <p style="text-align: center;">24</p>	<p>Licensing Street Trading Policy</p> <p>Following the review of the council's licensing committees this report asks the new Licensing Committee to consider the current Street Trading Policy and to make amendments to bring the policy up to date and enable the process to be more efficient.</p>		<p>John Littlemore, Head of Housing & Community Services johnlittlemore@maidstone.gov.uk</p>	<p>Public</p>	<p>Licensing Street Trading Policy</p>
<p>Cabinet</p> <p>Due Date: Wednesday 8 Oct 2014</p>	<p>Maidstone Enterprise Hub</p> <p>Consideration of financing options</p>	<p>KEY Reason: Expenditure > £250,000</p>	<p>Karen Franek karenfranek@maidstone.gov.uk</p>	<p>public</p>	<p>Maidstone Enterprise Hub</p>

Forthcoming Decisions
October 2014 - January 2015

Decision Maker and Date of When Decision is Due to be Made:	Title of Report and Brief Summary	Key Decision and reason (if applicable)	Contact Officer:	Public or Private <i>if Private the reason why</i>	Documents to be submitted <i>(other relevant documents may be submitted)</i>
<p>Cabinet</p> <p>Due Date: Wednesday 17 Dec 2014</p> <p style="text-align: center; font-size: 2em;">25</p>	<p>Budget Strategy 2015 16 Fees & Charges</p> <p>To consider the appropriate level of fees and charges for 2015 16 for services where the Council raises income by charging the user of a service and where the setting of the fee to be charged is discretionary. The Council has adopted a policy on the setting of fees and charges to ensure that a rational approach is used that takes account of all factors and creates a result that supports the priorities set out in the strategic plan.</p>	<p>KEY Reason: Fees & Charges</p>	<p>Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk</p>	<p>public</p>	<p>Budget Strategy 2015 16 Fees & Charges</p>

Economic and Commercial Development OSC SCRAIP Update Report

SCRAIP Update for 29 July 2014



Meeting, Date & Minute	Recommendation	Executive Decision Maker	Action Expected Outcome	Response	Lead Officer
ECD.140729.20b 26	That the Commercial Projects Manager be recommended to give priority to carry out a commissioning exercise for the planning and planning enforcement services.		Rejected	The inclusion of 'Commissioning' in the draft Commercialisation Strategy is for two reasons: -To ensure that a unit or service is delivering outcomes that are required by statute and that Council wish those organisations to deliver; and to ensure that services and outputs in support of those outcomes are being delivered at the standard Council requires. -To analyse commercial options in response to the definition of those outcomes as part of the STOP, MAKE, BUY, DIVEST decision process. Planning services are a statutory service and are being delivered in a model which Council already approves. The recommendation is therefore rejected. The committee's concerns about the standards of delivery are noted and are referred to the Planning, Transport and Development OSC.	Marcus Lawler