

AGENDA

HERITAGE, CULTURE AND LEISURE COMMITTEE MEETING



Date: Tuesday 7 June 2016
Time: 6.30 pm
Venue: Town Hall, High Street,
Maidstone

Membership:

Councillors Fort, Mrs Hinder, Lewins, Naghi,
Newton (Vice-Chairman), Pickett
(Chairman), Revell, Mrs Stockell and
Mrs Wilson

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

Continued Over/:

Issued on Friday 27 May 2016

The reports included in Part I of this agenda can be made available in **alternative formats**. For further information about this service, or to arrange for special facilities to be provided at the meeting, **please contact Poppy Collier on 01622 602242**. To find out more about the work of the Committee, please visit www.maidstone.gov.uk

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

- | | | |
|-----|---|--------|
| 6. | Disclosures of Lobbying | |
| 7. | Minutes of the meeting held on 1 March 2016 | 1 - 6 |
| 8. | Minutes of the meeting held on 24 May 2016 | 7 |
| 9. | Presentation of Petitions (if any) | |
| 10. | Questions and answer session for members of the public | |
| 11. | To consider whether any items should be taken in private because of the possible disclosure of exempt information | |
| 12. | Report of the Head of Finance and Resources - Heritage, Culture and Leisure Committee work programme | 8 - 13 |

PART II

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

Head of Schedule 12 A and Brief Description

- | | | | |
|-----|---|---|---------|
| 13. | Report of the Head of Environment and Street Scene - Bereavement Services Development Plan: Pet Crematorium | Paragraph 3 – financial or business information | 14 - 30 |
|-----|---|---|---------|

PUBLIC SPEAKING

In order to book a slot to speak at this meeting of the Heritage, Culture and Leisure Committee, please contact Poppy Collier on 01622 602242 or by email on poppycollier@maidstone.gov.uk by 5 pm one clear working day before the meeting. If asking a question, you will need to provide the full text in writing. If making a statement, you will need to tell us which agenda item you wish to speak on. Please note that slots will be allocated on a first come, first served basis.

MAIDSTONE BOROUGH COUNCIL

Heritage, Culture and Leisure Committee

MINUTES OF THE MEETING HELD ON TUESDAY 1 MARCH 2016

Present: Councillors Ash, Ells, Fort, Mrs Gooch, Hemsley, Mrs Hinder, Naghi, Paterson and Mrs Wilson

Also Present: Councillors Perry and Sargeant

86. APOLOGIES FOR ABSENCE

It was noted that apologies for absence had been received from Councillors Fissenden, Pickett and Newton.

87. NOTIFICATION OF SUBSTITUTE MEMBERS

The following substitute Members were noted:

- Councillor Naghi for Councillor Fissenden
- Councillor Gooch for Councillor Newton
- Councillor Wilson for Councillor Pickett

88. URGENT ITEMS

The Chairman, in his opinion, accepted the following urgent items as the information was not available at the time the agenda was published, and in recognition of the length of time until the next meeting of the Committee:

- Item 16 – Policy for the Use of Jubilee Square
- Item 17 – Additional Inscription Charges

The Chairman also agreed to take the following urgent updates:

- Item 12 – Play Area Capital Schedule
- Item 14 – a newly revised Festivals and Events Strategy

89. ADJOURNMENT OF MEETING

The Chairman adjourned the meeting from 6.35 p.m. to 6.43 p.m. to allow Members time to consider the urgent updates.

90. NOTIFICATION OF VISITING MEMBERS

Councillor Perry was in attendance as a visiting Member and reserved his right to speak on any item on the agenda.

Councillor Sargeant was in attendance as an observer.

91. DISCLOSURES BY MEMBERS AND OFFICERS

There were no disclosures by Members or Officers.

92. DISCLOSURES OF LOBBYING

Councillor Hinder disclosed that she had been lobbied on item 17 – Additional Inscription Charge.

Councillor Wilson disclosed that she had been lobbied on item 11 – Plaques and People: a proposed protocol.

All Members disclosed that they had been lobbied on item 16 – Policy for the Use of Jubilee Square.

93. 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.

94. MINUTES OF THE MEETING HELD ON 5 JANUARY 2016

RESOLVED: That the Minutes of the meeting held on 5 January 2016 be approved as a correct record and signed.

95. PRESENTATION OF PETITIONS (IF ANY)

There were no petitions.

96. QUESTIONS AND ANSWER SESSION FOR MEMBERS OF THE PUBLIC

There were no questions from members of the public.

97. CHANGE TO THE ORDER OF BUSINESS

The Chairman advised that item 17 – Additional Inscriptions Charge would be taken after item 11 – Plaques and People: a proposed protocol.

98. REPORT OF THE HEAD OF FINANCE AND RESOURCES - PLAQUES AND PEOPLE: A PROPOSED PROTOCOL FOR THE BOROUGH OF MAIDSTONE

The Chairman advised the Committee that the author of the protocol had provided apologies for urgent medical reasons. It was also noted that additional information was to come that was not available at the time the agenda was published.

It was moved from the Chair that the item be deferred to the July meeting of the Committee.

RESOLVED: That Plaques and People: a proposed protocol be deferred to the next full meeting of the Committee on 5 July 2016.

For – 9 Against – 0 Abstain – 0

Members requested a mechanism to be implemented that would allow Members to place items on the agenda without the requirement for an Officer report. The interim Director of Regeneration and Place agreed to liaise with Officers to clarify the process.

99. REPORT OF THE HEAD OF ENVIRONMENT AND PUBLIC REALM -
ADDITIONAL INSCRIPTION CHARGE

Jennifer Shepherd, Head of Environment and Public Realm, presented the report detailing the charge for an additional inscription permit agreed at the January meeting as part of the Committee's fees and charges.

It was explained that the fee had been reduced from £97 in 2015/16 to £52 in 2016/17 to reflect the time spent on administration of additional inscriptions permits.

A Member had requested this return to Committee to allow consideration of the implications of the loss of potential income.

RESOLVED:

1. That the reasons for the original agreed proposal to reduce the charge for an additional inscription fee to £52 be noted; and
2. That the charge of £97 which was set for additional inscriptions for 2015/16 be retained for 2016/17.

For – 9 Against – 0 Abstain – 0

100. ORAL UPDATE OF THE PARKS AND LEISURE MANAGER - PLAY AREA
CAPITAL PROGRAMME PROJECT

Jason Taylor, the Parks and Project Manager, provided a verbal update on the Play Area Capital Programme Project, and tabled an urgent update depicting the financial monitoring and target programme.

In response to questions it was stated that:

- The Play Area Strategy had not been completed and so no play areas were currently designated as strategic.

- The scheduled Mote Park play area improvements would be implemented at the same time as the Adventure Zone project in Spring 2017.

RESOLVED: That the oral report be noted.

101. REPORT OF THE HEAD OF COMMERCIAL AND ECONOMIC DEVELOPMENT - MAIDSTONE PARKS AND OPEN SPACES 10 YEAR PLAN

The Parks Project Manager, Jason Taylor, introduced the report providing an update on the progress of the Maidstone Parks and Open Spaces 10 Year Plan.

The Committee was advised that:

- Parishes had been engaged with as part of the preliminary work on the Plan.
- There was opportunity within the National Planning Policy Framework for an increase in green space to be funded by development.
- Member involvement in the Plan was sought, and an action plan would be produced to come to Committee in 6 months.

RESOLVED:

1. That work be continued on the Maidstone Parks and Open Spaces 10 year plan as detailed in the report of the Head of Commercial and Economic Development.
2. That committee Members be invited to give their opinions and thoughts on the draft document once produced.
3. That the final Maidstone Parks and Open spaces 10 Year Plan be scheduled for adoption in the later part of 2016 following consultation.

For – 9 Against – 0 Abstain – 0

Councillor Wilson left the meeting at 7.32 p.m.

102. REPORT OF THE HEAD OF COMMERCIAL AND ECONOMIC DEVELOPMENT - REVISED FESTIVALS AND EVENTS POLICY

Laura Dickson, MCL Marketing and Sales Manager, introduced the report proposing amendments to the Festival and Events Policy as per the urgent update.

In response to questions it was explained that

- Events using low frequency sound would be assessed at application. Event organisers could be requested to use specialist amplifiers to reduce vibration.
- The provision of toilets at events was covered by the individual event management plan.

RESOLVED:

That the revisions to the Festivals and Events Policy as set out in the urgent update to the report of the Head of Commercial and Economic Development be approved.

For – 8 Against – 0 Abstain – 0

103. REPORT OF THE HEAD OF COMMERCIAL AND ECONOMIC DEVELOPMENT - DESTINATION MANAGEMENT PLAN PROGRESS UPDATE

The MCL Marketing and Sales Manager, Laura Dickson, provided the Committee with an update on the progress of the Destination Management Plan.

Notable achievements included the launch of new historic interpretation panels, and an audit of tourist signage and removal of redundant signage.

RESOLVED: That the report be noted.

104. REPORT OF THE HEAD OF COMMERCIAL AND ECONOMIC DEVELOPMENT - POLICY FOR THE USE OF JUBILEE SQUARE

Fran Wallis, Economic Development Officer, introduced the report on the policy for the use of Jubilee Square and provided background to the issue.

The Chairman read a statement submitted by a Councillor which the majority of the Committee had received, asking for the removal of political meetings and rallies from the Undesirable Uses category.

During discussion the following points were raised:

- There was a difference between using the square and hiring the square, and clarification was sought on whether the policy affected the ability of members of the public to gather outside of the town hall.
- A Local Authority could not control political protest. If the size of a protest was deemed a concern then the police would be contacted.
- If a protest involved people with placards, no action would be required from MBC. If the protest involved the erection of a structure or amplifying equipment, then this would require MBC and KCC approval.

- It was requested that the interim Director of Regeneration and Place and the legal advisor investigate the issues raised and return with alternative wording for paragraphs 4.3.2 and 4.3.3

The Committee wished the excellent quality of the report to be noted.

RESOLVED:

1. That the proposed policy governing the use of Jubilee Square be agreed, subject to the deletion of paragraphs 4.3.2 and 4.3.3 and the Committee receiving a further report that makes clear the difference between types of use, licensing and hiring.
2. That the pricing schedule set out in paragraph 5.8.1 of the Policy be agreed.
3. That the progress toward the establishment of a Farmers Market on Jubilee Square be noted.

For – 8 Against – 0 Abstain – 0

105. DURATION OF MEETING

6.32 p.m. to 8.39 p.m.

MAIDSTONE BOROUGH COUNCIL

Heritage, Culture and Leisure Committee

MINUTES OF THE MEETING HELD ON TUESDAY 24 MAY 2016

Present: Councillor Pickett (Chairman), and
Councillors Daley, Fort, Mrs Hinder, Naghi, Newton,
Pickett, Revell and Mrs Wilson

Also Present: Councillors Blackmore, Boughton,
Brice, D. Burton, M. Burton, Cox, Ells,
English, Fissenden, Garland, Garten,
Gooch, Grigg, Joy, D. Mortimer,
Prendergast, Ring, Robertson, Round,
Springett, Vizzard and Webster

1. APOLOGIES FOR ABSENCE

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

2. NOTIFICATION OF SUBSTITUTE MEMBERS

It was noted that Councillor Daley was substituting for Councillor Lewins.

3. NOTIFICATION OF VISITING MEMBERS

The following Visiting Members were in attendance as observers:

Councillors Blackmore, Boughton, Brice, D. Burton, M. Burton, Cox, Ells, English, Fissenden, Garland, Garten, Gooch, Grigg, Joy, D. Mortimer, Prendergast, Ring, Robertson, Round, Springett, Vizzard and Webster.

4. ELECTION OF CHAIRMAN

RESOLVED: That Councillor Pickett be elected Chairman for the Municipal Year 2016-17.

5. ELECTION OF VICE-CHAIRMAN

RESOLVED: That Councillor Newton be elected Chairman for the Municipal Year 2016-17.

6. DURATION OF MEETING

7.15 p.m. to 7.18 p.m.

Agenda Item 12

Heritage, Culture and Leisure Committee

Tuesday 7 June
2016

Is this the final decision on the recommendations?

Yes

Committee work programme

Final Decision-Maker	Heritage, Culture and Leisure Committee
Lead Director or Head of Service	Paul Riley, Head of Finance and Resources
Lead Officer and Report Author	Poppy Collier, Democratic Services Officer
Classification	Public
Wards affected	None

This report makes the following recommendations to the final decision-maker:

1. To consider the Committee's work programme attached at appendix A, to enable agenda planning for the year ahead, and ensure that the programme covers all issues that Members wish to consider within the Committee's remit.

This report relates to the following corporate priorities:

Keeping Maidstone an attractive place for all and ensuring a successful economy for the borough through promoting the borough's heritage, leisure, tourism and culture.

Timetable

<i>Meeting</i>	<i>Date</i>
Heritage, Culture and Leisure Committee	7 June 2016

Committee work programme

1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 A work programme allows a Committee to look ahead in order to effectively plan forthcoming business, monitor the progress of issues, and pick up and act on matters that arise.
- 1.2 During a review of the constitution Members wished to clarify the process by which a Councillor can add an item to the agenda of a meeting under a committee system. At Council on 13 April 2016, the following paragraph was agreed for inclusion in the constitution:

Each committee sets its own agenda, through its Chairman and Vice-Chairman. Any Councillor may put an item on a committee agenda for consideration, via the committee Chairman and Democratic Services Team, subject to that matter being relevant to the committee's terms of reference. The Chairman of a committee, after consulting the Vice-Chairman, shall place the requested item on the next available committee agenda unless in the view of the Chairman, having consulted the Head of Legal Partnership and Head of Finance and Resources as necessary, the matter is defamatory, offensive or frivolous. The Councillor must attend the meeting, speak on the item put forward and make clear what outcome s/he is seeking. The Councillor's report and background papers will be published with the agenda under the Access to Information Rules. Following receipt of the Councillor's report, the Committee will decide whether to take the matter further and request an officer's report on the item.

2. AVAILABLE OPTIONS

- 2.1 The Committee could consider the work programme attached at appendix A.
- 2.2 The Committee could choose not to consider the work programme, but this would miss an early opportunity to set the agenda for the year ahead.

3. REPORT APPENDICES

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

- Appendix A: Heritage, Culture and Leisure Committee Work Programme

4. BACKGROUND PAPERS

None.



Heritage, Culture and Leisure Committee Work Programme

INTRODUCTION

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

DECISIONS WHICH COMMITTEES INTEND TO MAKE IN PRIVATE

Committees hereby give notice that they intend 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 any Committee is open only to Members of the Cabinet, other Councillors and Council officers.

⇒ Reports and/or appendices to decisions which Committees will take at their private meetings 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 relevant Committee if he/she believes the decision should instead be made in the public part of that Committee 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 Committee's response will be published on the Council's website at least 5 working days before the Committee meeting.

ACCESS TO COMMITTEE REPORTS

Reports to be considered at any of the Committees' 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 to the relevant Chairman of a Committee (details of whom are shown in the list below).

Alternatively, you can submit a question to the relevant Committee, details are on our website (www.maidstone.gov.uk).

Decision Maker and Date of When Decision is Due to be Made:	Title of Report and Brief Summary:	Contact Officer:	Public or Private (if Private the reason why)	Documents to be submitted (other relevant documents may be submitted)
Heritage, Culture and Leisure Committee Due Date: 7 June 2016	Bereavement Services Development Plan: Pet Crematorium	Jennifer Shepherd jennifershepherd@maidstone.gov.uk	Private (paragraph 3 – business/financial information)	
Heritage, Culture and Leisure Committee Due date: 5 July 2016	Sponsorship and Fundraising Policy	Laura Dickson lauradickson@maidstone.gov.uk	Public	
Heritage, Culture and Leisure Committee Due date: 5 July 2016	Plaques and People Protocol	Dawn Hudd dawnhudd@maidstone.gov.uk	Public	
Heritage, Culture and Leisure Committee Due date: 5 July 2016	Disposal of Surrenden Playing Field	Joanna Joyce joannajoyce@maidstone.gov.uk	Public	
Heritage, Culture and Leisure Committee Due date: 5 July 2016	Bereavement Services Development Plan	Jennifer Shepherd jennifershepherd@maidstone.gov.uk	Public	
Heritage, Culture and Leisure Committee Due date: 6 September 2016	Destination Management Plan – Action plan Update	Laura Dickson lauradickson@maidstone.gov.uk	Public	
Heritage, Culture and Leisure Committee Due date: 6 September 2016	Land Maintenance Exchange	Jennifer Shepherd jennifershepherd@maidstone.gov.uk	Public	

<p>Heritage, Culture and Leisure Committee</p> <p>Due date: TBC</p>	<p>10 Year Parks and Open Spaces Strategy</p> <p>To be presented to the Committee as four separate option reports</p>	<p>Jason Taylor jason.taylor@maidstone.gov.uk</p>	<p>Public</p>	
<p>Heritage, Culture and Leisure Committee</p> <p>Due date: TBC</p>	<p>Public Art Policy</p>	<p>Dawn Hudd dawn.hudd@maidstone.gov.uk</p>	<p>Public</p>	
<p>Heritage, Culture and Leisure Committee</p> <p>Due date: TBC</p>	<p>Maidstone Town Centre Public Realm Design Guide</p>	<p>Fran Wallis fran.wallis@maidstone.gov.uk</p>	<p>Public</p>	
<p>Heritage, Culture and Leisure Committee</p> <p>Due date: TBC</p>	<p>Update on Policy for the Use and Hire of Jubilee Square</p>	<p>Fran Wallis fran.wallis@maidstone.gov.uk</p>	<p>Public</p>	

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

Document is Restricted

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

Document is Restricted

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

Document is Restricted

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

Document is Restricted

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

Document is Restricted