

# AGENDA

## HERITAGE, CULTURE AND LEISURE COMMITTEE MEETING



Date: Tuesday 4 April 2017  
Time: 6.30 p.m.  
Venue: Town Hall, High Street,  
Maidstone

Membership:

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

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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/:**

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**Issued on Monday 27 March 2017**

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 Democratic Services on 01622 602263/01622 602743**. To find out more about the work of the Committee, please visit [www.maidstone.gov.uk](http://www.maidstone.gov.uk)

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

6.	Disclosures of Lobbying	
7.	To consider whether any items should be taken in private because of the possible disclosure of exempt information	
8.	Minutes of the meeting held on 7 March 2017	1 - 3
9.	Presentation of Petitions (if any)	
10.	Questions and Answer Session for Members of the Public	
11.	Report of the Head of Policy and Communications - Heritage, Culture and Leisure Committee - Key Performance Indicators 2017-18	4 - 23
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13.	Report of the Head of Regeneration and Economic Development - Disposal of Land at Richmond Way, South Ward	37 - 42
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16.	Report of the Head of Regeneration and Economic Development - A Sustainable Future for Mote Park Update	104 - 116
17.	Committee Work Programme	117

## **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.**

	<b>Head of Schedule 12 A and Brief Description</b>	
18.	Exempt Appendix III to the Report of the Head of Regeneration and Economic Development Relating to A Sustainable Future for Mote Park Update	3 – Financial/Business Affairs 118 - 119

## **PUBLIC SPEAKING**

In order to book a slot to speak at this meeting of the Heritage, Culture & Leisure Committee, please contact Sam Bailey on 01622 602263 or by email on [sambailey@maidstone.gov.uk](mailto:sambailey@maidstone.gov.uk) by 5.00 p.m. 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 7 MARCH 2017**

**Present:** Councillor Pickett (Chairman), and  
Councillors M Burton, Ells, Fort, Garten, Mrs Hinder,  
Lewins, Naghi and Mrs Wilson

117. **APOLOGIES FOR ABSENCE**

It was noted that apologies for absence had been received from Councillors Revell and Mrs Stockell.

118. **NOTIFICATION OF SUBSTITUTE MEMBERS**

The following Substitute Members were noted:

Councillor M Burton for Councillor Mrs Stockell  
Councillor Garten for Councillor Revell

119. **URGENT ITEMS**

The Chairman stated that he had agreed to take the revised Committee Work Programme as an urgent update as there had been a few changes to the document since it was published.

120. **CHANGE TO THE ORDER OF BUSINESS**

The Chairman proposed that Agenda Item 13 – Maidstone Area Arts Partnership Update be taken in advance of Agenda Item 12 - Report of the Director of Finance and Business Improvement on Third Quarter Budget Monitoring.

**RESOLVED:** That the change to the order of business be noted.

121. **NOTIFICATION OF VISITING MEMBERS**

There were no Visiting Members.

122. **DISCLOSURES BY MEMBERS AND OFFICERS**

There were no disclosures by Members or Officers.

123. **DISCLOSURES OF LOBBYING**

There were no disclosures of lobbying.

124. MINUTES OF THE MEETING HELD ON 31 JANUARY 2017

**RESOLVED:** That the minutes of the meeting held on 31 January 2017 be approved as a correct record and signed.

125. PRESENTATION OF PETITIONS

There were no petitions.

126. QUESTIONS AND ANSWER SESSION FOR MEMBERS OF THE PUBLIC

There were no questions from members of the public.

127. EXEMPT ITEMS

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

128. COMMITTEE WORK PROGRAMME

The Committee was advised that an additional item had since been added which was for Disposal of Land at Hayle Place.

In response to a question from a Member, the Head of Regeneration and Economic Development advised that a report on the land adjacent to Maidstone United Football Ground would not come forward to the Committee before the end of the municipal year but she would check and advise the Member outside of the meeting when it would be coming to the Committee.

**RESOLVED:** That the Committee Work Programme be noted.

129. MAIDSTONE AREA ARTS PARTNERSHIP UPDATE

Ken Scott from Maidstone Area Arts Partnership gave a presentation on the Arts, Culture and Heritage in the Voluntary and Community Sector.

The presentation set out the ambitions of Maidstone Area Arts Partnership and the next steps.

The Committee thanked Mr Scott for his informative and interesting presentation and asked that a copy of the slides be circulated to all Members of the Council for their information.

**RESOLVED:** That the presentation be noted.

130. REPORT OF THE DIRECTOR OF FINANCE AND BUSINESS IMPROVEMENT - THIRD QUARTER BUDGET MONITORING 2016/17

The Director of Finance and Business Improvement presented a report on the Third Quarter Budget Monitoring for 2016/17.



The Committee noted that there was an increase in the projected adverse variance from Quarter 2 to Quarter 3. This was mainly due to the expected £197,000 overspend for Mote Park Café.

The Director of Finance and Business Improvement advised that steps had been taken to mitigate the situation and a third party operator would be sought to operate the Café. However, for the interim period it was proposed that the current in-house operator would continue to run it until the end of the Summer season.

In response to questions from Members, the following points were noted:-

- The Council was confident that an operator would come forward from the open market who would be willing to take over the Café. The current provider would still be able to submit an in-house bid.
- That the Council had not considered closing the Café as it provided a service to visitors to Mote Park and it would have incurred redundancy costs.

The Committee was disappointed to note the projected loss for the Café and requested that Officers provided a monthly update to the Chairman and Vice-Chairman in order that they are kept fully apprised of the situation.

In response to a question from a Member about the projected loss for the Leisure Centre, the Director of Finance and Business Improvement advised that this was due to unrealised budget savings as negotiations with the energy provider had taken longer than expected.

**RESOLVED:**

1. That the revenue position at the end of the third quarter and the actions being taken or proposed to improve the position where significant variances have been identified be noted; and
2. That Officers be requested to provide a monthly update on the financial position of the Mote Park Café to the Chairman and Vice-Chairman of the Committee.

Voting: For: 9 Against: 0 Abstentions: 0

131. DURATION OF MEETING

7.15 p.m. to 8.20 p.m.

# Agenda Item 11

## Heritage, Culture and Leisure Committee

4 April 2017

Is the final decision on the recommendations in this report to be made at this meeting?

**Yes**

### Key Performance Indicators for Heritage, Culture and Leisure Committee 2017-18

<b>Final Decision-Maker</b>	Heritage, Culture and Leisure Committee
<b>Lead Head of Service</b>	Head of Policy and Communications
<b>Lead Officer and Report Author</b>	Angela Woodhouse, Head of Policy and Communications
<b>Classification</b>	Public
<b>Wards affected</b>	All

#### **This report makes the following recommendations to this Committee:**

1. To agree which key performance indicators are reported in 2017-18

#### **This report relates to the following corporate priorities:**

- Keeping Maidstone Borough an attractive place for all
- Securing a successful economy for Maidstone Borough

Performance management is focussed on identifying whether the Council is achieving the strategic priorities and action identified in the Council's Strategic Plan.

#### **Timetable**

<b>Meeting</b>	<b>Date</b>
Heritage, Culture and Leisure Committee	4 April 2017

# Key Performance Indicators for Heritage, Culture and Leisure Committee 2017-18

## 1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 The Council has recently approved a refreshed strategic plan for 2017-18 refining the action areas that deliver the identified priorities (Appendix A). Each service committee is asked to consider and agree key performance indicators for measuring the achievements of our priorities in 2017-18.
  - 1.2 This report sets out the current indicators and indicators for consideration by the committee following a councillor workshop in March.
- 

## 2. INTRODUCTION AND BACKGROUND

- 2.1 There are two action areas aligned to this committee's terms of reference:
  - Respecting the Character and Heritage of our Borough; and
  - Ensuring there are good leisure and cultural attractions
- 2.2 For each action area in the strategic plan it has been set out what we want to achieve and what the council has committed to in order to do this.
- 2.3 At the Councillor workshop and the committee meetings to consider the refresh of the Strategic Plan it was identified that where there are strategies and plans in place to deliver the action areas we will use measures set out in those documents.

### **Areas of Focus**

- 2.4 Respecting the Character and Heritage of our Borough

The Strategic Plan identifies that we will commit to:

- Delivering the Local Plan
- Delivering the Green and Blue Infrastructure Strategy
- Adopting and delivering our Parks and Open Spaces 10 year strategic plan
- Delivering and honouring our Parish Charter
- Working with our Parishes and Communities on the design of their neighbourhoods

- 2.5 Ensuring there are Good Leisure and Cultural Attractions

The Strategic Plan identifies that we will commit to:

- Delivering the Commercialisation Strategy which refers to a sustainable future for our parks
- Delivering the Destination Management Plan
- Delivering the Festival and Events Strategy

- Adopting and delivering the Museum’s 20 year plan
- Adopting and delivering the Parks and Open Spaces 10 year Strategic Plan

2.6 The current performance indicators for 2016-17 are outlined below for information:

**Respecting the Character and Heritage of our borough**

<b>Performance Indicator</b>
Extent to which Maidstone Council is making the area a better place to live
Percentage of residents that agree they can influence decisions affecting their local area
Percentage of Parishes that are satisfied with the level of communication and engagement they have with MBC

**Ensuring there are Good Leisure and Cultural Attractions**

<b>Performance Indicator</b>
Number of children taking part in formal educational activities on and off site
Footfall at the Museum and Visitor Information Centre
Net contribution generated from commercial activities
Satisfaction with the Leisure Centre

**3. AVAILABLE OPTIONS**

- 3.1 The Committee can decide not to have any performance management information this would however significantly limit its ability to monitor and manage progress against the strategic priorities.
- 3.2 The current performance measures could be retained if the Committee identifies that these are still appropriate or a new set of indicators could be agreed.
- 3.3 Having reviewed measures from current plans and strategies and taking into account the Councillor workshop the following indicators and targets are proposed for consideration by the committee:

Respecting the Character and Heritage of our Borough

Indicator	Target
Performance against our Parish Charter commitment	TBC
Number of Tree preservation orders granted	TBC
Number of Ward representatives involved in decision making in their local area	TBC

## Ensuring there are Good Leisure and Cultural Attractions

Indicator	Target
User Satisfaction with the Leisure Centre	82%
User Satisfaction with the Hazlitt Theatre	TBC
Festival, event and parks income target	TBC
Use of parks and open spaces – annual assessment	TBC
Contacts (footfall, calls and emails) to the VIC	TBC

3.4 As there are a number of strategies in place that the Council is committed to the committee may want to receive regular updates on the progress of these to ensure the Council is delivering against these plans and strategies and identify further action if required.

3.5 Six monthly reports may be requested by the Committee on the following strategies and plans as part of its performance management role:

- Green and Blue Infrastructure Strategy
- Compliance with the Parish Charter
- Commercialisation Strategy
- Destination Management Plan
- Festival and Events Strategy
- Museum's 20 year plan
- Parks and Open Spaces 10 year Strategic Plan

3.6 The Committee when setting its performance indicators and targets for the year should consider the following criteria:

**Specific** – The indicator needs to be specific so that a clear definition and methodology can be created for it. The definition will need to be widely accepted, so that there is no margin for misinterpretation. It should also link back to a specific action or objective that we have agreed to deliver against.

**Measurable** – An indicator needs to be measurable so that progress toward an objective can be tracked. This also allows us to add targets to the indicator if necessary, and compare performance over time. Have a measurable indicator makes it clear and simple to understand, and you can see when the target has been met or exceeded.

**Achievable** – There should be a good chance that the targets, and the objectives they relate to, are achievable. They may be difficult to achieve and require changes, but they should not be impossible. It can be discouraging to try and achieve a goal that we can never obtain.

**Relevant** – The indicator should be something that we have control or influence over. This ensures that, if desired performance is not being achieved, we can make operational changes to try and improve

performance. The KPI will then give insight into how well we are delivering against a strategy. 'R' can also stand for relating the indicator back to a strategy or objective.

*In some cases, data that directly relates to one of our priority action areas can be provided as 'information only', even if we have no direct influence on it.*

**Time-bound** – We should be able to monitor performance over time periods, whether this is monthly, quarterly, or annually. This allows us to attribute performance to particular periods of time, and makes it easier to show trends. Performance may be reported in arrears where data is not immediately available, such as third-party data sources.

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

- 4.1 The Committee is asked to consider which indicators will best measure and track progress against the action areas that are relevant to its terms of reference. Agreement is sought on the indicators and targets for 2017-18 as well as frequency of reporting a list of recommended indicators has been given for the committee to review. The Committee may also find it beneficial to receive regular updates on the plans and strategies listed at point 3.5 above.
- 

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

- 5.1 The Committee has previously considered performance measures when it reviewed the strategic plan in January 2017. A workshop was held to which all Councillors were invited to ascertain views on indicators for each action area. This report reflects those meetings.
- 

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

- 6.1 The Committee's agreed set of indicators will be reported and added to its work programme for 2017-18.
-

## 7. CROSS-CUTTING ISSUES AND IMPLICATIONS

<b>Issue</b>	<b>Implications</b>	<b>Sign-off</b>
<b>Impact on Corporate Priorities</b>	Performance management is focussed on identifying whether the Council is achieving the strategic priorities and action identified in the Council's Strategic Plan.	Head of Policy and Communications
<b>Risk Management</b>	Managing performance effectively should act as both risk mitigation and identification	Head of Policy and Communications
<b>Financial</b>	The Committee should consider the resource required to collate and report the data requested. Performance reports will be considered alongside the budget monitoring reports.	Head of Policy and Communications
<b>Staffing</b>	The Committee should consider the resource required to collate and report the data requested. Indicators will direct the work of the council's staff.	Head of Policy and Communications
<b>Legal</b>	N/A	Legal Team
<b>Equality Impact Needs Assessment</b>	No implications at this time	Head of Policy and Communications
<b>Environmental/Sustainable Development</b>	The committee has action areas that are relevant to this area and this should be taken into account when agreeing the performance indicators.	Head of Policy and Communications
<b>Community Safety</b>	N/A	Head of Policy and Communications
<b>Human Rights Act</b>	N/A	Head of Policy and Communications
<b>Procurement</b>	N/A	Head of Policy and Communications
<b>Asset Management</b>	The council has a number of assets which contribute to the achievement of our priorities indicators should be measuring how these assets are used to fulfil our priorities.	Head of Policy and Communications

## **8. REPORT APPENDICES**

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

- Appendix A: Strategic Plan 2015-20, 2017-18 Refresh
- 

## **9. BACKGROUND PAPERS**

None



## **APPENDIX A**

### **STRATEGIC PLAN 2015-20, 2017-18 REFRESH**

# Maidstone Borough Council's Strategic Plan 2015-2020



# Foreword from the Leader, Councillor Fran Wilson



I am writing this foreword as an update to our strategic plan during a period of severe financial constraints as we continue to focus on delivering a full range of services with all revenue support from central government removed. Despite this challenge the council remains ambitious for this year and has identified three areas for action:

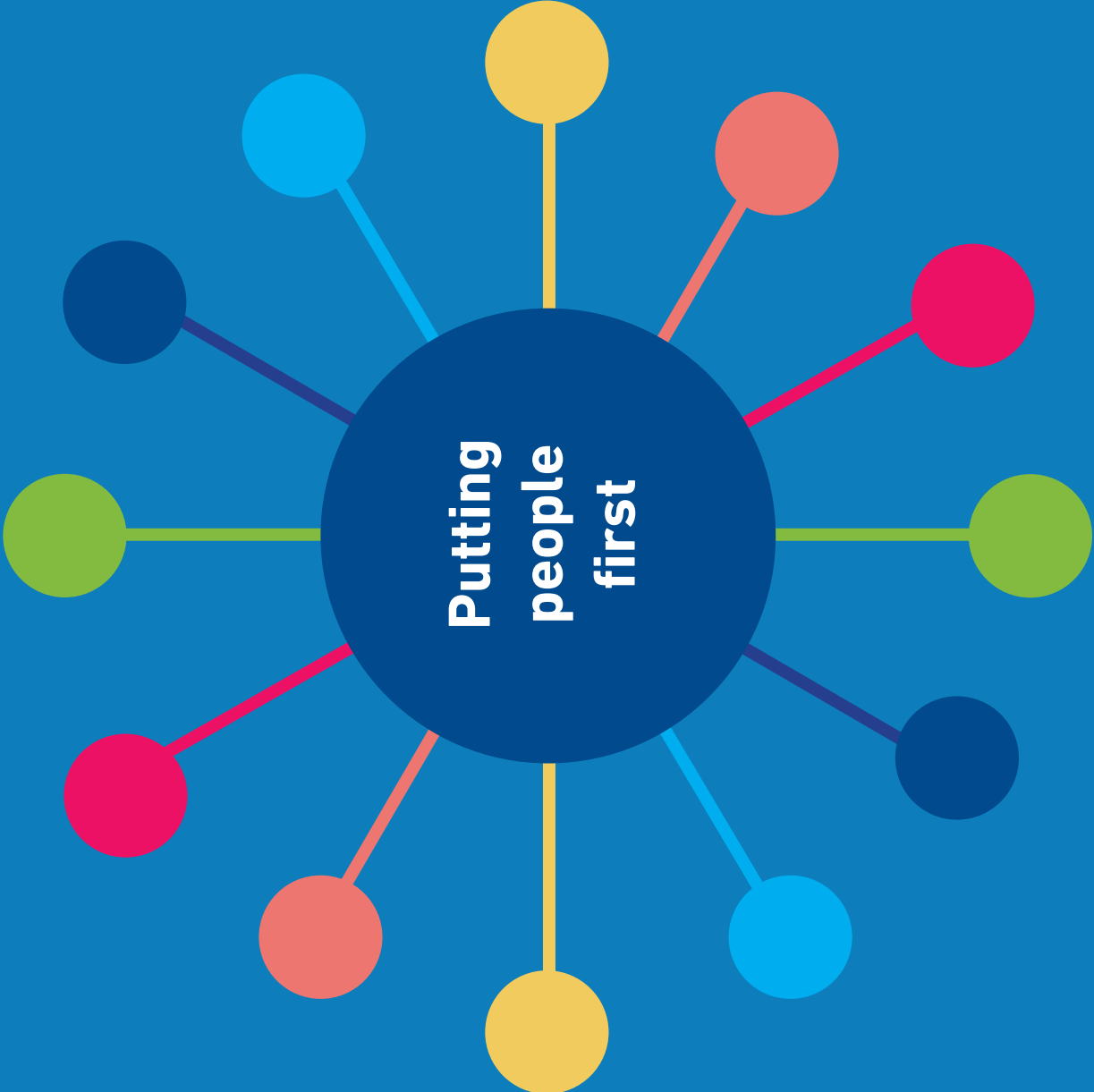
- A home for everyone
- A clean and safe environment and;
- Regenerating the town centre

As a council our mission is to put people first. The three areas of focus will see action to ensure we have an attractive borough that respects our heritage and environment. This year we will deliver a new housing and regeneration strategy which will focus on providing much needed sustainable housing for our residents across the borough and further investment in Maidstone town centre. The importance of maintaining clarity of communication between us and all our interested parties cannot be over emphasised if we are going to achieve our priorities and ensure we are all working towards a common goal. I want our residents to be proud of where they live, our businesses to be enabled to thrive and our visitors to enjoy our offer to the extent that they would come back to Maidstone over and over again.

A handwritten signature in black ink that reads "Fran Wilson".

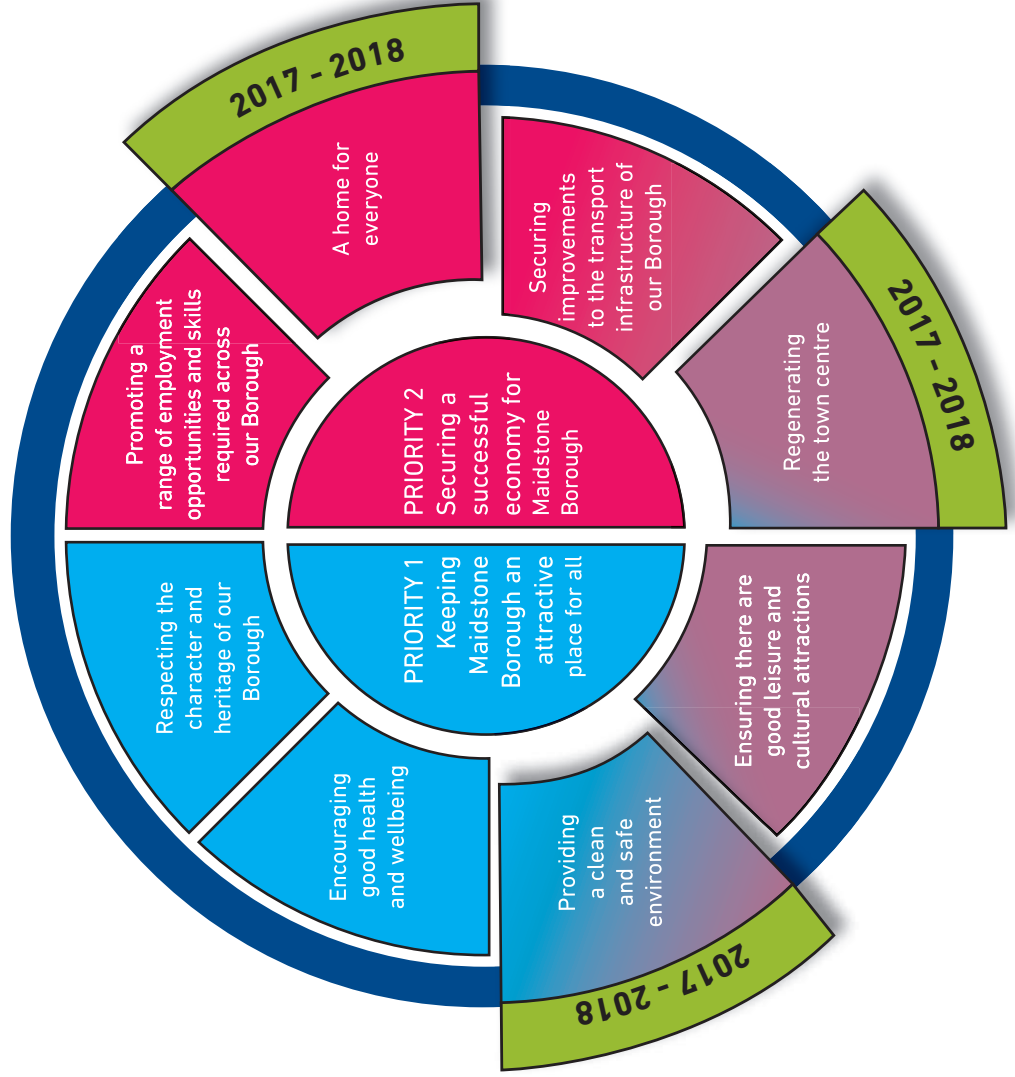
**Fran Wilson**  
**Leader of the Council**





# Our Vision

That our residents live in decent homes, enjoy good health and a pleasant environment, with a successful economy that is supported by reliable transport networks.



## Providing a Clean and Safe Environment

Maidstone Borough Council is committed to creating an attractive environment which is safe, well maintained and clean. Our borough does not experience high levels of crime and through the Community Safety Partnership, we aim to protect the most vulnerable people in our community.

Our recycling levels have reached 51%. Maidstone has areas of poor air quality due to high concentrations of nitrogen dioxide associated with road traffic and has designated the urban area of the borough as an Air Quality Management Zone.

### **We want:**

People to feel safe in the borough and experience an attractive, clean and safe environment.

### **We will commit to:**

- Investing to improve street infrastructure and the efficiency of cleansing services in accordance with our medium term financial strategy
- Delivering the Waste and Recycling Strategy
- Delivering the Community Safety Plan 2017-18
- Delivering the Low Emissions Strategy

## Encouraging Good Health and Wellbeing

Deprivation in the borough is lower than average, however 15.2% (4,455) of children (under 16 years old) in Maidstone live in poverty. There is a difference in life expectancy of men and women; women are expected to live 3 years longer than men and there is a 11 year gap between the ward with the highest life expectancy and the one with the lowest life expectancy

### **We want:**

- To address the social determinants of health through our role in services like Housing, Environmental Health and Community Development and our provider role in terms of leisure activities
- To improve health outcomes for residents and reduce health inequality

### **We will commit to:**

- Delivering our Housing Strategy
- Delivering our Health and Wellbeing Action Plan
- Adopting and delivering our Parks and Open spaces 10 year strategic plan



## Respecting the Character and Heritage of our Borough

Maidstone is a largely rural borough with high quality landscapes, countryside and urban green spaces and associated rich bio-diversity. Our borough has many attractive and protected buildings and we want these to remain in place for future generations. Our focus on economic prosperity embraces the need to protect and enhance these features so that the borough remains a great place to live, work and visit.

### **We want:**

- Thriving and resilient urban and rural communities
- To continue to listen to our communities
- To continue to respect our heritage and natural environment
- To continue to devolve services where we can and work with Kent County Council to do the same

### **We will commit to:**

- Delivering the Local Plan
- Delivering the Green and Blue Infrastructure Strategy
- Adopting and delivering our Parks and Open Spaces 10 year strategic plan
- Delivering and honouring our Parish Charter
- Working with our Parishes and Communities on the design of their neighbourhoods

## Ensuring there are Good Leisure and Cultural Attractions

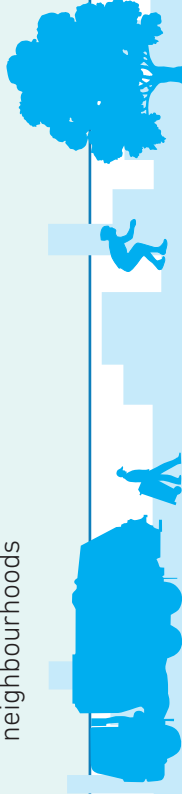
There is always something to see or do in our borough reflecting the wide variety of venues, facilities and good quality public spaces. This not only enhances quality of life for Maidstone residents but also contributes significantly to the local economy. Our population is increasing at the highest rate in Kent. We are also growing as a destination for visitors and so our leisure and culture offer has continued importance for those living in and visiting the borough.

### **We want:**

Maidstone to have a leisure and cultural offer which attracts visitors and meets the needs of our residents.

### **We will commit to:**

- Delivering the Commercialisation Strategy which refers to a sustainable future for our parks
- Delivering the Destination Management Plan
- Delivering the Festival and Events Strategy
- Adopting and delivering the Museum's 20 year plan
- Adopting and delivering the Parks and Open Spaces 10 year Strategic Plan



## Regenerating the Town Centre

Maidstone has a thriving town centre benefiting from its role as the county town and has a diverse mix of residential, business, retail, cultural uses and public services. The changing economic environment has created challenges and the need for further investment in the town centre to meet the expectations of residents, businesses and visitors.

### **We want:**

To ensure we have a thriving and attractive town centre that values our heritage and is fit for the future.

### **We will commit to:**

- Delivering the Local Plan
- Delivering the Housing and Regeneration Strategy
- Delivering the Destination Management Plan

## Securing Improvements to the Transport Infrastructure for our Borough

Maidstone is strategically situated between London and the channel ports and is serviced by two motorway networks, the M20 and the M2, with rail connections to central London. We do however recognise that travelling in and around the borough by car during peak periods can be difficult due to congestion. The bus transport network serving Maidstone town is relatively strong whilst rural transport presents distinct challenges

### **We want:**

A sustainable transport network that meets the needs of residents, businesses and visitors.

### **We will commit to:**

- Delivering the Integrated Transport Strategy
- Delivering the Walking and Cycling Strategy





## A Home for Everyone

The supply of new affordable housing within the borough has been greater than in neighbouring authorities, although still less than historical levels. 139 new affordable homes were built in the borough in 2015/16. 13% of Maidstone households live in socially rented accommodation which is comparable to the rest of Kent.

### **We want:**

To have enough homes to meet our residents' long term needs, to include homes for affordable rent and affordable home ownership. These must be economically sustainable for all our residents.

### **We will commit to:**

- Delivering the Local Plan
- Delivering the Housing and Regeneration Strategy
- Delivering the Housing Strategy
- Delivering the Temporary Accommodation Strategy

## Range of Employment Skills and Opportunities Across the Borough

There were 83,200 people employed in the Maidstone economy in 2015/16 with a high proportion in the public sector, reflecting the town's status as Kent's County Town and administrative capital. There were 7,080 registered businesses in Maidstone in 2016, equivalent to 43 businesses per 1,000 population, compared to 39 for England and above average rate of self-employment

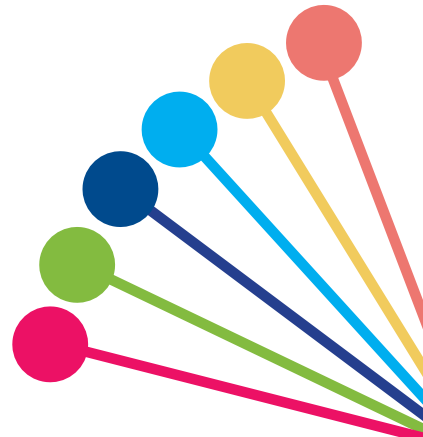
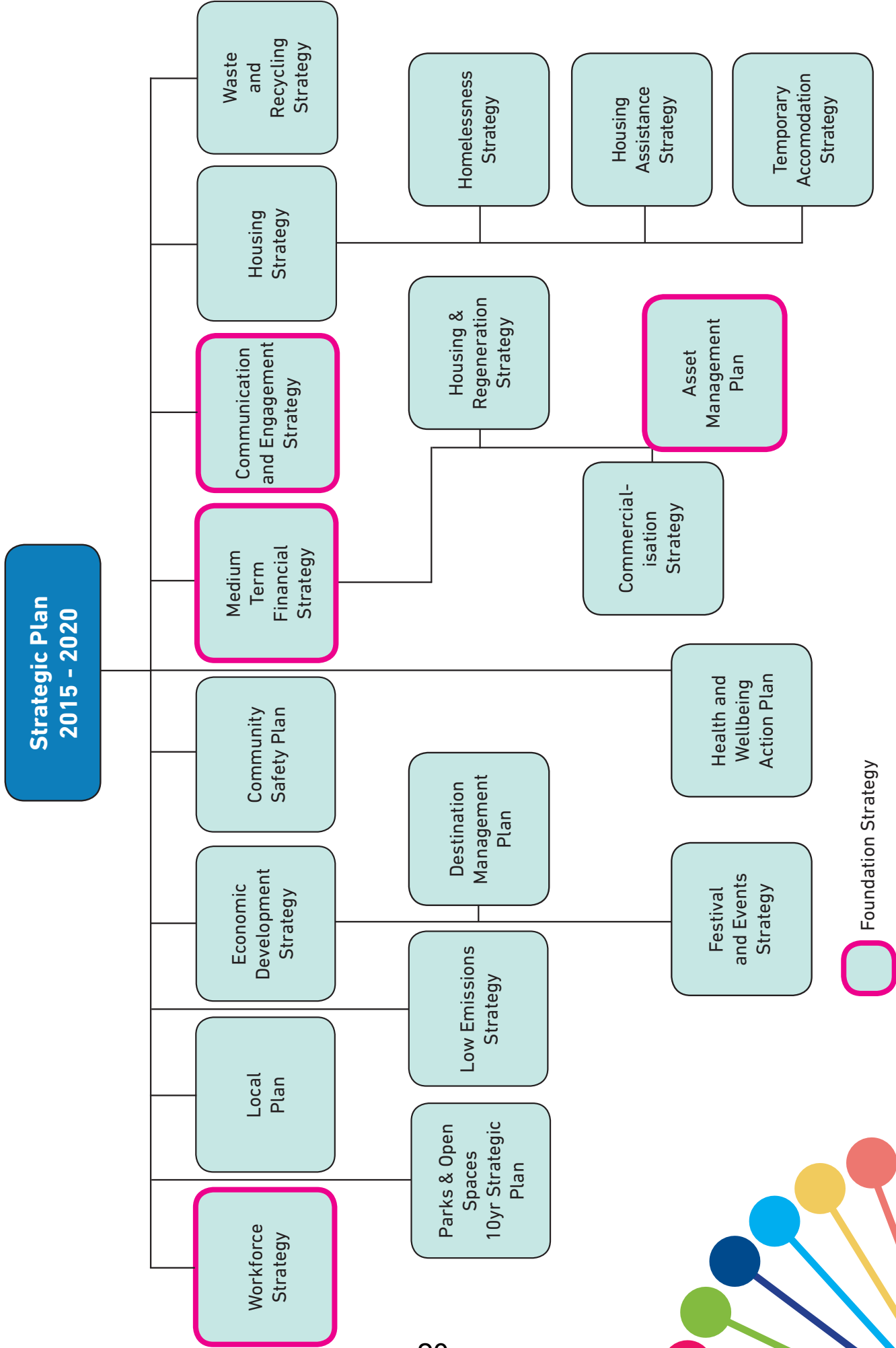
### **We want:**

To meet the skills needs of our residents and employers, supporting existing businesses and attracting new ones.

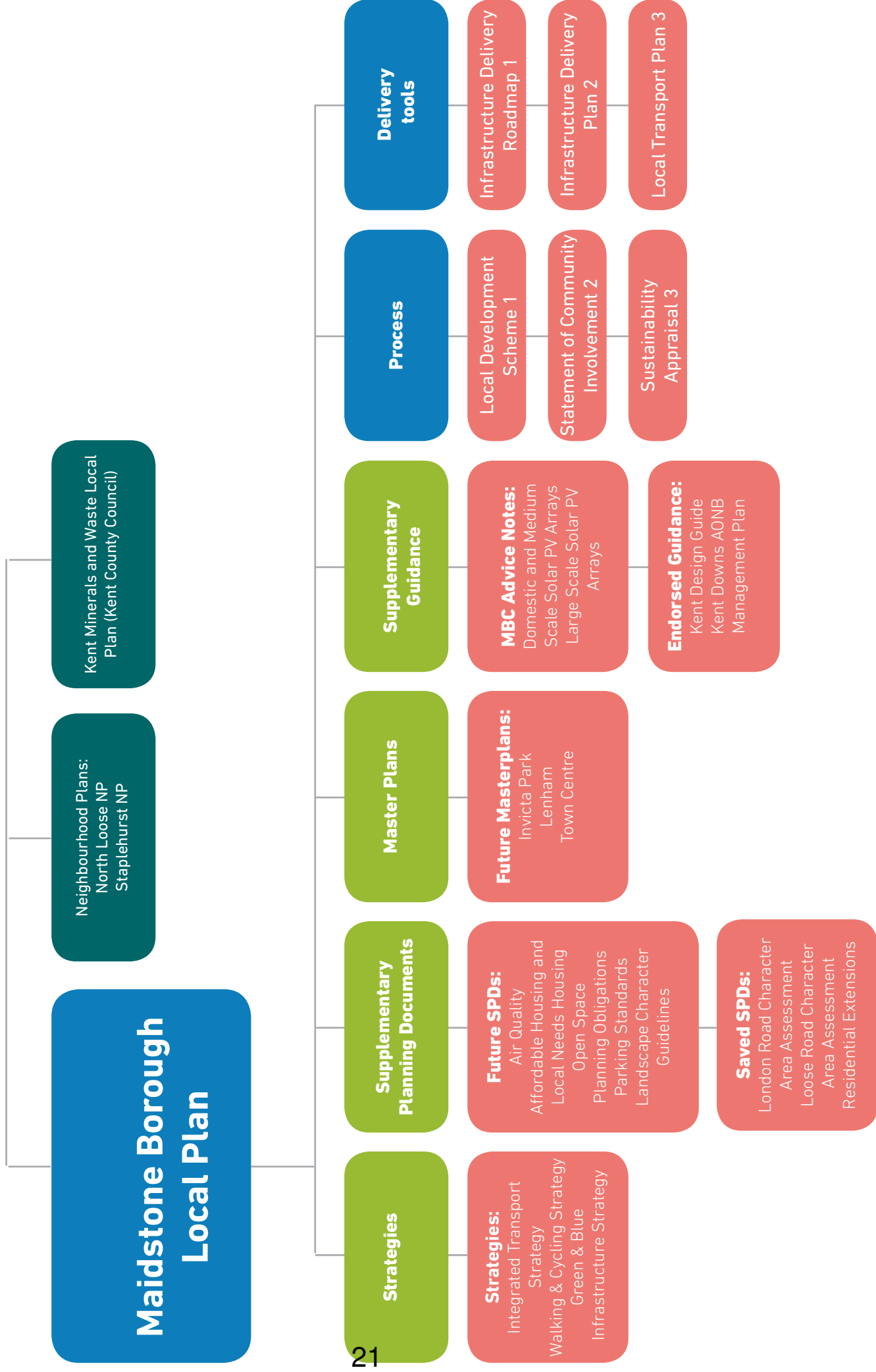
### **We will commit to:**

- Delivering our Economic Development Strategy
- Working with businesses to support them to grow and develop

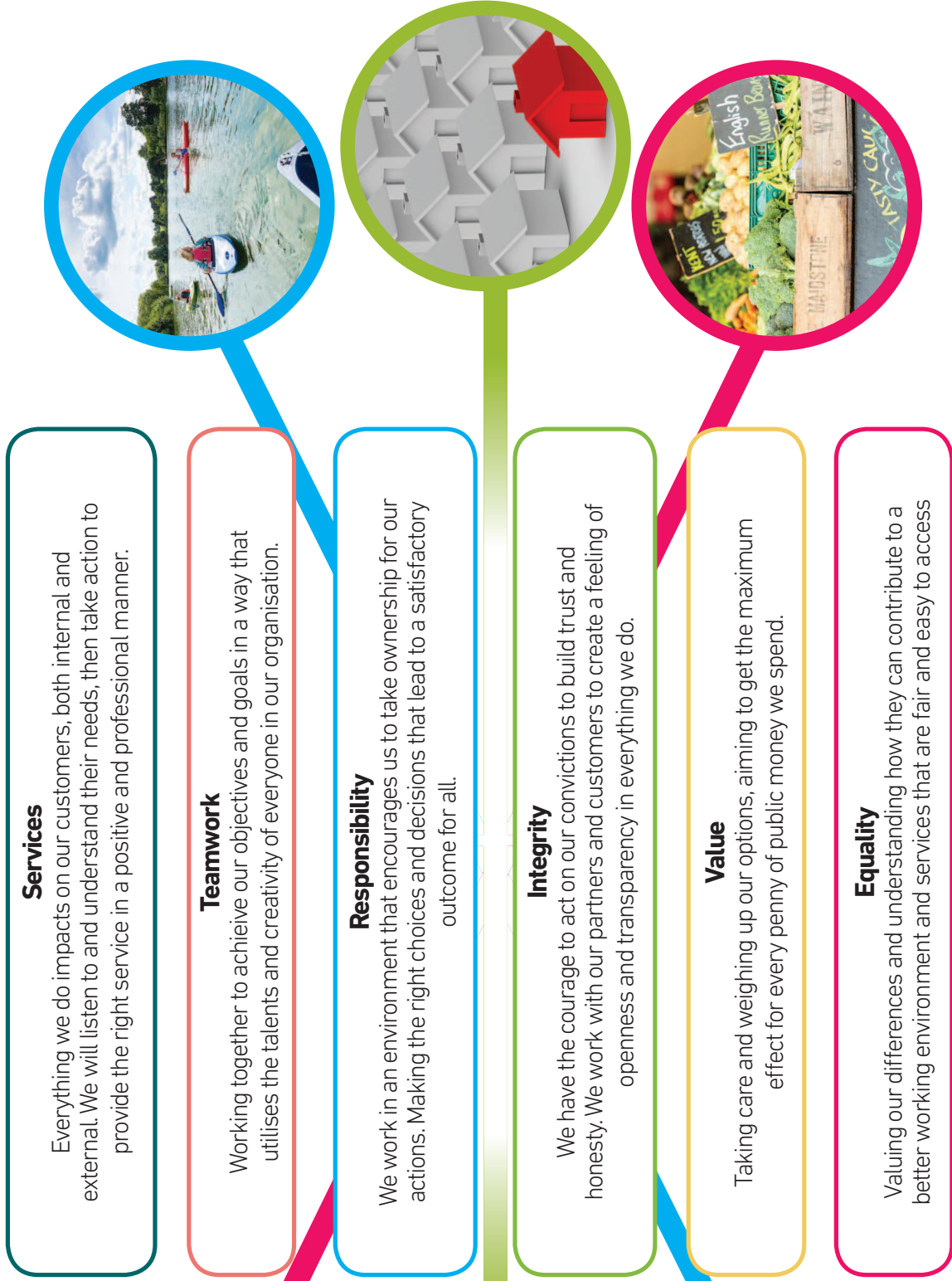




# Maidstone Local Plan Flow Chart



# Our Values





# Agenda Item 12

## HERITAGE, CULTURE AND LEISURE COMMITTEE

4<sup>th</sup> April 2017

### Maidstone Museums Development – progress update

<b>Final Decision-Maker</b>	Heritage, Culture and Leisure Committee
<b>Lead Head of Service</b>	Head of Regeneration and Economic Development
<b>Lead Officer and Report Author</b>	Museum Director, Victoria Barlow
<b>Classification</b>	Public
<b>Wards affected</b>	All

#### **This report makes the following recommendations to this Committee:**

1. To note the contents of the report which provides an update on the museums capital programme, the emerging 20 Year Strategic Plan, Governance Review and the education programme.

#### **This report relates to the following corporate priorities:**

- Keeping Maidstone Borough an attractive place for all – Ensuring there are good leisure and cultural attractions.
- Securing a successful economy for Maidstone Borough – Enhancing the appeal of the town centre for everyone and respecting the character and heritage of our Borough.

#### **Timetable**

<b>Meeting</b>	<b>Date</b>
(Heritage, Culture & Leisure Committee)	4 April 2017

## Maidstone Museums Development – progress update

### 1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 This report is intended to update members on current progress within the museums service on four major areas of work: capital programme, 20 Year Strategic Plan, Governance review and the education programme.
  - 1.2 Maidstone Museum 20 Year Strategic Plan refers to the work to create a sustainable and high quality museum service by 2036.
  - 1.3 The Museum may refer to either the Maidstone Museum and Queens Own West Kent Regiment Museum or the Tyrwhitt Drake Carriage Museum or all three museums together.
  - 1.4 The development areas include gallery refurbishment; capital works to improve access around the buildings, the work of the Strategic Board in developing a 20 Year Plan, a review of museum governance arrangements and the education programme run out of the museum.
- 

### 2. INTRODUCTION AND BACKGROUND

#### 2.1 20 Year Plan

- 2.1.1 A new strategic board has been established and tasked with steering the museum's development and 20 Year Strategic Plan. The Board is made up of individuals representing various bodies and bringing a range of skills:
  - Paul Hudson (Chair) - Former Chairman South East Committee Heritage Lottery Fund and Kent Ambassador
  - Cllr Fran Wilson – Leader Maidstone Borough Council
  - Cllr David Pickett – Chair HCL committee
  - Mark Baker –Chair Maidstone Museum Foundation
  - Lucy Keeley – Arts and regeneration officer, Kent County Council
  - Joanna Low – Kent and Medway Museums Development Officer
  - Michael Cooke – Relationship Manager Museums, Arts Council England
  - Emma Liddiard- CEO Global Media and Kent Ambassador
- 2.1.2 A plan covering the vision for 2036 and the steps necessary to have created a sustainable, thriving museum service is currently being developed with the strategic board. The plan will set out the vision and current position of the museum then the steps needed to take it from the current position to the vision. This will need action in 3 particular areas; financial sustainability, governance and working with audiences and our community.
- 2.1.3 A draft vision for the museum 20 Year Strategic Plan has been written:

*In 2036 Maidstone Museums will be a vibrant and active service regularly used by many members of the local community and visitors from further*

*afield, which engenders a feeling of ownership and pride among local people.*

*One of the first differences you will notice will be the number of people coming to the building to have fun in non-traditionally museum ways. They might be using the café, taking part in a drawing workshop or attending a birthday party. They may be joining the exercise class in the library, the discussion group in the art gallery or browsing the shop for gifts they can't find elsewhere in Maidstone. They may be taking part in an early morning 'quiet' show for people with autism. They may be a couple of teenagers waiting to be collected after school and finding a space where they feel safe but not fussed over. It is vital that the museums lose their image of being places to visit with school or with bored grandchildren and instead become a community hub where people feel at home but open to new ideas, challenges or debate.*

*The stories told by displays and exhibitions will be exciting, modern and created with societies and members of the community. The question we will ask of people in planning our displays is "What do you want to feel, think, do?" The exhibitions will tell interesting, diverse and challenging stories in exciting and interactive ways. Partners in curation will be chosen for specialist knowledge or experience (e.g. Kent Association for the Blind, Maidstone Nepalese Community, Kent Archaeological Society etc.) or purely because they are interested in taking part as individuals. The museum will be less reliant on temporary exhibitions to bring repeat visits as the permanent displays will be change more often and will be flexible with less built-in set construction and cases and better use of movable and temporary displays. Interpretation will be carried out in ways other than wall-mounted panels. These could include the 2036 iteration of digital solutions such as apps or audio-guides which it is impossible to define now but would also include interaction with volunteer gallery guides who may be costumed but who can deliver information in a much more tailored way for visitors.*

*The museum may or may not charge for entry or for particular exhibitions but the quality of these exhibitions will mean that any charge will be justifiable. Temporary exhibitions will be suggested and created by public or groups working with our staff to provide a programme which highlights the museums' collections as well as reflecting multiple voices and previously unheard stories.*

*The museum's learning programme for schools will continue to provide an excellent service. A teacher advisory panel will help guide development of new materials and reactions to inevitable curriculum changes. In the informal learning area, a wide range of events will take place at various times of the day. Some of these are small and easy to create (e.g. 5 minute gallery talks by volunteers) others such as the annual Family Fun Day or Night at the Museum event will require significant sponsorship and fundraising efforts by Maidstone Museum Foundation and museum staff together.*

*Events will be carefully thought through to attract specific audiences and may take place in one of the museum buildings or elsewhere in the*



*borough such as village halls, libraries or in the street (weather permitting!) Again, a vital part of the museums development is to move beyond the walls of the museum buildings into those parts of our community and borough where people not currently visiting are found or would be comfortable to go. Working with partners from an early stage means that where external funding is being sought, the costs of these events can be built in.*

*The museums' collections will remain at the heart of what we do but we will know more about them and be able to share that with audiences both in the museum and via digital platforms. Access to more of our collections will be our over-riding goal. Having carried out a review of the collections we hold, we will understand where we have duplication and gaps. This will allow us to rationalise any unwanted items in an ethical and considered way. Collections not owned or held in trust by the museum are likely to have been returned to owners or have an agreed service level agreement in return for some form of 'box fee' which will help to provide collections care and management . A programme of contemporary collecting will be in place with people encouraged to suggest items to collect. These will form the basis of small temporary displays looking at current issues and 'hot topics' reacting to current thinking rather than our usual, more considered, long-term view. We will have explored issues around long term storage of items, especially bulk archaeology and large objects and a sustainable future for the carriage museum will have been found. The museums' collections centre (possibly shared with another authority) will provide storage facilities of the highest quality alongside workshops, educational spaces and public access. This will help to engage our audiences in understanding the care and research of collections as well as making more of the collection visible.*

*As well as community partnerships in the form of volunteering programmes, joint projects and co-production of museum content, we will continue to build more formal connections with local societies and organisations, individual researchers, academics , university departments and other museums through specialist subject networks (SSNs) which allow us access to expertise not held by those on staff. Museum staff will increasingly need knowledge of non-traditional areas such as fundraising, working with hard to reach audiences and creating networks.*

*The organisation running the museum will no doubt be under-pressure to find more money each year but the ability of the museums to generate income and pay for itself will have grown and the solution chosen after the 2017 review will have allowed a more sustainable funding model to develop.*

*By 2036, the museums will have tried many new things, made several mistakes and abandoned some long-cherished practices but will be a better, more exciting and worthwhile part of our borough and community.*

- 2.1.4 Financial sustainability means that the museum will be able to secure a diverse range of funding streams and reduce its reliance on funding from Maidstone Borough Council. This will involve developing the means to improve income generation and lowering costs but will also need to

explore the options for longer term funding, securing endowments and other regular sources of support.

- 2.1.5 Work on governance options for the museum is already underway and more detail is given below.
- 2.1.6 Development of new audiences is vital if the museum is to achieve its core function of reflecting the history, culture and society of the Borough of Maidstone. The increase in housing and population will mean even more local residents who could benefit from our services in future. The vision for the museum's future specifically targets both use of the building and collections to create a community hub at the heart of Maidstone Town Centre. Activities beyond the bricks and mortar of the museum will create a presence in the towns and communities which make up the rest of the borough. This will increasingly mean working in partnership with and handing greater control to partners and members of the public, challenging the traditional museum role as the authoritative voice in displays and exhibitions.

## **2.2 Governance Review**

- 2.2.1 At the end of 2016, Julie Cole of JMC Consultants was appointed to carry out a review of current and potential governance models for the museum as per the following brief:

*To undertake a governance review across all organisations associated with Maidstone Museum, that:*

- a. Explores a wide range of options to streamline the governance structure*
- b. Considers impact on resources, financial investment and longer term sustainability and resilience.*

- 2.2.2 The review will cover a range of options and explore the benefits and disadvantages of different models of governance (Local Authority control, Charitable Trust, Community Interest Organisation etc.). It will then make recommendations based on this appraisal of the different options bearing in mind not only potential financial savings but also future sustainability, resilience and museum success criteria.
- 2.2.3 It was anticipated that an options paper would be available by April 2017. However, it has quickly become apparent that there are several issues around the charitable trusts which have a major stake-holding interest in the museum and in particular the ownership/guardianship of collections and the relationship between charities if the museum was to transfer to, for example, a Trust model.
- 2.2.4 Julie Cole has met with several of these trusts for initial discussions and is scheduled to meet the rest as soon as possible. It is anticipated that the final report will be brought to committee for a decision in July 2017.

## 2.3 **Capital Works**

2.3.1 In January 2016, Heritage, Leisure and Culture Committee approved the allocation of a capital budget of £639k to facilitate the most efficient running of the museum and maximise the potential for income generation.

2.3.2 The capital projects identified for 2016-18 address immediate concerns. These are shown in Table 1 below.

<b>Table 1 Project</b>	<b>Planned Capital Expenditure 2016-2018 Programme detail</b>	<b>Total cost (000)</b>	<b>MBC</b>	<b>External funding (000)</b>	<b>Project lead and progress.</b>
Egyptian Gallery to Ancient Civilisations Gallery	Refurb of Egyptian Gallery into Ancient Civilisations Gallery taking advantage of necessary building works for damp (already programmed) to improve a tired and shabby gallery.	200	10	HLF up to £79k, MMF fund-raising £90k, £20 TBC	<b>Lyn Palmer (Public Programming manager) supported by Project Manager Lewis Small</b> Designer appointed and final concepts due w/c 27 <sup>th</sup> March. Old gallery cleared and fixtures removed. Damp works begin wc 27th March and are being carried out under the auspices of Property Services.
	Upgrade Old Education room (to modern classroom 25m sq). Also providing additional space for children's parties to meet demand - current usable space fully booked.	30	30		
	Install a lift to provide full access to 3 galleries which are difficult/impossible to access for families with buggies and wheelchair users.	100	100		
Adapt/upgrade old reception desk	Enables a second workstation for Visitor Experience Officers + wayfinding in the west wing for customers. Improves security	10	10		<b>Annabelle Pearsall</b> (Visitor Services and Operations Manager) The new desk space has been identified, designed and is currently in production. New flooring will be laid and the area decorated. This second workstation will allow us to operate a dedicated Tourist Information point.
	Move CCTV system from 1st floor to old reception area. Equipment malfunctioning due to overheating in current space. VSA time unproductive due to monitoring equipment and not able to carry out any other duties.	20	20		
External Improvements	Mark bays to side of museum for efficiency/deliveries/disabled access space and to better manage non-museum cars parking across fire exits.	3	3		<b>Annabelle Pearsall</b> (Visitor Services and Operations Manager)  Work completed.
Replace electrical distribution boards and upgrade wiring	Existing wired fuses to be replaced with RCBs. Upgrade existing wiring to comply with current standards.	60	60		<b>Tom Hayes</b> (MBC Property Manager)  Not completed
		428	238	169	

- 2.3.3 In 2015, the need for extensive damp works in the museum's cloister gallery, which housed the Egyptian, ceramics and toys collections, was identified by MBC Property Services. The work will require the moving out of collections and cases and significant work to wall surfaces and flooring.
- 2.3.4 As part of the planning for this work, various options were considered for the post-works gallery. In 2016 a bid was made to Heritage Lottery Fund for £78,700 funding to create a new gallery of Egyptian and Greek life and death. An additional £36,000 was allotted from the museum's capital works fund and fundraising by the Maidstone Museum Foundation secured another £39,400.
- 2.3.5 A lift from the ground floor to the raised cloisters gallery will provide hitherto unavailable access for wheelchair users and others with mobility issues. Additionally staff are currently working to upgrade this to an external lift reaching two storeys. This would make an additional two galleries fully accessible at something less than an extra third of the cost. Advice has been sought from MBC Planning Services to provide a design that satisfies their criteria for such an important historic building although the final decision will be made at Planning Committee in April or May 2017.
- 2.3.6 Work has begun with HKD, exhibition designers, on the layout and look of the gallery. The brief to designers stresses a dramatic, family-friendly approach which carries lightly the intellectual rigour of the gallery. Research into the museum's collections has been carried out in collaboration with universities and museums in Britain, Canada and Egypt.
- 2.3.7 Perhaps the most significant work has been done on the museum's mummy. Previously supposed to be a teenage girl called Ta Kesh, work with Kent Institute of Medicine and Surgery CT scanning team revealed a more mature woman called Ta-Kush. Research into the writing on her coffin revealed a mixed Egyptian and Kushite (Sudanese) heritage.
- 2.3.8 The most surprising find of the project also involved one of the museum's animal mummies. A scan of a hawk revealed that actually the 'bird' was in fact a miscarried human foetus. Work is continuing to ensure both human mummies are treated ethically in any new displays. The gallery is due to open in September 2017 with a public soft launch to be followed by an official opening.
- 2.3.9 Work is underway on improvements to the 'old reception' area to create a dedicated Visitor Information Centre (VIC) point. This work has been delayed as initial designs came in at a price well beyond the budget available. The project has been re-defined to give a similar outcome with fewer bespoke fixtures and fittings. The new area will offer a dedicated Visitor Info enquiry point, access to on-line information and bookings for events etc. An improved enquiry desk will be provided to replace an existing one which is shabby, badly located and a poor use of floor space. The new desk will provide the opportunity for racks of marketing materials for local attractions as well as places farther away, tourism retail (such as British/Kent themed items rather than the Maidstone items stocked in the main shop) and a seating area will allow visitors to browse the material

on-site and take advice from museum/VIC staff. The new Visitor Information point is due to be in operation by June 2017.

2.3.10 A second phase of the capital programme will reflect the ambition of this 20 Year Strategic Plan, these Are shown in Table 2 below. These works are key to fully realising the museums potential and to addressing larger concerns with the buildings. Projects within this section address DDA issues, heating and environment in the central and west wing of the building, the need to consider position of the café, visitor flow and redisplay of the galleries. Some of these projects will require additional fundraising to make them a reality. This programme will not be confirmed until the governance review has been completed.

**Table 2:**

Potential capital Projects to be considered as part of 20 Year strategic plan.	Programme detail	Est. costs (£000)
<b>External</b>		
Improve visibility of museum entrance from street (signage/lighting/public art)	Improve footfall & customer satisfaction	25
<b>Café</b>		
Godiva Courtyard extension to house a purpose built café (40m sq)	Improved café offer. Park location gives USP and attracts customers from park/station	100
Refit existing café as temporary exhibition space (Current Café 40 m sq)	Better space for hosting and managing paid for exhibitions. Enables easy access in and out & can be closed without detriment to the rest of the museum	30
<b>Galleries</b>		
Improved acoustics and lighting to Brenchley Room	Subject to advice from acoustics and lighting consultant	20
Refit medieval gallery as a collections store & improve access (85m sq)	Improved storage / better access / easier access for staff	100
Swap Japanese gallery with small temp exhibition space	Enables outstanding collection to be viewed during paid for exhibitions and during exhibition change (145m sq) Assume no major alterations or replacement. Allow for redecorations, making good . Estimates for replacement of cases or display units to be provided by Museum.	30
Withdrawing room floor	The existing sprung floor causes objects to move in display cases and presents challenges for visitors with mobility issues.	20
<b>General</b>		
Humidity works in vic cellar, upper and lower stores.	To care for the collections	100
Improve museum IT to enable secure storage for collections databases (IT already involved - requires improved connection with Maidstone House)	Issues with the current system mean that collections database isn't always backed up, risking loss of digital database	TBA
Install daytime case alarm system (SECOM indicated £1100 for panel and 10 case alarms with £500 for each additional 10 Units - Sam to confirm number)	No need for patrolling of galleries for security. Assumed to be an extension of the existing intruder alarm system.	25
Upgrade security of temporary exhibitions space to meet government indemnity standards	Save staff time and money for temporary insurance cover for incoming loans	1
Re-lamp East wing with LED		10
External redecorations and repairs	£70k approximately every 5 years - allow x 4	70
		<b>531</b>

## **2.4 Education Programme**

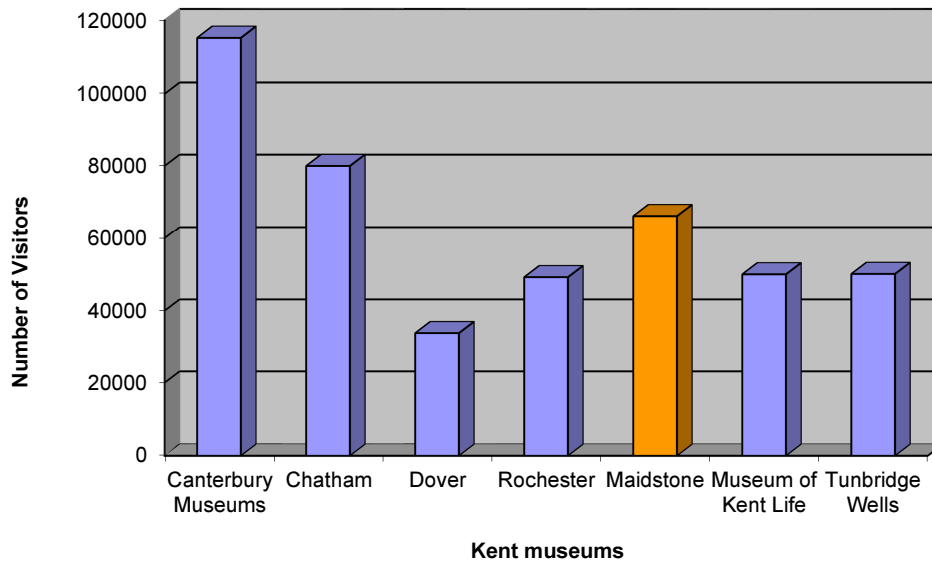
- 2.4.1 For the last 5 years and continuing in 2017, the museum's learning and schools service has been partly funded by the Arts Council and Department for Education through their Museums and Schools programme. In 2017 a grant of £77,000 will support the employment of casual learning assistants, who deliver paid for sessions at the museum on a variety of topics for schools across Kent. This grant is awarded to support the work of the museum's two person learning team and is a clear example of where investment by the local authority has been a successful lever to external funding. In total, over the last six (2012/13 to 2016/17) years of the scheme, £595,000 has been invested by the Arts Council as part of Museums and Schools.
- 2.4.2 In 2016/17 alone, 6,300 individual pupils made at least one visit to the museum. Visits by schoolchildren now account for 12% of all visitors.
- 2.4.3 An extensive programme of activities aimed at families with children takes place in school holidays. A regular, repeat audience has been built up for these and sessions are often fully booked. Easter holiday sessions upcoming include making animal puppets and spring baskets while the May half term sees a week of activities linked to our temporary exhibition, *Japan: A floating world in print*.

## **2.5 Visitors and audiences**

- 2.5.1 Visitor numbers steadily declined through the last two decades of the 20<sup>th</sup> century, reaching a low of 34,000 in 1999/2000. Since then, and in particular since the opening of the East Wing in 2012, numbers have risen, with a spike in 2015 due to the popularity of the summer exhibition, 'Lego'. In 2016/17 nearly 180,000 visitors were welcomed.
- 2.5.2 A comparison of visitor numbers in 2011/12 with the other major museums in Kent, Table 3 below, suggests that in-person visits to Maidstone Museum are relatively high. Tunbridge Wells Museum and the Guildhall Museum, Rochester are the museums most comparable to Maidstone Museum (local authority controlled, no admission charges, general collections, town-centre locations). Both receive fewer in-person visits than Maidstone Museum. Canterbury's museums and the Historic Dockyard in Chatham benefit from significantly higher tourist traffic than Maidstone and would therefore be expected to attract more visitors.

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### **Table 3:**



## 2.6 Events and Exhibitions

2.6.1 The museum runs a programme of temporary exhibitions and events throughout the year. These not only act as an attraction and source of income but also enable us to give public access to more of our collections than are on permanent display.

2.6.2 Exhibitions in the past year have included *Woman of Genius*- celebrating female artists, *Treasures from Trash* – recycling and reuse of found materials, *Coming Home*- an in-house exhibition focussing on the First World War experience of Maidstone people on the western and Home Fronts and *Now and Then* – a retrospective of the works of Kent artist Graham Clarke. The range of exhibitions is designed to appeal to different audiences at different times of the year and is planned 18 months to 2 years in advance.

2.6.3 In addition to children’s holiday craft activities, two events a month are provided for an adult audience. Museum Lates are held on the last Thursday of each month and are aimed at 18-30 year olds but do attract a wider audience. These have been running for two years and now have become an established event in the local calendar. The Lates allow people to explore the museum after work and usually feature a talk or tours based on museum collections but have also featured film, food and cocktails. The second event each month is generally either a lecture, craft session or other activity. Recent examples have featured the Carriage Museum Study Day, printmaking, and talks about the First World War and Seaweed!

2.6.4 Café Culture is a monthly free event for over 60s and aimed at reducing the risk of alienation of older people. Over a cup of tea or coffee from our café, participants come together to chat and explore objects from the museum’s collections. Originally funded as part of a UCL and Arts and Humanities Research Council project, Café Culture received £1,000 sponsorship from Golding Homes to continue after the main scheme. It regularly attracts 20+ attendees.

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## 3. AVAILABLE OPTIONS

3.1 This report is an information update only.



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#### 4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

4.1 None

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#### 5. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

5.1 None

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

6.1 None

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#### 7. CROSS-CUTTING ISSUES AND IMPLICATIONS

<b>Issue</b>	<b>Implications</b>	<b>Sign-off</b>
<b>Impact on Corporate Priorities</b>	This work contributes to the priority 'Keeping Maidstone Borough an attractive place for all'.  This work contributes to 'Securing a successful economy for Maidstone Borough'	Head of Regeneration and Economic Development
<b>Risk Management</b>	Risks will be managed through the individual projects and the risk management register.	
<b>Financial</b>	The capital works form part of the Council's capital budget strategy.	Head of Regeneration and Economic Development
<b>Staffing</b>	None. The projects are being delivered by the Museums team	Head of Regeneration and Economic Development
<b>Legal</b>	N/A	
<b>Equality Impact Needs Assessment</b>	A full accessibility audit has been carried out for the museum. The capital programme seeks to address some of the needs identified.	Head of Regeneration and Economic Development

<b>Environmental/Sustainable Development</b>	N/A	
<b>Community Safety</b>	N/A	
<b>Human Rights Act</b>	N/A	
<b>Procurement</b>	Works are being procured using the Councils Contract Standing Orders.	
<b>Asset Management</b>	N/A	

**8. REPORT APPENDICES**

None

**9. BACKGROUND PAPERS**

None

## Heritage Culture and Leisure Committee

**4<sup>th</sup> April 2017**

Is the final decision on the recommendations in this report to be made at this meeting?

**Yes**

### Disposal of Land at Richmond Way, South Ward

<b>Final Decision-Maker</b>	HCL Committee
<b>Lead Head of Service</b>	Head of Regeneration and Economic Development
<b>Lead Officer and Report Author</b>	Jason Taylor, Parks and Leisure Manager
<b>Classification</b>	Public
<b>Wards affected</b>	South Ward

**This report makes the following recommendations to this Committee:**

1. That the Committee considers declaring the open space at Richmond Way, outlined in red on the attached plan in **Appendix I**, as surplus to operational requirements.
2. If it is considered appropriate to designate the land in Richmond Way as surplus to operational requirements, that the committee authorises the placing of a Public Notice pursuant of Section 123 of the Local Government Act 1972.

**This report relates to the following corporate priorities:**

- Keeping Maidstone Borough an attractive place for all – This would allow North Loose Residents Association to be responsible for this green space in its area.

**Timetable**

<b>Meeting</b>	<b>Date</b>
Heritage Culture and Leisure Committee	4 <sup>th</sup> April 2017
Policy and Resources Committee	If the option to declare this land as surplus to operational requirements is progressed then the final decision to dispose of the land would be passed to Policy and Resources Committee.

# Disposal of Land at Richmond Way, South Ward

## 1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 This report gives the Committee background information to enable them to take the decision on whether or not to declare the open space at Richmond Way as surplus to operational requirements.

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## 2. INTRODUCTION AND BACKGROUND

- 2.1 North Loose Residents Association (NLRA) and a number of Councillors have approached Officers to request that the open space at Richmond Way, as shown in **Appendix I**, be transferred to NLRA.
- 2.2 NLRA would like this land to enable them to control the green space within their local area.
- 2.3 The area of open space at Richmond Way is 2,043 square meters in size (approximately a third the size of a football pitch), it currently comprises grass, a number of recently planted trees and a metalled footpath.
- 2.4 The maintenance of the open space which consists primarily of grass cutting is currently done by Maidstone Borough Council (MBC).
- 2.5 If the site is deemed to be surplus to the operational requirements of Parks and Open Spaces, then it could be recommended to Policy and Resources Committee that a 99 year lease is given to NLRA for the site.
- 2.6 As shown in **Appendix I**, the land immediately to the South-West of the site has planning consent to build 62 houses. This development is included in the Maidstone Borough Local Plan February 2016 (Page 109, Policy H1 (24) Postley Road, Tovil).
- 2.7 Access to this development will be by what is currently a narrow track that runs along the south side of Richmond Way Open Space. There is a possibility that when the development is built out, a small strip of the open space will be required to allow a footpath to be built or for the road to be widened. It is hoped that this will not be the case but for this reason it is recommended that a six meter buffer strip is retained by MBC until after the residents have moved in to the new development, when a further lease of the additional land could be granted on the same terms. This proposed buffer strip is shown edged in blue in **Appendix I**.
- 2.8 **Appendix II** shows the location of Richmond Way in South Ward.

### **3. AVAILABLE OPTIONS**

- 3.1 The committee has the following options:
- 3.2 To declare Richmond Way Open Space, as outlined in red in Appendix I, as surplus to operational requirements, and authorise the placing of a Public Notice pursuant of Section 123 of the Local Government Act 1972. Any comments from the public notice will then be passed to Policy and Resources Committee, or the Chief Finance Officer under delegated authority if appropriate, to make the final decision on the disposal.
- 3.3 To not declare Richmond Way Open Space as surplus to operational requirements and for MBC to continue to maintain the open space in the future.
- 

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

- 4.1 This proposal is not supported by Officers:
- There is no rationale within the Council’s strategy and policies for concluding that the open space is surplus to requirements.
  - Notwithstanding the retention of the strip of land described at paragraph 2.7, the proposal may complicate the delivery of an important allocated site within our emerging Local Plan.
- 

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

- 5.1 Consultation will be through the publication of the Section 123 Notice.
- 

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

- 6.1 Following the placing of a public notice, pursuant with Section 123 of the Local Government Act 1972, the final decision on disposal of the land will be taken either by Policy and Resources Committee or the Chief Finance Officer under delegated authority if appropriate.
- 

### **7. CROSS-CUTTING ISSUES AND IMPLICATIONS**

<b>Issue</b>	<b>Implications</b>	<b>Sign-off</b>
<b>Impact on Corporate Priorities</b>	No Implication.	
<b>Risk Management</b>	No Implication.	

<b>Financial</b>	The cost of maintaining the open space is minimal so there would be no significant financial benefit from ceasing to do so.	Section 151 Officer & Finance Team
<b>Staffing</b>	No Implication.	
<b>Legal</b>	Legal will need to produce Lease and Licence documents	Team Leader Property and Regeneration
<b>Equality Impact Needs Assessment</b>	No Implication.	
<b>Environmental/Sustainable Development</b>	No Implication.	
<b>Community Safety</b>	No Implication.	
<b>Human Rights Act</b>	No Implication.	
<b>Procurement</b>	No Implication.	
<b>Asset Management</b>	This asset could be transferred to another organisation.	Parks and Leisure Manager

## 8. REPORT APPENDICES

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

- **Appendix I:** Plan of Richmond Way Open Space showing the proposed areas to be leased, the buffer strip and the housing development site.
- **Appendix II:** Richmond Way Open Space location

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## 9. BACKGROUND PAPERS

*No background papers.*

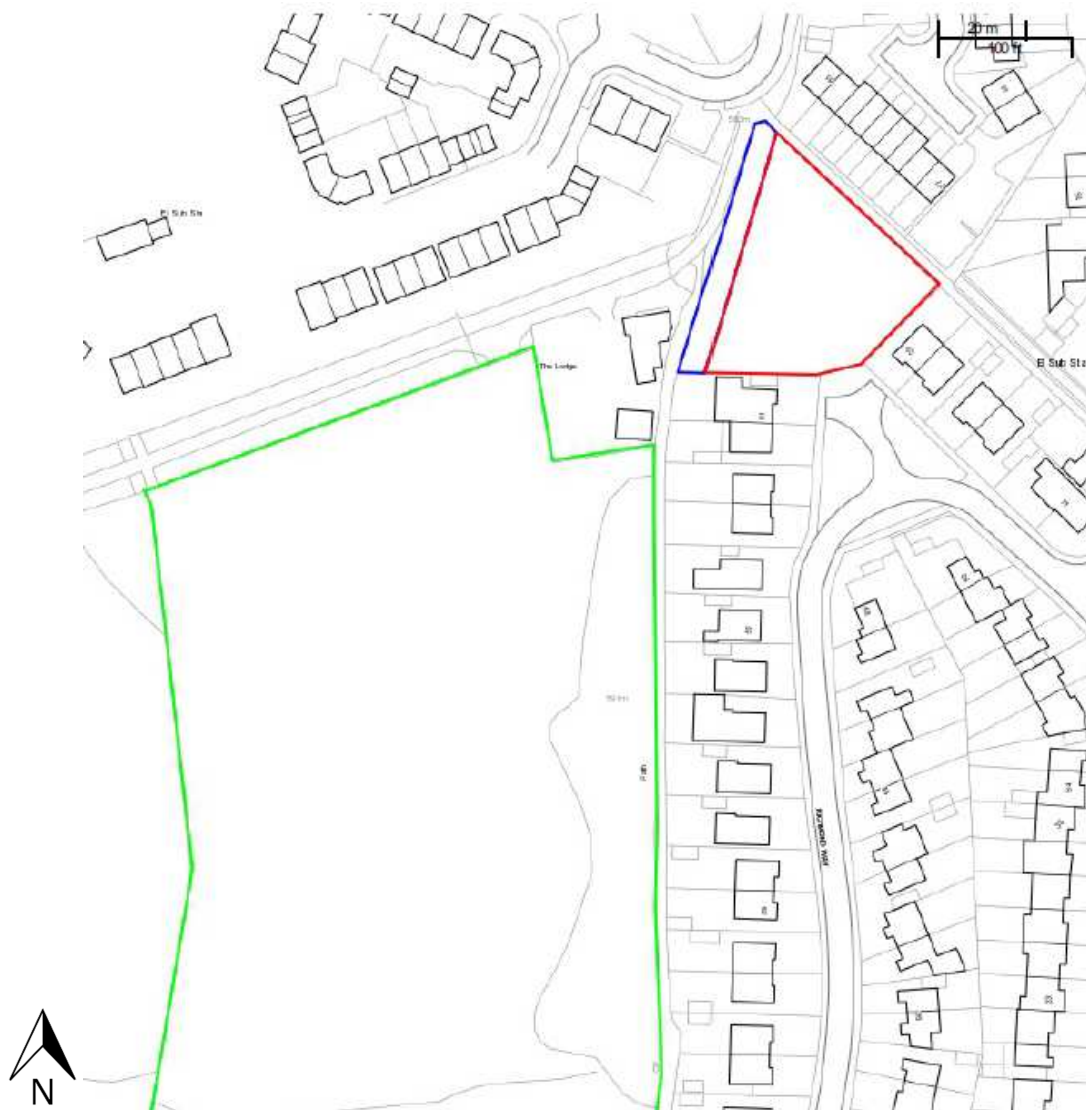
## APPENDIX I

### Disposal of Land at Richmond Way, South Ward.

The Land that if declared as surplus to operation requirements is proposed to initially be leased to North Loose Residents Association (NLRA) is shown in red.

The 6 meter buffer strip referred to in the report is shown in blue.

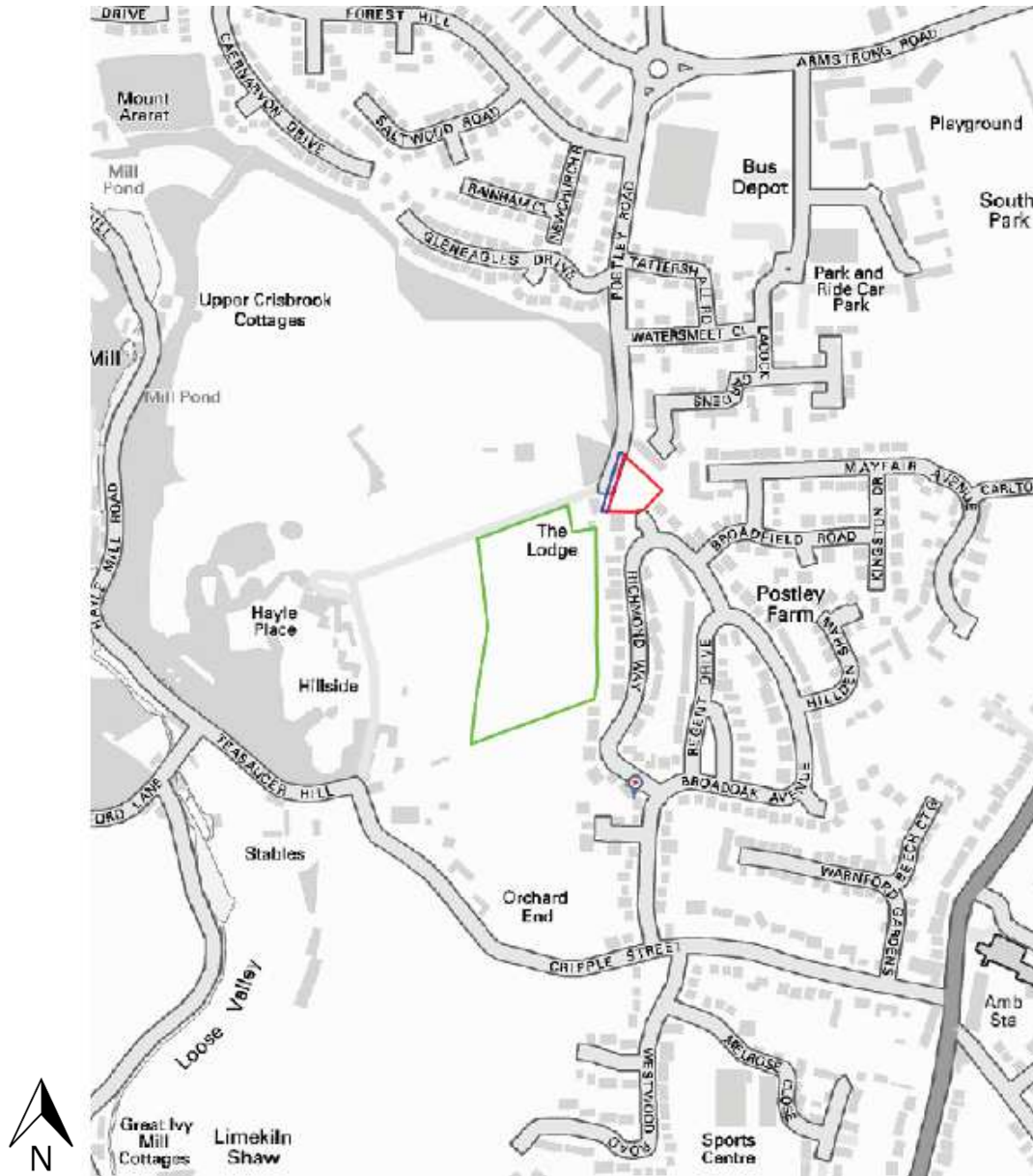
The land for development which is included in the Local Plan for 62 houses and has planning consent, to the south east of the site, is shown in green.



## APPENDIX II

### Disposal of Land at Richmond Way, South Ward.

A Map showing the location of Richmond Way Open Space in red.





<b>Heritage Culture and Leisure Committee</b>	<b>4<sup>th</sup> April 2017</b>
Is the final decision on the recommendations in this report to be made at this meeting?	<b>Yes</b>

**DISPOSAL OF LAND ADJACENT TO THE GALLAGHER STADIUM, NORTH WARD.**

<b>Final Decision-Maker</b>	HCL Committee
<b>Lead Head of Service</b>	Head of Regeneration and Economic Development
<b>Lead Officer and Report Author</b>	Jason Taylor, Parks and Leisure Manager
<b>Classification</b>	Public
<b>Wards affected</b>	North Ward

**This report makes the following recommendations to this Committee:**

1. That the Committee considers declaring the open space adjacent to the Gallagher Stadium as outlined in red on the attached plan in **Appendix I**, as surplus to operational requirements
  
2. If it is considered appropriate to designate the land adjacent to the Gallagher Stadium as surplus to operational requirements, that the Committee authorises the placing of a Public Notice pursuant of Section 123 of the Local Government Act 1972.

**This report relates to the following corporate priorities:**

- **Securing a successful economy for Maidstone Borough** – The football stadium regularly brings large numbers of football fans to the stadium. Many of these visitors will then go into the town, supporting the local economy.

<b>Timetable</b>	
<b>Meeting</b>	<b>Date</b>
Heritage Culture and Leisure Committee	4 <sup>th</sup> April 2017
Policy and Resources Committee	If the option to declare this land as surplus to operational requirements is progressed then the final decision to dispose of the land would be passed to Policy and Resources Committee.

# DISPOSAL OF LAND ADJACENT TO THE GALLAGHER STADIUM, NORTH WARD.

## 1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 This report provides the committee background information to enable them to take a decision on whether to declare a strip of land adjacent to the Gallagher Stadium surplus to operational requirements.

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## 2. INTRODUCTION AND BACKGROUND

- 2.1 Maidstone United Football Club ('the Club') has approached Officers to request that a strip of land, as shown in **Appendix I**, be transferred to the Club to enable it to be used as a foot path as part of a new pedestrian exit from the stadium.
- 2.2 The Club was promoted at the end of last season to the National Conference and as a result of this the Club has had to increase the capacity of the ground from 3,000 to at least 4,000.
- 2.3 The Club has done this by building a new North stand which increases the capacity of the Gallagher Stadium to 4,200.
- 2.4 To enable this stand to be safely accessed the Club has requested that the freehold title to this strip of land which is 2.3 meters wide is transferred to them for the construction a new footpath.
- 2.5 The strip of land is approximately 130m x 2.3m, with an additional 20 meters to connect the new footpath to the existing footpath. The total area will be approximately 330 square meters in total.
- 2.6 The land is currently consists of an informal grass path.
- 2.7 The disposal of the land would generate a capital receipt for the Council.
- 2.8 The Club have given the following details regarding the footpath:
  - 2.8.1 At the Southern end of the new footpath, it will be connected to the bottom end of the existing pedestrian ramp, providing connectivity to the towpath.
  - 2.8.2 In addition a gate and path from the existing car park will be constructed to improve spectator flow and provide alternative routes. This gate will only be opened on match days.
  - 2.8.3 The footpath will benefit from low UV lighting with independent, daylight sensing controls (only to be used on match days) as well as the introduction of Closed Circuit TV coverage at each end.
  - 2.8.4 The Club's ecologist (Dr Lee Brady) will maintain a watching brief during the construction of the footpath to ensure no harm comes to any animals which may stray into the footpath construction zone.

- 2.8.5 The Club would expect to take on responsibility for maintaining the newly constructed footpath.

Officers have met with representatives from the Club and their ecologist and it is clear that the introduction of this new footpath would have minimal impact on biodiversity in the area.

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### **3. AVAILABLE OPTIONS**

- 3.1 The committee has the following options:
- 3.2 To declare a 330 square meter strip of land adjacent to the Gallagher Stadium, outlined in red on Appendix I, as surplus to operational requirements, and authorise the placing of a Public Notice pursuant of Section 123 of the Local Government Act 1972. Any comments from the public notice will then be passed to Policy and Resources Committee, or the Chief Finance Officer under delegated authority if appropriate, to make the final decision on the disposal.
- 3.3 To not declare a 330 square meter strip of land adjacent to the Gallagher Stadium as surplus to operational requirements and for MBC to continue to maintain the open space in the future.

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

- 4.1 Declaring this land as surplus to operational requirement would enable the Club to better serve both their own, and visiting, fans.

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

- 5.1 Consultation will be through the publication of the Section 123 Notice.

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

- 6.1 Following the placing of a public notice, pursuant with Section 123 of the Local Government Act 1972, the final decision on disposal of the land will be taken either by Policy and Resources Committee or the Chief Finance Officer under delegated authority if appropriate.

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### **7. CROSS-CUTTING ISSUES AND IMPLICATIONS**

<b>Issue</b>	<b>Implications</b>	<b>Sign-off</b>
<b>Impact on Corporate Priorities</b>	No Implication.	

<b>Risk Management</b>	No Implication.	
<b>Financial</b>	If MBC no longer maintain the land there will be a very minimal saving. If the Council proceeds to dispose of the land there would be a capital receipt.	Section 151 Officer & Finance Team
<b>Staffing</b>	No Implication.	
<b>Legal</b>	To consider any objections to the s123 notice as part of any report to Policy and Resources Committee.	Team Leader, Property and Regeneration
<b>Equality Impact Needs Assessment</b>	No Implication.	
<b>Environmental/Sustainable Development</b>	No Implication.	
<b>Community Safety</b>	No Implication.	
<b>Human Rights Act</b>	No Implication.	
<b>Procurement</b>	No Implication.	
<b>Asset Management</b>	This asset will transfer to another organisation.	Parks and Leisure Manager

## 8. REPORT APPENDICES

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

- **Appendix I:** Plan showing 330 square meter strip of land adjacent to the Gallagher Stadium which the committee could decide to declare as surplus to operational requirements.

## 9. BACKGROUND PAPERS

*No background papers.*

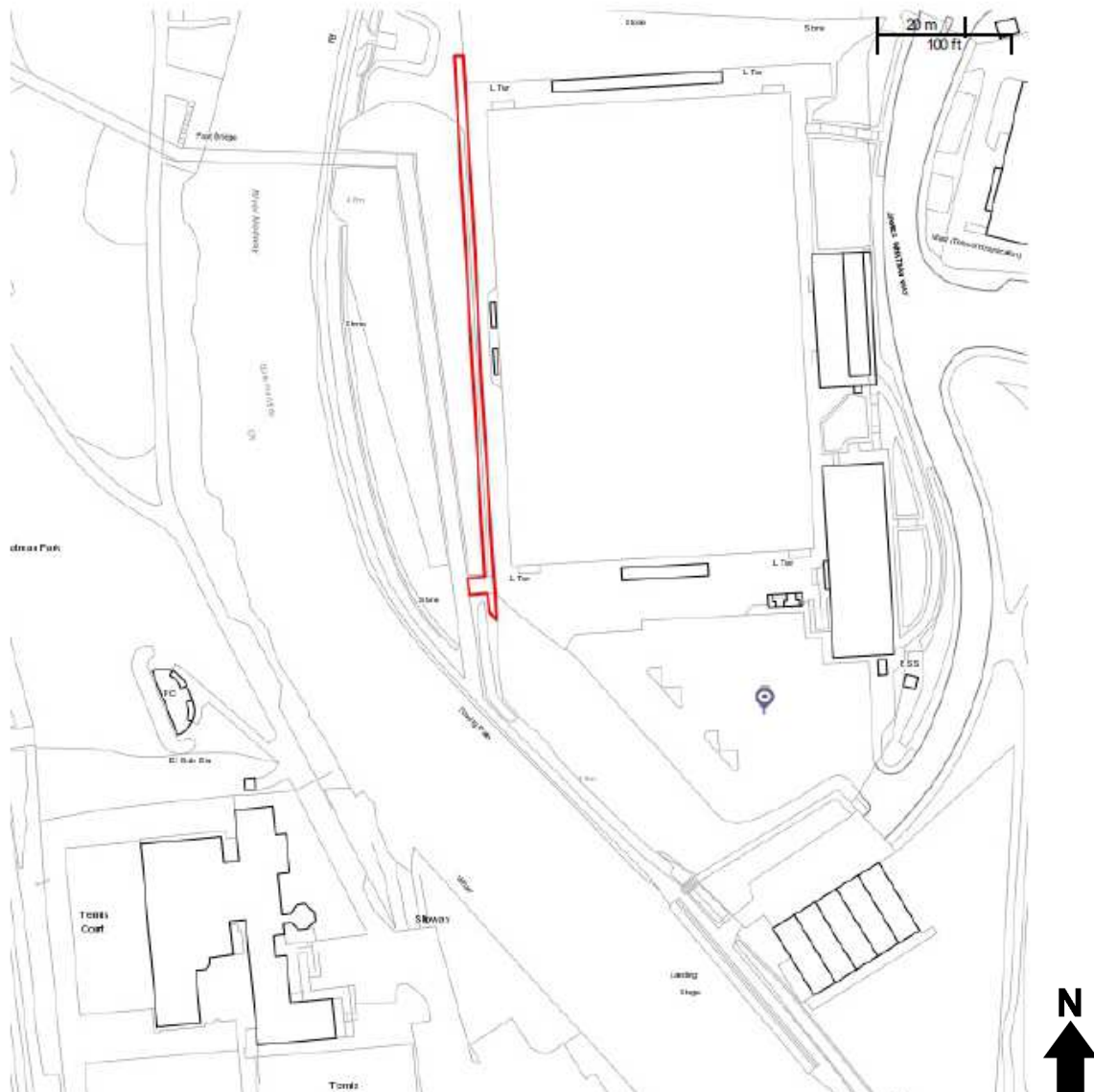
## APPENDIX I

### DISPOSAL OF LAND ADJACENT TO THE GALLAGHER STADIUM, NORTH WARD.

The area below edged in red is the area that it is suggested could be declared as surplus to operational requirements.

The Gallagher's Stadium is located on Whatman Way, Maidstone.

The area in question is approximately 13m X 2.3 m plus an area to connect to the existing foot path. The total area is approximately 330 square meters.



# Agenda Item 15

## Heritage, Culture and Leisure

4<sup>th</sup> April 2017

Is the final decision on the recommendations in this report to be made at this meeting?

**No**

### Phase 3 Public Realm

<b>Final Decision-Maker</b>	Policy and Resources Committee
<b>Lead Head of Service</b>	Head of Regeneration and Economic Development
<b>Lead Officer and Report Author</b>	Fran Wallis, Local Economy Project Officer
<b>Classification</b>	Public
<b>Wards affected</b>	High Street, East, North

#### **This report makes the following recommendations to this Committee:**

1. To recommend that Policy & Resources (P&R) Committee approve the change in scope from the original proposed project, to now include the southern end of Week Street.
2. To recommend that P&R Committee approve the outline designs for all of Week Street and Gabriel's Hill/Lower Stone Street.
3. To recommend that P&R Committee approve the proposed materials for Week Street and Gabriel's Hill/Lower Stone Street
4. To recommend that P&R Committee approve the additional capital budget of £900k to cover the increased costs for the Southern section of Week Street.
5. To recommend that P&R Committee approve the proposed consultation materials and methodology.

#### **This report relates to the following corporate priorities:**

- Keeping Maidstone Borough an attractive place for all – by improving the public realm in the town centre
- Securing a successful economy for Maidstone Borough – by improving the look and feel of the public realm, it supports the Council's ambition to attract more premium retailers, as well as supporting existing local businesses.

#### **Timetable**

<b>Meeting</b>	<b>Date</b>
CHE Committee	21 <sup>st</sup> March 2017
HCL Committee	4 <sup>th</sup> April 2017
P&R Committee	26 <sup>th</sup> April 2017

## Phase 3 Public Realm

### 1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 The purpose of this report is to provide Members with an update on the Phase 3 Public Realm project and to put forward the latest proposals. A key change for members to consider is the change in scope of the project. When Phase 3 of the Public Realm was first presented to P&R Committee on 27<sup>th</sup> April 2016, the proposal was to upgrade the north end of Week Street (from Fremlin Walk to Maidstone East Station) and Gabriel's Hill/Lower Stone Street. However following discussions with various members, officers and designers, it became clear that the whole length of Week Street should be considered.
- 1.2 Clearly by increasing the scope of the project, there is a consequent increase in costs. The original scheme was estimated to cost £3.1m, based on a cost per m<sup>2</sup> for phases 1 and 2 as a guide, and approval was given by P&R Committee to finance the project at a cost of £3.1m. Approval will therefore be needed for an increase in the capital budget.
- 1.3 An external design team was appointed which is led by PRP who are landscape architects, and Conisbee who are engineers. In addition, a cost consultant has been appointed, as well as a Principle Designer.
- 1.4 The appointed design team (PRP) have been working on designs for the scheme starting with 'sketch ideas'. These were presented to the Chairs and Vice-chairs of Communities, Housing and Environment Committee (CHE), Heritage, Culture & Leisure and P&R Committees in January 2017, to seek agreement on the design intent. Appendix 1 of this report shows the outline designs and sketches which will be incorporated into consultation materials.
- 1.5 This report outlines the proposed consultation method with stakeholder groups, and public information sessions, which will use images in Appendix 1.
- 1.6 The information in this report has been considered by CHE Committee, before being presented to P&R Committee who will be the ultimate decision-maker regarding the design, increase in scope and budget.

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### 2. INTRODUCTION AND BACKGROUND

- 2.1 In April 2016 a report was presented to P&R Committee, seeking approval to go out to tender for the design stage of Phase 3 of the Public Realm – specifically the north end of Week Street and Gabriel's Hill/Lower Stone Street. The intention is to follow the successful completion of Phases 1 and 2 of the public realm, which brought improvements to Jubilee Square and Remembrance Square on the High Street.
- 2.2 In 2015, Mott MacDonald was appointed to carry out an evaluation of Phases 1 and 2. The consultants were also tasked with carrying out a PERS

audit (Pedestrian Environment Review System) on the north end of Week Street, Gabriel's Hill and Earl Street. A PERS audit is a tool which allows the quality of the existing and proposed public realm to be quantified. This then allowed MBC to prioritise which roads to improve next, to achieve the best return on the investment.

- 2.3 The north end of Week Street was revealed to be the area that would receive the largest increase in public realm quality, with Gabriel's Hill likely to receive the next highest level of benefits to the pedestrian environment. Earl Street is estimated to receive the lowest level of uplift to the public realm, and this is largely due to the existing pedestrian environment being of a higher quality than the other two schemes. As a result of the PERS audit, the focus of Phase 3 of the public realm became the north end of Week Street and Gabriel's Hill.
- 2.4 The southern end of Week Street (Fremlin Walk to the High Street) was not originally considered for any public realm works, due to the reasonable standard of existing materials, and the success of the retail sector along this section. However, as discussions progressed with Members, officers and the design team, the question of improving the southern section was frequently raised.
- 2.5 Improving the public realm in this southern section of Week Street will not lead to a reduction in vacancy rates or an increase in employment as all the units are let (excluding the fire-damaged properties). This part of Week Street falls within the primary shopping area and benefits from the highest levels of footfall in the town. However the Public Realm Design Guide, which was adopted by HCL Committee on 1st November 2016, sets out the importance of having some cohesiveness to all future public realm work. Not including this section of Week Street will create a jarring disjointed aesthetic look to the primary shopping area and potentially reduce the beneficial improvement to the town's sense of place created from the investment at either end of this section of road. It is therefore 'common sense' to include this section of what is essentially the same road – Gabriel's Hill and Week Street following the line of the old Roman road.
- 2.6 If this committee supports the recommendation to include the southern section of Week Street there are clearly cost implications to doing so, due to the increased area. As part of the project, a cost consultant (Gleeds) has been appointed to provide a cost breakdown for the scheme. Survey work (including topographical surveys and utility searches, as well as road coring) has been carried out to ascertain certain details which will help to refine the scheme design and costs.
- 2.7 As mentioned previously, the chairs and vice-chairs of the three relevant committees have already seen sketch designs of the scheme. The purpose of this was to ensure that the Design Team were 'heading in the right direction' in terms of design style. They have used the Public Realm Design Guide to steer their thoughts and ideas, drawing on the heritage and history of the town.
- 2.8 In accordance with the design brief which was given to the Design Team, they have been liaising with Network Rail who are currently working on



improvements to Maidstone East Station. The aim is to ensure that the two schemes work together, so that when people arrive at the station there is a clear sense of welcome, identity and direction to draw people into the town along Week Street.

- 2.9 The proposals have been seen and discussed by the Project Officer Group which consists of officers from MBC from Regeneration & Economic Development, Finance, Environmental Services, Parking Services, Property and Procurement, as well as colleagues from Kent County Council (KCC) Highways.
- 2.10 Appendix 1 shows the proposed designs for the entire length from Maidstone East Station to the junction of Palace Avenue and Lower Stone Street (outside Gala Bingo). This is a 'pedestrian only' area between 10.30am and 5.30pm with only slow moving delivery vehicles in the space outside of these hours. Much of the space is flat without a kerb and the intention is that this design approach should be continued along the whole project area. The report also highlights current issues such as street clutter and vehicle dominance as well as a lack of connectivity with side roads, and the station.
- 2.11 The designers have used patterns in the paving to create Squares along the length of the road, and art and interpretation will be used to create a sense of place and character in each square. The art will draw upon Maidstone's heritage. For example the Square by St Faith's St will use the iguanodon as a sense of identity, which will connect with the museum.
- 2.12 The designers have also installed greenery into the streetscape. Due to the location of underground services, there are only a few limited places where trees can be planted and the exact location will be subject to trial holes. In addition it is hoped that green walls can be installed to add to the vibrancy. Any greenery will be installed to be low-maintenance.
- 2.13 The proposed materials for the surface are Charcon paving which is an 'off the shelf' material. This means that it is easily available, and would not attract a commuted sum from Kent Highways for maintenance purposes. The paving is available in a variety of colours and finishes to give the required effect. In addition to the Charcon, there will be some places where Kentish ragstone is to be laid. These will have text engraved into them to highlight key historic points in Maidstone.
- 2.14 Trial areas of these paving materials are being prepared, to be laid in Week Street to allow MBC's Street Cleansing Team to carry out various tests to check the ease of cleaning with the various methods which they currently use. In addition, the manufacturers have provided their own suggested cleansing and maintenance methods.
- 2.15 Once the designs have been approved by CHE, HCL and P&R Committees, there will be an 8-week period of consultation and information sessions. The proposed methodology is to contact stakeholder groups including the Cycle Forum, Disability Network and Old People's Forum to seek comments from them directly relating to the designs. In addition, flyers will be sent to all the businesses along the entire length, outlining the proposals and directing

them to a webpage with more details. Public roadshows will also be held allowing people (public and businesses) to see the designs. One Maidstone will assist with communicating to the business community.

- 2.16 Following the stakeholder consultation and public information sessions, the Design Team will collate any feedback and comments which will then be reviewed by the Project Officer Group. The Design Team will then be in a position to draw up the detailed design and construction drawings and to prepare the tender documentation for the construction phase. A report will be taken to P&R Committee seeking approval to go out to tender for the construction phase. At this stage we will have a much clearer idea on the costs, as the designs are refined, and the Cost Consultant has more detailed and accurate information about the construction. In order to tender for the construction phase the project team and Gleeds will work together to ensure that the Council's contract standing orders are followed.
- 2.17 As mentioned at the beginning, due to the increase in scope, there is an increase in costs to the project. Gleeds has been appointed to provide cost information. The current design proposals for the entire length of Week Street and Gabriel's Hill/Lower Stone Street is currently estimated at £4m. This is inclusive of all fees, as well as a contingency. As the project progresses, the costs will be refined further. Approval is therefore required from P&R Committee to the increase in capital budget by £900k.

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### **3. AVAILABLE OPTIONS**

- 3.1 There are a number of recommendations contained within this report however there are three main options available to Members.
- 3.2 Option1 – is to recommend an increase to the scope of the project to include the whole section of Week Street. By agreeing to this, the committee will need to acknowledge the associated increase in costs.
- 3.3 The main advantage to this option is that despite the increase in costs, it is the 'common sense' approach. Other benefits include cost effective project management and construction work if the entire section is completed in one go with disruption kept to a minimum. Whereas if the southern section of Week Street was deferred to a later phase of construction, then businesses along here would experience considerable disruption from the construction of two separate phases of work.
- 3.4 Option 2 - is to *not* recommend the increase in scope, or associated costs. The project would proceed as originally planned, just doing the north end of Week Street and Gabriel's Hill/Lower Stone Street. Although the costs would be kept to the proposed level, the concerns set out in paragraph 2.5 would not be addressed. The southern section of Week Street already looks in relatively poor quality in contrast to the High Street and Jubilee Square – this would be exacerbated if the northern end of Week Street was also improved.

- 3.5 Option 3 – is to recommend that the whole of Week Street is delivered as Phase 3 with Gabriel’s Hill being delivered as Phase 4 maintaining a commitment for an allocation in the capital programme in future years. The designs would still be completed for the whole scheme.
- 

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

- 4.1 It is recommended that Members approve option 1 to increase the scope and subsequent costs of the project, to include the entire length of Week Street. As outlined elsewhere in the report the reasons to carry out the public realm improvement works remain the same – it is the change in scope that is key.
- 4.2 Once members have recommended the increase in scope and cost, they must then make a recommendation on the designs themselves. The brief which went out to the Design Team was agreed by P&R Committee in April 2016, and the designs which have been produced respond to that brief. Key points from the design brief include:
- A level shared surface
  - Rationalise street furniture and clutter
  - Create a sense of place
  - Use of high quality materials
  - Low-cost and easy to maintain
  - Public art to be incorporated
  - Making it easier for pedestrians to navigate
- 4.3 A key focus of discussions with the Design Team has been around finding the balance between a high quality public realm and one which is easy to maintain. The Design team fully acknowledge the needs of MBC to keep its maintenance costs low. As mentioned previously, sample patches of paving are to be laid to test how well the materials cope with the daily dirt, grease and grime, and how easily they can be cleaned.
- 4.4 The Design Team have used the Public Realm Design Guide in their ideas and concepts to ensure that the art and heritage and interpretation are incorporated into the streetscape. The effect is to create a sense of arrival and place, and uniqueness to ensure that Maidstone does not end up with a bland public realm which could be anywhere in Britain. The designs have drawn on the rich heritage, highlighting points of interest along the way.
- 4.5 As well as a creating a public realm which looks good and creates a sense of place, it needs to be functional. Although the space is proposed to be a level surface and more pedestrian friendly, it must also be remembered that this is a route along which large delivery vehicles travel and stop. The Design Team have been mindful that the proposals will still function for deliveries.
- 

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

- 5.1 The proposed consultation and information method follow the same method which was used for Phases 1 and 2. As mentioned previously there are certain key stakeholder groups which must be consulted on, as well as the business themselves who are going to be directly affected by the project. There will be an opportunity for the public to see the designs as well.
- 5.2 As mentioned previously, the brief and scope of this project have already been agreed in April last year. However the scope and costs are now proposed to be increased. The project therefore needs a recommendation from this committee and CHE Committee and ultimately a decision by P&R committee.

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

- 6.1 If this committee agrees to the recommendations then the report will then go before P&R Committee on 26<sup>th</sup> April.

## **7. CROSS-CUTTING ISSUES AND IMPLICATIONS**

<b>Issue</b>	<b>Implications</b>	<b>Sign-off</b>
<b>Impact on Corporate Priorities</b>	By making the town centre more attractive to businesses as well as increasing the vibrancy of the town	Head of Regeneration & Economic Development.
<b>Risk Management</b>	A risk register is managed as part of the project management process.	Head of Regeneration & Economic Development.
<b>Financial</b>	Funding of £3m for this project exists within the current capital programme, as detailed earlier in the report. It is likely that the proposed increase to the capital budget of £900,000 will need to be financed through borrowing as current plans allocate all alternative funding sources by 2018/19. Officers will endeavour to find the most cost effective solution to borrowing when the need arises. Current indicative PWLB rates for 50 year borrowing would attract interest costs of £663,570	Finance Unit Manager

	over this period. The revenue implications to this include minimum revenue provision of £18,000 per annum.	
<b>Staffing</b>	The project is currently being managed with existing resources	Head of Regeneration & Economic Development.
<b>Legal</b>	Legal will be consulted and involved in any variation of existing contracts.	Team Leader – Contracts and Commissioning [Legal Team]
<b>Equality Impact Needs Assessment</b>	This will be undertaken during the consultation process.	Head of Regeneration & Economic Development.
<b>Environmental/Sustainable Development</b>	The scheme is designed to be low maintenance using easily accessible and where appropriate, local materials	Head of Regeneration & Economic Development.
<b>Community Safety</b>	The Community Partnership and Resilience Manager is consulted on the designs	Head of Regeneration & Economic Development.
<b>Human Rights Act</b>	Not applicable.	Head of Regeneration & Economic Development.
<b>Procurement</b>	Procurement will be carried out in accordance with the Council’s contract standing orders in consultation with the Procurement Team.	Head of Regeneration & Economic Development.
<b>Asset Management</b>	Not applicable	Head of Regeneration & Economic Development.

## 8. REPORT APPENDICES

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

- Appendix I: Maidstone Public Realm Outline Proposals

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## 9. BACKGROUND PAPERS

**APPENDIX 1**

**MAIDSTONE PUBLIC REALM OUTLINE PROPOSALS**

# PRP



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## Public Realm Proposal - Outline Designs Maidstone

Week Street and Gabriel's Hill

March 2017

This document needs to be read in conjunction  
with drawing AL6361-2000 to AL6361-2022

This document accompanies the outline submission for the public realm regeneration for Phases 3 and 4 which consists of works relating to Week Street and Gabriel's Hill.

This document has been sub divided into the following sections:

1. Introduction
2. The Site
3. Analysis
  - Points of interest
  - Site constraints
  - Site opportunities
4. Design Concepts
5. Masterplan Vision
6. Strategies and Principles
  - Street Furniture
  - Paving
  - Planting
7. Maintenance
  - Manufacturers Product Literature
8. Appendices - Gabriel's Hill Drop-off Options



# 01. INTRODUCTION

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## INTRODUCTION

PRP Landscape working in collaboration with Conisbee Engineers have been appointed by Maidstone Borough Council to produce public realm proposals for Week Street and Gabriel's Hill. Once approved the initial outline proposals shall be developed into a tender package for implementation by the selected contractor. It is envisaged that the scheme could be on site towards the beginning of 2018.

When developing the proposals for the public realm, we have been mindful of the rich and diverse heritage associated with Maidstone. This heritage really underpins our conceptual approach and we have aimed to deliver a scheme that is unique to its context.

As part of the design process we have reviewed the recent Public Realm Design Guide produced by Francis Knight and where possible integrated their key elements of their strategic vision within the scheme.

We believe the proposals presented within this report share a symbiosis with Maidstone's public realm vision and create a scheme rich in local identity.

## 02. THE SITE

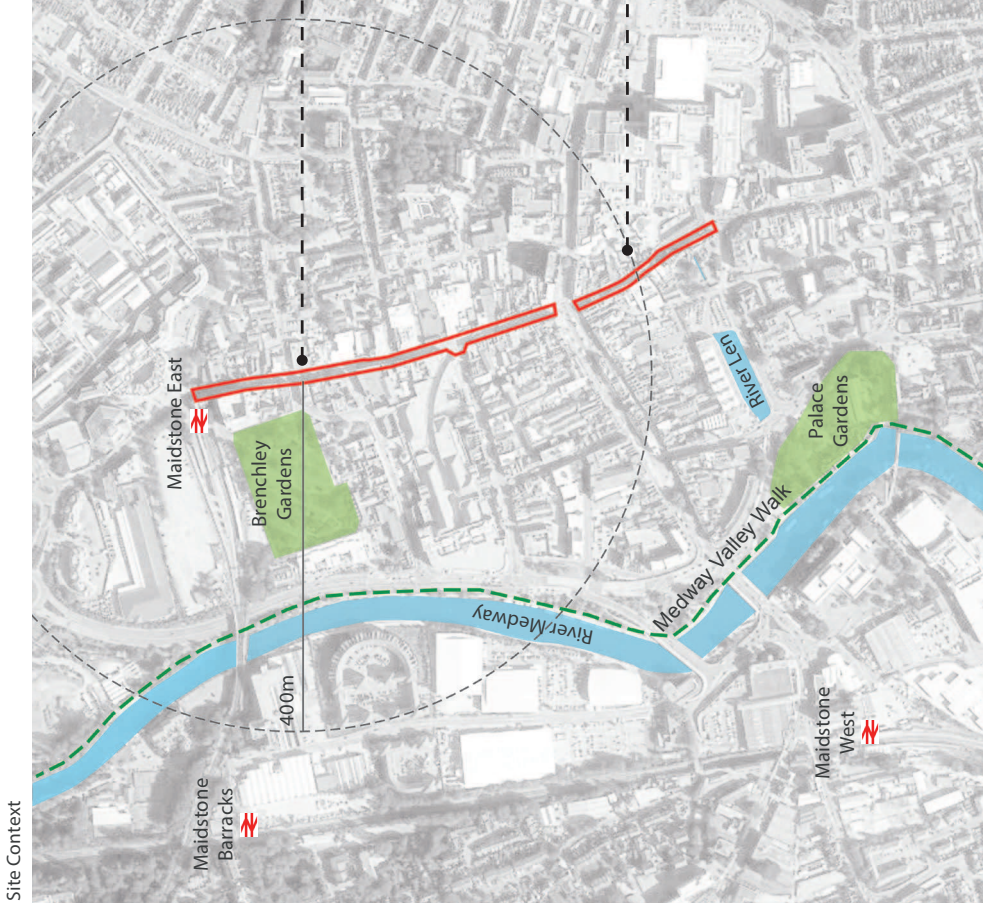
# THE SITE

The extent of public realm improvement works will be along the main shopping street, located in Maidstone Town Centre, to the South of Maidstone East Station.

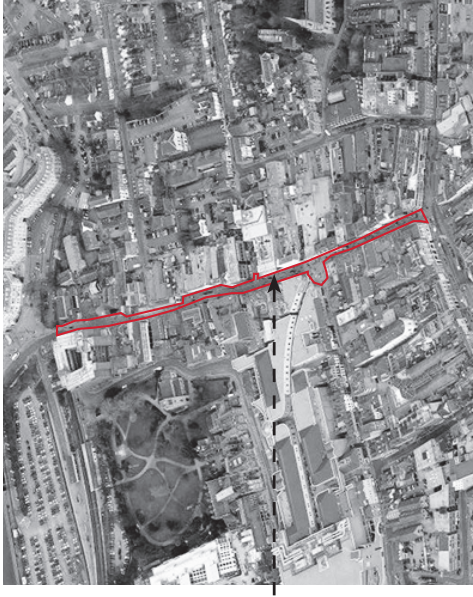
The work will be carried out in two phases

Week Street Phase is predominately a shop-base environment with a good range of national retailers and a shopping centre in Fremlin Walk.

Gabriel's Hill Phase is largely characterized by local independent shops.



Week Street Phase



Gabriel's Hill Phase



- KEY
- Site Boundary
  - River
  - Parks
  - ⚡ Railway Station
  - Walking trail



## THE SITE – EXISTING CONDITIONS

Currently the streetscape is highly constrained.

There is no consistency in terms of materials with a varied palette used across the site.

Street clutter dominates the public realm and connections are lost between key local destinations.



Raised kerbs demarcating vehicle routes



Dead ends



Clutter



Underused space



Lost links



Vehicle dominance

## 03. ANALYSIS

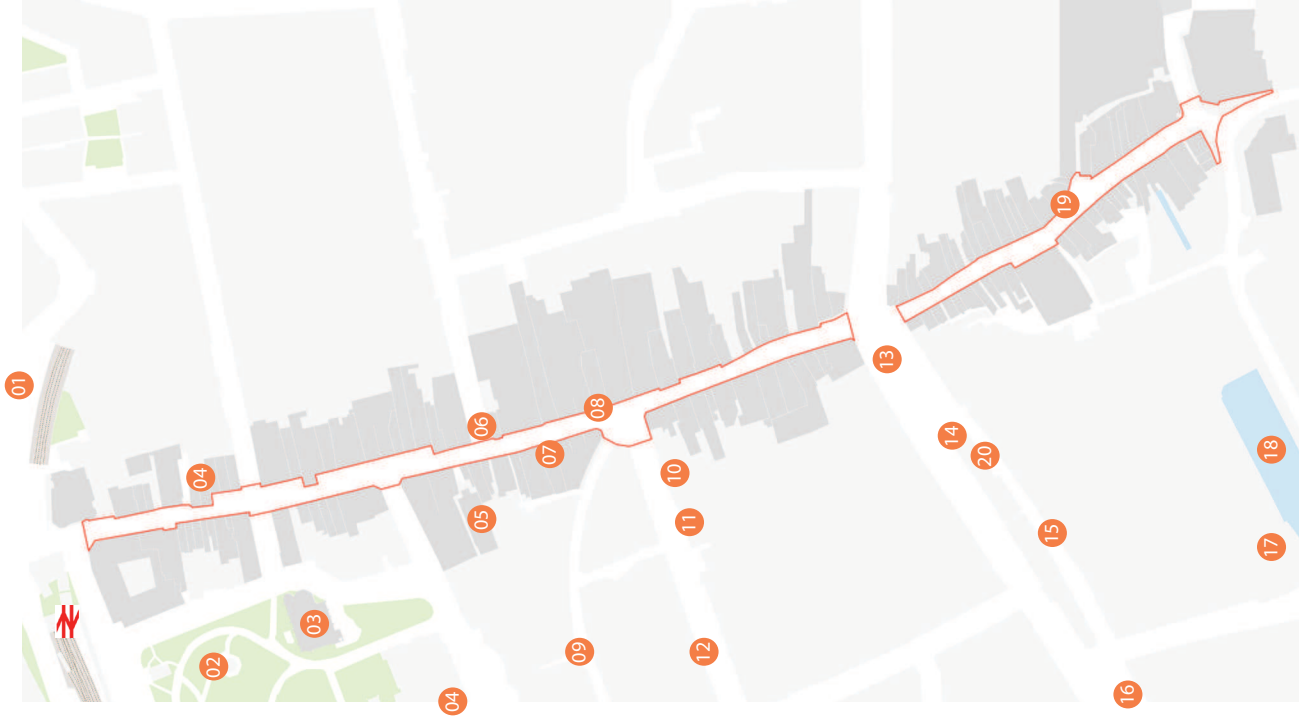
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## ANALYSIS – POINTS OF INTEREST

There are a number of key points of interest within the context of the site.

This is illustrated on the map and images opposite.

There lies an opportunity within the design proposals to celebrate the diverse and varied historical context of the town.







01. Kent County Council (1824)



02. Brenchley Gardens (1871)



03. St. Faith's Church (1892)



04. Maidstone Museum (1858)



05. United Reformed Church



06. Feature facade - Subway (1680)



07. Feature facade - Tiger (1680)



08. Artist William Alexander lived in the area (1837)



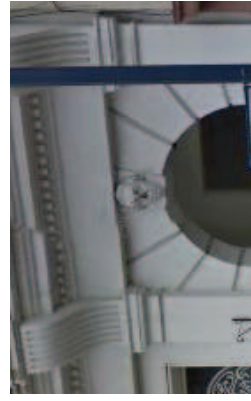
09. Fremlin Brewery (1861)



10. Rose Yard



11. Hazlitt Theatre (1869)



12. Benjamin Disraeli, Prime Minister for Queen Victoria (1837)



13. Victoria Monument & Jubilee Sq (1862)



14. Town Hall (1763)



15. Bank Street



16. Remembrance Sq - Peasant Revolt (1381)



17. Peugeot Maidstone (1930s)



18. River Len (1629-1680)



19. Golden Boot (1790)



20. Battle of Maidstone (1648)

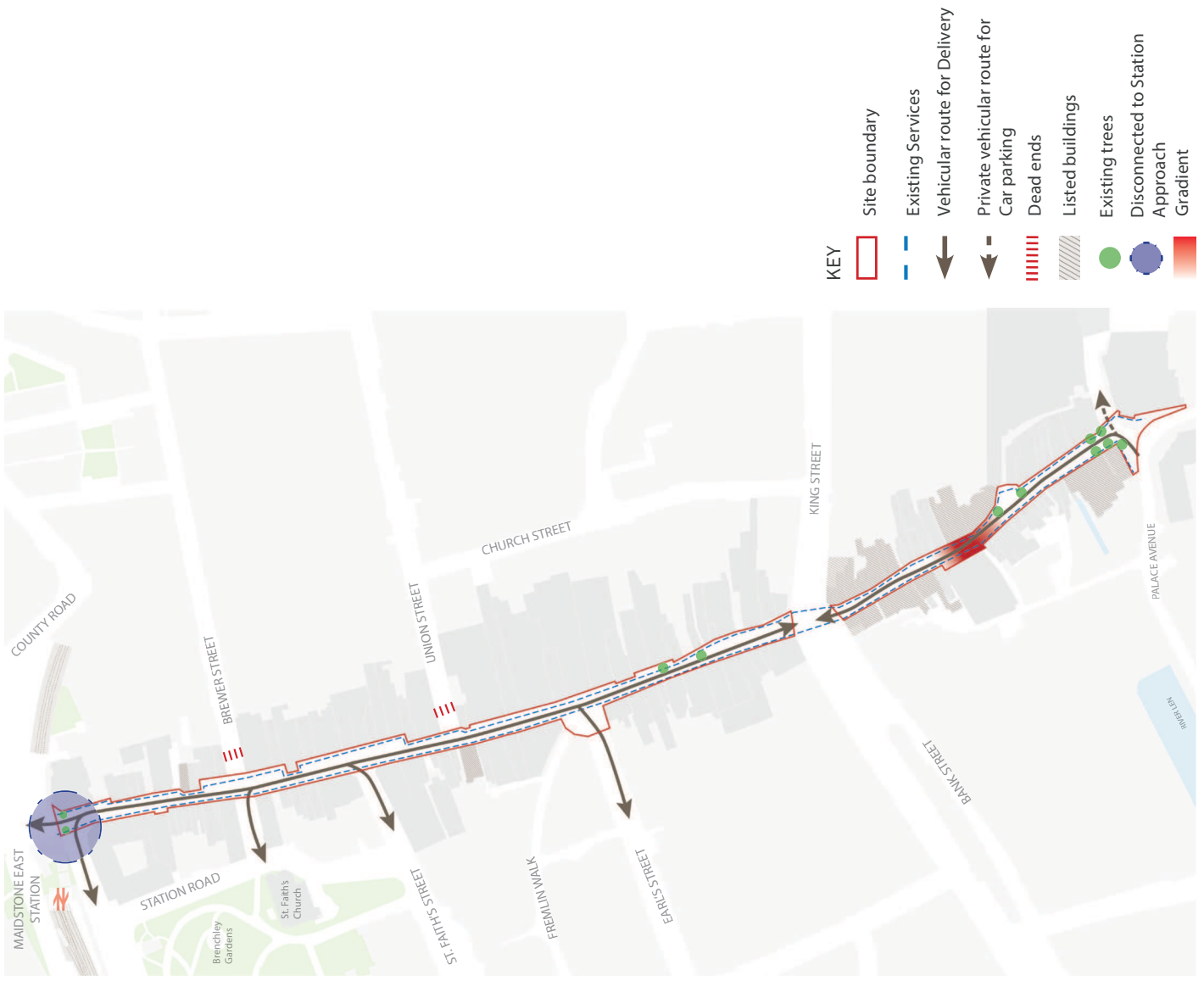


## SITE CONSTRAINTS

The current site contains a range of constraints that will be addressed as part of the design proposals.

Key constraints include:

- Vehicular routes
- Dead ends
- Disconnections



# SITE CONSTRAINTS

Raised kerbs



- Raised kerbs and uneven levels on both Week Street and Gabriel's Hill
- Road condition is predominately designed for vehicle use.

Mixture of surfaces



- Mixture of different surfaces along Week Street, result in a lack of visual connection and unity along the streetscape

Street clutter and width



- Width of the streets varies in width from 13m at the widest to 7m at narrowest point
- Visual clutter along streetscape includes shop signage, phoneboxes, bollards, bins and streetlighting.

Existing trees



- Narrow streetscape and underground services which limit opportunities for tree planting

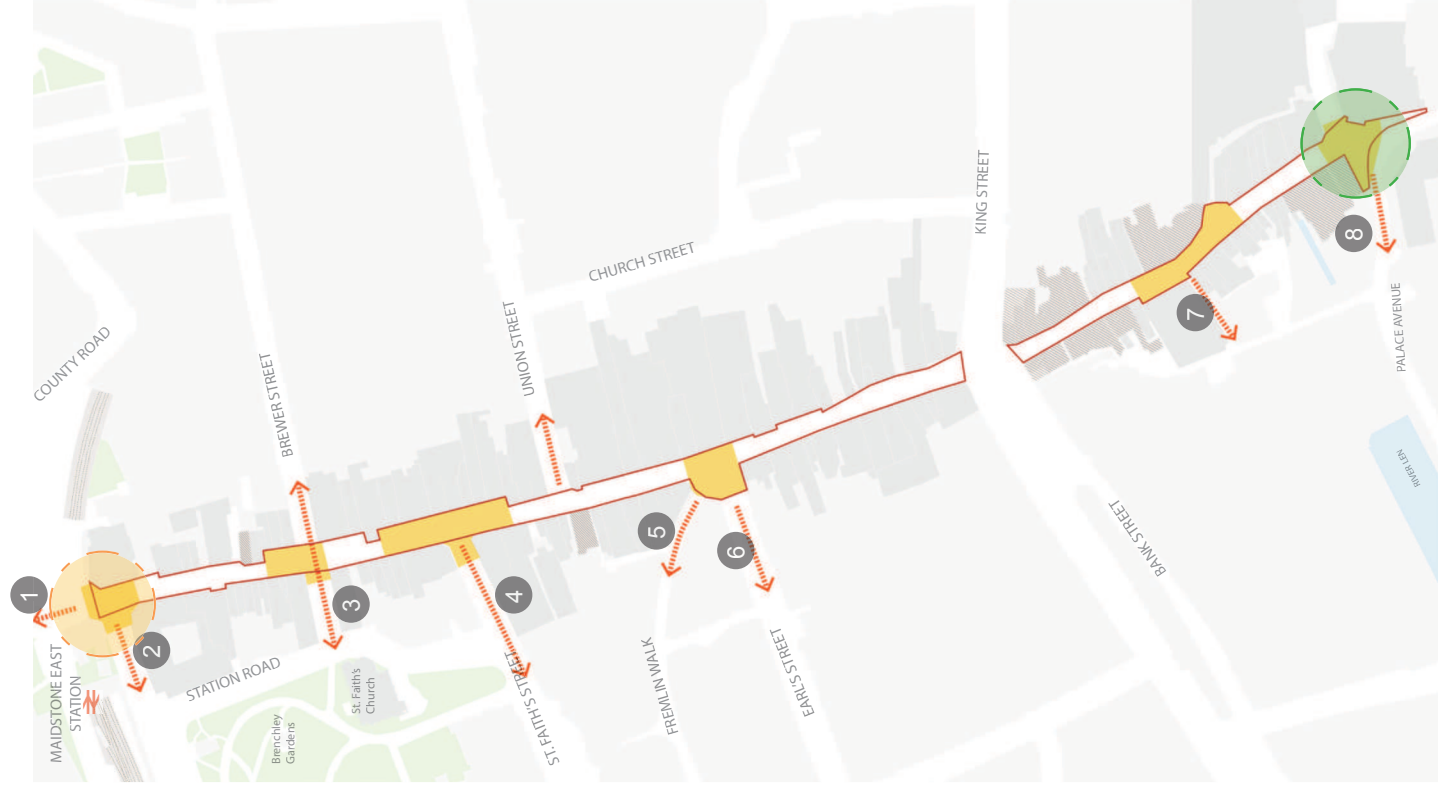
## SITE OPPORTUNITIES

The site offers the opportunity for new interventions to enhance the public realm experience.

Key opportunities include:

- New public squares
- Reconnection with local context
- A consistent and de-cluttered streetscape
- Celebrate Maidstones diverse history and reflect this within the proposals

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Links to surrounding destinations:

1. Kent County Council
2. Maidstone East Station
3. Brenchley Gardens and St. Faith's Church
4. Maidstone Museum and Art Gallery
5. Fremlin Walk Shopping Centre
6. Rose Yard and Hazlitt Theatre
7. River Len and Mills Pond
8. Archbishop Palace and Peugot Building

KEY

Site boundary

New Squares

Links to key destinations

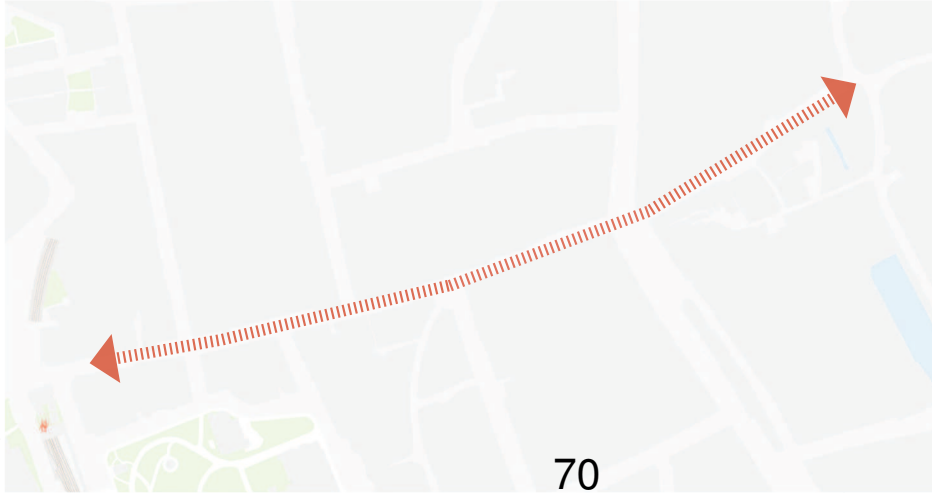
New gateway linking to new proposal for Station Approach

New links

New gateway to Historical quarter

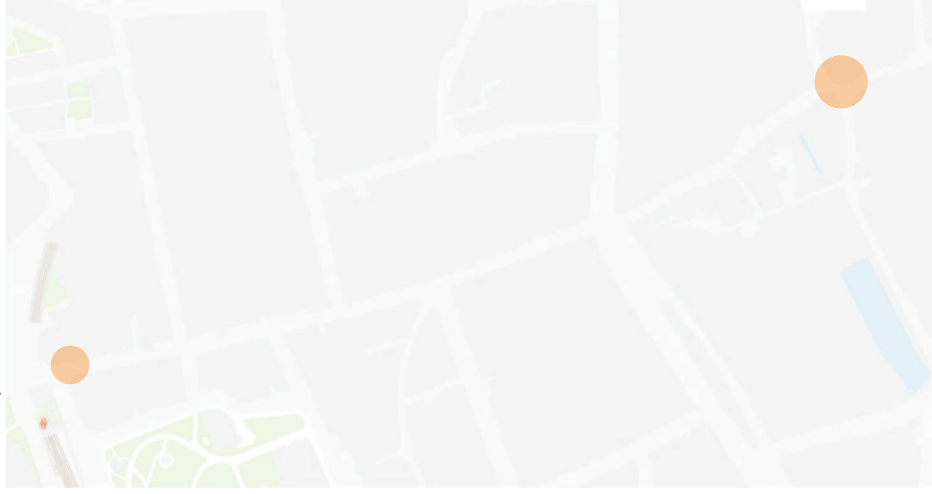
# SITE OPPORTUNITIES

Unity



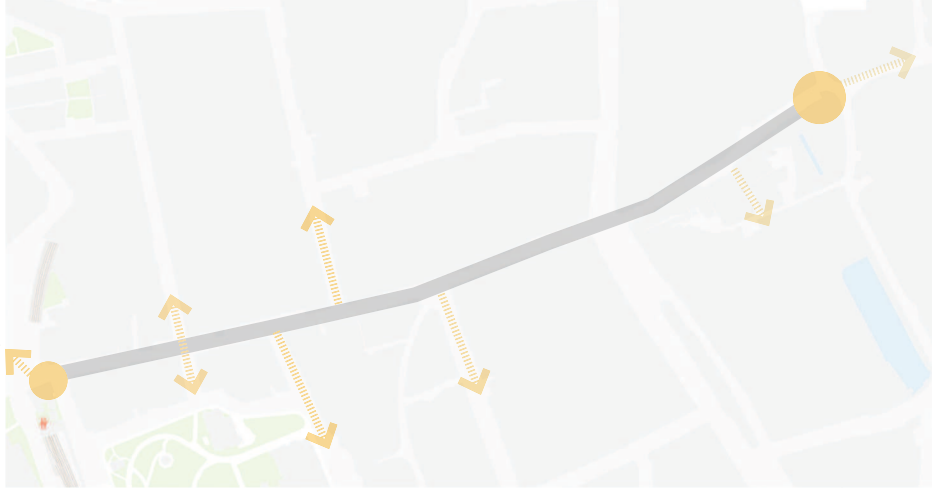
- Unify public realm use of one surface.
- Consider the existing public realm.
- Connect to the existing and proposed public realm.
- Consider pedestrian and vehicular accessibility.
- De-clutter /one surface for flexible pedestrian use.
- Review opportunities to link Week Street to Gabriel's Hill and beyond.

Gateway



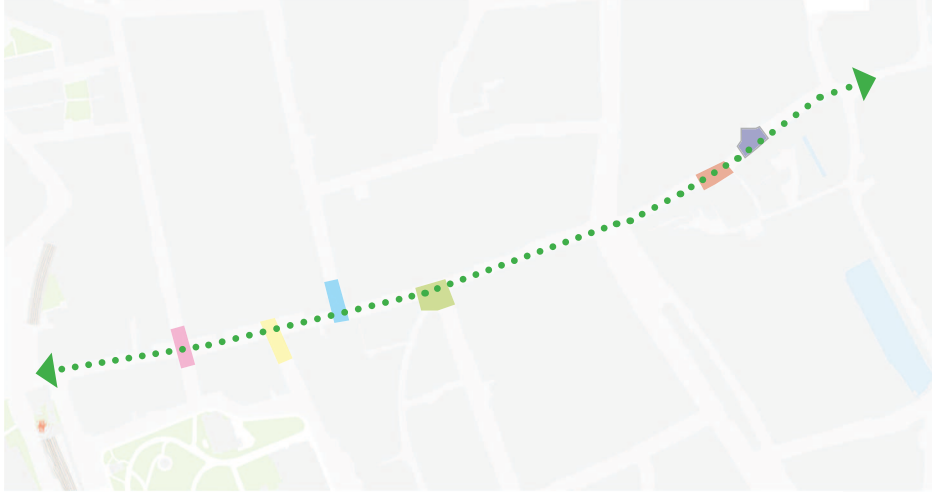
- Celebrate main access points as gateways.
- Opportunity to integrate art and wayfinding features to mark entrances
- Gateways could act as an opportunity to start an educational or historical trail.

Connectivity



- Opportunity to link and activate the nearby public amenity spaces and the local public facilities to the public realm.
- Enhance footfall to local small business on side streets.
- Opportunities at junctions for new squares, material changes and feature spaces.
- Gateways to celebrate streets.

Square



- Create a rhythm of activity or spaces that do not impact on pedestrian or vehicular movement.
- Identify where width of street allows for nodes of activity.
- Family of street furniture with potential to integrate a story /timeline.
- Scope for junction intersections to vary in character, i.e change paving colour or texture.
- Create square for pedestrians to stop and enjoy the atmosphere.

## 04. DESIGN CONCEPTS

## DESIGN CONCEPT 1 - ROMAN ROAD

Maidstone was historically a transport hub, where the Roman road linked Rochester with Lympe port.

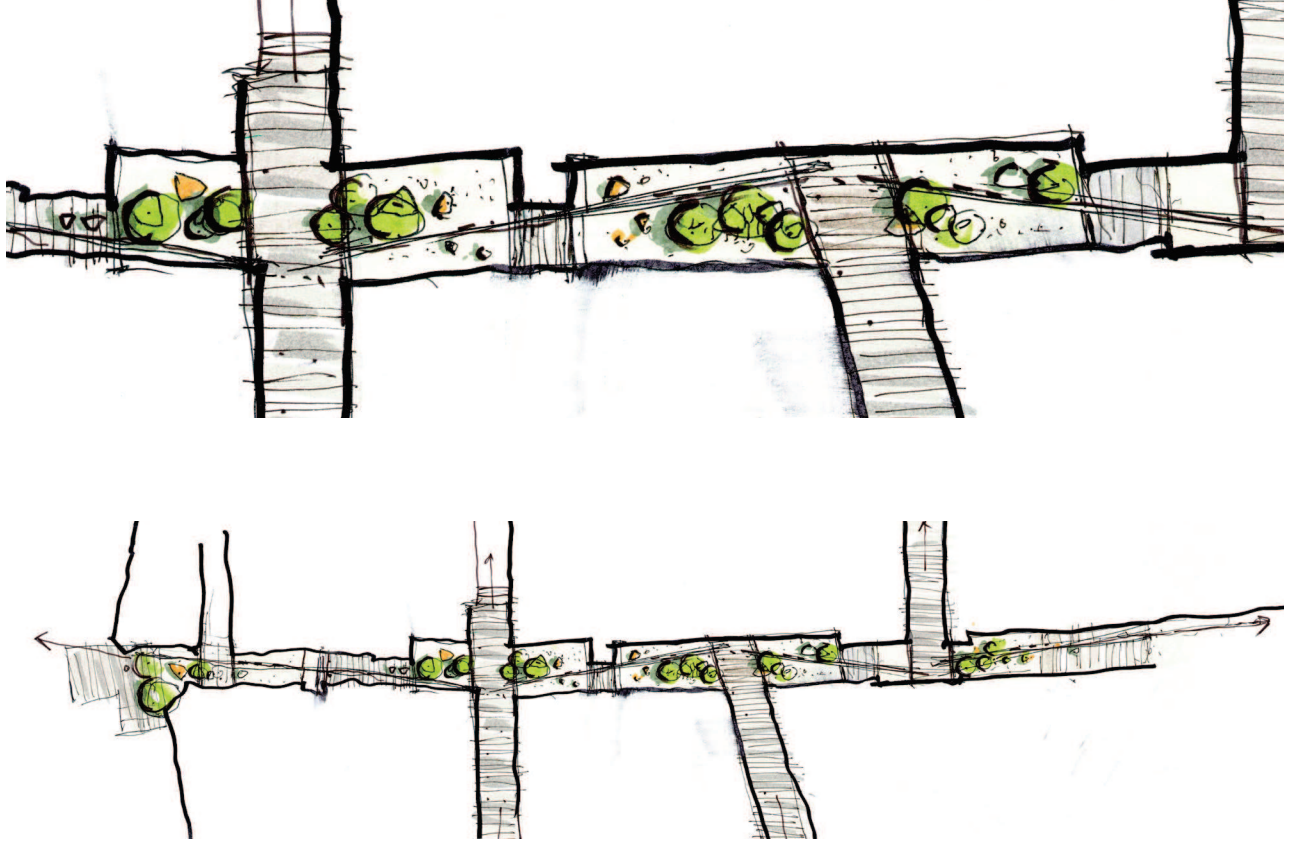
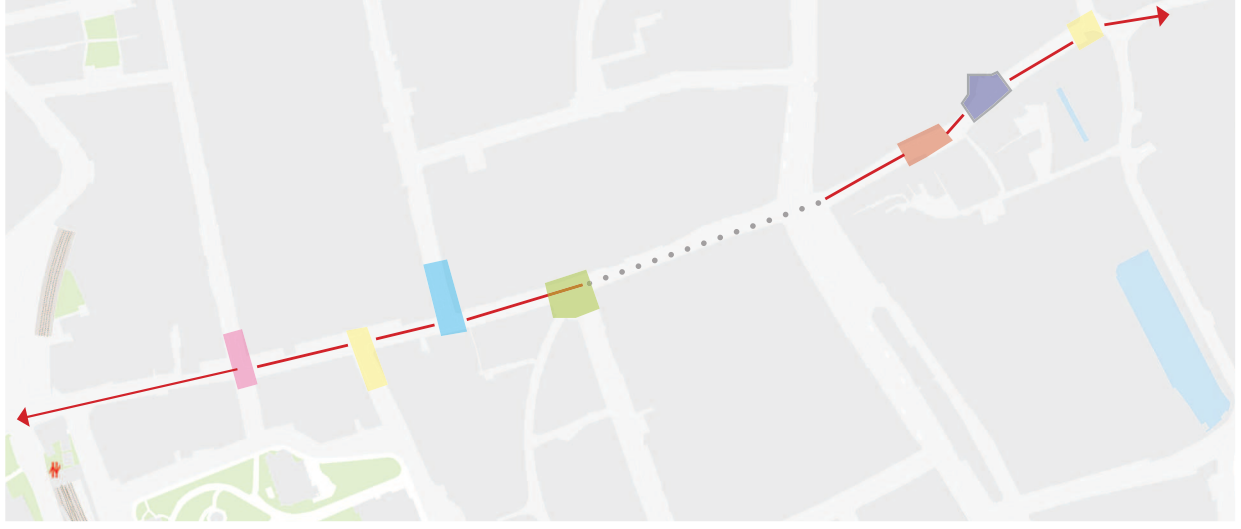
This design will demonstrate the historical context of Maidstone as an Old Market town through:

- Connecting street spaces with a linear paving or drainage element, a deconstructed Roman Road.
- Introducing feature element, which could act as a time line linking spaces and buildings.

Breaks at junctions responding to the modern streetscape.

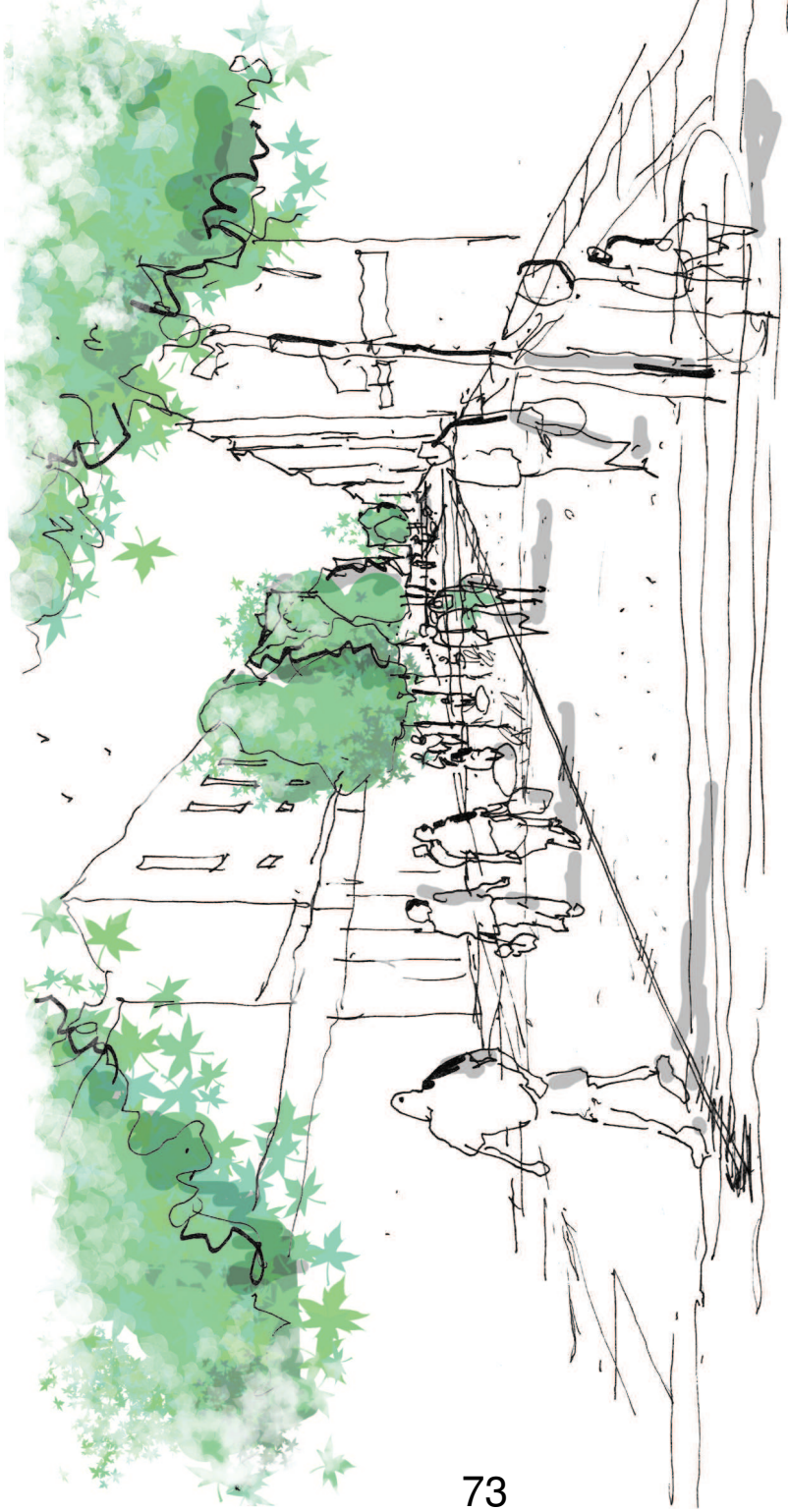
.72

- Material changes at architectural setbacks.
- Creates nodes/spaces through a dynamic line



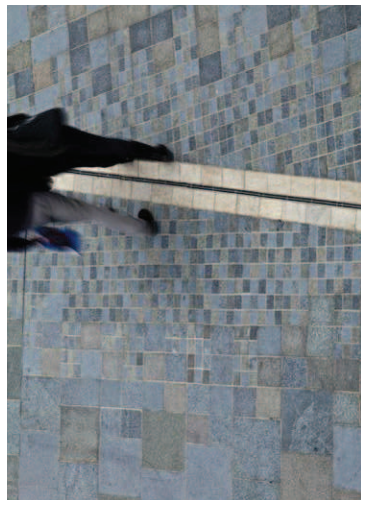


DESIGN CONCEPT 1 - ROMAN ROAD



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Sketch Illustration



## DESIGN CONCEPT 2 - WEAVE

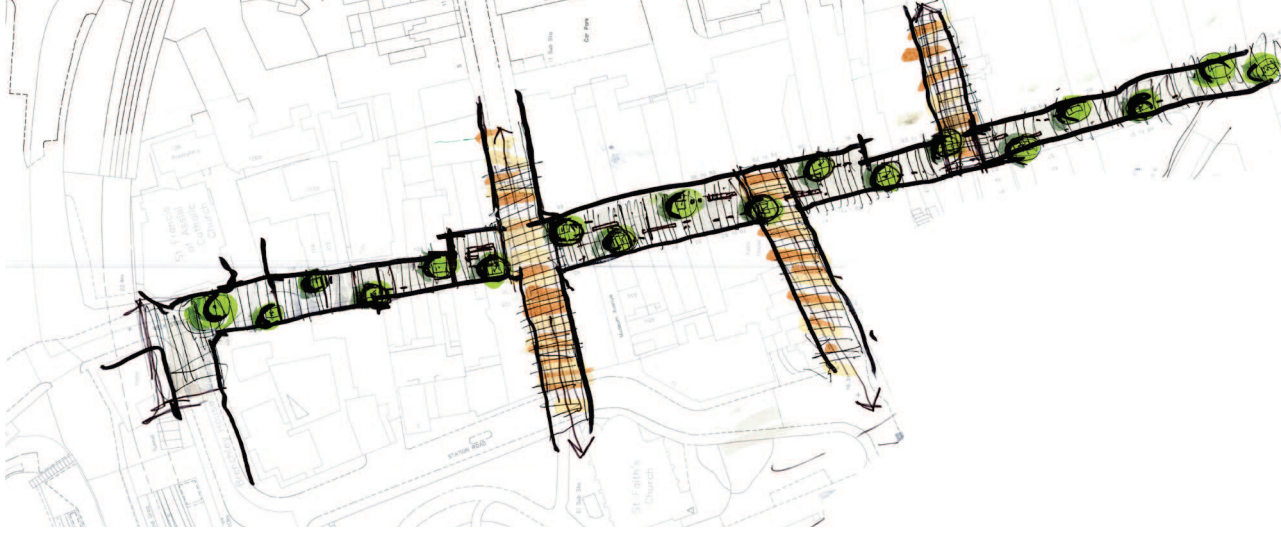
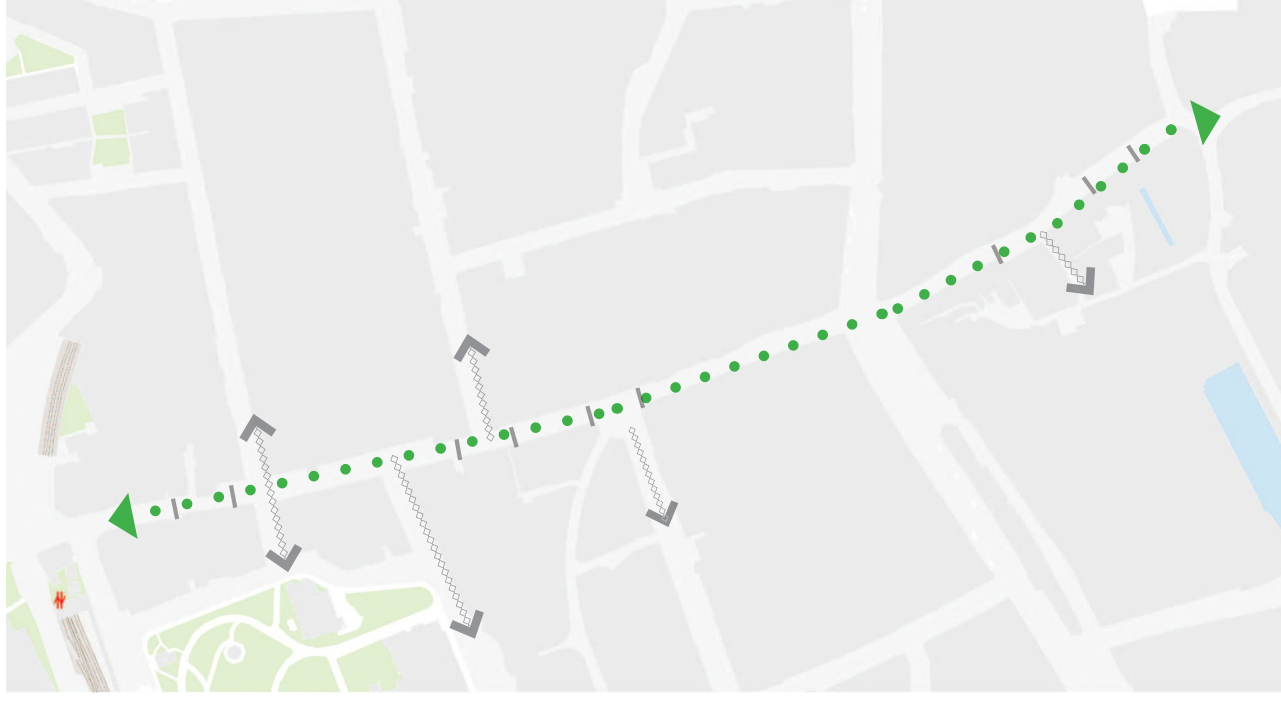
The concept is to weave the site back to its local context as well as stitch elements of Maidstones history within the design.

Key elements include:

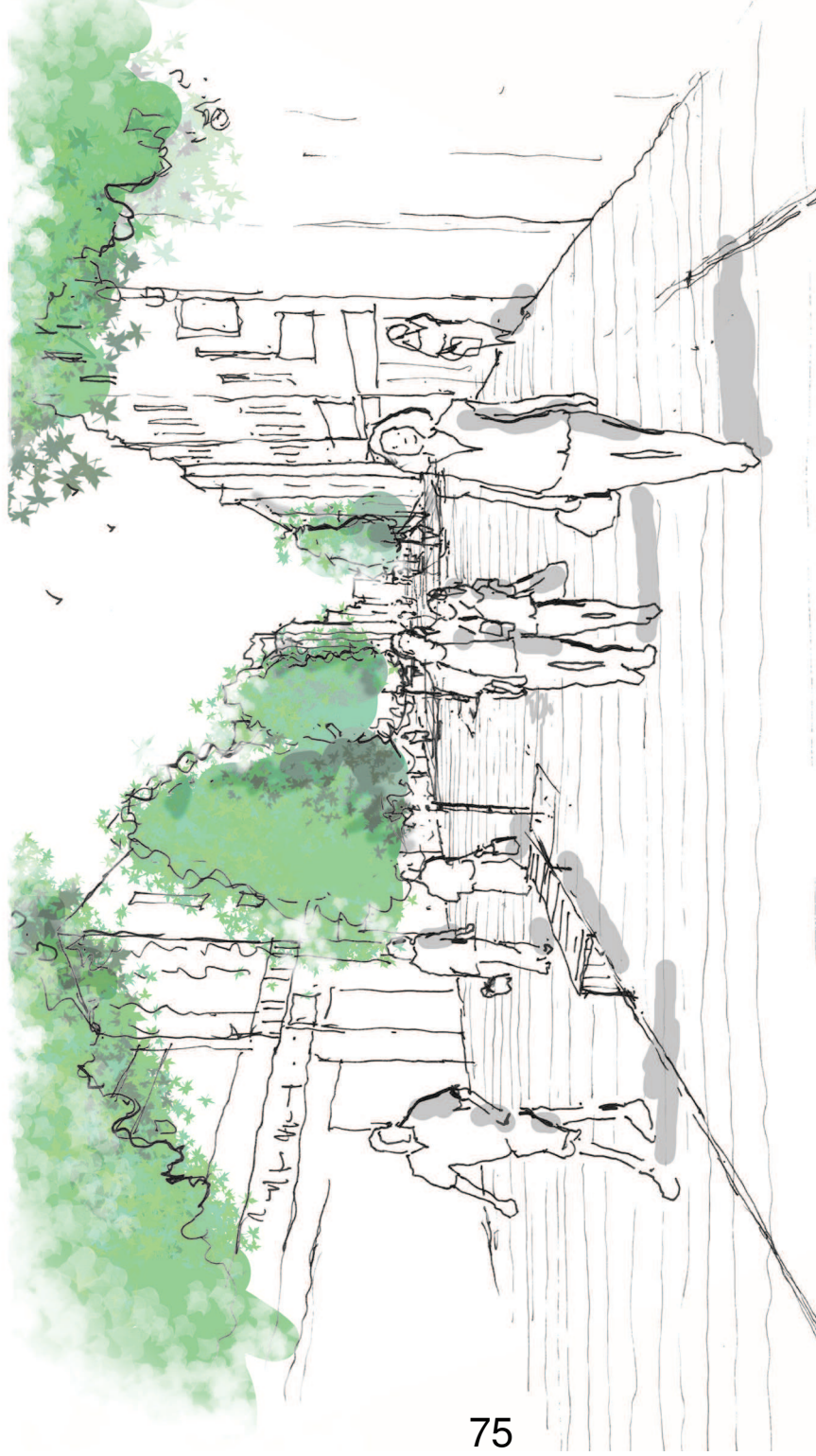
- Unify surface materials to minimize impact on the streetscape
- Linear paving elements with a historical theme will respond to the existing architectural street layout.
- A rhythm/pulse along the street will be created at strategic points with tree planting and a contemporary family of street furniture.

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- Lighting will be used to enhance and compliment the concept.
- Key junctions will be identified with a change in paving colour/texture.

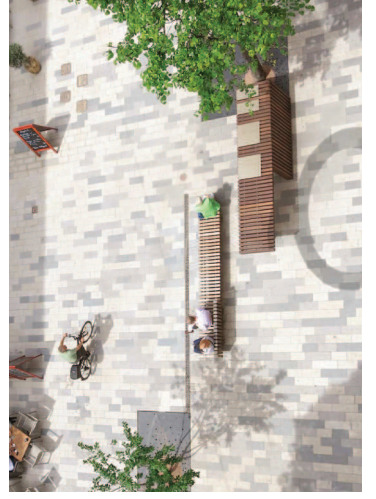
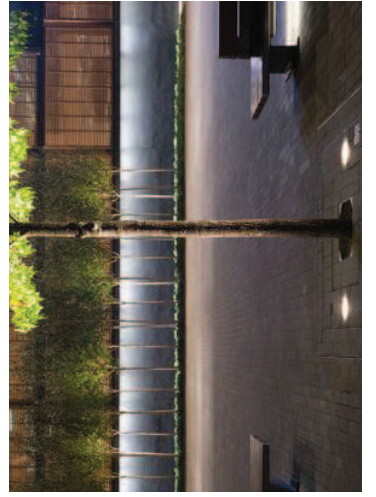






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Sketch Illustration



## 05. MASTERPLAN VISION

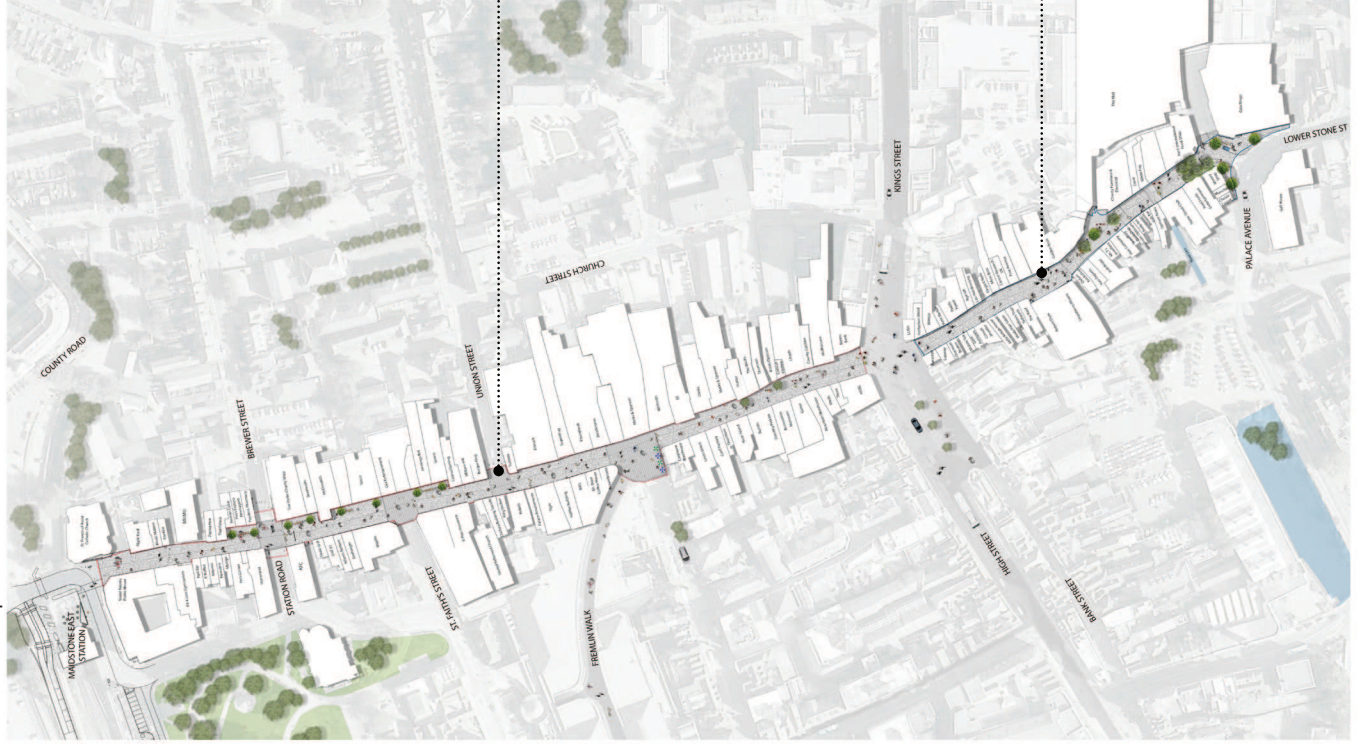
76

## MASTERPLAN VISION

Our concept is the merger of the 'Roman Road and Weave' concept creating a clear public realm with a timeline running from one end of the high street to another.

Our concept is to celebrate the richness of the history and culture of Maidstone and create a special destination unique to the town.

Overall Masterplan



Week Street Phase

Gabriel's Hill Phase



# MASTERPLAN VISION - TIMELINE FEATURE



A list of historic events will be shown on the feature timeline along the site to celebrate the rich historical characteristic in Maidstone.

1. Kent County Council was built in 1824
2. St. Francis Church was built in 1880
3. Maidstone East Station was opened on 1 June 1874
4. Maidstone Prison opened in 1819
5. Maidstone Rugby Club started in 1880
6. Brenchley Park opened in 1871
7. St. Faith's Church opened in 1892
8. Maidstone United Football Club started in 1897
9. Museum building was built between 1561 to 1577
10. Maidstone museum opened in 1858
11. Iguanodon discovery in 1834
12. Wove paper was made in 1740
13. Pargetted facade of Subway dated back in 1680s
14. Pargetted facade of Tiger dated back in 1680s
15. Artist William Alexander lived there from 1767-1816
16. Fremlin Brewery was the largest brewery in 1861
17. Hazlitt Theatre opened in 1869
18. Maidstone as a principle market town in 17th Century
19. Jane Austen wrote Pride and Prejudice after visiting Maidstone in 1796
20. Town Hall was established in 1763
21. Previously Old Bell Inn in 1669
22. Former Bull Hotel, major medieval inn of Maidstone in 15th Century
23. Bull Yard, 15th Century ragstone paving
24. 18th century listed buildings
25. Peugeot building from 1930s
26. Mill Pond was marked on map in 1748
27. Golden Boots found in 1790
28. River Len in use between 1629 to 1680
29. Battle of Maidstone in 1648
30. Peasant Revolt in 1381

## MASTERPLAN VISION - WEEK STREET

The final masterplan has incorporated the two design options that have been shown previously: *Roman Road* and *Weave*.

The concept of Roman Road is reflected on the timeline feature that will run through the site. This will create a sense of linearity and improve visual connectivity. The other concept of Weave is demonstrated on the paving pattern, which will be used in the squares along the street, stitching the public realm to the local context.

Natural squares formed at each junction will be celebrated with new street furniture, tree planting and wayfinding features to activate the function of the spaces. Each square is characterized by its adjacent context which are named as follows:

- 1 Station Square  
Links to Maidstone East Station and Brewer Street
- 2 Iguanodon Square  
Links to St. Faith's Street to Maidstone Museum
- 3 Union Square  
Links to Union Street, to the eastern side of Week Street
- 4 Fremlin Square  
Links to Fremlin Walk Shopping Centre and Earl's Street



- KEY**
- Point of interest
  - Pedestrian friendly zone
  - Dining out area
  - Discovery route
  - Square
  - New wayfinding feature
  - Feature paving
  - Existing trees
  - Proposed trees



# MASTERPLAN VISION - STATION SQUARE

- The station square is at the junction between Station Road and Brewer Street.
- Activate and utilize the forecourts of the shop frontages
- Create stopping/meeting points with new street furniture and tree planting
- Green walls are proposed on existing building facade to enhance greenery and biodiversity in the urban environment
- Introduce new wayfinding feature to provide information on the immediate surroundings, i.e. Maidstone East Station.

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MASTERPLAN VISION - STATION SQUARE





## MASTERPLAN VISION - FREMLIN SQUARE

The Fremlin Square is connecting Week Street with Fremlin Walk and Earl's Street.

- Introduce features within the paving to celebrate Maidstones heritage such as Fremlin Brewery.
- Upgrade and refurbish existing platform in the centre of the square to match with proposed paving
- Celebrate and highlight the river view down Earl's Street





# MASTERPLAN VISION - GABRIEL'S HILL

Gabriel's Hill consists of a range of listed buildings, reflecting the historical and cultural heritage of Maidstone.

Due to the width of Gabriel's Hill, the proposed scheme for the streetscape is predominately hard landscape.

Existing trees are to be retained where feasible, with the introduction of a feature tree within the proposed Mall Square.

The key areas in Gabriel's Hill are:

- 1 **Mall Square**  
New landmark tree proposed to characterise and mark the entrance of the mall with new street furniture
- 2 **River Len Paving**  
Feature paving etched with a historic map of the river to reveal its presence underneath ground level
- 3 **Historic Quarter**  
Restrict and limit vehicle access in this area by introducing new tree planting and street furniture



# MASTERPLAN VISION - MALL SQUARE

The existing entrance to Maidstones major shopping centre The Mall. The proposal is to enhance the public realm with a de-cluttered contemporary streetscape. With strategically placed street furniture and tree planting, the aim is to activate the space in front of the Mall and provide a focal point along Gabriels Hill.



Sketch view looking towards The Mall's entrance

- Simple design to de-clutter the streetscape to highlight the entrance to the Mall
- Visible reference to River Len through bespoke paving elements
- Feature tree to mark the Mall entrance

84 .









## MASTERPLAN VISION - HISTORIC QUARTER

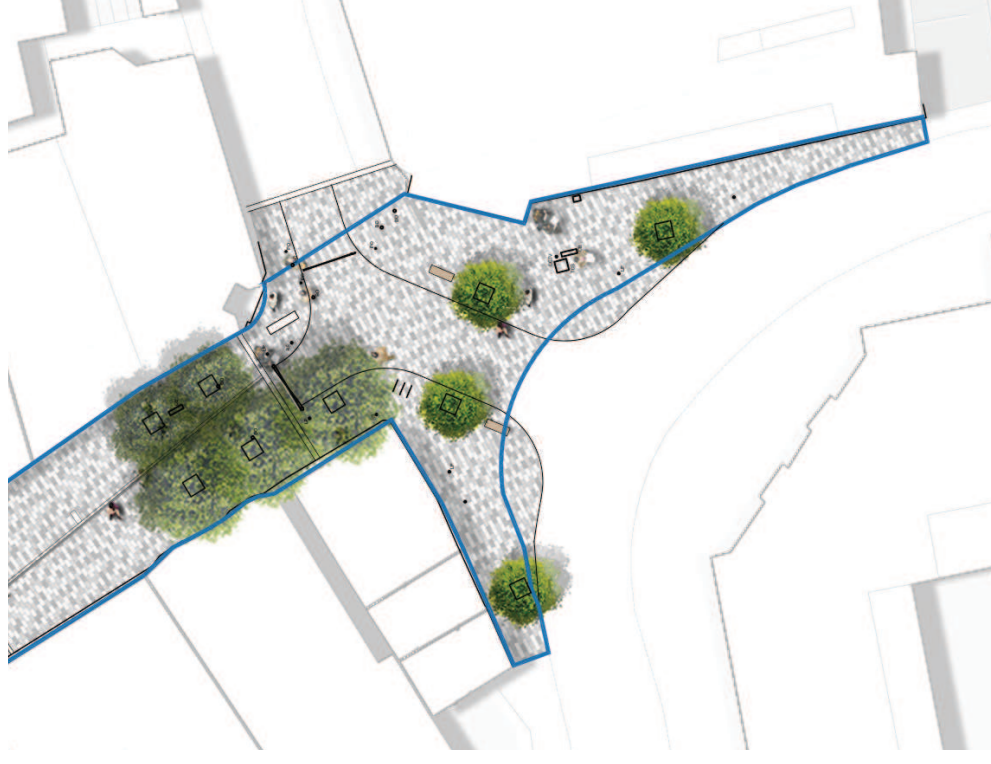
Currently there are a series of options under consideration for the public realm fronting Gala Bingo and marking the entrance of the Historic Quarter.

### Option 1 - Enhanced Public Realm

This option looks to continue the proposed paving material to Gabriel's Hill and form a shared surface. The bellmouth to the junction has been reduced and road narrowed to place less emphasis on the vehicle. Tree planting and street furniture has been introduced to direct vehicle movement as well as enhancing the public realm experience.

Please refer to the Appendices for drawings of alternative options currently under consideration.

It is apparent on site that this area is used by the public for means of drop-off and currently this is not permitted. The options contained within the Appendices look at introducing a drop-off layby within the design. The proposals will be subject to a road safety audit in terms of their viability as a workable scheme and subject to Highways agreement.



Option 1 - Public realm restricted vehicle access

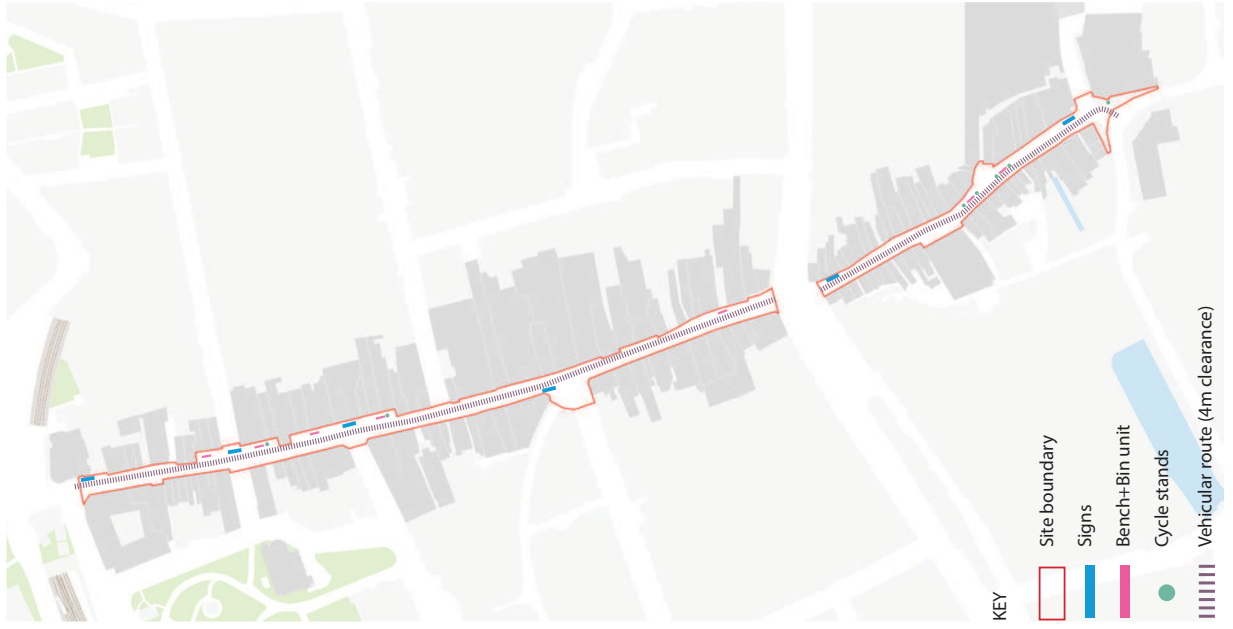
## 06. STRATEGIES AND PRINCIPLES

# STREET FURNITURE STRATEGY

A family of furniture unique to Maidstone is strategically located along the streetscape.

- New wayfinding feature to provide information on the local context adjacent to the streetscape. They also act as a landmark feature in each of the squares.
- New bench and bin unit will replace existing furniture at selected squares.
- New cycle stands are proposed to replace existing

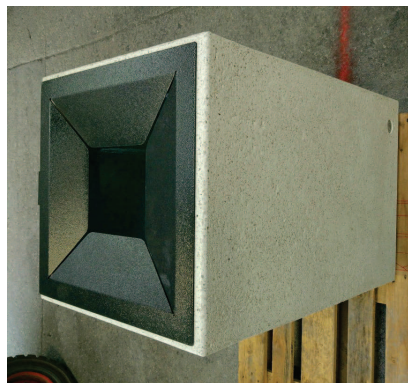
**oo** Opportunity to incorporate Maidstone colours within the proposed signage



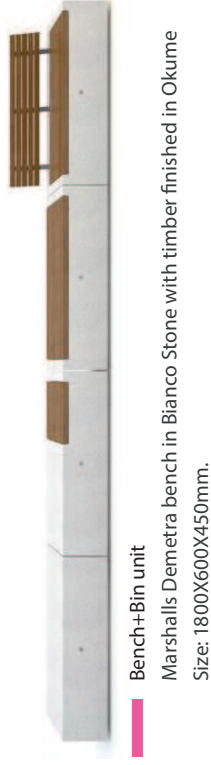
Bespoke wayfinding sign  
2000mm height x  
400mm width in steel,  
powder coated with  
bespoke lettering



Cycle stands  
Mmcite edgetyre STE410

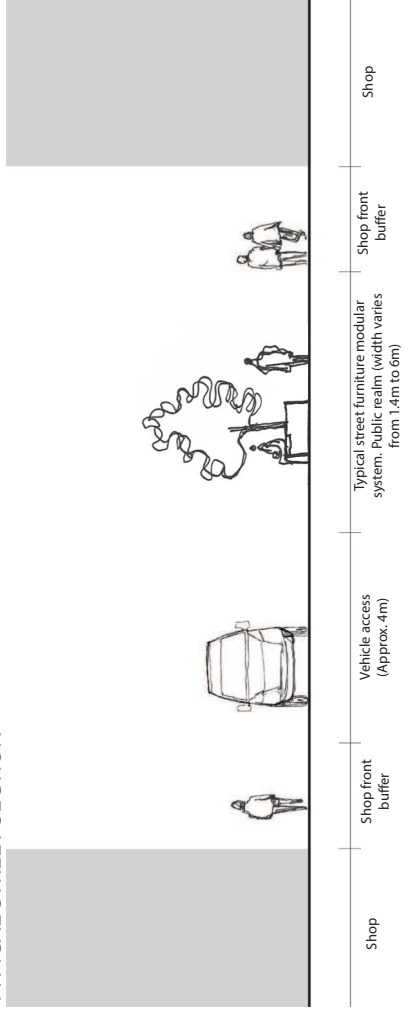


Bench+Bin unit  
Marshalls Demetra bin



Bench+Bin unit  
Marshalls Demetra bench in Bianco Stone with timber finished in Okume  
Size: 1800X600X450mm.

## TYPICAL STREET SECTION

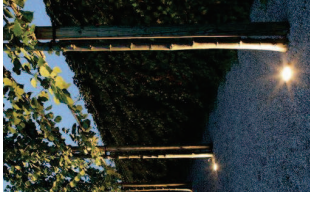
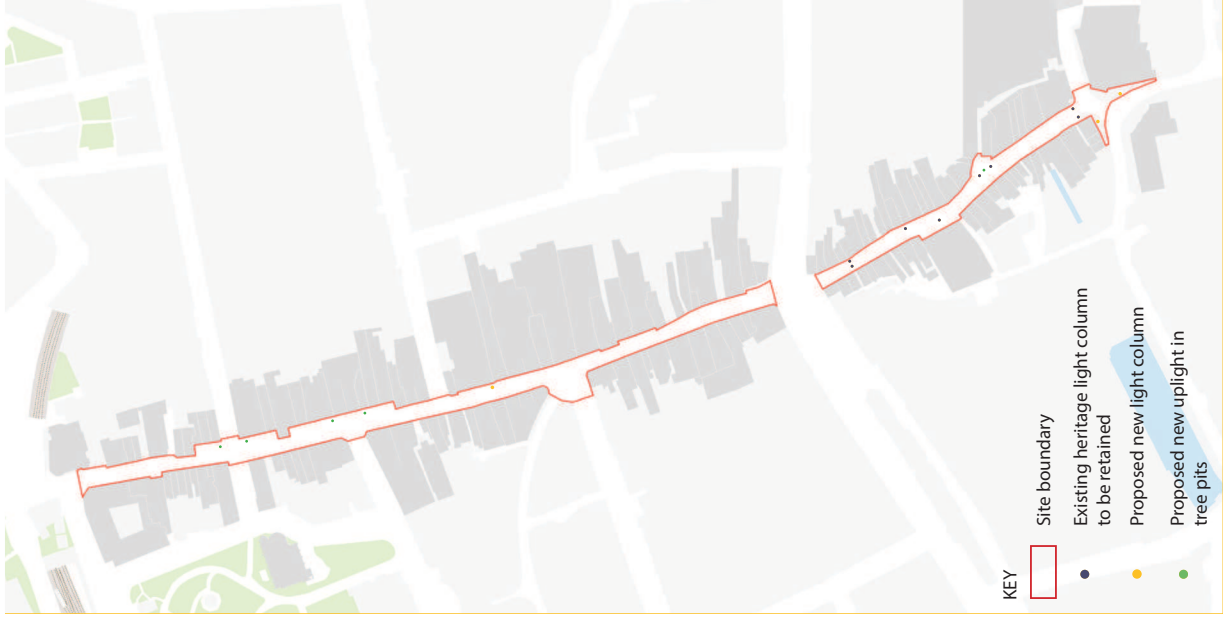


## LIGHTING STRATEGY

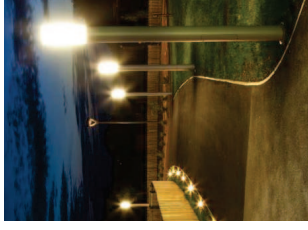
- Week Street
  - Existing light column to be replaced with DW Windsor Silka 4 Stainless steel light column  
Ref.: IP55/ IK10/CLASS
  - 4 nos. of DW Windsor Lyra 1 LED upright within tree pit planting

### Gabriel's Hill

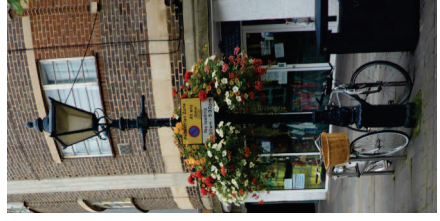
- Existing heritage light columns to be retained and painted in accordance with Francis Knight's documentation.
- Lights that are outside the conservation boundary by the area outside Gala Bingo to be replaced with DW Windsor Silka 4 Stainless steel light column  
Ref.: IP55/ IK10/CLASS
- 1 no. of DW Windsor Lyra 1 LED upright within tree pit in tree planting at the Mall's entrance



• DW Windsor Lyra 1 LED upright within tree pit



• DW Windsor Silka 4 Stainless steel LED light column



• Existing light column within the conservation zone on Gabriel's Hill



# PAVING STRATEGY

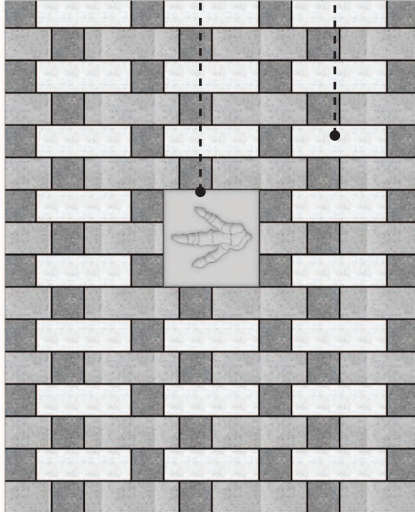
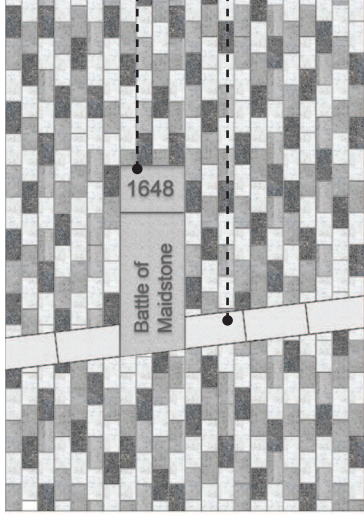
The materiality is chosen to create a pedestrian friendly unified streetscape through modules of robust concrete block paving with key elements of Kentish Ragstone

Different dimensions of concrete block will be used to create different paving patterns along and streetscape and in the key squares.

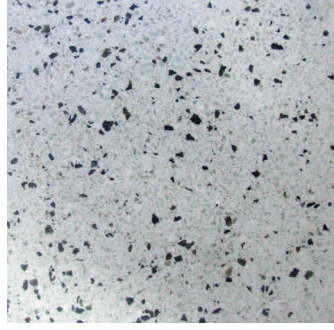
Kentish Ragstone is chosen to enhance Maidstone identity as this stone is vernacular to the town and is sourced in a local quarry. The Ragstone will be used as a feature element with specific etched details relating to the town's history.



Kentish Ragstone - Key feature in paving



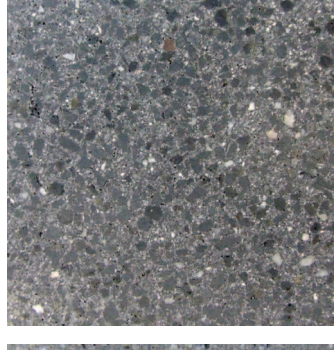
Charcon Vianova - Main consistent paving type



Light Grey



Dark Grey



Anthracite



## PLANTING STRATEGY

The planting strategy focuses on vertical landscape elements due to the limitation for soft landscape at street level.

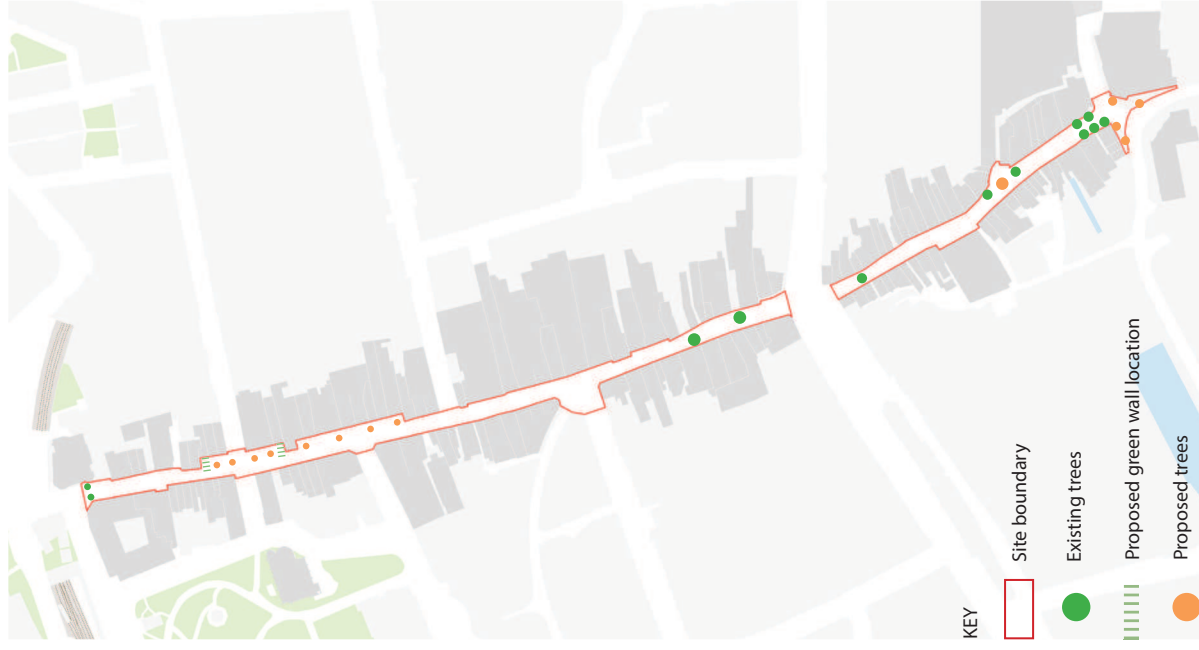
Existing trees are retained where feasible and new tree planting and green wall features are proposed to soften the streetscape.

New tree species will be carefully chosen to accommodate the heavy footfall with emphasis on low maintenance.

The planting palette for the green wall will match with the Maidstone colour palette (Blue and Yellow/Gold) and be wildlife friendly for biodiversity benefits.

Suggested palette of tree species:

- *Ginkgo biloba*
- *Betula utilis* var. *jacquemontii*
- *Liquidambar styraciflua*
- *Liriodendron tulipifera* 'Fastigiata'



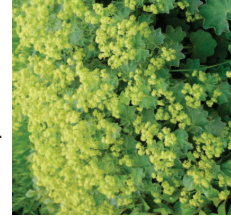
Existing trees



Green Wall



Suggested species to match with Maidstone colour palette



## 07. MAINTENANCE

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**Hard Landscape**

Hard landscape materials, unit sizes and laying patterns have been carefully considered in order to maximise longevity and maintainability of the wearing course. This is essential for a scheme that expects high footfall in terms of public urban realm usage.

Appended to this report is the manufacturers product literature for each paving type proposed.

As part of the proposals a series of paving trial areas shall be installed on site. These areas shall contain the range of product currently under consideration. Paving trials shall be laid in the same colour and textures proposed.

**Soft Landscape**

Minimal soft landscape is proposed across the scheme.

Tree planting shall be in the form of semi mature trees within tree pits. The surface treatment for new trees shall be metal tree grilles. Existing trees shall predominately have resin bound gravel applied to their base and formed by a flush metal edge.

New tree pits shall include underground guying and aeration/irrigation pipes.

Species shall be chosen for low maintenance. When selecting final species consideration shall be made to the form of the canopy to avoid future conflict with the built form and vehicular routes.

Green walls are proposed within Week Street. These shall take the form of a modular system with integral irrigation.

Green walls shall be installed high enough to be out of the reach of the general public.

The green wall supplier offers an ongoing maintenance service as part of the installation package which could be considered.

**Street Furniture**

Benches shall take the form of solid stone units. Their simple rectilinear design means cleaning around them shall be minimal. Some of the benches will have a hard wood seat to the top. Hard wood has been chosen for its longevity and minimal maintenance requirements.

A series of bins shall be placed with selected benches in key locations to minimise waste. The bin unit is in keeping with the bench design.

Wayfinding signs are proposed and shall be manufactured in metal work. It is envisaged that the final surface shall have an anti graffiti treatment to avoid anti social behaviour.



GALLAGHER GROUP  
LEITRIM HOUSE  
LITTLE PRESTON  
AYLESFORD  
MAIDSTONE  
KENT, ME20 7NS

BS EN 771-6:2011

Category II Natural Stone Masonry Units

**KENTISH RAGSTONE**

Petrographic Examination:	Glauconitic Limestone
Dimensions:	As per delivery document
Configuration:	As per delivery document
Apparent Density:	2640 Kg-m <sup>3</sup>
Apparent Density after Thermal Shock:	2650 Kg-m <sup>3</sup>
EN 772-1 Compressive Strength:	159 Mpa
EN 772-1 Compressive Strength LEV:	123 Mpa
EN 772-1 Compressive Strength after freeze thaw (56 cycles):	159 Mpa
EN 772-1 Compressive Strength LEV after freeze thaw (56 cycles):	124 Mpa
BSEN 12372 (3Pt) Flexural Strength:	14.5Mpa to 10.1Mpa
Slip Resistance Dry:	65
Slip Resistance Wet:	52
Specific Heat Capacity:	1000 J/(kg.K)
Water Absorption:	0.60%
Water Absorption by Capillary:	1.1 g.m-2.s-0.5
Water Vapour Resistance Factor - Dry:	250
Water Vapour Resistance Factor - Wet:	200
Open Porosity:	1.3 % by vol
Open Porosity after Thermal Shock:	1.1 % by vol
Abrasion:	18.5mm
Design Thermal Conductivity:	2.3 W/(m.K)-1
Breaking load at Dowel hole 50mm thick:	3000 N
Reaction to Fire (Declared value):	A1

Copies of our full BRE test results can be supplied on request





## 1 INITIAL MAINTENANCE

### MAINTENANCE, CLEANING AND SEALING OF INTERLOCKING CONCRETE PAVEMENTS

When properly installed, precast concrete pavements have very low maintenance and provide an attractive surface for decades. Under foot and tyre traffic, concrete pavements often become exposed to dirt, stains and wear. This is common to all pavements.

During the initial life of the pavement the joints between the pavers will be relatively porous. The ingress of water will consolidate the jointing sand and it is important that the joints are regularly filled with jointing sand to replace the sand consolidated by rainwater.

The joints will soon become semi-impervious due to detritus tending to seal the joints. Until this has occurred the paving should only be brushed by hand. Mechanical sweepers and in particular sweepers with high suction forces should not be used. If they are used there is a real risk of loss of jointing sand from between the pavers.

A liquid substance, which stabilises joint filling sand, impedes its unwanted removal by suction cleaners and at the same time helps to prevent the ingress of water during the early life of the pavement may be used.

If any form of surface sealing is used on the pavers it must be applied in strict accordance with the manufacturers instructions and it must be accepted that it may have an effect on the colour of the paving, its slip/skid resistance and may require on-going maintenance.

## 2 GENERAL GUIDELINES FOR THE REMOVAL OF STAINS AND GROWTHS FROM CONCRETE & CLAY PRODUCTS

These notes are intended for general guidance and are not intended to be exhaustive.

Some of the cleaning methods described involve the use of chemicals, which could be dangerous if not used correctly. It is important that any safety warnings issued by the chemical suppliers should be read carefully and strictly adhered to.

In general the following precautions should be taken:



- (a) When using chemicals, protective clothing such as gloves, goggles, boots and overalls should be worn.
- (b) Adequate ventilation is required in confined spaces when using chemicals.
- (c) When using flammable materials; cigarettes, naked flames and other sources of ignition should be carefully controlled.
- (d) When diluting acids, ALWAYS add acid to water and not water to acid.
- (e) Any clothing, which is contaminated with chemicals should be disposed of safely.
- (f) When using any chemicals care must be taken not to damage, contaminate or stain any adjoining material.
- (g) Care must be taken to protect personnel operating in the area of the cleaning from any injury or hazard created by the cleaning.

It is particularly important with all cleaning methods that trails should be carried out on a small, preferably inconspicuous area, to determine the effect of the chemicals before treating a large area.

## 3 ACID WASHING

Light stains can often be removed without markedly affecting the texture and appearance of the concrete.

With deeper stains a degree of acid treatment is required to remove the stain, which in some cases can result in an acid etched appearance.

When using an acid cleaner, protective clothing (gloves, boots, goggles etc) should be worn. Anything, which might be affected by the acid e.g.: metals should be covered.

The procedure for cleaning is firstly to dampen the concrete with water; this prevents the acid being sucked into the surface rather than reacting with the surface layer. Secondly brush the acid over the concrete surface (typically 10% Hydrochloric acid is used). The area is then washed clean of the acid using clean water.

Repeated applications may be required to remove deep stains. Wherever possible a trial in an inconspicuous area is advised.



## EFFLORESCENCE

Efflorescence or lime bloom is a transient phenomenon of Portland cement. Its effect is to lighten the colour of the concrete.

Efflorescence, also known as lime bloom, appears as a white deposit covering part or the entire surface of cement-containing products.

The result of light deposits is the lightening of the surface colour, the heavier the deposit the lighter the colour.

Except in very severe cases, the phenomenon disappears completely when the blocks are wet and reappears as the blocks dry out.

### Occurrence

Efflorescence is a temporary, naturally occurring phenomenon that occurs to a varying extent on all items containing cementitious binders. Mortar is particularly prone to efflorescence and this can contaminate other products. It is formed by soluble salts from the cement migrating to the surface where they react with the atmosphere to produce the white powder (Calcium Carbonate) known as efflorescence. Individual crystals are very small and are not firmly fixed to the surface. The smallest of the crystals linked with their optical properties causes them to become invisible when wet. As they dry out they become visible and are unchanged.

Products are most susceptible to efflorescence under damp conditions as this aids the movement of the soluble salts.

Efflorescence in no way affects the structural integrity of the items.

### Treatment

The phenomenon is temporary and will, with time, disappear as a result of normal weathering. The length of time depends on many factors such as rainfall, atmospheric pollution, etc.

Efflorescence can, however, be removed chemically by using an acid washing agent (dilute Hydrochloric acid). The product should first be thoroughly soaked with clean water followed immediately by the application of a commercial acid washing material (available from most builders' merchants) in accordance with the manufacturers' instructions.

As the efflorescence dissolves, there will be some frothing (effervescence) and



once this has finished the whole surface should be rinsed thoroughly with clean water. In the vast majority of cases, one treatment should be all that is required but in some cases, re-treatment may be required in the future.

## 4 GENERAL DIRT AND DETRITUS

To remove general dirt and detritus, scrubbing with soap and water is normally sufficient. This can be done either by hand or by using an industrial cleaner.

If a power hose is used then care must be taken to avoid the removal of the jointing material (sand or mortar).

Ensure soap has been thoroughly washed from the surface on completion of the cleaning and the resulting run-off is carefully channelled to either drainage or containers where it can be safely disposed of.

## 5 RUST STAINS

a) First of all, action must be taken to eliminate the sources of staining.

To remove the rust stain, wash the affected area with 10% Hydrochloric acid solution normally suffices. However, acid attacks concrete and might leave a slightly roughened surface, so care must be taken when using the cleaner and all manufacturers' instructions must be strictly adhered to (see Acid Washing).

b) The first requirement is to eliminate the source of the staining.

To remove the rusty stain again, the surface should be made wet and then the affected area treated with a 10% Hydrochloric acid solution or 10% Oxalic acid solution. After cleaning, the chemical contaminant should be carefully disposed of.

Buff pavers should **NOT** be treated with acid without first discussing the stain with the supplier of the paver.

## 6 OIL STAINS

Oil penetrates readily into concrete, but it should not stain if any spillages are removed promptly with an absorbent material (e.g.: paper towel or cloth).

Do not wipe, as this will drive the oil into the concrete.

If the stain persists, then an emulsifying degreaser should be employed. Brush the cleaner onto the affected area and then wash the emulsified oil away with





7 plenty of water.  
Alternatively the surface could be scrubbed with a strong detergent and then washed away with hot water but care must be taken as this method might also result in the leaching out of some pigment

**BITUMEN STAINS**

Bitumen does not penetrate readily into concrete. The method for removal is to allow the bitumen to cool, then cover with ice until it becomes brittle. Then chip or scrape off the bitumen. Any residue should be removed with an abrasive powder and finally the whole area rinsed clean with water.

**GRAFFITI & PAINT STAINS**

Fresh wet paint should be soaked up with an absorbent material without wiping, as this will spread the stain. The area should then be scrubbed with scouring powder until no more improvement is seen.

With dried paint, the paint should be scrapped off as far as possible and then an appropriate paint remover should be applied, following the manufacturers instructions.

Graffiti can be very difficult to remove because of the variety of different paints and inks that are used, so prevention is always better than cure. There are several manufacturers who produce specially manufactured products for graffiti removal and they should always be consulted.

**EPOXY & POLYESTER STAINS**

Areas of solidified epoxy and polyester resin can be removed by carefully burning off with a blowtorch, but care must be taken with any fumes given off.

If a black stain remains this can be removed by scrubbing with soap and water.

For larger areas grit blasting is an alternative.

**SMOKE, FIRE & TOBACCO STAINS**

Generally these stains can be removed by scrubbing with soap and water.

Where the stains persist household bleach can be used, but care must be taken when using the bleach and it must be totally rinsed away with clean water.



**BEVERAGE STAINS**

Scrub the stain with hot soapy water. If the stain is persistent apply a bleach solution and finally rinse with clean water.

**CHEWING GUM**

Chewing gum is one of the most difficult substances to remove from concrete. Newly discarded gum can be scraped off using a scraper.

Inground gum can be removed by either freezing the gum and chiselling it off the concrete or for larger areas use a high pressure steam cleaner to remove the gum.

**MOSS, LICHENS & ALGAE**

In circumstances where moss, lichens and algae are considered undesirable a toxic wash (proprietary brand fungicide etc) is required to kill them off. These washes take a few days to be fully effective so they should be applied during a spell of dry weather. The washes work best if any thick growths are scraped off first and the wash is well brushed in. Some toxic washes leave a residue to discourage the re-growth of the moss and algae but this effect is unlikely to last more than 2 – 3 years.

**MAINTENANCE**

Areas, which have been sealed, require maintenance to retain its appearance.

**(a) Oil Spillages**

If oil, foodstuffs, drinks, grease etc are spilled simply apply a mild detergent using a soft scrubbing brush and rinse away. Stubborn stains can usually be removed using a steam cleaner or water jetter

**(b) Algae/Moss**

As the surface is now sealed, this problem will have been greatly reduced, however, in areas where there is a high degree of foliage or dampness, growth can reoccur. Washing and gentle scrubbing on a regular basis will remove such growth matter.



(c) General Cleaning  
Over a period of time the surface will lose its lustre through atmospheric borne detritus, wear etc, hence regular cleaning is recommended. This can be achieved by the use of a detergent and scrubbing brush or of a power washer or steam cleaner. Natural detergent should only be used as the use of strong detergents such as alkaline cleaners may damage the surface.

**(d) Weed & Grass Growth**

If the area has been correctly sealed, this should not occur. However, sometimes, small areas of sand may not have been fully coated with sealant and grass may appear. Remove weeds by hand and brush a small amount of sealant into the affected joints.

**(e) Recoating**

Coating life will depend on traffic and environmental conditions. Typical time will be 4 – 5 years. Areas subjected to heavy traffic can have single re-coats as necessary.



## 08. APPENDICES

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# GABRIEL'S HILL OPTION 2



**GENERAL NOTES**

1. THIS DRAWING IS TO BE READ IN CONJUNCTION WITH ALL RELEVANT ARCHITECTS' ENGINEERS AND SPECIALIST DRAWINGS AND SPECIFICATIONS
2. DO NOT SCALE FROM THIS DRAWING IN EITHER PAPER OR DIGITAL FORM. USE WRITTEN DIMENSIONS ONLY.
3. ALL EXISTING SITE INFORMATION HAS BEEN ASCERTAINED FROM TOPOGRAPHICAL SURVEY BY MK SURVEYS REF 2508 DATED 07 FEBRUARY 2016.

**LEGEND**

- SITE BOUNDARY INTERPOLATED FROM INFORMATION PROVIDED.
- - - - SITE BOUNDARY AS SHOWN ON THE EXTENT OF SITE BOUNDARY.

DE32 Private Car  
 Overall Length 4.22m  
 Overall Width 1.71m  
 Overall Wheel Height 1.31m  
 Max. Tyre Width 0.23m  
 Max. Tyre Overlap 0.05m  
 Min. to Max. Turning Radius 5.75m



**THIS DRAWING IS TO BE READ IN FULL COLOUR**

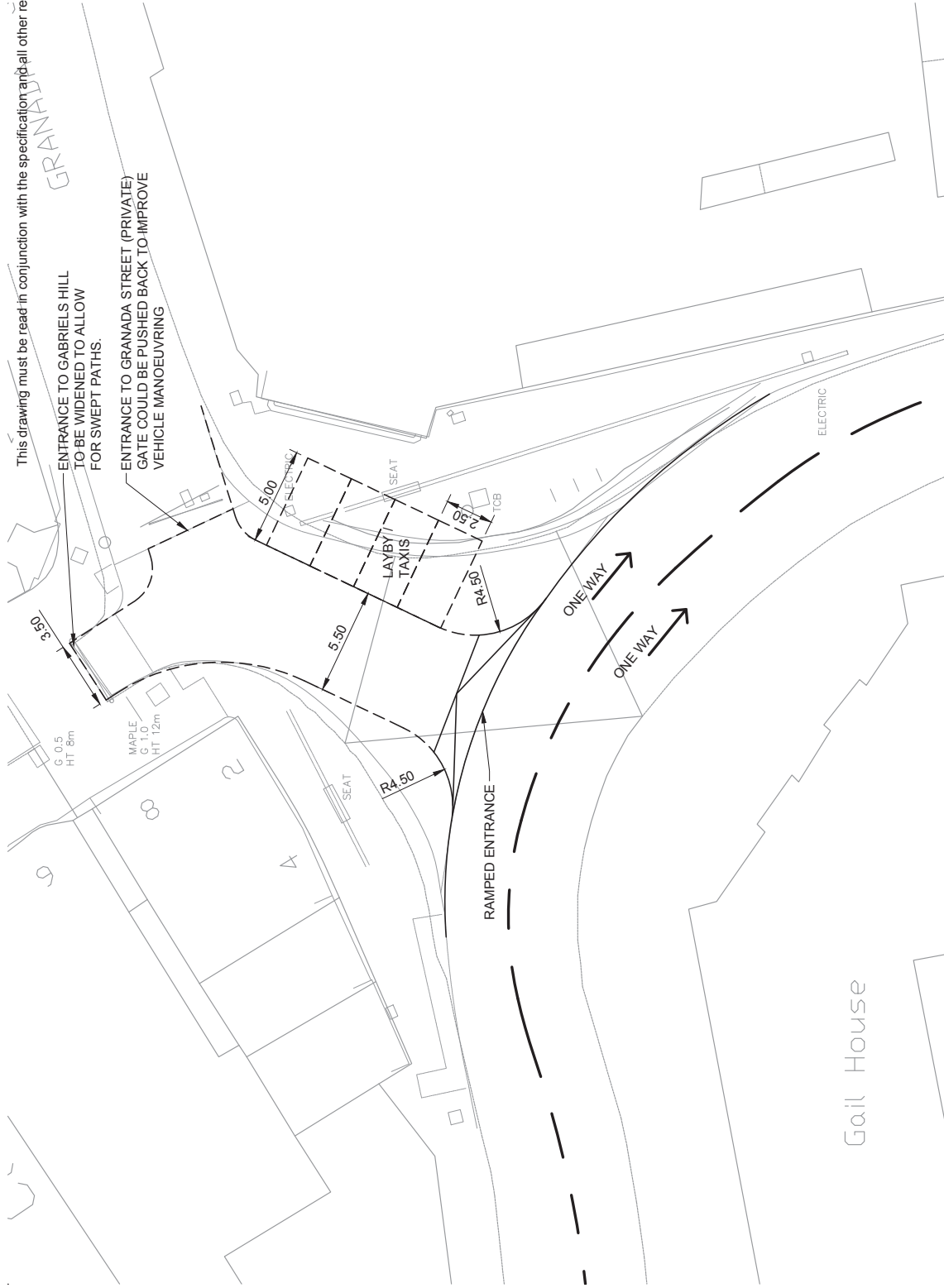
**NOT FOR CONSTRUCTION**

PL 07/03/17 ISSUED FOR INFORMATION	LS	TN
Rev. Date	Description	Drawn
		Checked

**comsbee** Consulting Structural Engineers  
 Consulting Civil Engineers  
 London • Cambridge • Norwich  
 1-5 Oldford St London N1 1DH  
 Telephone 020 7730 0900  
 www.comsbee.co.uk

Project	MAIDSTONE PUBLIC REALM	Date	MAR 2017
Project No	160661	Scale	1:500@A1
Project Name	SWEEP PATH ANALYSIS	Drawn	LS
Project Description	DROP OFF - OPTION 2	Engineer	TN
Project Location	GABRIEL'S HILL	Project No	160661
Project Status	PRELIMINARY	Revision	P1
Project Ref	160561-X-00-DR-C-6003		

# GABRIEL'S HILL OPTION 3



**NOTES**

1. OPTION FORMALISES DROP OFF / PICK UP ARRANGEMENTS WHILE PRIORITISING PEDESTRIAN SPACE. ALLOWS FOR 4 VEHICLES AT ONE TIME.
2. LIKELY CONFLICT WITH CARS MANOEUVRING INTO THE PARKING SPACES. CARS LEAVING THE BINGO HALL CAR PARK, SERVICE VEHICLES ACCESSING GABRIEL'S HILL, AND PEDESTRIANS.
3. BAYS WILL REQUIRE CONTROL, EITHER THROUGH T.R.O. OR YELLOW LINES (NOT PREFERABLE).
4. BAYS REDUCE PEDESTRIAN SPACE IN FRONT OF GALA BINGO AND INTRODUCE CARS INTO PEDESTRIAN REALM.
5. UPSTAND MAY BE REQUIRED TO BACK OF BAYS TO AVOID VEHICLES OVERSAILING AND REDUCING PEDESTRIAN SPACE.
6. LEVELS DIFFERENCE WILL NEED TO BE ADDRESSED ON FOOTWAY BETWEEN GALA BINGO AND PALACE AVENUE. LEVELS TO BE RAISED OR BARRIER MAY NEED TO REMAIN.
7. LEVELS NEED TO BE CAREFULLY DESIGNED AND DRAINAGE WILL NEED TO BE IMPROVED.
8. ENTRANCE GATE TO GRANADA STREET MAY NEED TO BE PUSHED BACK TO ALLOW BETTER VEHICLE MANOEUVRING.
9. ENTRANCE TO GABRIEL'S HILL SHOULD BE WIDENED TO ALLOW FOR SWEEP PATH AND REDUCE RISK OF CONFLICT WITH MAPLE TREE.
10. SCHEME CAN BE EASILY INCORPORATED INTO ANY FUTURE RAISED TABLE ACROSS PALACE AVENUE (NOT CURRENTLY PROPOSED). SUCH A SCHEME WOULD HELP REDUCE VEHICLE SPEEDS AND ALLOW SAFER ACCESS / EGRESS.

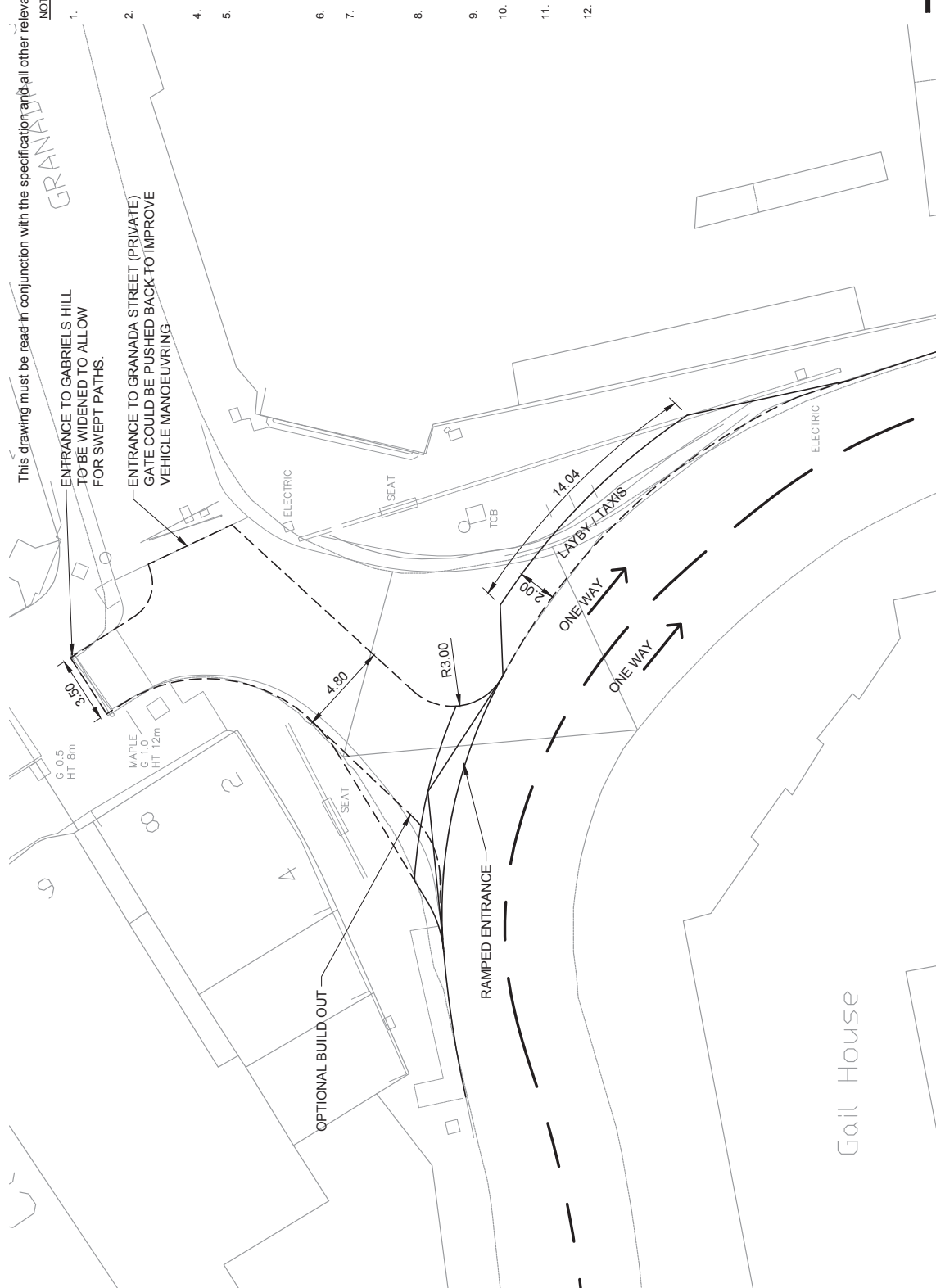
**NOT FOR CONSTRUCTION**

Rev	Date	Description	Drawn	Check
Project				
Drawing Status				
PRELIMINARY			Project No <b>160561</b>	
Date				
MAR 2017			Drawing No <b>SK-C-002</b>	
Scale				
1:200 @ A3			Engineer Revision <b>P2</b>	

Project	
MAIDSTONE PUBLIC REALM	
Title	
GABRIEL'S HILL DROP OFF OPTION 3	

1-5 Oxford St  
London W1D 1DR  
Tel: 020 7760 9886  
Fax: 020 7760 9886  
design@conisbee.co.uk  
www.conisbee.co.uk

**conisbee**  
Consulting Structural Engineers  
Consulting Civil Engineers



This drawing must be read in conjunction with the specification and all other relevant drawings. Do not scale from this drawing.

NOTES

- OPTION PROVIDES GREATER SEPARATION BETWEEN PEDESTRIAN AREAS AND ROAD BY KEEPING LAY-BYS ON CARRIAGEWAY AND REDUCING CONFLICT.
- LIKELY CONFLICT WITH CARS MANOEUVRING INTO THE LAYBY. CARS LEAVING THE BINGO HALL CAR PARK SERVICE VEHICLES ACCESSING GABRIEL'S HILL AND PEDESTRIANS. LESS CONFLICT THAN COMPARED TO OPTION 3.
- REDUCED BAY CAPACITY COMPARED TO OPTION 3.
- NEED TO CAREFULLY CONSIDER VISIBILITY FOR DRIVERS EXITING THE LAYBY AND MERGING WITH TRAFFIC ON PALACE AVENUE. DRIVERS WILL NEED TO LOOK OVER THEIR RIGHT SHOULDER AS THEY EXIT THE SPACE AND YOU ARE LIKELY TO GET A HIGH PROPORTION OF OLDER DRIVERS DROPPING-OFF/PICKING-UP FROM THE BINGO.
- BAYS WILL REQUIRE CONTROL, EITHER THROUGH T.R.O. OR YELLOW LINES.
- MAY NEED TO MARK INDIVIDUAL SPACES WITHIN THE LAYBY TO MANAGE THE USE OF THE SPACE EFFECTIVELY AND TO PREVENT ADDITIONAL VEHICLES ATTEMPTING TO PARK AND OVERHANGING THE CARRIAGEWAY.
- LEVELS DIFFERENCE WILL NEED TO BE ADDRESSED ON FOOTWAY BETWEEN GALA BINGO AND PALACE AVENUE. LEVELS TO BE RAISED OR BARRIER MAY NEED TO REMAIN.
- LEVELS NEED TO BE CAREFULLY DESIGNED AND DRAINAGE WILL NEED TO BE IMPROVED.
- ENTRANCE GATE TO GRANADA STREET MAY NEED TO BE PUSHED BACK TO ALLOW BETTER VEHICLE MANOEUVRING.
- ENTRANCE TO GABRIEL'S HILL SHOULD BE WIDENED TO ALLOW FOR SWEEP PATH AND REDUCE RISK OF CONFLICT WITH MAPLE TREE.
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**NOT FOR CONSTRUCTION**

Rev	Date	Description	Drawn	Check
Project				
Drawing Status			Project No	
PRELIMINARY			160561	
Date	Drawn	Drawing No		
MAR 2017	TN	SK-C-003		
Scale	Engineer	Revision		
1:200 @ A3	TN	P2		

Project  
MAIDSTONE PUBLIC REALM

Title  
GABRIEL'S HILL DROP OFF  
OPTION 4

1-5 Oxford St  
London N1 1DR  
Tel: 020 7700 6666  
Fax: 020 7700 6666  
desig@conisbee.co.uk  
www.conisbee.co.uk









# Agenda Item 16

## Heritage, Culture and Leisure 4<sup>th</sup> April 2017 Committee

Is the final decision on the recommendations in this report to be made at this meeting? **Yes**

### A Sustainable Future for Mote Park Update

<b>Final Decision-Maker</b>	<b>Heritage, Culture and Leisure Committee</b>
<b>Lead Head of Service</b>	Head of Regeneration & Economic Development
<b>Lead Officer and Report Author</b>	Laurence Tricker
<b>Classification</b>	Public
<b>Wards affected</b>	All

#### **This report makes the following recommendations to this Committee:**

##### **Car Park Charging**

1. That approval is given to the Parking Services Manager to amend the Off-Street Parking Places Order to vary the car park tariff for parking for up to 6 hours from £1 to £2, to meet the budget and in response to peak demand, and to invest £250,000 in additional parking provision

##### **Adventure Zone**

- 2.1 To approve a revised total scheme cost of £1,150,000 for the Adventure Zone.
- 2.2 To invest a further £300k in non-income producing improvements to the park (from the existing Capital Programme) within an existing contract as detailed in the report.
- 2.3 To delegate authority to the Head of Regeneration and Economic Development to undertake a procurement process for a contractor for the Adventure Zone and other improvements in line with the Contract Procedure Rules.
- 2.4 To delegate authority to the Director of Finance and Business Improvement to award the contract to the successful bidders for the construction of Adventure Zone in line with the Contract Procedure Rules
- 2.5 To delegate authority to the Head of Mid Kent Legal Services enter into contracts and any other necessary agreements for the construction of the Adventure Zone.

### **Mote Park Centre**

- 3.2 To approve a revised total scheme cost of £1.75m for the Visitor Centre.
- 3.2 To invest a further £625k in non-income producing improvements to the park (from the existing Capital Programme) as detailed in the report under the same contract.
- 3.3 To delegate authority to the Head of Regeneration and Economic Development to undertake a procurement process for an architect and other professional services and appoint to these contracts in line with the Contract Procedure Rules.
- 3.4 To delegate authority to the Director of Finance and Business Improvement to award the contract to the successful bidders for the construction of the Mote Park Centre in line with the Contract Procedure Rules.
- 3.5 To delegate authority to the Head of Mid Kent Legal Services to enter into contracts and any other necessary agreements for the construction of the Mote Park Centre.

### **This report relates to the following corporate priorities:**

- Keeping Maidstone Borough an attractive place for all - Ensuring there are good leisure and cultural attractions.
- Securing a successful economy for Maidstone Borough -

### **Timetable**

<b><i>Meeting</i></b>	<b><i>Date</i></b>
Corporate Leadership Team	21/03/2017
Heritage, Culture & Leisure Committee	04/04/2017

# A Sustainable Future for Mote Park Update

## 1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1. On 5th January 2016, the Heritage Culture & Leisure Committee approved a report titled "A sustainable future for Mote Park". This report proposed a number of investment projects, as follows;
  - Car Park Charging
  - Adventure Zone
  - Visitor Centre (and bringing the café operation "in house")
  - Improvements to existing facilities within the park.
- 1.2. This report briefly sets out the progress made on the Sustainable Future for Mote Park Programme, as well as future actions planned, key deliverables as well as any budgetary changes required. The purpose of this report is to seek approval from Heritage, Culture and Leisure Committee (HCL) to progress these projects with revised total scheme costs.
- 1.3. These will be discussed under 1) Car Park Charging 2) The Adventure Zone, 3) Visitor Centre, as they will be scoped, procured and delivered within one of these three projects.

## 2. INTRODUCTION AND BACKGROUND

- 2.1. These three key projects form part of the Sustainable Future for Mote Park Programme and whilst we are the investors in these new facilities we are working with other stakeholders to progress these projects to achieve the wider objectives of the council and to make sound investments in community assets that will contribute to the overall leisure, heritage and culture offer of the borough.
- 2.2. We have appointed specialist consultants to ensure the design and financial viability is fully proven prior to awarding construction contracts and confirming operator contracts. The procurement of the design and construction stage of all of these schemes will be undertaken by the consultant advised by our own procurement team.

### 2.3. Car Park Charging

Date of Last Approval	5 <sup>th</sup> January 2016
Project Description	<p>The main car park has 109 parking bays. It was agreed to introduce a £1 charge for parking and for the current financial year, the budgeted income was £206,430. Charging commenced in Q4 of 2015/16 and the full year income forecast is £126,597 for the current financial year, a shortfall of £79,833.</p> <p>The current difficulties are compounded by the fact that at peak times, the 109 parking bays are insufficient, and this is on occasion resulting in lost income and also detracting from the overall visitor experience.</p> <p>This situation will only be exacerbated when the new facilities are created, with the associated increased visitor demand for parking.</p> <p>On this basis there is a necessity to create a further surfaced visitor car park for 77 bays and also undertake improvements to the existing over-flow car park (194 bays). This investment required (£250,000) needs to be viewed in the context of the budgeted income target for car parking within Mote Park, of £206,430, which if capitalised at 7% would give an asset value of £2,948,999.</p>
<b>Proposal</b>	<ul style="list-style-type: none"> <li>• To raise the parking charge to £2.00, for parking for up to 6 hours in all Mote park pay and display car parks, to raise income slightly in excess of the budget target based on current usage and also invest £250,000 in creating the additional car parking as detailed above (this construction work will be procured as part of the Adventure Zone Contract).</li> </ul>

## 2.4. Adventure Zone

Date of Last Approval	5 <sup>th</sup> January 2016
Project Description	<p>The design for this new facility had been advanced, to include; a high ropes frame, a climbing wall, adventure golf, kiosk, adjacent car parking and a Segway track.</p> <p>A procurement process to identify a contractor to build and operate the new facility was undertaken but regrettably there was only one bidder, and this failed to demonstrate VFM for the build element.</p> <p>Having taken further internal procurement and legal advice, we are now content that SERCO can be installed as the operator of the completed facility, by way of it being an extension of their existing Leisure Centre contract, which expires in March 2023. Accordingly, SERCO have committed in writing that they would honour their offer to operate the new facility for the remainder of their main contract and their proposed business plan would provide revenue (see exempt appendix for details) to the council. This operational agreement includes a renewal, repairs budget provided by the operator covering the 6 year period of use under the agreement. We would then negotiate terms with a new operator of the Leisure Centre and the Adventure Zone.</p> <p>Furthermore, the previous design of the Adventure Zone was too costly. Following specialist cost consultancy input the scheme has been value engineered and so the planning application, which was placed on hold, following the aborted procurement process, will be restarted imminently. The budget for the Adventure Zone as a total scheme cost is £1,150,000 and our Employer’s Agent will commence the procurement of a contractor next month with a view to the new facility opening in April 2018.</p> <p>To support the main Adventure Zone facility there will need to be footpath and drainage improvements made in the vicinity (the costs of which will be contained within the total scheme cost detailed above).</p> <p>Improvements to existing facilities (which will not be</p>

	income producing) will also be procured under this project, as follows;	
	<ul style="list-style-type: none"> <li>New play area at a cost of £300,000 (from the existing Capital Budget allocated for this purpose).</li> </ul>	
	<b>Approval Requested</b>	<b>Previous Approval</b>
Employers' Agent (EA)	Silver	Martin Arnold
Architect	Scott Allen Associates	Scott Allen Associates
Principal Designer	Silver	n/a
Total Scheme Cost (TSC) inclusive of all fees	£1,150,000 (an increase of £360k)	£790,000
Projected Income Per Annum (Rent)	( see exempt appendix for details)	n/a
Projected Gross Yield on TSC	10% (MIN 8% NET)	n/a
Proposed Operator	SERCO	n/a
Submission of Planning Application	Autumn 16	n/a
Grant of Planning Consent	June 17	n/a
Start on Site	September 17	n/a
Practical Completion/ Opening	March 18	n/a
<b>Proposal</b>	<ul style="list-style-type: none"> <li>To set a revised total scheme cost of £1,150,000 for the Adventure Zone, and also invest £300k in non-income producing improvements as detailed above from the existing capital budget allocated for this purpose.</li> </ul>	



## 2.5. The Mote Park Centre

Date of Last Approval	5 <sup>th</sup> January 2016
Project Description	<p>The Mote Park Centre will be a new building located in Mote Park which will act as the hub for the 1 million plus visits per year. The proposed building will include café/restaurant, flexible community/hire space and key facilities-toilets, staff/volunteer office space. It is important to recognise that the current café and toilet facilities are now obsolete and inadequate.</p> <p>The current Mote Park café operation was brought in house in Q4 of 2015/16. Since then, financial performance has fallen short of the original budget estimate and based on (almost) a full financial years' trading information for 16/17, the Corporate Leadership Team made the decision to withdraw from this "in house" operation and procure a new private sector operator to take over with effect from 1<sup>st</sup> October 2017. The "in house" team will continue to manage this café (and the Museum café) for the intervening six month period, and the new private sector operator will run both cafes thereafter.</p> <p>These difficulties have meant that we would not run the new Visitor Centre when complete, and we have also scaled back the proposed investment in the new Visitor Centre based on these trading difficulties.</p> <p>Once the new centre is built at a reduced total scheme cost of £1,750,000 we will, subject to performance, offer the incumbent operator the opportunity to take on the new café. At this time all efforts will be made to adjust this arrangement into a long term full repairing and insuring lease type arrangement, so as to minimise any gross to net yield gap for the new facility and so maximise its asset value to the Council.</p> <p>Improvements to existing facilities (which will not be income producing) will also be procured under this project, as follows;</p> <ul style="list-style-type: none"> <li>• Relocation of the Park Estate Service Building and Maintenance Area at a cost of £250,000 (from the £766,020 Mote Park Essential Improvements Capital Budget).</li> <li>• Resurfacing the main entrance road at a cost of £150,000 (from the £766,020 Mote Park Essential Improvements Capital Budget).</li> <li>• Resurface the roadway / path / cycleway from the main car park to Willington Street at a cost of</li> </ul>

	£225,000 (from the £766,020 Mote Park Essential Improvements Capital Budget).	
	The improvements to existing facilities delivered under this project will take £625,000 of the allocated resource for Mote Park essential improvements	
	<b>Approval Requested</b>	<b>Previous Approval</b>
Employers' Agent (EA)	Silver	None
Architect	Currently being procured	Clague
Principal Designer	Silver	None
Total Scheme Cost (TSC) inclusive of all fees	£1,750,000 (a reduction of £750k)	£2,500,000
Projected Income Per Annum (Rent)	( see exempt appendix for details)	n/a
Projected Gross Yield on TSC	2.2%	n/a
Proposed Operator	TBC	In house
Submission of Planning Application	Jan 18	n/a
Grant of Planning Consent	April 18	n/a
Start on Site	Sep 18	n/a
Practical Completion / Opening	Jan 20	n/a
<b>Proposal</b>	<ul style="list-style-type: none"> <li>• To set a revised total scheme cost of £1.75m for the Visitor Centre.</li> <li>• To invest £625k in non-income producing improvements as detailed above.</li> </ul>	

### 3. AVAILABLE OPTIONS

#### 3.1. Do not proceed with any of these projects

The Sustainable Future for Mote Park programme sets out the rationale for the proposed Mote Park Centre, Estate Services Building and Adventure Zone as does the emerging Parks and Open Spaces 10 Year Strategic Plan. Without these schemes there would be a lost income opportunity to help offset reducing revenue budgets and no contribution to improving the leisure facilities and health and wellbeing across the Borough.

#### 3.2. Continue as set out in the above report

Recent work on these schemes has further refined the budget allocated which is still likely to create a positive return on the investment commensurate with the council's view of Mote Park as the 'jewel in the crown' of the council's parks, and provide the attractions required to

generate the footfall, visitor appeal and provide core facilities for the estates team and Mote Park Fellowship.

The council’s continued commitment to parks and their importance to our communities, the visitor economy and Mote Park’s national status, requires an appropriate response to make investments that will ensure we enhance the quality of the park, manage and respond to the growth in visitors and contribute to the long term viability of this most important community asset and this report reiterates this commitment. An increase in parking charges combined with improved and increased parking facilities will address the shortfall in the forecasted income budget for future years.

**4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS**

4.1. The preferred option is to proceed as set out in this report and agree the recommendations set out under “Recommendations” above. These capital projects represent a significant investment over the next 3 years and will deliver the core elements of the Sustainable Future for Mote Park.

**5. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK**

5.1. The design concepts and budget implications and revised work on capital costs and revenue incomes for Mote Park Centre were presented to Members at a briefing in February. Members were supportive of a revised budget based on the design concepts presented at the briefing which presented a more modest building in terms of scale, but without any loss in the overall quality and multi-usability.

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

- Progress and conclude the planning application for the Adventure Zone.
- Run a procurement process for the construction of the Adventure Zone and award the contract.
- Run a procurement process and appoint architects to proceed with design process of the Mote Park Centre and the Estate Services Building.
- Run a procurement process for the construction of the Mote Park Centre and the Estate Services Building and award the contract.
- Raise car parking charges to reflect the recommendations to vary the car park tariff

**7. CROSS-CUTTING ISSUES AND IMPLICATIONS**

Issue	Implications	Sign-off
<b>Impact on Corporate Priorities</b>	Keeping Maidstone an attractive place for all – ensuring there are good leisure and cultural attractions.	Head of Regeneration and Economic Development.

<b>Risk Management</b>	Full risk assessments are carried out for each project.	Head of Regeneration and Economic
<b>Financial</b>		Section 151 Officer & Finance Team
<b>Staffing</b>		Head of Regeneration and Economic
<b>Legal</b>	The legal implications are incorporated into the body of this report. The legal team will assist with the procurement processes and the preparation and award of the contracts.	Interim Head of Legal Partnership
<b>Equality Impact Needs Assessment</b>		Head of Regeneration and Economic
<b>Environmental/Sustainable Development</b>		Head of Regeneration and Economic
<b>Community Safety</b>		Head of Regeneration and Economic
<b>Human Rights Act</b>		Head of Regeneration and Economic
<b>Procurement</b>		Head of Service & Section 151 Officer
<b>Asset Management</b>		Head of Service & Manager

## 8. REPORT APPENDICES

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

- Appendix I and II for Concept Designs for the Mote Park Centre.
- Appendix III for details on exempt items

## 9. BACKGROUND PAPERS

9.1. A Sustainable Future for Mote Park.

**APPENDICES I AND II**

**CONCEPT DESIGNS FOR MOTE PARK CENTRE**

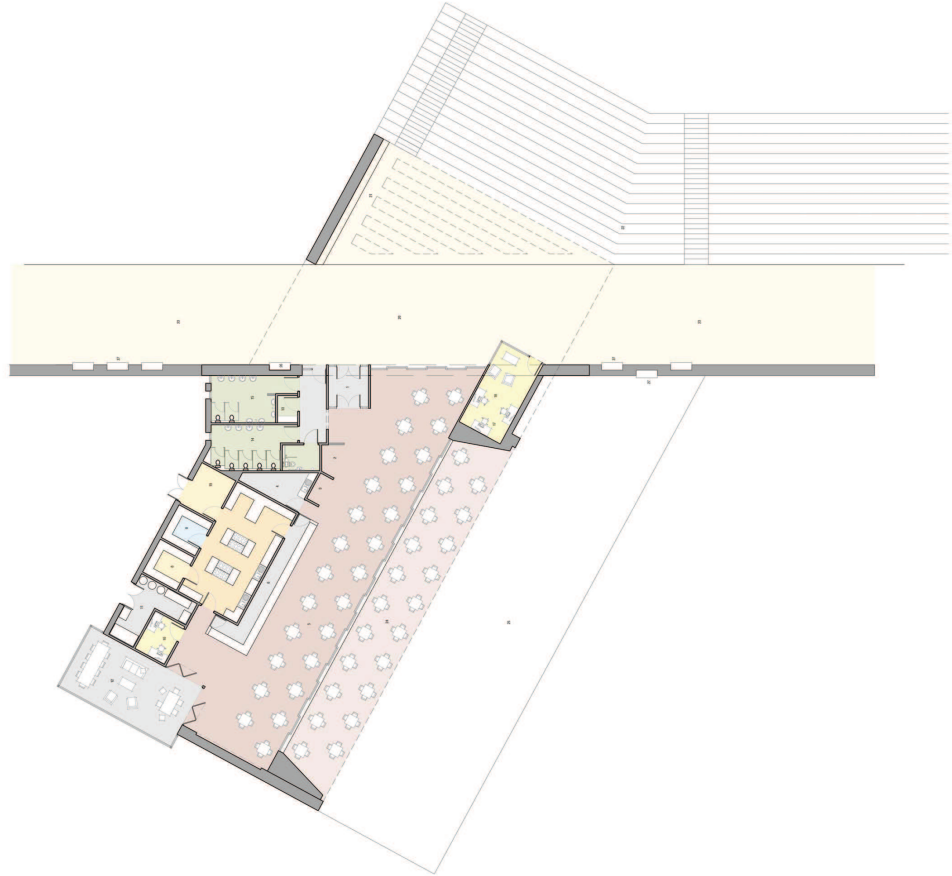




**NOTES:**  
 Do Not Scale.  
 Report all discrepancies, errors and omissions.  
 Verify all dimensions on site before commencing any work on site or preparing final drawings.  
 The architect shall not be responsible for any errors or omissions in the drawings or specifications prepared by the contractor or any other manufacturer's recommendations that from time to time shall apply.  
 For all specialist work, see relevant drawings.  
 This drawing and design are copyright of Clague LLP  
 Registration number 00333666.

Rev	Date	Description

Area schedule		
Key	Room	Area (sqm)
1	Entrance Area	18.0
2	Admin / Internal Area	3.0
3	Coat Check/Storage Store	2.3
4	Storage	10.3
5	Reception	207.6
6	Operational Storey Area	271.5
7	Kitchen	46.5
8	Coat Store	8.0
9	Food Store	8.0
10	Coaching Office	8.0
11	Plant Room	15.0
12	Health/Clubhouse Shop	47.0
13	Club Changing	3.0
14	Frame WC	19.4
15	Main WC	19.2
16	Disabled WC	5.5
17	Toilet Lobby	10.0
18	Park/Recreation Office	24.0
19	Staircase	10.0
TOTAL (Internal floor area)		489.4
20	Concrete Carrieway	170.0
21	Roofing area for sunny growth/hedge etc.	104.7
22	Outdoor external seating	2.59
23	Main Park area Mote Park	121.8
24	Concrete Seating Area	264.3
25	Health/Clubhouse Shop	264.3
26	Green Terrace Area	
27	Black Joints	
TOTAL		3,063.8



Project Title  
**Mote Park Centre**  
**Mote Park**  
**Maidstone**

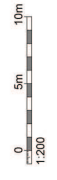
Drawing Description  
**Floor Plan - Option 3**

Scale  
**1:200 @A1**  
 Date  
**Feb 2017**  
 Drawn by  
**CSS**  
 Checked by  
**CSS**

**CLAGUE ARCHITECTS**

02 Burgess Court, Canterbury  
 Kent CT1 2BH 01227 762666  
 1 Kintons Court, Luton Road,  
 Harpenden, Hemel Hempstead AL5 3BL 01582 765116  
 4th Floor, 50 Charterhouse Street  
 London EC1M 6HR 0203 397 6111

CANTERBURY LONDON HARPENDEN  
 Drawing Number  
**23122A\_OP3**  
 Revision  
 -



HCL Committee Work Programme 2017-18

Monitoring Reports	HCL Committee Key Performance Indicators 2017/18	4 April 17
Museums and Heritage	Maidstone Museums Development – Progress Update	4 April 17
Parks and Open Spaces	Richmond Way Land Disposal	4 April 17
Parks and Open Spaces	Disposal of Land Adjacent to the Gallagher Stadium	4 April 17
Town Centre Regeneration	Public Realm Phase 3 Programme	4 April 17
Parks and Open Spaces	A Sustainable Future for Mote Park Update	4 April 17
Museums and Heritage	Plaques and People Protocol	6 June 17
Monitoring Reports	Tourism Destination Management Plan - Progress Update	6 June 17
Parks and Open Spaces	Disposal of Land at Hayle Place	6 June 17
Parks and Open Spaces	Parks and Open Spaces 10 Year Plan	June/July
Parks and Open Spaces	Play Area Strategy	June/July
Museums and Heritage	Maidstone Museum's Governance Options Paper	4 July 17
Other	Presentation from Headcorn Aerodrome (20 mins)	4 July 17
Monitoring Reports	Fourth Quarter Budget Monitoring	TBC
Monitoring Reports	Strategic Plan Performance Update Quarter 4	TBC
Income Generation	Pet Crematorium Business Case	TBC

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

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of the Local Government Act 1972.

Document is Restricted