

**SCRUTINY COMMITTEE RECOMMENDATION ACTION AND IMPLEMENTATION PLAN (SCRAIP)**

**Committee:** Economic and Commercial Development Overview and Scrutiny

**Meeting Date:** 26 November 2013

**Minute No:** 56

**Topic:** Lease for Town Hall Foyer

<b>Recommendation<sup>i</sup></b>	<b>Cabinet Member<sup>ii</sup></b>	<b>Response<sup>iii</sup></b>	<b>Timetable<sup>iv</sup></b>	<b>Lead Officer<sup>v</sup></b>
It was recommended that Section 6.2, of the Town Hall Foyer Lease, be re-worded, and checked by Legal Services, to ensure clarity in terms of refurbishment responsibilities.	Corporate Services – Cllr Moss	Agreed – the lease document has been revised to ensure clarity in terms of refurbishment responsibilities.	Completed	Zena Cooke, Director of Regeneration and Communities
It was recommended that Schedule 2 (Rights Retained), of the draft lease for the Town Hall Foyer, be reviewed, in relation to Foyer Use (2-3), to establish whether it is necessary to include a fixed number of days in terms of the landlord’s right to use the property upon giving the tenant two weeks’ notice.	Corporate Services – Cllr Moss	Agreed – the reference to a fixed number of days has been removed from Schedule 2.	Completed	Zena Cooke, Director of Regeneration and Communities
It was recommended, in view of the Town Hall being closed at weekends, that information be clearly displayed to ensure visitors are signposted to the Visitor Information Centre, at the Museum, and to further information, such as the Visit Maidstone website.	Economic and Commercial Development – Cllr Greer	Agreed – information will be clearly displayed to signpost visitors to the VIC at the Museum and other information such as the website.	February 2014	Dawn Hudd, Head of Commercial and Economic Development (in post from December)  Sandra Marchant,

				Customer Services Manager (Interim Democratic & Member Services Manager)
That further information, concerning visitor information numbers and types of enquiry, be provided to the Committee at their next meeting (January, 2014).  In addition to details from the Visitor Information Centre (at the Museum) and the Town Hall, a breakdown of enquires received via email, internet and telephone should be provided.	Economic and Commercial Development - Cllr Greer	Agreed – a short report setting out the details relating to visitor information is on the January 2014 – agenda.	Completed	Dawn Hudd, Head of Commercial and Economic Development (in post from December)

### Notes on the completion of SCRAIP

<sup>i</sup> Report recommendations are listed as found in the report.

<sup>ii</sup> Insert in this box the Cabinet Member whose portfolio the recommendation falls within.

<sup>iii</sup> The Officer/Cabinet Member responsible for responding to the recommendation should indicate in this box either the acceptance or rejection of the recommendation.

**If the recommendation is rejected** an explanation for its rejection should be provided. The 'timetable' and 'lead officer' boxes can be left blank

**If the recommendation is accepted** an explanation of the action to be taken to implement the recommendation should be recorded in this box. Please also complete the 'timetable' and 'lead officer' boxes.

<sup>iv</sup> The Officer/Cabinet Member responsible for responding to the recommendation should indicate in this box when the action in indicated in the previous box will be implemented.

<sup>v</sup> The Officer/Cabinet Member responsible for responding to the recommendation should indicate in this box the Officer responsible for the implementation of the action highlighted in the 'response' box.